



## **COURSE GUIDE**

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# **Empowering You to Succeed**



# Do you want to earn your high school diploma?

## Do you want to upgrade your skills or improve your English?



### You are closer than you think!

#### Are you someone who is:

- Busy at your job?
- Busy with family commitments?
- Currently not in school but want to earn your high school diploma?
- New to Canada and want to further your education?
- Looking to improve your English or upgrade your literacy and numeracy skills?
- Interested in improving your marks for entry to college, apprenticeship or university?
- Considering an employment training program?
- Looking for guidance to help you plan your future pathway?
- Looking for flexible options to fit into your schedule?

### If you want to further your education and training, and need support for your next steps we can help!

#### Take the first step and contact us:

Oshawa Campus (905) 438.0570 or Ajax Campus (905) 683-7713 or email [cont.ed@dcdsb.ca](mailto:cont.ed@dcdsb.ca) to book an appointment to discuss your goals and learn about how we can help customize a program for you.  
\*To learn English, contact the Whitby Campus at (905) 666-1255.

*"I never gave up, I never quit, I always knew the value of having a high school diploma. I, like many others just went down several different avenues before finding the avenue that worked for me. I got married, had two beautiful children, bought a new car, traveled and was enjoying life. However, there was something that I kept a secret from many people in my life; I did not complete my high school diploma. I am so glad that I connected with Archbishop Anthony Meagher Catholic Continuing Education Centre. They supported me in completing my goal, which was to graduate from HIGH SCHOOL!! I am thankful for the support of the teachers through this process. We all have our own journey; I am GLAD I made it to the finish line, I am so glad I never gave up." —Akua N*

### What are the benefits of obtaining a high school diploma or improving your skills?

- Expand your opportunities for advancement at work
- Strengthen your communication and writing skills, computer skills, numeracy skills and the essential skills that employers value
- Realize your potential for self-development and personal growth
- Develop a focus for your plan to move forward
- Open pathways to employment, college, apprenticeship or university

We offer caring, knowledgeable staff who can help you get started with flexible options to develop your plan so you can reach your personal and academic goals. You are closer than you think!

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Do you want to upgrade your skills or improve  
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## Adult Day School Semesters

### Semester 3

January 22 – April 1

### Semester 4

April 2 – June 5

### Semester 5

June 8 – June 26

## Adult Day School Information Sessions

Learn more about our day school  
classes and training programs. At the  
information session you can meet  
with, or book an appointment with  
a guidance counsellor to help plan  
your future pathway.

### Semester 3

#### Information Sessions

- Jan 14 (10:00am)  
Oshawa Campus
- Jan 15 (10:00am)  
Ajax Campus

### Semester 4

#### Information Sessions

- Mar 24 (10:00am)  
Oshawa Campus
- Mar 25 (10:00am)  
Ajax Campus



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*





## Ajax Campus

### Semester 3 (January 22-April 1, 2020)

#### Period 1 (8:30 am–11:00 am)

English 11 College.....	ENG3C
Foundations for College Math 12 .....	MAP4C
Tech Math 12 College.....	MCT4C
Business Marketing .....	BMI3C
Business .....	BMX3E
Physics 12 College.....	SPH4C
Environmental Science 11 Workplace .....	SVN3E
Fast Track Program .....	GLE3O

#### Period 2 (11:00 am–1:30 pm)

English 12 College.....	ENG4C
Foundations for College Math 11.....	MBF3C
Functions Math 11 Mixed.....	MCF3M
Information and Communication Tech 11 .....	BTA3O
Information and Communication Tech 12 .....	BTX4C/4E
Science 12 Workplace.....	SNC4E
Chemistry 12 College .....	SCH4C
Fast Track Program .....	GLE4O

#### Period 3 (2:00 pm–4:30 pm)

Literacy Course .....	OLC4O
Everyday Math 11/12.....	MEL3E/4E
Health for Life .....	PPZ3C
Biology 11 College.....	SBI3C
Health Care 12 Workplace .....	TPJ4E
Fast Track Program .....	GLS4O

### Semester 4 (April 2-June 5, 2020)

#### Period 1 (8:30 am–11:00 am)

English 12 College.....	ENG4C
Foundations for College Math 11.....	MBF3C
Functions Math 11 Mixed.....	MCF3M
Food and Healthy Living 12 Workplace .....	HFL4E
Nutrition and Health 12 College.....	HFA4C
Chemistry 12 College .....	SCH4C
Science 12 Workplace.....	SNC4E
Fast Track Program .....	GLS4O

#### Period 2 (11:00 am–1:30 pm)

English 11 College.....	ENG3C
Foundations for College Math 12 .....	MAP4C
Tech Math 12 College.....	MCT4C
Entrepreneurship 11/12College/Open .....	BDV4C/BDP3O
Biology 11 College.....	SBI3C
Health Care 12 Workplace .....	TPJ4E
Fast Track Program .....	GLE4O

#### Period 3 (2:00 pm–4:30 pm)

Ontario Literacy Course.....	OLC4O
English Workplace 11/12 .....	ENG3E/4E
Everyday Math 11/12.....	MEL3E/4E
Media Arts 11/12.....	ASM3M/4M
Physics 12 College .....	SPH4C
Environmental Science 11 Workplace .....	SVN3E
Fast Track Program .....	GLS4O

### Semester 5 (June 8-June 26, 2020)

#### CHOOSE 1 COURSE

(Class runs daily from 8:30 am–4:30 pm)

English 12 College.....	ENG4C
Ontario Literacy Course.....	OLC4O
Foundations for College Math 11.....	MBF3C
Foundations for College Math 12 .....	MAP4C
Information and Communication Tech 11 .....	BTA3O
Information and Communication Tech 12 .....	BTX4C/BTX4E
Biology 11 College.....	SBI3C
Environmental Science 11 Workplace .....	SVN3E
Fast Track Program .....	GLS4O/GLE4O

*“I enrolled in Grade 12 English so I can apply for college. The staff are friendly and supportive toward their students. I highly recommend their programs. I’m truly satisfied!” —Julie*

## ADULT DAY SCHOOL LOCATIONS

### Ajax Campus

458 Fairall Street, Unit 7 (905.683.7713)

### Oshawa Campus

850 King Street W., Unit 26 (905.438.0570)

## Ontario Secondary School Literacy Test (OSSLT)

The Ontario Secondary School Literacy Test can be arranged for mature students who would like to meet the Ontario Secondary School Diploma requirements. Students who are registered with DCDSB Archbishop Anthony Meagher Catholic Continuing Education Centre are eligible to write the Literacy Test. Students can book an appointment with a Guidance Counsellor to discuss options for OSSLT or to enrol in the Ontario Secondary School Literacy Course.

