

INDEPENDENT LEARNING CENTRE

Start today and earn your high school diploma.

HOW TO BE SUCCESSFUL

TALK

- **Talk** to the ILC Guidance Counsellors and Learner Services staff for advice on course selection. They're available Monday to Friday, 12 PM – 5 PM at 1.800.387.5512.
- **Chat** online with the *Ask a Teacher* homework help website. Connect with certified teachers, Sunday to Thursday, 5:30 PM – 9:30 PM at www.ilc.org.



TECHNOLOGY

- Use the **online** resources for further instruction. Each one is designed to enhance your learning experience.
- Visit the 'Students' section of www.ilc.org to find additional learning tools. **Log in** to the 'e-Journal' to submit course work **online** and receive teacher feedback **online**. **Log in** to 'My Courses' and 'My Records' to see your list of courses and to review their status.
- Give us your **email address** so that we can advise you of new resources and of newly developed courses (see Course Notification Request at www.ilc.org).

TRACK

- Keep **track** of your course schedule and your academic goals.
- Stay on **track** with each unit of work. Submit your work on time and remember the 10-month deadline for finishing each course.

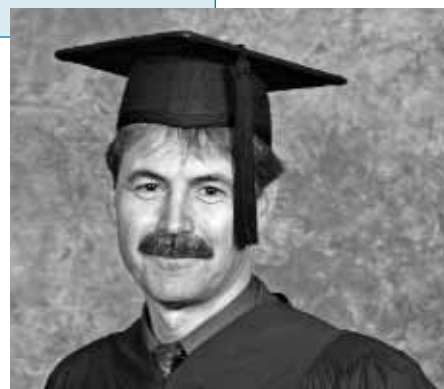


INDEPENDENT LEARNING CENTRE
CENTRE D'ÉTUDES INDÉPENDANTES

The information in this guide is intended for Ontario residents who wish to earn Ministry of Education high school credits through independent study.

Need more copies? To obtain multiple copies of this Course Guide for your school, centre, or community group, please call our Automated Telephone Service (ATS) or email ilc@tvo.org.

Disclaimer: Every effort has been made to ensure that all information in this guide is as accurate as possible at the time of publishing.



Welcome

MESSAGE FROM THE MANAGING DIRECTOR



Sarah Irwin, Managing Director

Welcome to the ILC and welcome to a learning environment where, as we like to say, *independent doesn't mean alone!* By deciding to take an ILC course, you will enter a world of choices, opportunities, and support. You can enrol and start a course at any time, and have up to ten months to finish it.

We use a blended learning model, which enables you to:

- Select the course delivery method that's best for you.
- Access online resources to enhance your learning experience
- Submit assignments by mail or by using our "e-journal" at ilc.org
- Track your progress in the "my records" section of ilc.org
- Request academic assistance through our online *Ask a Teacher* resource or by phone

There are a few other features that make our courses stand out. They are created by a team of professionals, made up of Ontario Certified teachers, instructional designers and editors, who all work hard to design courses specifically for independent study.

We are proud of our 80-plus years of bringing an equal but different educational model to the people of Ontario. I applaud your initiative in taking this step towards achieving your goals. Whether you are a new or returning ILC student, welcome to the ILC!

A handwritten signature in black ink that reads "Sarah Irwin".

Sarah Irwin
Managing Director
Independent Learning Centre



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Introduction

THE INDEPENDENT LEARNING CENTRE (ILC)

Funded by the Ministry of Education, the Independent Learning Centre (ILC) is a recognized leader in distance education. We create and deliver an accessible, dynamic, and varied suite of English and French resources to the learners of Ontario. Our outstanding educational services and credit courses enable students to earn a diploma, upgrade their skills, and achieve their academic and career goals at a pace, a time, and a place of their choosing.

IS DISTANCE EDUCATION FOR ME?

There are many advantages to taking a course with the ILC. If you are committed to your goals and schedule time regularly to study, you will succeed. Our courses are:

flexible - start a course at any time of the year and work at your own pace on a schedule that suits you.

convenient - there are no classes to attend, so you can study in any location—at home, at work, or at the library.

supportive - get assistance from our teachers, learner services, and guidance staff.

independent - gain satisfaction from controlling your studies and achieving your goals.

affordable - only a minimal administration fee is charged with each course enrolment.

Whom does the ILC serve?

The information in this guide is intended for Ontario residents aged 18 and over who are not enrolled in school. However, our courses can meet the needs of all students who need or choose an alternative source of public education.

Our *Special Circumstances* brochure contains specific guidelines for the following groups:

- Elementary students
- Home-schoolers (elementary or secondary level)
- Ontario students living temporarily outside of the province
- Non-residents
- Ontario residents under the age of 18

Please see page 12 for more information.

Our *Partner Programs* allow enrolments for students in:

- Day Schools (public or private schools)
- Identifiable Groups (i.e. community groups, social service agencies, etc.)

Please see page 61 for more information.

If you are a mature student, please see page 71.

The ILC also offers a second option for obtaining a diploma—General Education Development (GED) testing. Candidates who successfully pass the GED test earn an Ontario High School Equivalency Certificate.

Please see page 66 for more information.

The ILC's suite of services includes free online resources for all Ontario high school students. *Ask a Teacher* features a live chat with certified teachers for homework help, an essay feedback service, and practice exercises. *CareerMATTERS* helps students chart a path through high school and explore career and post-secondary options. Visit **www.ilc.org** to learn more!



The ILC has evolved from a railway school car (photo: circa 1930, northern Ontario) to a multimedia organization serving thousands of individuals, schools and institutions each year.

GETTING STARTED

Congratulations! You have made the first step in advancing your educational or career goals, and the ILC will help you get there. There are many factors that come into play when deciding on a course. You are responsible for choosing your course, but here are some guidelines to help you:

- Determine your goals, your interests, and your background in the subject before you select a course.
- Most adults have the skills and knowledge to start with Grade 10 or even Grade 11 courses.
- If you need to upgrade your basic English skills before starting a credit course, please see Non-credit ESL Courses on page 54.

If your goal is a secondary school diploma...

Refer to the diploma requirements on page 20.

If your goal is post-secondary study...

Contact the college or university you plan to attend and obtain its entrance requirements before selecting an ILC course. Many Ontario universities and colleges of applied arts and technology require you to have specific secondary school credits. Make sure that you take the courses you need for the program of your choice. Check *CareerMATTERS* at www.ilc.org.

If your goal is to study for personal development or for interest...

You may enrol in any course. See the course descriptions beginning on page 30.

What resources does the ILC offer?

Courses – Ontario Ministry of Education high school credit courses and elementary programs

Ask a Teacher – Free online tutoring with certified Ontario teachers

CareerMATTERS – An online guide to high school, career profiles, and post-secondary planning

GED – Testing for the Ontario High School Equivalency Certificate

See page 7 for more information.



OVERVIEW OF ILC COURSES

This section provides a quick overview of our courses and enrolment rules. For a thorough understanding of our courses and policies, however, we suggest you review the appropriate sections of this Course Guide.

How do ILC Courses Work?

The Independent Learning Centre offers three kinds of distance education courses:

- **Secondary school credit courses leading to an Ontario Secondary School Diploma (OSSD)**
- **Non-credit, English as a Second Language (ESL) courses**
- **Elementary school programs for Grades 1–8**

At the ILC, students have a choice of course delivery methods, ranging from entirely in-print to a combination of print and online resources. Our courses are delivered to you **by mail**. However, you may enhance our print-based courses with video, audio, and online resources. The ILC gives you the flexibility to work at your own pace, whenever and wherever you choose!

After finishing the readings and practice exercises, you will complete your assignments in your Course Journal or its electronic equivalent, the e-Journal. Your journal is marked by certified teachers who provide written feedback and encouragement. Our Student Help service is also available for students requiring clarification or assistance with their course work.

NOTE: All ILC courses are marked by Ontario-certified teachers. The credits you earn are the same as those earned at any secondary school in Ontario. Every ILC course meets the requirements of the Ontario Ministry of Education.

Deadlines

Effective April 1, 2007, students enrolling in ILC credit courses have **10 months** to successfully pass all units of their course and write the final test.

tip



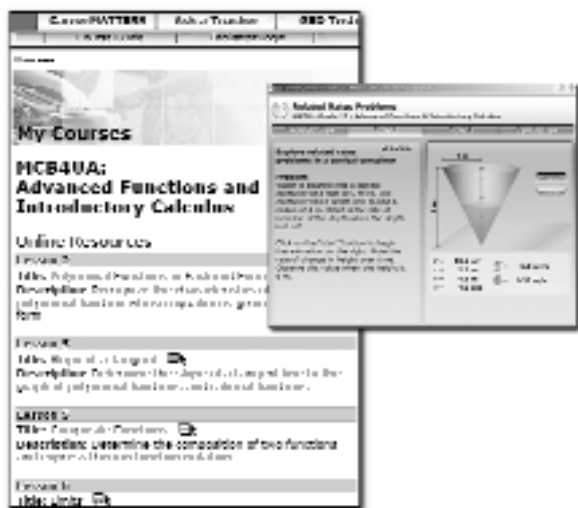
If you still need help making your selection, you can also contact our Guidance Services staff for advice. Call 1.800.387.5512, 416.484.2704, or email ilc@tvo.org.

ONLINE RESOURCES

1. Course Materials

Log in at **www.ilc.org** to access online resources to support your course. Go to the 'Courses' section and click on 'Students' and then 'My Courses' to see if there are resources available for your course. Click on the course code to see the content.

Web-based Interactive Tutorials (WebITs)



The WebITs are online tutorials designed to enhance your understanding. Each one has been tailored to your course outline. WebITs include:

- interactive learning modules to help define complex concepts and illustrate the effect of changing variables
- interactive exercises, games, and quizzes to test your comprehension of concepts

Online Learning Additional Resources (OLARs)



Video excerpt for CGG 30A: Travel and Tourism:
A Regional Perspective, *Chantry Island Lighthouse*

The OLARs are course-related resources selected by learning professionals. They offer students a rewarding balance between traditional and innovative methods of instruction. The various resources may include audio and video excerpts, Quick Start chapters, practice tests, and links to course-appropriate free downloads such as accounting software.

2. Ask a Teacher



Ask a Teacher is our free homework help website. It can help you improve your grades and pass your tests. The site features:

- essay feedback from certified teachers
- hundreds of practice exercises
- curriculum-based tutorials
- an EQAO section to help students prepare for the Grade 9 Math Test and the Grade 10 Literacy Test
- study tips, such as how to write an essay, use a scientific calculator, and how to research online
- chat rooms where you can get one-on-one help from certified teachers in real time. Chats are open from 5:30 p.m. to 9:30 p.m., Sunday to Thursday.

NOTE: Ask a Teacher serves both ILC students and all Ontario high school students. Tutors can help with the curriculum in general, but not the specific content of ILC courses. ILC's Associate Teachers and Student Help Line are set up for this purpose. If you are enrolled in an ILC course, please see page 68 for more information.

3. CareerMATTERS



CareerMATTERS is our free career exploration site. The site offers help and direction for anyone exploring education, training, or career paths. It features

- an Assessment Quiz to help you discover your interests and talents for making smart career choices
- a Careers section, with more than 500 detailed job descriptions, many with "day-in-the-life" videos
- a Diploma Planner to review course selections and keep track of your progress
- a guide to post-secondary options including university, college, on-the-job training, and more
- *The Next Steps*, a road map to the apprenticeship system in Ontario

SUBMIT YOUR COURSE WORK ONLINE!

The e-Journal is an electronic version of the Course Journal and is available for most ILC courses. Using the e-Journal allows you to submit your course work via the Internet, and receive your marks and teacher comments the same way.

You save postage and reduce your waiting time for teacher feedback by 5 to 10 days. If you are a student from outside the province, the e-Journal is especially beneficial in reducing turnaround time.



How the e-Journal Works

To use the e-Journal, you must have a PC running Windows 95 or above and access to the Internet. The e-Journal also runs on Macs and on Unix and Linux operating systems.

1. Enrol in your ILC course as per the instructions in this guide. Then, after you receive your first package of course materials and **before you start the course**, send an e-mail to tech@tvo.org indicating that you are ready to start using the e-Journal. Include your student number, course code, and return e-mail address in the message.
2. Once we process your request, we'll provide you with instructions on how to use the e-Journal. You must register on our website, www.ilc.org, before you begin using the e-Journal. Then you can log on and select the course you wish to work on. A series of online topics provides you with instructions on how to use and complete the e-Journal sections.
3. Your e-Journal is automatically tracked when it is received and is forwarded to one of our teachers. The teacher opens your e-Journal and reviews your work, then completes the Marking Key and Evaluation sections. The teacher can add comments directly in the work you have completed. After marking your work, the teacher returns it to you through the e-Journal, and your mark is recorded on the ILC server. You can then retrieve your work and review your teacher's comments and evaluation.

NOTE: You may only submit one unit at a time when using the e-Journal.

COMPLETING COURSE WORK ON TIME

Most students take a minimum of four months to complete a credit course with the ILC. Students who need to complete a course in **less** time often skip steps in the process. In the end, they actually take longer and sometimes miss their deadlines.

The best way to save time is to use the e-Journal if it is available for your course. If you use the Course Journal, we need a minimum of **five working days** to mark your work, record the results, and send it back to you. The time required for marking is **in addition** to mailing time.

Avoid Delays in Receiving Your Marks

- Make sure you have answered **all** the Key Questions to the best of your ability for the unit you are submitting. Include all your answers in your Course Journal or e-Journal.
- Complete the Evaluation section in your Course Journal or e-Journal. This section includes Reflection and Student's Evaluation. After each unit is returned to you, you must also complete the Student's Response to your teacher's evaluation **before** you submit the next unit.

All ILC credit courses are divided into “units” and all have final tests. We strongly recommend that you submit one unit at a time. By doing so, you can learn from the teacher’s comments and corrections, and improve your work from unit to unit.

If you must submit multiple units for evaluation, please consider the following:

- You cannot submit multiple units to the ILC until Unit 1 has been marked and returned to you, unless you were previously enrolled with the ILC in the same course.
- The ILC teachers mark multiple units in order. Unit 2 is marked before Unit 3, and Unit 3 before Unit 4. If the ILC finds that one of the units is incomplete or below standard, your work will be returned to you with the subsequent units unmarked.

Reduce Turnaround Time

- Using the e-Journal eliminates mail time. **If you do choose to use the e-Journal, you may only submit one unit at a time.** See page 61 for more about using the e-Journal.
- Instead of mailing your work to the ILC, you may send it via courier or submit it in person at our front counter. However, you will not be able to pick up the marked units at the front counter. They will automatically be mailed to you.
- The ILC can return your work via courier, **but only if** you provide a prepaid courier envelope with your Course Journal when you submit your work.

When planning your course time frame, you also need to consider the following:

- The ILC cannot send you Package 2, which has the remaining units in the course, until we record a passing mark for Unit 1.
- You cannot write your final test until all the units have been marked and your Course Journal has been returned to you. You must keep all unit work until you write and pass the final test.

tip



Please allow a minimum of **four months** to complete a course. This allows time for mailing or e-mailing of your course work, time for teachers to mark each of the units and have them returned, and time to schedule and write the final test.

EVALUATION

How is my course work marked?

In each course, you will keep a **Course Journal**. You put your course work into your journal and mail it to the ILC at the end of each unit. Your teachers will evaluate your work and make helpful comments. Your journal is then sent back to you. It helps you and your teachers track your progress throughout the course.

The e-Journal

An electronic version of the Course Journal, patterned after the paper-based version, is available for most ILC courses. The **e-Journal** allows you to submit your course work via the Internet and receive your marks and teacher comments the same way.

WHAT TO EXPECT

- You can start and finish a course at any time.
- You can study when and where you want.
- You can work at your own pace, as long as you finish the course within 10 months.

Your success with the ILC courses depends on your motivation and persistence. There are no classes, so you will have to rely on your own work habits and eagerness to learn. However, you will not be totally alone. Qualified teachers are available to help in a variety of ways. While independent study is hard work, it is also tremendously satisfying.

ENROLMENT

ONTARIO RESIDENTS

1. Secondary School Credit Courses

To enrol in a credit course, you must:

- live in Ontario
- be at least 18 years of age
- not be currently registered in a secondary school
- be an Ontario resident, hold a diplomatic visa or ministerial permit; or be a refugee/protected person

For exceptions to the above, please refer to our *Special Circumstances* brochure (see page 12) and the Day School Program (page 61).

Your first package of material will be mailed to you. It will contain Unit 1 of your course, as well as instructions on how to get started. Once we record your passing mark for Unit 1, we will send you the rest of your course material.



Some courses now offer the online *Quick Start* option. This feature lets you download the first two units directly from our website and start learning immediately.

Complete **Registration Form C** in the centre of this guide. Students under 20 years of age *must include*:

- a Date of Leaving Letter from their last school and
- an official original Ontario Student Transcript

See page 72 for more information.

2. Non-credit ESL Courses

To enrol in an ESL course, you must:

- live in Ontario
- be at least 18 years of age
- not be currently registered in a secondary school
- be an Ontario resident, hold a diplomatic visa or ministerial permit; or be a refugee/protected person
- have a volunteer tutor

Students must have a volunteer tutor to assist with registration and course work. There are no final tests, and no final mark is assigned. If you finish a course successfully, you will receive a completion certificate. To enrol, please use the ESL Form on page 55.

3. Elementary Program

The ILC's elementary program for Grades 1–8 offers parents on foreign work assignments and home-schooling parents a flexible and reliable way for their children to follow the Ontario Ministry of Education curriculum.

To enrol in an elementary program, a child must be at least six years of age and not attending an elementary school in Ontario.

The ILC offers elementary programs for Grades 1–8. Each grade consists of three terms of work. Students are required to keep a Course Journal for their course work and must submit it to the ILC for marking. Students will receive a Provincial Report Card at the end of each term.

For more details on our elementary program, please consult the *Special Circumstances* brochure on our website, www.ilc.org, or call us to obtain a copy.

4. Home-schooled students — Secondary level

A student who is currently being home-schooled, has never attended an Ontario school, and is under 18 years of age, can enrol in ILC's secondary school credit courses. However, a letter from your local school board indicating the student is not currently enrolled in an Ontario secondary school is required with **Registration Form C** and payment. Please refer to our *Special Circumstances* brochure for more information.

