

# ST. NORBERT

ADULT EDUCATION CENTRE

## STUDENT HANDBOOK

In partnership with

The Behavioural Health Foundation

and

Manitoba Institute of Trades and Technology

Revised April 2018

# Welcome to St. Norbert Adult Education Centre

## INTRODUCTION

This booklet will provide you with a comprehensive overview of the many courses, programs and policies offered at this school. Please take time to read through it carefully, as it is designed to assist you in understanding the learning community you are a part of and will help you in making good decisions for your future.

We offer adult students who are 19 years of age or older the opportunity to obtain a grade 12 diploma or to upgrade their education by taking specific courses. The St. Norbert Adult Education Centre is operated by the Behavioural Health Foundation (BHF) in partnership with Manitoba Institute of Trades and Technology (MITT).

The Adult Ed. program is designed for mature adults and is therefore very different from regular high school. The atmosphere is relaxed and respectful. Students set their own educational goals and design their own schedule with the assistance of a staff member. No tuition or registration fee is charged for our programming.

The staff hope that your time at SNAEC provides you with a stimulating, challenging and positive learning environment and that you will find your studies both enjoyable and above all, personally rewarding.

## MISSION STATEMENT

Our goal is to meet the needs of the adult learner through inclusive, quality programming. We will foster an atmosphere that is sensitive and receptive to adult learners' diversified needs. Acknowledging ourselves as learners we commit ourselves to continued professional growth and development.

## HOURS OF OPERATION AND CLASS SCHEDULE

Adult students design their own schedules. To accommodate this, each student will meet with a staff member from the centre and receive educational counselling.

The Centre is open:

- Monday to Thursday, 9:00am - 9:00pm
- Friday - closed

Office hours:

- Monday to Wednesday, 9:00am - 4:00pm
- Thursday, 9:00am – 3:00pm
- Friday - closed

Classes are scheduled twice a week, either Mondays and Wednesdays or Tuesdays and Thursdays, in three hour time blocks of 9:00am - 12:00pm, 1:00pm - 4:00pm and 6:00pm - 9:00pm. Any changes to the schedule will be posted as far in advance as possible. Class schedules are available through the centre and online at [www.snaec.ca](http://www.snaec.ca)

## LEARNER RELATED POLICIES

### 1. Admission Requirements

All potential and returning students interested in registering for credit courses at the St. Norbert Adult Education Centre are required to speak with the Administrative Secretary/Director to determine the appropriate course load and grade level. Registration and appointments can be scheduled with the appropriate staff.

## DOCUMENTATION

Individuals who have earned high school, college or university education outside of Canada will be required to provide documentation of all previous education from their country of origin, including credential assessment reports.

Students are required to provide a copy of their transcript from the high school they last attended. The centre is able to assist potential students with obtaining a copy of their transcript by completing consent to release information form. All transcripts and educational documents provided by students will be reviewed by the director to assess the previous grade level obtained and the number of credits that can be transferred towards a Mature and/or Regular diploma.

The St. Norbert Adult Education Centre, an adult high school, requires all students with English as a Second Language (ESL) present a copy of a completed Canadian Language Benchmark (CLB) report upon registration. The following language benchmarks are required pre-requisites for the classes listed below:

Name of Course/Program	Canadian Language Benchmark (CLB)
English 20F/Math 20S	7
English and Math 40S	8

## 2. Assignments & Assessment

Students will experience a variety of assignments and methods of assessment in their studies at SNAEC depending on their classes. Types of assignments and assessment include (but are not limited to): written assignments, projects, oral presentations, portfolios, tests, midterm and final exams, including the 40S provincial exams in both English Language Arts and Mathematics.

Students will receive marks for courses completed in Semester I at the end of January and marks for Semester II courses at the end of June. Students are encouraged to speak with their teachers to obtain information about assignments and to obtain interim marks.

## 3. Transcripts and Student Letter Requests

Diplomas and transcripts for students registered in either the Regular or in the Mature Student high school diploma program will be granted through Manitoba Institute of Trades and Technology. Transcripts will be made available at the end of January and June. Requests for transcripts and letters of enrolment should be made to the Administrative Secretary. A letter of marks can be requested from the Administrative Secretary.

