



Lifetime Learning Centre

Course Planning Sheet – 2016-2017



ARTS

- AVI30 Visual Arts

BUSINESS

- BTT20 Introduction to Computers
- BTA30 MS Word 2013
- BTX4E MS Excel 2013 (prereq. BTA30)
- BTX4C Advanced Word/Excel 2013 (prereq. BTX4E) **NEW**
- EBT40 MS Access 2013 w/Integration (prereq. BTX4E)
- BAI3E Accounting for Business
- BMX3E Marketing – Retail & Service **NEW**
- BOG4E Business Leadership – Becoming a Manager **NEW**

CDN STUDIES/ HUMANITIES/ HEALTH/ SOC. SCIENCE

- CIC4E Personal Money Management **NEW**
- HH30 Dynamics of Human Relationships
- HIP40 Personal Life Management
- HPC30 Parenting
- HPD4E Parenting & Human Development
- HRF30 World Religions – Belief & Daily Life **NEW**
- HSP3C Anthropology, Psychology, Sociology
- HZB30 Philosophy – The Big Questions **NEW**
- PP230 Health for Life

ENGLISH & LITERACY

- ENG3E Gr. 11 Workplace English
- ENG3C Gr. 11 College English
- ENG4E Gr. 12 Workplace English
- ENG4C Gr. 12 College English
- EPS30 Presentation and Speaking Skills
- EWC4C The Writer's Craft **NEW**
- OLC40 Ontario Secondary School Literacy Course

MATHEMATICS

- MEL3E Gr. 11 Math for Everyday Life
- MBF3C Gr. 11 Math for Personal Finance
- MEL4E Gr. 12 Math for Everyday Life
- MAP4C Gr. 12 College/App. Math (prereq. MBF3C)

SCIENCE

- SBI3C College Biology (prereq. SNC4E or Gr.10 Science)
- SCH4C College Chemistry (prereq. SNC4E or Gr.10 Science)
- SNC4E General Science **NEW**
- TPJ4C Medical Technologies

TECHNOLOGY

- TGJ20 Digital Technology
- TGJ3M Photoshop w/Illustrator – Introduction
- TGP4M Photoshop w/Illustrator – Intro to Adv.
- TGP3M Digital Photography – Introduction
- TGG4M InDesign & Page Layout
- TGJ4M Dreamweaver & Web Page Design

OTHERS

- GLS40 Learning Strategies (Math, Science, English, Soc. Sc.)
- Co-op Co-op 1 2 3 cr. (are you working?)

Check out the **NEW!** courses being offered at Lifetime Learning this year!

Suggested prerequisites are made to support student success. Please discuss any questions or concerns with your guidance counselor during your intake interview.

Please note that not all courses are offered in every school term. See Guidance for details.

NOTES

For more information and course descriptions, please visit:
www.lifetimelearning.ca

ARTS

AVI30 – VISUAL ARTS

This course focuses on studio activities in one or more of the visual arts, including drawing, painting, sculpture, photography, printmaking, collage, and/or multimedia art. Students will use the creative process to create art works that reflect a wide range of subjects and will evaluate works using the critical analysis process. Students will also explore works of art within a personal, contemporary, historical, and cultural context.

BUSINESS

BTT20 – INTRODUCTION TO COMPUTERS

(Open Level)

Do you get frustrated when you lose or can't find computer files or have to search everywhere to find those vacation photos that you are sure you copied from the camera? Our intro course will help you get your computer space cleaned up. You will master the art of copying, moving and managing files. Explore and compare software application programs like word processing, spreadsheets and digital presentations. Internet, email, and some social media will be covered. You will build a strong foundation for further computer courses.

BTA30 – MS WORD 2013

(Open Level)

Don't get left behind! Learn how to use IT (Information Technology) in the work environment. Microsoft Office 2013 Professional Edition is one of the most widely used business software suites. This course serves as an introduction to Word (word processing). This program also includes file management, and exploration of career opportunities related to information technology.

Recommended Prerequisite: BTT20; Keyboarding and some Windows knowledge are necessary.

