

# INDEPENDENT LEARNING CENTRE

Start today and earn your high school diploma.

**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 (Ontario Secondary School Diploma, O.S.S.D.), upgrade their skills, and achieve their academic and career goals at a pace, a time, and a place of their choosing.**

The logo consists of three overlapping squares in shades of blue. The text "ILC" is in white on the top square, and "CEI" is in white on the bottom square.

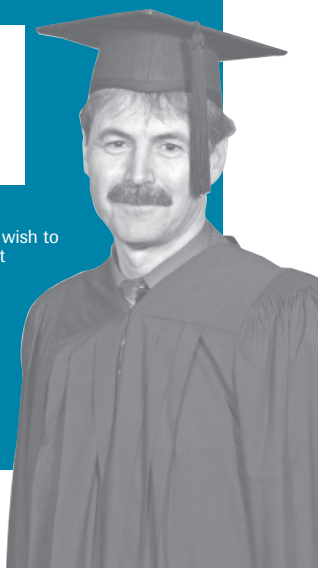
**ILC  
CEI**

**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](mailto: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.



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## 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.**

*Alternatively ...* ILC courses can meet the needs of all students who need or choose an alternative source of public education.

If you belong to one of the following categories, enrolment information can be found on our website at **ilc.org** or by calling us at 1.800.387.5512 or 416.484.2704:

- Individuals who have left school and are still under the age of 18.
- Ontario students living temporarily outside of the province
- Non-residents
- Parent/Guardian/Homeschooler of Elementary or High School students

The ILC also caters to Ontario High Schools and Facilitated Learning Groups. Please see page 54 for details.

# Message from the Managing Director

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## Think you know the ILC?

### *From traincars to talking tutorials*

**I**n today's world of technology and innovation, distance education takes on new meaning and a new identity. The ILC's team of dedicated instructional designers, teachers, curriculum experts, new media specialists and the entire support team work together to ensure that ILC students are able to enjoy an exciting model of blended learning.

#### Technology in action:

- Submit your homework online (using the eJournal)
- Study using interactive components—designed specifically for your ILC course to make your course materials come alive
- Download the first two lessons of a course and get started immediately
- Access homework help online

The ILC is in constant motion and today we offer a radically different learning experience from the one offered in 1926 when the ILC launched as the Railway School Car Program.

Believe in yourself because we believe in you.



**Sarah Irwin**  
Managing Director  
Independent Learning Centre

# Introduction

## Welcome!

You have made the first step in advancing your educational or career goals, and the ILC will help you get there.

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 confidential 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.

## First Steps

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 48.

## How Do ILC Courses Work?

At the ILC, students have a choice of course delivery methods, ranging from entirely in-print to a combination of print and online components. Our courses are delivered to you by mail. However, the ILC offers many video, audio and online resources to enhance our courses.

Our Student Help service is also available for students requiring clarification or assistance with their course work.

**NOTE:** All ILC courses are developed and 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

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, from 12–5 pm, call 1.800.387.5512, 416.484.2704, or email [ilc@tvo.org](mailto:ilc@tvo.org).



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.

## HOMEWORK

After you 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.

All ILC credit courses are divided into “units” and all have mandatory 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.

## 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.

**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 try 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 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.

## Fees

The ILC charges a non-refundable administration fee for each course request. This is **not** tuition and cannot be used for Income Tax purposes.

In most cases the ILC will send you whatever additional materials are required for each course. These items are on loan to you. Your administration fee is not a purchase of these materials.

## FEE SCHEDULE—Ontario Residents

Secondary school credit course . . \$40  
Non-credit ESL course . . . . . \$40

Please see page 61 for Non-Residents.

## 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 AM–5:00 PM  
Monday–Friday



### TIP

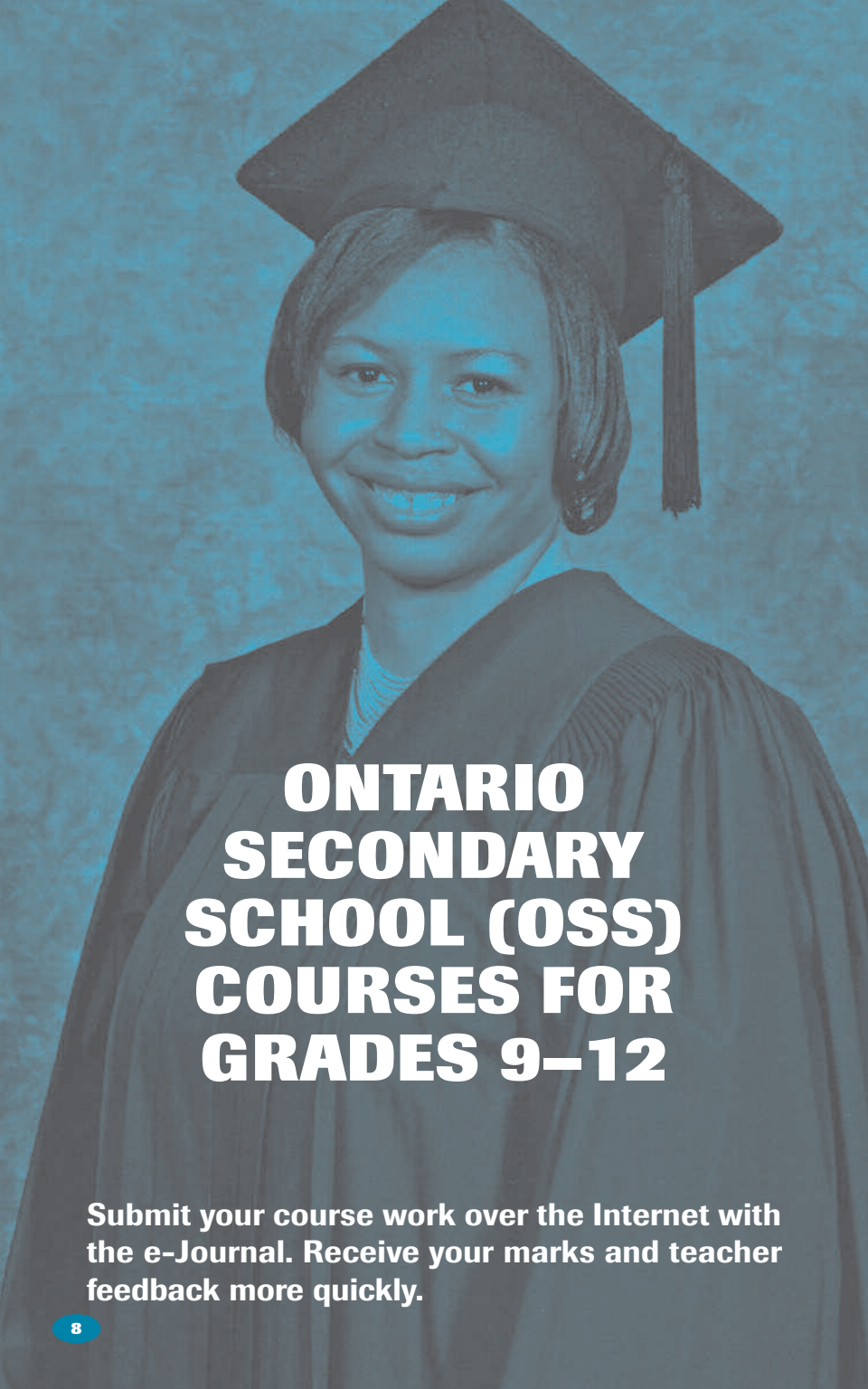
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- If your cheque is returned

because of insufficient funds, you will be charged \$35. You cannot continue your course until full payment is received.

