

ENGLISH COURSES

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General Information

If you would you like to obtain a Secondary School Diploma (SSD), please read the following information.

Official diploma

The Greater Montreal Regional Center for Distance Education offers government adult education programs and follows the same procedures as all other school boards in Québec offering adult education. Successfully completed courses are sanctioned by the Québec Ministère de l'Éducation, du Loisir et du Sport which issues an official transcript and the final diploma.

Transcript and Attestation of studies

When you successfully pass an examination or a series of course examinations, you will receive a transcript from the Québec Ministère de l'Éducation, du Loisir et du Sport. In the case of continuing education courses, you will receive an attestation from the Greater Montreal Regional Center for Distance Education.

Assistance from your tutor

You can communicate with the tutor assigned to you, either in writing or by phone; details of our telephone service are given to you with the course material.

Professional advice

If you require help in choosing a course, you can consult an academic advisor at the Centre. This person will help you make a well thought-out choice so that you can progress with your training project in complete peace of mind.

Registration procedures

How to register

First, fill out the registration form on page 57 and attach the following documents:

- a legible photocopy of your most recent transcript
- a legible photocopy of your birth certificate (full size), issued by the Québec Registrar of Civil Status
- a legible photocopy of your Québec Health Insurance Card
- payment

Since the Greater Montreal Regional Center for Distance Education keeps all documents, please do not send originals.

Costs

There are fees for course registration, placement tests and evaluating your academic record. Moreover, certain courses require the purchase of complementary material. All prices given in this course catalogue are in effect from September 1, 2011 and may change without prior notice.

N.B. All prices include taxes, registration fees, and shipping and administration fees.

Please note, however, that you must add stamps to the envelopes provided for returning assignments.

Method of payment

Payment is accepted by certified cheque or postal order (payable to the Commission scolaire de la Pointe-de-l'Île), or by credit card (Mastercard and Visa). **Refunds will not be accepted under any circumstances.**

Duration of a course

The maximum time allowed for completing courses is indicated for each subject matter. The time allowed for completing a placement test is one month.

Abandon or failure

You can re-register in a course that you have failed or did not complete within the given time limit.

Who is eligible to register?

Québec residents aged 16 or over on June 30, 2011, who have completed their elementary school studies.

If you are living temporarily outside of Québec, you can register for courses providing you have a respondent in Québec. Feel free to communicate with us if you require more information.

The Greater Montreal Regional Center for Distance Education offers you the possibility of completing your Secondary School Diploma (SSD) or a Diplôme d'études professionnelles (DEP) in French, in secretarial or accounting studies.

The Greater Montreal Regional Center for Distance Education also offers a wide range of courses on a variety of subjects to anyone wishing to take professional or personal development courses.

You can register anytime, 12 months a year.

General Education

Credits at the secondary level in general education

In order to obtain a Secondary School Diploma, students must accumulate 54 credits at the Secondary IV and V levels.

Important

In the adult sector, credits are not calculated in the same way as they are in the youth sector. If you have already obtained credits at the Secondary IV or V levels (grade 10, 11 or 12), communicate with one of our advisors so that we can evaluate your academic record. We will then tell you the number of credits required for you to obtain a SSD. The cost of this evaluation is \$15. You must first complete the form on page 57.

CONDITIONS FOR OBTAINING A SECONDARY SCHOOL DIPLOMA (A3 Regime)

In order to obtain a Secondary School Diploma (SSD), students must accumulate 54 credits at the secondary IV and V levels, at least 20 of which must be at the Secondary V level as well as credits for the following courses:

- 12 credits in English, language of instruction, 6 of which are at the Secondary V level;
- 8 credits in French, second language, 4 of which are at the Secondary V level;
- 4 Secondary IV or Secondary V credits in Social Studies
(ex.: History of Québec and Canada – Secondary IV);
- 4 credits in Mathematics at the Secondary IV or V level;
- 4 credits in the field of Science and Technology
(ex.: Physical Sciences – Secondary IV)

Note: A person holding a Diploma of Vocational Studies-DVS (Diplôme d'études professionnelles-DEP), or an attestation of speciality, who has already accumulated credits at the Secondary IV level in the language of instruction, in second language, and in mathematics is not required to obtain credits in the fields of Social Studies and Sciences Technology in order to obtain a Secondary School Diploma. However, he or she must gain credits in the language of instruction and second language at the Secondary V level.