FEES

The ILC charges a non-refundable administration fee for each course request.

FEE SCHEDULE — ONTARIO RESIDENTS

Secondary school credit course	\$ 40
Non-credit ESL course	\$ 40
Elementary program per grade	\$120

HOW TO PAY THE FEE

The fee can be paid by Visa, MasterCard, cheque, or money order payable to TVO. Please include your payment with your **Registration Form** and submit:

BY MAIL Independent Learning Centre
P.O. Box 200, Station Q
Toronto, ON M4T 2T1

BY FAX 416.484.2754
(Only if you are paying by credit card)

IN PERSON 2180 Yonge Street, Ground Floor
Toronto, ON
8:30 a.m.–5:00 p.m., Monday–Friday

tips



- Do not send cash by mail. We will not be responsible for any cash lost in the mail.
- Postdated cheques will not be accepted.
- If your cheque is returned because of insufficient funds, you will be charged \$35. You cannot continue your course until full payment is received.

PROOF OF ENROLMENT

If you have received your course materials but have not yet sent in a unit for marking, **you may use the Package Form that came with your first package as your Official Enrolment Receipt or proof of your enrolment in an ILC course.** It indicates your student number, the course code, the date you enrolled, and the completion deadline.

CONFIRMATION OF ENROLMENT

You may request an enrolment confirmation letter after your first unit has been marked. Please refer to the instructions on page 70. The mark you obtained does not appear on the enrolment confirmation letter.

NON-RESIDENTS OF ONTARIO

The ILC now offers its courses to:

- Students from other provinces or territories of Canada
- International students (residing outside of Canada)
- Students on study visas attending public or private schools in Canada
- Individuals with work permits living in Ontario

Fees

Students in any category listed above must pay the full course fees as required by the Ontario Education Act.

FEE SCHEDULE – NON-RESIDENTS OF ONTARIO

Secondary credit courses: full-credit course	\$ 500
Secondary credit courses: half-credit course	\$ 250
Elementary courses: per grade	\$1500

Payment of the full fee by certified cheque or money order payable to TVO in Canadian dollars or by credit card must be included with the registration form.

Enrolment

1. Complete and sign Registration Form F1.

(This registration form is available in our *Special Circumstances* brochure. Please see box below.)

2. Students must provide the following documentation to the ILC:

Secondary students working toward an Ontario Secondary School Diploma must provide the most recent, original secondary school transcript from the last school attended. Original transcripts that are not in English or French must be accompanied by a certified English translation.

Elementary students must provide a final report card from the last school attended.

3. Qualifying students residing outside of Ontario must provide the name and address of an Ontario liaison to whom the ILC course materials can be sent. The ILC cannot mail course materials outside of Ontario.

Final Tests

For secondary credit courses, an ILC test supervisor administers the final test in Ontario. For students living outside Ontario, an ILC-approved supervisor must be identified in the province or country in which the student resides.

For more information on procedures for non-residents, international and visa students, please call the Student Enquiry Line or email ilc@tvo.org.

SPECIAL CIRCUMSTANCES

Our *Special Circumstances* are designed to meet the needs of all ILC students. It outlines the policies, enrolment procedures, and special forms for:

- Ontario students who will be temporarily living outside of Ontario or Canada (for a minimum of three months and a maximum of three years)
- Ontario students who are receiving home-schooling at the elementary or secondary level

- Non-residents of Ontario
- Ontario residents under the age of 18.
- Students writing the final tests while outside of Ontario

The *Special Circumstances* brochure can be viewed as a PDF document on our website www.ilc.org. It can be downloaded by clicking on the Courses section and then *Special Circumstances* on the left navigation menu. You may also call the Automated Telephone System (ATS) to request a copy.

GRADUATION

The ILC holds a graduation ceremony every year for students who earn their high school diplomas. Friends and families are invited to this special event to honour the graduates. We can help make your dreams come true, no matter what your age or background.

DIPLOMA ASSESSMENT

If you would like to earn your diploma with the ILC, we can conduct an official written assessment of your diploma requirements. This assessment tells you how many credits you need for your diploma and, if necessary, which credits you need.

You can only request a written assessment of your diploma requirements **after** you have earned at least one full credit with the ILC. Assessments can also be done for students who went to school outside Ontario. In doing the assessment, we will evaluate the records you provide. For further instructions please see page 70.

ISSUING DIPLOMAS

The Independent Learning Centre will issue the Ontario Secondary School Diploma (OSSD) if you earned your last credit with us. If you would like the ILC to issue your diploma, you must submit a written request along with your official, original academic records (including your transcript). If you have arranged for the last secondary school you attended to issue your diploma, you must inform us.

When you graduate, the ILC will provide you with one copy of your diploma. Should you require additional copies of your diploma, a fee of \$10, payable by certified cheque, money order, or credit card, will be charged for each copy.

Certain students may still work toward the old Secondary School Graduation Diploma (SSGD). To do so, you must provide official documentation (such as an official original Ontario Student Transcript or Ontario Student Record), or you can provide a letter from your school, stating that you earned at least one Ontario secondary school credit before September 1984. Include this documentation when you request a written assessment of diploma requirements.

Newsletter

The ILC publishes a student newsletter that highlights important deadlines, provides study tips, and offers suggestions for achieving your goals. Student success stories and other useful articles are included as well.



Some of the ILC graduates, class of 2007



Some of the GED Award recipients, class of 2007



When can I start a course?

You can start a course at any time of the year!

How much does it cost?

A non-refundable administrative fee of \$40 applies for each secondary credit course requested by Ontario residents not currently enrolled in school. Different fees apply for non-residents Ontario (please see page 12). Educators wishing to enrol students must apply through our Day School Program (please see page 61).

Do I have to attend classes?

No. ILC courses are paper-based distance education courses. Your course is sent to you by mail. You may study wherever and whenever you choose. You will complete your work in your Course Journal and send it in for marking by our Ontario certified teachers. All course materials and any required texts or supplementary items are provided to you on loan.

Can I enrol online?

No, you cannot enrol in an ILC course online. However, you can download **Registration Form C** from our website, www.ilc.org, and send it in by mail or fax, depending on your method of payment.

I am under the age of 18. Can I still register?

If you are not currently registered with an Ontario high school you may register with the ILC. Please refer to *Special Circumstances*, page 12.

Do ILC courses have deadlines?

Yes, from the date we process your course request, you have **10 months** to complete your course. However, **we strongly recommend that students submit their first unit for marking within 30 days.** Students who hand in their first unit quickly are much more likely to succeed than those who wait. Not only will you gain confidence knowing you have that first unit done, but you will get teacher feedback and suggestions to help you improve on your next unit.

NOTE: If you take more than six weeks to submit your first unit, you can expect a friendly reminder call from our Guidance Counsellor!

Do I have to provide a transcript with my course request?

If you are under 20 years of age, you **must** provide an **official original Ontario Student Transcript** with your enrolment form, along with a **Date of Leaving Letter** from your last school. Please see page 72 for more information.

All students are strongly encouraged to provide a transcript with their Registration Form so that we may best aid you with your course selection.

Please note that we **do not** accept credit counselling summaries, provincial report cards, or timetables as proof of credits previously earned.

What happens after I submit my course request?

You will receive your course materials in two separate packages.

- The first package will contain the first unit of course materials and instructions on how to get started. **Your Package Form is very important so make sure you keep it in a safe place.** It will contain your Personal Identification Number (PIN), which will give you access to the services offered on our Automated Telephone System (ATS) and our website.
- The second package will be sent to you only after we record the mark for your first unit. It will be sent separately from your marked work. The package will contain the rest of your course materials.

Can I call in to check the status of my course request?

No. Your course material will be mailed to you from our warehouse within 5–10 business days. Once you receive your first package, the enclosed Package Form can serve as your official enrolment receipt. You can then use your PIN on the Automated Telephone System to determine your enrolment date and when subsequent packages were mailed.

Where do I send my work?

You send your work directly to the ILC, where it is evaluated by Ontario-certified teachers.

What happens if my work gets lost in the mail?

Please double-check the mailing address before sending your work to the ILC. Additionally, it is a good idea to photocopy your work, or keep a rough draft. Work that is not received by the ILC will have to be re-submitted.

How many courses can I request?

You can request only one course at a time. Once you have successfully passed the first unit of the first course, you can request an additional course. This rule applies for each subsequent course request.

How long does it take to complete a course?

Every student and every course is different. If you work regularly every day or every other day, you will probably work through a unit in two to four weeks. At that rate, it will take you roughly:

- **Four months to complete a full-credit course (excluding mail time)**
- Two months to complete a half-credit course (excluding mail time)

A one-credit course has 20 lessons (usually divided into four units) and a final test. Some courses are divided into five units. A half-credit course has 10 lessons (divided into two units) and a final test.

What other items might I require to complete my course?

- Supplies such as paper, pens, and (when required) blank audio cassettes
- Additional equipment as noted in the course description in this guide, such as a graphing or scientific calculator
- Postage to mail your work to the ILC for evaluation
- Postage to return study materials that the ILC sends you on loan (certain books and other materials must be returned when you complete or withdraw from a course)

How do I get help if I get stuck during the course?

You can get help in several ways. This information is provided in the *How to Get Started* brochure that will be sent with your first package of course material. You can call, fax, or e-mail our Student Help service. See page 68 for details.

How long will it take to get my work back?

Once we receive your Course Journal or e-Journal, it takes a maximum of five working days to mark your work, record the results, and send your journal back to you. Time in the mail varies. If you use the e-Journal, the mailing time is eliminated. Please note that you may only submit one unit at a time if you use the e-Journal.

Do ILC courses have final tests?

Yes. All secondary school credit courses have final tests. Final tests are supervised. To receive your credit, you must successfully complete all units of work and then write and pass the final test. If you are not successful on your first attempt, you can try a second test.

Where do I write my final test?

We will send you all the necessary information about your test after your mark for the final unit in the course has been recorded. If you live in Toronto, you will write your final test at the ILC's office. If you live outside Toronto, you will write your final test in your local area with an ILC test supervisor.

**I'm not sure how many credits I already have. How do I find out?**

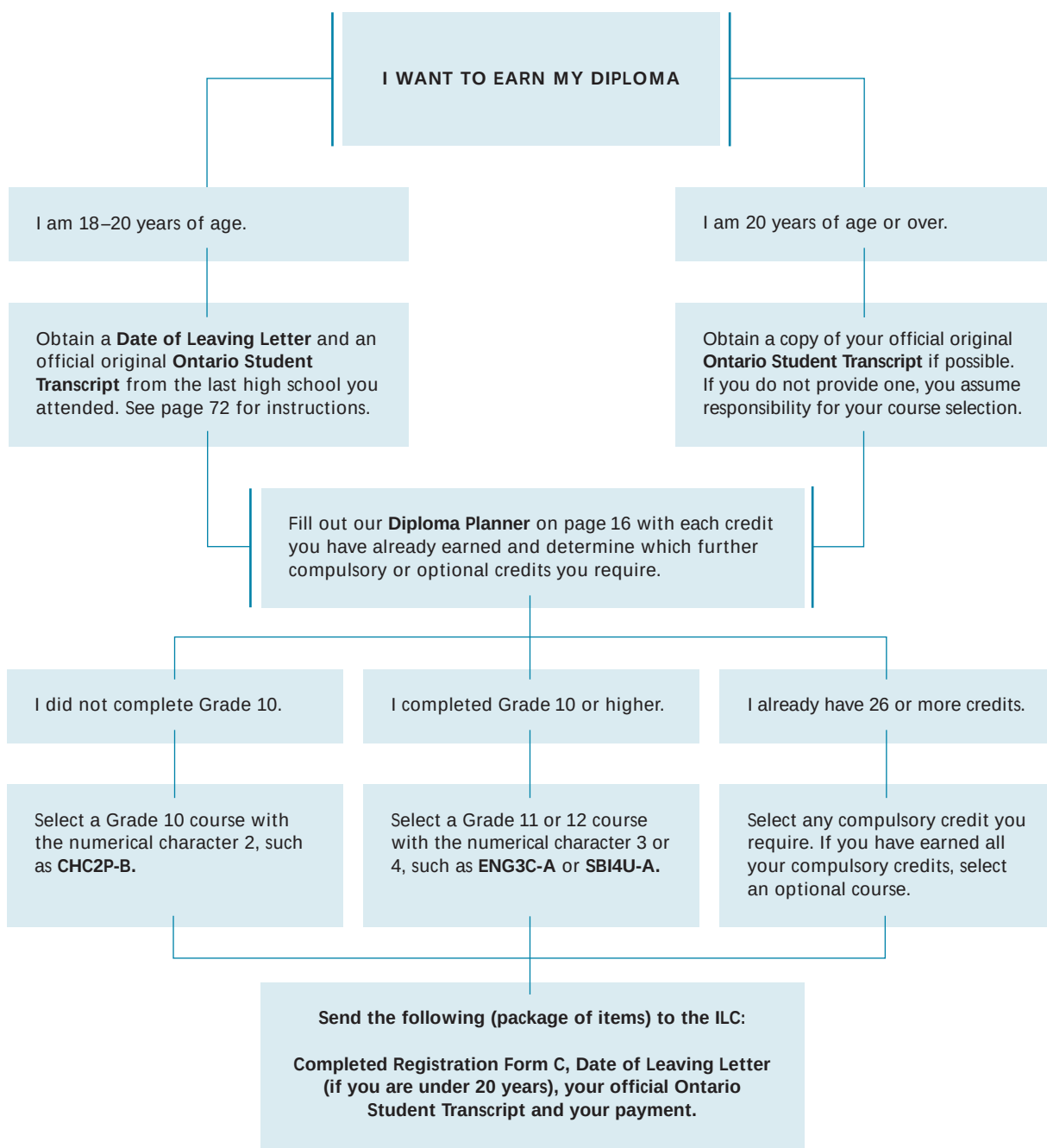
Contact the last secondary school you attended. It can provide you with your official original Ontario Student Transcript.

What happens if I don't complete the course in 10 months?

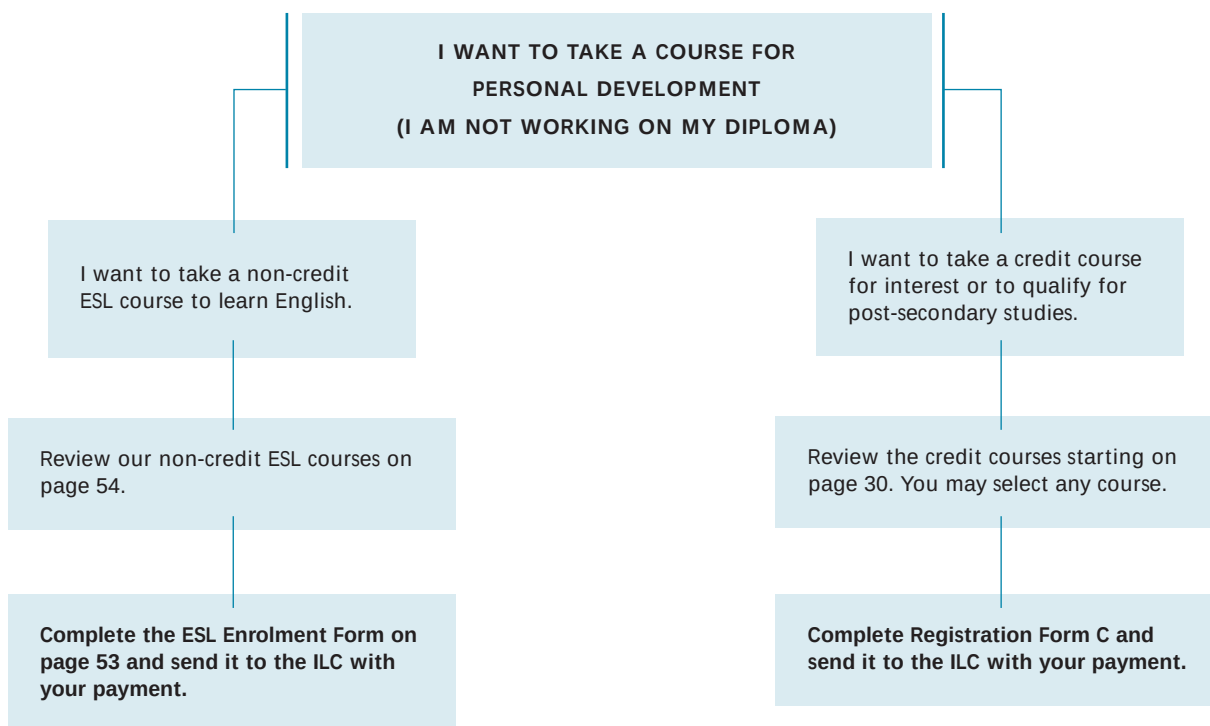
If you miss the 10 months deadline, you must re-enrol and start the course again. Since re-enrolment is considered a new course request, you must pay the administration fee again.

NOTE: If you do not send in a unit of work for evaluation in more than 90 days, you will automatically receive a letter from the ILC. You may keep the items if you want to continue the course, but we want you to stay active in your studies and reach your goal.

HOW TO CHOOSE AN ILC COURSE



HOW TO CHOOSE AN ILC COURSE



ILC Advisory Committee Partners

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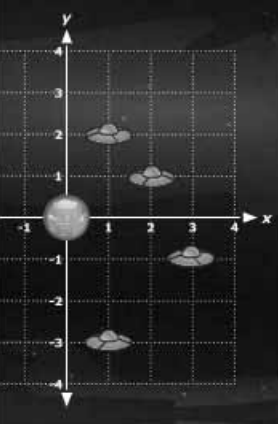
Education Partners

The ILC is pleased to work with many diverse organizations that help in the delivery of our flexible educational programs and services to youth and adults.

If you are interested in discussing collaboration opportunities with the ILC, please contact:

Lisa Leclair
Senior Information Officer
416.484.2600, ext. 2306
lleclair@tvontario.org

Sample one of our many Tutorials:
The XY plane



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**Toronto District School Board**

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World Education Services

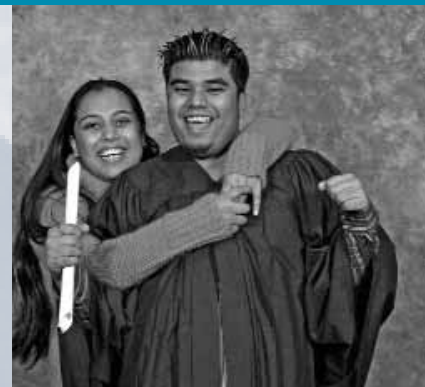
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ONTARIO SECONDARY SCHOOL (OSS) COURSES FOR GRADES 9–12

Submit your course work over the Internet with the e-Journal. Receive your marks and teacher feedback more quickly.

