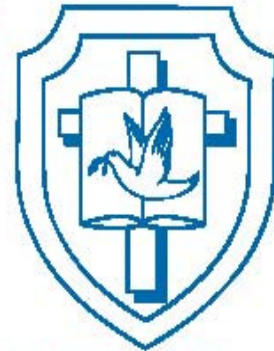


LOYOLA

**SCHOOL OF ADULT AND
CONTINUING EDUCATION**
LEARNING FOR LIFE



Algonquin and Lakeshore Catholic District School Board

Course Calendar 2011 -2012



Algonquin and Lakeshore Catholic District School Board
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WELCOME

Greetings from the Principal

Welcome to Loyola, School of Adult and Continuing Education. Loyola is a secondary school through which adult students can obtain an Ontario Secondary School Diploma. As well, Loyola provides adults with opportunities to advance their basic literacy skills and to acquire English as a Second Language skill.

The staff at the various Loyola campuses recognizes the challenge of returning to school as an adult and is dedicated to helping you achieve your goals.

As students, who have chosen to attend Loyola, you demonstrate commitment, initiative, and a desire to be actively involved in your educational plans.

We welcome the opportunity to help you in whatever way we can and thank you for allowing us to be part of your educational journey.

Theresa Harper-Dube, Principal

INTRODUCTION

The Loyola Community Learning Centre provides adults with opportunities for lifelong learning in their home community. Through a broad range of programs Loyola enables individuals to achieve their goals as they become responsible and contributing members of our communities.

Loyola supports the Algonquin and Lakeshore Catholic District School Board's commitment to "...lifelong learning, so that those with whom we journey may become caring and contributing citizens in a world of constant challenge."

CATHOLIC PHILOSOPHY OF EDUCATION

Operating within the Algonquin & Lakeshore Catholic District School Board, Loyola provides its adult students with an educational experience anchored in the values of a Catholic education. A Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. At each of our Loyola sites, the staff is committed to building caring, learning communities that are centred around justice, love, peace, sacredness of human life and service to others.

TIMETABLE

Complete your Secondary School Diploma in programs designed for adults. Students may attend classes for 6 weeks and complete a credit in the main academic areas. This is a condensed and active learning program with different courses available every six weeks.

Loyola Community Learning Centre Daily Schedule	
8:30 – 12:30	Classes
9:45 – 10:00	First Break
11:15 – 11:30	Second Break
12:30 – 1:10	Lunch
1:10 – 2:30	Continuing Education See teacher assisted supervision schedule
1:10 – 4:55	Afternoon Classes

Terms for 2011 - 2012				
Terms	Registration Days	Term Start	Midterms	Term End
Term 1	Sept. 6, 7	Sept. 8	Sept. 29	Oct. 21
Term 2	Oct. 25	Oct. 25	Nov. 14	Dec. 7
Term 3	Dec. 8	Dec. 8	Jan. 11	Feb. 2
Term 4	Feb. 6	Feb. 6	Feb. 27	Mar. 27
Term 5	March 28	March 28	April 19	May 11
Term 6	May 14	May 14	June 5	June 25

TIMETABLE AND ATTENDANCE POLICY

Attendance is the key to your success as a student. Missing a few days means missing a significant portion of the course. Try to minimize time lost due to appointments by scheduling these after your time at Loyola.

Attendance will be recorded daily, based on normal school procedures. Please call the school if you are absent. For absences longer than 2 days you are expected to meet with your teacher to provide an explanation for your absences and to devise a plan to make up the missed time and work.

Employment Insurance, Ontario Works and Workman's Compensation students must follow the requirements set out by those organizations.

GENERAL ORGANIZATION OF PROGRAMS

Evaluation and Reporting

Course outlines stating the objectives of the course and the methods of evaluation will be provided to the students at the beginning of each course.

Summative evaluations will be held at the conclusion of each term. In some courses, an alternative evaluation other than an examination will be used.

All evaluation procedures are directed to assess the students' progress in relationship to the stated outcomes of the course.

Progress will be reported to students in the form of a Provincial report card at both the midpoint and at the end of each term.

Ontario Student Records and Transcripts

Note: A pupil and his/her parent or guardian, where the pupil is a minor, are entitled to examine the record of such pupil. (Education Act 263(3)). This is normally arranged through the Student Services Department.

Ontario Student Transcript

Full Disclosure for Grades 11 and 12

The Ministry of Education has a policy of full disclosure. This policy states that all grade 11 and 12 courses attempted by students must be recorded on the Ontario Student Transcript. Full disclosure does not apply to students in grades 9 or 10. Any grade 11 or 12 course completed, dropped or failed will appear on a student transcript along with the marks earned in the program. Full disclosure will take effect five (5) instructional days following the issue of the Mid-Term Provincial report card.

Ontario Student Record (OSR): Recording and Reporting Procedures

The Ontario Student Record is the official school record for a student. Every Ontario school keeps an OSR for each student enrolled at that school. The OSR contains achievement results, credits earned and diploma requirements completed, and other information important to the education of the student. Students and their parents (if the student is not an adult) may examine the contents of the OSR. The Education Act and freedom of information legislation protect these records.

DIPLOMA REQUIREMENTS

What do you need to graduate?