Vocational Education

The Greater Montreal Regional Center for Distance Education offers courses in French leading to a Diplôme d'études professionnelles (DEP) in accounting or secretarial studies.

To take these courses, you must meet one of the following conditions, in addition to being proficient in spoken and written French:

Hold a Secondary School Diploma (SSD) or an attestation of equivalent studies at the Secondary V level.

OR

Be at least 16 years old on June 30 of the current school year and have earned credits at the Secondary IV level in language of instruction, second language and mathematics.

OR

Be at least 18 years old, possess specific prerequisites and have successfully passed the General Development Test (GDT).

Supervised Examinations

Please remember that in order to obtain a Secondary School Diploma, you must accumulate 54 credits at the Secondary IV and V levels. For each successfully completed course taken with the Greater Montreal Regional Center for Distance Education at the Secondary III, IV and V levels, you must take a supervised examination in order to obtain the corresponding credits. **When you take the examination, you must provide an identity card with a photograph.**

At the Secondary I and II levels, examinations are optional. If, after successfully completing a course, you choose to take a supervised examination, you must make your request to the Greater Montreal Regional Center for Distance Education.

Note: If you are registered with the Greater Montreal Regional Center for Distance Education and wish to take a supervised examination in a region outside of those served by the Commission scolaire de la Pointe-de-l'Île, you must make the necessary arrangements to take the examination in the school board of your region. Please note that some school boards may charge fees for this service.

Validation and Recognition of Academic Status

If you have improved your qualifications since you left school, the Greater Montreal Regional Center for Distance Education can recognize and validate your abilities.

Here are a few services offered:

English Language Arts placement test (\$15, done at home)

French as a Second Language placement test (\$15, done at home)

Mathematics placement test (\$15, done at home)

Placement tests are given to individuals who have not completed their diploma, and serve to place students at an appropriate level in the program of study. After the test, a plan of studies is established.

Recognition of prior scholastic learning

Equivalencies in general or vocational education are evaluated, and results are transmitted to the Ministère de l'Éducation, du Loisirs et du Sport (free of charge).

Evaluation of academic record

This procedure consists of analyzing documents such as transcripts, statements of prior learning, various attestations, report cards, results of placement tests, etc. (\$15).

Secondary School Equivalency Tests (SSET)

This attestation satisfies many employers' requirements and qualifies individuals who do not have a Secondary School Diploma to enter a vocational education program. It consists of seven tests of which success is compulsory in English comprehension, English grammar, and French as a second language. Candidates must also succeed in a minimum of two subjects among the four remaining optional ones: Mathematics, Social Sciences, Economics, and Natural Science.

General Development Test (GDT)

Candidates who do not fulfill the requirements to register for a vocational program can qualify by successfully passing the General Development Test, provided they have already acquired other specific prerequisites.

French, second language (Épreuve synthèse) (\$50).

Continuing Education Courses

The purpose of a continuing education course is to upgrade or improve skills. A list and a description of continuing education courses are given on pages 38 to 41 of this catalogue. **Please note that these courses are offered in French only.** Moreover, all general education courses (in English and French) and some vocational education courses (in French only) can be taken for the purpose of personal or professional development, without having to take the examination or earn the corresponding credits. In this case, the courses are not financed by the Québec Ministère de l'Éducation, du Loisir et du Sport and fees are higher in order to cover costs for the correction of assignments and tutor assistance. Please communicate with the Greater Montreal Regional Center for Distance Education for information on the cost of each course.

Note: If you wish to take a course to upgrade your skills and you do not need to earn credits, you can register in any continuing education course. In this case, you are, of course, not required to take a supervised examination.

ENGLISH LANGUAGE ARTS SECONDARY ENGLISH FOR ADULT LEARNERS (SEAL)

The Greater Montreal Regional Center for Distance Education offers the same English language arts courses as all Québec school boards offering adult education.

Before registering for a course, you must take a compulsory placement test. You can order the test by filling out the form on page 57.

Once your placement test has been corrected, you will receive a list of the courses for which you must register. It is important to take the courses in the suggested order.

If you wrote a placement test or took a course in a school within the last two years, send us the official results before you register for a course. An academic advisor will inform you of the courses you need to take.

Adult education course numbers are not the same as those used in the youth sector.