DIPLOMA REQUIREMENTS

The Ontario Ministry of Education's current diploma requirements came into effect on September 1, 1999. The new requirements apply to students who first enrolled in an Ontario secondary school **on or after September 1, 1999**. If this applies to you, please read the information in this section. (If you earned at least one Ontario secondary school credit any time before September 1, 1999, you must fulfill the old diploma requirements. Please see page 22.)

What do you need to graduate?

18
COMPULSORY
CREDITS

STUDENTS MUST EARN THE FOLLOWING COMPULSORY CREDITS TO OBTAIN THE ONTARIO SECONDARY SCHOOL DIPLOMA:

- 4** English (1 credit per grade)*
- 3** Mathematics (at least 1 credit in Grade 11 or 12)
- 2** Science
- 1** French as a Second Language
- 1** Canadian History
- 1** Canadian Geography
- 1** The Arts
- 1** Health and Physical Education
- $\frac{1}{2}$ Civics
- $\frac{1}{2}$ Career Studies

PLUS ONE CREDIT FROM EACH OF THESE THREE GROUPS:

- 1** Group 1: 1 additional credit in English **or** French as a second language, or a Native language, or a classical or an international language, **or** social sciences and the humanities (family studies, philosophy, world religions), **or** Canadian and world studies, **or** guidance and career education, or cooperative education**
- 1** Group 2: 1 additional credit in health and physical education, **or** arts, **or** business studies, or cooperative education**
- 1** Group 3: 1 additional credit in science (Grade 11 or 12) **or** technological education (Grades 9 to 12), or cooperative education**

12
OPTIONAL
CREDITS

IN ADDITION TO THE COMPULSORY CREDITS, STUDENTS MUST:

- ✓ **earn 12 optional credits (courses you get to choose)**
- ✓ **complete 40 hours of community involvement activities**
- ✓ **complete the provincial literacy requirement**

TOTAL
30 CREDITS

* A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a *Grade 12* compulsory English course.

** A maximum of 2 credits in cooperative education can count as compulsory credits.

Compulsory Credits

Compulsory credits are the Ministry's specified courses in subjects that every student must take.

Optional Credits

In addition to the 18 compulsory credits, students have to earn 12 optional credits in courses of their choice, selected from the full list of ILC courses. Optional credits allow students to build an educational program that suits their individual interests and meets university, college, apprenticeship, or work requirements.

Community Involvement Activities

As part of the diploma requirements, you have to complete a minimum of 40 hours of community involvement activities. These activities may be completed at any time while you earn your secondary school credits. **To obtain your diploma, you will have to show that you have completed 40 hours of community service.** The ILC can help you fulfill this diploma requirement. Please call the Student Enquiry Line to request a copy of the *ILC Community Involvement Manual* or download it from our website.

The Ontario Secondary School Literacy Test

If you enrolled in Grade 9 in the 1999–2000 school year or in subsequent years, you must successfully complete the Ontario Secondary School Literacy Requirement. The test determines whether you have acquired the reading and writing skills considered essential for literacy. It is based on the Ontario curriculum expectations for language and communication, particularly reading and writing, up to and including Grade 9. **You must complete the literacy requirement in order to obtain your diploma.**

If you have completed the requirements for Grade 9 (eight credits) and have earned at least one credit through the ILC, contact us for information regarding the test. You will be instructed to contact the secondary school in your area by mid-January of the year in which the literacy test is being conducted for information about dates, times, and locations. The ILC will give you a written memorandum to provide to the school, outlining the process that the school and the school board will follow.

If you would prefer to complete the literacy test at the ILC testing site in Toronto, please contact the ILC guidance counsellor no later than January 15. The counsellor will make the necessary arrangements for you to take the test.

DIPLOMA PLANNER

Name _____

ILC Student # _____

TO EARN AN ONTARIO SECONDARY SCHOOL DIPLOMA, YOU MUST SUCCESSFULLY COMPLETE:		GRADE 9	GRADE 10	GRADE 11	GRADE 12
4 English	☐ ☐ ☐ ☐	English	English	English	English
3 Mathematics (at least 1 credit in Grade 11 or 12)	☐ ☐ ☐				
2 Science	☐ ☐				
1 French as a Second Language	☐				
1 Canadian History	☐	Mathematics	Mathematics		1 credit from Group 1, or Group 2, or Group 3 (only 1 credit from each group needed for diploma)
1 Canadian Geography	☐				
1 The Arts (music, art, drama)	☐				
1 Health and Physical Education	☐	Science	Science	1 credit from Group 1, or Group 2, or Group 3 (only 1 credit from each group needed for diploma)	Optional Credit _____
0.5 Civics	☐				
0.5 Career Studies	☐				
Group 1 1 additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or Social Sciences and the Humanities or Canadian and World Studies or Guidance and Career Education or cooperative education*	☐	Canadian Geography	Canadian History	Optional Credit _____	Optional Credit _____
Group 2 1 additional credit in Health and Physical Education, or The Arts, or Business Studies or cooperative education*	☐	French	Civics (0.5 credit) Career Studies (0.5 credit)	Optional Credit _____	Optional Credit _____
Group 3 1 additional credit in Science, (Grade 11 or 12), or Technological Education (Grades 9 to 12) or cooperative education*	☐	Arts	1 credit from Group 1, or Group 2, or Group 3 (only 1 credit from each group needed for diploma)	Optional Credit _____	Optional Credit _____
12 Optional Credits	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Health and Physical Education	Optional Credit _____	Optional Credit _____	
40 hours of Community Involvement	☐	Optional Credit _____	Optional Credit _____	Optional Credit _____	
Ontario Secondary School Literacy Requirement	☐				

Diploma Assessment See page 13

* A maximum of 2 credits in cooperative education can count as compulsory credits

				CREDIT COURSES
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COURSE TYPES

Grades 9 and 10

Academic courses emphasize theory and abstract problems.

Applied courses focus on practical applications and concrete examples.

Open courses prepare you for further study in certain subjects and enrich your education generally.

THE OLD CURRICULUM

Students who enrolled in an Ontario secondary school **before September 1, 1999** are still working toward the old diploma requirements.

The new curriculum courses in this guide can count toward the old diploma requirements, unless you have previously completed a course in that subject at the same grade or higher. For example, if you successfully completed Grade 10 mathematics under the old curriculum, you will not get additional credit for completing a new Grade 9 or 10 mathematics course.

OSSD requirements under the old curriculum

SUBJECT AREA	NUMBER OF CREDITS
English/français (at least 2 Senior Division*)	5
French/anglais	1
Mathematics	2
Science	2
Canadian History	1
Canadian Geography	1
Arts	1
Physical and Health Education	1
Business/Technology Studies	1
Additional Credit in Social Science** (Senior Division*)	1
Total Compulsory Credits	16
Elective Credits	14
Total Credits	30

*Senior Division: Grade 11, Grade 12, and OAC

**Social Science: Geography, History and Contemporary Studies, Personal Life Management, Family Studies, and Economics

Mature students, please see page 71 for other options that may be available to you.

Grades 11 and 12

University preparation courses provide you with the knowledge and skills you need to meet the entrance requirements for university programs.

University/college preparation courses provide you with the knowledge and skills you need to meet the entrance requirements for specific programs offered at universities and colleges.

College preparation courses provide you with the knowledge and skills you need to meet the entrance requirements for most college programs or apprenticeship and other training programs.

Workplace preparation courses provide you with the knowledge and skills you need to meet the expectations of employers or the requirements for admission to certain apprenticeship and other training programs.

Open courses broaden your knowledge and skills in a subject. Open courses may not be designed for specific requirements of universities, colleges, or the workplace.

COURSE PREREQUISITES

Prerequisites are courses that students are required to take before they can enrol in certain courses. Many of the courses offered in Grades 10, 11, and 12 specify a prerequisite. If a course requires a certain background, the prerequisite course is given with the course description in our listings. For example, Grade 10 academic science is the prerequisite for Grade 11 university preparation chemistry (SCH3U-A).

tip



When choosing courses, be careful to select the prerequisites that will allow you to pursue the courses you want to take in the higher grades.

DIPLOMA PLANNER

On the previous page is a planner you can use to track the compulsory and optional credits you have earned, and to make a note of the ones you need to take in order to earn your diploma. Please fill in this planner before contacting our Guidance Services for assistance.

UNDERSTANDING THE COURSE CODE

The first five characters are based on the Common Course Codes used in all secondary schools in Ontario. The code indicates the subject, grade level, and course type. You will need to enter the course code on your **Registration Form**. Please see the following example to learn what each letter and number represents.

Course Code: **ENG1P-A**



ENG = Subject

The first three characters of the course code (ENG in this example) refer to the name of the course.
ENG1P-A is an English course.

1 = Grade

The fourth character (1 in this example) refers to the grade of the course.

- 1 = Grade 9
- 2 = Grade 10
- 3 = Grade 11
- 4 = Grade 12

ENG1P-A is a Grade 9 course.

P = Course Type

The fifth character (P in this example) refers to the type of course.

For Grades 9 & 10

- P = applied
- D = academic
- O = open

For Grades 11 & 12

- E = workplace preparation
- C = college preparation
- M = university/college preparation
- U = university preparation
- O = open

ENG1P-A is an applied course.

A = ILC Indicator

The sixth character (A in this example) is for internal use by the ILC.

COURSES AT A GLANCE

Please check our website, www.ilc.org, for the latest course releases!

GRADE 9 COURSES	APPLIED	ACADEMIC	OPEN
The Arts			AVI1O-A <i>Visual Arts</i>
Canadian and World Studies	CGC1P-A <i>Geography of Canada</i>		
English	ENG1P-A <i>English</i>		
French as a Second Language	FSF1P-A <i>Core French</i>		
Guidance and Career Education			GLS1O-B <i>Learning Strategies 1</i>
Mathematics	MFM1P-C <i>Foundations of Mathematics</i>		
Science	SNC1P-A <i>Science</i>		

GRADE 10 COURSES	APPLIED	ACADEMIC	OPEN
Business Studies			BBI2O-B <i>Introduction to Business</i>
Canadian and World Studies	CHC2P-B <i>Canadian History Since World War I</i>	CHC2D-B <i>Canadian History Since World War I</i>	
			CHV2O-O <i>Civics</i>
English	ENG2P-A <i>English</i>	ENG2D-A <i>English</i>	
French as a Second Language		FSF2D-A <i>Core French</i>	
Guidance and Career Education			GLC2O-0 <i>Career Studies</i>
Mathematics	MFM2P-B <i>Foundations of Mathematics</i>	MPM2D-A <i>Principles of Mathematics</i>	
Science	SNC2P-A <i>Science</i>	SNC2D-A <i>Science</i>	



NEW COURSE RELEASES

Be the first to know! If you would like to be notified by e-mail as soon as a course in development is released, please fill out the **Course Notification Request** in the Course Guide section of our website.

COURSES AT A GLANCE

Please check our website, www.ilc.org, for the latest course releases!

GRADE 11 COURSES	WORKPLACE PREPARATION	COLLEGE PREPARATION	UNIV/COLLEGE PREPARATION	UNIVERSITY PREPARATION	OPEN
Business Studies		BDI3C-B <i>Introduction to Entrepreneurial Studies</i>	BAF3M-B <i>Introduction to Financial Accounting</i>		BTA3O-B <i>Information Technology Applications in Business</i>
Canadian and World Studies			CHW3M-B <i>World History to the 16th Century</i>		CGG3O-A <i>Travel and Tourism: A Regional Perspective</i>
			CLU3M-A <i>Understanding Canadian Law</i>		
English	ENG3E-A <i>English</i>	ENG3C-A <i>English</i>		ENG3U-A <i>English</i>	
Guidance and Career Education					GWL3O-A <i>Designing Your Future</i>
					HNC3O-A <i>Fashion and Creative Expression</i>
Health and Physical Education					PPZ3O-A <i>Health for Life</i>
Mathematics	MEL3E-A <i>Mathematics for Everyday Life</i>	MBF3C-A <i>Mathematics of Personal Finance</i>	MCF3M-B <i>Functions</i>	MCR3U-A <i>Functions and Relations</i>	
Native Studies	NBV3E-A <i>Aboriginal Beliefs, Values and Aspirations</i>				
Science		SBI3C-A <i>Biology</i>		SBI3U-A <i>Biology</i>	
				SCH3U-A <i>Chemistry</i>	
				SPH3U-A <i>Physics</i>	
	SNC3E-A <i>Science</i>		SNC3M-A <i>Science</i>		
Social Sciences and Humanities			HSP3M-A <i>Introduction to Anthropology, Psychology, and Sociology</i>		
					HPC3O-A <i>Parenting</i>
					HRF3O-A <i>World Religions: Beliefs and Daily Life</i>

COURSES AT A GLANCE

Please check our website, www.ilc.org, for the latest course releases!

GRADE 12 COURSES	WORKPLACE PREPARATION	COLLEGE PREPARATION	UNIV/COLLEGE PREPARATION	UNIVERSITY PREPARATION	OPEN
Business Studies			BAT4M-B <i>Financial Accounting</i>		
			BOH4M-A <i>Business Leadership</i>		
Canadian and World Studies				CHI4U-A <i>Canada: History, Identity and Culture</i>	
				CHY4U-A <i>World History</i>	
				CGW4U-A <i>Canadian and World Issues</i>	
English	ENG4E-A <i>English</i>	ENG4C-A <i>English</i>		ENG4U-A <i>English</i>	
				ETS4U-A <i>Studies in Literature</i>	EBT4O-A <i>Communication in the World of Business</i>
				EWC4U-A <i>The Writer's Craft</i>	
Mathematics	MEL4E-A <i>Mathematics for Everyday Life</i>	MCT4C-A <i>Mathematics for College Technology</i>		IN DEVELOPMENT MCV4U-A <i>Calculus and Vectors</i>	
		MAP4C-A <i>College and Apprenticeship Mathematics</i>		MDM4U-A <i>Mathematics of Data Management</i>	
				IN DEVELOPMENT MHF4U-A <i>Advanced Functions</i>	
Science				SBI4U-A <i>Biology</i>	
		SCH4C-A <i>Chemistry</i>		SCH4U-A <i>Chemistry</i>	
				SES4U-A <i>Earth and Space</i>	
	SNC4E-A <i>Science</i>	SPH4C-A <i>Physics</i>	SNC4M-A <i>Science</i>	SPH4U-A <i>Physics</i>	
Social Sciences and Humanities			HSB4M-A <i>Challenge and Change in Society</i>		
			HHS4M-A <i>Individuals and Families in a Diverse Society</i>		
				HZT4U-A <i>Philosophy: Questions and Theories</i>	

COURSE LIST

For availability, please check individual course descriptions on the pages noted.

GRADE 9			
Visual Arts, AVI1O-A	p. 30	Learning Strategies 1, GLS1O-B	p. 39
Geography of Canada, CGC1P-A	p. 32	Foundations of Mathematics, MFM1P-C	p. 40
English, ENG1P-A	p. 34	Science, SNC1P-A	p. 44
Core French, FSF1P-A	p. 38		

GRADE 10			
Introduction to Business, BBI2O-B	p. 30	Core French, FSF2D-A	p. 38
Canadian History Since World War I, CHC2D-B	p. 32	Career Studies, GLC2O-O	p. 39
Canadian History Since World War I, CHC2P-B	p. 32	Principles of Mathematics, MPM2D-A	p. 40
Civics, CHV2O-O	p. 33	Foundations of Mathematics, MFM2P-B	p. 41
English, ENG2D-A	p. 35	Science, SNC2D-A	p. 45
English, ENG2P-A	p. 35	Science, SNC2P-A	p. 45

GRADE 11			
Introduction to Financial Accounting, BAF3M-B	p. 30	Mathematics of Personal Finance, MBF3C-A	p. 41
Introduction to Entrepreneurial Studies, BDI3C-B	p. 31	Functions, MCF3M-A	p. 41
Information Technology Applications in Business, BTA3O-B	p. 31	Functions and Relations, MCR3U-A	p. 42
Travel and Tourism: A Regional Geographic Perspective, CGG3O-A	p. 33	Mathematics for Everyday Life, MEL3E-A	p. 42
World History to the 16th Century, CHW3M-B	p. 33	Aboriginal Beliefs, Values, and Aspirations in Contemporary Society, NBV3E-A	p. 44
Understanding Canadian Law, CLU3M-A	p. 33	Biology, SBI3C-A	p. 45
English, ENG3C-A	p. 35	Biology, SBI3U-A	p. 45
English, ENG3E-A	p. 35	Chemistry, SCH3U-A	p. 46
English, ENG3U-A	p. 36	Science, SNC3E-A	p. 46
Designing Your Future, GWL3O-A	p. 39	Science, SNC3M-A	p. 46
Fashion and Creative Expression, HNC3O-A	p. 39	Physics, SPH3U-A	p. 47
Health for Life, PPZ3O-A	p. 40	Parenting, HPC3O-A	p. 50
		World Religions, HRF3O-A	p. 50
		Introduction to Anthropology, Psychology, and Sociology, HSP3M-A	p. 51

COURSE LIST

For availability, please check individual course descriptions on the pages noted.