- Do not send cash by mail. We will not be responsible for any cash lost in the mail.
- Postdated cheques will not be accepted.

*\*TVO administers the ILC, the province's designated provider of distance education.*



# **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.**

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

## Courses At A Glance

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

| GRADE 9 COURSES               | APPLIED                                             | ACADEMIC | OPEN                                           |
|-------------------------------|-----------------------------------------------------|----------|------------------------------------------------|
| The Arts                      |                                                     |          | AVI10-A (p.14)<br><i>Visual Arts</i>           |
| Canadian and World Studies    | CGC1P-A (p.16)<br><i>Geography of Canada</i>        |          |                                                |
| English                       | ENG1P-B (p.20)<br><i>English</i>                    |          |                                                |
| French as a Second Language   | FSF1P-A (p.26)<br><i>Core French</i>                |          |                                                |
| Guidance and Career Education |                                                     |          | GLS10-B (p.27)<br><i>Learning Strategies 1</i> |
| Mathematics                   | MFM1P-C (p.28)<br><i>Foundations of Mathematics</i> |          |                                                |
| Science                       | SNC1P-A (p.35)<br><i>Science</i>                    |          |                                                |

| GRADE 10 COURSES              | APPLIED                                                     | ACADEMIC                                                     | OPEN                                              |
|-------------------------------|-------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|
| Business Studies              |                                                             |                                                              | BBI20-B (p.14)<br><i>Introduction to Business</i> |
| Canadian and World Studies    | CHC2P-B (p.17)<br><i>Canadian History Since World War I</i> | CHC2D-B (p.17)<br><i>Canadian History Since World War I</i>  |                                                   |
|                               |                                                             |                                                              | CHV20-O (p.17)<br><i>Civics</i>                   |
| English                       | ENG2P-B (p.21)<br><i>English</i>                            | ENG2D-B (p.20)<br><i>English</i>                             |                                                   |
| French as a Second Language   |                                                             | FSF2D-A (p.26)<br><i>Core French</i>                         |                                                   |
| Guidance and Career Education |                                                             |                                                              | GLC20-O (p.27)<br><i>Career Studies</i>           |
| Mathematics                   | MFM2P-B (p.29)<br><i>Foundations of Mathematics</i>         | MPM2D-B (p.29)<br><i>Workplace Principles of Mathematics</i> |                                                   |
| Science                       | SNC2P-A (p.36)<br><i>Science</i>                            | SNC2D-A (p.35)<br><i>Science</i>                             |                                                   |

# Courses At A Glance

Please check our website, [www.ilc.org](http://www.ilc.org), for the latest course releases!

|  | CREDIT COURSES                 |                                                                     |                                                                  |                                                                                  |                                                                          |
|--|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|  | GRADE 11 COURSES               | WORKPLACE PREPARATION                                               | COLLEGE PREPARATION                                              | UNIV/COLLEGE PREPARATION                                                         | UNIVERSITY PREPARATION OPEN                                              |
|  | Business Studies               |                                                                     | BDI3C-B (p.15)<br><i>Introduction to Entrepreneurial Studies</i> | BAF3M-B (p.15)<br><i>Introduction to Financial Accounting</i>                    | BTA3O-B (p.15)<br><i>Information Technology Applications in Business</i> |
|  | Canadian and World Studies     |                                                                     |                                                                  | CHW3M-B (p.18)<br><i>World History to the 16th Century</i>                       | (p.18) CGG3O-A<br><i>Travel and Tourism: A Regional Perspective</i>      |
|  |                                |                                                                     |                                                                  | CLU3M-A (p.18)<br><i>Understanding Canadian Law</i>                              |                                                                          |
|  | English                        | ENG3E-A (p.22)<br><i>English</i>                                    | ENG3C-A (p.21)<br><i>English</i>                                 |                                                                                  | ENG3U-B (p.22)<br><i>English</i>                                         |
|  | Guidance and Career Education  |                                                                     |                                                                  |                                                                                  | (p.27) GWL3O-A<br><i>Designing Your Future</i>                           |
|  | Health and Physical Education  |                                                                     |                                                                  |                                                                                  | (p.28) PPZ3O-A<br><i>Health for Life</i>                                 |
|  | Mathematics                    | MEL3E-B (p.32)<br><i>Mathematics for Work and Everyday Life</i>     | MBF3C-B<br><i>Foundations of College Mathematics</i>             | MCF3M-B (p.30)<br><i>Functions and Applications</i>                              | MCR3U-B (p.32)<br><i>Functions</i>                                       |
|  | Native Studies                 | NBV3E-A (p.35)<br><i>Aboriginal Beliefs, Values and Aspirations</i> |                                                                  |                                                                                  |                                                                          |
|  | Science                        |                                                                     | SBI3C-A (p.36)<br><i>Biology</i>                                 |                                                                                  | SBI3U-A (p.36)<br><i>Biology</i>                                         |
|  |                                |                                                                     |                                                                  |                                                                                  | SCH3U-A (p.37)<br><i>Chemistry</i>                                       |
|  |                                |                                                                     |                                                                  |                                                                                  | SPH3U-A (p.38)<br><i>Physics</i>                                         |
|  |                                | SNC3E-A (p.37)<br><i>Science</i>                                    |                                                                  | SNC3M-A (p.37)<br><i>Science</i>                                                 |                                                                          |
|  | Social Sciences and Humanities |                                                                     |                                                                  | HSP3M-A (p.42)<br><i>Introduction to Anthropology, Psychology, and Sociology</i> | (p.41) HNC3O-A<br><i>Fashion and Creative Expression</i>                 |
|  |                                |                                                                     |                                                                  |                                                                                  | (p.42) HPC3O-A<br><i>Parenting</i>                                       |
|  |                                |                                                                     |                                                                  |                                                                                  | (p.42) HRF3O-A<br><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 (p.16)<br><i>Financial Accounting</i>                          |                                                                |                                                                 |
|                                |                                                          |                                                              | BOH4M-A (p.16)<br><i>Business Leadership</i>                           |                                                                |                                                                 |
| Canadian and World Studies     |                                                          |                                                              |                                                                        | CHI4U-A (p.19)<br><i>Canada: History, Identity and Culture</i> |                                                                 |
|                                |                                                          |                                                              |                                                                        | CHY4U-A (p.20)<br><i>World History</i>                         |                                                                 |
|                                |                                                          |                                                              |                                                                        | CGW4U-A (p.19)<br><i>Canadian and World Issues</i>             |                                                                 |
| English                        | ENG4E-A (p.23)<br><i>English</i>                         | ENG4C-A (p.23)<br><i>English</i>                             |                                                                        | ENG4U-B (p.23)<br><i>English</i>                               |                                                                 |
|                                |                                                          |                                                              |                                                                        | ETS4U-A (p.24)<br><i>Studies in Literature</i>                 | EBT4O-A (p.22)<br><i>Communication in the World of Business</i> |
|                                |                                                          |                                                              |                                                                        | EWC4U-A (p.24)<br><i>The Writer's Craft</i>                    |                                                                 |
| Mathematics                    | MEL4E-A<br><i>Mathematics for Work and Everyday Life</i> | MCT4C-B (p.33)<br><i>Mathematics for College Technology</i>  |                                                                        | MCV4U-A (p.33)<br><i>Calculus and Vectors</i>                  |                                                                 |
|                                |                                                          | MAP4C-B (p.32)<br><i>Foundations for College Mathematics</i> |                                                                        | MDM4U-A (p.34)<br><i>Mathematics of Data Management</i>        |                                                                 |
|                                |                                                          |                                                              |                                                                        | MHF4U-A (p.34)<br><i>Advanced Functions</i>                    |                                                                 |
| Science                        |                                                          |                                                              |                                                                        | SBI4U-A (p.38)<br><i>Biology</i>                               |                                                                 |
|                                |                                                          | SCH4C-A (p.39)<br><i>Chemistry</i>                           |                                                                        | SCH4U-A (p.39)<br><i>Chemistry</i>                             |                                                                 |
|                                |                                                          |                                                              |                                                                        | SES4U-A (p.39)<br><i>Earth and Space</i>                       |                                                                 |
|                                | SNC4E-A (p.40)<br><i>Science</i>                         | SPH4C-A (p.40)<br><i>Physics</i>                             | SNC4M-A (p.40)<br><i>Science</i>                                       | SPH4U-A (p.41)<br><i>Physics</i>                               |                                                                 |
| Social Sciences and Humanities |                                                          |                                                              | HSB4M-A (p.43)<br><i>Challenge and Change in Society</i>               |                                                                |                                                                 |
|                                |                                                          |                                                              | HHS4M-A (p.42)<br><i>Individuals and Families in a Diverse Society</i> |                                                                |                                                                 |
|                                |                                                          |                                                              |                                                                        | HZT4U-A (p.43)<br><i>Philosophy: Questions and Theories</i>    |                                                                 |