## Oshawa Campus

### Semester 3 (January 22-April 1, 2020)

#### Period 1 (8:30 am–11:00 am)

English 12 College/workplace .....	ENG4C/4E
Foundations for College Math 12 .....	MAP4C
Foundations for College Math 11 .....	MBF3C
Everyday Math 11 .....	MEL3E
Information and Communication Tech 11/12 .....	BTA3O/BTX4C
Fast Track Program .....	GLE3O

#### Period 2 (11:00 am–1:30 pm)

Ontario Literacy Course .....	OLC4O
Biology 11 College .....	SBI3C
Environmental Science 11 Workplace .....	SVN3E
Fast Track Program .....	GLE4O

#### Period 3 (2:00 pm–4:30 pm)

English 11 College/Workplace .....	ENG3C/3E
Food and Healthy Living 12 Workplace .....	HFL4E
Nutrition and Health 12 College .....	HFA4C
Fast Track Program .....	GLS4O



### Semester 4 (April 2-June 5, 2020)

#### Period 1 (8:30 am–11:00 am)

English 11 College/Workplace .....	ENG3C/3E
Health for Life 11 College .....	PPZ3C
Healthy Active Living 12 Open .....	PPL4O
Chemistry 12 College .....	SCH4C

#### Period 2 (11:00 am–1:30 pm)

English 12 College/Workplace .....	ENG4C/4E
Raising Healthy Children .....	HPW3C (**call to register**)
Math for Work and Everyday Life 11/12 .....	MEL3E/4E
Dual Credit .....	see below
Fast Track Program .....	GLE4O

#### Adult Dual Credit Program

Personal Wellness ..... PPJ4T/GLN4O |

Classes at Durham College 2 days/week and Con Ed 3 days/week 11:00 am–4:30 pm Monday-Friday. See Page 16 for more details.

#### Period 3 (2:00 pm–4:30 pm)

Ontario Literacy Course .....	OLC4O
Foundations for College Math 11 .....	MBF3C
Foundations for College Math 12 .....	MAP4C
Fast Track Program .....	GLS4O
Dual Credit .....	continued from period 3 (2 periods in length)

### Semester 5 (June 8-June 26, 2020)

#### CHOOSE 1 COURSE

(Class runs daily from 8:30 am–4:30 pm)

English 12 College .....	ENG4C
Ontario Literacy Course .....	OLC4O
Foundations for College Math 11 .....	MBF3C
Foundations for College Math 12 .....	MAP4C
Information and Communication Tech 11/12 .....	BTA3O/BTX4C
Fast Track Program .....	GLE4O

## Registration Information

- Adult Education courses and programs for high school credit are open to students 18 years of age or older who are not registered in a secondary school.
- Current transcript, photo identification and citizenship status are required to register. Registration in person ONLY.
- \$100 refundable book deposit + \$20 cash activity fee – one time fee per year payable with registration.
- Students registering for eLearning courses can register at either the Ajax or Oshawa Campus.
- Please visit our site [www.con-ed.ca](http://www.con-ed.ca) or call us for up-to-date information on course offerings, or to book an appointment with a Guidance Counsellor.

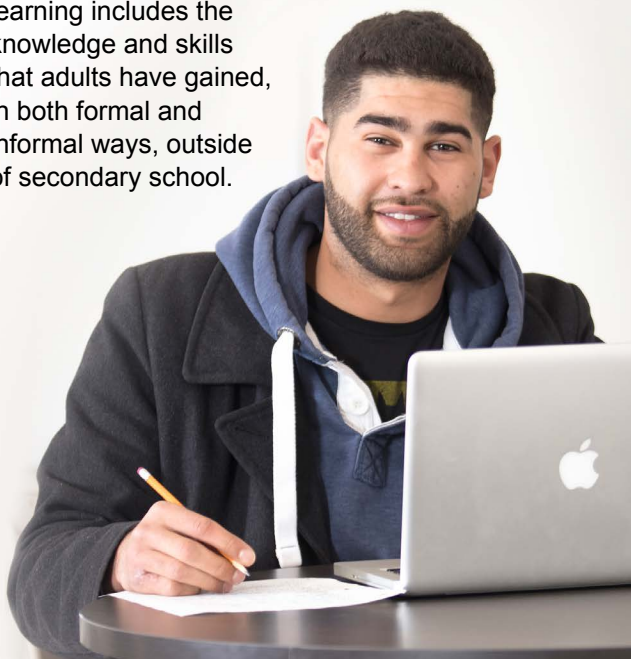
# Prior Learning Assessment & Recognition (PLAR) for Mature Students

Assessments for  
High School Credits

*"I was unsure about coming back to school. Thankfully, PLAR allowed me to gain credits through life and work experiences. I attended day school and picked up the remaining credits I needed to graduate. Staff have been helpful throughout my journey. It is truly never too late!" —Chris*

## What is PLAR?

Prior Learning Assessment and Recognition (PLAR) is the formal evaluation and credit granting process whereby mature students may obtain credits for prior learning. Prior learning includes the knowledge and skills that adults have gained, in both formal and informal ways, outside of secondary school.



## The PLAR process for mature students involves:

1. Individual Assessment/Equivalency (Grade 9/10 credits)
2. Equivalency (Grade 11/12 credits)

## Who can apply for a PLAR Assessment?

A mature student who is:

1. At least 18 years old on or before December 31 of the school year
2. Enrolled in an adult credit program for the purpose of obtaining an Ontario Secondary School Diploma
3. Out of school for a period of at least one year before returning as an adult

## What supports are available for PLAR?

1. Students who are registered in Adult Day School at the Ajax Campus or Oshawa Campus can request to meet with a Guidance Counsellor to have a credit assessment.
2. Students who need help to prepare for the Grade 9/10 PLAR assessments can receive support from the Adult Upgrading (Literacy and Basic Skills) Program or register for day school PLAR classes to gain the knowledge and skills needed to earn Equivalency credits.

## Is there a cost?

There is no cost for the PLAR Assessment or for the supporting PLAR sessions once a student is registered in day school classes or correspondence courses.

## Fast Track

High School Credits

**The FAST TRACK program** is designed for adult learners 18 years of age or older and out of school who are interested in strengthening their academic skills and completing their high school diploma. FAST TRACK provides a supportive learning environment and intake process, with welcoming staff who can provide help with pathways planning and support the mature PLAR process.