Ontario Secondary School Diploma (OSSD) Requirements

30 Credits, 110 hours each (18 compulsory/12 electives)

18 compulsory credits

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

- 4 credits in English (1 credit per grade)*
- 3 credits in Mathematics (1 Credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- 1 credit in French as a Second Language
- 0.5 credit in Career Studies
- 0.5 credit in Civics

Plus one credit from each of the following groups:

Group 1 additional credit in English, or French as a second language**, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education***

Group 2 additional credit in health and physical education, or the arts, or business studies, or French as a second language**, or cooperative education***

Group 3 additional credit in science (Grade 11 or 12), or technological education, or French as a second language**, or computer studies, cooperative education***

In addition to the compulsory credits, students must complete:

- ✓ 12 optional credits****
- ✓ 40 hours of community involvement activities
- ✓ the provincial literacy requirement

*A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course. **In groups 1, 2, and 3 a maximum of 2 credits in French as a second language can count as compulsory credits, one from group 1 and one from either group 2 or group 3. ***A maximum of 2 credits in cooperative education can count as compulsory credits.

**** The 12 optional credits may include up to four credits achieved through approved Dual Credit courses.

Compulsory and elective credits must total a minimum of 30.

Elective credits may be earned in all subjects, including those named in the compulsory list, provided that such electives are additional to the compulsory credits.

The Ontario Secondary School Certificate (OSSC) Requirements

The Ontario Secondary School Certificate will be granted on request to students who leave school before earning the Ontario Secondary School Diploma, provided that they have earned a minimum of 14 credits distributed as follows:

7 compulsory credits

Students must earn the following compulsory credits to obtain the Ontario Secondary School Certificate:

- 2 credits in English
- 1 credit in Mathematics
- 1 credit in Science
- 1 credit in Canadian History or Canadian Geography
- 1 credit in the Arts or Technological Education
- 1 credit in Health and Physical Education

7 Optional Credits

The remaining 7 credits selected by the student from available courses.

Substitutions for Compulsory Courses

To meet individual student's needs, the Principal may replace up to three of the compulsory courses. In all cases, however the sum of compulsory and optional credits will not be less than 30 for students aiming to earn the Ontario Secondary School Diploma and not less than 14 for those aiming to earn an Ontario Secondary School Certificate.

The Certificate of Accomplishment (C of A)

Students who leave school before fulfilling the requirements for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognizing achievement for students who plan to take certain vocational programs or other kinds of further training, or who plan to find employment after leaving school.

The Certificate of Accomplishment will be accompanied by the student's Ontario Student Transcript. For those students who have an IEP, a copy of the IEP may be included.

Students who return to school to complete additional credit and non-credit courses (including courses with modified or alternative expectations in special education programs) will have their transcript updated accordingly, but will not be issued a new Certificate of Accomplishment. The Ontario Secondary School Diploma will be granted when a student has fulfilled the appropriate requirements.

PATHWAY TO A DIPLOMA FOR A MATURE STUDENT

As a Mature Student you are eligible for equivalent credits to bring you closer to a diploma.

Are You a Mature Student?

You must:

- be at least 18 years old on or before December 31st of this school year
- be out of school for at least one year
- have fewer than 26 credits (fewer than 23 credits if you started secondary school before 1984)
- be enrolled in a secondary school credit program for the purpose of obtaining a high school diploma

The type and number of equivalent credits you are eligible to receive depends on when you started secondary school in Ontario and whether you will be working on achieving the expectations listed in either:

- O.S.I.S. – Ontario Secondary Intermediate/Senior Document or
- O.S.S. – Ontario Secondary Schools Document

Where do you fit in?

1. You are required to meet the requirements outlined in the O.S.I.S. document, if you were:

- An Ontario student who started secondary school before 1999 or
- A student new to the Ontario secondary school system enrolled in a credit course prior to February 1, 2004.

According to the O.S.I.S. document, you may apply for **equivalent credits in the following areas:**

Maturity Allowance – credits awarded in recognition of learning, which has taken place on the basis of experience. Normally, 2 credits are awarded for each year you have been out of school to a maximum of 12 credits.

Equivalent Education Allowance – credits given for courses taken outside of school that do not count toward college or university credits.

Apprenticeship Training Allowance – two credits may be given for the successful completion of each period of an apprenticeship-training program.

All applicants for equivalent standing **must earn the last four credits (these credits must be at the senior level – grade 11 or 12)** before a diploma will be issued. The principal shall determine which compulsory courses (if any) must still be completed by the student to earn a diploma.

2. You are required to meet the requirements outlined in the O.S.S. Document, if you were:

- an Ontario student placed in Grade 9 in 1999 - 2000 or later, **or**
- a student new to the Ontario secondary school system as of February 1, 2004.

According to the O.S.S. document, you may apply for credits under PLAR – Prior Learning Assessment & Recognition. Principals will follow the PLAR policy to determine the number of credits, including compulsory credits, that a mature student needs in order to meet diploma requirements.

Up to 16 grade 9 & 10 credits may be granted at the discretion of the principal following **individual assessment.**

Mature students may earn 10 of the 14 remaining grade 11 & 12 credits in 3 ways:

- they may take the course;
- they may present education and/or training credentials for assessment through the **equivalency process** or
- they may demonstrate achievement of the required secondary curriculum expectations and receive credit through the **challenge process.**

All applicants under PLAR **must earn the last four credits (these credits must be at the senior level – grade 11 or 12)** before they will be eligible to receive their Ontario Secondary School Diploma. **They will also need to satisfy the diploma requirements with regard to the Ontario Secondary School Literacy Test (OSSLT) and Community Service hours.** The Principal or designate will determine the number of hours of community service that a mature student will have to complete.

