



## Upgrading for Academic and Career Entry – UACE

### Program Outline

PROGRAM IMPLEMENTATION DATE:	January 2017
OUTLINE EFFECTIVE DATE:	September 2022
PROGRAM OUTLINE REVIEW DATE:	March 2027

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#### GENERAL PROGRAM DESCRIPTION:

The Upgrading for Academic and Career Entry (UACE) program supports students in meeting a variety of educational goals. Through the Upgrading for Academic and Career Entry program courses, students complete high school course curriculum requirements and develop effective academic study skills such as academic reading, writing, note-taking, mathematical competencies, and scientific inquiry skills, necessary for success in post-secondary courses and programs.

Upgrading for Academic and Career Entry courses help students to meet one or more of the following objectives:

- complete pre-requisite course(s) as part of a pathway for specific programs at the postsecondary level;
- upgrade high school marks enabling application to a postsecondary program;
- complete a high school graduation education;
- upgrade skills for employment;
- improve literacy skills; and
- improve upon personal and life-skills.

Prospective UACE students meet with an education advisor or the UACE Program Coordinator for an intake discussion prior to registering for any courses. The purpose of the discussion is to help the student articulate his or her educational goals, and to determine at what course level the student should begin. Students may be given an informal placement test before being registered. Students may register in individual courses to suit any personal or employment-related goals, which need not necessarily include further post-secondary education. This program is designed for both part-time and full-time students.

#### Program Information

##### Courses as Part of a Pathway for a Post-Secondary Program

An upgrading pathway can be considered for several programs at the College of the Rockies and is specific to each program. Students who wish to apply for a specific post-secondary program, but do not meet the normal entrance requirement for the program, may still be eligible to apply. Students are advised to meet with an education advisor or the UACE Program Coordinator for an assessment process to determine which adult upgrading courses will be required in their program pathway,

## BC Adult Graduation Program Requirements

If students wish to complete the requirements for adult high school graduation, to obtain the BC Adult Graduation Diploma (Dogwood), they will meet with an education advisor or the UACE Program Coordinator to determine which courses are necessary.

*Adapted from the ABE in BC 2015/2016 Articulation Handbook (page 18)*

### BC Post-Secondary –Qualifying Courses

- A Provincial Level English (Grade 12) or higher level post-secondary English course
  - An Advanced (Grade 11) or Provincial (Grade 12) Level Math or higher level post-secondary math course
- AND**
- **Three** additional Provincial (Grade 12 ) Level courses or higher level post-secondary courses (or a combination)
- OR**
- An Advanced (Grade 11 ) Level Social Sciences and **Two** other Provincial Level Courses or higher level post-secondary courses (or a combination)

### Pre-requisite Courses offered in the Upgrading for Academic and Career Entry Program:

Students who are not able to enter the 090 level English courses and 080 level Math courses are able to prepare for these courses through the ABE pre-requisite courses at the Grade 10 and Grade 11 level. (See course descriptions for a complete description of each course).

\*Post-secondary upgrading courses are described as Provincial Level, Advanced Level, Intermediate Level and Fundamental Level.

- Provincial Level courses are equivalent to grade 12 courses in BC high schools and are listed as 090 level courses at the College of Rockies.
- Advanced Level courses are equivalent to grade 11 courses in BC high schools and are listed as 080 level courses at the College of the Rockies.
- Intermediate Level courses are equivalent to grade 10 courses in BC high schools and are listed as 070 level courses at the College of the Rockies.
- Fundamental Level courses are offered from Level 1 to 6 and equate to learning outcomes below the grade 9 level courses at BC schools and are listed as 010 to 069 courses at the College of the Rockies.

### PROGRAM DELIVERY:

UACE courses are delivered in a directed studies format and in a semester delivery format. UACE courses are offered at all College of the Rockies regional campuses, however not all courses will be available at all campuses. (Contact regional campuses directly for more information on specific course offerings).

#### Directed Studies:

The directed studies method of delivery is a continuous intake model with personalized instruction supported by subject qualified faculty during scheduled hours in the classroom. The directed studies delivered courses have various start and end dates and the amount of time for course completion varies depending on the level of the course.

#### Semester (Face-to-Face on Campus):

Semester delivery includes face-to-face instruction in scheduled classes and follows the university studies academic calendar with specified start and end dates.