### Students will receive supports to:

- Complete 1 credit (GLS4O)
- Build skills required to successfully complete Mature PLAR assessments
- Be assessed for life & work experiences for Gr. 11 & 12 credits
- Plan for College, Apprenticeship, Work or University
- Complete extra credits using Independent Study course materials

### Fast Track Program is continuous intake

**Call:** Oshawa Campus 905-438-0570 or Ajax Campus 905-683-7713 to book an appointment for a PLAR Assessment or to discuss how you can get started.

### Students who register in day school programs will need:

- High School transcript or status sheet
- One piece of photo I.D. and Citizenship status





## eLearning Courses for Adults

Online classes are available at both our Ajax and Oshawa Campuses. An orientation will be held during the first week for each course.

### Semester 3 (January 22–April 1, 2020) and Semester 4 (April 2 to June 5, 2020)

Intro to International Business 12 College/Univ.....	BBB4ME
Tech Math 12 College.....	MCT4CE
Everyday Math 11/12 - College/Workplace .....	MEL3EE/4EE
Functions 11 University .....	MCR3UE
Advanced Functions 12 University .....	MHF4UE
Ontario Literacy Course 12 Open.....	OLC4OE
Biology 11 University .....	SBI3UE
Chemistry 11 University.....	SCH3UE
Green Industries 12 Workplace .....	THJ4EE

## Correspondence Courses

There are many course options available through correspondence, including every compulsory course required for OSSD. Start your course planning by visiting a correspondence coordinator during correspondence office hours to select your courses.

- Educational Counselling Available
- Maturity Credit Assessment
- High School Credits Toward Diploma
- Prior Learning Assessment & Recognition (PLAR)

Book Deposit: \$100\* (Cash, Visa, Mastercard or Interac)

*\*Refundable book deposit depending on course selected.*

*No charge for additional courses.*

**REGISTRATION:** Students interested in registering for correspondence courses MUST bring photo ID, proof of Canadian Citizenship or Permanent Resident Card (PR Card) and an updated school transcript or status sheet. Full time DCDSB high school students are NOT eligible for correspondence courses unless they are approved by the Principal of Continuing Education.

## Register Today!

### OSHAWA Campus

850 King St., W., Unit 26

Phone: 905.438.0570 x57158

Fax: 905.438.0571

Tues & Thurs 12:30 pm–5:00 pm

### AJAX Campus

458 Fairall St., Unit 7

Phone: 905.683.7713 x57104

Fax: 905.683.9436

Tuesday & Thursday

3:00 pm–8:00 pm

## Notre Dame Catholic Secondary School

1375 Harwood Ave., Ajax

**February 24–June 3, 2020**

**Monday & Wednesday (6:00 to 9:30 pm)**

Note: There will be no classes on Monday, April 13.

### Grade 11

Information and Communication Technology–Open.....BTA3O  
 English – University .....ENG3U  
 World Religions – University/College .....HRT3M  
 Foundations for College Math – College .....MBF3C  
 Functions – University .....MCR3U  
 Interdisciplinary Course of Athletes - Open .....IDP3O  
 (at St. Mary CSS, Pickering)

### Grade 12

Ontario Literacy Course.....OLC4O  
 English - College .....ENG4C  
 English - University .....ENG4U  
 Religion - College/University .....HRE4M  
 Foundations for College Math - College .....MAP4C  
 Mathematics of Data Management - University .....MDM4U  
 Calculus and Vectors - University .....MCV4U  
 Advanced Functions - University .....MHF4U  
 Biology - University .....SBI4U  
 Physics – University .....SPH4U  
 Families in Canada - College .....HHS4C  
 Families in Canada - University .....HHS4U



### Night School Cooperative Education

A two-credit cooperative education program will be offered at night school to allow students to earn credits through placements in the community that are scheduled during evening hours. This is available to students who:

- Are currently enrolled in day school and are 16 years of age or older;
- Are returning students who wish to complete their OSSD;
- Require a 2 credit co-op to fulfill the requirements of a SHSM program.

**Note:** This program requires an application. Please see your guidance counsellor for more information.

### Interdisciplinary Course for Athletes

This course is designed for elite student athletes who are participating in an athletic endeavour and wish to obtain an NCAA scholarship; they will earn an Interdisciplinary credit IDP3O1 or IDP4O1 preparing them for the Scholastic Aptitude Test (SAT) or American College Test (ACT).

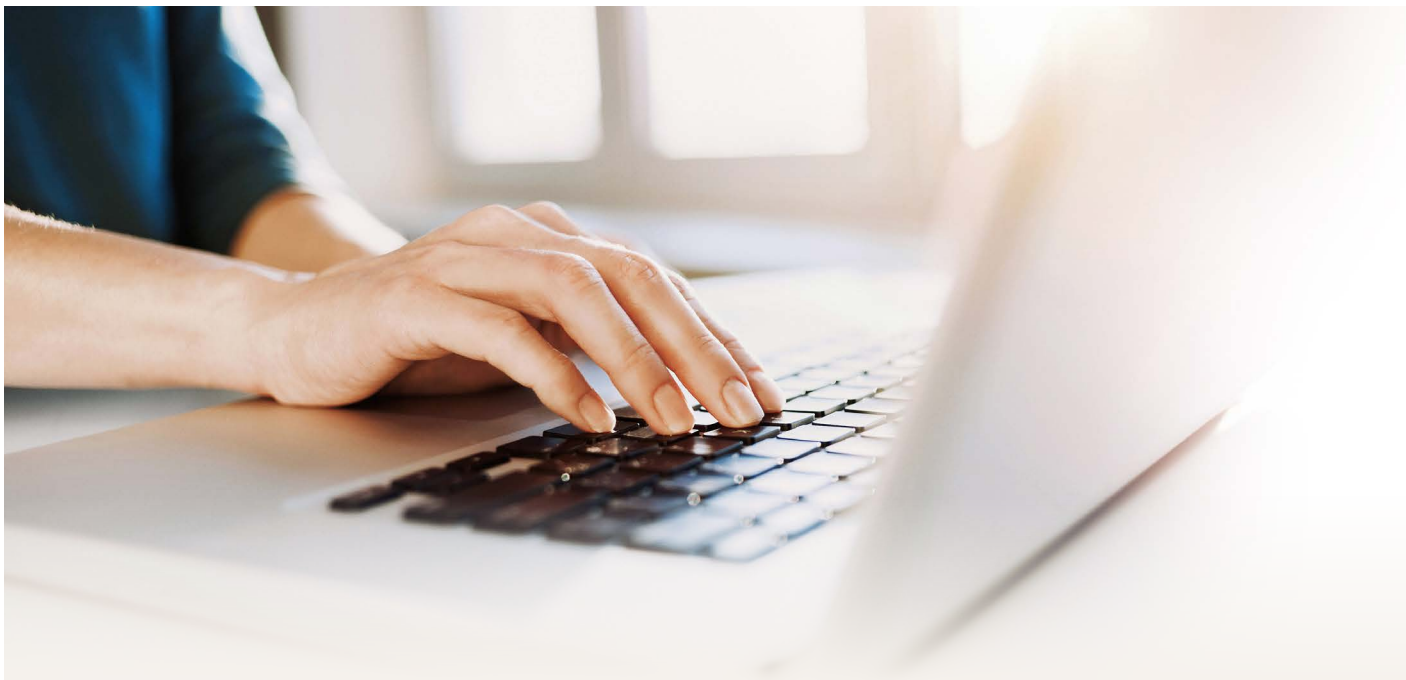
**Registration** \$100 refundable book deposit for all courses.