## 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 and 10**

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

#### For Grades 11 and 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.

## 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

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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.

## 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.

## 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.

# CREDIT COURSES

Each course description shows the course name, course code, course prerequisite (if applicable) and required materials. Look for exciting online components at **www.ilc.org**. All courses are full-credit unless otherwise noted.

**REMINDER:** All ILC courses have a final test as a mandatory requirement for completion. Many ILC courses offer a Practice Test (exactly like the final test in length and content) which is available online, along with a marking guide.

## The Arts

### VISUAL ARTS

Course code: **AVI10-A**

Grade 9, open

*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.

## Business Studies

### INTRODUCTION TO BUSINESS

Course Code: **BBI20-B**

Grade 10, open

This course introduces you to the world of business. You 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 you develop the business knowledge and skills you will need in your everyday life.

Recommended online resources are available with this course.

## INTRODUCTION TO FINANCIAL ACCOUNTING

Course code: **BAF3M-B**

Grade 11, university/college prep.

This course introduces you to the fundamental principles and procedures of accounting. You will develop financial analysis and decision-making skills that will assist you in future studies and/or career opportunities in business. You will acquire an understanding of accounting for a service and a merchandising business, computerized accounting, financial analysis, and ethics and current issues in accounting. **Interactive tutorials (Web-ITs) build on concepts introduced in the course materials: Follow Caitlin Murphy as she starts her own business, Caitlin Cleaning and learns about Credit, Assets, Reconciliation, Merchandising and more.**

**Required equipment:** A computer with Internet access (a PC running Windows is required for the accounting software) and a CD-ROM drive.

## INTRODUCTION TO ENTREPRENEURIAL STUDIES

Course code: **BDI3C-B**

Grade 11, college preparation

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. You will create a venture plan for a

school-based or student-run business. Through hands-on experiences, you 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: **BTA30-B**

Grade 11, open

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

This course prepares you for the digital environment. Using a hands-on approach, you 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 you will design and create an e-business website. The skills developed in this course will prepare you 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.

This course introduces you to advanced accounting principles that will prepare you for postsecondary studies in business. You will learn about financial statements for various forms of business ownership and how those statements are interpreted in making business decisions. This course expands your 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 with Internet access (a PC running Windows is required for the accounting software) and a CD-ROM drive.

## BUSINESS LEADERSHIP: MANAGEMENT FUNDAMENTALS

Course code: **BOH4M-A**

Grade 12, university/college prep.

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](http://www.ilc.org).*

## Canadian and World Studies

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### GEOGRAPHY OF CANADA

Course code: **CGC1P-A**

Grade 9, applied

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.

## CANADIAN HISTORY SINCE WORLD WAR I

Course code: **CHC2D-C**

Grade 10, academic

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-C**

Grade 10, applied

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: **CHV20-O**

Grade 10, open

½ credit

*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: **CGG30-A**

Grade 11, open

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.

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 DVD are provided on loan.

**Required equipment:** DVD player and a television

## UNDERSTANDING CANADIAN LAW

Course Code: **CLU3M-A**

Grade 11, university/college prep.

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

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

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

*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

## English

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**ENGLISH**Course code: **ENG1P-B**

Grade 9, applied

This course is designed to develop the key oral communication, reading, writing, and media literacy skills that you will need for success in secondary school and daily life. You will read, interpret, and create

a variety of informational, literary, and graphic texts. An important focus will be on identifying and using appropriate strategies and processes to improve your comprehension of texts and to help you communicate clearly and effectively. The course is intended to prepare you for the Grade 10 applied English course, which leads to college or workplace preparation courses in Grades 11 and 12.

Recommended online resources are available with this course.

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

**Required equipment:** A computer with Internet access, and a CD player.

**ENGLISH**Course code: **ENG2D-B**

Grade 10, academic

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that you need need for success in your secondary school academic programs and in your daily life. You will analyse literary texts from contemporary and historical periods, interpret and evaluate informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the selective use of strategies that contribute to effective communication. **New!**

**Video and audio clips for analysis featuring media productions, author interviews, Shakespeare productions, historical speeches and more!** This course is intended to prepare you for the compulsory Grade 11 university or college preparation course.

Recommended online resources are available with this course.

