



Academic Upgrading at Fleming

What is the Academic Upgrading (AU) Program?

Academic Upgrading, an Employment Ontario program, is designed for adults who want to improve their reading, writing, math, science, or computer skills up to a college-entry level. AU prepares students for post-secondary study at college, for the work force, for apprenticeships, or for other training, according to the goals of the student.

What is the ACE Certificate?

Students can apply their courses to obtain the *Academic and Career Entrance (ACE) Certificate*, a recognized standard of achievement offered at all 24 community colleges. The *ACE Certificate* provides the **equivalent of Grade 12** for college entrance and meets the admission criteria as an equivalency to Grade 12 for apprenticeship programs. It is also recognized across Canada by industry and the community at large as equivalent to a Grade 12 level of education for purposes of employment.

Do Students have to complete all courses?

No. Students only complete what they decide they need to do in order to reach their goals. Students work with their advisor to determine their course of study.

Who is eligible?

AU is available to all residents of Ontario who need to increase their academic skill level. Although most students are over 19, younger students may be accepted dependent upon their circumstances. Graduates of high school who need specific credits (eg: biology, chemistry, or upper-level maths) or who just want to refresh their skills are also eligible.



How long is the program?

The length of the program varies by individual according to the number of courses required and the number of hours a week that the learner is able to attend. A student may choose to enroll for as few as three hours or as many as 25+ hours a week. The program is available year round and offers daytime and evening classes. Most students complete their upgrading within 6 months.

How much does the program cost?

Funded by The Government of Ontario, **AU is free to the learner**. There are subsidies for childcare and transportation for those who qualify. Internet access, instruction in computer basics, and individualized student advising are also provided free to all students.

Courses Available through Academic Upgrading

Foundation Communications (Levels 3, 4 and 5)

These courses help the student build skills in reading, writing, research, and presentation. If required, students take these courses to prepare for ACE-level programming or for college entry.

Foundation Mathematics (Levels 3 and 4)

These courses help the student build skills in arithmetic and problem solving, including practical topics such as measurement; percentages; and perimeter, area, and volume. If required, students take these courses to prepare for ACE-level programming or for college entry.

ACE Certificate courses

To earn the ACE Certificate, students must complete (1) ACE–Core Mathematics and (2) ACE – Communications College Preparation, plus two electives (choose from sciences, upper-level maths, computers, or other essential skills).

Communicating with Computers

This course has been designed for adults who are changing careers, looking for new work, or considering post secondary study and who have most of the skills they need except for up-to-date computer knowledge. This course combines together the content of the ACE – Computer Awareness course with writing skills for either employment or post secondary goals.

Our Computer Awareness course covers the basics of communicating with computers, including presenting several software programs such as Word, Excel, and Power Point. Students also learn how to manage their files and how to use the internet and online libraries for effective searches. Students who have never touched a keyboard or mouse are comfortable at the keys within a few short weeks.

Packaged with this are either business-communication skills including how to write effective resumes and cover letters and how to use email in the business world, or college-writing and research skills. We can also add on other essential skills components, if the student requires these, as part of an Independent Study program.

As part of our Academic Upgrading program, this training is offered free of charge to the student. There are also subsidies for child care and transportation available for those who qualify.

*To see if this program is for you, please contact Sharon LeRoy at
(905) 372-6865 ext. 5226.*

*She will set up a time for an assessment to determine what your needs are.
Academic Upgrading is located in the Fleming Building, 1005 Elgin Street West, Cobourg.*

