

ACCESS TO CAREERS & EDUCATION (ACED)

ACED 0700 Upgrading Credits: 4

Career Planning 12 Total Hours: 96

The goal of Career Planning 12 is to enhance the life and employment readiness skills of adult learners. Students will be prepared to pursue occupational and educational goals in a changing and diverse world. This course can be used as an elective course towards the BC Adult Graduation Diploma (BCAGD) and the ABE Graduation Certificate issued by VCC.

ACED 0702 Upgrading Credits: 5

Career Decisions & Action Plan Total Hours: 116.5

This course is designed to help students recognize and understand the process of change, develop and implement decision-making and goal-setting skills, establish career action plans, and evaluate their progress.

ACED 0707 Upgrading Credits: 1

Job Search Techniques Total Hours: 24

This course provides students with the opportunity to develop professional job search documents and review and practice interview skills. Students learn about different work search strategies and apply for positions. ACED 0707, ACED 0709, ACED 0710, and ACED 0711 are required for completion of ABE Provincial level Career Planning.

Pre-requisite(s): English 9 or equivalent

ACED 0709 Upgrading Credits: 2

Education & Career Exploration Total Hours: 48

This course provides students with an opportunity to research education and career options and develop individual education and career action plans. Students complete a variety of assessment tools to help them generate ideas for appropriate individual career and educational directions. Students develop decision-making and goal-setting skills. ACED 0707, ACED 0709, ACED 0710, and ACED 0711 are required for completion of ABE Provincial level Career Planning.

Pre-requisite(s): English 9 or equivalent

ACED 0710 Upgrading Credits: 1

Work Experience Total Hours: 24

Work Experience will provide students who already have a minimum of 270 hours of paid and/or volunteer work with a framework to recognize and demonstrate knowledge of occupational health and safety, effective communication, workplace ethics, and applied skills. ACED 0707, ACED 0709, ACED 0710, and ACED 0711 are required for completion of ABE Provincial level Career Planning.

Pre-requisite(s): English 9 or equivalent, 270 hours of work or volunteer experience

ACED 0711 Upgrading Credits: 1

Communications Total Hours: 24

This course introduces students to communication skills applicable to work, school, and life. Students examine communication styles and learn different skills to communicate effectively to a variety of audiences and in many contexts. ACED 0707, ACED 0709, ACED 0710, and ACED 0711 are required for completion of ABE Provincial level Career Planning.

Pre-requisite(s): English 9 or equivalent

ACED 0715 Upgrading Credits: 3

Previous Work and Job Skills Total Hours: 45

Previous Work and Job Skills recognizes that many adults have gained significant workplace skills and knowledge. This course is intended, in part, to provide students who already have a minimum of 270 hours of paid and/or volunteer work with a framework to recognize and reflect on the work experience. The course includes opportunities to demonstrate knowledge of occupational health and safety, effective communication, and workplace ethics, as well as mastery of technical and applied skills, knowledge, and attitude for success in the workplace. It is recognized as a provincial-level elective toward the BC Adult Graduation Diploma.

Pre-requisite(s): English 9 or equivalent; 270 hours of work or volunteer experience (reference letter or documentation required)

ACED 0750 Upgrading Credits: 2

Student Success Total Hours: 48

This course assists the student to gain skills that will support their success in post-secondary settings. Students will develop both self-management and interpersonal skills. This includes time management, organizational skills and effective communication for working with others.

Pre-requisite(s): Completion of English 9