## 4. Removal from Program

Learners may be withdrawn from the program by the Education Director when any of the following occur:

- a. Course requirements are not completed
- b. Failing to report an extended absence to staff
- c. Substance abuse that interferes with student learning
- d. Aggressive or violent behaviour
- e. Abuse of computer and Internet privileges

## 5. Grievances and Learner Complaints

When a student encounters difficulties either with SNAEC program or an instructor, the following procedures should be followed:

- a. The learner will address the grievance with the individual instructor involved.
- b. If no resolution is achieved, the learner may request the intervention of the Education Director and/or the teacher will document the grievance and address it with the Education Director.
- c. The Education Director will attempt to achieve resolution of the grievance.
- d. If a resolution is not achieved, the grievance will be referred to the administration of MITT for final arbitration.

## 6. Attendance

Students are expected to attend all scheduled classes as described in the course outlines. Teachers record student attendance for each course and submit records to the SNAEC administration. SNAEC staff acknowledge that learners may need to be absent due to medical or family emergencies. Students with excessive absences will be encouraged to re-register in future semester to continue their studies. Attendance expectations include:

- a. Learners unable to attend classes will contact the administrative secretary and/or the teacher to notify staff of their absence and anticipated return.
- b. A student who is absent for a period of three consecutive days without contacting SNAEC will be contacted by telephone whenever possible to confirm the absence.
- c. If no contact is made after 3 classes, a letter will be sent to the student advising them to contact their site to confirm anticipated return.
- d. If no confirmation is made within a week or more, the student will be considered withdrawn.
- e. A student who has withdrawn from the program either voluntarily or because of an inability to confirm their departure, will be accepted back into the program provided there is available space and/or it will not adversely affect the learning of other learners.
- f. A student registered in a course will not be eligible to gain credit when more than 50% of a course is not attended. A Staff Committee will approve exceptions, if any.

## 7. Harassment

SNAEC acknowledges the following regarding the harassment:

- a. SNAEC recognizes the right of all staff and learners to work and study and otherwise associate free from harassment of any kind.
- b. SNAEC considers harassment in any form to be totally unacceptable and will not tolerate its occurrence. Proven harassers shall be subject to discipline and/or corrective actions. Such actions may include counseling, courses that develop an awareness of harassment, verbal warning or cancellation of contract, suspension or dismissal.
- c. No staff member or student shall be subject to reprisal, threat of reprisal or discipline as the result of filing a complaint of harassment of any kind, which the complainant reasonably believes to be valid.
- d. All parties involved in a complaint are expected to deal with the complaint expeditiously and to respect confidentiality.
- e. Harassment shall be defined as including:
  - Sexual harassment; or
  - Any improper behaviour directed at or offensive to any person that is unwelcome and which the person knows or ought reasonably to know would be unwelcome; or

- Objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, intimidates, or humiliates another person; or the exercise of power or authority in a manner which serves no legitimate work purpose and which a person ought reasonably to know is inappropriate; or
  - Such misuses of power or authority as intimidation, threats, coercion and blackmail.
- f. The definition of “sexual harassment” shall be defined as including:
- Any comment, look, suggestion, physical contact, real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought to reasonably know such behaviour is unwelcome; or
  - Any circulation or display of visual material of a sexual nature that has the effect of creating an uncomfortable working environment; or
  - An implied promise of reward for complying with a request of a sexual nature; or
  - A sexual advance made by a person in authority towards the recipient that includes or implies a threat or an expressed or implied denial of an opportunity which would otherwise be granted or available and may include a reprisal or a threat of reprisal made after a sexual advance is rejected.

## 8. Substance Abuse

SNAEC will not tolerate the use of substances (such as drugs or alcohol) by Learners attending classes on the campus of SNAEC and the Behavioural Health Foundation. Students under the influence of substances will be removed from SNAEC.

## 9. Academic Integrity

Students are expected to complete all assignments in their own words. Plagiarism is the use of someone else’s work without giving credit where credit is due. Examples of plagiarism include:

- a. Downloading material in whole or in part from the Internet and using it unacknowledged
- b. Copying word-for-word from published or unpublished work and using it unacknowledged
- c. Paraphrasing published or unpublished material without bibliographic notation
- d. Copying and turning in another student’s work as your own with or without that student’s knowledge

Any of these sorts of violations are considered to be serious. Students guilty of plagiarism will face the following:

- a. **First Offense:** A mark of zero is given and the learner is given the opportunity to redo assignment.
- b. **Second Offense:** A mark of zero is given and the learner will not have the opportunity to redo assignment.
- c. **Third Offense:** The learner will have a consultation with the Education Director regarding his/her withdrawal from the course.