To find out how close you are to achieving your secondary school diploma, you need to do the following:

- Find or obtain a transcript (a transcript is a record of the courses you have taken and the marks you achieved). If you do not have a transcript, contact the last school you attended and request a transcript. Schools must keep records for 55 years.

(If you are a foreign student, please bring to your appointment an official copy of your school records that have been translated into English).

- Locate your resume, any certificates, apprenticeship records, or reports showing previous credit achievement for courses taken outside of secondary school.

DIPLOMA AND COURSE INFORMATION

Community Involvement Activities

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. These activities may be completed at any time during their years in the secondary school program.

Community involvement activities may take place in a variety of settings, including business, not-for-profit organizations, public sector institutions (including hospitals), and informal settings. Students may *NOT* fulfil the requirement through activities that are counted towards a credit (co-operative education and work experience, for example) through paid work, or by assuming duties normally performed by a paid employee.

The requirement is to be completed outside normal instructional hours – that is, the activities will take place during designated lunch hours, after school, on weekends, or during school holidays.

Students will maintain and provide a record of their community involvement activities. Completion of the required 40 hours must be confirmed by the organizations or persons supervising the activities. Documentation attesting to the completion of each activity must be submitted to the Department Head by the student. This documentation must include the name of the person or organization receiving this service, the activity performed, the dates and hours, the signatures of the student, and his or her parents, and a signed acknowledgement by the person (or a representative of the organization) involved. The principal will decide whether the student has met the requirements of both the ministry and the board for these activities and will determine the number of hours of community involvement a mature student must complete.

Graduation Literacy Requirements for Mature Students

All students are required to meet the literacy graduation requirement in accordance with Ministry of Education policy. Most students will meet the requirement by successfully completing the Ontario Secondary School Literacy Test (OSSLT) or the Ontario Secondary School Literacy Course (OSSLC). The exceptions are mature students.

Mature Students are able to enrol directly into the Ontario Secondary School Literacy Course (OSSLC) in order to meet the graduation literacy requirement without first attempting the OSSLT.

A mature student is at least 18 years of age on or before December 31st of the school year in which he or she returns to school, who has not enrolled in a day school program for a period of at least one year, and who is enrolled in a secondary school program for the purpose of obtaining an OSSD.

The Ontario Secondary School Literacy Course (OSSLC) for Adult Students

This course is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Ontario Secondary School Literacy Test (OSSLT). Students who complete the course will successfully meet the provincial literacy requirement for graduation.

Course

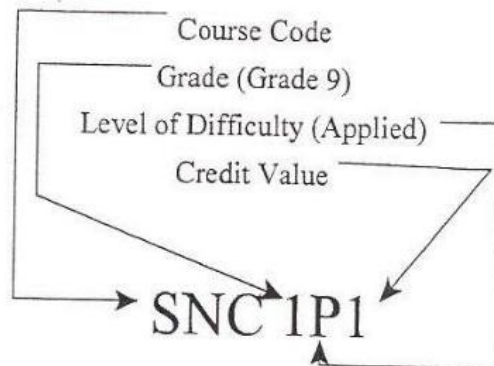
A course is an educational unit consisting of a series of instruction periods dealing with a particular subject.

A Credit

A credit is granted in recognition of the **successful completion** of a course for which a minimum of 110 hours has been scheduled. All courses have a credit value of one unless otherwise stated, (e.g. Cooperative Education, Civics, Career Studies).

Note: Students who enrol in this system from a school outside Ontario will have their previous records assessed by the Department Head. Final approval for previous credits is the responsibility of the Principal.)

All subjects are designated by a six character code consisting of three letters followed by a number, letter and another number.



PROGRAMS

Specialized Adult Credit Programs

PLAR – Prior Learning Assessment and Recognition for Mature Students (Grade 9 & 10 credits)

Students who have been out of school for at least one year and are 18 years of age or older are eligible for PLAR. Students are able to gain equivalency credits for grade 9 and 10 courses by completing subject specific assessments, up to 16 grade 9 and 10 credits can be obtained. (see section: Pathway to a Diploma for Mature Students)

PLAR - Prior Learning Assessment and Recognition for Mature Students (Grade 11 & 12 credits)

Previous employment, training and education programs are assessed for equivalency credits based on Ministry of Education criteria. Mature students are required to complete an application for assessment for Grade 11 and 12 credits. Supporting documentation such as transcripts, certificates, letter from employer must accompany the application. Students should consult their Department Head for more information. (see section: Pathway to a Diploma for Mature Students)

Co-operative Education

Students gain workplace experience while earning secondary school credits. This program attempts to bridge the gap between school and work, as well as providing career exploration, the Co-operative Education Program provides the opportunity to develop the necessary skills for success in the workplace.

REAL - Return Earn and Learn

For adults who are working and want to complete their OSSD, this program offers co-operative education credits while they continue working.

