

Courses in MyEducation BC

MyEducation BC defines courses as units of learning for all subject areas from Kindergarten to grade 9 and for traditional courses in grades 10, 11 and 12.

MyEducation BC contains a complete registry or course catalogue for all subjects and courses, from which schools can select customized course offerings and manage student learning toward graduation. The catalogue contains provincial, locally developed, career preparation and Board/Authority Authorized courses and generic codes.

BAA courses are described in:

www.bced.gov.bc.ca/graduation/boardauth.htm

www.bced.gov.bc.ca/policy/policies/board_authority.htm

The Ministry's Course Registry can be found here:

http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php

Among the terms used to describe courses are:

- Course title – The official title of the course as it appears on the transcript of grades.
- Course code – A unique, ten-character alphanumeric code for each course area.
- Course definition – A brief description of each course.
- Learning outcomes – Expectations of student learning as documented in the Ministry curriculum documentation.
- Course credits – The numerical value of a grade 10, 11 or 12 course. One credit is approximately 30 hours of instruction; a full course is 4 credits or approximately 120 hours.
- Grade level – The normal grade in which the course is offered.
- Start date – The date that the course first became available for timetabling. Students may have completed external course(s) before the reporting start date, but do not record any course as being completed before the reporting start date.

Enterprise Course Catalogue

Schools cannot assign a course unless it is loaded into MyEducation BC at the enterprise level and then brought to the district level.

New courses and codes are added regularly to the Enterprise catalogue.

The catalogue is searchable by course code, course name, subject area and grade level.

The district must search the Enterprise catalogue first and bring the courses offered in the district to the District catalogue.

Schools may then adopt any of the district courses for the school catalogue.

Course Codes

The course code is a unique, ten-character alphanumeric code that is assigned to every course in MyEducation BC. The first seven characters are determined provincially, and the remaining three are available for schools and districts to assign as required to meet local needs. For example, the course code for Applications of Mathematics 12 is MAMA-12---

- The first character (M) identifies one of ten different course types.
- The next four characters (AMA-) identify the Ministry course code.
- The following two characters (12) represent the grade level (and/or subsection, such as 12A or 12C).
- The remaining three characters (---) are available for each school or district to create a unique code for specific designations such as honours, modified, etc.

Course codes do not need to contain a letter or number in each of the ten spaces; they might also include a placeholder character such as -, unless the spaces occur at the end of the code. In that case, they can be left blank

There is also a set of codes that may be used for activities that do not qualify as courses. These are called Pseudo-courses.

Standard and Non-Standard Courses

When a course is entered into MyEducation BC at the Enterprise level, there is a place to indicate whether it is standard (Non-Standard = No) or non-standard (Non-Standard = Yes). With few exceptions, Ministry-authorized courses and their French versions are Standard course (Non-Standard = No). Credit values and diploma categories of Standard courses cannot be modified by the District or the School.

Non-Standard course (Non-Standard = Yes), on the other hand, allow districts to set the appropriate credit value and diploma category. Districts determine if credit values are set at the district level or at the school level.

Diploma categories for Non-Standard courses should be set at the district level if the course will be offered in more than one school. If a school requires a different diploma category, the District creates a new flavour of the course for that school.

Course Levels

Kindergarten:	K
Grade 1:	01
Grade 2:	02
Grade 3:	03
Grade 4:	04
Grade 5:	05

Grade 6:	06
Grade 7:	07
Grade 8:	08
Grade 9:	09
Grade 10:	10, 0A, 0B, etc.
Grade 11:	11, 1A, 1B, etc.
Grade 12:	12, 2A, 2B, etc.

Middle Years' Courses

Courses for grades 6 to 9 have coding based on whether they have an IRP, meet the legislative definition of a course or are modified/non-course activities. Courses that have IRPs and meet the Ministry definition of a course begin with either M for ministry course or F for ministry course taught in the French language.

Courses that do not have ministry-defined IRPs but are offered by schools and meet the definition of a course may be defined using the XLDC code, indicating locally developed, and then be given the name defined by the district, school or authority.

Other activities that do not meet the requirements to be defined as a course would be coded using XAT. (See description for Assigned Time further on in this section.)

Graduation Program Courses

These courses have been designated as meeting one of the diploma categories. These designations enable the user to determine the graduation status of secondary students. See graduation section of the Handbook of Procedures for further details:

www.bced.gov.bc.ca/exams/handbook/

Student transcripts are coded. When they are pulled up, the MyEducation BC system puts them into the correct sections of the transcript.

Credit Restrictions by Code (Anti-Requisites)

When courses are restricted for credit, they are deemed to be equivalent to other credit courses. Credit restrictions (anti-requisites) prevent students from receiving double credit for successfully completing the same learning outcomes.

If a student takes two courses restricted for credit, both will be reported on their transcript. However, credit toward graduation will be given only to the course with the greater number of credits and the higher final percentage (as per the Handbook of Procedures).

