



URBAN CIRCLE TRAINING CENTRE INC. ADULT EDUCATION & EMPLOYMENT PROGRAM

Updated: March 14, 2025

PROGRAM DESCRIPTION

The Adult Education & Employment Program (AEEP) is a 44-week program offered in partnership with Seven Oaks School Division, offering 8 credits at Grade 12 level, with a focus on career development and planning and like skills. AEEP provides students with the opportunity to:

- Acquire their Manitoba Mature High School Diploma
- Prepare for employment or future studies in a chosen Post-Secondary area

PROGRAM INTAKE PROCEDURE

- **Orientation & Information Sessions:** AEEP applicants will be invited to attend an Information Meeting and an Orientation Meeting conducted by the UCTC Intake Coordinator and the AEEP Life Skills Coach/Program Support.

- **Assessment & Evaluation:** Following the orientation session, AEEP applicants will write the following assessments:
 - Adult Basic Level Examination (ABLE)
 - Timed autobiographical writing

These assessments are scored by UCTC staff; after scores are tabulated, the AEEP team (Life Skills Coach/Program Support, Teachers, Intake Coordinator) meets and evaluates each applicant's scores, along with any supporting documents, as provided by the applicant.

- **Intake Interview:** Following the assessment and evaluation step, AEEP applicants will take part in an intake interview with staff team, who are usually program teachers and the Life Skills Coach/Program Support. During the interview, each applicant answers a series of questions designed to provide interviewers with a detailed picture of their readiness for success in the AEEP program.
- **Deliberations:** With each applicant file (interview notes, assessment scores, character references, grade transcripts, funding approvals, and autobiographies) in hand, the program team meets, discusses each file, and identifies those applicants who will be offered acceptance into the program.

COURSES OFFERED

Students participate in a full course load, and are required to attend in-person Monday through Friday, 8:30 a.m. to 4:30 p.m.

0092 English Language Arts: Comprehensive Focus 40S	3903 Applied Mathematics 40S
0100 Career Development: Life/Work Transitioning 40S	8977 Community Service Student-Initiate Project 41G
0285 Indigenous Arts 41G	8977 Cultural Explorations Student-Initiated Project 41G
1123 Cinema as a Witness to Modern History 40S	9914 Life Skills and Culture 41G
1128 Global Issues: Citizenship & Sustainability 40S	

COURSE DESCRIPTIONS

0092 English Language Arts: Comprehensive Focus

Immerse yourself in a dynamic journey through the realm of language with this comprehensive course. Offering a rich array of both practical and imaginative texts, students will hone their skills in analysis and composition. From mastering the art of clear and effective communication to adeptly navigating diverse audiences, this course empowers students to express themselves with confidence and precision. Through authentic English-speaking conversations, students will sharpen their listening abilities, adeptly identifying, recalling, and responding to information. Essential reading strategies will be imparted, enabling students to comprehend, analyze, and reflect on a myriad of texts. Furthermore, this course will delve into English grammatical structures and essay construction, providing students with a solid foundation to expand their linguistic proficiency.

3903 Applied Mathematics

This course is intended for students considering Post-Secondary studies that do not require a study of theoretical calculus. The course is context-driven and promotes the learning of numerical and geometrical problem-solving techniques as they are related to the world around us.

The primary goals of Applied Mathematics are to assist students to develop critical-thinking skills through problem-solving and through making mathematical predictions based on real-world models. These goals may be attained in several ways. Students may collect data in experiments and activities and then develop mathematical concepts by analyzing that data. Students are encouraged to learn and demonstrate effective communication skills through a variety of media and are expected to become proficient in both oral and written communication skills.

1123 Cinema as a Witness to Modern History

This course is an exploration of cinema/film and history. From the perspective of the producer and viewer of film, we will study and discuss Modern History focusing on the key events, ideas, people and developments that have shaped world history since the beginning of the 20th century. The goals of the course are: to develop critical media literacy by exploring cinema, to enrich our knowledge and understanding of world history, and to analyze and discuss themes such as war, revolution, social values, and the future of humanity through film.