GRADE 12

Principles of Financial Accounting, BAT4M-B	p. 31	Mathematics for College Technology, MCT4C-A	p. 43
Business Leadership: Management Fundamentals, BOH4M-A	p. 31	Mathematics of Data Management, MDM4U-A	p. 43
Canadian and World Issues: A Geographic Analysis, CGW4U-A	p. 34	Mathematics for Everyday Life, MEL4E-A	p. 43
Canada: History, Identity, and Culture, CHI4U-A	p. 34	Advanced Functions, MHF4U-A	p. 44
World History: The West and the World, CHY4U-A	p. 34	Biology, SBI4U-A	p. 47
Communication in the World of Business and Technology, EBT4O-A	p. 36	Chemistry, SCH4C-A	p. 48
English, ENG4C-A	p. 36	Chemistry, SCH4U-A	p. 48
English, ENG4E-A	p. 36	Earth and Space Science, SES4U-A	p. 48
English, ENG4U-A	p. 37	Science, SNC4E-A	p. 49
Studies in Literature, ETS4U-A	p. 37	Science, SNC4M-A	p. 49
The Writer's Craft, EWC4U-A	p. 37	Physics, SPH4C-A	p. 49
College and Apprenticeship Mathematics, MAP4C-A	p. 42	Physics, SPH4U-A	p. 50
Calculus and Vectors, MCV4U-A	p. 43	Individuals and Families in a Diverse Society, HHS4M-A	p. 51
		Challenge and Change in Society, HSB4M-A	p. 51
		Philosophy: Questions and Theories, HZT4U-A	p. 51



IN DEVELOPMENT

IMPORTANT: Because this guide is published annually, it lists all the courses that the ILC expects to have available by March 2009. However, due to the complex nature of course development, some courses may not be released in this time frame. Courses in development at the time of printing this guide include the message **STATUS: IN DEVELOPMENT** with the course description. Please check our website, www.ilc.org, or call the ATS to verify if a course has been released.

To find out about new course releases, please check our website, www.ilc.org. A bulletin will also be recorded on our Automated Telephone System.

Please note that ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

PRACTICE TESTS

All new ILC courses have a Practice Test available online. When you have completed the work in the units, you can access the Practice Test, work through it and mark it yourself with the marking guide provided. The Practice Test is exactly like the real test in length and type of content. You will need access to the Internet to do the Practice Test.

tip



If you need help selecting courses or determining your diploma requirements, the ILC's Guidance Services staff is here to help. Please see the inside front cover for how to contact us.

Understanding the Course Descriptions

AS YOU READ THROUGH THE COURSE DESCRIPTIONS, YOU WILL NOTICE THESE SYMBOLS:



This means that a computer is required for this course.



This means interactive online resources are offered for this course.



This means that some course content is on audio cassette or audio CD.



This means that some course content is on video cassette.



This appears next to the code you use to request an additional course through our Automated Telephone System (ATS). See page 51 for details.



SUBMIT YOUR COURSE WORK ONLINE

Most ILC courses allow you to submit your work over the Internet with our e-Journal. Only courses that do not support e-Journal will be indicated as such.

CREDIT COURSES

Each course description shows the course name, course code, and ATS code for phone registration. The courses are listed alphabetically by discipline and then by grade. Prerequisites, if necessary, are noted. Also indicated are any texts or equipment we will provide on loan, and any materials you will need to provide. **All courses are full-credit unless otherwise noted.**

Please note that all courses require students to pass a supervised final written test.



IMPORTANT

ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

THE ARTS

Visual Arts

Course code: **AVI10-A**

Grade 9, open

ATS code: 2279



Not available on e-Journal

This course offers an overview of visual arts as a foundation for further study. You will become familiar with design principles and expressive qualities of various materials through working with a range of materials, processes, techniques, and styles. You will learn and use methods of analysis and critique as you study the characteristics of particular art periods, Canadian art, and the art of other cultures. The emphasis in this course is on creating art works.

Recommended online resources are available with this course.

Required materials: You will need to buy your own art supplies, such as paper, markers, and pencil crayons. A complete list is provided in the course.



IMPORTANT

ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

BUSINESS STUDIES

Introduction to Business

Course Code: **BBI2O-B**

Grade 10, open

ATS code: 2395



This course introduces students to the world of business. Students will develop an understanding of the functions of business, including accounting, marketing, information and communication technology, human resources, and production, and of the importance of ethics and social responsibility. This course builds a foundation for further studies in business and helps students develop the business knowledge and skills they will need in their everyday lives.

Recommended online resources are available with this course.

Introduction to Financial Accounting

Course code: **BAF3M-B**

Grade 11, university/college prep.

ATS code: 2425



NOTE: You must have a computer to succeed in this course.

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, computerized accounting, financial analysis, and ethics and current issues in accounting.

Required equipment: A computer (preferably a PC running Windows) with Internet access and a CD-ROM drive.

Introduction to Entrepreneurial Studies

Course code: **BDI3C-B**



Grade 11, college preparation

ATS code: 2365

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

Recommended online resources are available with this course.

Information Technology Applications in Business

Course code: **BTA3O-B**



Grade 11, open

ATS code: 2426

NOTE: You must have a computer to succeed in this course. All assignments must be submitted by e-Journal.

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

Recommended online resources are available with this course.

Required equipment: A computer (preferably a PC) with Internet access and Microsoft Office Suite (Word, Excel, PowerPoint, and Access).

Principles of Financial Accounting

Course code: **BAT4M-B**



Grade 12, university/college prep.

ATS code: 2452

NOTE: You must have a computer to succeed in this course.

This course introduces students to advanced accounting principles that will prepare them for postsecondary studies in business. Students will learn about financial statements for various forms of business ownership and how those statements are interpreted in making business decisions. This course expands students' knowledge of sources of financing, further develops accounting methods for assets, and introduces accounting for partnerships and corporations.

Prerequisite: Financial Accounting Fundamentals, Grade 11, university/college preparation

Required equipment: A computer (preferably a PC) with Internet access or Excel or a CD-ROM drive.

Business Leadership: Management Fundamentals

Course code: **BOH4M-A**

Grade 12, university/college prep.

ATS code: 2483

This course focuses on the development of leadership skills used in managing a successful business. You will analyze the role of a leader in business with a focus on decision-making, management of group dynamics, workplace stress and conflict, motivation of employees, and planning. Effective business communication skills, ethics, and social responsibility will be emphasized throughout the course.

Prerequisite: Any university, university/college, or college preparation course in business studies, English, or Canadian and world studies

For new course releases, please check our website, www.ilc.org. A bulletin will also be recorded on our Automated Telephone System.

**IMPORTANT**

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CANADIAN AND WORLD STUDIES

Geography of Canada

Course code: **CGC1P-A**

Grade 9, applied

ATS code: 2278

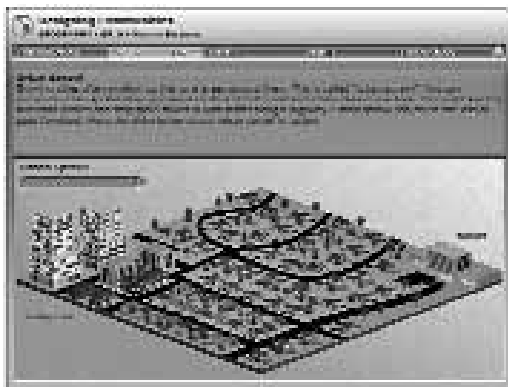


This course focuses on geographic issues that affect Canadians today. You will draw on personal and everyday experiences as you learn about Canada's distinct and changing character and the natural and human systems and global influences that shape the country. You will use a variety of geotechnologies and inquiry and communication methods to examine practical geographic questions and communicate your findings.

Recommended online resources are available with this course.

Required equipment: A computer with Internet access is recommended. If you choose to use the e-Journal, a scanner is required.

Log on and learn!



Web-based interactive tutorial (WebIT) for CGC1P-A

Canadian History Since World War I

Course code: **CHC2D-B**

Grade 10, academic

ATS code: 2414



This course explores the local, national, and global forces that have shaped Canada's national identity from World War I to the present. You will investigate the challenges presented by economic, social, and technological changes and explore the contributions of individuals and groups to Canadian culture and society during this period. You will use critical-thinking and communication skills to evaluate various interpretations of the issues and events of the period and to present your own points of view.

Recommended online resources are available with this course.

Canadian History Since World War I

Course code: **CHC2P-B**

Grade 10, applied

ATS code: 2413



This course explores some of the pivotal events and experiences that have influenced the development of Canada's identity as a nation from World War I to the present. By examining how the country has responded to economic, social, and technological changes and how individuals and groups have contributed to Canadian culture and society during this period, you will develop your ability to make connections between historical and current events. You will have opportunities to formulate questions, locate information, develop informed opinions, and present ideas about the central issues and events of the period.

Recommended online resources are available with this course.

Civics

Course code: **CHV2O-O**



Grade 10, open

½ credit

ATS code: 2424

Not available on e-Journal

This course explores what it means to be an informed, participating citizen in a democratic society. You will learn about the elements of democracy in local, national, and global contexts, about political reactions to social change, and about political decision-making processes in Canada. You will explore your own and others' ideas about civics questions and learn how to think critically about public issues and react responsibly to them.

Recommended online resources are available with this course.

Travel and Tourism: A Regional Geographic Perspective

Course code: **CGG3O-A**



Grade 11, open

ATS code: 2484

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

Recommended online resources are available with this course.

Prerequisite: Geography of Canada, Grade 9, academic or applied

Required equipment: A computer with Internet access.

World History to the Sixteenth Century

Course code: **CHW3M-B**



Grade 11, university/college prep.

ATS code: 2367

This course investigates the history of humanity from earliest times to the sixteenth century. Students will analyse diverse societies from around the world, with an emphasis on the political, cultural, and economic structures and historical forces that have shaped the modern world. They will apply historical inquiry, critical-thinking, and communication skills to evaluate the influence of selected individuals, groups, and innovations and to present their own conclusions.

TVO's video series *Ancient Civilizations* will be loaned to you along with the textbook for the course. The lessons, textbook, and video series all cover the same historical period, but each medium offers a different perspective. Your job as an historian will be to form your own opinions based on your analysis of the information.

Recommended online resources are available with this course.

Prerequisite: Canadian History Since World War I, Grade 10, academic or applied

Required text (hardcover) and video cassette are provided on loan.

Required equipment: VHS player and a television

Understanding Canadian Law

Course Code: **CLU3M-A**



Grade 11, university/college prep.

ATS code: 2515

This course explores legal issues that directly affect your life. You will acquire a practical knowledge of Canada's legal system and learn how to analyze legal issues. You will also be given opportunities to develop informed opinions on legal issues, and to defend those opinions and communicate legal knowledge in a variety of ways and settings. This includes reading legal cases and reports of trials, and arguing positions related to them.

Prerequisite: Canadian History Since World War I, Grade 10, academic or applied

Required equipment: A computer with Internet access.

Canadian and World Issues: A Geographic Analysis

Course code: **CGW4U-A**



Grade 12, university preparation

ATS code: 2485

This course examines the global challenges of creating a sustainable and equitable future, focusing on current issues that illustrate these challenges. You will investigate a range of topics, including cultural, economic and geopolitical relationships, regional disparities in the ability to meet basic human needs, and protection of the natural environment. You will use geotechnologies and skills of geographic inquiry and analysis to develop and communicate balanced opinions about the complex issues facing Canada and a world that is interdependent and constantly changing.

Recommended online resources are available with this course.

Prerequisite: Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities

Required equipment: A computer with Internet access.

Canada: History, Identity and Culture

Course code: **CHI4U-A**

Grade 12, university preparation

ATS code: 2567

This course explores the challenges associated with the formation of a Canadian national identity. You will examine the social, political, and economic forces that have shaped Canada from the pre-contact period to the present and will investigate the historical roots of contemporary issues from a variety of perspectives. You will use critical-thinking and communication skills to consider events and ideas in historical context, debate issues of culture and identity, and present their own views.

Prerequisite: Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities.

World History: The West and the World

Course code: **CHY4U-A**

Grade 12, university preparation

ATS code: 2486

Not available on e-Journal

This course investigates the major trends in Western civilization and world history from the sixteenth century to the present. You will learn about the interaction between the emerging West and other regions of the world, and about the development of modern social, political, and economic systems. You will use critical-thinking and communication skills to investigate the historical roots of contemporary issues and present your conclusions.

Prerequisite: Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities



IMPORTANT

ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

ENGLISH

English

Course code: **ENG1P-A**



Grade 9, applied

ATS code: 2274

Not available on e-Journal

This course emphasizes key reading, writing, oral communication, and thinking skills that you need for success in secondary school and in your daily life. You will study plays, short stories, and newspaper and magazine articles, and will describe and create media works. An important focus will be the correct use of spoken and written language.

Recommended online resources are available with this course.

Required text (hardcover) and audio CD are provided on loan.

Required equipment: CD player.

English

Course code: **ENG2D-A**

Grade 10, academic

ATS code: 2282 



This course extends the analytic, reading, writing, oral communication, and thinking skills that you need for success in secondary school academic programs. You will study and interpret challenging texts, including novels, poems, plays, and opinion pieces from contemporary and historical periods. You will analyze and create effective media works. An important focus will be the effective use of spoken and written language.

Recommended online resources are available with this course.

Prerequisite: Grade 9 English, academic or applied

Required texts are provided on loan.

English

Course code: **ENG2P-A**

Grade 10, applied

ATS code: 2283 



This course extends the key reading, writing, oral communication, and thinking skills that you need for success in all areas of the curriculum. You will study novels, poems, magazines, and reports. An important focus will be the clear and coherent use of spoken and written language.

Recommended online resources are available with this course.

Prerequisite: Grade 9 English, academic or applied

Required texts, video cassette, and audio cassette are provided on loan.

Required equipment: VHS player, television, and audio cassette player

English

Course code: **ENG3C-A**

Grade 11, college preparation

ATS code: 2368 



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

Recommended online resources are available with this course.

Prerequisite: Grade 10 English, applied

Required text (hardcover) and audio cassette are provided on loan.

Required equipment: Audio cassette player

English

Course code: **ENG3E-A**

Grade 11, workplace preparation

ATS code: 2411 

This course emphasizes the development of literacy, critical thinking, and communication skills. You will study the content, form, and style of informational texts and literary works; write explanations, letters, and reports; and investigate the connections among media forms, audiences, and media industry practices. An important focus will be using language clearly, accurately, and effectively in a variety of contexts.

Prerequisite: Grade 10 English, applied

English

Course code: **ENG3U-A**

Grade 11, university preparation

ATS code: 2369 



This course emphasizes the development of literacy, critical thinking, and communication skills. You will analyze challenging texts from various periods; conduct research and analyze the information gathered; write persuasive and literary essays; and analyze the relationships among media forms, audiences, and media industry practices. An important focus will be on understanding the development of the English language.

Prerequisite: Grade 10 English, academic

Required texts and audio cassette are provided on loan.

Required equipment: Audio cassette player

Communication in the World of Business and Technology

Course code: **EBT4O-A**

Grade 12, open

ATS code: 2489 



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

Prerequisite: Grade 11 English, university preparation, college preparation, or workplace preparation

Required equipment: A computer with Microsoft Office Suite (Word, Excel, Powerpoint) and Internet access.

English

Course code: **ENG4C-A**

Grade 12, college preparation

ATS code: 2378 

This course emphasizes consolidation of literacy, critical thinking, and communication skills. You 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; and 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.

Prerequisite: Grade 11 English, college preparation

Required texts are provided on loan.

English

Course code: **ENG4E-A**

Grade 12, workplace preparation

ATS code: 2513 

Not available on e-Journal

This course emphasizes consolidation of literacy, critical thinking, and communication skills. You will study informational texts and literature from various countries and cultures; write summaries, reports, résumés, and short essays; complete an independent research project; and explain the connections among media forms, audiences, and media industry practices. An important focus will be the use of specialized language related to the workplace accurately and coherently in appropriate contexts.

Prerequisite: Grade 11 English, workplace preparation

Required text is provided on loan.

English

Course code: **ENG4U-A**



Grade 12, university preparation

ATS code: 2379

This course emphasizes consolidation of literacy, critical thinking, and communication skills. You will analyze a range of challenging texts from various time periods, countries, and cultures; write analytical and argumentative essays and a major paper for an independent research project; and apply key concepts to analyze media works. An important focus will be on understanding academic language and using it coherently and confidently in discussion and argument.

Recommended online resources are available with this course.

Prerequisite: Grade 11 English, university preparation

Required texts, video cassette, and audio CD are provided on loan.

Studies in Literature

Course code: **ETS4U-A**

Grade 12, university preparation

ATS code: 2453

This course is for students with a special interest in literature and literary criticism. The course may focus on themes, genres, time periods, or countries. You will analyze a range of forms and stylistic elements of literary texts and respond personally, critically, and creatively to them. You will also assess critical interpretations, write analytical essays, and complete an independent study project.

Prerequisite: Grade 11 English, university preparation

For new course releases, please check our website, www.ilc.org. A bulletin will also be recorded on our Automated Telephone System.

The Writer's Craft

Course code: **EWC4U-A**



Grade 12, university preparation

ATS code: 2488

This course emphasizes knowledge and skills related to the craft of writing. You will analyze models of effective writing; use a workshop approach to produce a range of works; identify and use techniques required for specialized forms of writing; and identify effective ways to improve the quality of your writing. You will also complete a major paper as part of a creative or analytical independent study project, and investigate opportunities for publication and for writing careers.

Recommended online resources are available with this course.

Prerequisite: Grade 11 English, university preparation



IMPORTANT

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ENGLISH AS A SECOND LANGUAGE

ESL credit courses are designed to help students whose first language is not English learn the language of instruction and develop the proficiency in English required for success in the secondary program. These courses are suitable for:

- Students who have recently arrived in Ontario from communities where the usual means of communication is either a language other than English or a variety of English other than standard English.
- Students who have recently arrived in Ontario from communities where access to education has been limited, and who have not had opportunities to develop literacy skills in their first language.
- Any Ontario resident whose first language is not English and who wishes to improve their proficiency.

IMPORTANT: ESL students must have a **volunteer tutor** to help them enrol and to assist with their lessons. Credit ESL courses require students to pass a final test to earn the credit. Please use the **ESL Enrolment Form** on page 69 to enrol.

Beginning Communication in English

Course code: **ESLAO-A**

ESL Level 1, open

ATS code: 2562 

This course builds on students' previous education and language knowledge to introduce the English language and help students adjust to life in Canada. Students will develop the ability to use oral and written English for daily needs, acquire basic conversation skills and vocabulary, and use simple sentence patterns. Students will also acquire basic orientation information related to their needs as newcomers to Canada.

Required equipment: A CD player

English in Daily Life

Course code: **ESLBO-A**

ESL Level 2, open

ATS code: 2563 



This course expands students' essential English communication skills and cultural knowledge and introduces the language of classroom studies. Students will develop oral classroom skills and reading strategies, expand their vocabulary, and use more complex written sentence patterns. Students will also learn how to use some school and community resources.