## 10. Academic Appeal

Learners have the right to appeal an academic decision she or he feels is not warranted. The following process is to be followed:

- a. The student must discuss the decision with the instructor. If the student and the instructor can resolve the concern, there is no need to continue with the appeal.
- b. If the student and instructor are unable to resolve the matter, and the student feels the matter is still unresolved, he or she should follow the formal appeal process outlined below.
  - i. The student must present a formal letter of appeal to the Education Director. The letter, signed by the student, must outline both the situation and the specific reason(s) why the decision should be changed.

- ii. The Education Director will review the letter and may interview the student and the instructor. The Education Director may also review any relevant materials and will then provide a written decision regarding the legitimacy of the appeal. The written decision will either support or reject the appeal, and will provide the reasons for that judgement. If the appeal is supported, the Education Director will award a new grade or take other corrective actions. If the appeal is rejected, and the student feels the need to continue with the appeal, she or he must do so with the designate at Manitoba Institute of Trades and Technology. Information/assistance is available at the Administrative Office.
- iii. If the student appeals to Manitoba Institute of Trades and Technology, he or she must do so in written form. The letter must outline the additional reasons why he or she feels the decision of the Education Director is not acceptable. The decision made by MITT shall be final.

### **11. Academic Probation**

Any student who fails to make satisfactory academic progress due to missed assignments or inadequate attendance will be put on probation for a designated period of time. If the student does not make up all work missed and/or meet attendance requirements by the end of the probationary period, he or she will be withdrawn from their program of studies.

### **12. Readmission to Program**

If a student voluntarily withdraws from the program, he or she may be readmitted at the beginning of a new term. Learners who have been suspended will not be re-admitted until all conditions set by the Education Director have been met.

### **13. Acceptable Use of Digital Technology**

SNAEC supports the appropriate use of digital technology equipment and online information resources, including computer systems, and communication devices for the purpose of promoting and supporting learning as well as communication. This policy applies to a variety of multi-functioning communication devices including, but not limited to cameras, video recorders, and cellular phones. Any violation of this policy may result in loss of access to equipment and resources as well as other disciplinary or legal action. The policy applies to students, employees, volunteers, community groups, and other occasional users of SNAEC, including users of SNAEC technology equipment and resources.

- a. Computer systems include all hardware and software, communication lines, and data that are connected to SNAEC owned or managed computers, servers and/or peripherals, whether or not they are connected to a SNAEC network. This policy applies to a variety of multi-functioning devices including, but not limited to, personal digital assistants. Any violation of this policy including any of the following may be considered grounds for disciplinary action which may include loss of computer privileges, suspension, letter of reprimand, dismissal, and/or legal action.
- b. The appropriate use of digital technology includes respect for intellectual property, ownership of data, systems security mechanisms, and an individual's rights to privacy, freedom from intimidation and harassment.
- c. SNAEC may impose disciplinary action for conduct that occurs off SNAEC property where there is evidence of a threat or intimidation, which may result in harm to the physical or emotional well-being of an individual, or a disruption in the SNAEC community.
- d. SNAEC reserves the right to view the content of any SNAEC e-mail accounts or electronic files.
- e. Users acknowledge their understanding of this policy by signing the Digital Technology User Agreement.

The use of digital technology may include, but must not be limited to, the following items:

- a. Transmission of any material in violation of any local, provincial, or federal law.
- b. Use of computer system to access, transmit or publish pornographic or obscene material. iii. The use or publication of profanity, hate mail, harassment, discriminatory remarks or other anti-social behaviour
- c. Any form of vandalism, including but not limited to:
  - i. Damaging computers, computer systems, or network
  - ii. Disrupting the operation of the network
  - iii. Manipulating or destroying data
- d. Creating, placing or knowingly transmitting a computer virus.
- e. The violation of copyright laws related to copying, downloading, transmitting, storing, or running software, files or data.
- f. The use of digital technology resources for profit during class or work time.
- g. Accessing another individual's account, files or programs without prior consent.
- h. Gaining or attempting to gain unauthorized access to SNAEC resources on the computer system. This includes port scans and other procedures that seek to expose vulnerabilities or other information that could be used for inappropriate use.
- i. The use of the computer system while privileges have been revoked or suspended. xiv. Engaging in online games and social networking during class or work time.
- j. Engaging in online gambling during class or work time.
- k. Publishing personal information including names, addresses, phone numbers or photographs of individuals in contravention with the Personal Information Protection Electronic Documents Act.
- l. Student use of electronic devices including telephone, text messaging, music, camera, and recording options of multifunctioning devices during instructional and examination times except with prior permission from instructional staff.