0100 Career Development: Life/Work Transitioning

This course is designed to help students prepare to be successful in finding and maintaining meaningful employment. Students will consider their skills, talents, and interests and match them with appropriate career choices. In this course, we will practice writing cover letters and resumes, research various careers and required qualifications, set employment goals and create plans to achieve those goals. Students will also take part in a work placement to gain valuable experience.

1128 Global Issues: Citizenship and Sustainability

This course is based on the principles of active democratic citizenship, ecological literacy, critical media literacy, and ethical decision-making. The course consolidates learning across disciplines to empower students as agents of change for a sustainable and equitable future. One component of this course is the planning and implementation of a community-based action research project.

0285 Indigenous Arts & Music

Immerse yourself in the rich tapestry of Indigenous artistic and musical traditions from around the world in this dynamic, transformative course. Explore the diverse rhythms, melodies, and visual expressions that reflect the cultural significance, historical roots, and contemporary innovations of Indigenous peoples. Through hands-on workshops, listening sessions, guest artist presentations, and critical discussions, students will delve into traditional practices such as drumming, chanting, beadwork, pottery, painting, and storytelling. This course fosters a deeper understanding of the connections between art, music, identity, spirituality, and community within Indigenous cultures. Celebrating the resilience, creativity, and activism of Indigenous artists and musicians, students will gain both practical skills and cultural insights that honour the enduring legacy of Indigenous heritage.

6896 Life Skills

This course is offered by Urban Circle Training Centre Inc. (UCTC) which utilizes the philosophy of the Medicine Wheel in all aspects of training delivery. This is a holistic approach that encompasses the mental, physical, emotional and spiritual aspects of human experience. The Medicine Wheel teaches us the interconnectedness of these four aspects and how they can bring about balance and wellness. Sharing and Healing Circles are central to program delivery.

We follow a holistic model of adult learning. This is based on many cultural components and the Life Skills components. Depending on COVID 19 restrictions, learners will have the opportunity to participate and build our learning community through:

- Sharing Circles
- Elder traditional teachings and support
- Naming ceremony
- Medicine picking
- Feast
- Other teachings

The Life Skills curriculum enhances students' personal and professional goals, assists them in becoming effective problem solvers, empowers them to set realistic obtainable goals and gain the confidence required to become effective members of their family, workplace and community. Through lessons and exercises, students learn effective communication skills, conflict resolution, anger management, stress and time management and the importance of teamwork. Taking responsibility and being accountable for the self is the basic goal of the Life Skills curriculum.

8977 Community Service Student-Initiated Project

Empower yourself to create meaningful change in your community with this dynamic course focused on student-initiated service projects. Through a combination of classroom learning, fieldwork, and collaboration with local organizations, students will identify pressing issues within their community and develop innovative solutions to address them. From environmental sustainability to social justice initiatives, participants will gain hands-on experience in project planning, implementation, and evaluation. Through reflection and mentorship, students will cultivate leadership skills and a sense of civic responsibility while making a tangible impact on the lives of those around them. Join us in transforming passion into action and building a better future for all.

8977 Cultural Explorations Student-Initiated Project

Dive into the depths of self-discovery and cultural exploration in this empowering course centred on student-initiated projects. Through independent study and guided mentorship, students will have the opportunity to immerse themselves in the rich tapestry of their own cultural heritage or explore unfamiliar cultures with

curiosity and respect. From traditional practices and rituals to contemporary expressions of identity, participants will design and execute projects that deepen their understanding and appreciation of diverse cultural perspectives. Through research, artistic creation, community engagement, or personal narrative, students will cultivate empathy, critical thinking, and intercultural communication skills while fostering connections with their peers and the broader community. Join us in celebrating the beauty and diversity of human experience through the lens of cultural exploration.