PSW – Personal Support Worker

The PSW Program is a 10 month certificate program which follows a standardized provincial curriculum that meets or exceeds the requirements of both the Ministry of Education and the Ministry of Health and Long Term Care. Graduates may obtain 6 senior credits toward their Ontario Secondary School Diploma.

Microsoft Office Specialist Training Certification Program (M.O.S.T.)

The MOST Certification Program is a 12 week program (2 senior credits) designed to provide students with an in-depth working knowledge of the Microsoft Office Applications (Word, Excel, PowerPoint and Access). Students may, if they choose, become a Microsoft Office Specialist by taking the Microsoft Office Specialist Exams at an additional cost. (Kingston campus only for 2011-2012)

Pre-Health and Science Program

The Pre-Health and Science program is a comprehensive course of study which will provide students with the prerequisites for many college programs in Health and Science. Students may choose to take all 6 credits or may choose to take specific credits they are missing or in which they need to upgrade. The program includes senior (grades 11 and 12), college level courses in English, Chemistry, Biology, Computers, Math, and Social Science. (Kingston and Belleville campus for 2011 – 2012)

Ontario Youth Apprenticeship Program (OYAP)

OYAP is a Ministry of Training, Colleges and Universities program that allows students to participate in apprenticeship training while completing their secondary school diploma. For more information, see the department head/co-op teacher at your location.

Dual Credit

Dual Credit programs are currently being piloted in the province under the School/College/Work Initiative (SCWI). A dual credit enables students to enrol in a course at a local community college as a temporary student while still enrolled as a secondary school student. Upon successful completion of the course, the student will receive credit from the community college and will be awarded a dual credit by the school. There is no college tuition fee for the course taken. See the department head at your location for more details.

E-Learning

Loyola students are eligible to access e-learning courses that are being offered at other Loyola sites and in the Algonquin & Lakeshore Catholic District School Board. See your department head for a listing of courses that are available and for more information about school policy related to this learning option.

CONTINUING EDUCATION

Continuing Education Programs: Independent Studies

An alternate program which is suitable for the working adult student. Students work independently on courses.

Please check at your campus for the times when teachers are available to assist you. Before beginning your course, read and understand the handout. A general guideline is for you to complete 3 – 4 lessons per week. This pace will give you sufficient time for review, and tests. All work must be neat, written in full sentences, and prepared on three ring loose paper before being submitted.

Completing a Lesson

In most courses, you will complete and hand in one lesson or one unit (5 lessons) for grading before moving on to the next. You should begin by carefully reading the lesson, and completing the practice questions, before moving on to the assignments.

Assignments must be submitted one lesson or one unit at a time in order of completion.

Complete the Lesson Submission Form and attach it to your lesson(s).

Completed lessons will be kept at school. If you need to refer to a previous lesson, you may view it at school.

Tests

A number of tests/exams will have to be completed during your course(s). You are expected to sign up for tests listing the course name, units completed, and date you wish to write the test. On occasion, a major project will replace a test. There is no exemption from tests or projects for all students.

Materials

You must sign out borrowed materials (books, lessons, workbooks) before taking any of these out of the Learning Centre. Do not write in any Loyola texts (not even the workbooks).

Course Length

Students have three hundred and sixty five (365) days to complete a Continuing Education course from the date of enrolment in the course. If the course has not been completed during the time allotted the student will be withdrawn from the course.

CODE OF BEHAVIOUR

(Adapted from the Ontario Schools Code of Conduct)

Rationale

The Code of Behaviour is intended to communicate to all members of the school community the types of expected behaviour. When members of the community engage in inappropriate behaviour we believe that they should be afforded opportunities to gain increased awareness, rehearse effective strategies to deal with future situations, and to face consequences as a part of the process of character development.

Loyola reserves the right to counsel and/or discipline any student for conduct incompatible with Loyola's code of behaviour and/or the ALCDSB's Safe Schools Policy.

Student's Rights and Responsibilities

You share with the staff, the responsibility of maintaining the special spirit and character of Loyola. This environment depends upon the cooperation and commitment of all involved.

Respect Of Self – you are expected to show respect for yourself as creations of God, appreciate your special gifts, and make an effort to contribute to Loyola.

Respect for Others - you are expected to treat all members of the Loyola community in a polite and cooperative manner regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability. Profanity, verbal or physical threats, racial slurs, and sexual harassment are unacceptable. Verbal and physical acts of aggression will not be tolerated. Prompt action will be taken.

Respect for Authority - you are expected to be respectful and honest when dealing with Loyola staff and to follow the rules of the school and the expectations of the staff.

Respect for Property – you are expected to treat your own property, Loyola property, and the property of others respectfully. Supplies, equipment and textbooks should be used with care, keeping conservation in mind. You have a responsibility to maintain the school property and washrooms in a neat and tidy manner. You will be asked to replace damaged property.

Respect for Learning – you are expected to do your own work, with assistance of the teacher. You may help each other in learning but at no time will plagiarism be allowed. Both the student who copies another student's work and the student who allows it to be copied may be asked to leave the program. In instances when you are using ideas of others from sources such as books, internet, newspaper, and magazine articles, proper references must be given.

Smoking

Use ONLY the designated smoking area. Please keep this area neat and use the ashtray provided. Smoking is not permitted in front of the school, or anywhere inside the building.