BTX4E – MS EXCEL 2013

(Workplace Preparation)

Great for your employability skills! Microsoft Office 2013 Professional Edition is one of the best-selling productivity suites. This course serves as an introduction to Excel (spreadsheet). This course will reinforce good file management skills and provide you the skills needed to successfully use and create spreadsheets in the workplace.

Prerequisite: BTA30

EBT40 – MS ACCESS 2013 WITH INTEGRATION

(Workplace Preparation)

Grow your employability skills even more! Microsoft Office 2013 Professional Edition is one of the best-selling productivity suites. Components of this course include learning to use Access (database), and software integrating it with the different software of the MS Office 2013 Suite.

Prerequisite: BTX4E

BTX4C – ADVANCED MS WORD & EXCEL 2013 **NEW!**

(College Preparation)

You've taken MS Word and MS Excel introductory courses, but you want even more! This course is designed to help you further explore the extensive capabilities of these two most common MS Office productivity tools. This course also serves to help prepare individuals interested in taking the Microsoft Office Specialist (MOS) Certification Exam in Word and Excel.

Recommended Prerequisite: BTA30 & BTX4E

BAI3E – ACCOUNTING FOR BUSINESS

(Workplace Preparation)

Takin' Care of Business! This course introduces you to the Accounting Cycle and teaches you financial terminology. You will understand procedures such as recording, reporting, cash management and decision making. To complete the course you will be doing case studies on the computer using the package called Sage 50 (Simply).

Recommended Prerequisite: BTT20

BMX4E – MARKETING: RETAIL AND SERVICE **NEW!**

(Workplace Preparation)

This course focuses on marketing activities in the retail and service sectors. Students will examine trends and global influences on marketing decisions, and will learn about the importance of customer service in developing a customer base and maintaining customer loyalty. Through hands-on learning, students will develop personal selling and information technology skills that will prepare them for a variety of marketing-related positions in the workplace.

Recommended Prerequisite: BTT20

BOG4E – BUSINESS LEADERSHIP: BECOMING A MANAGER, **NEW!**

(Workplace Preparation)

This course helps students prepare for managerial positions in their future careers. Students will focus on the development of core skills required to become a successful manager, including operations management, inventory control, marketing, financial planning, scheduling, and communication. Students will also explore the management challenges of hiring, training, and motivating employees, and complying with legal requirements.

CANADIAN STUDIES/ HUMANITIES/ HEALTH/ SOCIAL SCIENCES

CIC4E – PERSONAL MONEY MANAGEMENT **NEW!**

(Workplace Preparation)

This course encourages students to examine the economic choices they make as consumers and how they participate in a mixed economy. Students will gain practical experience of how to apply their knowledge to make informed economic decisions and improve their economic well-being, from personal money management, basics of investments, and building personal net worth. Students will become familiar with terms and concepts such as rates of inflation, interest, and unemployment.

HHD30 – DYNAMICS OF HUMAN RELATIONSHIPS

(Open Level)

This course focuses on helping students understand the individual and group factors that contribute to healthy relationships. Students will examine the connections between their own self-concept and their interpersonal relationships. They will learn and practice strategies for developing and maintaining healthy relationships with friends, family, and community members, as well as with partners in intimate relationships.

HIP40 – MANAGING LIFE RESOURCES

(Open Level)

This course focuses on preparing students for living independently and working successfully with others. Students will learn to manage their personal resources to meet their basic needs for food, clothing and housing. They will also learn about their personal legal and financial responsibilities and develop and apply interpersonal skills in order to make wise and responsible personal and occupational choices. Students will apply research and inquiry skills while investigating topics to personal life management. The course emphasizes the achievement of expectations through practical experiences.

HPC30 – PARENTING

(Open Level)

This course focuses on the skills and knowledge needed to promote the positive and healthy care of children with an emphasis on the early years of development. Students will learn how to meet the developmental needs of young children, communicate and discipline effectively, and guide early behaviour.