Students currently attending high school **MUST** see their Guidance Counsellor to register. Students not currently attending high school are required to register in person with photo ID and Birth Certificate or proof of Canadian Citizenship/Permanent Residency and a copy of an up-to-date transcript/status sheet.

**If you require more information,** contact us at:

Oshawa Campus,  
 850 King St. W, Unit 26  
 905.438.0570





## Earn Your Microsoft Office Specialist Certificate (MOS)

### Free Tuition.

February 24–June 3, 2020 (5:30 pm–9:00 pm)

Monday and Wednesday Evenings

Location: Oshawa Campus

### Session 2: (BTX4E/4C)



- Word/Excel/PowerPoint/Windows/Access/Outlook/Internet/Email
- Taught at a Microsoft IT Academy
- Earn credits while working towards MOS certification
- Work at your own pace
- Choose the parts of MOS that you want to learn

**eBooks: Word Core, Word Expert, Outlook, Excel Core, Excel Expert, Access, Powerpoint**

eBOOKS: \$45 each

Print Copies: \$100 each

**Exam Certification** - *Optional cost (Students can inform the school office at registration if they intend to write the certification exam)*



**Call 905.438.0570** to learn more or visit **[www.con-ed.ca](http://www.con-ed.ca)**.

**To register**, please call 905.438.0570 or attend an information session at the Oshawa Campus, 850 King Street West, Unit 26

# Raising Healthy Children Program

High School Credit

**Oshawa Campus** (11:00 am–1:30 pm)

## Semester 4

**Start Date: Thurs. Apr. 2 End Date: Fri. June 5**

Bring your pre-schooled aged child to class and have the opportunity to participate in an EarlyON Program in partnership with the YWCA.

- Earn a high school credit in HPW3C (Working with Infants and Young Children), HPC3O (Raising Healthy Children) or another parenting credit.
- Flexible options for on-line or Learn-at-Home assignments are built into the class.
- This program requires an application and interview.

Ask about our childminding program that allows parents to earn an additional high school credit.

**Cost: Free**

*“The program allows you and your child to meet and interact with other parents and their children while gaining in depth knowledge about children’s development. I enjoyed the many resourceful workshops that were offered, and the teacher is simply amazing!” —Keturah*



# Young Parent School Program

High School Credit

*“This unique school program has been very helpful to me. I’ve been able to earn my high school credits while bringing my baby to school with me. The teacher is amazing, lunch is provided, and support is always available.” —Sabrina*

## What is the Young Parent School Program?

The Young Parent School Program allows mothers and fathers who are 16-27 years of age to obtain credits for the Ontario Secondary School Diploma (OSSD) while in a supported learning environment with a caring teacher and Rose of Durham counsellors.

## Who is Eligible for This Program?

If you are parenting or pregnant and:

- Between the ages of 16-27 years old and are registered with the Rose of Durham;
- Enrolled in Durham Catholic DSB alternative education or adult education school.

## Program Details

Students who are 16 & 17 years of age are registered with Father Donald MacLellan CSS. Students who are 18-27 years of age are registered in Adult Education with Archbishop Anthony Meagher CCEC.

## Questions, please contact:

Rose of Durham 905.432.3622 or  
Archbishop Anthony Meagher CCEC  
Oshawa Campus 905.438.0570  
Ajax Campus 905.683.7713



## The Program is:

- Located at the Rose of Durham  
- 707 Simcoe St. S. Oshawa
- Mondays and Wednesdays (10:00 am-2:00 pm)
- Continuous intake

## The Program provides:

- Hot lunch
- Access to all programs and services available at the Rose of Durham
- Flexible options to earn credits for OSSD
- Credit recovery
- PLAR assessments for mature students
- Access to a guidance counsellors to review your courses and help plan for next steps

## Planning for Your Next Steps

Students can graduate with an OSSD from the Young Parent School Program at the Rose of Durham, or they may choose to register in Adult Education programs at Archbishop Anthony Meagher CCEC.





## Literacy and Basic Skills (LBS)

The Adult Upgrading Program is for Adults who would like to develop their communication, numeracy and digital skills to help transition to high school credit, workplace, apprenticeship, postsecondary or increased independence. There are options for learning in-class or online through e-Channel.

**Our FREE day classes in Oshawa and Ajax can HELP you IMPROVE or REFRESH your core essential SKILLS in:**

**> Writing > Spelling > Reading  
> Math > Keyboarding**

### **We Offer:**

- Small friendly classes
- Continuous intake
- Work at your own pace stress free
- Part-time or full-time classes
- Free LBS Assessment / Individual programming
- Independence, pre-PLAR credit prep
- Academic upgrading for high school credit, credit prep
- PSW literacy, workforce & pre-apprenticeship prep
- Post-secondary prep



## REGISTRATION

**Register today for Adult Upgrading by calling Diana at:**

Oshawa Campus  
850 King Street West  
Unit 26 (lower level)  
905.438.0570 x57156

**Ajax Campus**  
458 Fairall Street, Unit 7  
905.683.7713 x40258

**EMPLOYMENT  
ONTARIO**



## e-Channel

**e-Channel** is a web-based LBS delivery training model that provides a self-directed and supported program for individuals who are in need of distance learning. It provides better access for those who live in remote communities.

