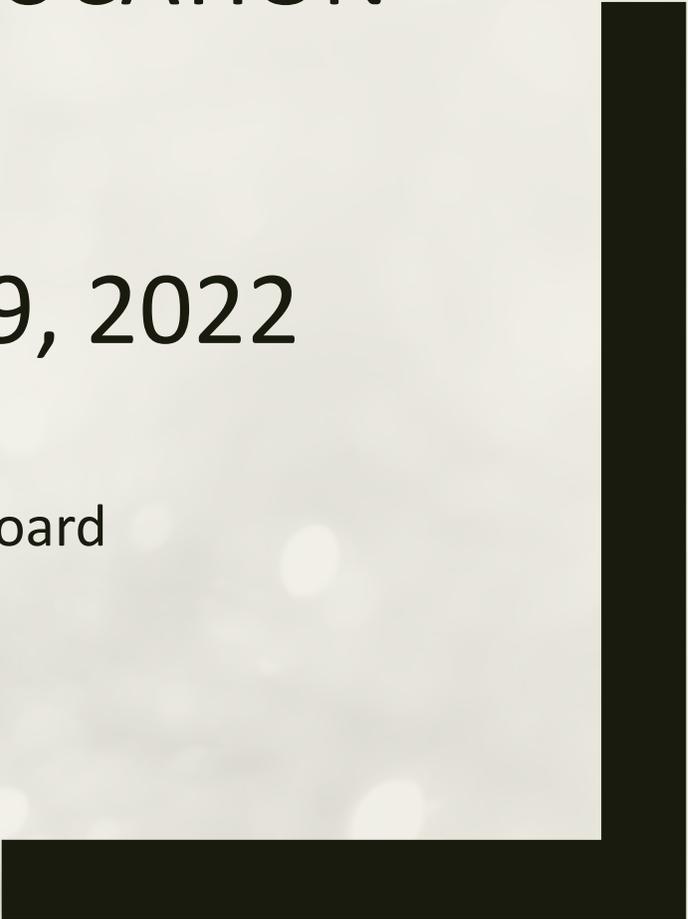# ADULT AND CONTINUING EDUCATION CREDIT COURSES
MODULE 2
OCTOBER 28- DECEMBER 19, 2022

Dufferin-Peel Catholic District School Board

Overview

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

Literacy and Numeracy Support also available

Cooperative Education Programs
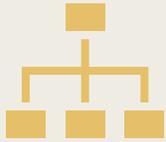
Office Administration

Medical Office

Accounting

Internationally-Trained Professional

Office Administration

Classroom Learning (7 Weeks)

GWL3O1 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: BTA3O1 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

EBT4OH 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.

GLN4OQ Navigating the Workplace Self- Study/Online

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)

GWL3O1 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)

GWL3O1 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

- **BBI2O1** Introduction to Business

- **BTT2O1** Information and Communication Technology in Business

- **BAF3M1** Financial Accounting Fundamentals

- **BTA3O1** Information and Communication Technology: The Digital Environment

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

- **BAN4E1** Accounting for a Small Business

Introduction to Business

BBI201

Students will develop an understanding of the functions of business:

- Accounting

- Marketing

- Information and Communication Technology

- Human Resources

- Production

- Ethics and social responsibility

Information and Communication Technology in Business

BTT201

- 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.

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.

Information and Communication Technology: The Digital Environment

BTA3O1

- 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.

Mathematics

MEL3EQ - Mathematics for Work and Everyday Life

Mathematics for Work and Everyday Life

MEL3EQ

- 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.

English

- **ESLCO1** English for School and Work
- **ENG3CQ** English
- **ENG4CQ** English
- **EBT4OH** Business and Technological Communication in Healthcare
- **OLC4OQ** Ontario Secondary School Literacy Course

English for School and Work

ESLCO1

- 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

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 and using business and technical language with precision and clarity

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.

Business and Technological Communication in Healthcare

EBT4OH

- 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.

Ontario Secondary School Literacy Course

OLC4OQ

- 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.

Guidance and Career Education

- **GWL3O1** Designing Your Future
- **GLN4OQ** Navigating the Workplace
- **GPP3OQ** Leadership and Peer Support Course

Designing Your Future

GWL3O1

- 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

GLN4OQ

- ■ 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.

Leadership and Peer Support

GPP3OQ

- This course prepares students to act in leadership and peer support roles.

- They will design and implement a plan for contributing to their school and/or community; 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 provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces.

Interdisciplinary Studies

- IDC301

Interdisciplinary Studies

IDC3O1

- This course will help students combine the skills required for and knowledge of different subjects and disciplines to solve problems, make decisions, create personal meaning, and present findings beyond the scope of a single subject or discipline.

- Students will analyse the connections among diverse subjects and disciplines; develop information literacy skills in analysing, selecting, evaluating, and communicating information; and become aware of a variety of resources and viewpoints on contemporary issues.

- Students will examine their own learning styles, relate their inquiries and research to real-life situations, and investigate career opportunities in new disciplines.

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