



Adult Upgrading Program - ABE

Program Outline

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

GENERAL PROGRAM DESCRIPTION:

The Adult Upgrading Program supports students in meeting a variety of educational goals. The Adult Upgrading Program (ABE) is designed for both part-time and full-time mature students (aged 18 years or older). Through the Adult Upgrading 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.

Adult Upgrading 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 a college or university;
- upgrade high school marks enabling application to a college or university program;
- complete a high school graduation education;
- upgrade skills for employment;
- improve literacy skills;
- improve upon personal and life-skills.

Individual Courses to Meet a Personal or Employment-Related Goal

Prospective ABE students will meet with an education advisor or the ABE 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 ABE courses to suit any personal or employment-related goals, which need not necessarily include further post-secondary or vocational training.

Courses as Part of a Pathway for a Post-Secondary or Vocational Program

Students who wish to apply for a specific post-secondary or vocational program, but not meet the normal entrance requirement for the program, may still be eligible to apply. They will meet with an education advisor or the ABE Program Coordinator for an assessment process to determine which adult upgrading courses will be required in their program pathway in order for them to meet course pre-requisites in the program. Program pathways including upgrading courses may take longer to complete.

Program Information:

Programs for which an upgrading pathway can be considered include the following:

- University Studies Certificate and Diploma Programs: Arts and Sciences; Criminal and Social Justice, Engineering; Environmental Studies; Fine Arts; Pre-Education; Science
- Associate Degrees: Arts, Sciences, Environmental Sciences
- Business Administration Certificates and Diploma Programs: Aboriginal Financial Management, Accounting, General Management, Marketing Certificates and Diplomas
- Bachelor of Business Administration in Sustainable Business Practices
- Kinesiology Exercise Science or Health and Human Performance
- CYFS: Early Childhood Education Certificate or Diploma; Education Assistant
- Tourism: Adventure Tourism Business Operations; Mountain Adventure Skills Training; Tourism and Recreation Management
- Foundation Trades Programs: Automotive, Carpentry, Electrical, Heavy Duty, Industrial Mechanic, and Welding
- Hairstylist, Professional Cook, Office Administration, Health Care Assistant
- Aboriginal Education Support Worker Diploma

Courses to Meet BC Adult Graduation Diploma (Dogwood) Requirements:

If students wish to complete the requirements for adult high school graduation, i.e., BC Adult Graduation Diploma (Dogwood), either on its own or as part of a program pathway, they will meet with an education advisor and/or ABE Program Coordinator to determine which courses are necessary. Although students will vary in how many courses they will need to meet the Dogwood requirements, the Dogwood specifications are as follows:

BC Adult Graduation Program Requirement:

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 Adult Upgrading 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).

PROGRAM DELIVERY:

ABE courses are delivered in a directed studies format and in a semester delivery format. The directed studies method of delivery is a continuous intake model with personalized instruction supported by subject qualified ABE 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 delivery includes face-to-face instruction in scheduled classes and follows the university studies academic calendar with specified start and end dates. The ABE program also offers a limited number of courses online (see course descriptions).

Not all programs or courses will be available at all campuses

COTR ABE Credits: Each course has a 3 credit value.

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

Program Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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EDCO

Valid from: September 2016 – April 2021

Education Council Approval Date

PROGRAM PREREQUISITES AND TRANSFER CREDIT:

Admission Requirements: Minimum age of 18 years.

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.

COURSE GRADE

	A+	A	A-	B+	B	B-	C+	C	C-	D	F
ABE	≥ 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.

COURSE DESCRIPTIONS:

The College of the Rockies ABE courses are articulated in the BC ABE Articulation Guidebook.

PROVINCIAL LEVEL COURSES:

BIOL 090

Human Biology -Students in this course are introduced to biochemistry, cell structure, and cellular processes (respiration, photosynthesis, 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. This course is delivered face-to-face and in a directed studies format.

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

College Success enables students to acquire learning skills and study strategies which enhance success in other courses. In addition, students are able to explore personal issues which can affect educational success and develop effective support systems and strategies to deal with them. This course is delivered in a directed studies 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. Students with considerable work experience may challenge sections of the course by preparing a report or portfolio demonstrating how their life and work experience have developed these core skills. This course is delivered in a directed studies 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. English 090 is equivalent to Grade 12 English and can be used

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toward the B.C. Adult Graduation Diploma. 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 fulfills the requirement for the Language Arts 12 component of the BC Adult Graduation Diploma. This course also fulfills the English prerequisite for post-secondary English courses. This course is delivered in a directed studies format and online.

ENGL 092

English 092 provides students with practical skills in reading, writing, and communicating. This course meets the basic English requirements for the BC Adult Graduation Diploma and is for students who do not intend to take university level English classes, as it is not recognized as a prerequisite for post-secondary courses. This course does, however, meet the prerequisite to enter all trade programs. This course fulfills the requirement for the Language Arts 12 Component of the BC Adult Graduation Diploma. This course does not fulfill the requirements necessary for post-secondary English courses. This course is delivered in a directed studies format and online.