HPD4E – PARENTING & HUMAN DEVELOPMENT

(Workplace Preparation)

This course prepares students for occupations involving older children, and for the responsibility of parenting, with emphasis on school-age and adolescent children. Students will learn, through practical experience in the community, how early child development affects later development, success in school, and personal and social well-being throughout life, and how children and parents change over time. This course also develops students' skills in researching and investigating various aspects of parenting and human development.

HRF30 – WORLD RELIGIONS: BELIEFS AND DAILY LIFE

(Open Level)

This course introduces students to the range and diversity of world religions, and examines how systems of belief affect individual lives and social relationships. Students will learn about a variety of religious beliefs, teachings, traditions, and practices. The course also helps students to develop skills used in researching and investigating topics related to world religions.

HSP3C – ANTHROPOLOGY, PSYCHOLOGY, SOCIOLOGY

(College Preparation)

This course introduces students to theories, questions, and issues related to anthropology, psychology, and sociology. Students learn about approaches and research methods used by social scientists. Students will be given opportunities to apply theories from a variety of perspectives, to conduct social science research, and to become familiar with current issues within the three disciplines.

HZB30 – PHILOSOPHY: THE BIG QUESTIONS

(Open Level)

This course addresses three (or more) of the following questions: What is a person? What is a meaningful life? What are good and evil? What is a just society? What is human knowledge? How do we know what is beautiful in art, music, and literature? Students will learn critical thinking skills in evaluating philosophical arguments related to these questions, as well as skills used in researching and investigating various topics in philosophy.

PPZ30 – HEALTH FOR LIFE

(Open Level)

This course focuses on the development of a lifestyle and participation in a variety of enjoyable physical activities that have the potential to engage students' interest throughout their lives. Students will be encouraged to develop personal competences in a variety of movement skills and will be given opportunities to practise goal setting, decision-making, social, and interpersonal skills. Students will also study the components of healthy relationships, reproductive health, mental health and personal safety.

ENGLISH & LITERACY

ENG3E – ENGLISH GRADE 11

(Workplace Preparation)

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in the workplace and in daily life. Students will study the content, form and style of a variety of contemporary informational, graphic and literary texts; and create oral, written and media texts in a variety of forms for practical purposes. An important focus will be on using language clearly and accurately in a variety of forms for practical purposes. The course is intended to prepare students for the Grade 12 Workplace preparation course.

ENG3C – ENGLISH GRADE 11

(College Preparation)

This course emphasizes the development 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 essay and analyse 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.

ENG4E – ENGLISH GRADE 12

(Workplace Preparation)

This course emphasizes the consolidation of literacy, communication, and critical and creative thinking skills necessary for success in the workplace and in daily life. Students will analyse informational, graphic, and literary texts and create oral, written, and media texts in a variety of forms for workplace-related and practical purposes. An important focus will be on using language accurately and organizing ideas and information coherently. The course is intended to prepare students for the workplace and active citizenship.

ENG4C – ENGLISH GRADE 12

(College Preparation)

This course emphasizes consolidation of literacy, critical thinking, and communication skills. Students will analyse 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; and analyse the interactions among media forms, audience practices. An important focus will be on establishing appropriate style and using business and technical language effectively.

Recommended Prerequisite: ENG3C

ENG4C is a required course for entrance into all college programs, and media industry.

EWC4C - THE WRITER'S CRAFT

(College Preparation)

This course emphasizes knowledge and skills related to the craft of writing. Students will investigate models of effective writing; use a workshop approach to write a variety of works; and make considered decisions for improving the quality of their writing. They will also complete a creative or analytical independent study project and investigate opportunities for publication and for writing careers.

Recommended Prerequisite: ENG3C

EPS3O – PRESENTATION AND SPEAKING SKILLS

(Open Level)

This course emphasizes the knowledge and skills required to plan and make effective presentations and to speak effectively in both formal and informal contexts, using such forms as reports, speeches, debates, panel discussions, storytelling, recitations, interviews, and multimedia presentations. Students will research and analyze the content and characteristics of convincing speeches and the techniques of effective speakers; design and rehearse presentations for a variety of purposes and audiences; select and use visual and technological aids to enhance their message; and assess the effectiveness of their own and others' presentations.