Funded by the Ministry of Training Colleges and Universities for students 19 years +



# Employment Training Programs for Credit

**NEW**

## Custodial Services Training Program

**Oshawa Campus:** 850 King St. W., Unit 26 (905) 438-0570

**Material Cost: \$395**

The Custodial Services Training Program is a 20-week program that is designed to prepare individuals with the skills necessary for entry-level custodial positions. Classroom time consists of learning safety practices and protocols, as well as the practical knowledge required for custodial services. Students can earn 5 high school credits and gain on-the-job experience.

Custodians are integral members of an organization. Their responsibilities provide staff with a safe, clean, and secure environment. Today's custodial profession requires a great deal of knowledge and skill. Custodians are extremely important to the running of an efficient organization and maintaining a healthy environment.



### The Custodial Services Training Program has two parts:

#### Part 1—In school (9 weeks)

8:30 am–1:30 pm with a digital literacy component to enhance 21st century learning skills. Students can earn 2 credits for this component

#### Part 2—Job Placement (11 weeks)

8:30 am–3:00 pm  
Cooperative Education placement for 3 credits – times of work will vary depending on the placement.

### Monday to Friday

#### Session 2: In School Training:

**Jan. 31–April 14 (8:30 am–1:30 pm)**

#### Job Placement (Cooperative Education):

**April 15–June 25 (8:30 am–3:00 pm)**

### Program Benefits

- 9 weeks of focused classroom learning for workplace preparation
- 11 weeks of on-the-job experience in the cooperative education placement
- Build your resume with certifications in WHMIS, Fall Protection, Power Tool Safety, Worker Safety Awareness, First Aid/CPR
- Network with employers and community agencies
- Learn about safety protocols, cleaning procedures, equipment training, use of tools and become trained by knowledgeable professionals in the industry.

### To register you must:

- Pass a literacy test
- Pass an interview

### Successful applicants must show:

- Clean criminal record check (vulnerable sector)
- Updated immunizations

## Child Care Assistant Training

**Oshawa Campus:** 850 King Street W, Unit 26 (905) 438.0570

**Ajax Campus:** 458 Fairall Street, Unit 7 (905) 683.7713

**Material Cost: \$395**

The Child Care Assistant Training Program is a 20 week program that provides students with an opportunity to learn about theories and stages of child development, child care legislation, child care programming, earn 6 credits toward the OSSD, and gain on-the-job experience.

### Monday to Friday (8:30 am–3:00 pm)

#### Session 2: In School Training:

**Jan. 31–April 14**

#### Job Placement (Cooperative Education):

**April 15–June 25**

### To register, you MUST:

- Pass a literacy test
- Pass an interview

### Successful applicants MUST show:

- Clean criminal record check (vulnerable sector)
- Updated immunization, Hepatitis B, Flu Shot, T.B.
- Chicken pox vaccination, Polio, MMR, DPT

### Program Benefits

- 9 weeks of focussed classroom learning for workplace preparation or college success
- 11 weeks of on-the-job experience in a cooperative education placement at a licensed Child Care Centre
- Build your resume with certifications in CPR/First Aid, WHMIS, Safe Food Handling, Durham Region Day Nursery Infection Prevention and Control
- Network with Early Childhood Educators and Community Agencies
- Learn about child development, the Child Care and Early Years Act, and what is necessary to set up a licensed childcare centre in Ontario

### The Child Care Assistant Training Program has two parts:

**Part 1—In school (9 weeks)** 8:30 am – 3:00 pm with a digital literacy component to enhance 21st century learning skills.

**Part 2—Job Placement (11 weeks)** Cooperative education placement in a licensed child care facility

**6 Credits:** TOJ4C (Child Development and Gerontology), TOC4C (3 credits of Child Development), and TOC4C9 (two credits of Cooperative Education)

# Are you currently employed, not able to attend classes and interested in earning your high school diploma?

## Are you:

- Working part-time or full time?
- Busy with family commitments?
- Interested in earning a high school diploma?
- Looking to improve your marks for entry to college, apprenticeship or university?
- Considering an employment training program?
- Looking for guidance to help plan your future pathway?

**If you want to further your education and training and need support for your next steps we can help!**

## Take the first step and contact us:

Oshawa Campus (905) 438-0570 or Ajax Campus (905) 683-7713 or email [cont.ed@dcdsb.ca](mailto:cont.ed@dcdsb.ca) to book an appointment to discuss your goals and learn about how we can help customize a program for you.

**To earn your high school diploma while continuing to work, we have flexible programs that will allow you complete high school credits in your own time, at your own pace.**

## What are the benefits of earning your high school diploma?

- Expand your opportunities for advancement at work
- Strengthen your communication and writing skills, computer skills, numeracy skills and the essential skills that employers value
- Realize your potential for self-development and personal growth
- Develop a focus for your plan to move forward
- Open pathways to employment, college, apprenticeship or university

## Flexible programs include:

- Work-4-Credits (Cooperative Education)
- eLearning (online) or Correspondence courses (booklets) so you can work from home
- PLAR – Prior Learning Assessment and Recognition Program allows you to earn high school credits for work or life experiences
- Night school classes or evening employment training programs

## Work-4-Credits (Cooperative Education)

*"I worked for over 10 years in the social service sector, had a family, and was enjoying life. However, I did not complete my high school diploma. I am so glad that I connected with the Work-4-Credits teacher. My teacher was attentive, friendly and encouraging throughout the program. I was supported in completing my goal, and now I've graduated with my diploma!" —Akuna*

The Work-4-Credits (Cooperative Education) Program provides employed adults who are unable to attend day school the opportunity to earn high school credits toward their Ontario Secondary School Diploma (OSSD) while at work receiving pay.

- One credit can be earned for every 110 hours on the job
- Candidates must be over 18 years of age, not enrolled in a high school and currently employed
- Employees meet with the teacher of the Work-4-Credits program
- Credits are based on meeting job expectations and completing and submitting assignments to the cooperative education teacher

## High School Credits



Students must complete an application and participate in an interview.

This program is continuous intake.

**Call 905.438.0570  
for more information.**



**Oshawa Campus**  
850 King St. W, Unit 26  
905.438.0570

**Ajax Campus**  
458 Fairall St., Unit 7  
905.683.7713

*“The teacher makes learning fun, interactive and fulfilling. I got a job offer right out of this program.” —Vivienne*

*“A few months ago, I thought having my Ontario Secondary School Diploma was a dream. This month, I am graduating with my PSW certificate and will be earning my OSSD as well. Thanks to the wonderful staff for their dedication and commitment.” —Raquel*

### Accredited Program

- Earn CPR/First Aid, Alzheimer, Feeding and WHMIS Certificates
- 6.5 High School Credits
- PSW Accredited Certification
- Marketable Skills & Work Experience

### Registration

**Orientation is mandatory.** You MUST attend one of the following orientation sessions and write the literacy test. No appointment is necessary. Please bring photo ID - Health Card or Driver's License & Birth Certificate, Permanent Resident Card or Canadian Citizenship Card. Successful candidates will need to complete an interview.