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 exceeds the math requirement for the BC Adult Graduation Diploma. 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 electro statistics and electromagnetism. Finally, students explore waves and optics. Physics 090 prepares students for entry into University Studies or Career/Technology programs. This course is delivered face-to-face.

PORT 090

Portfolio Learning 090 provides an opportunity for students with complete and comprehensive portfolios to engage with faculty for review of their work and assessment of their learning. 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 and career goals, and submitting all work in a well-organized and clearly presented format. This course is delivered in a directed studies format.

PSYC 090

Social Psychology 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 early childhood 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 behavior, interpersonal communications and relationships, adult development, and abnormal behaviors. This course is delivered in a directed studies format and online.

WORK 095

This course will recognize documented past work experience or current work experience as part of the course content. Students have the opportunity to reflect on what they have done at their jobs and do exercises to help them demonstrate the knowledge they have acquired. Students also use this wealth of knowledge to continue on their educational pathway. In addition, student 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 80 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 2013. The Windows 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 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 in a direct studies format.

ENGL 080

English 080 provides students with the required skills to enter Provincial level English courses and some vocational programs. Skill areas covered include critical thinking, reading, writing, research, oral communication, media literacy and computer literacy. Assignments vary allowing students to develop and expand their writing, grammar and editing skills while improving their comprehension and vocabulary skills. This course can be used as an English prerequisite for Provincial Level English 090/091. This course can also be used to enter a number of vocational programs at COTR or act as a refresher course for those who have been out of school for a number of years. This course is delivered in a directed studies format.

MATH 080

Mathematics 80 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. This course fulfills the math requirement for an advanced level math course and the BC Adult Graduation Diploma. 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. Math 081 fulfills the math requirement for BC Adult

Graduation Diploma. No sequential courses are available. This course is delivered in a directed studies format.

MATH 082

Math 082 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. Math 082 fulfills the math requirement for the BC Adult Graduation Diploma. 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 and electricity. 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. Students may be completing the Adult Basic Education Advanced Level Physics or developing an information knowledge base and skills related to science and technology in preparation for entry into career programs. This course is delivered face-to-face and in a directed studies format.

SOSC 080

Social Sciences focuses on the historical and contemporary cultural, social, legal, economic, and environmental issues starting from the turn of the 20th Century. Students will follow the issues to understand how our country morphed into our present day Canada. This course is an Advanced Social Science course and can be used as one of the three courses needed for the BC Adult Graduation Diploma. This course is delivered 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 can be used as an English prerequisite for English 080 or English 092. This course is delivered in a directed studies format.

MATH 070

This course 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. Sequential courses available at College of the Rockies include MATH 080 and MATH 082. 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 080 and 082. This course is delivered in a directed studies format.

FUNDAMENTAL LEVEL COURSES:

ENGL 010-ENGL 060

English 010-English 060 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.

MATH 010

Math 010 is an introductory course designed to 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.

MATH 020

Math 020 is an introductory course designed to 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.

MATH 030

Math 030 is an introductory course designed to 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.

MATH 040

Math 040 is an introductory course designed to 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.

MATH 050

Math 050 is an introductory course designed to 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.

MATH 060

Math 060 is an introductory course designed to develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include ratio, rate and proportion, percent and statistics.

ADDITIONAL COURSES:

ENGL 001

This course is designed to assist students to gain and strengthen basic English skills. The skills taught and reviewed in this course provide the foundation for the study of written communication. This course may be of interest to high school students with weak English backgrounds, to adults who would like to brush up on grammar skills for personal or education reasons, to ABE students who would like some additional instruction in English skills and to those who are preparing to write formal assessment tests. This course can supplement all English/Communication courses. Students who are planning to upgrade but are waiting for a formal assessment can start here. English Skills 001 is delivered in the directed studies classroom.

MATH 001

This course is designed to assist students to gain and strengthen basic math skills. The skills taught and reviewed in this course provide the foundation for the study of algebra. Because the focus of this course is skills development, calculator use will be minimal. This course may be of interest to high school students with weak math backgrounds, to adults who would like to brush up on math skills for personal or education reasons, to ABE students who would like some additional instruction on basic math skills, and to those who are preparing to write the GED exam. This course is designed to supplement formal math courses.

MATH 002

This course is designed to assist students to develop and strengthen the math skills required in high school level algebra courses. It is designed to supplement formal math courses, and will focus on specific skills that often prove challenging for students to master. Because this is a skills based course, calculator use will be minimal. It is designed for high school and/or ABE students who would like to focus on improving basic algebra skills, and for adults who would like to review algebra skills prior to returning to formal math courses.

MATH 003

This course is designed to assist students to develop and strengthen the algebra skills required in high school level algebra courses. It is designed to supplement formal math courses, and will focus on specific skills that often prove challenging for students to master. Because this is a skills based course, calculator use will be minimal. It is designed for high school and/or ABE students who would like to focus on improving their algebra skills, and for adults who would like to review algebra skills prior to returning to formal math courses.