OLC4O – ONTARIO SECONDARY SCHOOL LITERACY

COURSE *(Open Level)*

This course emphasizes the development of literacy, critical thinking and communication skills. Students will study the content, form, and style of informational texts and literary works; write explanations, letters and reports; and investigate the connections among media forms, audiences and media industry practices. An important focus will be on using language effectively in a variety of contexts.

MATHEMATICS

MEL3E – MATH FOR EVERYDAY LIFE GRADE 11

(Workplace Preparation)

This course enables students to broaden their understanding of 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. Students will consolidate their mathematical skills as they solve problems and communicate their thinking.

MBF3C – MATH FOR PERSONAL FINANCE GRADE 11

(College Preparation)

This course enables students to broaden their understanding of mathematics as a problem-solving tool in the real world. Students will extend their understanding of quadratic relations; investigate situations involving exponential growth; solve problems involving compound interest; solve financial problems connected with vehicle ownership; develop their ability to reason by collecting, analysing, and evaluating data involving one variable; connect probability and statistics; and solve problems in geometry and trigonometry. Students will consolidate their mathematical skills as they solve problems and communicate their thinking.

MEL4E – MATH FOR EVERYDAY LIFE GRADE 12

(Workplace Preparation)

This course enables students to broaden their understanding of mathematics as it is applied in the workplace and daily life. Students will investigate questions involving the use of statistics; apply the concept of probability to solve problems involving familiar situations; investigate accommodation costs, create household budgets, and prepare a personal income tax return; use proportional reasoning; estimate and measure; and apply geometric concepts to create designs. Students will consolidate their mathematical skills as they solve problems and communicate their thinking.

MAP4C – COLLEGE & APPRENTICESHIP MATH GRADE 12

(College Preparation)

This course enables students to broaden their understanding of real-world applications of mathematics. Students will analyse 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. This course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades.

Recommended Prerequisite: MBF3C

SCIENCE

SB13C – BIOLOGY

(College Preparation)

This course focuses on the processes that occur in biological systems. Students will learn concepts and theories as they conduct investigations in the areas of cellular biology, microbiology, genetics, the anatomy of mammals, and the structure of plants and their role in the natural environment. Emphasis will be placed on the practical application of concepts, and on the skills needed for further study in various branches of the life sciences and related fields.

Recommended Prerequisite: Gr.10 Science or SNC4E

SCH4C – CHEMISTRY

(College Preparation)

This course enables students to develop an understanding of chemistry through the study of matter and qualitative analysis, organic chemistry, electrochemistry, chemical calculations, and chemistry as it relates to the quality of the laboratory techniques, develop skills in data collection and scientific analysis, and communicate scientific information using appropriate terminology. Emphasis will be placed on the role of chemistry in daily life and the effects of technological applications and processes on society and the environment.

Recommended Prerequisite: Gr.10 Science or SNC4E

SNC4E – GENERAL SCIENCE

(Workplace Preparation)

This course provides students with fundamental science knowledge and workplace skills needed to prepare them for success beyond secondary school. Students will explore hazards in the workplace, chemicals in consumer products, disease and its prevention, electricity at home and at work, and nutritional science. Emphasis is placed on current topics in science and relevant, practical activities that develop students' literacy and mathematical literacy skills and enhance their scientific literacy.

TPJ4C – HEALTH CARE

(College Preparation)

Students will learn about the Health Care System in Canada and compare it to that of other countries. This course will focus on the development of clinical skills needed to assess general health status. Students will learn about accepted health care practices and demonstrate an understanding of some basic procedures and the use of appropriate instruments and equipment. They will identify the characteristics of the human immune system and learn about pathology and disease prevention and treatment. Students will expand their awareness of workers' health and safety issues, environmental and societal issues related to health care, professional practice standards, and postsecondary destinations in the field.