Recommended online resources are available with this course.

Prerequisite: ESLAO or equivalent.

Required equipment: A computer with Internet access, audio capacity, and speakers.

For new course releases, please check our website, www.ilc.org. A bulletin will also be recorded on our Automated Telephone System.



IMPORTANT

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FRENCH

Core French

Course code: **FSF1P-A**

Grade 9, applied

ATS code: 2275 



Not available on e-Journal

This course emphasizes the development of oral communication, reading, and writing skills, using a broad-based theme—the media. You will improve your ability to understand and speak French through assigned course work. You will read short stories, articles, poems, and songs, and write brief descriptions, letters, dialogues, and invitations.

Prerequisite: Minimum of 600 hours of French instruction, or the equivalent

Required texts and audio tapes are provided on loan.

Required equipment: Audio cassette player/recorder

Core French

Course code: **FSF2D-A**

Grade 10, academic

ATS code: 2284 



Not available on e-Journal

In this course, you will increase your knowledge of the French language, extend your language skills, and deepen your understanding and appreciation of francophone culture around the world. Exploring a variety of themes, you will develop and apply critical-thinking skills in discussion, in analysis and interpretation of texts, and in your own writing.

Prerequisite: Grade 9 Core French, academic or applied

Required texts and audio tapes are provided on loan.

Required equipment: Audio cassette player/recorder



IMPORTANT

ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

GUIDANCE AND CAREER EDUCATION

Learning Strategies 1: Skills for Success in Secondary School

Course code: **GLS10-B**

Grade 9, open

ATS code: 2281



Not available on e-Journal

This course explores learning strategies and helps you become a more independent learner. It increases your personal management skills, both in school and in other contexts. You will learn how to develop and apply a range of strategies to improve your learning and achievement, particularly your literacy, numeracy, communication, and planning skills. This course will increase your confidence, motivation, and ability to learn.

Recommended online resources are available with this course.

Career Studies

Course code: **GLC20-O**

Grade 10, open

½ credit

ATS code: 2292

Not available on e-Journal

In this course, you will learn how to develop and achieve personal goals in education and work, and how to contribute to your community. You will learn how to assess your own knowledge, skills, and characteristics, and how to investigate economic trends, workplace organization, work opportunities, and ways to search for work. The course explores post-secondary learning options, prepares you for community-based learning, and helps you build skills for managing work and life transitions. You will design action plans for pursuing your goals.

Designing Your Future

Course code: **GWL30-A**

Grade 11, open

ATS code: 2491

This course prepares you to make successful transitions to post-secondary work and education or training. You will explore the realities and opportunities of modern workplaces, while refining your employability skills and learning how to manage your career. You will target appropriate post-secondary education or training options and begin to implement an action plan for post-secondary success.

Prerequisite: Grade 10 Career Studies, open

Fashion and Creative Expression

Course code: **HNC30-A**

Grade 11, open

ATS code: 2570



This course explores what clothing communicates about the wearer and how it becomes a creative and entrepreneurial outlet through the design and production processes. You will learn, through practical experiences, about the nature of fashion design; the characteristics of fibres and fabrics; the construction, production, and marketing of clothing; and how to plan and care for a wardrobe that is appropriate for an individual's appearance, activities, employment, and lifestyle. You will develop research skills as you explore the evolution of fashion and its relationship to society, culture, and individual psychology.

Recommended online resources are available with this course.

*For new course releases, please check our website, **www.ilc.org**. A bulletin will also be recorded on our Automated Telephone System.*

HEALTH AND PHYSICAL EDUCATION

Health for Life

Course code: **PPZ3O-A**

Grade 11, open

ATS code: 2412 

This course will help you develop a personalized approach to healthy living. You will examine the factors that affect your own health and the health of individuals as members of the community. You will learn about the components of the *Vitality* approach to healthy living—an initiative that promotes healthy eating, an active lifestyle, and a positive self-image. You will develop the skills needed to take charge of and improve your own health, as well as the skills needed to encourage others to lead healthy lives.



IMPORTANT

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MATHEMATICS

Foundations of Mathematics

Course code: **MFM1P-C**

Grade 9, applied

ATS code: 2566 



Not available on e-Journal

This course enables students to develop an understanding of mathematical concepts related to introductory algebra, proportional reasoning, and measurement and geometry through investigation, the effective use of technology, and hands-on activities. You will investigate real-life examples to develop various representations of linear relations, and will determine the connections between the representations. You will also explore certain relationships that emerge from the measurement of three-dimensional figures and two-dimensional shapes. You will consolidate your mathematical skills as you solve problems and communicate your thinking.

Recommended online resources are available with this course.

Required equipment: Scientific calculator

Log on and learn!



Web-based interactive tutorial (WebIT) for MFM1P-C

Web-based interactive tutorial (WebIT) for MPM2D-A



Principles of Mathematics

Course code: **MPM2D-A**

Grade 10, academic

ATS code: 2285 



This course enables students to broaden their understanding of relationships and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and abstract reasoning. You will explore quadratic relations and their applications; solve and apply linear systems; verify properties of geometric figures using analytic geometry; and investigate the trigonometry of right and acute triangles. You will reason mathematically and communicate your thinking as you solve multi-step problems.

The Geometer's Sketchpad® software is provided on loan with the course. You do not need to use the software to complete the course, but we **strongly** recommend that you do.

Recommended online resources are available with this course.

Prerequisite: Grade 9 mathematics, academic

Required equipment: You will need a scientific calculator and a geometry set. If you use the software, you will need a computer with a CD-ROM drive, and either a PC running Windows or a Mac OS 8.6 or later.

Foundations of Mathematics

Course code: **MFM2P-B**

Grade 10, applied

ATS code: 2286 

This course enables students to consolidate their understanding of linear relations and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and hands-on activities. Students will develop and graph equations in analytic geometry; solve and apply linear systems, using real-life examples; and explore and interpret graphs of quadratic relations. Students will investigate similar triangles, the trigonometry of right triangles, and the measurement of three-dimensional figures. Students will consolidate their mathematical skills as they solve problems and communicate their thinking.

The Geometer's Sketchpad® software is provided on loan. You do not need to use the software to complete the course, but it is recommended.

Prerequisite: Grade 9 mathematics, academic or applied

Required equipment: You will need a scientific calculator. If you use the software, you will need a computer with a CD-ROM drive, and either a PC running Windows or a Mac OS 8.6 or later.

Mathematics of Personal Finance

Course code: **MBF3C-A**

Grade 11, college preparation

ATS code: 2370 



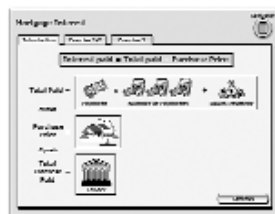
This course enables you to broaden your understanding of exponential growth and important areas of personal finance. You will investigate properties of exponential functions and develop skills in manipulating exponential expressions; solve problems and investigate financial applications involving compound interest and annuities; and apply mathematics in making informed decisions about transportation, accommodation, and career choices.

Recommended online resources are available with this course.

Prerequisite: Foundations of Mathematics, Grade 10, applied

Required equipment: Scientific calculator, graphing calculator

Log on and learn!



Web-based interactive tutorial (WebIT) for MBF3C-A

Functions

Course code: **MCF3M-B**

Grade 11, university/college prep.

ATS code: 2492 



Not available on e-Journal

This course introduces basic features of the function by extending students' experiences with quadratic relations. It focuses on quadratic, trigonometric, and exponential functions and their use in modelling real-world situations. Students will represent functions numerically, graphically, and algebraically; simplify expressions; solve equations; and solve problems relating to applications. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

Recommended online resources are available with this course.

Prerequisite: Principles of Mathematics, Grade 10, academic, or Foundations of Mathematics, Grade 10, applied

Functions and Relations

Course code: **MCR3U-A**

Grade 11, university preparation

ATS code: 2371 

This course introduces some financial applications of mathematics, extends your experiences with functions, and introduces second-degree relations. You will solve problems in personal finance involving applications of sequences and series; investigate properties and applications of trigonometric functions; develop facility in operating with polynomials, rational expressions, and exponential expressions; develop an understanding of inverses and transformations of functions; and develop facility in using function notation and in communicating mathematical reasoning. You will also investigate loci and the properties and applications of conics.

Prerequisite: Principles of Mathematics, Grade 10, academic

Required equipment: Scientific calculator, graphing calculator

Mathematics for Everyday Life

Course code: **MEL3E-A**

Grade 11, workplace preparation

ATS code: 2410 

This course enables you to broaden your understanding of mathematics as it is applied in important areas of day-to-day living. You will solve problems associated with earning money, paying taxes, and making purchases; apply calculations of simple and compound interest in saving, investing, and borrowing; and calculate the costs of transportation and travel in a variety of situations.

Prerequisite: Principles of Mathematics, Grade 9, academic, or Foundations of Mathematics, Grade 9, applied

Required equipment: Scientific calculator

Materials provided on loan: Income tax forms, *Income Tax Guide*, payroll deduction tables, official map of Ontario

College and Apprenticeship Mathematics

Course code: **MAP4C-A**

Grade 12, college preparation

ATS code: 2477 



Not available on e-Journal

NOTE: You must have a computer to succeed in this course.

This course equips students with the mathematical knowledge and skills they will need in many college programs. You will use statistical methods to analyze problems; solve problems involving the application of principles of geometry and measurement to the design and construction of physical models; solve problems involving trigonometry in triangles; and consolidate your skills in analyzing and interpreting mathematical models.

The Geometer's Sketchpad® software is provided on loan with this course.

Prerequisite: Foundations for College Mathematics, Grade 11, college preparation, or Functions and Applications, Grade 11, university/college preparation (or Functions, Grade 11, university preparation)

Required equipment: A graphing calculator and a computer with a CD-ROM drive.

tip



Be sure to explore the *CareerMATTERS* website at www.ilc.org as an aid to this course.



IMPORTANT

ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

Calculus and Vectors

Course code: **MCV4U-A**

Grade 12, university preparation

ATS code: 2429 



STATUS: IN DEVELOPMENT

ACCESS NOTE: You must use a computer with Internet access for this course.

This course builds on students' previous experience with functions and their developing understanding of rates of change. Students will solve problems involving geometric and algebraic representations of vectors and representations of lines and planes in three dimensional space; broaden their understanding of rates of change to include the derivatives of polynomial, sinusoidal, exponential, rational, and radical functions; and apply these concepts and skills to the modelling of real-world relationships. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended for students who choose to pursue careers in fields such as science, engineering, economics, and some areas of business, including those students who will be required to take a university-level calculus, linear algebra, or physics course.

Recommended online resources are available with this course.

Prerequisite: The new Advanced Functions course (MHF4U) must be taken prior to or concurrently with Calculus and Vectors (MCV4U).

Mathematics for College Technology

Course code: **MCT4C-A**

Grade 12, college preparation

ATS code: 2428 

This course equips students with the mathematical knowledge and skills needed for entry into college technology programs. You will investigate and apply properties of polynomial, exponential, and logarithmic functions; solve problems involving inverse proportionality; and explore the properties of reciprocal functions. You will also analyze models of a variety of functions, solve problems involving piecewise-defined functions, solve linear-quadratic systems, and consolidate key manipulation and communication skills.

Prerequisite: Functions and Applications, Grade 11, university/college preparation (or Functions, Grade 11, university preparation)

Required equipment: A computer is recommended.

Mathematics of Data Management

Course code: **MDM4U-A**

Grade 12, university preparation

ATS code: 2493 



NOTE: You must have a computer to succeed in this course.

This course broadens students' understanding of mathematics as it relates to managing information. You will apply methods for organizing large amounts of information; apply counting techniques, probability, and statistics in modelling and solving problems; and carry out a culminating project that integrates the expectations of the course and encourages perseverance and independence.

Prerequisite: Functions, Grade 11, university preparation, or Functions and Applications, Grade 11, university/college preparation

Required equipment: A computer with Internet access and a spreadsheet program (preferably Excel).

Mathematics for Everyday Life

Course code: **MEL4E-A**

Grade 12, workplace preparation

ATS code: 2427 



NOTE: You must have a computer to succeed in this course.

This course enables students to broaden their understanding of mathematics as it is applied in important areas of day-to-day living. You will use statistics in investigating questions of interest and apply principles of probability in familiar situations. You will also investigate accommodation costs and create household budgets; solve problems involving estimation and measurement; and apply concepts of geometry in the creation of designs.

The Geometer's Sketchpad® software is provided on loan with this course.

Prerequisite: Mathematics for Work and Everyday Life, Grade 11, workplace preparation

Required equipment: A computer with a spreadsheet program (preferably Excel) and a CD-ROM drive.

Advanced Functions

Course code: **MHF4U-A**

Grade 12, university preparation

ATS code: 2494 



STATUS: IN DEVELOPMENT

ACCESS NOTE: You must use a computer with Internet access for this course.

This course extends students' experience with functions. Students will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; develop techniques for combining functions; broaden their understanding of rates of change; and develop facility in applying these concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended both for students taking the Calculus and Vectors course as a prerequisite for a university program and for those wishing to consolidate their understanding of mathematics before proceeding to any one of a variety of university programs.

Prerequisite: Functions, Grade 11, University Preparation, or Mathematics for College Technology, Grade 12, College Preparation

Required equipment: A computer with Internet access.



IMPORTANT

ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

For new course releases, please check our website, www.ilc.org. A bulletin will also be recorded on our Automated Telephone System.

NATIVE STUDIES

Aboriginal Beliefs, Values, and Aspirations in Contemporary Society

Course code: **NBV3E-A**

Grade 11, workplace preparation

ATS code: 2571 

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

Prerequisite: Aboriginal Peoples in Canada, Grade 10, open; or Canadian History Since World War I, Grade 10, academic or applied

SCIENCE

ILC science courses sometimes require the use of common household materials such as a thermometer, a timing device (such as a watch with a second hand), or household ammonia. These materials are not provided with the course. It is the student's responsibility to obtain them.

Science

Course code: **SNC1P-A**

Grade 9, applied

ATS code: 2277 

Not available on e-Journal

This course covers basic concepts in biology, chemistry, Earth and space science, and physics. You will develop practical skills in scientific investigation and apply your knowledge of science to everyday situations. You will design and conduct investigations into practical problems and issues related to cell division and reproduction, the structure and properties of elements and compounds, astronomy and space exploration, and static and current electricity.

Science

Course code: **SNC2D-A**

Grade 10, academic

ATS code: 2287 ☎

This course enables you to deepen your understanding of concepts in biology, chemistry, Earth and space science, and physics; to extend your skills in scientific inquiry; and to understand the interrelationships among science, technology, and the environment. You will conduct investigations and study scientific theories related to ecology and the maintenance of ecosystems; chemical reactions, particularly acid-base reactions; factors that influence weather systems; and motion.

Prerequisite: Grade 9 Science, academic or applied

Science

Course code: **SNC2P-A**

Grade 10, applied

ATS code: 2288 ☎

This course enables you to deepen your understanding of concepts in biology, chemistry, Earth and space science, and physics; to extend your practical skills in scientific investigation; and to apply your knowledge of science to real-world situations. You will design and conduct investigations into everyday problems and issues related to ecological sustainability, chemical reactions, weather systems, and motion.

Prerequisite: Grade 9 Science, academic or applied

Biology

Course code: **SBI3C-A**

Grade 11, college preparation

ATS code: 2372 ☎



Not available on e-Journal

This course focuses on the processes involved in biological systems. You will learn concepts and theories as you conduct investigations in the areas of cellular biology, microbiology, animal anatomy and physiology, plant structure and physiology, and environmental science. Emphasis will be placed on the practical application of concepts, and on the skills needed for further study in various branches of the life sciences and related fields.

Recommended online resources are available with this course.

Prerequisite: Grade 10 Science, academic or applied

Log on and learn!



Web-based interactive tutorial (WebIT) for SBI3C-A

Biology

Course code: **SBI3U-A**

Grade 11, university preparation

ATS code: 2373 ☎



This course furthers your understanding of the processes involved in biological systems. You will study cellular functions; genetic continuity; internal systems and regulation; the diversity of living things; and the anatomy, growth, and functions of plants. The course focuses on the theoretical aspects of the topics under study, and helps you refine skills related to scientific investigation.

Recommended online resources are available with this course.

Prerequisite: Grade 10 Science, academic

Log on and learn!



Web-based interactive tutorial (WebIT) for SBI3U-A

Chemistry

Course code: **SCH3U-A**

Grade 11, university preparation

ATS code: 2374 



ACCESS NOTE: You must use a computer with Internet access for this course.

This course focuses on the concepts and theories that form the basis of modern chemistry. You will study the behaviours of solids, liquids, gases, and solutions; investigate changes and relationships in chemical systems; and explore how chemistry is used to develop new products and processes that affect our lives and our environment. Emphasis will be placed on the importance of chemistry in other branches of science.

Recommended online resources are available with this course.

Prerequisite: Grade 10 Science, academic

ChemLab® software is provided on loan.

Required equipment: A computer with a CD-ROM drive and a scientific calculator.

Science

Course code: **SNC3E-A**

Grade 11, workplace preparation

ATS code: 2375 



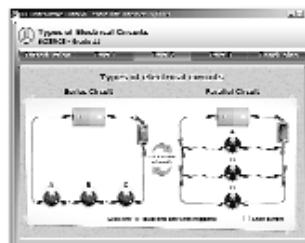
Not available on e-Journal

This course provides you with the science-related knowledge and skills needed to help you make informed decisions in the workplace and in your personal life. You will explore a range of topics, including materials and safety, electrical circuits, micro-organisms, the human immune system and defences against disease, and the impact of humans on the environment. Emphasis is placed on relating these topics directly to your experiences both in the workplace and in daily life.

Recommended online resources are available with this course.

Prerequisite: Grade 9 Science, academic or applied

Log on and learn!



Web-based interactive tutorial (WebIT) for SNC3E-A

Science

Course code: **SNC3M-A**

Grade 11, university/college prep.

ATS code: 2376 



This course enables you to increase your understanding of science and its technological applications, even if you do not intend to pursue science-related programs at the post-secondary level. You will explore a range of topics, including the safe use of everyday chemicals, the science of nutrition and body function, waste management, the application of scientific principles in space, and technologies in everyday life. Emphasis will be placed on the role of science and technology in daily life and in relation to social and environmental issues.