**COTR ABE Credits:** 3 credit value given for all 090 level courses and MATH 080, Math 082, Math 081 .

**Hours for this program:** Hours vary depending on student's goals.

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**Program Outline Author or Contact:**

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Signature

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**APPROVAL SIGNATURES:**

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Dean Signature

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Valid from: September 2022 – March 2027

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Education Council Approval Date

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**PROGRAM PREREQUISITES AND TRANSFER CREDIT:**

**Admission Requirements:** Minimum age of 18 years.

**Progression:**

Students enrolled in courses that are delivered in the directed studies format must successfully complete a course within the allotted time. Students who require more time to complete will meet with the UACE Program Coordinator or instructor to revise their learning plan prior to re-registering for the same course. Students who are not successful after the second attempt will meet with the department head to discuss further options.

**Flexible Assessment (FA):**

Credit can be awarded for one or more courses in this program through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer> . Students should also contact an academic advisor at the institution where they want transfer credit.

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**COURSE GRADE:**

	A+	A	A-	B+	B	B-	C+	C	C-	D	F
<b>ABE</b>	≥ 95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

OR

COM	Completed to defined standard
NCG	No Credit Granted

See individual course outlines for course grade.

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**COURSE DESCRIPTIONS:****PROVINCIAL LEVEL COURSES:****BIOL 090**

Students in this course are introduced to biochemistry, cell structure, and cellular processes (respiration, protein synthesis, cell division) as foundations for understanding human anatomy and physiology. The major human organ systems are covered in detail. Laboratory experiences include experiments, demonstrations, and some dissection. Knowledge of general chemistry is essential in understanding much of the material in this course. Labs must be done face to face.

**CHEM 090**

This course provides an introduction to chemistry, emphasizing gases, liquids and solids, solutions, ionization, equilibria, acids and bases, pH, rates of reaction and oxidation-reduction reactions. This course is delivered face-to-face.

**COSU 090**

This course allows students to acquire learning skills and study strategies which enhance success in other courses. In addition, students will explore their own learning concerns, which can affect educational success; through this self-awareness, they will develop effective support systems and strategies to succeed as life-long learners. This course is delivered in a directed studies and online format.

**EDCP 090**

Education and Career Planning focuses on core skills required to enter the workforce or to prepare for selecting the educational program for a career or a career change. The course encourages students to self-reflect, take inventory of their acquired skills, and set goals. Through a number of guided exercises and detailed research, students will make informed decisions concerning their education and career direction. This course is delivered in a directed studies online format.

**ENGL 090**

English 090 focuses on the following core skills: reading, comprehension, vocabulary development, study skills, literary appreciation and analysis, and writing. Through literature, research and analysis and class discussions, students broaden their knowledge of society as they meet the provincially articulated learning outcomes for Provincial Level ABE English. This course is delivered face-to-face at the Cranbrook Campus in a directed studies format and online.

**ENGL 091**

English 091 develops knowledge, skills, processes, strategies, attitudes and behaviors relevant to academic, technical, or professional careers. It is a provincial-level course that prepares students for employment, higher level education, and further educational programs or satisfies personal goals. Students undertake a number of assignments ranging from developing, designing and presenting technical and professional information to communicating in the workplace. This course is delivered in a directed studies format and online.

**ENGL 092**

Students in this course will build skills for expressing personal experiences, opinions and thoughts through a number of interesting topics. They will develop communication and critical thinking skills to prepare for some post-secondary programs, but mostly for the workforce. Students will read and reference the work of Indigenous authors and explore Canada's diversity. All student assignments are designed to teach the essential skills needed in the workplace. This course is delivered in a directed studies and online format.

**MATH 090**

This course helps prepare students with the algebra and trigonometry skills necessary to enter academic, technical or vocational programs including those requiring a Pre-Calculus 12 or Principles 12 prerequisite. This course is delivered face-to-face and in a directed studies format.

**PHYS 090**

Students extend a conceptual understanding of one-dimensional motion to encompass two-dimensional motion. Using vectors and sophisticated laboratory equipment, students model behaviors in two dimensions. Skills and knowledge are then applied to electrostatics and electromagnetism. This course is delivered face-to-face.

**PORT 090**

Portfolio Learning 090 provides an opportunity for students with near complete or complete and comprehensive portfolios to engage with faculty for a review of their work. Students will be granted credit for past and current personal knowledge, skills, and abilities. Creating a portfolio is an in-depth process; students will need to identify and document significant experiences, reflecting on the learning that resulted from these experiences, establishing educational, career or personal goals, and submitting all work in a well-organized and clearly presented format.

