



ADULT AND CONTINUING EDUCATION
CREDIT COURSES

MODULE 3 JAN 3- FEB 23, 2022

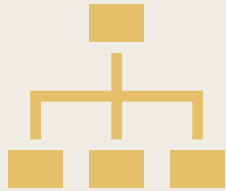
Dufferin-Peel Catholic District School Board



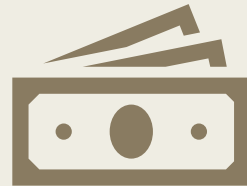
Overview of Courses

- Cooperative Education Programs/Work Experience
- Business Courses
- English and Communication
- Guidance and Career Education
- Healthcare
- Mathematics

Cooperative Education Programs



Office Administration
Co-op



Accounting Co-op



Internationally-trained
professional Co-op

Office Administration Co-op

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.

BTA301 Information and Communication Technology

This course prepares students for the digital environment. The course 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 and post-secondary programs that require information technology skills.

Cooperative Education Placement (7 Weeks)

The adult students who have successfully completed the in-class courses and passed an interview will have the opportunity to earn credits and get relevant experience through the completion of an unpaid co-op placement in the office administration field.

Accounting Co-op

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.

BAN4E Accounting for 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 (BAF3M) before registering for Accounting for Small Business BAN4E. Eligibility to enroll in this course will be determined at the time of registration.

Cooperative Education Placement (7 Weeks)

Students who have successfully completed the in-class courses and passed an interview will have the opportunity to earn credits and get relevant experience through the completion of unpaid co-op placement in the accounting field.

Internationally-trained Professional Co-op

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.

English as a Second Language (ESLDO)

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)

The adult students who have successfully completed the in-class courses and passed an interview will have the opportunity to learn credits and get relevant experience through the completion of an unpaid co-op placement related to their chosen profession.

Overview of Individual Business Courses

- **BTT 201** Information and Communication Technology in Business
- **BTA301** Information and Communication Technology: The Digital Environment
- **BTX4E** Information and Technology in the Workplace
- **BB1201** Introduction to Business
- **BAF3M1** Financial Accounting Fundamentals
- **BAN 4EC** Accounting for a Small Business

Information and Communication Technology in Business

BTT 201

- This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society.
- Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills.
- Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology.

Information and Communication Technology: The Digital Environment

BTA30

- 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 Technology in the Workplace

BTX4E

- 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.

Introduction to Business

BBI20

Students will develop an understanding of the functions of business:

- Accounting
- Marketing
- Information and Communication technology
- Human resources
- Production
- Ethics and social responsibility

Financial Accounting Fundamentals

BAF3M

- 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 the Workplace

BAN4E

- 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.

Individual English and Communication Courses

- **ESLC01** English for School and Work
- **ENG4C1** English
- **OLC401** Ontario Secondary School Literacy Course

English for School and Work

ESL C01

- This course further extends students' skills in listening, speaking, reading, and writing in English for a variety of everyday and academic purposes.
- Students will make short classroom oral presentations.
- Students will read a variety of adapted and original texts in English; and write using a variety of text forms.
- Students will expand their academic vocabulary and their study skills to facilitate their transition to the mainstream school program.
- This course also introduces students to the rights and responsibilities inherent in Canadian citizenship, and to a variety of current Canadian issues.

English

ENG4C

- 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.

Ontario Secondary School Literacy Course

OLC401

- 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.

Healthcare Courses

- EBT40H Technological Communication in Healthcare
- TOJ4CH Child Development and Gerontology

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. In addition to this, students will read, analyze, and demonstrate understanding of a variety of current examples of technological communications, like the care-planning process and the components of a client's chart, as well as the basic rules for recording.
- 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.

Child Development and Gerontology

TOJ4CH

- This course enables students to examine the stages of child development and the aging process.
- Students will study the processes of disease and factors contributing to health and well-being in early and later life and will develop skills required to meet the needs of children and older adults (care skills).
- Students will also learn about legislation governing the care of children and older adults; evaluate social and recreational activities, programs, and services for improving quality of life; develop an awareness of health and safety issues, environmental and social issues, and career opportunities related to childcare and gerontology.

Individual Guidance and Career Education Courses

- GWL30 Designing Your Future
- GLN40 Navigating the Workplace

Designing Your Future

GWL30

- 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.

Navigating The Workplace

GLN40

- This course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces.
- Students will explore occupations and careers of interest through participation in real workplace experiences.
- They will make plans for continued learning and work, work with others to design learning experiences, and investigate the resources and support required to make a smooth transition to their postsecondary destination.

Mathematics Course

- MEL3E Mathematics for Work and Everyday Life

Mathematics for Work and Everyday Life

MEL3E

- Students explore mathematics as it is applied in important areas of day-to-day living to plan income, expenses, and savings. Some activities use Microsoft Excel.
- 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.

How to Register?

- Select courses based on your learning needs and goals
- Please complete the registration form through this link <https://www.dpcdsb.org/Programs-Services/Adult-Education>
- Email the completed registration form to AdultandContEdInfo@dpcdsb.org and the school will follow up with you to confirm your registration
- Should you have questions about which course to take, please contact us:
 - *Phone: Brian J. Fleming 905-891-3034 or St. Gabriel 905-362-0701*
 - *Email: AdultandContEdInfo@dpcdsb.org*