**Prerequisite:** Grade 9 English, academic or applied

Required texts are provided on loan.

**Required equipment:** A computer with Internet access.

## ENGLISH

Course code: **ENG2P-B**  
Grade 10, applied

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that you will need for success in secondary school and daily life. You will study and create a variety of informational, literary, and graphic texts. An important focus will be on the consolidation of strategies and processes that help you interpret texts and communicate clearly and effectively. **New! Video and audio clips for analysis featuring media productions, author interviews, current affairs discussions, and more!** This course is intended to prepare you for the compulsory Grade 11 college or workplace preparation course.

Recommended online resources are available with this course.

**Prerequisite:** Grade 9 English, academic or applied

Required texts, DVD, and CD are provided on loan.

**Required equipment:** A computer with Internet access, a DVD player, television, and a CD player

## ENGLISH

Course code: **ENG3C-A**  
Grade 11, college preparation

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 CD are provided on loan.

**Required equipment:** a CD player.

**ENGLISH**Course code: **ENG3E-A**

Grade 11, workplace preparation

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-B**

Grade 11, university preparation

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 using language with precision and clarity and incorporating stylistic devices appropriately and effectively. **New! Join the online book club and discuss the novel with other students in the**

**Knowledge Forum. Also, video and audio clips featuring interviews, author readings and more!**

The course is intended to prepare you for the compulsory Grade 12 university or college preparation course.

**Prerequisite:** Grade 10 English, academic

Required texts and CD are provided on loan.

**Required equipment:** a computer with Internet access, and a CD player.

**COMMUNICATION IN THE WORLD OF BUSINESS AND TECHNOLOGY**Course code: **EBT40-A**

Grade 12, open

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

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

*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-B**

Grade 12, university preparation

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 using academic language coherently and confidently, selecting the reading strategies best suited to particular texts and particular purposes for reading, and developing greater control in writing. **New! Video and audio**

**clips for analysis featuring media productions, author interviews, Shakespeare productions, historical speeches and more!** The course is intended to prepare you for university, college, or the workplace.

**Prerequisite:** Grade 11 English, university preparation

Required texts are provided on loan.

**Required equipment:** a computer with Internet access.

## STUDIES IN LITERATURE

Course code: **ETS4U-A**

Grade 12, university preparation

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**.*

## THE WRITER'S CRAFT

Course code: **EWC4U-A**

Grade 12, university preparation

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

*For new course releases, please check our website, **www.ilc.org**.*

# English As A Second Language

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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 our website to enrol.

## BEGINNING COMMUNICATION IN ENGLISH

Course code: **ESLAO-A**

ESL Level 1, open

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

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, and a CD player.

# French

**IMPORTANT NOTE:** These courses are for students with prior French instruction. The ILC does not offer Beginner French courses. Students must have a solid foundation in the French language.

## CORE FRENCH

Course code: **FSF1P-A**

Grade 9, applied

*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 CDs are provided on loan.

**Required equipment:** a CD player, and an audio cassette recorder.

## CORE FRENCH

Course code: **FSF2D-A**

Grade 10, academic

*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 CDs are provided on loan.

**Required equipment:** a CD player, and an audio cassette recorder.

# Guidance and Career Education

## LEARNING STRATEGIES 1: SKILLS FOR SUCCESS IN SECONDARY SCHOOL

Course code: **GLS10-B**

Grade 9, open

*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

$\frac{1}{2}$  credit

*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

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

*For new course releases, please check our website, **[www.ilc.org](http://www.ilc.org)**.*

# Health and Physical Education

## CREDIT COURSES

### HEALTH FOR LIFE

Course code: **PPZ30-A**

Grade 11, open

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.

# Mathematics

### FOUNDATIONS OF MATHEMATICS

Course code: **MFM1P-C**

Grade 9, applied

*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

## PRINCIPLES OF MATHEMATICS

Course code: **MPM2D-B**

Grade 10, academic

This course enables you to broaden your understanding of relationships and extend your 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

This course enables you 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. You 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. You will investigate similar triangles, the trigonometry of right triangles, and the measurement of three-dimensional figures. You will consolidate your mathematical skills as you 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.

## FOUNDATIONS FOR COLLEGE MATHEMATICS

Course code: **MBF3C-B**

Grade 11, college preparation

This course enables you to broaden your understanding of relationships and extend your 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.

Recommended online resources are available with this course.

**Prerequisite:** Foundations of Mathematics, Grade 10, applied

### **Required equipment:**

A computer with Internet access and a spreadsheet program (preferably Microsoft Excel), and a graphing calculator (TI-83+ or TI84+, also available online).

## FUNCTIONS AND APPLICATIONS

Course code: **MCF3M-B**

Grade 11, university/college prep.

*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. You will represent functions numerically, graphically, and algebraically; simplify expressions; solve equations; and solve problems relating to applications. You will reason mathematically and communicate your thinking as you 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

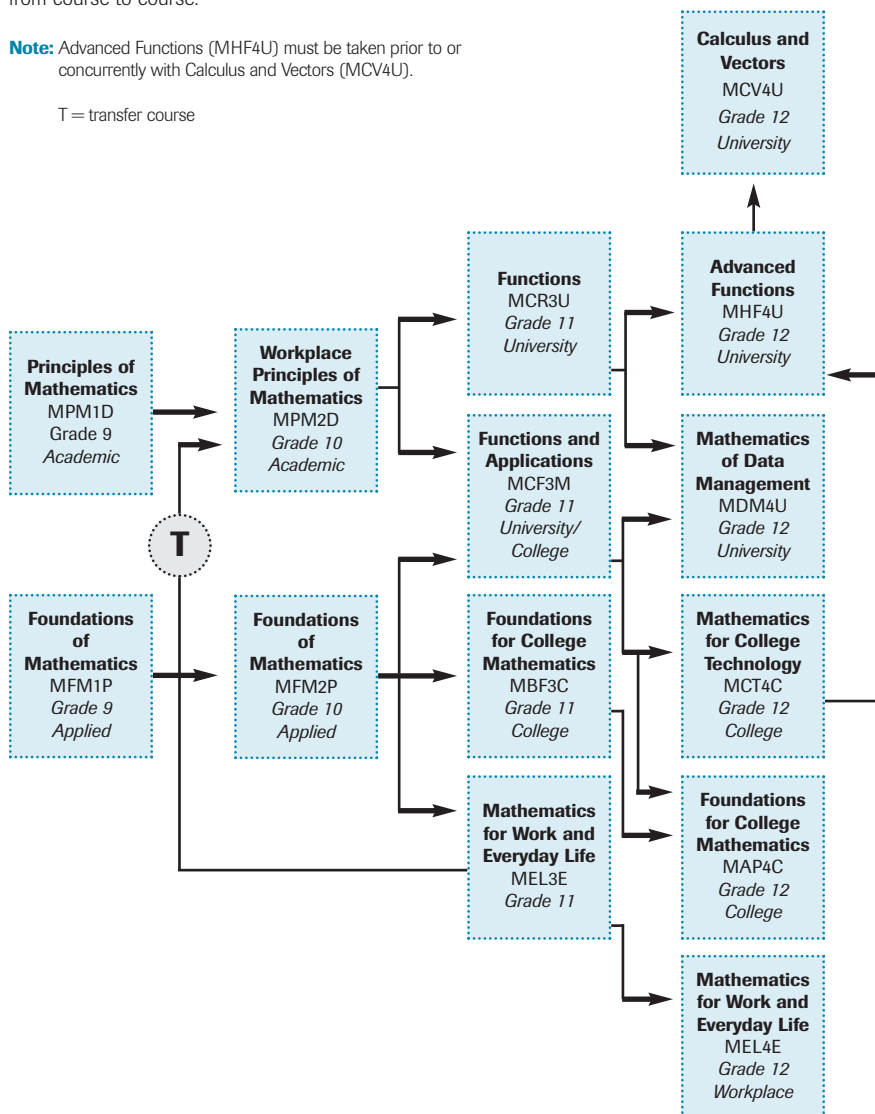
**Required equipment:** A computer with Internet access and a graphing calculator (TI-83+ or TI84+, also available online).