**PSYC 090**

This course is a combination of sociological and psychological theory, research and practice. It is designed for students entering the fields of health, human service work, and education or for those who wish to go on to more advanced sociology and/or psychology courses. Topics include psychological and sociological theory, individual and group behaviour, interpersonal communications, adult development, and psychological disorders and their treatments. This course is delivered in a directed studies format and online.

**WORK 095**

Previous Work and Job Skills 095 will recognize documented past work experience or current work experience as part of the course content. Students reflect on what they have done at their jobs and do exercises to help them demonstrate the knowledge they have acquired. They also use this knowledge to continue on their learning pathway. In addition, students will review health and safety, effective communication, workplace ethics, and labour relations. This course can also help students develop strategies for transitioning into new jobs. This course is delivered in a directed studies format.

## **ADVANCED LEVEL COURSES:**

### **BIOL 080**

Biology 080 students study the scientific method and apply this process to laboratory procedures. The theory of evolution is introduced along with general studies of microorganisms, plants, and animals. Principles of ecology are introduced using examples from local ecosystems. Laboratory experiences include dissections and field sampling. This course is delivered in a directed studies format.

### **COMP 080**

Computer Applications – Advanced Level – COMP 080 develops skills and knowledge in computer technology with support for personal, scholastic, community, and employment endeavors. The focus is on word-processing, worksheets, and presentation applications within Microsoft Office 2016 & Office 365. Windows 10 operating system, file management, electronic mail, Internet browsing and the use of graphic images are integrated into course activities. Students may have little prior computer experience and/or wish to upgrade their skills to enter a higher level of computer studies with this course. This course is delivered in a directed studies format and online.

### **CHEM 080**

This course is an introduction to the science of chemistry including systems of measurement, atomic and molecular structure, the mole, the periodic table, chemical equations, the descriptive chemistry of oxygen, hydrogen and carbon and organic chemistry. This course is delivered face-to-face and via direct studies format.

### **ENGL 080**

ENGL 080 provides students with the required skills to enter Provincial level English courses and some vocational programs. Skill areas include critical thinking, reading, writing, research, and communication. Assignments vary allowing students to develop and expand their writing, grammar and editing skills. In addition, reading comprehension and vocabulary skills are acquired through a wide variety of genres. This course is delivered in a directed studies format.

### **MATH 080**

This course covers a variety of topics in algebra and trigonometry to help prepare students for entry into programs or courses requiring a Pre-Calculus 11 or Principles 11 prerequisites. A positive attitude about math is not essential, but it helps make learning math more productive. It is hoped that all students will increase their competence and appreciation of math through taking this course. This course is delivered face-to-face and in a directed studies format.

### **MATH 081**

The goal of Advanced Business/Technical Mathematics is to provide the student with practical applications useful in future vocational training, careers, or personal life. This course is not designed as a prerequisite for further study in Math. This course is delivered in a directed studies format.

### **MATH 082**

This course covers the algebra and trigonometry to satisfy math requirements for some vocational, career and technical programs and/or further academic programs. Math 082 helps students build problem-solving skills and prepares students for entry into programs or courses requiring a Math 082 prerequisite. A positive attitude about math is not essential, but it helps make learning math more productive. It is hoped that all students will increase their competence and appreciation of math through taking this course. This course is delivered face-to-face and in a directed studies format.

**PHYS 080**

This course introduces students to physical laws governing motion, heat, electricity, waves and optics. Using verbal descriptions, geometry, algebra, graphs and vectors, students model the physical world and lend structure to common sense ideas about how the physical world behaves. Sophisticated data equipment in the physics laboratory gives students quick and easy access to data allowing them to develop models describing their environment. This course is delivered face-to-face and in a directed studies format.

**INTERMEDIATE LEVEL COURSES:****ENGL 070**

English 70 is the first course in developmental English and provides students with appropriate skills in sentence construction, grammar, the writing process, reading comprehension, vocabulary building, effective listening and oral presentations. This course can be used to enter other required English courses or to satisfy personal goals. This course is delivered in a directed studies format.

**MATH 070**

MATH070 is an entry level course that prepares students for higher level Algebraic Math courses. Topics range from essential computation and problem solving skills to algebra and trigonometry, with a much higher emphasis on algebra than MATH 072. It is mainly intended for those students wishing to prepare for MATH 080 – Advanced Level Algebraic Math. This course is delivered in a directed studies format.