#### **14. Safety**

- a. Weapons: Any use or possession of weapons (any object used with intent to harm) is strictly prohibited. Any violations of this policy will cause the immediate expulsion of the learner from the program. The proper authorities (police will be notified) and a formal incident as per BHF/MITT policy will be completed.
- b. Violence: SNAEC will adhere to BHF's zero tolerance policy regarding violent and intimidating behaviour. Any violations of this policy will cause the immediate expulsion of the learner from the program.
- c. Fire drills: Drills are a required practice. When the fire bell rings, please move swiftly and quietly out of the building via the route outlined by your teacher.
- d. Lock Down Procedures:
  - i. Staff to check hallways for students and direct them to the nearest classroom.
  - ii. Anybody in the hallways should seek shelter in the nearest, safe location. You do not have to return to your class or area.
  - iii. If you are in a washroom during a lock-down, move into a stall and lock it, remain there until the lock-down is over.
  - iv. Lock classrooms and other doors as quickly as possible.
  - v. Classrooms with windows or blinds looking out onto the corridor can be closed, if possible and time permits.
  - vi. Sit or stand in an area that is out of sight from doors and windows.
  - vii. Turn off cell phones and remain quiet until the All Clear is announced.
  - viii. A lock-down supersedes fire alarms. If the fire alarm sounds, DO NOT evacuate the building UNLESS - You have firsthand knowledge that there is a fire in the building. You have been advised to evacuate the building by the proper authorities.

- ix. For All Clear: A known member of Management or Facilities will announce themselves by name. They will unlock and open the doors and inform staff and students with “ALL CLEAR, LOCK-DOWN IS NOW OVER”.
- x. Wherever possible, Emergency Services, Police, and the Fire Service will be accompanied by an authorized member of staff to allow keyed entry into buildings and rooms.

## **15. Recognition of Prior Learning Assessment (RPL)**

SNAEC shall recognize prior learning of adult learners who have obtained previous training and education both within and outside of Canada. The Recognition of Prior Learning Assessment process will be used to identify, assess and recognize the skills and knowledge learners have obtained from:

- a. Previous formal education within or outside of Canada
- b. Work and/ or volunteer experience
- c. Independent study or training

## **16. SNAEC Student Code of Conduct**

The Centre staff will act with dignity and respect when interacting with learners, and will expect that all learners will treat each other and staff members with dignity and respect. Learners will act in a manner that will contribute to a safe, positive, and constructive learning environment. Conduct that does not demonstrate the values of dignity and respect, and which does not contribute to the safe, positive and constructive learning environment is considered unacceptable and will not be tolerated by the Centre. Unacceptable conduct will be subject to whatever action is appropriate, which may include suspension. In some instances appropriate action may include involvement of authorities outside the Centre. This list of definitions is not all-inclusive, and will be modified as required by the Centre.

Consequences for unacceptable conduct are intended to be corrective. When consequences are imposed, they are to reflect the severity and nature of the original unacceptable conduct. Such consequences will be administered through the Education Director. If a student fails to comply with the Student Conduct Policy Guidelines, the following process will be followed:

- a. The student will immediately meet the Education Director at which time written notification will be given to the student outlining the student’s suspension from the program. The suspension will be for a period of five (5) school days and will commence immediately upon notification.
- b. A critical incident report will be completed by all parties involved and submitted to the Education Director within 24 hours of the incident.
- c. The Education Director will investigate the severity and nature of the unacceptable conduct within 24 hours of the incident.
- d. The student will receive notification in writing outlining the consequence of his or her unacceptable conduct, as well as the process for re-admission to the program within five (5) business days.
- e. The consequences may include but are not limited to:
  - i. an additional five day suspension
  - ii. one term suspension
  - iii. one year suspension
  - iv. expulsion

The Education Director will make the final decision on the consequence.