Electronic Communications and Media Devices

All personal communication devices will be powered off and stored out of view during an instructional class and other areas in the school, unless otherwise authorized by the principal.

Dress Code

All students are expected to be attired in clothing that would be acceptable in a public place of business and must not be a distraction in the learning environment. When it is determined by the teacher that the student's dress is inappropriate for the school or the workplace setting, full cooperation by the student is expected.

Attendance and Punctuality

All students are expected to arrive on time, attend classes regularly and be prepared to work. Most courses at Loyola are of a concentrated design and are delivered within a relatively short time frame (6 weeks). As such, attendance in all classes is imperative in order to be successful. Absences beyond the allowable number in each program may result in withdrawal from the program.

Safe Schools Policy

The Algonquin and Lakeshore Catholic District School Board (ALCDSB), in compliance with the Ministry of Education, has an established Safe Schools Policy. Its purpose is to ensure that "all students, staff and members of our school communities are free to live, study and work in an environment which is free from violence".

All students of Loyola, a school in the ALCDSB, are subject to the conditions outlined in the ALCDSB's Safe Schools Policy Document (revised February 1, 2008). Please view the school board's website at www.alcddb.on.ca for the full document.

Students need to be aware that Loyola strictly adheres to the Safe Schools Policy.

Behaviour which is not compatible with the ALCDSB's Safe Schools Policy can result in **suspension** from school and, depending on the seriousness of the infraction, possible **expulsion** from school.

OVERVIEW OF COURSE OFFERINGS FOR 2011 – 2012

Course Code	Course Title	Grade	Level	Method of Delivery	Belleville
Classroom Instruction 8:30 - 12:30					ENG3/4C1
Classroom Instruction 8:30 - 12:30					ENG3/4E1
BTA3O1	Information Processing 1	11	Open	Day School	OLC3/4O1
BTX4E1	Information Processing 2	12	Workplace	Day School	GLE3O1
CGG3O1	Travel & Tourism	11	Open	Day School	MAP4C1
EBT4O1	English for Business	12	Open	Day School	MEL3E1
ENG3C1	English	11	College	Day School	NBV3C/E
ENG3E1	English	11	Workplace	Day School	SBI3C1
ENG4C1	English	12	College	Day School	SCH4C1
ENG4E1	English	12	Workplace	Day School	CLU3E1V
OLC3/4O1	Literacy	11/12	Open	Day School	GWL3O1V
GLE3O1	Learning Strategies	11	Open	Day School	MEL3E1V
GLN4O1	Navigating the Workplace	12	Open	Day School	Picton
IDC3O1	Interdisciplinary Studies	11	Open	Day School	BTA3O1
MAP4C1	Mathematics	12	College	Day School	ENG3/4C1
MEL3E1	Mathematics	11	Workplace	Day School	ENG3/4E1
NBV3C1	Aboriginal Beliefs, Values and Aspirations	11	College	Day School	OLC3/4O1
NBV3E1	Aboriginal Beliefs, Values and Aspirations	11	Workplace	Day School	GLE3O1
SBI3C1	Biology	11	College	Day School	NBV3C/E
SCH4C1	Chemistry	12	College	Day School	ENG4E1V
HPW3C1	Living and Working With Children	11	College	Day School	ENG4U1V
Online - Available to all Loyola Sites					OLC3/4O1V
BDI3C1V	Entrepreneurship: The Venture	11	College	E-learning	MAP4C1V
BTA3O1V	Information and Communication Technology	11	Open	E-learning	MEL3E1V
CGG3O1V	Travel & Tourism	11	Open	E-learning	Trenton
CLU3E1V	Understanding Canadian Law	11	Workplace	E-learning	BTA3O1
ENG4C1V	English	11	College	E-learning	CGG3O1
ENG4E1V	English	12	Workplace	E-learning	EBT4O1
ENG4U1V	English	12	University	E-learning	ENG3/4C1
OLC3/4O1V	Literacy	11/12	Open	E-learning	ENG3/4E1
GWL3O1V	Designing your Future	11	Open	E-learning	OLC3/4O1
MAP4C1V	Mathematics	12	College	E-learning	GLE3O1
MEL3E1V	Mathematics	11	Workplace	E-learning	GLN4O1
MEL4E1V	Mathematics	12	Workplace	E-learning	IDC3O1
SBI3C1V	Biology	11	College	E-learning	MEL3E1
ILC: Continuing Education - Available to all Loyola Sites					GWL3O1V
ENG3E1T	English	11	Workplace	ILC	MEL4E1V
ENG4E1T	English	12	Workplace	ILC	Kingston
MEL3E1T	Mathematics	11	Workplace	ILC	BTA3O1
HPC3O1T	Parenting	11	Open	ILC	BTX4E1
PSW - Available in Belleville, Kingston and Trenton					ENG3/4C1
TOJ4C1	Child Development and Gerontology	12	College	Day School	ENG3/4E1
TPJ3C1	Health Care 1	11	College	Day School	OLC3/4O1
TPJ3C1C	Community Placement	11	College	Co-op	GLE3O1
TPJ4C1	Health Care 2	12	College	Day School	MAP4C1
TPJ4C1C	Clinical Placement	12	College	Co-op	SBI3C1
PSW - Available in Belleville, Kingston and Trenton					SCH4C1
PSW - Available in Belleville, Kingston and Trenton					HPW3C1
PSW - Available in Belleville, Kingston and Trenton					BDI3C1V
PSW - Available in Belleville, Kingston and Trenton					BTA3O1V
PSW - Available in Belleville, Kingston and Trenton					CGG3O1V
PSW - Available in Belleville, Kingston and Trenton					ENG4C1V
PSW - Available in Belleville, Kingston and Trenton					SBI3C1V

DAY SCHOOL COURSES

BUSINESS STUDIES

Information and Communication Technology: The Digital Environment, Grade 11, Open

Course Code: BTA30

1 Credit

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

Prerequisite: None

Information and Communication Technology in the Workplace, Grade 12, Workplace Preparation

Course Code: BTX4E

1 Credit

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.