## Orientations

Campus	Date	Time
Ajax Day Program (Wed)	April 1, May 6, June 3 (2020)	12:30–3:30 pm
Oshawa Day Program (Wed)	April 1, May 6, June 3 (2020)	12:30–3:30 pm
Ajax Evening Program (Thurs)	April 16, May 14, June 18 (2020)	6:00–9:00 pm
Oshawa Evening Program (Wed)	April 15, May 13, June 17 (2020)	6:00–9:00 pm



## Ajax Classes:

### Day Schedule

Jan 6, 2020 to June 24, 2020

Monday–Friday (8:30 am–1:50 pm)

### Evening Schedule

September 2020 to June 2021

Tuesday and Thursday

(6:00 pm–10:00 pm)

plus 3 Saturdays (8:30 am–5:00 pm)

## Oshawa Classes:

### Day Schedule

Jan 6, 2020 to June 24, 2020

Monday–Friday (8:30 am–1:50 pm)

### Evening Schedule

September 2020 to June 2021

Monday and Wednesday

(6:00 pm–10:00 pm)

plus 7 Saturdays (8:30 am to 5:00 pm)

### TUITION: FREE

**Material Fee:** \$1100 covers textbook, workbooks, First Aid/CPR, name badge, certificates in Safe Food Handling, Feeding, Alzheimer's and GPA. **Material fee due 2 weeks prior to the course start date.** Fees are subject to change.

**Deposit:** \$50 – Cash, Visa, Mastercard, Certified Cheque, Money Order or Interac at time of registration (non-refundable) as part of the material fee.

### Admission Requirements:

19 years of age or older, medical clearance from your doctor, two step TB test, flu shot, clear Criminal Record Vulnerability Check, pass the literacy test, successful personal interview, proof of Canadian citizenship/ permanent residency.



## Stay Connected!

FOLLOW US  @DurhamPSWCon-ed

# Adult Dual Credit Program

*The Adult Dual Credit Program was amazing and it let me experience the college atmosphere. Taking this program led me to apply for college, and I've been accepted and so excited to go! —Taylor*

## What is the Adult Dual Credit Program?

The Adult Dual Credit Program assists adult learners in the completion of their Ontario Secondary School Diploma and leads to successful transition to a college or apprenticeship program. Students who are accepted to the program attend Durham College twice a week and the Archbishop Anthony Meagher CCEC campus three days a week throughout the semester. During that time, they will work to complete their high school graduation requirements and take a college course taught by a Durham College faculty member, supported by a secondary teacher. If successful in the dual credit course, two credits are recorded: one on the high school transcript and the second on the college transcript.

**Note:** This program requires an interview. Call the Oshawa Campus 905.438.0570 or Ajax Campus 905.683.7713 for more information.

## Who is eligible for the Adult Dual Credit Program?

- Students who are in adult education
- Interested in a college or apprenticeship program
- Students at both the Oshawa and Ajax Campuses

### Semester 4 (April 2–June 5, 2020)

Monday-Friday (11:00 am–4:30 pm)  
Continuing Education (3 days/week)  
& Durham College (2 days/week)

## Students in the program can earn:

- Navigating the Workplace (GLN40)
- College credit - Personal Wellness
- Flexible options to earn additional credits toward the OSSD







## Alternative Education

### Father Donald MacLellan Catholic Secondary School Programs

The Durham Catholic District School Board is proud to provide a continuum of programs and services to students in the Durham Region. Course and support services are available through Father Donald MacLellan Catholic Secondary School and have been designed to meet the needs of those students who, for whatever reason, experience challenges achieving success in a traditional school setting. Through the provision of alternate settings, smaller class sizes, opportunities for independent study, dual credits, as well as options for both part and full time programs, the staff at Father Donald MacLellan Catholic Secondary School are able to tailor programs to meet individual learning needs. When combined with academic and non-academic support, these programs have helped many students in Durham to achieve success and graduate. For more information, feel free to contact one of our friendly staff members to discuss your options.

### RECONNECT PROGRAM

Ajax Campus—458 Fairall Street  
Unit 7 Ajax, 905.666.1146

This program is for students 16 to 17 years of age who may be credit deficient and/or have or had attendance issues and/or may be experiencing difficulty completing their OSSD requirements in a traditional secondary school setting.

#### Program Description

- Small, supportive class setting
- Full and part-time programming includes teacher-led classes, credit recovery, independent learning and Supervised Alternative Learning (SAL)
- Restorative practice philosophy
- Support from Child and Youth Counsellor and Social Worker to network with community agencies
- Guidance support for post-secondary pathway

### CENTRE FOR SUCCESS

The Centre for Success is located at Durham College's Oshawa Campus

Our Centre for Success program provides students the opportunity to complete their secondary school graduation requirements in a supportive adult learning environment. Located at Durham College, the program offers students the opportunity to complete courses needed for graduation while enrolled in a Dual Credit program. A Dual Credit course allows students to earn a college credit and a high school credit. Examples of courses that have been offered as a dual credit include:

- Plumbing, HVAC, Welding
- Introduction to Psychology
- Artificial Intelligence

Students are referred to the Centre for Success by their current home school. Students must be 17 years of age or older and are at risk of not graduating with his/her peers. Students must demonstrate self-regulation and academic skills to study at a college level and should be considering post-secondary options for college and/or apprenticeship.





## English as a Second Language (ESL) Language Instruction for Newcomers to Canada (LINC)

### Whitby Adult English Language Classes

**Giffard Centre, 1003 Giffard Street, Whitby 905.666.1255**  
(North of Dundas Street, West of Cochrane Street)

All classes are open to Permanent Residents, Convention Refugees, Refugee Claimants and Canadian Citizens\*+ Childcare available for 19 months to 5 yrs for LINC qualifying permanent residents.