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

English Language Arts placement test (\$15.00)

- This test is compulsory for anyone wishing to register for an English course.
- The order form for the test is on page 57.
- The maximum time allowed for completing this test is three months.

Courses		Credits	Assignments	Examinations	Cost
Secondary I					
<i>Language in Everyday Life</i>	ENG-1061-3	3	2	O*	\$54.40
<i>Language and Self-Expression</i>	ENG-1062-3	3	3	O	\$60.70
Secondary II					
<i>Language for Creativity</i>	ENG-2061-3	3	3	O	\$48.10
<i>Language, Media and Communication</i>	ENG-2062-3	3	3	O	\$39.70
Secondary III					
<i>Language to Inform (ENG-3061-3)</i>	ENG-3070-3	3	3	✓	\$62.80
<i>Language for Comment and Persuasion (ENG-3062-3)</i>	ENG-3071-3	3	3	✓	\$56.50
Secondary IV					
<i>Language for Enjoyment</i>	ENG-4061-3	3	3	✓	\$55.45
<i>Language in Work and Society</i>	ENG-4062-3	3	3	✓	\$59.65
Secondary V					
<i>Language in Drama and Literature</i>	ENG-5061-3	3	3	✓	\$68.05
<i>Language and Learning</i>	ENG-5062-3	3	3	✓	\$85.90

* O= Optional

FRENCH, SECOND LANGUAGE

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

French placement test (\$15.00)

- This test is compulsory for anyone wishing to register for a French course.
- The order form for the test is on page 57.
- The maximum time allowed for completing this test is three month.

Compulsory reference material for all courses : French Grammar. A Modern Guide (2nd edition, 1992), (\$12.72).

French, Second Language (Épreuve synthèse) FRE-3093-6, FRE-4091-6, FRE-5091-6, FRE-5092-6. (\$50)

Description	Credits	Assignments	Examinations	Cost
Secondary I – French, Second Language 811				
<i>The Detective's Apprentice</i> FRE-1092-6 Accompany detective Hélène Saint-Jean as she investigates a series of strange thefts in a modest apartment building and you help her question the suspects.	6	4	O*	\$73.30
Secondary II – French, Second Language 821				
<i>Saturday Morning Theatrics : Êtes-vous amateur?</i> FRE-2091-6 Join other adults in a Saturday morning drama class. Your teacher, Luc Legardeur, and your fellow students will gladly help you improve your French... except maybe Émile, who only has eyes for Karima.	6	4	O	\$74.35
Secondary III – French Second Language 831				
<i>L'assassin silencieux (FRE-3091-6)</i> FRE-3093-6 Is it a new kind of flu? An unknown virus? A lethal bacteria? You'll have to find out in order to write your newspaper article with your partner, David Cloutier. And while you're investigating, David and the other students enrolled in the journalism class will be helping you speak and understand French.	6	4	✓	\$64.90
Secondary IV – French, Second Language 841				
<i>L'inconnu de la gare</i> FRE-4091-6 Who is that man and what does he want? Who is interfering with the filming of Val d'Ombre? Just what is going on in the little village of Saint-Joseph? You'll have to figure it out with the help of your partner, Gabrielle de Constant. In return, she will give you helpful tips and exercises to improve your French.	6	4	✓	\$63.85
Secondary V – French, Second Language 851				
<i>Médias-cible</i> FRE-5091-6 Enter the world of news media: read L'École de Cocagne and listen to NIFÉ, la radio terraquée! to get a meaningful and accurate view of the world around you. In French (or in any language): la réalité dépasse la fiction. Check it out.	6	4	✓	\$64.90

* O = Optional

MATHEMATICS

The Greater Montreal Regional Center for Distance Education offers the same Mathematics courses as all Québec school boards offering adult education.

Before registering for a course, you must take a compulsory placement test. You can order the test by filling out the form on page 57. Once your placement test has been corrected, you will receive a list of the courses for which you must register. It is important to take the courses in the suggested order.

If you wrote a placement test or took a course in a school board within the last two years, send us a transcript indicating your mark on the test before you register for a course. An academic advisor will inform you of the courses you need to take.

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Mathematics placement test (\$15.00)

- This test is compulsory for anyone wishing to register for a Mathematics course.
- The order form for the test is on page 57.
- The maximum time allowed for completing this test is three month.