Definition of Unacceptable Student Conduct in Support of this Policy:

- a. *Personal Assault & Threatening Behaviour*: This includes any physical, written or verbal assault directly at an individual or group, occurring within any St. Norbert Adult Education Centre related activity, which results in physical, mental or emotional harm, injury to or criminal harassment of any member of the Centre community. Examples: Hitting, slapping, punching another person; stalking another person; using threatening language; communicating in any manner an image, picture or graphic that is threatening.
- b. *Behaviour Endangering the Safety of Others*: This includes any behaviour that potentially or actually endangers the safety of any person in the course of any St. Norbert Adult Education Centre related activity. Examples: Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle; inappropriate use of tools, equipment or procedures that place a person at risk.
- c. *Failure to Comply with Reasonable Requests of Adult Learning Centre Staff*: This includes any failure to comply with a reasonable request or directive of a St. Norbert Adult Education Centre employee, issued in order to protect the rights, privileges of safety of any member of the Centre's community. Examples: Failure to leave the building during a fire alarm; refusal to remove a vehicle parked in a no-parking area.
- d. *Disruptive Behaviour/Disorderly Conduct*: This includes any behaviour that interferes with the provision of Centre services or instructional activities or interferes with any member of St. Norbert Adult Education Centre community by learners and any other persons accompanying them. Examples: Verbal outbursts, physical gestures, loud headsets, actions or interruptions which can limit or interfere with instructional activities; unwarranted and unreasonable disturbances during any SNAEC activity.
- e. *Unauthorized Entry or Presence*: This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of St. Norbert Adult Education Centre. Examples: To enter, or allow others to gain entry to classrooms outside of authorized time and conditions; or unauthorized presence in any of the administrative offices.
- f. *Misuse of Information*: This includes falsification, alteration, or misuse of personal identification, records or documents. Examples: Unauthorized alteration of grades or records; or refusal to produce valid identification upon request.
- g. *Theft of Personal or Centre Property*: This includes any theft or unauthorized removal of property belonging to St. Norbert Adult Education Centre or to any member of the Centre community. Examples: Theft of centre resource books; theft of personal property such as backpacks or purses; or unauthorized duplication of computer software.
- h. *Vandalism/Intentional Damage or Misuse of Personal or Centre Property* This includes any intentional altering of, or damage to any resource property or equipment belonging to St. Norbert Adult Education Centre or to any of its staff and students. Examples: Language, cartoons, photos, symbols, etc., which expose a person or class of persons to hatred or contempt.
- i. *Making False, Frivolous, or Vexatious Complaints*: This includes any complaint that is intentionally made by a person who knows it is false, frivolous or vexatious. Examples: Alleging a theft of personal property that is untrue; alleging an assault that is found to be false; numerous complaints made by the same student when that student is actively inciting discord.

## 18. Student Services

Staff assist students with a variety of educational, financial, personal and career related issues. Services provided by SNAEC may include:

### EDUCATIONAL COUNSELLING

A staff person can:

- a. Assist students in meeting educational goals while attending SNAEC.
- b. Provide information on other post- secondary education and training opportunities.
- c. Work in consultation with instructors and other SNAEC staff to address student issues.
- d. Advocate for students requesting support from government departments, school, colleges and universities as well as various organizations.
- e. Refer students to appropriate internal and external resources.
- f. Assist students with effective study skills including time management, organization, note-taking and specific learning and study strategies.

### CAREER AND EDUCATIONAL COUNSELLING

Career and educational counselling is available to all students registered in adult education courses on an individual basis. Students are encouraged to speak with the director to obtain information regarding the educational and career choices that match their life, career and school goals.

In addition to the career counselling services, SNAEC has established a career and education resource area that contains information on a variety of occupational and career areas. Students will also find information on various post-secondary programs offered by public schools such as, Red River College, Manitoba Institute of Trades and Technology, University of Manitoba, University of Winnipeg and private training schools. Please see the post-secondary entry requirements

## 19. SNAEC Staff

Director of Education	Julien Allard	<a href="mailto:jallard@snaec.ca">jallard@snaec.ca</a>
Administrative secretary	Rhea Gabuyo	<a href="mailto:rheag@snaec.ca">rheag@snaec.ca</a>
Teacher	Kathi Mackinnon	<a href="mailto:kathim@snaec.ca">kathim@snaec.ca</a>
Teacher	Kevin Nikkel	<a href="mailto:kevinn@snaec.ca">kevinn@snaec.ca</a>
Teacher	Vandna Aggarwal	<a href="mailto:vandnaa@snaec.ca">vandnaa@snaec.ca</a>
Teacher	Zia Hafezi	<a href="mailto:ziah@snaec.ca">ziah@snaec.ca</a>