TECHNOLOGY

TGJ2O – DIGITAL TECHNOLOGY

(Open Level)

This course helps student navigate the world of Digital Technology, which is full of strange words, and new devices. Increase your digital literacy and vocabulary, and get more familiar with different devices and web-based applications that you may never have known about or were afraid to try. Learn about cell phones vs. smart phones, tablets, and cloud computing, along with some advanced Windows functionality and more.

TGJ3M – ADOBE PHOTOSHOP W/ ILLUSTRATOR – INTRODUCTORY LEVEL

You don't have to be creative to take this! This course will allow students to explore the concepts and processes of graphic image creation, manipulation and design. Adobe Photoshop is a software package that enables graphic artists, designers, webmasters and photographers to create original artwork, retouch and correct images, manipulate scanned images and prepare professional output for both print and electronic media. Adobe Illustrator is a powerful drawing program and students will utilize the design process to unleash graphic solutions for a variety of projects.

Recommended Prerequisite: BTT2O and/or strong WINDOWS & File Management Experience

TGP4M – ADOBE PHOTOSHOP W/ILLUSTRATOR – INTRODUCTORY TO INTERMEDIATE

Continue learning the features of Adobe Photoshop and Adobe Illustrator, where students are expected to develop transferable skills that will further enable them to edit and manipulate digital images for personal or business use. Learning will be project driven.

Prerequisite: TGJ3M

TGP3M – DIGITAL PHOTOGRAPHY

Are you getting the most out of your digital compact camera? Are you only using the “Automatic Mode” when taking pictures? If you are ready to explore the many modes and menus of your digital camera, and take more interesting, creative photographs and video clips, then this is the course for you! Composition guidelines and basic procedures that professionals utilize will be explored and put into practice. Students will learn how to transfer photo and video files from their camera to the computer, organize, edit and manipulate them for a slide show or movie. The course content will help you to snap fabulous photographs, and when the time comes for you to upgrade your camera, you’ll be an informed and confident consumer.

Recommended Prerequisite: BTT2O

TGG4M – ADOBE INDESIGN & PAGE LAYOUT

“Design” gives you power to add impact to your words. It presells the importance of your words and makes it easy for readers to understand your message. Design helps you get better results from the money you spend to distribute your message. Learn design principles and concepts to create professional looking documents. Use Adobe InDesign to create books, electronic books, business cards, letterhead, magazines covers, etc.

Recommended Prerequisite: BTT2O and/or strong WINDOWS & File Management Experience

TGJ4M –ADOBE DREAMWEAVER – WEBPAGE DESIGN

Use Adobe Dreamweaver and Notepad to produce appealing web pages and web sites. Students will work with HTML, Cascading Style Sheets, digital images, widgets, video and audio clips and see how they interface with web pages. Students will develop transferable skills which will serve them well for creating personal web sites, helping maintain business sites or as a base for additional intermediate and advanced web site training.

Recommended Prerequisite: BTT2O and/or strong WINDOWS & File Management Experience

OTHER

GLS4O – LEARNING STRATEGIES COURSE

This course is designed to improve students’ understanding and knowledge of the fundamental skills in Math, Science, Social Science and English courses. The course has been designed to prepare and assess the necessary skill sets to make successful transitions to essential courses and/or college level courses in any of the four disciplines. Students will learn the fundamental skills\techniques necessary in each discipline to maximize their learning potential. ***This course is available to all students who feel they need to refresh their skills for success before proceeding into any course.***

CO-OPERATIVE EDUCATION

There are 2 pathways in Cooperative Education that are credit bearing. Both pathways consist of a theory component and a workplace component for each credit granted. Students are monitored/evaluated by the teacher and the employer regularly.

1. For students working on completing their Ontario Secondary School Diploma, **current employment may** be considered for an opportunity to earn additional high school credits.
This “paid co-op” does require the participation of the employer.
2. Traditional co-op placements are made through the school and must follow Ministry of Education policy and guidelines. Prerequisite: Recommendation of teacher(s)/history of regular attendance