Recommended online resources are available with this course.

Prerequisite: Grade 10 Science, academic or applied

Log on and learn!



Web-based interactive tutorial (WebIT) for SNC3M-A

Physics

Course code: **SPH3U-A**

Grade 11, university preparation

ATS code: 2377 ☎



This course develops your understanding of the basic concepts of physics. You will study the laws of dynamics and explore different kinds of forces, the quantification and forms of energy (mechanical, sound, light, thermal, and electrical), and the way energy is transformed and transmitted. You will develop scientific inquiry skills as you verify accepted laws and solve both assigned problems and those emerging from your investigations. You will also analyze the interrelationships between physics and technology, and consider the impact of technological applications of physics on society and the environment.

Recommended online resources are available with this course.

Prerequisite: Grade 10 Science, academic

Required equipment: Scientific calculator

Log on and learn!



Web-based
interactive
tutorial (WebIT)
for SPH3U-A

Biology

Course code: **SBI4U-A**

Grade 12, university preparation

ATS code: 2431 ☎

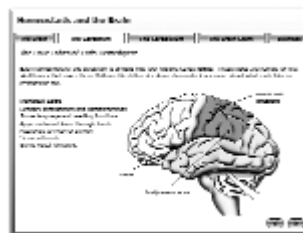


This course provides you with the opportunity for in-depth study of the concepts and processes associated with biological systems. You will study and conduct investigations in the area of metabolic processes, molecular genetics, homeostasis, evolution, and population dynamics. Emphasis will be placed on achievement of the detailed knowledge and refined skills needed for further study in various branches of the life sciences and related fields.

Recommended online resources are available with this course.

Prerequisite: Grade 11 Biology, university preparation

Log on and learn!



Web-based
interactive
tutorial (WebIT)
for SBI4U-A

Chemistry

Course code: **SCH4C-A**

Grade 12, college preparation

ATS code: 2572 ☎

This course introduces students to the concepts that form the basis of modern chemistry. You will study qualitative analysis, quantitative relationships in chemical reactions, organic chemistry and electrochemistry, and chemistry as it relates to the quality of the environment. You will employ a variety of laboratory techniques, develop skills in data collection and scientific analysis, and communicate scientific information using appropriate terminology. Emphasis will be placed on the role of chemistry in daily life and in the development of new technologies and products.

Prerequisite: Grade 10 Science, academic or applied

For new course releases, please check our website, www.ilc.org. A bulletin will also be recorded on our Automated Telephone System.

Chemistry

Course code: **SCH4U-A**

Grade 12, university preparation

ATS code: 2455 ☎



ACCESS NOTE: You must use a computer with Internet access for this course.

This course enables you to deepen your understanding of chemistry through the study of organic chemistry, energy changes and rates of reaction, chemical systems and equilibrium, electrochemistry, and atomic and molecular structure. You will further develop problem-solving and laboratory skills as you investigate chemical processes, at the same time refining your ability to communicate scientific information. Emphasis will be placed on the importance of chemistry in daily life, and on evaluating the impact of chemical technology on the environment.

Recommended online resources are available with this course.

Prerequisite: Grade 11, Chemistry, university preparation

Required textbook (hardcover) is provided on loan.

Earth and Space Science

Course code: **SES4U-A**

Grade 12, university preparation

ATS code: 2495 ☎



Not available on e-Journal

This course focuses on the Earth as a planet, and on the basic concepts and theories of Earth science and their relevance to everyday life. Students will examine the Earth's place in the solar system and, after a general introduction to Earth science, will explore in more detail the materials of the Earth, its internal and surficial processes, and its history. The course draws on astronomy, biology, chemistry, mathematics, and physics in its consideration of geological processes that can be observed directly or inferred from other evidence.

Recommended online resources are available with this course.

Prerequisite: Grade 10, Science, academic

Required equipment: In order to do the research required in the assignments, a computer with Internet access is needed.

Log on and learn!



Web-based interactive tutorial (WebIT) for SES4U-A

Science

Course code: **SNC4E-A**



Grade 12, workplace preparation

ATS code: 2430

Not available on e-Journal

This course provides you with the science-related knowledge and skills needed to help you make informed decisions in the workplace and in your personal life. You will explore a range of topics, including chemistry at home and at work; communications technology; medical technology; gardening; horticulture; landscaping; forestry; and alternative life-sustaining environments. Emphasis is placed on relating these topics directly to your experiences, both in the world of work and in daily life.

Recommended online resources are available with this course.

Prerequisite: Grade 11 Science, workplace preparation

Science

Course code: **SNC4M-A**

Grade 12, university/college prep.

ATS code: 2454

Not available on e-Journal

This course enables students, including those who do not intend to pursue science-related programs at the post-secondary level, to further develop their understanding of science and its technological applications. You will explore a range of topics, including organic products in everyday life; pathogens and disease; energy alternatives and their impact globally; communications systems; and science and contemporary societal issues. Emphasis will be placed on relating these topics to global issues as well as to daily life, and on developing skills in the areas of experimentation, research, critical thinking, and analysis.

Prerequisite: Grade 11 Science, university/college preparation

Physics

Course Code: **SPH4C-A**

Grade 12, college preparation

ATS code: 2514

Not available on e-Journal

This course develops students' understanding of the basic concepts of physics. You will explore these concepts as they relate to mechanical, electrical, fluid (hydraulic and pneumatic), and communications systems, as well as to the operation of commonly used tools and equipment. You will develop scientific-inquiry skills as you verify accepted laws of physics and solve both assigned problems and those emerging from your investigations. You will also consider the impact of technological applications of physics on society and the environment.

Prerequisite: Grade 10 Science, academic or applied

Physics

Course code: **SPH4U-A**

Grade 12, university preparation

ATS code: 2456 



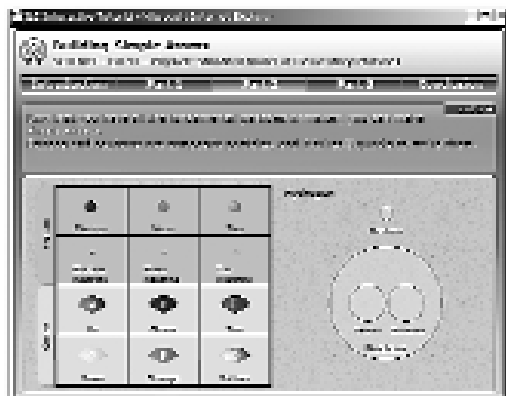
Not available on e-Journal

This course enables students to deepen their understanding of the concepts and theories of physics. You will explore further the laws of dynamics and energy transformations, and will investigate electrical, gravitational, and magnetic fields; electromagnetic radiation; and the interface between energy and matter. You will further develop inquiry skills; learning, for example, how the interpretation of experimental data can provide indirect evidence to support the development of a scientific model. You will also consider the impact on society and the environment of technological applications of physics.

Recommended online resources are available with this course.

Prerequisite: Grade 11 Physics, university preparation

Log on and learn!



Web-based interactive tutorial (WebIT) for SPH4U-A



IMPORTANT

ILC courses are being updated to reflect curriculum changes as these become available from the Ministry of Education.

SOCIAL SCIENCES AND HUMANITIES

Parenting

Course code: **HPC3O-A**

Grade 11, open

ATS code: 2434 

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

World Religions: Beliefs and Daily Life

Course code: **HRF3O-A**

Grade 11, open

ATS code: 2497 



This course introduces students to the range and diversity of world religions, and examines how systems of belief affect individual lives and social relationships. You will learn about a variety of religious beliefs, teachings, traditions, and practices. The course also helps you to develop skills used in researching and investigating topics related to world religions.

Recommended online resources are available with this course.

Introduction to Anthropology, Psychology, and Sociology

Course code: **HSP3M-A**

Grade 11, university/college prep.

ATS code: 2496 

This course introduces the theories, questions, and issues that are the major concerns of anthropology, psychology, and sociology. You will develop an understanding of the way social scientists approach the topics they study and the research methods they employ. You will be given opportunities to explore theories from a variety of perspectives and to become familiar with current thinking on a range of issues that have captured the interest of classical and contemporary social scientists in the three disciplines.

Individuals and Families in a Diverse Society

Course code: **HHS4M-A**

Grade 12, university/college prep.

ATS code: 2432 

This course applies current theories and research from the disciplines of anthropology, psychology, and sociology to the study of individual development, family behaviour, intimate and parent-child relationships, and the ways in which families interact within the diverse Canadian society. You will learn the interpersonal skills required to contribute to the well-being of families, and the investigative skills to conduct and evaluate research about individuals and families.

Prerequisite: Any university, university/college, or college preparation course in social sciences and humanities, English, or Canadian and world studies.

Required textbook (hardcover) is provided on loan.

Challenge and Change in Society

Course code: **HSB4M-A**

Grade 12, university/college prep.

ATS code: 2498 

This course examines the theories and methodologies used in anthropology, psychology, and sociology to investigate and explain shifts in knowledge, attitudes, beliefs, and behaviour, and their impact on society. You will analyze cultural, social, and biological patterns in human societies, looking at the ways in which those patterns change over time. You will also explore the ideas of classical and contemporary social theorists, and will apply those ideas to the analysis of contemporary trends.

Prerequisite: Any university, university/college, or college preparation course in social sciences and humanities, English, or Canadian and world studies.

Philosophy: Questions and Theories

Course code: **HZT4U-A**

Grade 12, university preparation

ATS code: 2433 

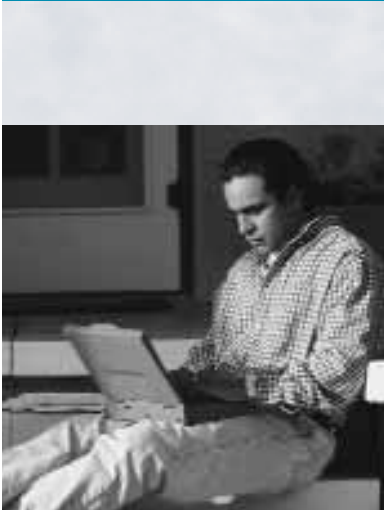


This course addresses three (or more) of the main areas of philosophy: metaphysics, logic, epistemology, ethics, social and political philosophy, and aesthetics. You will learn critical-thinking skills and the main ideas expressed by philosophers from a variety of the world's traditions; you will also learn how to develop and explain your own philosophical ideas, and how to apply those ideas to contemporary social issues and personal experiences. The course will also help you refine the skills used in researching and investigating topics in philosophy.

Recommended online resources are available with this course.

Prerequisite: Any university or college preparation course in social sciences and humanities, English, or Canadian and world studies.

Required textbook (hardcover) is provided on loan.



NON-CREDIT, ENGLISH AS A SECOND LANGUAGE

To take our ESL courses, you will need a volunteer tutor to help you enrol and to assist with your studies.

NON-CREDIT ESL COURSES

ENGLISH AS A SECOND LANGUAGE

These courses are suited to adults who speak little or no English. They are designed to help students who want to learn to understand, speak, read, and write English for everyday life. The course is based on simple and natural language for everyday situations. If you wish to take an ESL credit course, please see page 37.

Volunteer Tutor

ESL students must have a **volunteer tutor**. The tutor should complete the **ESL Registration Form** on the student's behalf. The volunteer can be anyone interested in helping a student learn English. The volunteer tutor is expected to:

- help the student enrol in the course
- receive the course materials on behalf of the student
- work through the lessons with the student
- provide the student with encouragement and practice
- provide a good model of spoken and written English

How Non-credit ESL Courses Work

All of our ESL courses have audio cassettes and student workbooks. The tutor helps the student work through the lessons and gives the student conversation practice. Each course is divided into units. When students complete the work for a unit, it must be sent to the ILC for marking. Regular telephone lessons with an ILC teacher are an integral part of this course. There are no final tests and no final mark is assigned. However, a completion certificate will be issued.

How to Request an ESL Course

To enrol a student in an ESL course, the tutor should complete the **ESL Registration Form** on pages 55–56 and submit it to the ILC.

There are six units in each course. Each unit has a telephone lesson with an ILC teacher to help you improve your speaking and listening skills. An audio cassette player is required for these courses.

English as a Second Language, Part 3

Course code: **ESL3N-E**

ATS code: 2087 



By the end of this course, you will be able to do the following in English:

- talk with friends
- look for a job
- make travel plans
- understand weather reports
- shop

English as a Second Language, Part 4

Course code: **ESL4N-E**

ATS code: 2088 



By the end of this course, you will be able to do the following in English:

- apply for a job
- participate in group conversations
- keep up with the news
- deal with banks
- talk and write about your own interests

NOTE: Please see page 37 for ESL credit courses Level 1 and 2.



INDEPENDENT LEARNING CENTRE
CENTRE D'ÉTUDES INDÉPENDANTES

Registration Form

ESL

P.O. Box 200, Station Q
Toronto, ON M4T 2T1
FAX: 416.484.2754

To use this form, the student

- must live in Ontario
- must be 18 years of age or over
- cannot be currently registered in a secondary school

IMPORTANT: Use this form to request English as a Second Language (ESL) courses only. The student MUST have a Volunteer Tutor to enrol in these courses. If no Volunteer Tutor has signed this form, the application will be returned. This form is to be completed by the Volunteer Tutor.

PLEASE PRINT CLEARLY IN INK

Has the student taken a course with the ILC before?	yes ☐ If yes, what was the student number?	Student's Ontario Education Number (OEN) (if assigned)
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Please indicate the student's status:

☐ Canadian citizen	☐ landed immigrant/permanent resident
☐ diplomatic visa	☐ refugee or refugee claimant
☐ other, please specify _____	

Female ☐	Student's legal first name(s)	Student's legal last name
Male ☐		

Was this the student's last name at birth?	no ☐ If no, what was the student's last name at birth?	If not born in Canada, in what year did the student arrive?
yes ☐		_____

When was the student born?	year _____ month _____ day _____	In which language should we communicate with the student?	English ☐ or French ☐	Language first spoken by student
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Student's full mailing address	Apartment/unit number
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City	Province Ontario	Postal code
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Student's home telephone number and area code ()	Student's business telephone number, area code, and extension ()
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Student's email address

ILC tries to accommodate students with special needs. Refer to the *Course Guide* for instructions.

Choosing a Course

What course does the student wish to take?

English as a Second Language (ESL)

Credit course Non-credit courses

- | | |
|----------------------------------|----------------------------------|
| ☐ ESLAO-A | ☐ ESL2N-E |
| | ☐ ESL3N-E |
| | ☐ ESL4N-E |

Volunteer Tutor Information

Your first name(s)		Your last name	
Your full mailing address (The student's course materials will be sent to you.)		Apartment/unit number	
City	Province	Postal code	
Your home telephone number and area code ()		Your business telephone number, area code, and extension ()	
Your email address			

Volunteer Tutor Agreement

I will spend time with the student on a regular basis. I will ensure that the course work is completed and sent to ILC and that all material provided on loan is returned to the ILC when the student has finished the course. I will refer the student to the *Course Guide* or the *How to Get Started* pamphlet, if and when necessary.

X

Volunteer tutor's signature (We cannot process the course request without a signature here.)

Date

Collection of Personal Information and Consent to Access and/or Release

In signing below, I understand that TVOntario/Independent Learning Centre (ILC) collects the personal information on this form pursuant to the Education Act, the Ontario Educational Communications Authority Act, and their respective regulations. I understand that the information collected will be used to establish and maintain an ILC Student Record for the purposes of providing educational services to me, including processing this Enrolment Form and payment, evaluating the educational requirements of my secondary school diploma, and supervising my correspondence courses. This information may also be used for statistical purposes.

I will allow ILC to exchange educational information about me with my volunteer tutor and other educational institutions.

You may choose to allow the ILC to release your educational information to your immediate family (spouse, parent/guardian, grandparent, sibling, or child). Please indicate your choice below.

- a) I give the ILC permission to release my educational information to my immediate family (spouse, parent/guardian, grandparent, sibling, or child): ☐ YES ☐ NO

You may also select another trusted person to receive your educational information on your behalf. This may be a friend, teacher, counsellor, etc. Please indicate your choice below.

- b) I give the ILC permission to release my educational information to another person:

- ☐ YES, you may also release my educational information to : _____ (name)
☐ NO, you may not release my education information to anyone else.

X

Signature of adult student

Date

Method of Payment

The non-refundable administration fee for each course is \$40.00.

- Do not enclose cash. ILC will not be responsible if the money is lost.
- If your cheque cannot be processed due to insufficient funds, you will be charged an additional \$35.00.

Fees to be paid by ☐ Visa ☐ MasterCard ☐ cheque ☐ money order

☐ cash

(only in person
during office hours)

Important: Make your cheque or money order payable to TVOntario. Postdated cheques will not be accepted.

Card number (print clearly)

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Expiry date

Name of cardholder

Signature of cardholder

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X

Address

Apartment/unit number

City	Province	Postal code
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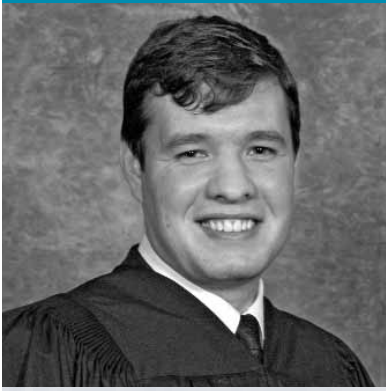
Enclose any required documentation and submit it with this form to the ILC.

MAIL:
Independent Learning Centre
P.O. Box 200, Station Q
Toronto, ON M4T 2T1

FAX:
416.484.2754
(only if you are paying by credit card)

IN PERSON:
2180 Yonge Street, Ground Floor,
Toronto, ON
8:30 a.m. – 5:00 p.m., Monday–Friday
(Please note: Your request cannot be processed while
you wait. Your course materials will be mailed to you.)

This form MUST be signed by the volunteer tutor AND by the student.



ACADEMIC & OTHER POLICIES

You can request an additional course only after the ILC has recorded a passing mark for the first unit of your first course.

ACADEMIC POLICIES

Deadlines

From the date we process your course request, you have **10 months** to complete the course. This is the same whether the course is a full-credit or half-credit course. Set up a realistic study plan to meet your deadline. Sending in your completed units regularly is important.