All staff can be reached at **204-261-3312**



## GRADUATION REQUIREMENTS

### MATURE STUDENT HIGH SCHOOL DIPLOMA (8 Credits)

Eight high school credits are required to earn a mature student high school diploma. Students interested in enrolling for the Mature Student Diploma must meet the following qualifications at the time of registration:

- Be a resident of Manitoba
- Be 19 years of age or older and have been out of high school for six months.

Four credits must be earned from grade 9 to 11:

- 1 credit of grade 10 or 11 ENGLISH
- 1 credit of grade 10 or 11 MATH
- 2 optional credits

Four credits can be transferred from previous education from grades 9 to 11.

Four credits must be earned at the grade 12 level.

The following two credits are **COMPULSORY**

- 1 credit of ENGLISH 40S
- 1 credit of MATH 40S

Two optional grade 12 credits must also be completed in the areas of information technology, science, media studies, and/or social sciences. Students can also take an additional 40S English credit as an option.

### REGULAR DIPLOMA GRADUATION REQUIREMENTS

Grade 9-12 Minimum of 30 credits. Required credits include:

- Grade 9 and Grade 10 (5 credits per year to total 10 credits)
- language arts (English) (1 credit per year)
- mathematics (1 credit per year)
- sciences (1 credit per year)
- social studies (1 credit per year)
- physical education (including health) (1 credit)
- Grade 11 (4 credits)
- language arts (English) (1 credit )
- mathematics
- social studies or History (1 credit per year)
- physical education (1 credit)

Grade 12 (3 credits)

- language arts (English)
- mathematics
- physical education (including health) (1 credit)

Note: Physical Education Credits are now required at the grade 11 and 12 for regular diploma stream.

## **PREPARING FOR UNIVERSITY and COMMUNITY COLLEGE**

Students planning to attend university require a high school diploma. There must be four subject areas represented. Three of these credits must be at the 40S level from the approved list specific to the university course listing. Both Mathematics and English must be included. Various combinations of courses are required depending on the faculty. The following checklist is presented as a guide:

- Four or Five credits held at the Senior 4 level
- Grade 12 credits in four different subject areas
- Include three Specialized (S) subjects from the universities approved list \*

\* NOT all Specialized (S) courses are on the approved list for admissions and vary depending on the university. Students MUST check for specific requirements each year and for the exact requirements of the program and/or Faculty they plan to attend.

### **SNAEC PARTNERSHIP WITH MITT**

As a partner with Manitoba Institute of Trades and Technology, SNAEC students who have are registered in the grade 10 Fast Track programs or are working towards obtaining their diploma can apply for MITT programs before they complete their program and or courses.

Upon graduation, students who have completed a program at the College have a variety of career/training doors open to them. They may choose to take post-secondary training, apprenticeship or they may opt to enter the work force as a trained and qualified employee.

Students interested in attending MITT are encouraged to speak with the staff about early application procedures due to our partnership with the college.

Programs offered at MITT can be found on their web site at: <http://mitt.ca/>

## COURSE DESCRIPTIONS

### ENGLISH 40S COMPREHENSIVE

[ONE FULL CREDIT]

Prerequisite: English 20S or English 30S or Language Assessment or a CLB of 7

English 40S Comprehensive can be taken as the compulsory grade 12 English credit for the mature high school diploma program. Reading and writing fictional literature such as novels, short stories, plays and poems represent 50% of the course content. Reading and creating texts for the purpose of communicating information represents the remaining 50% of the course. Developing the skill of essay writing is a major objective of the course.

### ENGLISH TRANSACTIONAL 40S

[ONE FULL CREDIT]

Prerequisite: English 20S or English 30S or Language Assessment or a CLB of 7

English 40S Transactional Focus can be taken as the compulsory grade 12 English credit for the mature high school diploma program. Reading and creating texts such as reports, essays, letters, charts and presentation for the purpose of communicating information represents 60% of the course content. The remaining 40% of the course focuses on samples of fictional literature such as novels, stories, plays and poems. Developing the skill of essay writing is a major objective of the course.