It is the **P**incipal's responsibility to ensure that students do not obtain double credit. When the student's transcript is pulled up, it is coded, and the system will put the credits in the correct sections of

the transcript. MyEducation BC has built-in credit restrictions, however; whenever equivalent credit is being given, the current course credits should be checked first.

For example, a student wishing to receive credit for outside dance learning should not use this documentation to receive credit for both Dance 11 Performance and Royal Academy of Dance 11 External Credentials. These two courses would have different seven-character codes but may have the same learning outcomes. Courses taken within the school that have the same seven-character codes with variations in the last three characters and different names would not both receive credit. This would be determined by the anti-requisite settings in MyEducation BC.

Selecting Courses for Use - District or School

My Education BC maintains the entire set of provincial, BAA and Special Ed courses, in addition to a set of generic XLDC and XAT codes, at the enterprise level. Districts must select the courses to be used in their district and add them to the district course catalogue. Schools may then populate their course catalogues by selecting from the district course catalogue.

Course Types

All B.C. courses and codes are maintained within the MyEducation BC course catalogue. It contains nine types of courses:

M	Ministry
F	French
I	International Baccalaureate
A	Advanced Placement
P	Post-secondary
U	External
C	Career Preparation
Y	Board/Authority Authorized
X	Locally Developed

Ministry Developed — Standard

These are courses developed by the Ministry of Education and published as IRPs or program guides in all subject areas from kindergarten to grade 9 and specific courses in grades 10, 11 and 12.

Board/Authority Authorized (BAA) Courses

These are grade 10, 11 and 12 courses developed and offered at the district or school level that meet the standards set by the Ministry of Education through Ministerial Order 285/04 (M285/04).

http://www.bced.gov.bc.ca/policy/policies/board_authority.htm

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Schools must have the approval of their superintendent and board (for public schools) or independent school authority (for independent schools) prior to offering a BAA course. Boards/Authorities must also submit a New Board/Authority Authorized Course form (New BAA Course form) to the Ministry to verify that each new course meets the requirements and procedures set out in the Board/Authority Authorized Courses Requirements and Procedures Guidebook (Updated 2011).

http://www.bced.gov.bc.ca/graduation/board_authority_courses.htm

Independent Directed Studies (IDS) — non-standard

These are student-initiated courses based on the learning outcomes of ministry-developed or Board/Authority Authorized courses in grades 10, 11 and 12.

See the Handbook of Procedures for more detail.

<http://www.bced.gov.bc.ca/exams/>

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/independent-directed-studies>

Independent Study course codes in MyEducation BC are:

Grade 10	MIDS-0A, 0B, 0C, 0D, 0E, 0F, 0G, 0H, 0I
Grade 11	MIDS-1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, 1I
Grade 12	MIDS-2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I

By having A, B and C versions, three different IDS courses can be reported at each grade level. Schools should double check to ensure each IDS for a student has a different letter version.

The credit value for an IDS course is assigned at the school level.

External Credentials

These are approved courses or credentials developed outside the ministry and approved for credit toward graduation. External agencies have their courses and programs approved. The list of Ministry approved External Credentials is here:

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials>

Post-Secondary

Students can receive dual credit for successful completion of post-secondary courses that lead to a credential from a post-secondary institution. The student earns credit at the post-secondary institution and they earn credit for a “P” course type on their high school transcript. “P” courses are identified by the post-secondary institution the course was taken at. For example, all Camosun College courses are identified with a code that begins with PB--. A full listing of “P” courses is available in the course registry.

http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php

Support Services Activities

To receive course credit, students who are unable to meet learning outcomes at subject and grade level

- must have a designated special needs funding category,
- must have an Individual Educational Plan (IEP),
- must be receiving an educational program and/or support to meet the goals of their IEP,
- must be assigned this activity because it is being used to assist them in meeting one or more of the IEP goals,
- requires modification of the curriculum because the student is unable to meet the learning outcomes for authorized courses at subject and grade level

The course codes that can be assigned to these students follow this pattern:

- XSIEP 8A, 8B, 8C, etc.
- XSIEP 9A, 9B, 9C, etc.
- XSIEP 10A, 10B, 10C, etc.
- XSIEP 11A, 11B, 11C etc.
- XSIEP 12A, 12B, 12C, etc.
- XSPBK 10, 11, 12

These course codes receive full Ministry funding. See the Handbook of Procedures for the full listing of available codes.

Assigned Time

This category is for non-credit activities that require a course code for scheduling purposes but do not receive credit toward graduation such as learning assistance (K – 9), study period and homeroom.

These activities must use assigned time codes (XAT--), as they do not qualify as courses and would not appear in the provincial course handbook. There is also a XAT--00 code that denotes Assigned Time Ungraded and may be used for any activity that does not require a grade level to be assigned.

Additional XAT codes have been added for the specific use of certain jurisdictions. These are noted as Non Standard, Not Recommended. School boards/authorities using these codes assume the risk for their use and the impacts from system changes and transitions longer term.

