



ADULT AND CONTINUING EDUCATION  
CREDIT COURSES  
TERM 3  
DECEMBER 17 – FEBRUARY 20, 2025

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

# Overview



Courses	Programs
<u>Business</u>	<u>Cooperative Education /Work Experience</u>
<u>Mathematics</u>	<u>Dual Credit</u>
Science	mPLAR (PLAR for Mature Students)
<u>English/English as a Second Language/ Ontario Literacy Course</u>	
<u>Information and Communication Technology</u>	
<u>Guidance and Career Education</u>	
Ontario Literacy Course	
<u>Computer Studies</u>	

Literacy and Numeracy Support also available

# Cooperative Education Programs



Office Administration



Medical Office



Accounting



Internationally-  
Trained Professional



# Office Administration

## Classroom Learning (7 Weeks)

### **GWL301 Designing your Future**

This course prepares students to make successful transitions to post-secondary destinations as they investigate specific post-secondary options based on their skills, interests, and personal characteristics. Students will explore the realities and opportunities of the workplace and examine factors that affect success, while refining their job-search and employability skills. Students will develop their portfolios with a focus on their targeted destination and develop an action plan for future success.

### **BTX4E1 Information and Communication Technology in the Workplace**

This course provides students with the opportunity to further develop essential workplace skills in information and communication technology while working in a team environment. Using a project-based approach, students will focus on integrating software applications and applying multimedia software features for the digital environment. Students will expand their understanding of electronic business and e-commerce environments and workplace ethics. The course will prepare students for a successful transition to the workplace. It offers the opportunity to develop information technology skills and knowledge required in a business. Students will explore information technology environment, use industry standard software, conduct electronic research, investigate electronic business, and explore occupations that require information technology skills.

**Prerequisite: BTA301 Information and Communication Technology: The Digital Environment**

## Cooperative Education Placement (7 Weeks)

Adult students who have successfully completed the theory portion of the program and the interview process will earn credits and get relevant experience through the completion of an unpaid co-op placement in the office administration field.



# Medical Office

## Classroom Learning 7weeks

### **EBT40H Business and Technological Communication in Healthcare**

This course will equip students to utilize the language to communicate information, in both written and verbal format, within the healthcare environment. It will introduce medical terms and abbreviations with corresponding definitions, spelling, and pronunciation. Students will gather information from patient case studies to document using healthcare documentation tools. They will integrate graphics and text for resumes, and healthcare algorithms. They will also make several oral and visual (Power Point) presentations based on healthcare resources.

### **GLN401 Navigating the Workplace**

This course provides students with opportunities to develop the workplace essential skills and work habits required for success in a medical office environment. Students will explore occupations and careers of interest through participation in real workplace experiences. They will make plans for continued learning and employment, work with others to design learning experiences, and investigate the resources and supports required to make a smooth transition to postsecondary destinations.

### **Cooperative Education Placement (7 Weeks)**

Adult students who have successfully completed the theory portion of the program and the interview process, will earn credits and obtain relevant experience through the completion of an unpaid co-op placement in a medical office environment.

# Accounting



## Classroom Learning (7 Weeks)

### **GWL301 Designing your Future**

This course prepares students to make successful transitions to post-secondary destinations as they investigate specific post-secondary options based on their skills, interests, and personal characteristics. Students will explore the realities and opportunities of the workplace and examine factors that affect success, while refining their job-search and employability skills. Students will develop their portfolios with a focus on their targeted destination and develop an action plan for future success.

### **BAN4E1 Accounting for a Small Business**

The course will further develop the students' understanding of the fundamentals of accounting by examining each component of the accounting cycle, with an emphasis on merchandising business. Students will use computer applications software to learn how accounting is practiced in the workplace. Students will acquire an understanding of payroll systems, inventory, specialized journals, subsidiary ledgers, bank reconciliations, income tax reporting, and budgeting. Sage 50 is the featured software.

