



# WINNIPEG ADULT EDUCATION CENTRE



STUDENT  
INFORMATION  
AND COURSE  
HANDBOOK

2025-2026

Winnipeg  
School Division

## TABLE OF CONTENTS

<u>INTRODUCTION TO THE WINNIPEG ADULT EDUCATION CENTRE</u>	<u>3</u>
<u>REGISTRATION &amp; COURSE SELECTION</u>	<u>5</u>
<u>CREDIT SYSTEM &amp; GRADUATION</u>	<u>7</u>
<u>STUDENT SERVICES</u>	<u>8</u>
GUIDANCE AND COUNSELING	
RESOURCE SUPPORT	
INDIGENOUS SUPPORT SERVICES	
LIBRARY SERVICES	
<u>CODE OF CONDUCT</u>	<u>10</u>
<u>STUDENT USE OF AI</u>	<u>11</u>
<u>GENERAL INFORMATION FOR STUDENTS</u>	<u>12</u>
<u>PROGRAMS AND ACADEMICS</u>	<u>15</u>
<u>COURSE DESCRIPTIONS</u>	<u>16</u>
SPECIAL LANGUAGE CREDITS	17
ENGLISH LANGUAGE ARTS AND ENGLISH AS AN ADDITIONAL LANGUAGE	17
INFORMATION & COMMUNICATION TECHNOLOGY	19
HUMANITIES AND INDIGENOUS EDUCATION COURSES	20
MATHEMATICS	21
SCIENCE	23
CAREER DEVELOPMENT	25
OPTION COURSES	25
OFF CAMPUS COURSES	26
<u>GRADUATION PLANNER</u>	<u>27</u>

# INTRODUCTION TO THE WINNIPEG ADULT EDUCATION CENTRE (WAEC)

The Winnipeg Adult Education Centre includes each of these key areas of educational programming:

- Provincially approved courses leading to a Mature High School Diploma,
- basic literacy/numeracy programming,
- Recognition of Prior Learning,
- upgrading for post-secondary,
- literacy/numeracy skills for employment,
- English language learning at various levels.

Through the intake/assessment process, students will be placed in courses based on their past educational experiences, a literacy/numeracy assessment (if necessary), along with post-secondary, employment, and learning goals. Students make individual education plans to meet their goals in consultation with our guidance counsellors at WAEC.

WAEC provides transitional planning to employment, post-secondary and training, or community opportunities through career development programming and career planning services provided by our Career Coordinator. This includes access to guidance counsellors, a career advisor and career planning software.

WAEC provides a wide range of supports to students including access to Indigenous support teachers, guidance counsellors, a social worker, a full library and teachers for subject specific assistance.



# Locations of Winnipeg Adult Education Centre

## HIGH SCHOOL CAMPUS

### ISBISTER BUILDING, 310 VAUGHAN ST

- This building is named after Alexander Kennedy Isbister, a Metis educator and advocate for education of Metis people in Canada.
- The school is a public high school of the Winnipeg School Division (WSD) which means there are no fees for WSD residents to attend and a wide range of classes and supports are offered.
- Courses include Math, English, Sciences, and a wide range of options.
- Guidance, career, indigenous support, and social work services are all available in this location

## WINNIPEG SCHOOL DIVISION ADULT LEARNING CENTRES

Adult Learning Centres accept adult students from anywhere in Manitoba and there are no fees to attend.

### RIVER OSBORNE COMMUNITY CENTRE, 101 PEMBINA HWY

- This location focuses on core grade 12 courses, offered in 10-week blocks, either as a full morning or full afternoon.
- Enough credits are offered that a student can earn a mature school diploma without needing to attend any other location

### KAAKIYOW LI MOOND LIKOL, 510 KING ST

- Kaakiyow Li Moond Likol was created in 2006 to serve the education needs of the Lord Selkirk Park community
- Kaakiyow focuses on a continuous growth model allowing students to learn at their own pace while working towards a mature student diploma.
- Classes are offered in flexible schedules throughout the year
- Students can start at an introductory high school level and work their way through grade 12 and earn all the credits needed for a mature student diploma

### TAKING CHARGE OF ACADEMICS! 276 COLONY ST

- Taking Charge of Academics! is a WAEC program embedded within the Taking Charge! program. Taking Charge! is a not-for-profit organization that supports parents with the supports needed to re-enter the workforce.
- Taking Charge! provides pre-academic and personal growth courses
- Taking Charge of Academics provides up to 4 high school credits and provides the foundation needed for students to complete their mature student diploma at WAEC

### KEEWATIN-BURROWS ALC, SHAUGHNESSY PARK SCHOOL, 1641 MANITOBA AVE

- Keewatin-Burrows ALC is a brand new ALC which will be opening in the fall of 2025. This location has been created to serve the community of Gilbert Park and surrounding areas
- Keewatin-Burrows ALC will focus on flexible courses that will allow students to start at whatever level they are ready for, and work towards a mature student diploma.
- There will be a community engagement focus, with an expectation that students will participate in community events outside the ALC.

# REGISTRATION & COURSE SELECTION PROCEDURES

## APPLICATION PROCEDURES

### NEW STUDENTS

- All new students must complete an application in full.
- The application can be downloaded from the WAEC website then filled and emailed to [WAEC@wsd1.org](mailto:WAEC@wsd1.org) or completed in person.
- Identification will be required when registration is confirmed in guidance.
- All registrations will be reviewed by a guidance counsellor and students may be asked to complete an academic and/or language assessment to assist in placing students into suitable classes.

### RETURNING STUDENTS

- Returning students can confirm their registration for the following year without filling out a new application if they were registered for the 2024-2025 school year. Students will need to confirm their contact information with guidance to ensure it is up to date each year.
- Students that had registrations prior to 2024-2025 but were not registered in 2024-2025 must complete a new application.

