



Lifetime Learning Centre

Course Planning Sheet – 2014-2015



ARTS

- AVI30 Visual Arts

BUSINESS

- BTT20 Computer Fundamentals – Introduction
- BTA30 MS WORD 2010
- BTX4E MS Office 2010 – Part 1 (prereq. BTA30)
- EBT4O MS Office 2010 – Part 2 (prereq. BTX4E)
- BTX4C Digital Technology
- BAI3E Accounting for Business

CDN STUDIES/ HUMANITIES/ HEALTH/ SOC. SC.

- CGG3O Travel & Tourism
- CLU3E Understanding Canadian Law
- HIP3E Personal Resources Management
- HPC3O Parenting
- HPD4E Parenting & Human Development
- HDD3O Dynamics of Human Relationships
- HSP3C Anthropology, Psychology, Sociology
- PPZ3O 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
- EPS3O Presentation and Speaking Skills
- EWC4C The Writer’s Craft
- OLC4O Ontario S.S. Literacy

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
- SCH4C College Chemistry
- TJP4C Medical Technologies

TECHNOLOGY

- TGJ3M Photoshop Level 1 – Introduction
- TGP4M Photoshop Level 2 –Adv. (prereq. TGJ3M)
- TGP3M Digital Photography – Introduction
- TGG4M InDesign & Page Layout
- TGG3M Illustrator
- TGI4M Flash
- TGJ4M Dreamweaver & Web Page Design
- TDA3M Auto Cad

OTHERS

- COO3O Co-op 1 2 3 cr. (are you working?)
- GLS4O Learning Strategies (Math, Science, English, Soc. Sc.)

Please note that not all courses are offered in every school year. 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 – COMPUTER FUNDAMENTALS – INTRODUCTION

Do you get frustrated when you lose 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. Use a memory stick, burn a CD and more. Explore and compare software application programs: MS Word, Excel, PowerPoint and Google Docs. Internet and email and some social media will be covered. You will be more than ready to conquer the computer world after this course!

BAI3E – ACCOUNTING FOR BUSINESS

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

BTA30 – MS WORD 2010

Don't get left behind! Learn how to use IT (Information Technology) in the work environment. Microsoft Office 2010 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 & EBT40 – MS OFFICE 2010 - INTEGRATED (PART 1 & 2)

Great for your employability skills! Microsoft Office 2010 Professional Edition is one of the best-selling productivity suites. Components of this program include Word 2010 (advanced level), Excel (spreadsheet), Access (database), PowerPoint (presentation), First Class e-mail and plenty of Internet training. Software integration will be emphasized. Windows XP environment.

Prerequisite: BTA30 – MS Word 2010

BTX4C – DIGITAL TECHNOLOGY

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.

CANADIAN STUDIES/ HUMANITIES/ HEALTH/ SOCIAL SCIENCES

CGG30 – TRAVEL AND TOURISM

(Open Level)

This course focuses on issues related to travel and tourism within and between various regions of the world. Students will investigate unique environmental, sociocultural, economic, and political characteristics of selected world regions. They will explore travel patterns and trends as well as tensions related to tourism, and will predict future tourism destinations. Students will apply the concepts of geographic thinking and the geographic inquiry process, including spatial technologies, to investigate the impact of the travel industry on natural environments and human communities.

CLU3E UNDERSTANDING CANADIAN LAW

(Workplace Preparation)

This course enables students to develop a practical understanding of laws that affect the everyday lives of people in Canada, including their own lives. Students will gain an understanding of the need for laws, and of their rights, freedoms, and responsibilities under Canadian law. Topics include laws relating to marriage, the workplace, cyber bullying, and the processing of criminal offences. Students will apply the concepts of legal thinking and the legal inquiry process, and will begin to develop legal reasoning skills and an understanding of Canadian law.

HIP3E – MANAGING PERSONAL RESOURCES

(Workplace Preparation)

This course prepares students for living independently and working successfully with others. Students will learn to manage their personal resources (including talent, money, and time), to develop interpersonal skills, and to understand economic influences on workplace issues, in order to make wise and responsible personal and occupational choices. The course emphasizes the achievement of expectations through practical experiences and introduces students to skills used in researching and investigating resource management.

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.

HHD30 – DYNAMICS OF HUMAN RELATIONSHIPS

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 practise strategies for developing and maintaining healthy relationships with friends, family, and community members, as well as with partners in intimate relationships. Students will use research and inquiry

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.

HSP30 – ANTHROPOLOGY, PSYCHOLOGY, SOCIOLOGY

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.

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

EWC4C - THE WRITER'S CRAFT

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.

EPS30 – PRESENTATION AND SPEAKING SKILLS

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 analyse 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.

OLC40 – 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 – GR. 11 MATH FOR EVERYDAY LIFE

(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 – GR. 11 MATH FOR PERSONAL FINANCE

(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 – GR.12 MATH FOR EVERYDAY LIFE

(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 – GR. 12 COLLEGE/APPR. MATH

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.

Prerequisite: MBF3C Gr. 11 Math for Personal Finance

SCIENCE

SBI3C – 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.

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.

TPJ4C – HEALTH CARE

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

TGG3M – ADOBE ILLUSTRATOR

Powerful drawing program! Utilize the design process and Adobe Illustrator to unleash your graphic solutions for a variety of projects. Create eye-catching logos, business cards, brochures, advertisements, product packaging, promotional buttons, and more. Import your special text effects and images into other software programs or onto web pages to enhance it. Your designs will be developed to meet criteria for today's market place. This course will give you the background needed for follow-up Graphic/Desktop Design, Audio/Visual productions, and other multi-media programs. Explore your creative potential and transform any ordinary document into something extraordinary.

Recommended Prerequisite: BTT20 and/or strong WINDOWS & File Management Experience

TGJ3M – ADOBE PHOTOSHOP – LEVEL 1

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.

Recommended Prerequisite: BTT20 and/or strong WINDOWS & File Management Experience

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: BTT20

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: BTT20 and/or strong WINDOWS & File Management Experience

TGI4M – ADOBE FLASH – MULTI-MEDIA

Take your multimedia experience to the next level! Add interactive animation to a Web site using Adobe Flash. Ranging from state-of-the-art user interfaces to logos to animated movies, you'll find Flash movies on corporate, entertainment, and personal Web sites throughout the Internet. Flash has become the Web design tool of choice for many reasons.

Recommended Prerequisite: BTT20 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: BTT20 and/or strong WINDOWS & File Management Experience

TGP4M – ADOBE PHOTOSHOP – LEVEL 2

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

Prerequisite: TGJ3M – Adobe Photoshop – Level 1

OTHER

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

GLS40 – 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 a successful transition 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. (student recommendation by Guidance)***