If you miss the 10-month deadline, you must re-enrol and start the course again. Since re-enrolment is considered a new course request, you must pay the administration fee again.

NOTE: If you do not send in a unit of work for evaluation in more than 90 days, you will receive a letter from the ILC. You may keep the course material if you want to continue the course, but we want you to stay active in your studies and reach your goal. If you do not wish to continue with the course, please send back the returnable items from your course.

Withdrawals

You must withdraw from a course by notifying us in writing, either by mail, fax, or by dropping off your notification in person. Your notification must include your signature. If your course included items on loan to you from the ILC, ensure that you return them to our warehouse address, and indicate in your notification that they have been returned. We will not process another course request for you until we have received your returnable items.

Transfers

To request a course transfer, complete the **Administration Form** (available on our website, www.ilc.org). Send in the Administration Form and return any items lent to you by the ILC to our warehouse address. If you don't have the form, send us a written request for a transfer, which includes your signature. You may send your transfer request by mail or drop it off in person. If there are no returnable items, you may fax it.

There is no extra charge to transfer out of one course and into another if:

- you request the transfer within 60 days of enrolment and have not sent in any work for evaluation, or
- you request a second transfer within 60 days of your first transfer and have not sent any work for evaluation for the second course, or
- your ILC teacher recommends a course transfer at any time during the course

You will have to pay the administration fee again if your transfer request does not match one of these cases.

Re-enrolment

If you have withdrawn from a course, you can re-enrol at any time, as long as you are eligible to request an additional course and the course is still offered by the ILC. (See *When to Request an Additional Course* on page 60.) You must, however, start over at Unit 1. You may also repeat a course to try to improve your mark. However, you will not receive an additional credit for doing so.

You may mail or fax your request for re-enrolment or drop it off in person. Your request must include your signature. Since re-enrolment is considered a new course request, you must pay the administration fee again.

NOTE: You can only re-enrol in the same course two times.

Repeating Courses/Duplicate Credits

It is your responsibility to ensure that you do not enrol in a course for which you have already earned a credit. You will not receive an additional credit for a repeated course. You can, however, repeat a course to improve your mark—you will still only receive one credit for that course.

Course codes and course names can sometimes change. Please contact our Guidance Services staff if you are unsure whether you have taken a certain course before or to determine if you are eligible to take a course. A mistake can cost you lost time.

A student cannot enrol in a course at a lower level or grade after completing the same course at a higher level or grade. For example, you cannot take a Grade 9 applied English after receiving a credit for Grade 9 academic English or Grade 10 applied English. The ILC will not grant an additional credit in this situation.

If a student completes a higher level course after receiving a credit for the same course at a lower level, this is not considered a “repeated course.” For example, if you complete Grade 10 academic Science after receiving a credit for Grade 10 applied Science, this is not the same course and you would receive an additional credit.

Marking

All of your course work will be done in your Course Journal, which is provided to you with your first unit of work. You will mail the journal to the ILC at the end of each unit. Your teacher will evaluate your work, offer feedback, and will mail your journal back to you. We will track the mark assigned for each unit.

When your Course Journal is sent back to you, it will contain instructions from the teacher on how to improve your work. If you did not get a passing mark, you will be asked to redo the work and submit it again. If you do not receive a passing mark on the second attempt, the teacher will recommend a transfer to a more suitable course. You must pass a unit before you can submit the next unit.

tip



To receive marks and feedback more quickly, submit your work over the Internet with the e-Journal. Please see page 61 for details.

Appeals

If you don't agree with your mark, you can appeal it. However, our teachers are trained to follow a standardized evaluation process, and the number of appeals submitted to us is quite small. If you believe an appeal for a unit mark is necessary, make your request in writing and submit it with your next unit of work. Explain why you think the unit should be marked again. You must also resubmit the original course work as marked by the first teacher when you make your appeal.

Note: Your appeal will be considered when you submit your next unit. If your appeal is for the final unit of the course, your work will not be re-marked until after you take the final test.

Tests

All the ILC credit courses have supervised final tests. To receive your credit, you must successfully complete all units of work **and pass the final test**. If you are not successful on your first test attempt, you will have the opportunity to write a second test.

The value of your test mark varies. For full-credit and half-credit courses, the final test in combination with the cumulative task is worth 30% of your final mark. A cumulative task is work you are required to do over several units of the course. A course may or may not have a cumulative task.

We will send you all the necessary details about where and when you will write your test after your mark for the final unit in the course has been recorded. If you live in Toronto, you will write your final test at the ILC office. If you live outside Toronto, you will write your final test with an ILC test supervisor at a designated location in your area.

Note: If you have special needs that require accommodation for you to write the final test, please make sure to submit your Individualized Education Plan (IEP) when you send in your Registration Form. See Accommodations and Special Considerations on page 63.

WHEN TO REQUEST AN ADDITIONAL COURSE

Once the ILC has recorded a passing mark for the first unit of your first course, you may request an additional course. The same rule applies for each course request after that. You can request an additional course only after the mark for Unit 1 of your latest course is recorded and you have submitted work for each of your other courses within the previous 90 days.

To ensure processing of your additional course request, you must:

- **Send in completed work for your first course within 90 days.**
If the ILC has not received a unit of work from you in the past 90 days, for each of the ILC courses in which you are enrolled, we will not accept another course request until you
 - submit the work for the next unit in the course(s) in which you have been inactive for more than 90 days and wait until the ILC has recorded your mark
 - OR
 - notify the ILC in writing that you wish to withdraw from the course(s) in which you have been inactive for more than 90 days, send back the returnable items for the course(s) to our warehouse, and wait until the returnable items have been received

tip



Do not use e-mail to request an additional course. Security of your credit card cannot be guaranteed with e-mail.

HOW TO REQUEST AN ADDITIONAL COURSE

Send your course request in writing. You can also use the **Administration Form** that comes with your first package of course material. (This form is also available on our website.) Include your ILC student number (if you know it), the course code of the course you are requesting, and your payment.

Mail or fax your request (if paying by credit card only), or drop it off in person during office hours.

• Return items on loan

If the returnable items have not been received for courses you completed, failed, or withdrew from, or courses you missed the one-year completion deadline for, we cannot accept your next course request until

- the returnable items have been returned to our warehouse
- OR
- you pay the cost of replacing the lost or damaged items



RETURNING MATERIALS

Once you have finished or discontinued a course, returnable items (marked with a “Y” on your Package Form) must be sent by mail directly to the ILC warehouse:

R.R. Donnelly
1100 Thornton Road South
Oshawa, ON L1J 7E2

FORMER ILC STUDENTS

If it has been more than three years since you took an ILC course, you must reapply using the **Registration Form** in the centre of this guide. You will always have the same ILC student number. If you know it, please use it on your Registration Form.

tip



If you return to school while you are enrolled with the ILC and you are 16 to 21 years of age, please see your school's guidance counsellor if you wish to enrol in another course.

ILC PARTNER PROGRAMS

Day School Program

(for students currently attending secondary school during the day)

A publicly funded school (with the permission of its board) or an inspected private school may choose to enrol its students in ILC courses. The ILC provides course materials, student support, marking, and supervision of final tests. Ontario school boards and inspected private schools may use the program to:

- expand course offerings
- support alternative programs, including arts and athletics
- support students who are unable to enrol in a course due to timetable conflicts
- support students with special needs who are not suited to a classroom setting
- provide an alternative to summer school
- offer workplace and college preparation courses

For more information, school boards and private schools may contact our Day School Officer:

Tel: 416.484.2733 or 1.800.955.8330

Fax: 416.484.2750

Email: dayschool@tvo.org

NOTE: If you are currently enrolled in secondary school and wish to take an ILC course, please contact your guidance office.

Course Sales for Credit Recovery

ILC courses are perfect for use by Resource Teachers and Student Success Teachers. Individual units or entire courses may be purchased. Please note that course sales do not include teaching guides or final tests. Visit the Courses section on www.ilc.org and click on Sales for more information.

Exit/Transfer Programs

Students who have withdrawn from the regular school system may also access ILC courses for diploma purposes. Students out of the system and aged 18–20 must provide ILC with a Date of Leaving Letter and an official original Ontario School Transcript to enrol.

Identifiable Group Program

The ILC also serves adult learners in partnership with diverse community organizations such as:

- correctional institutions
- social service agencies
- community-based access sites
- labour adjustment groups

In general, Identifiable Groups must be **non-profit** and have a minimum of 15 students participating to qualify. Groups can participate in one of two ways:

Information Distribution and Follow-up

Groups that offer referral services suggest the ILC as an option to adults who wish to resume their studies. An ILC Facilitator, usually a staff member of the organization, helps students with enrolment procedures and provides encouragement. Course materials are sent directly to the students, but the facilitator can access marks.

Facilitated Learning

The group provides a classroom setting where students may do ILC course work. The ILC Facilitator (usually a certified teacher associated with the group) must approve all course requests and signs the enrolment form with the student. Facilitators monitor student progress and act as a liaison with the ILC. All ILC course materials are mailed to the ILC Facilitator, who can also access marks.

To find out how your organization can best use ILC courses with your clients, please call 1.800.955.8330 or 416.484.2733 or e-mail dayschool@tvo.org.



FULL-DISCLOSURE POLICY ON TRANSCRIPTS (GRADES 11 & 12)

As of September 1, 1999, if you enrol in a Grade 11 or Grade 12 course and complete at least two units (of a full-credit course) or one unit (of a half-credit course), the average mark for the graded work **will** be reported on your Ontario Student Transcript, along with the marks for courses you successfully complete or fail. If you withdraw from a course or leave it incomplete after your one-year deadline has passed, and at least two units have been graded (of a full-credit course), or one unit has been graded (of a half-credit course), your average mark for the graded work will be shown on your transcript.

In the above cases, a “W,” indicating withdrawal, will appear in the credit column of the transcript. Your average mark for the graded work will appear in the mark column.

The full-disclosure policy does not apply to Grade 9 and 10 courses. If you retake a Grade 9 or 10 course, only the highest mark appears on your transcript. If you withdraw from, leave incomplete, or fail a Grade 9 or 10 course, it will not appear on your transcript.



FAQ

Under the full-disclosure policy for transcripts, what happens if I get a higher final mark for a Grade 11 or Grade 12 course the second time I take it? Will both marks appear?

If you enrolled both times on or after September 1, 1999, then both marks must appear. If you enrolled the first time before September 1, 1999, then we do not have to include the first mark on your transcript; and because it is lower, we will not include it.

Under the full-disclosure policy for transcripts, what happens if I get a lower final mark for a Grade 11 or Grade 12 course the second time I take it? Will both marks appear?

If you enrolled both times on or after September 1, 1999, then both marks must appear. However, if the first enrolment was before September 1, 1999, and the second enrolment was on or after September 1, 1999, then only the second mark must appear on your transcript. However, because you did better the first time, we will also include the earlier mark.

What is the process if I have a question about ILC policy?

Please contact the Student Enquiry Line and your call will be directed to the appropriate department.

PERMISSION TO RELEASE INFORMATION ABOUT YOU OR YOUR COURSE WORK

Information about you or your course work will be released only to you unless you give us your written and signed permission to release it to someone else. This restriction includes parents, spouses, and friends. Information will only be released through written consent of the adult student or the parent/guardian of a student under 18 years of age.

If you want to give the ILC permission to release information to someone other than you, please complete the **Release** section on your **Registration Form**.

By signing the form, you allow the ILC to exchange your academic information with other educational institutions.

ONTARIO EDUCATION NUMBER (OEN)

The OEN is a student identification number assigned by the Ministry of Education to elementary and secondary students across the province. The number, which is unique to every student, is used as the key identifier on a student's school records, and follows the student through his or her elementary and secondary education. The OEN is nine digits long, randomly assigned, and tied to stable information about the student (name, gender, date of birth).

The OEN is used on student records such as

- the student's Ontario Student Record (OSR) folder and related forms
- applications made by the student for enrolment in an educational program, school, or institution
- assessments, tests, and evaluations of the student's achievement

The OEN makes it easier to keep reliable records on the movement and progress of individual students through elementary and secondary school, while also protecting their privacy. Most provinces in Canada provide students with a standard identification number.

The ILC will apply to the Ministry of Education for an OEN number for those students who have not previously been assigned an OEN by the Ministry of Education.

ACCOMMODATIONS AND SPECIAL CONSIDERATIONS

Identified Exceptional Students

If you have been identified by an Ontario school board as being “exceptional” and in need of a special education program, you should have an **Individualized Education Plan (IEP)**. The IEP, prepared by the school, outlines the accommodations you need in order to be successful. The ILC is prepared to provide these accommodations upon the receipt of your IEP and/or required documentation (see below).

If you have not been identified as “exceptional” by a school board, you may still request special considerations from the ILC. You must support your request with documentation related to your disability from a qualified professional who is not a relative. A qualified professional may be:

- a medical doctor
- a psychiatrist or a qualified psychologist
- a teacher, a school guidance counsellor, or administrator of a school, college, or university
- a social worker

You may have documents from a previous school or a health-care centre that recommend special considerations to support your request. These documents may be used instead of a letter from a qualified professional, if approved by the ILC's principal or principal's designate.

NOTE: Your request for accommodation and supporting documentation must be provided with your Registration Form.

Documenting a Disability or Medical Condition

Documentation must be obtained from a certified and/or licensed professional who has specific training, expertise, and experience diagnosing the condition(s) related to the accommodation(s) you are requesting. For example, for a visual disability, an ophthalmology report is required; for a learning disability, a thorough psycho-educational assessment must be provided.

The documentation provided should also include:

- a description of the nature of the disability/condition
- a detailed explanation of the functional impact of the disability

- the length of time the student has been under the diagnostician's care
- any relevant test results
- supporting documentation if an existing diagnosis is being verified
- timelines for rehabilitation and recovery for temporary conditions
- identification of side effects of any medications that may adversely affect academic performance

Please note that a diagnosis alone is insufficient to support a request for academic accommodation.

Documentation should be dated, printed on official letterhead, and, ideally, typed (for legibility). It should include the medical practitioner's name, title, phone/fax, mailing and e-mail addresses, and signature.

If you have further questions, please contact our guidance counsellor by calling the Student Enquiry Line or e-mailing ilc@tvo.org.

Possible Accommodations and Special Considerations

Here are examples of the individualized accommodations that the ILC can offer:

- extra time to complete assignments or write tests
- allowing the use of certain learning tools, such as calculators for completing numeracy tasks and computers for word processing, where possible
- administering tests individually or in small groups
- providing for the use of scribes for tests
- simplifying the language of instructions and questions used in tests

If you require an accommodation to complete your course, the documentation must be submitted along with your **Registration Form**. All requests will be considered, although we may not be able to satisfy every request.

Students with visual impairments will be asked to phone the ILC and speak with our guidance counsellor about the accommodation procedure.

Program Modifications

Modification of course expectations cannot be made at the ILC, because of the manner in which distance education courses are delivered, and in order to safeguard the integrity of the courses.

ILC CODE OF CONDUCT

The Independent Learning Centre is committed to treating all students with respect and dignity. In return, students are required to show respect for the Independent Learning Centre.

Students will

- respect all ILC staff
- follow ILC rules and policies
- show respect for fellow students
- show respect for ILC property
- obey the law

Consequences for inappropriate conduct

Students may be *suspended* for:

- swearing at, threatening, intimidating, or harassing ILC staff
- using electronic or print communication/media inappropriately
- plagiarism and other academic offences

Students may have their *enrolment at the ILC terminated* for the following reasons:

- persistent opposition to authority
- repeated failure to obey ILC rules and abide by ILC policies
- a second act of academic dishonesty
- wilful destruction of ILC property, vandalism, or theft
- conduct injurious to the moral tone of the school
- conduct injurious to the physical or mental well-being of others

Examples of misuse of information technology include:

- unlawful entry, or attempted entry, into any network system
- attempt to gain unauthorized access to data
- creation and/or willful transmission of computer viruses or virus hoaxes
- transmitting threatening or obscene, hateful, racist, and/or discriminatory material
- creating or contributing to a situation where harm or damage occurs to others, or to data or equipment as a result of misuse

Examples of academic dishonesty include:

- plagiarism (see below)
- cheating on an examination
- submitting false or fraudulent assignments or credentials
- falsifying records, transcripts, or other academic documents
- improperly obtaining, or unauthorized possession of, an examination paper prior to the date and time for writing such an examination
- impersonating a candidate at an examination, or availing oneself, or attempting to avail oneself, of such impersonation
- aiding or abetting another person in academic dishonesty

Plagiarism is deliberate dishonesty and includes, but is not limited to, the following forms:

- impersonation of a candidate in an exam or test
- copying from another student, or making information available to other students, knowing that this is to be submitted as the borrower's own work
- use of unauthorized material
- submitting an essay written in whole or in part by someone else as one's own
- submitting an essay copied in whole or in part from the Internet and submitted as one's own
- preparing an essay or assignment on behalf of another student
- copying an essay or assignment, or allowing one's essay or assignment to be copied by someone else
- using direct quotations or large sections of paraphrased material without acknowledgement
- the buying or selling of assignments
- submitting work from one course as work in another course

Penalties

The penalty for plagiarism or cheating can range from a mark of zero to suspension. Each case will be dealt with on an individual basis.



INDEPENDENT LEARNING CENTRE
CENTRE D'ÉTUDES INDÉPENDANTES

ILC LEARNER SERVICES

This section outlines
how we can help
ILC students reach
their goals.

LEARNER SERVICES

We offer a range of services to meet your needs, whether it's a request for a progress report, contacting a teacher, or advice on course selection.

AUTOMATED TELEPHONE SYSTEM (ATS)

Most students take advantage of our easy-to-use Automated Telephone System (ATS) to make basic requests and to receive updates. The ATS is available seven days a week, 24 hours a day. All you need is a touch-tone telephone. You can use the ATS whether you are enrolled as a student or not. Once you are enrolled, however, you will have access to more services. A handy guide to using the ATS follows on the next page.

ATS for Enrolled Students

As an ILC student, you can access the ILC's services and information in your personal record simply by using your Personal Identification Number (PIN). You will automatically receive your PIN by mail with your first package of course material. Your PIN allows you to:

- confirm course enrolment
- confirm that a course package was mailed to you
- get your unit mark or your final test mark
- inform the ILC if you are changing your address
- get the final mark for your course

tip



Your security is important to us. Do not tell anyone your PIN. The ILC staff do not know your number. If you have lost your PIN, contact us and we will mail you a new PIN.