## TIMETABLES

- Timetables are prepared individually by guidance counsellors in conversation with each student.
- Students can select between 1 and 5 courses each semester. 3 courses each semester (total 6 in one year) is considered a full-time schedule.

### TIMETABLE CHANGES

- Timetable changes must be made by a guidance counsellor.
- Timetable changes cannot be made in the first week of each semester to accommodate placing all students into classes initially.
- Students that need to repeat a course need to see a guidance counsellor to ensure their timetable is appropriate.
- Students will enroll in courses for both Semester 1 and 2 at the start of the year.

## GUIDELINES FOR SELECTING COURSES

### STUDENTS

- Try to choose courses that suit your special interests, abilities, skills and aptitudes.
- Select courses in which you have reasonable chances to succeed. The way you worked and the success you have achieved this year are good indications of how well you are likely to do next year.
- Discuss your choices with your teachers and/or your counsellors.
- Never plan to take a course just because your friends are taking it. Every person is different. You will be more likely to succeed if you consider your own interests and abilities.
- Courses should be chosen with your career goals in mind. Try to keep as many options as possible open to enable you to be prepared for all future employment and post-secondary opportunities

### THE SEMESTER SYSTEM

At WAEC the school year is divided into two five (5) month semesters: Semester I (September to January) and Semester II (February to June). These semesters each consist of 2 terms with report cards at the end of each term.

This system allows students to change courses selections at the end of semester 1 to reflect their interests and needs at the time. If graduation requirements have been met then students can graduate at the end of semester 1 and do not have to wait until June.



# CREDIT SYSTEM & GRADUATION

Depending on your age and circumstances you can graduate under the 8 credit Mature Diploma or the 30 credit High School Diploma. See requirements listed below.

Both the Mature Student High School Diploma and the Grade 9-12 High School Diploma are approved by Manitoba Education and accepted by post-secondary institutions.

## MATURE STUDENT HIGH SCHOOL DIPLOMA REQUIREMENTS (8 CREDITS)

Student must be a minimum of 19 years of age at the time of graduation.

Graduation course requirements:

- Compulsory (2 credits) - Grade 12 English & Grade 12 Mathematics any level of each.
- Additional Grade 12 Credits (2 credits) - 2 additional credits must be at the Grade 12 level.
- Optional (4 credits) - Any 4 additional credits from Grades 9-12

Selection of courses and eligibility for graduation will be discussed with a guidance counsellor at the time of registration.



## GRADE 9-12 HIGH SCHOOL DIPLOMA REQUIREMENTS (30 CREDITS)

This is for students who are missing credits to complete the High School Diploma requirements of 30 credits. Students upon registration will consult with a counsellor to recognize prior credits and plan for graduation. Students who have attended school outside the Winnipeg School Division will be required to provide official mark statements/transcripts from their previous school.

## RECOGNITION OF PREVIOUSLY EARNED CREDITS

- Students who have attended school outside the Winnipeg School Division will be required to provide official mark statements/transcripts from their previous school.
- High School credits from other Canadian schools can be used towards graduation.
- Preparation courses and non-credit courses will NOT be counted as a requirement towards graduation.
- In the following instances, credit may be awarded, see a counsellor for more information:
  - Credits that are recognized from Manitoba Education that were earned in other countries are eligible to be used towards your diploma.
  - Credits can be awarded through Recognition of Prior Learning (RPL), a process in which individuals have the opportunity to obtain credit for high school-level knowledge and skills gained outside the classroom and/or through other educational programs.
  - Credits that were earned more than ten years ago are generally not eligible to be recognized.

Note: Canadian Adult Education Credential (CAEC) (previously the General Education Development (GED)) **cannot** be used towards a high school diploma and is not currently offered at WAEC. These programs are not equivalent to a high school diploma but are used for employers as an education standing.

# STUDENT SERVICES

## GUIDANCE AND COUNSELLING

### STUDENT COUNSELLING SERVICE

Counsellors are available on a drop-in basis offering a variety of information on careers, post-secondary institutions, financial assistance, awards, etc.

### WITHDRAWALS

Students who consider withdrawing from any course (or from school) should see a guidance counsellor to discuss options.

*\*In all cases, withdrawing students are requested to notify the guidance counsellors or a secretary in the office that they wish to withdraw from one or more courses. Books should be returned at this time.*

### CAREER ADVISOR

Students can meet with our Career Advisor (office located in the Student Lounge) to discuss resumes, post-secondary applications, job opportunities, and many other services.

### SOCIAL WORKER

Students can meet with our Social Worker (office located on the third floor) to seek help in accessing support in the community. Our Social Worker can help students to connect with housing, make applications to external agencies, and suggest next steps in seeking assistance.

## RESOURCE SUPPORT

**Academic Support for All Students in the Library -3<sup>rd</sup> floor - Open Monday to Friday 8:30 am to 3:10 p.m.**

The library's resource area is a supportive study space where students can access help from teachers or work quietly on their own.

- Available to everyone - you do not need to pre-register.
- You can come any time you do not have a class scheduled.
- Teachers are present for you to ask questions and to get help with homework.
- A schedule listing times when specific subject area teachers are assigned to the library is posted. You may ask for help from any teacher in that subject area, not just your own.
- Computers are available for student use.
- Dictionaries, thesauruses and some textbooks are available.
- Scientific and graphing calculators are available for student use in the library.

**If you have any questions or need help, do not hesitate to ask.**

Students with *documented* disabilities requiring accommodations for exams or classes are encouraged to contact the administration team or a counsellor to discuss appropriate options. If you require accommodations or additional supports, talk to your teacher and they will refer you to the resource teacher, a counsellor, or administration depending on your needs.