Prerequisite: Information and Communication Technology: The Digital Environments, Grade 11, Open.

CANADIAN & WORLD STUDIES

Travel & Tourism: A Regional Geographic Perspective, Grade 11, Open

Course Code: CGG30

1 Credit

This course focuses on travel and tourism as the vehicle for studying selected world regions. Using a variety of geo-technologies, and inquiry and communication methods, students will conduct and present case studies that develop their understanding of the unique characteristics of selected world regions; the environmental, cultural, economic, and political factors that influence travel and tourism; and the impact of the travel industry on communities and environments around the world.

Prerequisite: Geography of Canada, Grade 9, Academic or Applied

English, Grade 11, College Preparation**Course Code: ENG3C**

1 Credit

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will study the content, form, and style of a variety of informational and graphic texts, as well as literary texts from Canada and other countries, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity. The course is intended to prepare students for the compulsory Grade 12 college preparation course.

Prerequisite: English, Grade 10, Applied**English, Grade 11, Workplace Preparation****Course Code: ENG3E**

1 Credit

This course emphasizes the development of literacy, communication, and critical 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 formal and informational contexts. The course is intended to prepare students for the compulsory Grade 12 preparation course.

Prerequisite: English, Grade 10, Applied**Business and Technological Communication, Grade 12, Open****Course Code: EBT40**

1 Credit

This open course emphasizes practical writing and communication skills that are needed in the world of business and technology. Students will analyze the characteristics of effective models of business and technical communications; gather information to write reports, business letters, memos, manuals, instructions and brochures; and integrate graphics and text, using technology, appropriately for formatting and special effects. They will also make a number of oral and visual presentations.

Prerequisite: English Grade 11, University Preparation, College Preparation or Workplace Preparation

English, Grade 12, College Preparation

Course Code: ENG4C

1 Credit

This course emphasizes the consolidation of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze a variety of informational and graphic texts, as well as literary texts from various countries and cultures, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity and developing greater control in writing. The course is intended to prepare students for college or the workplace.

Prerequisite: English, Grade 11, College Preparation

English, Grade 12, Workplace Preparation

Course Code: ENG4E

1 Credit

This course emphasizes consolidation of literacy, communication, and critical and creative thinking skills necessary for success in the workplace and in daily life. Students will analyze 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.

Prerequisite: English, Grade 11, Workplace Preparation

Ontario Secondary School Literacy Course

Course Code: OLC30/OLC40

1 Credit

This course is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Ontario Secondary School Literacy Test (OSSLT). Students who complete the course successfully will meet the provincial literacy requirements for graduation. Students will read a variety of informational, narrative, and graphic texts and will produce a variety of forms of writing, including summaries, information paragraphs, opinion pieces, and news reports. Students will also maintain and manage a portfolio containing a record of their reading experiences and samples of their writing.

GUIDANCE AND CAREER STUDIES

Advanced Learning Strategies: Skills for Success After Secondary School, Grade 11, Grade 12, Open

Course Code: GLE30/GLE40/GLS40

1 Credit

This course improves students' learning and personal-management skills, preparing them to make successful transitions to work, training, and/or postsecondary education destinations. Students will assess their learning abilities and use literacy, numeracy, and research skills and personal-management techniques to maximize their learning.

Students will investigate trends and resources to support their postsecondary employment, training, and/or education choices and develop a plan to help them meet their learning and career goals.

Prerequisite: GLE30 and GLE40 Recommendation of principal, GLS40 - None

Navigating the Workplace, Grade 12, Open

Course Code: GLN40

1 Credit

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.

Prerequisite: None

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies, Grade 11, Open

Course Code: IDC30

1 Credit

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. Through individual and collaborative inquiry and research, 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. They will also examine their own learning styles, relate their inquiries and research to real-life situations, and investigate career opportunities in new disciplines.

Prerequisite: None

MATHEMATICS

Mathematics for Work and Everyday Life, Grade 11, Workplace Preparation

Course Code: MEL3E

1 Credit

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.

Prerequisite: Principals of Mathematics, Grade 9, Academic, or Foundations of Mathematics, Grade 9, Applied, or a ministry–approved locally developed Grade 10 mathematics course.

Foundations for College Mathematics, Grade 12, College Preparation

Course Code: MAP4C

1 Credit

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

Prerequisite: Foundations for College Mathematics, Grade 11, College Preparation, or Functions and Applications, Grade 11, University/College Preparation

Mathematics for Work and Everyday Life, Grade 12, Workplace Preparation

Course Code: MEL4E

1 Credit

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 concepts 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.