# Prerequisite Chart for Mathematics, Grades 9–12

This chart maps out all the courses in the discipline and shows the links between courses and the possible prerequisites for them. It does not attempt to depict all possible movements from course to course.

**Note:** Advanced Functions (MHF4U) must be taken prior to or concurrently with Calculus and Vectors (MCV4U).

T = transfer course



## FUNCTIONS

Course code: **MCR3U-B**

Grade 11, university preparation

This course introduces the mathematical concept of the function by extending your experience with linear and quadratic relations. You will investigate properties of discrete and continuous functions, including trigonometric and exponential functions; represent functions numerically, algebraically, and graphically; solve problems involving applications of functions; investigate inverse functions; and develop facility in determining equivalent algebraic expressions.

**Prerequisite:** Principles of Mathematics, Grade 10, academic

**Required equipment:** A computer with Internet access and a graphing calculator (TI-83+ or TI-84+, also available online).

## MATHEMATICS FOR WORK AND EVERYDAY LIFE

Course code: **MEL3E-B**

Grade 11, workplace preparation

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:** A computer with Internet access and a spreadsheet program (preferably Microsoft Excel).

### Materials provided on loan:

Income tax forms, Income Tax Guide, payroll deduction tables, official map of Ontario

## FOUNDATIONS FOR COLLEGE MATHEMATICS

Course code: **MAP4C-B**

Grade 12, college preparation

This course enables you to broaden your understanding of real-world applications of mathematics. You will analyse data using statistical methods; solve problems involving applications of geometry and trigonometry; solve financial problems connected with annuities, budgets, and renting or owning accommodation; simplify expressions; and solve equations. This course prepares you for college programs in areas such as business, health sciences, and human services, and for certain skilled trades.

**Prerequisite:** Foundations for College Mathematics, Grade 11, college preparation, or Functions and Applications, Grade 11,

university/college preparation (or Functions, Grade 11, university preparation)

**Required equipment:** A computer with Internet access and a spreadsheet program (preferably Microsoft Excel), a graphing calculator (TI-83+ or TI-84+, also available online), and a scanner if submitting work using the e-Journal.

## CALCULUS AND VECTORS

Course code: **MCV4U-A**

Grade 12, university preparation

This course builds on your previous experience with functions and your developing understanding of rates of change. You will solve problems involving geometric and algebraic representations of vectors and representations of lines and planes in three dimensional space; broaden your 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. You will also refine your 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).

**Required equipment:** A computer with Internet access, and a graphing calculator (TI-83+ or TI-84+, also available online).

## MATHEMATICS FOR COLLEGE TECHNOLOGY

Course code: **MCT4C-B**

Grade 12, college preparation

This course enables you to extend your knowledge of functions. You will investigate and apply properties of polynomial, exponential, and trigonometric functions; continue to represent functions numerically, graphically, and algebraically; develop facility in simplifying expressions and solving equations; and solve problems that address applications of algebra, trigonometry, vectors, and geometry. This course prepares you for a variety of college technology programs.

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

**Required equipment:** A computer with Internet access, and a scientific calculator.

## MATHEMATICS OF DATA MANAGEMENT

Course code: **MDM4U-A**

Grade 12, university preparation

This course broadens your 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 WORK AND EVERYDAY LIFE

Course code: **MEL4E-A**

Grade 12, workplace preparation

This course enables you to broaden your 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

This course extends your experience with functions. You will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; develop techniques for combining functions; broaden your understanding of rates of change; and develop facility in applying these concepts and skills. You will also refine your 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.

*For new course releases, please check our website, [www.ilc.org](http://www.ilc.org).*

## Native Studies

### ABORIGINAL BELIEFS, VALUES, AND ASPIRATIONS IN CONTEMPORARY SOCIETY

Course code: **NBV3E-A**

Grade 11, workplace preparation

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

*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

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

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  
*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

## BIOLOGY

Course code: **SBI3U-A**  
Grade 11, university preparation

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. **Interactive tutorials (WEBits) have been designed exclusively for the enhancement of your learning experience. Topics such as The Structure of Nucleic Acids, Transmission of Genes, and Classifying Organisms brought to life with the WEBits.** 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

## CHEMISTRY

Course code: **SCH3U-A**

Grade 11, university preparation

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. **Interactive tutorials (WEBits) have been designed exclusively for the enhancement of your learning experience. Kitchen Labs on topics such as Bubbly Metals, Salty Peroxide, and Charles' Law, are brought to life with the WEBits.** 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. **You will need to install the ChemLab software onto a PC. If you have access to a Macintosh computer rather than a Microsoft Windows computer, you will not be able to run all the experiments. You will need to use a Windows PC to finish any laboratories that do not run on a Macintosh. Your local library will be able to assist you.**

**Required equipment:** A computer with Internet access and

a CD-ROM drive, and a scientific calculator (available online at [www.ilc.org](http://www.ilc.org)).

## SCIENCE

Course code: **SNC3E-A**

Grade 11, workplace preparation

*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

## SCIENCE

Course code: **SNC3M-A**

Grade 11, university/college prep.

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

## PHYSICS

Course code: **SPH3U-A**

Grade 11, university preparation

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 inter-relationships 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

## BIOLOGY

Course code: **SBI4U-A**

Grade 12, university preparation

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. **Interactive tutorials (WEBits) have been designed exclusively for the enhancement of your learning experience. Topics such as Bio-chemical Reactions, Laws of Thermodynamics and Protein Synthesis are brought to life with the WEBits.** 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

**CHEMISTRY**Course code: **SCH4C-A**

Grade 12, college preparation

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 electro-chemistry, 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](http://www.ilc.org).*

**CHEMISTRY**Course code: **SCH4U-A**

Grade 12, university preparation

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. **Interactive tutorials (WEBits) have been designed exclusively for the enhancement of your learning experience. Experiments involving Heat Reaction are brought to life with the WEBits.** 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.