YOUR COURSE RECORDS ONLINE

Once you are enrolled in a course and have a PIN, you can access your personal course records by registering on our website.

1. Go to www.ilc.org and click on 'Courses'.
2. Select 'Students' from the top navigation bar.
3. Then select 'My Records' from the left-side menu.
4. If you have not already registered on the site, do so now to access your records.

After you enter your student number and PIN, you will be able to

- confirm course enrolment
- confirm that a course package was mailed to you
- get your unit mark or your final test mark
- get the final mark for your course
- access online resources and other services.

GED Testing

Another option for obtaining a high school diploma is to write the GED test. The General Educational Development (GED) testing program allows adults who have not finished high school to show that they have acquired the knowledge and skills associated with, and comparable to, high school completion. To earn the GED's Ontario High School Equivalency certificate, a candidate must complete a set of five tests covering math, science, reading, writing, and social studies. The tests, which last seven hours, also measure communication, information processing, problem-solving, and critical-thinking skills.

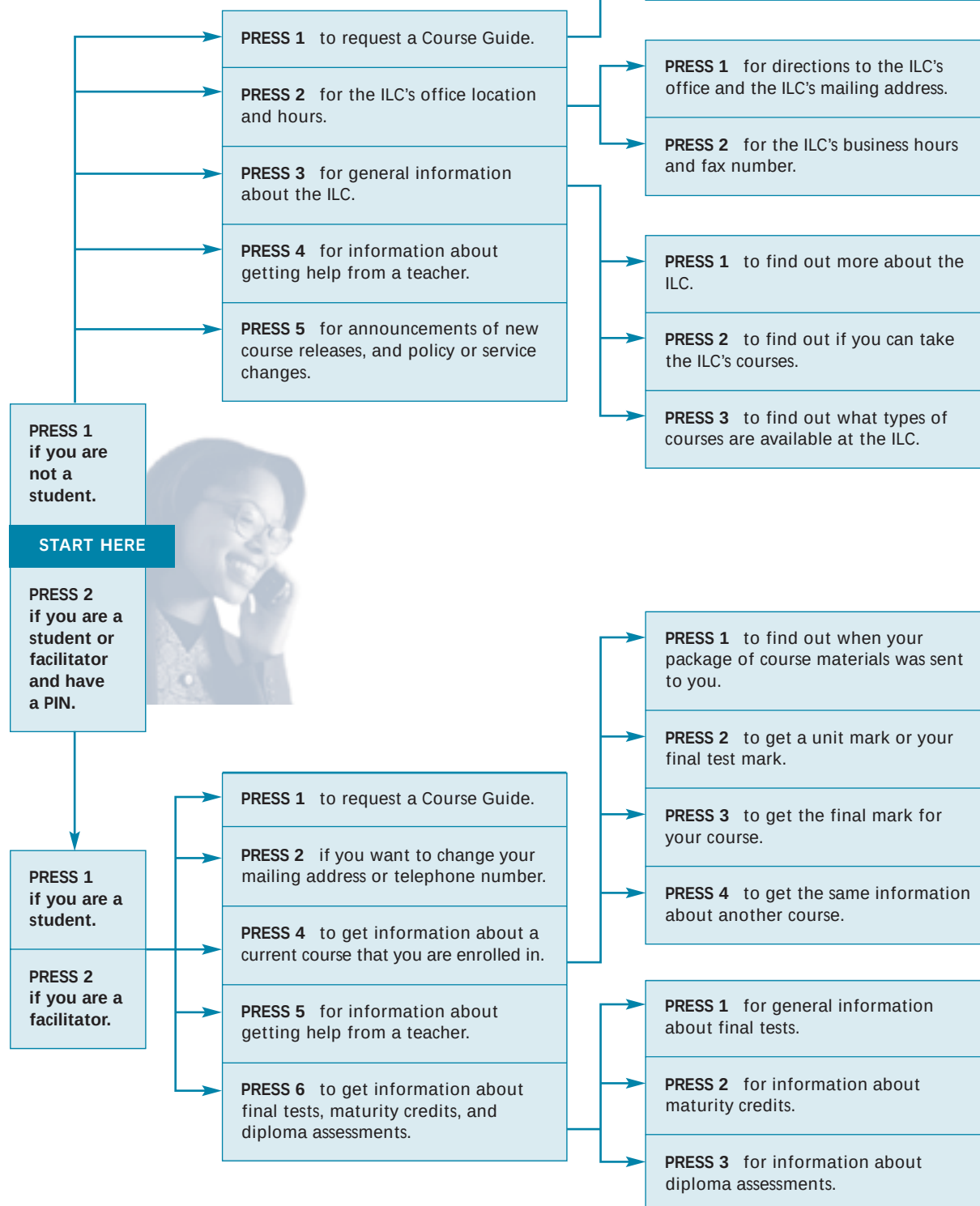
To write the GED tests in Ontario, you must meet the following four requirements:

- be at least 18 years old
- have not graduated from high school
- have been out of the school system for at least one full year
- be a resident of Ontario

For more information, call 416.484.2737 or 1.800.573.7022, or visit www.ilc.org and click on GED Testing.

AUTOMATED TELEPHONE SYSTEM (ATS) USER GUIDE

To enter the system, call 416.484.2704 in Toronto, or 1.800.387.5512 outside of Toronto, and follow the instructions. Once you are in the system, you may also press "0" to reach a Learner Services Officer.



HOMework HELP

If you are enrolled in a secondary school credit course, please refer to the section “I Need Help Doing A Lesson!” in the first package of materials you received. For help understanding the course content or instructions, you can reach a teacher in the following ways:

Voice mail

Call the ILC Student Help Line at 416.484.2673 or 1.800.736.6187 and leave a message with your question. Your call will be returned by a teacher within two business days.

Fax

Complete the **Help! Form** (found at the end of your *How to Get Started* brochure). Fax the completed form to 416.484.2754.

E-mail

Send an e-mail with your course question to one of our teachers at teacher@tvo.org.

Mail

Complete the **Help! Form** in your *How to Get Started* brochure and mail it to the ILC.

tip



Make sure your Help! request includes:

- your name and student number
- your telephone number where we can leave you a message, and the best time to reach you
- the course code and unit number you need help with

In addition, if you have general academic questions, you can log on to *Ask a Teacher*, the ILC's free homework help website at www.ilc.org. The site includes a live chat with tutors five nights a week, Sunday to Thursday, from 5:30 p.m. to 9:30 p.m.



PROGRESS REPORTS

The ILC issues progress reports after successful completion of two units of a course. A progress report contains your course average and the number of units completed.

Upon the successful completion of a full course, the ILC will issue a transcript, and, if you are eligible, your Ontario Secondary School Diploma. **However, you must request these documents in writing. (Please see page 64.) All items provided on loan must be returned before the ILC will issue these documents.**

TRANSCRIPTS

An Ontario Student Transcript is the official record of your secondary school academic achievement. The transcript lists the courses you have successfully completed with the ILC, the final marks you earned, and the credit value of each course.

Students can request **two copies** of their transcript free of charge after successful completion of an ILC course. A fee of \$10, payable to TVO by certified cheque, money order, or credit card, will be charged for each copy requested thereafter. You may also pay in cash, but only in person during office hours. To make your request, please complete the **Request for Transcript Form** available under Forms in the Courses section of our website, www.ilc.org.

If you would like the ILC to send a transcript of your marks to a college or university, you must fill in and sign the **Request for Transcript Form**.

Send your completed **Request for Transcript Form** with your Course Journal when submitting your final unit of work. If you do not have access to the Internet, please see the instructions on page 70.

Your transcript will be issued after you have successfully completed your final test, and the mark has been recorded. Your transcript will be mailed, unless you specify that you want to pick it up in person. **We cannot fax or email transcripts, progress reports or confirmation of enrolment letters.**

University Applicants: ILC students who have applied to university using Form 105 do not send transcripts or supporting documents to the OUAC. The OUAC cannot forward these documents to the universities and will not be able to return them to you. ILC transcripts will be sent at your request directly to the universities you have selected on your application form. If you also earned credits at a secondary school, you must contact your secondary school's guidance office to make the necessary arrangements for your secondary school grades to be sent to each university.

College Applicants: At your request, ILC will continue to send ILC transcripts directly to OCAS. If you also earned credits at a secondary school, you must contact your secondary school's guidance office to make the necessary arrangements for your secondary school grades to be sent to OCAS.

GUIDANCE SERVICES

The ILC has Guidance Counsellors and Learner Advisors who can help you with your course selection and answer your questions. We suggest that you review the current diploma requirements on page 20 before you contact us for assistance.

The following guidance services are available for students enrolled in the ILC's courses:

- assessment of secondary school diploma requirements
- post-secondary counselling
- assistance with college/university application process
- educational planning and counselling
- evaluations for mature students or equivalent credits
- Prior Learning Assessment & Recognition (PLAR) for mature students
- out-of-province document evaluation

UPDATING PERSONAL INFORMATION

Once you are enrolled with the ILC, please remember to notify us if your address or telephone number changes. We want to ensure that packages we send you, such as course material, your marked course work, or important notices that may affect your studies, can reach you at the right address without delay. A current telephone number allows us to contact you quickly.

You can notify us of any changes by mail, fax, or e-mail. Be sure to include your student number if you know it. If you prefer, you can call us or come to the ILC's office in Toronto. Once you receive your Personal Identification Number, you can use the Automated Telephone System (ATS) to report a change of address or telephone number. Refer to the ATS User Guide on page 67.



REQUESTING A PROGRESS REPORT, TRANSCRIPT, OR ENROLMENT CONFIRMATION

Please complete the **Request for Transcript** form available under Forms in the Courses section of our website, www.ilc.org. If you do not have access to the web, please follow the instructions below to make your request in writing.

These documents are provided only on request. You must make your written request by mail, e-mail, fax, or in person. If you want the ILC to send a progress report, transcript, or enrolment confirmation letter directly to an institution or employer, your request must include:

- your ILC student number
- the name and address of the institution or employer to whom you want the document mailed
- the contact name at the institution or employer
- (if applicable) the reference number of your file at the institution
- your signature

Please note that we need at least **two business days** to prepare these documents (not including time in the mail). We will mail one copy of the document to the address you indicate, and one copy to you for your records.

If it has been more than 90 days since you withdrew from a course or completed a previous course and you have not sent back your returnable items, we cannot release a progress report, a transcript, a completion certificate, or a diploma.

Note: Only your ILC courses will appear on a transcript that we issue. Contact your last secondary school to have your other course marks forwarded. If you are attending a day school, please contact your guidance office to request these documents.

REQUESTING A WRITTEN ASSESSMENT OF DIPLOMA REQUIREMENTS

You may request an assessment if you:

- have completed at least one full credit with the ILC
- are 18 years of age or older
- have been out of school for at least one year
- want the ILC to issue your diploma

Send the following to the ILC:

- your written request for the assessment
- your official original Ontario Student Transcript, if you attended secondary school in Ontario
- all your official, original academic and training records, including the official date you withdrew from daytime attendance at a secondary school (if you left and returned, we also need those dates)

About the documentation required:

- To avoid delays, obtain your records and have them ready to send with your request for an assessment.
- Academic records in Ontario are usually available from the secondary school you last attended.
- All records you submit must be originals, with an original seal or stamp and signature. Photocopies will only be accepted if signed by a Notary Public, confirming that the originals were official documents.
- If you attended school outside Canada and your educational records are in a language other than English or French, they must be accompanied by translations done by a member of the Association of Translators of Ontario or a consulate of the country of origin, with a letter from the person who did the translation.

MATURE STUDENT DIPLOMA ASSESSMENT

Your diploma could be closer than you think - you may need as few as four credits to graduate!

Who is a mature student?

A mature student is a student who is

- at least 18 years old and
- has not attended a day school for a period of at least one year **and**
- is enrolled in a secondary school credit program for the purpose of obtaining an OSSD (such as the ILC)

Mature students may be able to receive maturity or equivalent credit allowances for certain courses and training programs completed outside secondary school. The process you will use to earn maturity or equivalent credits depends on when you first enrolled in high school. As a mature student, your evaluation would be completed in **ONE** of the following ways. Look at the following chart to see if you are eligible for Maturity and Equivalent Credits **OR** Prior Learning and Assessment Recognition for Mature Students (**MPLAR**).

Maturity and Equivalent Credits

Who can participate in this process?

You can participate if you started high school in Ontario before September 1, 1999 or entered as an adult into the Ontario system before February 1, 2004.

How many maturity credits can I earn?

You may be recommended for up to 12 maturity credits.

How do I earn equivalent credits?

Mature students may be able to receive equivalent credit allowances for certain courses and training programs outside secondary school. For example,

- successful completion of courses not usually considered secondary school subjects (this could be certification or designation in a specific program that required a minimum of 110 hours of instruction or training)
- successful completion of each period of an apprenticeship program (for example, electrician, hairdresser, or mechanic)

Can I earn my diploma with maturity or equivalent credits?

No, a mature student must still complete a minimum of four Grade 11 or Grade 12 credits after becoming a mature student. These credits must include senior English. The ILC's assessment will tell you exactly how many more credits you need.

When can I request a Mature Student Evaluation?

You may ask for an assessment of your diploma requirements after you have successfully completed one course with the ILC. You will need to submit an official original Ontario Student Transcript and any other original educational documents at this time.

What if I have no school records?

Please contact your last high school or the school board of your last high school to obtain a copy of your high school transcript or proof of enrolment in an Ontario high school.

Is there a cost for the Mature Student Evaluation?

No. There is no charge for students who are enrolled with the ILC.

PLAR for Mature Students (MPLAR)

Who can participate in the MPLAR process?

1. Mature students who started high school in Ontario after September 1, 1999. You can only earn equivalent credits through MPLAR.
2. Mature students who enrolled for the first time in the Ontario secondary school system after February 1, 2004.

What Is MPLAR?

Prior Learning and Assessment Recognition (PLAR) for mature students is the formal evaluation and credit granting process through which mature students, who are enrolled in a secondary school credit course, may obtain credits for prior learning. Mature students may obtain credits toward the Ontario Secondary School Diploma (OSSD) for knowledge and skills that they have acquired, in both formal and informal ways, outside secondary school.

What does the MPLAR process involve?

- a) Grade 9 and 10 individual assessment/equivalency process
- b) Grade 11 and 12 equivalency process
- c) Grade 11 and 12 challenge process

In all cases, the knowledge and skills gained through education, work experience, and training must be directly related to the provincial curriculum expectations. By using this process, mature students may be granted up to 26 credits toward their OSSD.

When can I request a MPLAR assessment?

You may ask for an assessment of your diploma requirements after you have successfully completed one course with the ILC. At that time, we will send you the MPLAR application package that will describe the documents you will need to present.

Is there a cost for the MPLAR assessment?

The following fees apply for MPLAR processes:
 Assessment to grant Grade 9 & 10 equivalencies: \$100
 Assessment to grant Grade 11 & 12 equivalencies: \$100
 MPLAR Challenge Exam: \$300 per course
 The fees for these services must be paid by certified cheque, money order, or credit card.

IMPORTANT: Mature students who participate in either process must still complete a minimum of four Grade 11 or Grade 12 credits after becoming a mature student to earn the Ontario Secondary School Diploma.

HOW TO COMPLETE YOUR REGISTRATION FORM

Registration Form C is for Ontario residents aged 18 and over who wish to enrol in a secondary school credit course. Applicants cannot be registered in a secondary school.

Use **Registration Form C** to request your first course. If it has been more than three years since you took an ILC course, you must re-apply with this form. The ILC tries to accommodate students with special needs. If you have an Individualized Education Plan (IEP), you must submit it with your form. Please see page 63 for details.

A. Personal Information

Ontario Education Number (OEN). The OEN is a student identification number that is assigned by the Ministry of Education. Please see page 62 for further information.

Status. Students may be asked to provide documentation showing proof of status in Canada.

B. Choosing a Course

You may only request one course to start. After the ILC has recorded a passing mark for your first unit, you may request a second course. Please be sure to read the course descriptions carefully before choosing your course. You may contact the ILC's Learner Advisors or Guidance Counsellors if you need help selecting an appropriate course.

Course code. Please fill in the 6-digit course code indicated at the top of each course description. For example: ENG3U-A.

C. Method of Payment

The course fee is \$40. If paying by credit card, please verify that you have filled in the number correctly and signed where indicated. Please make cheques payable to TVO. Course fees are non-refundable.

D. Collection of Personal Information and Consent to Access and/or Release

The ILC can only release information about your course to you. If you want the ILC to release information about your course to your immediate family, check the "YES" box. If you do not want members of your family to have access to your file, please check "NO." If you would like someone else to have access to your course records, such as a

teacher, friend, or counsellor, please fill in the name in the space provided. Then sign at the "X" to complete this section.

E. Your Signature for Application

You must sign at the "X" to complete the application. By signing here, you declare that all the information you have provided is correct and you agree to return to ILC any materials (textbooks) provided on loan.

Please confirm that you have filled in all fields to avoid delays in processing your course request. If you have any questions, contact the ILC at 416.484.2704 or 1.800.387.5512 between 12–5 p.m. Monday to Friday or send an email to ilc@tvo.org.

ENROLMENT CHECKLIST

Ensure that your registration is processed without delay! Please follow the instructions above and include:

- ☒ Registration Form C, completed and signed where marked with an "X"
- ☒ Payment of \$40.00

Applicants under 20 years of age must also include:

- ☒ Official original Ontario Student Transcript
- ☒ Date of Leaving Letter from your last school (see below)

We recommend that any student wishing to earn their diploma provide a copy of their transcript, if possible.

Submit all of the above by mail, fax, or in person. If your application is complete, you will receive your course materials by mail within 5–10 business days.

☒ Date of Leaving Letter

- Your **Date of Leaving Letter** must be on the school's letterhead, dated within the last three months, and signed. It must state:
 - the date you officially left the last school at which you were registered, and indicate that no further timetable was created for you
 - that you are not attending any secondary school at the time of the course request
 - that you have not arranged to return to school in the next semester or term

This can be obtained from your last high school (or from your school board if your school is closed). We suggest you call or visit the school in advance and give them notice to prepare the letter for you. If it is not included with your application, your form will be returned as "incomplete."