**January 6–June 12, 2020**

#### Monday–Friday 8:45 am–11:30 am

Level 2 & 3  
Level 4 & 5  
Level 6–8

#### Monday–Friday 12:00 pm–2:45 pm

Level 1 & 2  
Level 3 & 4  
Level 5 & 6

**Continuous enrollment  
throughout the year!**  
**Listening • Speaking  
Reading • Writing**  
**For Language  
Assessment Appointments**  
**Call 1.855.330.8655**

- \* All classes require sufficient enrollment to run.
- + English language assessment is required for all ESL & LINC classes listed on these 2 pages.

Funded by:



Ministry of Children, Community and Social  
Services, Citizenship and Immigration Division

Funded by:



Immigration, Refugees  
and Citizenship Canada

Financé par :

Immigration, Réfugiés  
et Citoyenneté Canada

# Ajax Adult English Language Classes

## Ajax Daytime Classes\*

458 Fairall Street, Unit 5, Ajax

289.481.1336

January 6–June 12, 2020

All classes are open to Permanent Residents, Convention Refugees, Refugee Claimants and Canadian Citizens\*+. Childcare available for 18 months to 5 yrs for LINC qualifying permanent residents.

### Monday–Friday 8:45 am–11:30 am

Level 1  
Level 2&3  
Level 3  
Level 4  
Level 5  
Level 6&7

### Monday–Friday 12:00 pm–2:45 pm

Level 0&1  
Level 2  
Level 3  
Level 4  
Level 4&5  
Level 6-8



## Ajax Evening Classes\*

January 13–May 14, 2020

Evening classes are offered on a part-time basis two nights per week and cover all four skills - Listening, Speaking, Reading & Writing. Continuous enrollment allows you to join at any time.

### Monday & Wednesday 6:15 pm–9:00 pm

Level 1&2  
Level 3&4  
Level 5&6

### Tuesday & Thursday 6:15 pm–9:00 pm

Level 5-8 Test  
Preparation for IELTS/  
TOEFL/CELP

### Tuesday & Thursday 6:15 pm–9:00 pm

Level 3&4 Reading & Writing

**Continuous enrollment  
throughout the year!**

**Listening • Speaking  
Reading • Writing**

**For Language**

**Assessment Appointments**

**Call 1.855.330.8655**

## Citizenship Test Preparation Classes CLB 4-8

February 4–March 5, 2020

April 7–May 7, 2020

This class is open to Permanent Residents, whose first language is not English, who are preparing for the Citizenship Test. This 4 week course will follow the Discover Canada resource and provide information in all four skills based on CLB 4-8.

### Tuesday & Thursday 6:15 pm–9:00 pm

Funded by:



Ministry of Children, Community and Social  
Services, Citizenship and Immigration Division

Funded by:



Immigration, Refugees  
and Citizenship Canada

Financé par :

Immigration, Réfugiés  
et Citoyenneté Canada



# International Languages



## (Non-Credit Classes)

## Free International Language Classes for Elementary Students

**Continuous Registration**  
**Register Online at [www.con-ed.ca](http://www.con-ed.ca)**

This program is offered for 30 Saturday mornings from 9:30 am–12:00 noon and runs from September 7, 2019 to May 30, 2020. You can also register at the school listed below any Saturday morning during the program between 9:30 am and 12:00 noon. The International Languages Program is designated for elementary school age children from Junior Kindergarten to Grade 8. This program provides the opportunity for children to speak, listen, write and read an international language and at the same time learn about the culture and heritage associated with that language.

Visit **[www.con-ed.ca](http://www.con-ed.ca)** for up-to-date information. Please note that there are no classes on long holiday weekends, Christmas holidays or during March Break. For details, please call 905.683.7713

**Program Duration: 16 Saturdays**  
**9:30 am–12:00 pm**

January 11, 18, 25

February 1, 8, 22, 29

March 7, 28

April 4, 18, 25

May 2, 9, 23, 30

### Class Locations

#### Location

Ajax (1375 Harwood Avenue North)

Oshawa (700 Stevenson Road North)

Oshawa (421 Olive Avenue)

Pickering (1918 Whites Road)

Whitby (3001 Country Lane)

#### School

Notre Dame CSS

Msgr Paul Dwyer CHS

St. Hedwig CS

St. Mary CSS

All Saints CSS

#### Language

Arabic, Bengali, Cantonese, Dari, Farsi, Greek, Italian, Mandarin, Portuguese, Spanish, Tamil

Italian, Mandarin, Portuguese, Spanish, Tamil Polish

Mandarin, Spanish, Urdu

Dari, Farsi, Filipino, French, Korean, Mandarin, Spanish, Tamil, Urdu



### Computer Classes

Each program is 4 weeks long (6:15-8:30 pm). Fee: \$89

Course	Code	Campus	Dates	Day
MS Word – Level 1	CWD7A	Ajax	March 24	Tuesday
MS Excel – Level 1	CEX7C	Ajax	March 26	Thursday
MS Word – Level 1	CWD7D	Oshawa	April 6	Monday
MS Excel – Level 1	CPP7A	Oshawa	April 8	Wednesday



### Languages

Each program is 10 weeks long (7:00-9:00 pm). Fee: \$99.00

Course		Code	Location	Dates	Day
Conversational Spanish	Level 1	GSP7D	St. Mary, Pickering	March 23	Monday
Conversational Spanish	Level 2	GSP7E	St. Mary, Pickering	March 24	Tuesday
Conversational Spanish	Level 3	GSP7F	St. Mary, Pickering	March 25	Wednesday
Conversational French	Level 1	GFR7A	All Saints, Whitby	March 23	Monday
Conversational French	Level 2	GFR7B	All Saints, Whitby	March 25	Wednesday
Conversational Spanish	Level 1	GSP8D	Oshawa Campus	March 23	Monday
Conversational Spanish	Level 2	GSP8F	Oshawa Campus	March 25	Wednesday

## French

### Non-Credit Classes



### For Junior Kindergarten to Grade 3 Students

All Saints Catholic Secondary School, 3001 Country Lane, Whitby  
or St. Mary Catholic Secondary School, 1918 Whites Rd., Pickering

**January 11 – May 30, 2020**

Students who are currently enrolled in Junior Kindergarten to Grade 3 are invited to register for French language classes.

#### The program features include:

- small class sizes;
- focus on conversation with emphasis on listening and speaking;
- focus on learning and having fun.