**Required equipment:** A computer with Internet access.

**EARTH AND SPACE SCIENCE**Course code: **SES4U-A**

Grade 12, university preparation

*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. You 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.

## SCIENCE

Course code: **SNC4E-A**

Grade 12, workplace preparation

*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.

*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

*Not available on e-Journal*

This course develops your 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  
*Not available on e-Journal*

This course enables you 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.

**Interactive tutorials (WEBits) have been designed exclusively for the enhancement of your learning experience. Topics such as Circular Motion, the Theory of Special Relativity and Photoelectric Effect are brought to life with the WEBits.**

Recommended online resources are available with this course.

**Prerequisite:** Grade 11 Physics, university preparation

## Social Sciences and Humanities

### FASHION AND CREATIVE EXPRESSION

Course code: **HNC30-A**  
Grade 11, open

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.

**Required equipment:** A computer with Internet access.

**Special Required equipment:**

In Unit 4, you will require a camera (digital camera if using e-Journal), a sewing machine if possible, a steam iron, and sewing scissors

**PARENTING**

Course code: **HPC30-A**

Grade 11, open

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: **HRF30-A**

Grade 11, open

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.

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.

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.

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

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.

# 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 46.)

## 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.

## What do you need to graduate?

### Students Must Earn the Following Compulsory Credits to Obtain the Ontario Secondary School Diploma:

|                       |   |                                                   |
|-----------------------|---|---------------------------------------------------|
| 18 Compulsory Credits | 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                     |
|                       | ½ | Civics                                            |
|                       | ½ | 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\*\*

### 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.

## 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.

## The Old Curriculum

## Earning Your Diploma

### CREDIT COURSES

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.

Please contact the ILC for details on how you as a mature student can earn your high school diploma: 416.484.2704 or 1.800.387.5512.

Students who earn their Ontario Secondary School Diploma (O.S.S.D.) with the ILC are invited to the annual ILC Graduation and Awards Ceremony. They may also choose to have their diploma issued on behalf of their former Ontario high school. See page 58 for more information on the ILC Graduation.