**MATH 072**

Math 72 is an entry level course that prepares students for higher level math courses or used to satisfy personal and career goals. Topics range from essential computation and problem solving skills to algebra and geometry. MATH 072 prepares students for entry into programs requiring an Intermediate level Math or a Math 10 pre-requisite. Math 072 can be used as a pre-requisite for Math 081 and 082. This course is delivered in a directed studies format.

**FUNDAMENTAL LEVEL COURSES:****COMP 060**

This course is an introduction designed for students who are new to computers. The course covers a range of skills, from learning how to turn on the computer and use the mouse, to producing documents in Microsoft Word. Students should also learn how to search the Internet and use email. This course is delivered in a directed studies format.

**ENGL 010-ENGL 060**

These courses are introductory courses designed to develop basic literacy skills to enable students to function more effectively in personal, work and educational situations. Skill areas covered include reading, writing, and strategies for communication and learning. This course is delivered face to face in a directed study, self-paced format.

**MATH 010**

Math 010 is a Fundamental Level 1 Adult Basic Education course designed to increase student competence and confidence in mathematics and develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include addition, subtraction, and estimating of whole numbers. This course is delivered in a directed studies format.

**MATH 020**

Math 020 is Fundamental Level 2 Adult Basic Education course designed to increase student competence and confidence in mathematics and develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include rounding, addition, subtraction, simple multiplication, money and time. This course is delivered in a directed studies format.

**MATH 030**

Math 030 is a Fundamental Level 3 Adult Basic Education course designed to increase student competence and confidence in mathematics and develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include multiplication, division, metric, measurement and introductory geometry. This course is delivered in a directed studies format.

**MATH 040**

Math 040 is a is a Fundamental Level 4 Adult Basic Education course designed to increase student competence and confidence in mathematics and develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include adding, subtracting, multiplying and dividing decimals and measurement. This course is delivered in a directed studies format.

**MATH 050**

MATH 050 is a Fundamental Level 5 Adult Basic Education course designed to increase student competence and confidence in mathematics and develop basic math skills to enable students to function more effectively in personal, work, and educational situations. Concepts covered include common fractions, adding, subtracting, multiplying and dividing fractions and common fractions and decimals. This course is delivered in a directed studies format.

**MATH 060**

MATH 060 is a Fundamental Level 6 Adult Basic Education course designed to increase student competence and confidence in mathematics and to enable students to function more effectively in personal, work and educational situations. Concepts covered include ratio, rate and proportion, percent and graphing. This course is delivered in a directed studies format.

**ADDITIONAL COURSES:****COMP 001**

This course is designed to help students gain the knowledge and confidence needed to perform basic computer skills. Computers are an important part of education, work, and personal life. In today's world, almost everyone needs at least basic computer skills. Computers touch most employment and nearly every education scenario. Basic computer skills, from using the mouse and keyboard to using the internet, are necessary to succeed in almost any job or college setting. This course is delivered in a directed studies format with continuous intake.

**ENGL 001**

This course is designed to strengthen basic English skills such as grammar, sentence structure, paragraph writing, essay writing, and reading comprehension. The skills reviewed in this course provide students with a solid foundation to meet the individual requirements of each student. This course may be of interest to new upgrading students who want to refresh their skills before starting a course, students who want to be placed into a course based on the skills they have today, or students who are preparing for a placement test in the near future. This course is directed studies with a continuous intake.



**INST 045**

This course will help students to improve their academic skills in an interactive, student-centered and supportive learning environment. Personal growth and social development underlie the Integrated Studies course, and students in this course will be supported to reach their individual best. Through project-based activities, students will develop an understanding of their own individual learning styles and will explore topics related to current events and relevant social issues. This course integrates skills in English, math, social studies, computers and science. The course also focusses on interpersonal and self-management skills, creativity and self-exploration. This course is delivered face to face.

**MATH 001**

This course is designed to strengthen arithmetic and introductory algebra skills which are a foundation for the study of algebra. Topics will be tailored to the individual to address their current skill level, needs and goals. This course is intended for students who wish to refresh their math skills for future math courses, assessments, or employment. This course is delivered in a directed studies format.

**MATH 002**

This course is designed to strengthen intermediate level algebra skills. Topics will be tailored to the individual to address their current skill level, needs and goals. This course is intended for students who wish to refresh their math skills for future math courses, assessments or employment. This course is delivered in a directed studies format.

**MATH 003**

This course is designed to strengthen advanced level algebra skills. Topics will be tailored to the individual to address their current skill level, needs and goals. This course is intended for students who wish to refresh their math skills for future math courses, assessments or employment. This course is delivered in a directed studies format.