Courses		Credits	Assignments	Examinations	Cost
Secondary I					
<i>Operations on Integers</i>	MTH-1005-2	2	2	O*	\$39.70
<i>Operations on Fractions</i>	MTH-1006-2	2	2	O	\$50.20
<i>Operations on Decimals and Percent</i>	MTH-1007-2	2	2	O	\$48.10
Secondary II					
<i>Equations and Inequalities I</i>	MTH-2006-2	2	3	O	\$44.95
<i>Geometry I</i>	MTH-2007-2	2	2	O	\$46.00
<i>Statistics and Probability I</i>	MTH-2008-2	2	2	O	\$46.00
Secondary III					
<i>Operations on Polynomials (MTH-3001-2)</i>	MTH-3015-2	2	3	✓	\$42.85
<i>Geometry II (MTH-3002-2)</i>	MTH-3016-2	2	3	✓	\$49.15
<i>Straight Lines I (MTH-3003-2)</i>	MTH-3017-2	2	3	✓	\$52.30
Secondary IV					
<i>Equations and Inequalities II</i>	MTH-4101-2	2	3	✓	\$48.10
<i>Geometry III</i>	MTH-4102-1	1	3	✓	\$44.95
<i>Trigonometry I</i>	MTH-4103-1	1	3	✓	\$47.05
<i>Statistics II</i>	MTH-4104-2	2	3	✓	\$53.35
<i>Exponents and Radicals</i>	MTH-4105-1	1	3	✓	\$43.90
<i>Factoring and Algebraic Fractions</i>	MTH-4106-1	1	3	✓	\$47.05
<i>Straight Lines II</i>	MTH-4107-1	1	3	✓	\$46.00
<i>Quadratic Functions</i>	MTH-4108-1	1	3	✓	\$49.15
<i>Sets, Relations and Functions</i>	MTH-4109-1	1	3	✓	\$70.15
Secondary IV					
<i>The 4 Operations on Alge. Fractions</i>	MTH-4110-1	1	3	✓	\$41.80
<i>Complement and Systhesis I</i>	MTH-4111-2	2	3	✓	\$69.10

Courses		Credits	Assignments	Examinations	Cost
Secondary V					
<i>Optimization I</i>	MTH-5101-1	1	3	✓	\$47.05
<i>Statistics III</i>	MTH-5102-1	2	3	✓	\$47.05
<i>Probability II</i>	MTH-5103-1	1	3	✓	\$48.10
<i>Optimization II</i>	MTH-5104-1	1	3	✓	\$46.00
<i>Conics I</i>	MTH-5105-1	1	3	✓	\$59.65
<i>Real Functions and Equations</i>	MTH-5106-1	1	3	✓	\$60.70
<i>Exponential and Logarithmic Functions and Equations</i>	MTH-5107-2	2	3	✓	\$51.75
<i>Trigonometric Functions and Equations</i>	MTH-5108-2	2	3	✓	\$52.30
<i>Geometry IV</i>	MTH-5109-1	1	3	✓	\$43.90
<i>Introduction to Vectors</i>	MTH-5110-1	1	3	✓	\$59.65
<i>Complement and Synthesis II</i>	MTH-5111-2	2	3	✓	\$67.00
<i>Logic</i>	MTH-5112-2	2	3	✓	\$43.90

* O = Optional

PHYSICAL SCIENCES

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Description	Credits	Assignments	Examinations	Cost
Secondary IV Since this is a Secondary IV program, students must have successfully completed the Secondary III language of instruction and general mathematics courses.				
<i>Nuclear Technology</i> PSC-4010-2 The atomic model, the classification of the elements and the evolution of knowledge that allowed nuclear energy to be used in medicine and by the military.	2	3	✓	\$43.90
<i>Ionic Phenomena</i> PSC-4012-2 The atomic model and the periodic table of elements. Chemical bonds that lead to the creation of acid, base, and salt compounds. Complementary material : Lab kit	2	3	✓	\$48.10
<i>Electricity</i> PSC-4011-2 Basic principles of electrical phenomena. Concepts of static electricity, dynamic electricity, magnetism and electromagnetism. Complementary material : Lab kit Multimeter	2	3	✓	\$47.05 \$17.14 \$17.14

BIOLOGY

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Description	Credits	Assignments	Examinations	Cost
<i>The Human Respiratory System</i> BLG-5061-1 Identify and understand the role of each of the organs that make up the respiratory system; explore the mechanisms of inhalation and exhalation and the gas exchanges that occur between air and the blood vessels during breathing.	1	2	✓	\$47.05