## INDIGINEOUS SUPPORT SERVICES

Two Indigenous Support teachers are available in the Indigenous Student Resource room (room 201). This room is a safe haven to help Indigenous students:

- On their journey to discover their cultural roots
- Transitioning to adult students
- Offering support with students looking for band funding, Jordan's Principle and other services
- Providing the four sacred medicines and smudging in our Circle Garden
- Information about Truth and Reconciliation for all students
- Listening to Indigenous students' concerns and advocating where possible
- Providing coffee, tea, and snacks in room 201
- The Indigenous Student Resource (Google classroom) provides Indigenous students with relevant information on current events and other resources



## LIBRARY SERVICES

The library is available to all students and offers supports and services to help students be successful at WAEC. The library is open from 8:05 a.m. - 3:15 p.m. Monday to Friday. Some of the supports/services available:

- Students are welcome to use the library as a study area or to access the resource support described above.
- Students can borrow books (maximum of 3 books for approximately 2 weeks). There is no late fee for books returned after the due date and teachers are asked to follow up with students when an overdue slip is in their mailbox. If a student has outstanding materials, they cannot borrow additional materials until the outstanding materials have been returned.
- Students can access technology through the library. There are computer stations and Chromebooks available.
- Textbooks, monitored classroom reading and graphing calculators may be borrowed from the library.
- No student may borrow additional materials, including textbooks, with outstanding or overdue materials.
- Students may use the library printer to print assignments to hand into teachers. There is no cost for printing school-related materials or resumes, but personal printing will be charged 10 cents per page.
- There is a prayer space available in the library for students.
- Student ID photos are taken in the library. All students must have an ID Card, and they can get it at any time during library hours. There is no cost for the card.
- If students require assistance in completing government forms, online applications, or navigating websites, you can ask the teacher librarian for assistance.

# CODE OF CONDUCT

## THE SAFETY AND WELL-BEING OF ALL STUDENTS IS OUR PRIORITY

1. Behave in a respectful manner and comply with the code of conduct;
2. The following are unacceptable:
  - i) abusing physically, sexually, or psychologically - orally, in writing or otherwise - any person
  - ii) bullying, including cyber-bullying
  - iii) discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code
  - iv) using, possessing or being under the influence of alcohol or illicit drugs at school
  - v) smoking or vaping in division buildings or on division property
  - vi) smoking or vaping non-medical cannabis in division buildings or on division property
  - vii) smoking or vaping non-medical cannabis in outdoor public places including the park, streets and sidewalks (Smoking and Vaping Products Control Act)
3. The following will not be tolerated on school sites:
  - i) gang involvement
  - ii) possessing a weapon, as “weapon” is defined in section 2 of the Criminal Code (Canada)
4. Adhere to school division policies respecting appropriate use of multi-functioning communication devices, school/division “Network”, internet and email is expected as outlined in the “Use of the On-Line Information Resources” protocol all students sign at time of registration. All network activity, wired / wireless, is monitored by the division.
5. Respect school property and the property of others. The school cannot accept responsibility for personal items that are lost, stolen or damaged.
6. Where it is found that a violation of the code has occurred, the disciplinary action taken against the student may include, but not restricted to the following:
  - i) verbal warning
  - ii) written warning
  - iii) transfer to another location
  - iv) expulsion
  - v) police involvement
7. Students may appeal disciplinary decisions by approaching a counselor or administrator and as outlined in division policy GCPDA “Harassment Prevention”.

# Student Use of Artificial Intelligence

Artificial Intelligence programs and online tools have become an important part of the education landscape. New tools and technologies become available frequently, so it is not possible to list them and their allowed or prohibited uses. If you are going to use AI you must consider the way in which you are using the AI app or service.

You should consider some of these questions before you use an AI app or service:

- Is this AI being used to generate new ideas that are not your own, or generate writing (or other work) for you?
  - If you present AI generated work as your own this would be considered plagiarism.
  - If you use AI generated work in your assignments you must identify the source, and what part of the work has been created with AI.
- Is this tool assisting your learning or is it replacing your learning?
  - Using AI to help summarize information could help you to learn more. If you use AI to give feedback or make suggestions about the writing you have already completed, then this could help you develop your skills.
  - If you use AI to write something for you, then it is replacing your thinking, and this would not be acceptable.
- Some tools could be used in one situation, but not in another.
  - Translation AI could help you to understand instructions from your teacher, which would be a good use of AI.
  - If you used translation to convert the text you are reading for your English class into another language, then this is an inappropriate use of AI because the learning goal is reading text in English.

There are many powerful AI tools available, and some of these help with learning. You should use and learn about AI as this is very important.

However, make sure that when you use AI that you are using it to help you learn, not to complete assignments for you.

Remember that AI makes mistakes, known as AI “hallucinations” so you can’t always trust the information that is generated by an AI. If you aren’t sure about a specific AI tool, you are encouraged to speak to your teachers.

# GENERAL INFORMATION FOR STUDENTS

## ATTENDANCE AND ENGAGEMENT

Engagement in learning is directly linked to student success and positive academic outcomes. The WAEC encourages all students to actively participate in their classes, take ownership of their learning, seek support when needed and stay motivated towards their goals. In a case where a student has not engaged in their learning for an extended period the WAEC reserves the right to review each situation and determine if a withdrawal from class is necessary. Students withdrawn from class can be reinstated when they are ready to re-engage with their learning.

## ACADEMIC HONESTY

The WAEC believes it is our job to teach students about how to be honest researchers and users of information. Plagiarism happens when a student uses answers, ideas, information or pictures from another source, such as the Internet, AI programs, another person, books or magazines and submits them as their own work. Any form of plagiarism is unacceptable and has a negative impact on learning. The WAEC reserves the right to review each instance of plagiarism to determine an appropriate action. Repeated incidents by a student could lead to a loss of credit.