# DIPLOMA PLANNER

Name \_\_\_\_\_

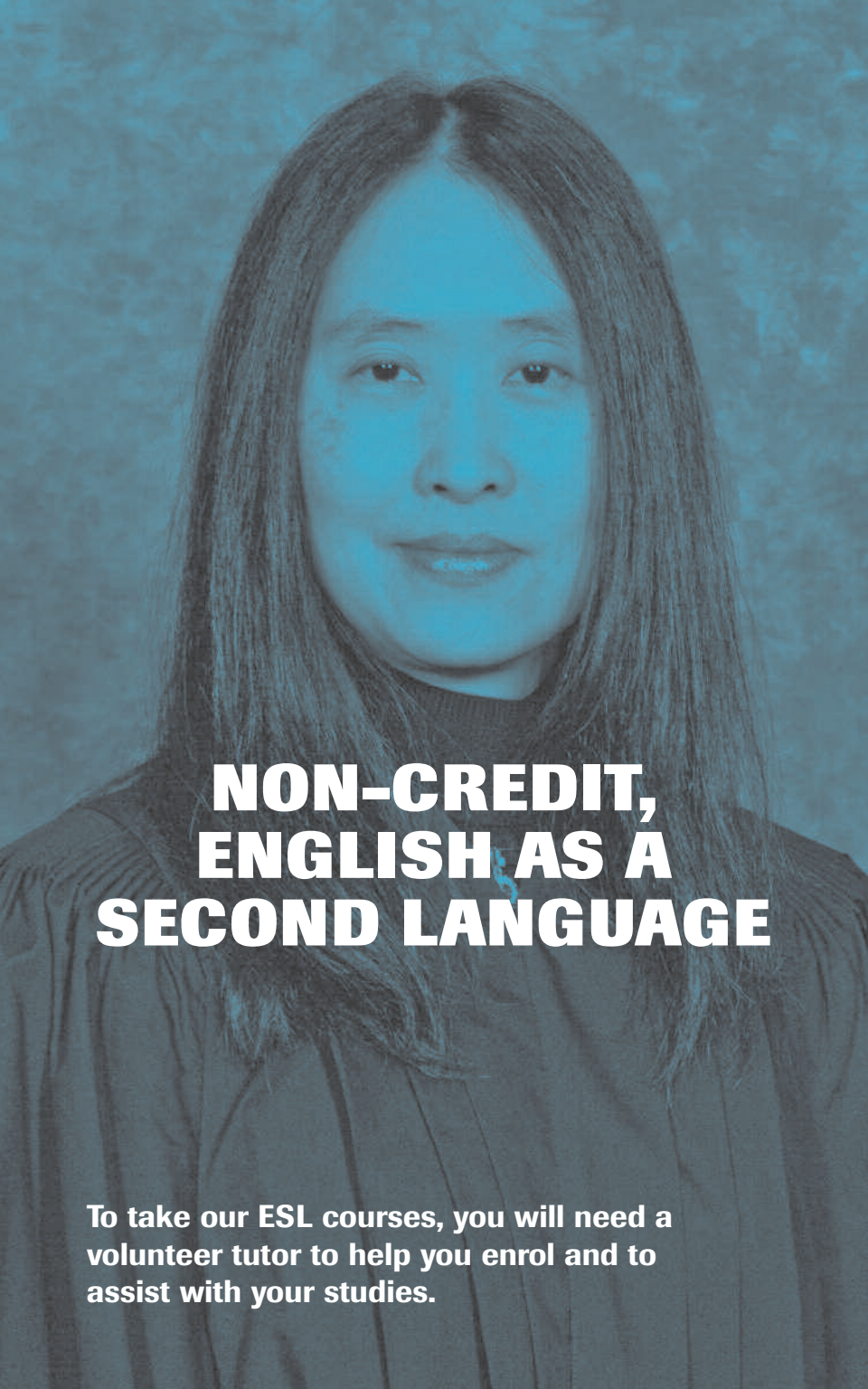
ILC Student # \_\_\_\_\_

| TO EARN AN ONTARIO SECONDARY SCHOOL DIPLOMA, YOU MUST SUCCESSFULLY COMPLETE:                                                                                                                                                                                                        |                          |                          |                          |                          | GRADE 9                       | GRADE 10                                                                                         | GRADE 11                                                                                         | GRADE 12                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 4 English                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | English                       | English                                                                                          | English                                                                                          | English                                                                                          |
| 3 Mathematics (at least 1 credit in Grade 11 or 12)                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |
| 2 Science                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mathematics                   | Mathematics                                                                                      | Mathematics                                                                                      | 1 credit from Group 1, or Group 2, or Group 3 (only 1 credit from each group needed for diploma) |
| 1 French as a Second Language                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |
| 1 Canadian History                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |
| 1 Canadian Geography                                                                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |
| 1 The Arts (music, art, drama)                                                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |
| 1 Health and Physical Education                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |
| 0.5 Career Studies                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |
| <b>Group 1</b><br>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* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Canadian Geography            | Canadian History                                                                                 | Optional Credit                                                                                  | Optional Credit                                                                                  |
| <b>Group 2</b><br>1 additional credit in Health and Physical Education, or The Arts, or Business Studies or cooperative education*                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | French                        | Civics (0.5 credit)<br>Career Studies (0.5 credit)                                               | Optional Credit                                                                                  | Optional Credit                                                                                  |
| <b>Group 3</b><br>1 additional credit in Science, (Grade 11 or 12), or Technological Education (Grades 9 to 12) or cooperative education*                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health and Physical Education | Optional Credit                                                                                  | Optional Credit                                                                                  |                                                                                                  |
| 40 hours of Community Involvement                                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Optional Credit               | Optional Credit                                                                                  | Optional Credit                                                                                  |                                                                                                  |
| Ontario Secondary School Literacy Requirement                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                               |                                                                                                  |                                                                                                  |                                                                                                  |

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

## CREDIT COURSES

This 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.



# **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 25.

### 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 enroll a student in an ESL course, the tutor should complete the ESL Registration Form found at **[www.ilc.org](http://www.ilc.org)**.

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**

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**

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 25 for ESL credit courses Level 1 and 2.



INDEPENDENT LEARNING CENTRE  
CENTRE D'ÉTUDES INDÉPENDANTES

## **YOUR ILC**

**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.**

# Access the ILC Online

The ILC believes in using all methods available in the delivery of our trusted and reliable Credit Courses. Students are encouraged to take full advantage of the ILC's suite of online services.



## TIP

Don't forget to list an email address when you register so you can receive up-to-date information for your courses and stay in the loop with what's new at the ILC.

- get the final mark for your course
- access online resources and other services



## 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.



RBC is a proud supporter of Ask a Teacher

## 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:

- curriculum-based tutorials
- chat rooms where you can get one-on-one help in Mathematics, Science and English for grades 9–12, from certified teachers in real time. Log-in to our chat rooms Sunday to Thursday, 5:30–9:30 and “raise your hand.”

## Course Records Online!

Once you are enrolled in a course, you are given an ILC student number and a PIN that allows you to register on our website at **www.ilc.org** to access your personal course records online.

Once you are a registered user on **www.ilc.org** you can also:

- confirm course enrolment
- confirm that a course package was mailed to you
- get your unit mark or your final test mark

- one-on-one chat is also available with Teacher Librarians, on behalf of Knowledge Ontario, to help you with your research questions.

View a chat demo by visiting **www.ilc.org** and the Ask a Teacher section.

## Knowledge Ontario

Registered users of *Ask a Teacher* have access to a vast array of articles, databases, videos and more. Knowledge Ontario is a collaboration of libraries, cultural heritage organizations and educational institutions, and offers five excellent resources: Ask Ontario, Our Ontario, Resource Ontario, Connect Ontario and Learn Ontario.

The resources and materials available through Knowledge Ontario go well beyond what is available on the Internet, with online licensed databases including full text of newspapers, magazines, reference books, Canadian newswires, and more, available to all Ontarians free of charge.

Explore Knowledge Ontario's resources by visiting **www.ilc.org** and going to *Ask a Teacher*.

## Quick Start

Do you need to start your course immediately? The Quick Start lets you download the first two lessons of Unit One, instead of waiting for your course package to arrive in the mail. This time-saving feature is available for popular ILC courses. Remember to inquire about the Quick Start when registering for your course.



**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 for which you need help**

## 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:

## E-MAIL

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

## 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.

## MAIL

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

# Alternative Ways to Access the ILC

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## Day School Program

The Day School program is for students currently attending an Ontario secondary school during the day. The program is managed by a facilitator.

There are many circumstances in which an Ontario secondary school student might be unable to attain a credit during the day as part of their regular timetable.

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, athletics and co-operative education
- support students who are unable to enroll 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 and night school
- offer workplace and college preparation courses

The ILC Day School program is flexible because students are not required to log-in to scheduled on-line sessions. They are permitted to complete the work on their own time.

We work closely with the Ministry of Education, boards and schools to offer students viable options for earning their O.S.S.D.

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](mailto:dayschool@tvo.org)

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

## FACILITATED GROUPS

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

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](mailto:dayschool@tvo.org).

# Our Partners in Your Education



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**NATURE**



your personal research guide

# Learner Services

## Guidance Support

The ILC has Guidance Counsellors and Learner Advisors who can help you with your course selection and answer your questions.

Some services that are available for students enrolled with the ILC include:

- assessment of secondary school diploma requirements
- post-secondary counselling
- assistance with college/university application process
- educational planning and counselling
- evaluations for mature students, Prior Learning Assessment & Recognition (PLAR)

## 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. See page 66.

Upon the successful completion of a full course, the ILC will issue a transcript, and, if you are eligible, your Ontario Secondary School Diploma. **Also note that all ILC**

**course materials provided on loan must be returned at your own expense 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. (The ILC is recognized by the Ministry of Education and your ILC transcript will be accepted by all post-secondary institutions.)

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/Progress Report/Enrolment Confirmation Form** available on our website, [www.ilc.org](http://www.ilc.org). Send your completed 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 66.

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.

## DIPLOMA ASSESSMENT

To earn your diploma with the ILC you need to request a diploma assessment. 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

completed one course with the ILC. Assessments can also be done for students who went to school outside Ontario. In doing the assessment, we will evaluate the original, official records you provide.

For further instructions please see page 66.

## 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. The ceremony is an exciting mix of all ages and backgrounds.



**Some of the ILC graduates  
and GED Award recipients,  
class of 2008.**

## 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.

## GED TESTING

Another option for obtaining high school credentials is to write the GED test. The General Educational Development (GED) testing

program allows adults who have not finished high school the opportunity to demonstrate high school academic knowledge and skills. 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

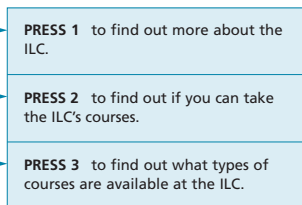
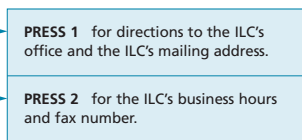
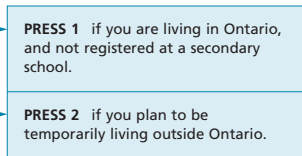
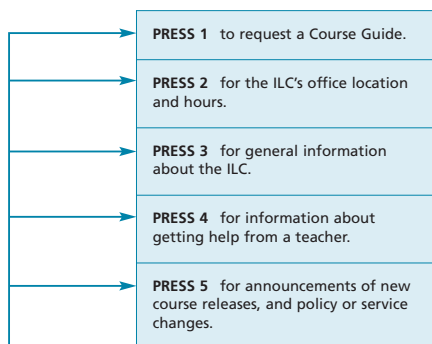
For more information, call 416.484.2737 or 1.800.573.7022, or visit **[www.ilc.org](http://www.ilc.org)**.