**Day: Saturdays**

**Time: 9:30 am–12:00 pm**

**Fee: \$150**

#### Registration

458 Fairall St., Unit 7, Ajax, ON 905.683.7713  
Visit [www.con-ed.ca](http://www.con-ed.ca) for more information.



# Registration Information

**Archbishop Anthony Meagher  
Catholic Continuing Education Centre**  
458 Fairall Street, Unit 7 Ajax L1S 1R6 (905.683.7713)  
850 King Street West, Unit 26 Oshawa L1J 8N5 (905.438.0570)  
[www.con-ed.ca](http://www.con-ed.ca)

**Register Today!**

**Online** Visit [www.con-ed.ca](http://www.con-ed.ca) to register

**By Phone**  
Call our registration centre during office hours:  
(Monday to Friday 8:15 am–3:45 pm)  
Ajax **905.683.7713** | Oshawa **905.438.0570**

**By Fax**  
Print the registration form and fax it to our Ajax or Oshawa Campus  
Ajax **905.683.9436** | Oshawa **905.438.0571**

**In Person**  
Drop by either of our conveniently located centres during  
office hours (Monday to Friday 8:15 am–3:45 pm):  
**Ajax Campus** – 458 Fairall Street, Unit 7, Ajax L1S 1R6  
**Oshawa Campus** – 850 King Street, Unit 26, Oshawa L1J 8N5

**By Email**  
Visit [www.con-ed.ca](http://www.con-ed.ca) and submit your application  
to [cont.ed@dcdsb.ca](mailto:cont.ed@dcdsb.ca)

**Material Fees**  
Fees, where applicable, are payable upon registration. Fees are subject to change without notice. Please check with the Continuing Education office. Only receipt of payment before class fills guarantees you placement. Payment must be received by the office at least one week prior to the commencement of general interest courses. PSW payment must be received two weeks prior to the commencement of the courses.

**Refund & Cancellation**  
Durham Catholic District School Board reserves the right to close a class. If a class is closed or fails to start because minimum enrollment is not met, a full refund will be given. Activity Fees are non-refundable once the course or program has started. We will be happy to issue a full refund if requested one week before the class begins.

**Method of Payment**  
Cash, Visa, MasterCard, Interac, Money Order or Certified Cheque. No personal cheques.  
Certified Cheques / Money Orders Payable to: Durham Catholic District School Board.

**Stay Connected!**  
**FOLLOW US**  [@ConEdDCDSB](https://twitter.com/ConEdDCDSB)  
**LIKE US**  [@ConEdDCDSB](https://www.facebook.com/ConEdDCDSB)



# SCHOOL LOCATIONS

For Adult Continuing Education Programs



## Ajax Campus

458 Fairall Street, Unit 7  
Ajax, ON L1S 1R6  
Tel: 905.683.7713  
Fax: 905.683.9436



## Oshawa Campus

850 King Street West, Unit 26  
Oshawa, ON L1J 8N5  
Tel: 905.438.0570  
Fax: 905.438.0571



## Whitby Giffard Centre

**LINC & ESL Classes**  
1003 Giffard Street  
Whitby, ON L1N 2S3  
Tel: 906.666.1255  
Fax: 905.666.1135

\* Public Transit is available to all of the locations

## Elementary and Secondary Continuing Education Program Locations

### Ajax/Pickering

#### Elementary

- St. Andre Bessette CS,  
60 Seggar Ave., Ajax
- St. Teresa of Calcutta CS,  
15 Fishlock St., Ajax
- St. Francis de Sales CS,  
1166 Finch Ave. E., Pickering
- St. Jude CS, 68 Coles Ave., Ajax

#### Secondary

- Arch. Denis O'Connor CHS,  
80 Mandrake St., Ajax
- Father Donald MacLellan CSS -  
Reconnect 458 Fairall St. Unit 7, Ajax
- Notre Dame CSS,  
1375 Harwood Ave., Ajax
- St. Mary CSS, 1918 Whites Rd.,  
Pickering

### Oshawa/Port Perry

#### Elementary

- Good Shepherd CS,  
1650 Reach St., Port Perry
- St. Christopher CS,  
431 Annapolis Ave., Oshawa
- St. Hedwig CS, 421 Olive Ave., Oshawa

#### Secondary

- Msgr. John Pereyma CSS,  
316 Conant St., Oshawa
- Msgr. Paul Dwyer CHS,  
700 Stevenson Rd. N., Oshawa

### Whitby

#### Elementary

- St. John the Evangelist CS,  
1003 Giffard Street, Whitby

#### Secondary

- All Saints CSS,  
3001 Country Lane, Whitby
- Fr. Leo J. Austin CSS,  
1020 Dryden Blvd., Whitby

*Our adult education school  
community welcomes  
students of all faiths.*

## Small Classes, Caring Teachers and Support for Post-Secondary Planning

### Adults can Fast Track to Earn High School Credits. Many Flexible Options Available!

- ✓ Day School and/or Night School
- ✓ PLAR (Prior Learning Assessment and Recognition)
- ✓ Correspondence
- ✓ E-Learning Courses
- ✓ Guidance Support
- ✓ Preparation for College, Apprenticeship, University Workplace
- ✓ Programs with Certifications for Readiness

### Continuous Intake Programs and Full-Time or Part-Time Options

- ✓ Adult Upgrading (LBS)
- ✓ English as a Second Language (ESL) and Language Instruction for Newcomers to Canada (LINC)
- ✓ Elementary and Secondary Programs
- ✓ General Interest Classes
- ✓ International Language Classes
- ✓ Computer Classes



@ConEdDCDSB

### Adult Day School Information Sessions

#### Semester 3

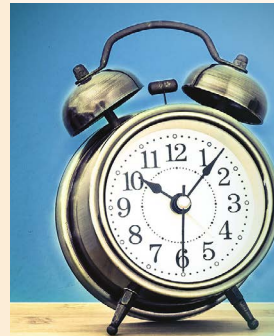
#### Information Sessions

- Jan 14 (10:00am)  
Oshawa Campus
- Jan 15 (10:00am)  
Ajax Campus

#### Semester 4

#### Information Sessions

- Mar 24 (10:00am)  
Oshawa Campus
- Mar 25 (10:00am)  
Ajax Campus



### 2019-2020 Semesters *Just a reminder...*

Semester 3 Jan 22–April 1

Semester 4 April 2–June 5

Semester 5 June 8–June 26



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

### Archbishop Anthony Meagher Catholic Continuing Education Centre

**Ajax Campus** | 458 Fairall St., Unit 7, Ajax, ON L1S 1R6 | Tel 905.683.7713 | Fax 905.683.9436

**Oshawa Campus** | 850 King St. W, Unit 26, Oshawa, ON L1J 8N5 | Tel 905.438.0570 | Fax 905.438.0571