## RESPECTFUL ENVIRONMENT

In accordance with the Public Schools Act and The Winnipeg School Division Safe Schools Policy, the WAEC is committed to providing a safe and caring school environment that fosters and maintains respectful and responsible behaviors. The WAEC implements a progressive discipline strategy to support students and ensure a respectful environment. If a student is in violation of the school code of conduct (page 10), the following may occur:

- Discussion with teacher and/or administration
- Development of a success plan
- If no resolution is found, withdrawal from school.

If you are interested in providing input to the school code of conduct and response plan, please see administration.

## SHARED ENVIRONMENT

**We ask that all students respect the fact that the school environment is a shared space that is to be kept safe and accessible to all students and staff that use the building.**

### Non-Smoking Facility

The Winnipeg School Division is a smoke free school division and smoking or vaping is not allowed in any buildings or on school grounds.

### Scent Free Facility

Scented products can present a health risk to staff and students. Please do not wear perfume, cologne, scented hairspray, aftershave, or other scented products while in the building.

### Nut Free Facility

Due to the possibility of allergies within our building, we ask that you refrain from bringing any nut products to school. (ex: food containing peanuts, almonds, walnuts)

## BICYCLES

In addition to the bike racks, students have access to a locked bike cage to store bicycles. Application forms are available in the office. **Be aware: a high quality lock is very important.** Bicycles are a common target for theft and a lock that is difficult to break is the best deterrent. Inexpensive cable locks can be easily cut or broken.

## BUS PASSES

Registered students who wish to purchase a Winnipeg Transit student PEGGO Card **must** obtain it through our school. Details are available at the office.

## FIRE DRILLS, LOCKDOWNS AND “HOLD AND SECURE”

Students should be familiar with emergency exit routes. Locations of school exits are posted in each classroom. All occupants of the building must follow these procedures and the building must be evacuated when the emergency alarm sounds. Staff will ensure students are familiar with fire drills, lockdown procedures and evacuation procedures.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Under the Freedom of Information and Protection of Privacy Act (FIPPA), the Winnipeg Adult Education Centre cannot release student information to individuals without a completed **Authorization for Exchange of Information**. This includes taking phone calls, printing timetables, student information, attendance, etc. The Authorization for Exchange of Information forms are available at the main office.

- **It is strongly recommended that any student working with an external agency, or who would like family to be notified in case of an emergency, complete an authorization for exchange of information when they register so that WAEC can share information in case of emergency.**

## LOCKERS

Students may request use of a locker at the guidance office. There is a **\$5.00 non-refundable locker fee**. Only WAEC locks may be used as all unauthorized locks will be removed. Students are requested to clean out their lockers on or before the last day of classes. This is a service we provide for student use. **It is recommended that you leave all valuables at home.**

***\*WAEC assumes no responsibility for contents left in lockers.***

## STUDENT PARKING

Student parking is available in the Webb Street Parking Lot (North side of the building). Spots are available on a first come, first served basis at \$2.00 per day. All monies collected subsidize the cost of graduation. Each day you park in the lot you must register your name, license plate # and the time you arrive at the main office. The lot will be monitored daily.

Cars parked in the staff lot (south side of the building) will be towed.

**\*Cars NOT registered WILL BE TOWED.**

## STUDENT LOUNGE

The lounge is a shared space for WAEC students. Please respect the following expectations;

- Respectful language is expected
- Respectful behaviour is expected
- Voices need to be “inside voice” level
- Electronic media should be listened to only through earbuds / headphones
- Any concerns about the vending machines or the microwave ovens can be directed to the main office

A variety of food and beverages may be purchased in the student lounge. Please remember the school does not provide change. Let's do our part to keep this space clean. Your cooperation is appreciated.

## SPECIAL LANGUAGE EXAMS

Students who can read write and speak a language (other than English & French) can apply to earn credit by taking an exam.

## TIME-SENSITIVE ANNOUNCEMENTS

Time sensitive announcements are broadcast onto selected televisions on the TVs; announced through google classroom and on the school PA system.

Time sensitive announcements and student information are made available on electronic monitors both outside the guidance office on the main floor and in the library on the third floor. Email will also be used to deliver announcements.

**Students must check their division e-mail frequently to ensure they receive these announcements.**

# PROGRAMS & ACADEMICS

## CONTINUOUS INTAKE - "WE ARE READY WHEN YOU ARE!"

Students can enroll anytime at WAEC anytime throughout the school year.

Upon registration, if it is not at the beginning of a semester, students will work on Math and English in a classroom setting for two hours per day. As students progress, they can enter existing credit courses when they are ready. At the end of each term, students will be fully timetabled at their appropriate level.

## ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The EAL Program at WAEC has been developed to help students for whom English is an additional language. Students enrolled in this program will:

- Develop the listening, speaking, reading, writing, viewing and representing skills necessary for success in school and society.
- Develop an appreciation of their own culture and the cultures of others.
- Integrate into the regular English program and other subject areas when it is advisable. Each student will be moved into new programming on an individual basis.



EAL courses are also offered in Mathematics, Sciences, Social Studies, Foods and Nutrition and Computers. Upon arrival at WAEC, students are tested in English. Based on the results of the test, students are placed accordingly.

## MALTI - MANITOBA ADULT LANGUAGE TRAINING INITIATIVE

MALTI is a Manitoba provincial program which supports English as an additional language (EAL) learners with the goal of improving employment outcomes. WAEC seeks to prepare MALTI students for either direct entry to the workforce or enrollment in a post-secondary institution for improved employment opportunities.

MALTI funding provided to WAEC allows the offering of career services and access to students that live outside the Winnipeg School Division catchment.

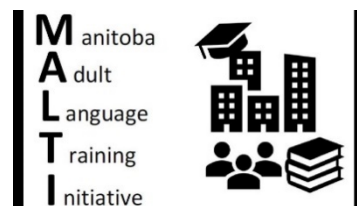
Students are eligible for MALTI for one year, with intake occurring in September.

Benefits of enrolling in MALTI:

- First access to career services including a career coordinator and credential activities
- No WSD catchment requirements to attend Isbister campus.