Description	Credits	Assignments	Examinations	Cost
<i>The Human Reproductive System and The Perinatal Period</i> BLG-5062-2	2	3	✓	\$53.35
This course is designed to help the user learn more about human reproduction, sexual behaviour, pregnancy and lactation and deepen his understanding of these subjects. Identify and understand the role of each of the organs that make up the respiratory system; explore the mechanisms of inhalation and exhalation and the gas exchanges that occur between air and the blood vessels during breathing.				
<i>The Transmission of Hereditary Characteristics</i> BLG-5065-2	2	3	✓	\$54.40
This 50-hour course deals with the mechanisms involved in the transmission of hereditary characteristics and related health problems. It also deals with the structure of chromosomes and genes, Mendel's laws and the transmission of human hereditary characteristics related to blood groups. It is aimed at raising awareness of environmentally caused genetic mutations				

CHEMISTRY

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Description	Credits	Assignments	Examinations	Cost
Secondary V The three courses in the adult education Secondary IV Physical Sciences program or Physical Sciences 436 in the youth sector or their equivalent are prerequisites to the Secondary V Chemistry program. In addition, since this is a Secondary V program, students must have successfully completed the Secondary IV language of instruction and general mathematics courses.				
<i>Gases</i> CHE-5041-2	2	3	✓	\$56.50
<i>Chemical Reactions 1: Energy and Chemical Dynamics</i> CHE-5042-2	2	3	✓	\$50.20
<i>Chemical Reactions 2: Equilibrium and Oxidation-Reduction</i> CHE-5043-2	2	3	✓	\$58.60
Complementary workbook common to Chemistry courses: <i>Experimental Activities of Chemistry</i>				\$21.00
Lab kits				
<i>Basic kit for all three Chemistry courses</i>				\$31.90
<i>Lab kit: Gases</i>				\$42.15
<i>Lab kit: Chemical Reactions 1</i>				\$42.15
<i>Lab kit: Chemical Reactions 2</i>				\$56.96

PHYSICS

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Description	Credits	Assignments	Examinations	Cost
<p>Secondary V The three courses in the adult education Secondary IV <i>Physical Sciences</i> program or <i>Physical Sciences 436</i> in the youth sector or their equivalent are prerequisites to the Secondary V Physics program. In addition, since this is a Secondary V program, students must have successfully completed the Secondary IV language of instruction and general mathematics courses.</p>				
<p>Optics PHS-5041-2</p>	2	3	✓	\$64.90
Optics is the first of three courses designed for adult students who wish to complete the Secondary V <i>Physics</i> program, which is the equivalent of the <i>Physics 534</i> program currently being offered in the youth sector. By learning about the scientific method, adult students will gain a better understanding of optics, together with the related technical applications and social changes associated with developments in this field.				
Lab kit: <i>Optics</i>				\$87.72
<p>Kinematics and Momentum PHS-5042-2</p>	2	3	✓	\$75.40
<i>Kinematics and Momentum</i> is the second in a series of three optional courses designed for adult students. These three courses make up the Secondary V <i>Physics</i> program, which is equivalent to the <i>Physics 534</i> program in the youth sector. In this course, students will use the experimental method to learn about kinematics (the study of motion) and the technology and social changes associated with developments in this branch of physics. This course includes the <i>Experimental Activities of Mechanics</i> workbook. This workbook will also be used in the <i>Forces and Energy</i> course.				
Lab kit common to <i>Kinematics and Momentum</i> and <i>Forces and Energy</i>				\$78.61
<p>Forces and Energy PHS-5043-2</p>	2	3	✓	\$56.50
<i>Forces and Energy</i> is the last course in a series of three optional courses designed for adult students who wish to complete the Secondary V <i>Physics</i> program, which is equivalent to the <i>Physics 534</i> program in the youth sector. In this course, students will use the experimental method to learn about dynamics (the study of forces) and the technical applications and social changes associated with developments in this branch of physics. You should already have the <i>Experimental Activities of Mechanics</i> workbook which you acquired at the same time as the <i>Kinematics and Momentum</i> learning guide.				
Lab kit common to <i>Kinematics and Momentum</i> and <i>Forces and Energy</i>				\$78.61