### ESL LANGUAGE - SKILLS FOR ACADEMIC SUCESS 40S

[ONE FULL CREDIT]

Prerequisite: English 10S or Literacy Program Language Assessment or a CLB of 6

Students will develop skills in reading, writing, speaking, listening, viewing and representing (the 6 outcomes for ELA curriculum Grade 9 – 12)

### ESSENTIAL MATH 20S

[ONE FULL CREDIT]

Prerequisite: Consumer Math 10S or Literacy Program Math Assessment

Essential Math 20S is a general math course. The course is divided into four units that include the topics of wages and salaries, consumer decisions, geometry, and personal banking. This course is integrated with Science 20F as part of the Fast track program. Following successful completion of these credit students can register for Consumer Math 40S.

Note: Students are required to provide their own scientific calculator

### ESSENTIAL MATH 40S

[ONE FULL CREDIT]

Prerequisite: Consumer Math 20S or 30S

The **Consumer** Mathematics curriculum emphasizes number sense, consumer problem solving, and decision-making. Students develop valuable knowledge and skills that will allow them to make informed decisions, as they become independent citizens. The Consumer Mathematics curriculum addresses financial management, career exploration, home ownership and maintenance, as well as more traditional topics such as statistics. Students are evaluated on daily work, assignments and tests as well as the Career Project and the Provincial Standards Tests. Topics Include: Investments, Solving Equations, Graphing, Relations And Systems, Variation, Taxation, Life Insurance, Statistics.

Note: Students are required to provide their own scientific or TI83+ calculator

**PRE-CALCULUS MATH 40S or PHYSICS 40S**

**[ONE FULL CREDIT]**

Prerequisite: Pre-Calculus Mathematics 30S or assessment

Pre-Calculus Mathematics 40S is designed for students who enjoy the rigor and challenge of a theory-based course and who require a foundation for Calculus as part of their post-secondary education. Students are required to work as self-directed learners and engage in daily homework. Evaluation is based on a variety of assessments, and an exam in June. Topics include: polynomial and rational functions and graphs, circular functions and trigonometry, analytic geometry, exponents and logarithms probability, sequences and series, permutations and combinations.

Note: Students are required to provide their own calculator

**SCIENCE 20F**

**[ONE FULL CREDIT]**

Prerequisite: None

Science 20F is designed to meet the needs of all students and provides a foundation for science literacy. This course is designed to increase a student's knowledge of the four areas of science: chemistry, biology, physics and earth science. This course is integrated with Math 20S as part of the Fast track program.

**BIOLOGY 40S**

**[ONE FULL CREDIT]**

Prerequisite: NONE

This grade 12 course is designed to assist students in achieving greater understanding of human genetics, bioenergetics, the animal kingdom, and the plant kingdom. Topics include: systems of the human body, DNA/RNA/protein synthesis, introduction to human genetics, photosynthesis, cellular respiration, variety in animals, and variety in plants and angiosperms. Previous science courses at the grade 10 or 11 level are recommended.

**CHEMISTRY 40S**

**[ONE FULL CREDIT]**

The science of chemistry is concerned with the composition and interaction of different types of matter. The Chemistry 40S course focuses on three main areas of study: Kinetics, Equilibrium, and Oxidation - Reduction. There will be a short review unit at the beginning of the course to provide students with the required scientific background information. Chemistry students require good math skills, and it is strongly recommended that students wishing to take Chemistry take a 40S level math course first. A scientific calculator is required.

**SKILLS FOR ACADEMIC SUCCESS 41G:**

**[ONE FULL CREDIT]**

Prerequisite: ELA 20F or 30S, Literacy Program Assessment or CLB Level of 6

This course will allow students to focus on developing the writing skills required for grade 12 English by teaching students how to prepare and write reports, essays and other forms of written communication. Students will also explore effective study and organization strategies to develop successful skills as a learner. Topics include: Review of Writing Styles and Forms, Research (Content and Analysis), Reading Strategies, Goal Setting, Study Skills, Time Management, and Oral Communication

**FAMILY STUDIES 40S**

**[ONE FULL CREDIT]**

Prerequisite: Prior learning through experience with own children

This course explores the dynamics and challenges of the family in today's society. Assignments follow a prior learning assessment assignment model, with an assignment booklet for students to complete independently and in small group classes. Students must have experience with children of their own in order to register for the course.