Students enrolled in the MALTI program must meet the following criteria:

- Be a newcomer with Canadian Language Benchmarks between 5 and 8.
- Participate in at least 3 hours of instruction each day, including language programming
- Participate in career development programming



## COURSE INFORMATION and DESCRIPTIONS:

## SPECIAL LANGUAGE CREDITS

The Special Language Credit Option is a credit granting mechanism that allows students to obtain credits for proficiency in languages other than English or French. Students can obtain a maximum of 4 credits, 1 at each senior high grade level. See a guidance counsellor for more information.

## ENGLISH LANGUAGE ARTS

### PROGRAM OVERVIEW

The Manitoba English Curriculum is designed to develop and improve the academic skills associated in listening, speaking, reading, writing, viewing and representing.

The following courses are designed to improve literacy skills not only within the English classroom, but cross-circularly as well. *Please note:* Students may not be enrolled in multiple grade level courses in one semester.

Some terminology you may want to understand before you read on:

- **Literary** is the academic understanding of literature, connected to ideas and themes in both an historical and contemporary context within our society- the *art* of language.
- **Transactional** is the pragmatic role of communication that is applicable to current fiction and nonfiction forms- the *function* of language.

### COURSES

#### ENGLISH 10E (EAL) | ENGR1E- 1 CREDIT

This basic skills course will develop English communication skills through vocabulary study, reading and writing practice and opportunities to engage in spoken language activities. It will serve to prepare students for the 20E course.

#### ENGLISH 20E (EAL) | ENGR2E - 1 CREDIT

In this course, students will develop English communication skills through vocabulary study, reading and writing practice and opportunities to engage in spoken language activities. Lessons engage students in short stories, news articles and electronic media. Students will also participate in opportunities to share personal experiences and culture. Prerequisite: 10E level English course or an appropriate EAL assessment.

#### ENGLISH 10F | ENGR1F - 1 CREDIT

This course provides students with an opportunity to re-engage with English Language arts after an absence from school or if past schooling has been limited. It will include an introduction to the elements of language arts and preparation for continued study in English in a school setting. Students will engage in thematic units that may include short stories, poetry, newspaper and magazine articles, novels, and essays.

#### ENGLISH 20F | ENGR2F - 1 CREDIT

This course provides students with an introduction to the six language arts: reading, writing, listening, speaking, viewing, and representing. Students will also develop a greater understanding of connections between the main idea, audience, and purpose of a given text. Students will engage in thematic units that may include short stories, poetry, newspaper and magazine articles, novels, and essays.

### ENGLISH COMPREHENSIVE 30E (EAL) | ENGC3E - 1 CREDIT

Students taking 30E will continue to explore new literature and practice their communications skills. Class instruction will focus on: punctuation, grammar and sentence structure review, vocabulary development, reading, writing and discussion strategies and the inquiry processes. Prerequisite: 20E level English course or an appropriate EAL assessment.

### ENGLISH COMPREHENSIVE 30S | ENGC3S - 1 CREDIT

English 30S Comprehensive Focus will support development in reading, writing, and critical thinking skills. There will be emphasis on reflective writing and group discussions. Topics that may be included in the course are: poetry, short stories, essay writing, as well as continuous independent reading and personal reflective writing. This course will improve vocabulary, reading and writing skills, creativity, and help strengthen understanding of literature, social justice, and societal issues.

### ENGLISH COMPREHENSIVE 40S | ENGC4S - 1 CREDIT

This course is designed to build and strengthen the skills of listening, reading, viewing, speaking, writing and representing. Students will develop skills to analyze text effectiveness through various forms and perspectives. In the Senior 4 ELA Comprehensive Focus students will learn to approach and interpret materials and assignments from both, aesthetic (pleasure and creativity) and pragmatic (information and opinions) perspectives.

Prerequisite: English 30S or an English assessment.

### ENGLISH LITERARY 40S - INDIGENOUS LITERATURE FOCUS | ENGL4S - 1 CREDIT

The 40S Literary course is offered to both Indigenous and non-Indigenous students who would like to explore diverse perspectives in literature and gain a more developed awareness of the cultural and historical context in Canada. Students will explore Indigenous ways of knowing and Indigenous perspectives through a diverse range of texts; including memoirs, poetry, novels, drama, adaptations of oral storytelling and expository text. Each unit will analyze different themes and concepts such as relationships, justice and power. The course is open to all students who wish to develop an appreciation of literature and new understandings of the nature of Canadian society. Prerequisite: English 30S or an English assessment.

### ENGLISH TRANSACTIONAL 40S | ENGT4S - 1 CREDIT

This course is offered for those students requiring a second English credit for post-secondary entrance requirements. It is designed to further build the skills of listening, reading, viewing, speaking, writing and representing. In this course, students explore thematic units to develop a wide range of knowledge, strategies and attitudes. Students will specifically focus on enhancing critical literacy skills. The Senior 4 ELA Transactional Focus emphasizes the pragmatic uses of language: to inform, direct, persuade, analyze, argue and explain. Prerequisite: English 30S or an English assessment.

**Note:** Students may graduate with any English 40S credit but it is recommended that students enroll in English Comprehensive 40S before a second 40S ELA course or concurrently with a second English because English Comprehensive 40S best aligns with the provincial standards test.

## INFORMATION & COMMUNICATION TECHNOLOGY

### INFORMATION TECHNOLOGY (COMPUTER BASED COURSES)

#### APPLYING INFORMATION AND COMMUNICATION TECHNOLOGY A -15F | ICTA1F - 0.5 CREDIT

This half credit course will introduce students to basic computer literacy skills. It will establish basic ICT knowledge, attitudes, and skills, including but not limited to navigating login, drives, files and folders, creating files and folders, learning basic keyboarding skills, using cloud-based software such as GCF Global Learning and Typing Web, creating, editing and saving basic documents in Word, and performing Internet research.