Prerequisite: Mathematics for Work and Everyday Life, Grade 11, Workplace Preparation

NATIVE STUDIES

Aboriginal Beliefs, Values, and Aspirations in Contemporary Society, Grade 11, College

Course Code: NBV3C

1 Credit

This course focuses on the beliefs, values and aspirations of Aboriginal peoples in Canada. Students will examine world views of Aboriginal peoples and the political, economic, cultural, and social challenges facing individuals and communities. Students will also learn how traditional and contemporary beliefs and values influence the aspirations and actions of Aboriginal peoples.

Prerequisite: Grade 10 Aboriginal Peoples in Canada, Open or Grade 10 Canadian History Since World War I, Academic or Applied.

Aboriginal Beliefs, Values, and Aspirations in Contemporary Society, Grade 11, Workplace

Course Code: NBV3E

1 Credit

This course focuses on the beliefs, values, and aspirations of Aboriginal peoples in Canada. Students will examine issues of identity facing Indian, Métis, and Inuit peoples, and their relationships to land and nature, as well as to one another within their communities and working environments. Students will also learn how traditional and contemporary beliefs and values influence the present-day aspirations and actions of Aboriginal peoples.

Prerequisite: Grade 10 Aboriginal Peoples in Canada, Open or Grade 10 Canadian History Since World War I, Academic or Applied.

SCIENCE

Biology, Grade 11, College Preparation

Course Code: SBI3C

1 Credit

This course focuses on the processes involved in biological systems. Students will learn concepts and theories as they conduct investigations in the areas of cellular biology, microbiology, animal anatomy and physiology, plant structure and physiology, and environmental science. 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.

Prerequisite: Science, Grade 10, Academic or Applied

Chemistry, Grade 12, College Preparation**Course Code: SCH4C**

1 Credit

This course introduces students to the concepts that form the basis of modern chemistry. Students will study qualitative analysis, quantitative relationships in chemical reactions, organic chemistry and electrochemistry, and chemistry as it relates to the quality of the environment. Students will employ a variety of 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 in the development of new technologies and products.

Prerequisite: Science, Grade 10, Academic or Applied**SOCIAL SCIENCE****Living and Working With Children, Grade 11, College****Course Code: HPW3C**

1 Credit

This course focuses on the well-being of children in families and community settings. Students will study child behaviour and child development in the context of relationships with parents and others in the community, and will learn through research and by observing and interacting with children. This course prepares students for further study of children, familiarizes them with occupational opportunities related to working with children, and introduces them to skills used in researching and investigating children's behaviour in response to others.

Prerequisite: None

PERSONAL SUPPORT WORKER PROGRAM

Loyola School of Adult and Continuing Education is Accredited under the PSW Educational Program Accreditation and has met all professional and educational requirements as outlined by the PSW Educational Program Accreditation Standard.

Due to the extraordinary costs associated with the PSW Program a tuition fee is charged. Entrance into the PSW Program requires an interview and an initial test to be completed with the PSW Teacher prior to the beginning of the Program.

Specifically we provide:

- educational training program that prepares the individual for workplaces in the medical field.
- innovative program that collaborates with local and regional facilities for on site learning.
- quality skills development programs that reflect the changing needs in the medical health field.
- respect for the dignity and individual needs and aspirations of the client.

Child Development and Gerontology, Grade 12, College Preparation

Course Code: TOJ4C

1 Credit

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; and develop an awareness of health and safety issues, environmental and social issues, and career opportunities related to child care and gerontology.

Prerequisite: None

Health Care, Grade 11, College Preparation

TPJ3C

1 Credit

This course enables students to develop their understanding of basic health care procedures, including the safe use of appropriate instruments, equipment, and materials. Students will focus on health care fundamentals, including health care terminology and the anatomical features and physiology of some major body systems. Students will develop an awareness of health and safety issues in the health care field, environmental and societal issues related to health care, professional practice standards, and career opportunities in the field.

Prerequisite: None

Health Care – Cooperative Education

TPJ3C1C

1 Credit

Onsite Training.

Health Care, Grade 12, College Preparation

Course Code: TPJ4C

1 Credit

This course focuses 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.

Prerequisite: Health Care, Grade 11, College Preparation

Medical Technologies – Cooperative Education

TPJ4C1C

1 Credit

Onsite Training.

E-LEARNING COURSES

BUSINESS STUDIES

Entrepreneurship: The Venture, Grade 11, College Preparation

Course Code: BDI3C

- Credit

This course focuses on ways in which entrepreneurs recognize opportunities, generate ideas, and organize resources to plan successful ventures that enable them to achieve their goals. Students will create a venture plan for a school-based or student-run business. Through hands-on experiences, students will have opportunities to develop the values, traits, and skills most often associated with successful entrepreneurs.

Prerequisite: None

Information and Communication Technology: The Digital Environment, Grade 11, Open

Course Code: BTA30

1 Credit

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

Prerequisite: None

CANADIAN & WORLD STUDIES

Travel & Tourism: A Regional Geographic Perspective, Grade 11, Open

Course Code: CGG30

1 Credit

This course focuses on travel and tourism as the vehicle for studying selected world regions. Using a variety of geo-technologies, and inquiry and communication methods, students will conduct and present case studies that develop their understanding of the unique characteristics of selected world regions; the environmental, cultural, economic, and political factors that influence travel and tourism; and the impact of the travel industry on communities and environments around the world.

