Medical Office (not offered in Term 4)

Classroom Learning 7weeks

T

Accounting

Financial Accounting Fundamentals

BAF3M1

This course introduces students to the fundamental principles and procedures of accounting.

- Students will develop financial analysis and decision-making skills that will assist them in future studies and/or career opportunities in business.
- Students will acquire an understanding of accounting for a service and a merchandising business, financial analysis, and ethics and current issues in accounting.
- Simply Accounting: Students will be given an introduction of how it works.

Accounting for a Small Business

BAN4E1

This course expands upon the fundamentals of accounting introduced in the Introductory course by examining each component of the accounting cycle, preparation of financial statements (Income Statement, Balance Sheet, Cash Flow Statements) for both service and merchandising companies.

- Students will learn how accounting is practiced in the workplace by acquiring the knowledge and understanding of payroll systems, inventory, specialize (s)-4.2 75

Information and Communication Technology: The Digital Environment

BTA3O1

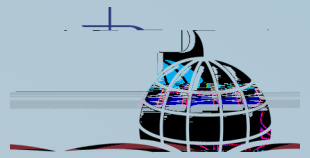
- This course offers students the opportunity to develop the information technology skills and knowledge required in a business.
- Students will learn about the information technology environment, use industry standard software, conduct electronic research, investigate electronic business, and explore occupations and post-secondary programs that require information technology skills.
- This course covers advanced features of Office 365 (PowerPoint, Excel, Word, Introduction to Access), Electronic Research, Advanced Internet topics and Careers and Ethics.

Information and Communication Technology in the Workplace

BTX4E1

- This course provides students with the opportunity to further

Mathematics



MEL3EQ - Mathematics for Work and Everyday Life

MAP4CQ- Mathematics, College Preparation

Mathematics for Work and Everyday Life

MEL3EQ*

Mathematics, College Preparation

MAP4CQ*

- 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

- The course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades

*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

Environmental Science

SVN3MQ*

- Students will explore a range of topics, including the role of science in addressing contemporary environmental challenges; the impact of the environment on human health; sustainable agriculture and forestry; the reduction and management of waste; and the conservation of energy.

- Students will increase their scientific and environmental literacy and examine the interrelationships between science, the environment, and society in a variety of areas

*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

Science

SVN4MQ*

- This course enables students to increase their understanding of science and contemporary social and environmental issues in health-related fields.
- Students will explore a variety of medical technologies, pathogens and disease, nutritional science, public health issues, and biotechnology.
- Students will explore a range of topics, including the role of science in addressing contemporary environmental challenges; the impact of the environment on human health; sustainable agriculture and forestry; the reduction and management of waste; and the conservation of energy.

*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available

English

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

English

ENG3CQ*

- This course emphasizes consolidation of literacy, critical thinking, and communication skills
- Students will study the content, form, and style of informational texts and literary works from Canada and other countries; write reports, correspondence, and persuasive essays
- Students will analyze media forms, audiences, and media industry practices
- An important focus will be on establishing appropriate voice and and using business and technical language with precision and clarity

*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

English

ENG4CQ*

- This course emphasizes consolidation of literacy, critical thinking, and communication skills.
- Students will analyze informational texts and literary works from various time periods, countries, and cultures; write research reports, summaries, and short analytical essays; complete an independent study project
- Students will analyze the interactions among media forms, audiences, and media industry practices.
- An important focus will be on establishing appropriate style and using business and technical language effectively.

*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for

Business and Technological Communication in Healthcare

EBT4OH

Ontario Secondary School Literacy Course

OLC4OQ*

Students will need to be able to use language skilfully and confidently to participate fully in the society and workplace of the twenty-first century,

- The Ontario curriculum recognizes the central importance of reading and writing skills in learning across the curriculum and in everyday life.
- This course will prepare students for the literacy demands they will face in their post-secondary endeavours.
- Students will develop essential competencies in reading and writing needed to achieve success at school, work, and in daily life, and as a requirement for graduation in Ontario.

*This course is offered as self-study. Learners can complete the required 20 lessons on their own time. A teacher is available daily for questions and concerns

Designing Your Future

GWL3O1

- This course prepares students to make successful transitions to post-secondary destinations as they investigate specific options based on their skills, interests, and personal characteristics.
- Students will explore the realities and opportunities of the workplace and

Navigating the Workplace

GLN4O1

- This course provides students with opportunities to develop the workplace essential skills and work habits

Leadership and Peer Support

GPP3OQ

- This course motivates and prepares students to act in leadership and peer support roles
- They will develop skills in communication, interpersonal relations, teamwork, and conflict management and apply those skills in leadership and/or peer support roles

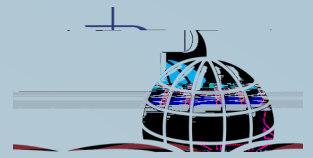
Learning Strategies: Skills for Success after

Prior Learning Assessment and Recognition for Mature Students

MPLAR

- The prior experiences of adult students, both formal and informal, can be recognized for secondary credit, minimizing duplication of

Adult Dual Credit



- 1 COLLEGE CREDIT
- 1 SECONDARY CREDIT

Adult Dual Credit

The Adult Dual Credit program offers students aged 21 and over the opportunity to take dual credit courses while enrolled at an Adult Learning Centre and working toward their Ontario Secondary School Diploma (OSSD). Students taking Adult Dual Credit courses earn both a college credit and a high school credit for each dual credit course taken. For more information about Adult Dual Credits, please contact your school board.