#### APPLYING INFORMATION AND COMMUNICATION TECHNOLOGY B - 15F | ICTB1F - 0.5 CREDIT

This half credit course will continue to reinforce and extend ICT knowledge, attitudes, and skills. Topics include navigating login, drives, files and folders, creating files and folders, improving basic keyboarding skills, using cloud-based software such as GCF Global Learning and Typing Web, creating, editing and saving basic documents in Word, and performing Internet research. Prerequisite: Applying Information and Communication Technology 1.

#### PRINT COMMUNICATIONS 25S | PCHR2S - 0.5 CREDIT

This half credit course will provide students with the skills and knowledge to plan and create documents for personal and business communications. Topics include tabs, displays, memos, letters, agendas, and reports. Prerequisite: Applying Information and Communication Technology 2

#### DESKTOP PUBLISHING 35S | DPHR3S - 0.5 CREDIT

This half credit course will provide students with the skills and knowledge to plan and create a variety of published print documents. Topics include displays, flyers, newsletters, brochures and posters. Excel will be introduced. Topics will be basic formulas, formatting and charts. Prerequisite: Print Communications 25S.

#### APPLIED BUSINESS TECHNOLOGY 40S | ABTR4S - 1 CREDIT

This course will provide students with the skills and knowledge to further prepare them for post-secondary courses. Topics include tables and columns, advanced tables and graphics, textboxes, SmartArt, WordArt, charts, mail merge and PowerPoint. Prerequisite: Desktop Publishing 35S.

## HUMANITIES AND INDIGINEOUS EDUCATION COURSES

### CURRENT TOPICS IN FIRST NATIONS, METIS AND INUIT STUDIES | CTIR4S - 1 CREDIT

This course examines the traditional values and worldviews of First Nations, Métis, and Inuit peoples and provides both Indigenous and Non-Indigenous students with knowledge of Indigenous cultures and traditions. Prerequisite: English 30S.

### FAMILY STUDIES 40S | FSTR4S - 1 CREDIT

This course is designed to help students understand human behaviour, to foster healthy attitudes, and to explore the dynamics of the family unit. Many people re-examine their family decisions throughout their lives, reassessing and re-evaluating their relationships. Topics covered focus on: the changing family, the roles of the family in raising children, building healthy relationships and strong marriages, self-esteem, self-management and media literacy.

### APPLIED FAMILY STUDIES 40S | AF5R4S - 1 CREDIT

Grade 12 Applied Family Studies prepares students for a caregiving role with infants, toddlers, and children through the study of child development. The skills and knowledge are applied to a 40-hour practical experience with children where students will observe, guide behaviour, ensure health and safety, and participate in play-based learning experiences. This course provides a foundation for further study within the field of early childhood education and related careers.

### GLOBAL ISSUES 40S | GLIR4S - 1 CREDIT

This course is about discovering the world outside Winnipeg and how that world can directly link to your lives here in Winnipeg. It is also about what we can do (as individuals or as groups) to help ourselves and others to positively deal with these issues. Students will be doing an inquiry project that will lead to an action or plan of action that the students can actually apply to their lives. There will be daily activities related to the major topics of the course: consumerism and economics (poverty, wealth, power and globalization), security and well-being (human rights & oppression, social justice, peace, conflict & human migration), needs (health, food & water, air & energy) and sustainability (environment, communities, design, action). Prerequisite: English 30S, or an assessment at the English 40S level.

### LAW 40S | LAWR4S - 1 CREDIT

This course examines the development and implementation of laws in Canadian society. Students will be able to explain what law is and why societies have laws; describe the different categories of law; identify the historical roots of Canadian law; explain who is responsible for law-making in Canada; and how laws are developed, interpreted, applied, challenged, and enforced. Prerequisite: either English 30S, or an assessment at the English 40S level.

### PSYCHOLOGY 40S | PSYR4S - 1 CREDIT

This course engages students in the scientific study of behaviour and mental processes. Students will explore how psychologists use the scientific method to discover ways of understanding the complexities of human thought and behaviour and the differences among people. Studying psychology helps students understand themselves, and how to deal with issues in their own lives such as inner conflicts, relationships with parents and peers, and intimacy. It also helps students understand societal problems such as drug dependency, aggression and discrimination. Prerequisite: either English 30S, or an assessment at the English 40S level.

## MATHEMATICS

### PROGRAM OVERVIEW

#### APPLIED MATHEMATICS

This pathway is designed to provide students with mathematical understanding and critical-thinking skills identified for post-secondary studies in programs that do not require the study of theoretical calculus. Topics include financial mathematics, geometry, logical reasoning, measurement, number, relations and functions, and statistics and probability.

#### ESSENTIAL MATHEMATICS

This pathway is designed to provide students with the mathematical understanding and critical-thinking skills identified for post-secondary studies in programs that do not require further study in advanced mathematics. Topics include algebra, geometry, measurement, number, statistics and probability, and financial mathematics.

#### PRE-CALCULUS MATHEMATICS

This pathway is designed to provide students with the mathematical understanding and critical-thinking skills identified for entry into post-secondary programs that require the study of theoretical calculus. Topics include algebra and number, measurement, permutations, combinations and binomial theorem, relations and functions, and trigonometry.

#### PLEASE NOTE:

- Students that are new to WAEC enter at the appropriate level based on an assessment by the Math Department.
- In each level of mathematics skills and ideas are developed based on learning from prior levels. Progression in Math depends on successful learning at each level.

### COURSES

#### MATH SKILLS | MATR1F - 1 CREDIT

This course is intended to provide foundation math skills for students intending on studying Applied or Pre-Calculus Math.