Prerequisite: Geography of Canada, Grade 9, Academic or Applied

Understanding Canadian Law, Grade 11, Workplace

Course Code: CLU3E

1 Credit

This course gives students practical information about legal issues that directly affect their lives. Students will examine the need for laws in society, the roots of Canada's legal system, the rights and freedoms that people in Canada enjoy, and the basic elements of criminal law and dispute resolution. Through experiences such as mock trials, debates, and case studies, students will apply inquiry and communication skills to develop and express opinions on legal topics of interest to them.

Prerequisite: Grade 10 Canadian History Since World War I, Academic or Applied (With the approval of the ministry, a locally developed Grade 10 course in Canadian history may also serve as the prerequisite.)

ENGLISH

English, Grade 12, College Preparation

Course Code: ENG4C

1 Credit

This course emphasizes the consolidation of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze a variety of informational and graphic texts, as well as literary texts from various countries and cultures, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity and developing greater control in writing. The course is intended to prepare students for college or the workplace.

Prerequisite: English, Grade 11, College Preparation

English, Grade 12, Workplace Preparation

Course Code: ENG4E

1 Credit

This course emphasizes consolidation of literacy, communication, and critical and creative thinking skills necessary for success in the workplace and in daily life. Students will analyze 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.

Prerequisite: English, Grade 11, Workplace Preparation

English, Grade 12, University**Course Code: ENG4U**

1 Credit

This Course emphasizes the consolidation of the literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyse a range of challenging literary texts from various periods, countries, and cultures; interpret and evaluate informational and graphic texts; and create oral, written, and media texts in a variety of forms. An important focus will be on using academic language coherently and confidently, selecting the reading strategies best suited to particular texts and particular purposes for reading, and developing greater control in writing. The course is intended to prepare students for university, college, or the workplace.

Prerequisite: Grade 11 English, University Preparation**Ontario Secondary School Literacy Course****Course Code: OLC30/OLC40**

1 Credit

This course is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Ontario Secondary School Literacy Test (OSSLT). Students who complete the course successfully will meet the provincial literacy requirements for graduation. Students will read a variety of informational, narrative, and graphic texts and will produce a variety of forms of writing, including summaries, information paragraphs, opinion pieces, and news reports. Students will also maintain and manage a portfolio containing a record of their reading experiences and samples of their writing.

GUIDANCE AND CAREER STUDIES**Designing Your Future, Grade 11, Open****Course Code: GWL30**

1 Credit

This course prepares students to make successful transitions to postsecondary destinations as they investigate specific postsecondary 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.

Prerequisite: None

MATHEMATICS

Mathematics for Work and Everyday Life, Grade 11, Workplace Preparation

Course Code: MEL3E

1 Credit

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.

Prerequisite: Principals of Mathematics, Grade 9, Academic, or Foundations of Mathematics, Grade 9, Applied, or a ministry–approved locally developed Grade 10 mathematics course.

Course Code: MAP4C

1 Credit

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

Prerequisite: Foundations for College Mathematics, Grade 11, College Preparation, or Functions and Applications, Grade 11, University/College Preparation

Mathematics for Work and Everyday Life, Grade 12, Workplace Preparation

Course Code: MEL4E

1 Credit

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 concepts 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.

Prerequisite: Mathematics for Work and Everyday Life, Grade 11, Workplace Preparation

SCIENCE

Biology, Grade 11, College Preparation

Course Code: SBI3C

1 Credit

This course focuses on the processes involved in biological systems. Students will learn concepts and theories as they conduct investigations in the areas of cellular biology, microbiology, animal anatomy and physiology, plant structure and physiology, and environmental science. 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.

Prerequisite: Science, Grade 10, Academic or Applied

CONTINUING EDUCATION COURSES

ENGLISH

English, Grade 11, Workplace Preparation

Course Code: ENG3E

1 Credit

This course emphasizes the development of literacy, communication, and critical 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 formal and informational contexts. The course is intended to prepare students for the compulsory Grade 12 preparation course.

Prerequisite: English, Grade 10, Applied

English, Grade 12, Workplace Preparation

Course Code: ENG4E

1 Credit

This course emphasizes consolidation of literacy, communication, and critical and creative thinking skills necessary for success in the workplace and in daily life. Students will analyze 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.

Prerequisite: English, Grade 11, Workplace Preparation

MATHEMATICS

Mathematics for Work and Everyday Life, Grade 11, Workplace Preparation

Course Code: MEL3E

1 Credit

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.

Prerequisite: Principals of Mathematics, Grade 9, Academic, or Foundations of Mathematics, Grade 9, Applied, or a ministry–approved locally developed Grade 10 mathematics course.

SOCIAL SCIENCE

Parenting, Grade 11, Open

Course Code: HPC30

1 Credit

This course focuses on the skills and knowledge needed to promote the positive and healthy nurturing of children, with particular emphasis on the critical importance of the early years to human development. Students will learn how to meet the developmental needs of young children, communicate and discipline effectively and guide early behaviour. They will have practical experiences with infants, toddlers and preschoolers; and will learn skills in researching and investigating questions relating to parenting.

Prerequisite: None