**CAREER DEVELOPMENT 40S**

**[ONE FULL CREDIT]**

Prerequisite: None

This full credit course is designed to provide students with the skills and knowledge for making the transition from school to the workforce. Students will explore issues related to employment and career planning through a series of booklet and assignments that will involve both individual and group work. All students must complete a supervised volunteer placement of 50 hours as part of the course requirements. Topics include: career and employment planning, stress management skills, communication skills, employability skill, creation of a personal portfolio, effective interview skills, preparing a resume, and cover letter.

**PSYCHOLOGY 40S**

**[ONE FULL CREDIT]**

Prerequisite: none

This course provides an overview of the basic principles of psychology and how these concepts are relevant to our lives. Examples of topics covered are: methods of study used by psychologists, states of consciousness, learning and memory, life span changes, emotions, sexuality, stress, abnormal behaviour, therapies and how the practice of psychology is applied to the real world.

**GLOBAL ISSUES 40S**

**[ONE FULL CREDIT]**

Prerequisite: Prior learning through previously living outside of Canada

World Issues 40S is a Prior Learning Assessment course designed for students who have immigrated to Canada this course is an examination into the major issues facing human beings living in the early 21st Century. This course compares life in the student's home country to life in Canada, and covers issues such as politics, bias, culture, the media, and international conflict.

**APPLYING INFORMATION AND COMMUNICATIONS TECHNOLOGY I AND II 15F**

**[ONE HALF CREDIT]**

Prerequisite: Computer Skill Assessment and CLB Reading Level of 5

The purpose of these courses is to reinforce and extend the ICT or the computer knowledge, attitudes and skills acquired by students previously in school, at home or in the workplace. These courses will teach students how to use the various functions and tools within Microsoft Office 2007 to increase their knowledge and competency in using the Word, Excel and PowerPoint programs. Students will work at an individualized pace to complete the units for this course, which will consist of a variety of assignments and projects. Students will need to complete a computer assessment prior to registration

**KEYBOARDING 25S**

**[ONE HALF CREDIT]**

Prerequisite: None

The purpose of this course is to improve a student's accuracy and speed with a keyboard, using touch-typing techniques. This is a half credit course.

## **AUTOMATED OFFICE 40S**

**[ONE FULL CREDIT]**

Prerequisite: AICT 15F or Computer Skill Assessment

This is a full credit course designed for students who will need office skills in their future work or academic pursuits. This course would be beneficial to students continuing their studies at the post-secondary level and to those interested in studying Office Administration. Topics include: File management, Business communication, advanced strategies for using Microsoft Office 2010 Word, Excel and Power Point. Students will need to complete a computer assessment prior to registration. This course can be used as a **Dual Credit** as a Grade 12 optional course for a Mature Diploma and a credit towards the Business Administrative Assistant and Medical Administrative Assistant programs offered by Manitoba Institute of Trades and Technology.

## **DIGITAL PICTURES 25S**

**[ONE HALF CREDIT]**

Prerequisite: None

The course allows students to apply their knowledge of media studies in the process of digital image creation and manipulation. Students will experiment with various image forms and software programs such as Adobe Photoshop to create a series of digital pictures.

## **SEMINAR IN BUSINESS 40S**

**[ONE FULL CREDIT]**

Prerequisite: None

The **Seminar in Business** Course work will emphasize the discussion of workplace values, personality and attitudes, teamwork, communication and career development as they relate to the workforce. This course would be beneficial to students interested in studying Business Administration at the post-secondary level and to employees looking to transition to the workplace. Topics include: Customer Service, Business Etiquette, Information Management and Planning, Public Speaking and Presentation Techniques, This course can be used as a Dual credit as a Grade 12 optional course for a Mature Diploma and a credit towards the Business Administrative Assistant and Medical Administrative Assistant programs offered by Manitoba Institute of Trades and Technology.

## **CINEMA AS WITNESS TO MODERN HISTORY 40S**

**[ONE HALF CREDIT]**

Prerequisite: None

The course will engage students in an exploration of the connections between cinema as an art form, cinema as a product of history, and cinema as an interpreter of history. Students will be guided to respond to the aesthetic and emotional elements of cinema and to apply concepts of historical thinking as they analyze historical topics represented in film.