Each grade level of the XAT code may be used up to 99 times. As these non-credit activities do not carry over into course history, each school may use the XAT codes to suit its own purposes and may use them differently each year if required. Two or more schools in the same district can use the same code with a different description. This provides the flexibility of nearly 500 codes available to deal with the various non-credit activities that need placeholders in the timetable.

Locally Developed (LD)

These courses form part of local programs offered by school boards or independent school authorities. Middle Schools use LD courses for exploratories and other purposes. LD courses are not eligible for credit toward graduation, although there are some available in the Enterprise course catalogue.

LD courses begin with a Course Type code of X. For example, XMEA-09 is Media Arts 9. In grade 10 – 12, use BAA courses that have gone through the Board approval process.

See the Ministry Course Registry for a full listing of LD courses that are still open.

http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php

Career Preparation (CP)

These locally developed courses are included in the package of courses that make up a career program. Career programs are local education programs focusing on a career or career sector; they include a work experience component. Note: Career programs closed in August 2006.

For students in the 2004 Graduation Program, CP courses do not count towards graduation. Boards and authorities have converted all CP courses to BAA courses.

Elementary Curriculum

Elementary curriculum is presented in courses in MyEducation BC. Performance Scales (Rubric Definitions) for each course are chosen and assigned to elementary courses at the school level based on grade level of the course and according to the Ministry School Progress Report Order. These have been entered at the Enterprise level.

Grade Level	Ministry Performance Scale
Kindergarten	Approaching Expectations Meeting Expectations Exceeding Expectations
Primary (grade 1 – 3)	Not Yet Meeting Expectations Approaching Expectations Meeting Expectations Exceeding Expectations
Intermediate (4 – 7)	A, B, C+, C, C-, I, F, SG, TS, W

School Progress Report Order:

<http://www.bced.gov.bc.ca/legislation/schoollaw/e/m191-94.pdf>

Provincial Letter Grades Order:

<http://www.bced.gov.bc.ca/legislation/schoollaw/e/m192-94.pdf>

Courses and the Impact on Funding (FTE)

Note: The Ministry may change FTE calculation procedures at any time. The descriptions here are accurate as of January 2010 and you may need to check with your School Board office to see if there are any new changes.

Grades K-7

FTE Calculation is based on if the student is identified as a full time student (1.0 FTE) vs. part-time (0.5 FTE)

Grades 8-9

FTE calculations are based on the number of courses the students are taking and does not consider whether the course has a credit value or not. Calculation is based on 0.5 base plus 0.125 per course to a maximum of 1.000 FTE.

Grades 10 -12 (Public Schools only)

(This information impacts funding and does not deal with course credits towards Graduation.)

Funding for the graduation program is based on the following:

FTE calculations is based on credit values of courses (4 credits = 0.125 FTE)

Students enrolled in grades 10, 11, 12, SU and GA will be funded for more than 1.00 FTE if they take more than 8 courses except where noted.

School aged non graduated students in grades 10, 11, 12 and SU reported in Alternate programs will be funded at 1.0000 FTE regardless of the number of courses in which they are enrolled; as long as they are taking at least one course in that school.

Graduation Transitions course is funded once for a student and counts as a 4 credit course. This means that if a student is taking 8 courses at the school, this is a 9th course and will be funded in the FTE calculations (result of 1.125 FTE) as long as the student is not enrolled in a support block (see Support Blocks below).

Ministry accepted External courses such as those offered by Young Drivers of Canada are NOT included in the FTE calculations.

Support Blocks (XSPBK) are funded for school aged, non-graduated students in grades 10-12 and SU who are not enrolled in 8 courses but are engaged in learning all day long with the following criteria:

- The combined total number of support blocks and courses leading to graduation cannot exceed 8 for a student in the current year (please note that Grad Transitions in grade 12 is considered one course even if it is not timetabled)
- Each support block should be considered equivalent to the 120 hours of instruction of a regular course, instructional service should be provided by a teacher, regular attendance should be expected, and does not include independent study time, voluntary study halls, tutorial sessions or time spent on courses at another school.
- In support of students taking distributed learning courses, non-DL schools may claim one funded support block per student per school year, as long as the student is also enrolled in a course in the non DL school and as long as the other requirements for number of courses, structured time, teacher support and regular attendance are met. This means that if the student has a course count of 8 courses – including Grad Transition – they do not qualify for a support block funding.
- Other than the requirement of only one support block for a student taking at DL course, each student can have additional support blocks for supporting other courses in the school providing the total of courses and support blocks is not greater than 8.
- Students with a Ministry Designation category will not be funded for a support block since they should be assigned XSIEP courses.

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Note: Independent school students in grades 10-12 and SU are not funded for more than 1.000 FTE. They are capped at 1.000 FTE. Independent schools have a different funding calculation procedure. For more detailed information:

http://www.bced.gov.bc.ca/independentschools/bc_guide/grants.htm

Please send feedback or suggestions to Judy.L.Smith@gov.bc.ca