Students with limited accounting skills are strongly encouraged to register and complete the introductory course - Financial Accounting Fundamentals (BAF3M1) before registering for Accounting for Small Business (BAN4E1). Eligibility to enroll in this course will be determined at the time of registration.

## Cooperative Education Placement (7 Weeks)

Adult students who have successfully completed the theory portion of the program and the interview process will earn credits and get relevant experience through the completion of an unpaid co-op placement in the accounting field.

# Internationally-Trained Professional



## **Classroom Learning (7 Weeks)**

### **GWL301 Designing your Future**

This course prepares students to make successful transitions to post-secondary destinations as they investigate specific post-secondary options based on their skills, interests, and personal characteristics. Students will explore the realities and opportunities of the workplace and examine factors that affect success, while refining their job-search and employability skills. Students will develop their portfolios with a focus on their targeted destination and develop an action plan for future success.

### **ESLDO1 English as a Second Language**

This course prepares students to use English with increasing fluency and accuracy in classroom and social situations and to participate in Canadian society as informed citizens. Students will develop the oral-presentation, reading, and writing skills required for success in all school subjects. They will extend listening and speaking skills through participation in discussions and seminars; study and interpret a variety of grade-level texts; write narratives, articles, and summaries in English; and respond critically to a variety of print and media texts.

## **Cooperative Education Placement (14 Weeks)**

Adult students who have successfully completed the theory portion of the program and the interview process will earn credits and get relevant experience through the completion of an unpaid co-op placement opportunity to learn credits and get relevant experience through the completion of an unpaid co-op placement related to their chosen profession.



# Business Courses



- **BAF3M1** Financial Accounting Fundamentals
- **BTA301** Information and Communication Technology: The Digital Environment
- **BTX4E1** Information and Communication Technology in the Workplace
- **BAN4E1** Accounting for a Small Business





# Financial Accounting Fundamentals

## BAF3M1

- This course introduces students to the fundamental principles and procedures of accounting.
- Students will develop financial analysis and decision-making skills that will assist them in future studies and/or career opportunities in business.
- Students will acquire an understanding of accounting for a service and a merchandising business, financial analysis, and ethics and current issues in accounting.
- Simply Accounting: Students will be given an introduction of how it works.



# Accounting for a Small Business

## BAN4E1

- This course expands upon the fundamentals of accounting introduced in the Introductory course by examining each component of the accounting cycle, preparation of financial statements (Income Statement, Balance Sheet, Cash Flow Statements) for both service and merchandising companies.
- Students will learn how accounting is practiced in the workplace by acquiring the knowledge and understanding of payroll systems, inventory, specialized journals, subsidiary ledgers, sales taxes and bank reconciliation.
- Simply Accounting: Students will be given a high-level overview of how it works.
- This course is offered as part of a Co-operative Education Program.
- NOTE: We are now accepting applications for Term 6 which begins on June 11,2024.



# Information and Communication Technology: The Digital Environment

## BTA301

- This course offers students the opportunity to develop the information technology skills and knowledge required in a business.
- Students will learn about the information technology environment, use industry standard software, conduct electronic research, investigate electronic business, and explore occupations and post-secondary programs that require information technology skills.
- This course covers advanced features of Office 365 (PowerPoint, Excel, Word, Introduction to Access), Electronic Research, Advanced Internet topics and Careers and Ethics.



# Information and Communication Technology in the Workplace

## BTX4E1

- This course provides students with the opportunity to further develop essential workplace skills in information and communication technology while working in a team environment.
- Using a project-based approach, students will focus on integrating software applications and applying multimedia software features.
- Students will expand their understanding of electronic business and e-commerce environments and workplace ethics.
- This course will prepare students for a successful transition from secondary school to the workplace.
- This course is offered as part of a Co-operative Education Program.