#### APPLIED MATH 30S | APMR3S - 1 CREDIT

This course is intended for students considering post-secondary studies who do not require a study of theoretical calculus. It is context-driven and promotes the learning of numerical and geometrical problem-solving techniques as they relate to the world around us. It builds upon the foundation knowledge and skills from Math Skills and builds a foundation for Grade 12 Applied Mathematics. Technology is an integral part of both learning and assessment in Applied Mathematics.

### APPLIED MATH 40S | APMR4S - 1 CREDIT

This course is intended for students considering post-secondary studies that do not require a study of theoretical calculus. It is context-driven and promotes the learning of numerical and geometrical problem-solving techniques as they relate to the world around us. It builds on the topics studied in Grade 11 Applied Math. Technology is an integral part of both learning and assessment in Applied Mathematics. Prerequisite: Recommended minimum mark of 60% in Applied Math 30S.

### ESSENTIAL MATH 30S | ESMR3S - 1 CREDIT

This course is intended for students whose post-secondary planning does not include a focus on mathematics and science-related fields. Grade 11 Essential Mathematics emphasizes consumer applications, problem solving, decision-making, and spatial sense and provides a foundation for the topics studied in Grade 12 Essential Mathematics.

### ESSENTIAL MATHEMATICS 40S | ESMR4S - 1 CREDIT

Essential Math 40S involves applications to practical problems from business and consumer mathematics. The topics include: Analysis of Games and Numbers, Vehicle Finance, Statistics, Precision Measurement, Career Life, Home Finance, Geometry and Trigonometry, Business Finance, Probability. Successful completion of a Grade 11 Mathematics course is a pre-requisite for the Essential Mathematics course. (A scientific calculator is required.)

### PRE-CALCULUS MATHEMATICS 20S | IAPR2S - 1 CREDIT

This course is intended for students considering post-secondary studies that require a math prerequisite. This pathway gives students the mathematical understanding and critical-thinking skills identified for specific post-secondary programs of study. It builds on the topics studied in Math Skills and provides background knowledge and skills for Grade 11 Pre-Calculus (30S).

### PRE-CALCULUS MATHEMATICS 30S | PCMR3S - 1 CREDIT

This course is designed for students who intend to study calculus and related mathematics as part of post-secondary education. It builds on the topics studied in Grade 10 Pre-Calculus Mathematics and provides background knowledge and skills for Grade 12 Pre-Calculus Mathematics. The course comprises a high-level study of theoretical mathematics with an emphasis on problem solving and mental mathematics. Prerequisite: Recommended minimum mark of 60% in Pre-Calculus Math 20S

### PRE-CALCULUS MATHEMATICS 40S | PCMR4S - 1 CREDIT

This course is designed for students who intend to study calculus and related mathematics as part of post-secondary education. It builds on the topics studied in Grade 10 Pre-Calculus Mathematics and provides background knowledge and skills for Grade 12 Pre-Calculus Mathematics. The course comprises a high-level study of theoretical mathematics with an emphasis on problem solving and mental mathematics. Prerequisite: Recommended minimum mark of 60% in Pre-Calculus Math 20S

## SCIENCE

### PROGRAM OVERVIEW

“The most incomprehensible thing about our universe is that it can be comprehended.” - Albert Einstein.

Your understanding of science begins here at WAEC. Our science programs will help you explore the world around you and provide you with a solid foundation for your future careers in science. Hands on labs, special projects and competitions, and partnerships with Universities and the community provide students with a wide range of opportunity to challenge themselves and make their science learning at WAEC the best experience possible.



EAL students may only register for any Science 30S course once they have successfully completed their EAL English program.

### COURSES

#### SCIENCE 20F | SCIR2F - 1 CREDIT

Grade 10 Science covers four major areas of Science: Biology, Chemistry, Physics and the Earth Sciences. Biology-Study the area of ecology, elements cycle within the ecosystem, the effects of toxins on our environment, and population dynamics. Chemistry-Investigate the periodic table of elements and their properties. Laboratory investigation will examine five different types of reactions and work with acids and bases. Physics-Study Newton's Laws of Motion and how they relate to the movement of vehicles in traffic. Earth Sciences-Investigate dynamics of weather and the conditions worldwide.

#### BIOLOGY 30S | BIOR3S - 1 CREDIT

The focus of Biology 30S is wellness and homeostasis. This course is designed to prepare students for careers in the health sciences and provide opportunities for them to develop awareness of the human body systems for personal well-being. Topics covered are: cell biology, digestion and nutrition, respiration and circulation, immunity and protection, excretion and waste management, endocrine and nervous controls and wellness and aging.

#### BIOLOGY 30E | BIOR3E - 1 CREDIT

Biology 30E addresses the same topics and curriculum as Biology 30S but includes additional language supports for students that are learning English as an additional language. This course will assist students in developing scientific vocabulary and understandings but students should be aware that a BIOR3E credit cannot be used to replace BIOR3S in post-secondary applications.

## BIOLOGY 40S | BIOR4S - 1 CREDIT

The major themes of this course are to examine the significance of evolution as a key unifying theme in biology and to explore what life is and how it changes over time. Students will examine the organization of life in all kingdoms through the study of cellular processes and organism function. In genetics and biotechnology, students will explore inheritance, and how information is stored, transmitted, and expressed at chromosomal and molecular levels. The topics covered are: understanding biological inheritance, mechanisms of inheritance, evolutionary theory and biodiversity, organizing biodiversity, and conservation of biodiversity.

## CHEMISTRY 30S | CHER3S - 1 CREDIT

Grade 11 Chemistry is a course designed for those interested in pursuing a career related to science. Students will develop an understanding of the basic principles and concepts of Physical Science. The topics covered are: elements and the periodic table, chemical nomenclature, the mole, chemical reactions and stoichiometry, gases, kinetic molecular theory, pressure, gas laws, solutions, and organic chemistry. Prerequisite: Science 20F and Introduction to Applied Math and Pre-Calculus 20S.