## AUTOMATED TELEPHONE SYSTEM (STS)

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 day a week, from 8am–10pm. All you need is a touch-tone telephone. A handy guide to using the ATS follows on the next page.

# 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.



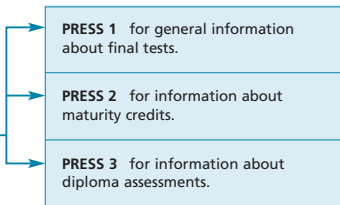
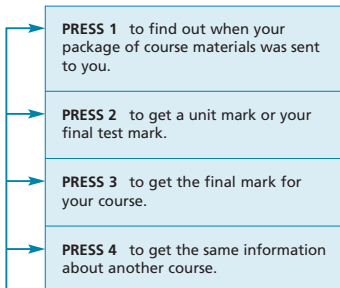
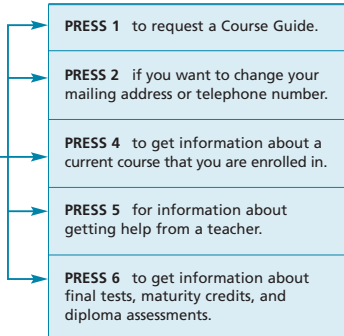
**PRESS 1** if you are not a student.

**START HERE**

**PRESS 2** if you are a student or facilitator and have a PIN.

**PRESS 1** if you are a student.

**PRESS 2** if you are a facilitator.



**NOTE:** ATS course codes are available on our Website.

# Enrolment

## Ontario Residents

### 1. SECONDARY SCHOOL CREDIT COURSES – \$40.00

To enrol in a credit course, you must:

- 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 all other circumstances, please refer to our website at **www.ilc.org** or call us at 1.800.387.5512 or 416.484.2704.

### 2. NON-CREDIT ESL COURSES – \$40.00

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 Registration Form found on our website at **www.ilc.org** or by calling us at 1.800.387.5512.

### 3. HOME-SCHOOLED STUDENTS—SECONDARY LEVEL – \$40.00

A student who is currently being home-schooled, 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. Please visit our website at **www.ilc.org** for further information and to download all the necessary documentation for enrolment.

## Non-Residents of Ontario

The ILC now offers its courses to:

- Students from other provinces or territories of Canada \$500.
- International students (residing outside of Canada) \$500.
- Students on study visas attending public or private schools in Canada \$500.
- Individuals with work permits living in Ontario \$500.

For further information on how to enrol as a non-resident, please visit the website at **www.ilc.org**.

## 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

3. Official original Ontario Student Transcript
4. Date of Leaving Letter from your last school (see website for details)

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

## 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.

## Enrolment Requirements

1. Complete Registration Form C, found on our website at [www.ilc.org](http://www.ilc.org)

2. Submit payment of the full administration fee by credit card, cheque, or money order

**NOTE:** *If you require an accommodation to complete your course (see Appendix B), the documentation must be submitted along with your Registration Form C. This is critical come testing time.*

Applicants under 20 years of age must also include:

## Confirmation of Enrolment

You may request an enrolment confirmation letter after your first unit has been marked. Please refer to the instructions on page 66. The mark you obtained does not appear on the enrolment confirmation letter.

\*TVO administers the ILC, the province's designated provider of distance education.

# Appendix A:

## 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**). **NOTE:** The ILC does not permit students to “challenge” a course for an automatic credit.

### 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.

## Appendix B:

### ACCOMODATIONS 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.

## Appendix C:

### REQUESTING A PROGRESS REPORT, TRANSCRIPT, OR ENROLMENT CONFIRMATION

Please complete the: **Request for Transcript/Progress Report/Enrolment Confirmation** form available under the Forms 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.

# Appendix D:

## 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.

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 are concerned about meeting the 10 month deadline please contact us in advance, to discuss options.

### Withdrawals

To withdraw from a course you must notify 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](http://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. You must, however, start over at Unit 1.

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.

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 you are unsure, please contact and ILC guidance counsellor before enrolling in a course.

## 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, so there is no guarantee that the outcome will change. 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 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 mandatory 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.

For full-credit and half-credit courses, the final test 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.

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 64.

## 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.

## 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, 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 10 month completion deadline for, we cannot accept your next course request until

- the returnable items have been returned to our warehouse at your own expense

**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** found on our website. You will always have the same ILC student number. If you know it, please use it on your Registration Form.

## 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.



- Q.** *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?*
- A.** 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.
- Q.** *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?*
- A.** 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.
- Q.** *What is the process if I have a question about ILC policy?*
- A.** 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.

## 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.



## Frequently Asked Questions

### Q. *When can I start a course?*

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

### Q. *How much does it cost?*

**A.** 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 of Ontario (please see page 61). Educators wishing to enrol students must apply through our Day School Program (please see page 54).

### Q. *Do I have to attend classes?*

**A.** No. ILC courses are a blend of print and online distance education courses. Your course books are sent to you by mail. You may study wherever and whenever you choose. You will complete your work in your Course Journal or e-Journal and send it in for marking by our Ontario certified teachers.

### Q. *Can I enrol online?*

**A.** 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.

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

**A.** If you are not currently registered with an Ontario high school you may register with the ILC. Please

visit our website at **www.ilc.org** for registration details.

### Q. *Do ILC courses have deadlines?*

**A.** 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!

### Q. *Do I have to provide a transcript with my course request?*

**A.** 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.

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 time-tables as proof of credits previously earned.

**Q.** *What happens after I submit my course request?*

**A.** 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 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.

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

**A.** 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.

**Q.** *Where do I send my work?*

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

**Q.** *What happens if my work gets lost in the mail?*

**A.** 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. Finally, you are encouraged to take your work into a Canada Post outlet to have it weighed so that you know exactly how much postage is required.

**Q.** *How many courses can I request?*

**A.** 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.

**Q.** *How long does it take to complete a course?*

**A.** 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.

**Q.** *What other items might I require to complete my course?*

- Supplies such as paper, pens, and (when required) blank audio cassettes
- Computers with internet access

- Additional equipment as noted in the course description in this guide, such as a graphing or scientific calculator, CD-Rom or DVD player
- 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)

**Q.** *How do I get help if I get stuck during the course?*

- A.** 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 53 for details.

**Q.** *How long will it take to get my work back?*

- A.** Once we receive your Course Journal or e-Journal, it takes 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.

**Q.** *Do ILC courses have final tests?*

- A.** Yes. All secondary school credit courses have mandatory 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.

**Q.** *Where do I write my final test?*

- A.** 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.

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

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

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

- A.** 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 unit if you want to continue the course, but we want you to stay active in your studies and reach your goal.

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