# Computer Studies



ICS3C – Introduction to Computer Programming



# Introduction to Computer Programming

## ICS3C

- Students will be introduced to computer programming concepts and practices as they write and test computer programs, using various problem-solving strategies.
- Students will learn the fundamentals of program design and apply a software development life-cycle model to a software development project.
- Students will also learn about computer environments and systems, and explore environmental issues related to computers, safe computing practices, emerging technologies and opportunities in computer-related fields.

# Mathematics



MEL3EQ - Mathematics for Work and Everyday Life

MAP4CQ- Mathematics, College Preparation





# Mathematics for Work and Everyday Life

**MEL3EQ\***

- Students explore mathematics as it is applied in the workplace and daily life
- Students will solve problems associated with earning money, paying taxes, and making purchases; apply calculations of simple and compound interest in saving, investing, and borrowing; and calculate the costs of transportation and travel in a variety of situations.

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns



# Mathematics, College Preparation

## MAP4CQ\*

- Students will analyze data using statistical methods; solve problems involving applications of geometry and trigonometry; solve financial problems connected with annuities, budgets, and renting or owning accommodation; simplify expressions, and solve equations
- Students will reason mathematically and communicate their thinking as they solve multi-step problems
- The course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

# Science



- **SVN3MQ** Environmental Science, University/College Preparation Gr 11
- **SNC4MQ** Science, University/College Preparation Gr 12



# Environmental Science

## SVN3MQ\*

- Students will explore a range of topics, including the role of science in addressing contemporary environmental challenges; the impact of the environment on human health; sustainable agriculture and forestry; the reduction and management of waste; and the conservation of energy.
- Students will increase their scientific and environmental literacy and examine the interrelationships between science, the environment, and society in a variety of areas

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns



# Science

## SVN4MQ\*

- This course enables students to increase their understanding of science and contemporary social and environmental issues in health-related fields.
- Students will explore a variety of medical technologies, pathogens and disease, nutritional science, public health issues, and biotechnology.
- Students will explore a range of topics, including the role of science in addressing contemporary environmental challenges; the impact of the environment on human health; sustainable agriculture and forestry; the reduction and management of waste; and the conservation of energy.

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

# English



- ENG3CQ English
- ENG4CQ English
- EBT40H Business and Technological Communication in Healthcare
- OLC40Q Ontario Secondary School Literacy Course



# English

## ENG3CQ\*

- This course emphasizes consolidation of literacy, critical thinking, and communication skills
- Students will study the content, form, and style of informational texts and literary works from Canada and other countries; write reports, correspondence, and persuasive essays
- Students will analyze media forms, audiences, and media industry practices
- An important focus will be on establishing appropriate voice and using business and technical language with precision and clarity

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns





# English

## ENG4CQ\*

- This course emphasizes consolidation of literacy, critical thinking, and communication skills.
- Students will analyze informational texts and literary works from various time periods, countries, and cultures; write research reports, summaries, and short analytical essays; complete an independent study project
- Students will analyze the interactions among media forms, audiences, and media industry practices.
- An important focus will be on establishing appropriate style and using business and technical language effectively.

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns



# Business and Technological Communication in Healthcare

## EBT40H

- This course will equip students to utilize the language to communicate information, in both written and verbal format, within the healthcare environment. It will introduce medical terms and abbreviations with corresponding definitions, spelling, and pronunciation.
- Students will gather information from patient case studies to document using healthcare documentation tools.
- Students will integrate graphics and text for resumes, and healthcare algorithms. They will also make several oral and visual (Power Point) presentations based on healthcare resources.
- This course is offered as part of a Co-operative Education Program.



# Ontario Secondary School Literacy Course

## OLC40Q\*

- Students will need to be able to use language skilfully and confidently to participate fully in the society and workplace of the twenty-first century,
- The Ontario curriculum recognizes the central importance of reading and writing skills in learning across the curriculum and in everyday life.
- This course will prepare students for the literacy demands they will face in their post-secondary endeavours.
- Students will develop essential competencies in reading and writing needed to achieve success at school, work, and in daily life, and as a requirement for graduation in Ontario.