## CHEMISTRY 40S | CHER4S - 1 CREDIT

Chemistry 40S provides a continuation of the studies that began in the 30S program. It is designed to prepare students for post-secondary science-related studies. The rigor of the course is designed to ease the transition between high school and post-secondary studies. Students will develop an understanding of the basic principles and concepts of physical science, develop critical-thinking and problem-solving abilities, develop the skills, and understand the processes of Science. Topics covered are: quantum model of the atom, chemical kinetics and equilibrium, acids and bases equilibrium, aqueous solutions, and electrochemistry. Prerequisite: Chemistry 30S and Pre-Calculus 30S or Applied Math 30S.

## PHYSICS 30S | PHYR3S - 1 CREDIT

Physics is the study of the mechanics of the universe. From the infinite expanses of space to the microscopic systems of the atoms, this course takes you through the known to the unknown. If you are someone who likes to look at the world and ponder how, this course is for you. The topics covered are: kinematics, vectors, dynamics, gravity, electric fields, magnetic fields & electromagnetism, and waves & sound. Prerequisite: Science 20F and Introduction to Applied and Pre-Calculus 20S.

## PHYSICS 40S | PHYR4S - 1 CREDIT

Physics 40S involves the rigorous extension of many concepts learned in Physics 30S. The course will involve a significant amount of theory, problem solving, labs, and possibly a design process project that will allow students to apply their knowledge in creative and practical ways. Physics 40S helps students deepen their understanding of the relationships they have learned in the physics 30S course and helps them see the many ways these relationships can be expressed or applied. Topics covered are vectors, kinematics, dynamics, circular motion & momentum, fields, circuitry and medical physics. Prerequisite: Physics 30S, Pre-Calculus 30S or Applied Math 40S.

## CAREER DEVELOPMENT EDUCATION

### LIFE/WORK EXPLORATION 10S | LWER1S - 1 CREDIT

This course is designed to help students increase their self-awareness and interpersonal skills, and develop knowledge and skills in personal management and career exploration while learning about their interests, personality traits, and values. Students will develop connections between school and work, develop personal skills, explore careers and labour market information.

### LIFE/WORK PLANNING 20S | LWPR2S - 1 CREDIT

This course helps students plan for their high school career by selecting the courses and programs of interest to them and developing the knowledge and skills to prepare for post-secondary education and training or entry into the workforce. Students will learn how their knowledge, skills and interests relate to the workplace; explore types of work that they find fulfilling and make curricular and co-curricular connections to career development.

### LIFE/WORK TRANSITIONING 40S | LWTR2S - 1 CREDIT

Students continue to develop skills to help them transition into post-secondary education, the world of work, and other pathways while refining their life-learning and work goals, employability skills, and future visions. Students will develop a post-graduation plan including their short and long term goals; market their knowledge skills and abilities to potential employers; and begin to enact post-graduation plans.

## OPTION COURSES

### PHYSICAL EDUCATION 40F | PHER4F - 1 CREDIT

This full-credit course is designed to help students take greater ownership of their own physical fitness. They will study topics related to fitness management, nutrition, social/emotional health, substance abuse and personal development. These topics will make up approximately 20% IN-class component of the course content. 40% of the course will be student directed resistance training at the YMCA and the remaining 40% of the course, students will be required to develop a personal physical activity plan. Students will be introduced to risk management planning to minimize the associated risks of the activities they have chosen.

### VISUAL ARTS 40S | VIAR4S - 1 CREDIT

40S Art provides you with exposure to a range of techniques and media while focusing on skill-building. It offers opportunity for individualized interpretation and personal response to problems and broad themes. Students will be introduced to the practice of journal or sketchbook keeping for several purposes: to record definitions and information, to complete exercises, drawings and reflections, to keep handouts, research, and brainstorming, and to document the art-making process.

## COURSES OFFERED AT OUR ALC OFF-CAMPUS LOCATIONS

Off campus locations offer an alternative setting and, in some cases, alternative class schedules for students. All requirements for a mature student diploma can be met at off campus locations.

Guidance counselors can offer more information about off campus options.

### KAAKIYOW LI MOOND LIKOL ADULT LEARNING CENTRE - 510 KING STREET

Current Topics in First Nations, Metis and Inuit Studies, English 20F, English Comprehensive 30S, 40S, Essential Math 20S, 30S, 40S, Life/Work Trans 40S, Print Communications 25S, Psychology 40S

### RIVER OSBORNE OFF CAMPUS SITE - 101 PEMBINA HIGHWAY

Current Topics in First Nations, Metis and Inuit Studies, English Comprehensive 40S, English Transactional 40S, Essential Math 40S, Family Studies 40S, Global Issues 40S, Psychology 40S

## GRADUATION PLANNER:

The table below can be used to help plan which courses will be used when applying for a mature student diploma

<b>40 Level Courses</b>	
<b>Credit 1</b>	English Language Arts 40S Any one of 3: Comprehensive Focus; Literary Focus; Transactional Focus
<b>Credit 2</b>	Mathematics 40S Any one of 3 choices: Essentials; Applied; Precalculus
<b>Credit 3</b>	Any 40 Level course
<b>Credit 4</b>	Any 40 Level course

<b>Additional Courses (include additional 40S courses for University admission)</b>	
<b>Credit 1</b>	Any 10-40 Level course
<b>Credit 2</b>	Any 10-40 Level course
<b>Credit 3</b>	Any 10-40 Level course
<b>Credit 4</b>	Any 10-40 Level course

Additional information for Post-Secondary Admissions:

Almost all University Admissions require five 40S credits. Check admission requirements for programs you are interested in pursuing. These additional 40S credits count as additional courses for the mature student diploma. A second English Language Arts credit is highly recommended for students planning to attend post-secondary studies.

# WINNIPEG ADULT EDUCATION CENTRE

## WE'RE HERE WHEN YOU'RE READY!