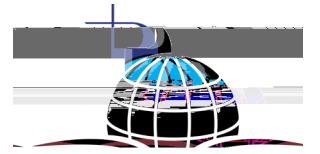


ADULT AND CONTINUING EDUCATION  
CREDIT COURSES  
TERM 3  
DECEMBER 17 – FEBRUARY 20, 2025

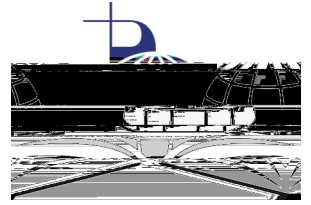
DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

# Overview

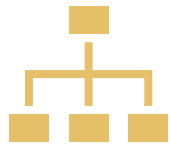


Courses	Programs
<u>Business</u>	<u>Cooperative Education /Work Experience</u>
<u>Mathematics</u>	<u>Dual Credit</u>
Science	mPLAR (PLAR for Mature Students)
<u>English/English as a Second Language/ Ontario Literacy Course</u>	
<u>Information and Communication Technology</u>	
<u>Guidance and Career Education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



# Medical Office

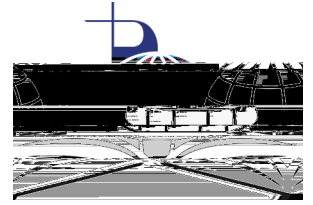
## Classroom Learning 7weeks

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 requiretesTreqh plss 04.2 ( a)0.7 (nk(s)0.4e)17inuppltme22wr.4 ( )7.4 (v

# 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.



# 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

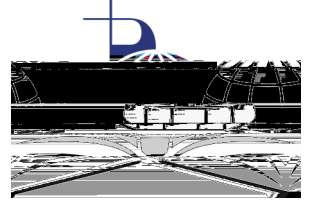




# Accounting for a Small Business

**BAN4E1**

This course expands upon the fundamentals of accounting



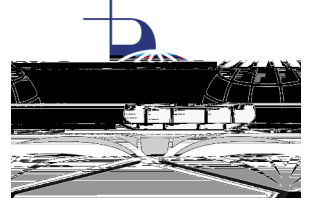
# Information and Communication Technology: The Digital Environment

## 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.

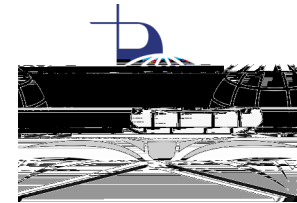
Students will expand their understanding of electronic business and e-commerce environments and workplace ethics.

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

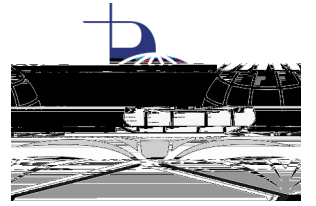


# Introcution to Computer Programming

ICS3C

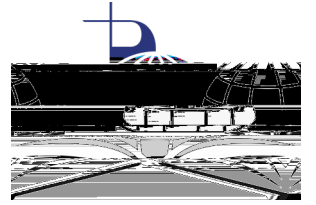
Students will be introduced to computer programming concepts and practices as they write and test computer

# Mathematics



MEL3EQ - Mathematics for Work and Everyday Life

MAP4CQ- Mathematics, College Preparation



# Mathematics for Work and Everyday Life

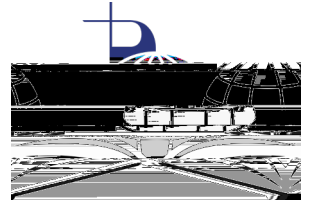
**MEL3EQ\***

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

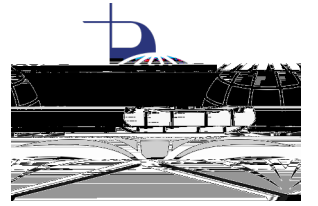
The course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades

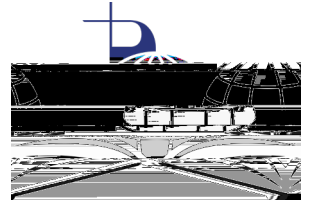
\*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

# 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

This course enables students to increase their understanding of science and contemporary social and environmental issues in health-related fields.

**SVN4MQ\***

Students will explore a variety

# English

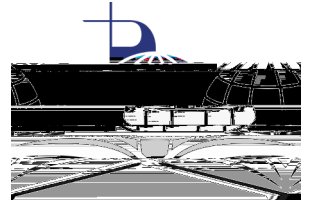


ENG3CQ English

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,

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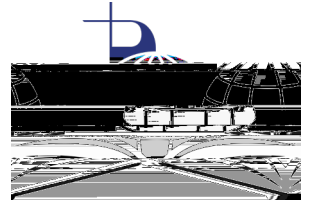
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This course will equip students to utilize the la03.4128g(u)-1.4 (a)0.7 gen

# Business and Technological Communication in Healthcare

## EBT40H





# Ontario Secondary School Literacy Course

## OLC40Q\*

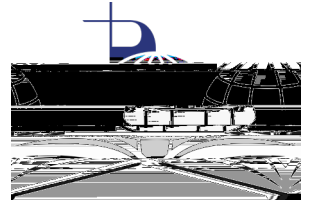
Students will need to be able to use language skilfully and confidently to participate fully in the society and workplace of the twenty-first century,

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

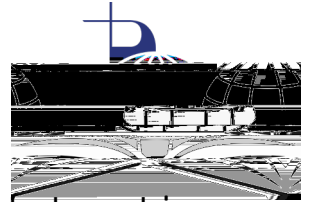
Designing

# 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



# 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**

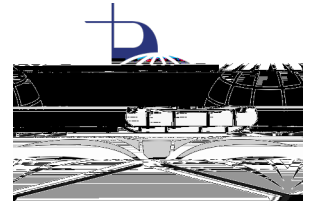
**GLS40Q**

This course improves students' learning and personal-management skills, preparing them to make successful

# Prior Learning Assessment and Recognition for Mature Students



MPLAR



# Prior Learning Assessment and Recognition for Mature Students

## MPLAR

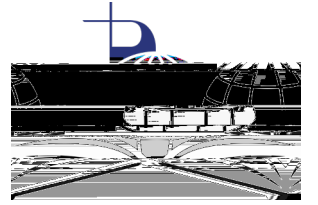
The prior experiences of adult students, both formal and informal, can be recognized for secondary credit, minimizing duplication of learning, saving the student time, and providing an enhanced pathway to obtaining an Ontario Secondary School Diploma (OSSD), leading to post-secondary education, including 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.

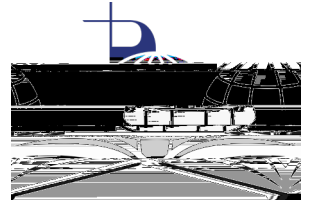


# Adult Dual Credit



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.