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

# Guidance and Career Education



- **GWL301** Designing Your Future
- **GLN401** Navigating the Workplace
- **GPP30Q** Leadership and Peer Support
- **NEW GLS40Q** Learning Strategies: Skills for Success after Secondary School



# Designing Your Future

## GWL301

- This course prepares students to make successful transitions to post-secondary destinations as they investigate specific options based on their skills, interests, and personal characteristics.
- Students will explore the realities and opportunities of the workplace and examine factors that affect success, while refining their job-search and employability skills.
- Students will develop their portfolios with a focus on their targeted destination and develop an action plan for future success.
- This course is offered as part of a Co-operative Education Program.



# Navigating the Workplace

## GLN401

- This course provides students with opportunities to develop the workplace essential skills and work habits required for success in a medical office environment.
- Students will explore occupations and careers of interest through participation in real workplace experiences
- They will make plans for continued learning and employment, work with others to design learning experiences, and investigate the resources and supports required to make a smooth transition to postsecondary destinations
- This course is offered as part of a Co-operative Education Program.



# Leadership and Peer Support

## GPP30Q

- This course motivates and prepares students to act in leadership and peer support roles
- They will develop skills in communication, interpersonal relations, teamwork, and conflict management and apply those skills in leadership and/or peer support roles
- Students will examine group dynamics and learn the value of diversity within groups and communities

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns.





# Learning Strategies: Skills for Success after Secondary School

## GLS40Q

- This course improves students' learning and personal-management skills, preparing them to make successful transitions to work, training, and/or postsecondary education destinations
- Students will assess their learning abilities and use literacy, numeracy, and research skills and personal-management techniques to maximize their learning
- Students will investigate trends and resources to support their postsecondary employment, training, and/or education choices and develop a plan to help them meet their learning and career goals
- This course will help students address the Ontario Catholic School Graduate Expectation that they become self directed, responsible, life-long learners who think reflectively and creatively to evaluate situations and solve problems

\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns.

# Prior Learning Assessment and Recognition for Mature Students



- MPLAR



# Prior Learning Assessment and Recognition for Mature Students

## MPLAR

- The prior experiences of adult students, both formal and informal, can be recognized for secondary credit, minimizing duplication of learning, saving the student time, and providing an enhanced pathway to obtaining an Ontario Secondary School Diploma (OSSD), leading to post-secondary education, including apprenticeship training, and employment.
- Students may earn up to 16 junior (grades 9 and 10) credits and/or 10 senior (grades 11 and 12) credits through an assessment of transcripts and/or the completion of assessments.
- The number of credits that may be earned is determined by several factors including the number and type of courses previously taken in Ontario or elsewhere.

# Adult Dual Credit



- 1 COLLEGE CREDIT
- 1 SECONDARY CREDIT



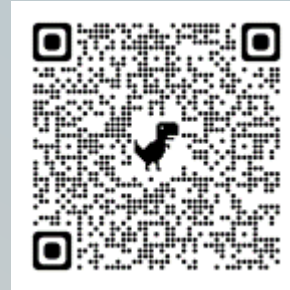
# Adult Dual Credit

- The Adult Dual Credit program offers students aged 21 and over the opportunity to take dual credit courses while enrolled at an Adult Learning Centre and working toward their Ontario Secondary School Diploma (OSSD). Students taking Adult Dual Credit courses earn both a college credit and a high school credit for each dual credit course taken. For more information about Adult Dual Credits, please contact your school board.



# Steps to Register

- For additional information or to speak with a staff member, [please click on this link](#), complete, and submit the Course Interest Form. Your responses will assist us in better directing your inquiry and the appropriate staff member will contact you within 2 business days.
- QR CODE - Scan to access the Google Form.



If you have more questions, please contact us at:

- St. Kateri Tekakwitha 905-891-3034
- St. Gabriel 905-362-0701
- Email: [AdultandContEdInfo@dpcdsb.org](mailto:AdultandContEdInfo@dpcdsb.org)