SOCIAL STUDIES

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Description	Credits	Assignments	Examinations	Cost
Secondary IV				
<i>History of Québec and Canada (compulsory courses for CÉGEP)</i> Compulsory reference textbook common to HST-4016 and HST-4017 <i>Diverse Pasts</i> (2 nd edition), 1995 (Addison-Wesley)				\$31.51
<i>History of Québec and Canada</i> (1 st part) HST-4016-2 <i>From the First Nations to the Union of Upper and Lower Canada</i> Explores the major social, political and economic trends and events until 1860 that have played a role in the development of Québec: the First Nations upon the arrival of the Europeans, European exploration in North America, the fur trade, the French Regime, the Conquest and the British Regime and the beginning of the parliamentary system.	2	3	✓	\$42.85
<i>History of Québec and Canada</i> (2 nd part) HST-4017-2 <i>From Confederation to the Present Time</i> Addresses the major political, social and economic trends and events from Confederation in 1867 to the present day. Includes the two periods of industrialization, the two World Wars, the Depression and the Quiet Revolution.	2	3	✓	\$43.90
<i>Division of Labour and Worker's Organizations</i> HST-4012-2 The emergence of the working class in Canada and Québec (19 th Century) New ways of organizing work (1896-1929) Political and economic aspects of the recognition of worker's organizations (1929-1959) Political and economic factors involved in union organization (1960-1990)	2	2	✓	\$50.20
Secondary V				
<i>Global Vision: The State of International Relations</i> SST-5038-3 Understanding the forces, issues, problems, alliances and relationships that characterize the international stage and the place on it occupied by Québec and Canada.	3	3	✓	\$54.44
<i>Study of the Populations of Québec and Canada</i> GGR-5024-3 Examine the underlying reasons that have created the particular character of the populations of Québec and Canada: low density, diversity and unequal distribution.	3	3	✓	\$48.10

PERSONAL AND SOCIAL DEVELOPMENT

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Description	Credits	Assignments	Examinations	Cost
Secondary V				
<p><i>Career Choices</i> PRS-5067-3 This course is concerned mainly with the process of choosing a career. You will first draw up a personal profile that includes a summary of your knowledge and experience to date. You will then be asked to identify certain careers that might suit you by comparing occupational descriptions with your personal profile. As well, you will learn to recognize and evaluate the different factors that can influence your career choices. This course will also teach you how to go about researching options so that you will be able to make choices, that is, decisions concerning your future occupation.</p>	3	3	✓	\$69.10
<p><i>Jobs Search Strategies</i> PRS-5069-3 Looking for a job effectively by producing proper instruments (resumé and cover letter) and by adopting winning strategies (interviews; planning and follow-up of job search plan).</p>	3	3	✓	\$67.00

MICROCOMPUTING

The maximum time allowed for completing a course is 6 months.

You will be granted credits for the courses you have taken once you have passed the corresponding supervised examinations.

Description	Credits	Assignments	Examinations	Cost
Secondary V				
<i>Exploring Microcomputing Applications</i> CMP-5055-3 This course is an overview of basic computer applications: word-processing, computer graphics, spreadsheets and databases. The course also gives a general outline of how to integrate these different applications, and how to manage files in a computer operating system.	3	3	✓	\$40.75
<i>Word Processing 1</i> CMP-5056-1 This course favors the development of basic word-processing skills. Students will learn to produce and modify text, format both characters and paragraphs, and finally manage and organize the files they produce.	1	1	✓	\$35.50
<i>Word Processing 2</i> CMP-5057-1 This learning guide prepares students to further develop their ability to use the word-processing program of their choice. Students learn to modify text, to insert pictures, to create tables and columns and to print their work using more complex layouts. The approach focuses on the underlying logic common to most word-processing software and the activities that support students in developing appropriate skills with their software.	1	1	✓	\$34.45
<i>Spreadsheets 1</i> CMP-5058-1 An introduction to the basics of spreadsheets. This learning guide aims at preparing students to use the spreadsheet program of their choice to create and modify worksheets and to use formulas and functions. Students also learn to modify the layout of the worksheets and to print their work. The approach focuses on the underlying logic common to most spreadsheet software and the activities that support students in developing basic spreadsheet skills with their software.	1	1	✓	\$33.40
<i>Spreadsheets 2</i> CMP-5059-1 This learning guide prepares students to further develop their ability to use the spreadsheet program of their choice. Students learn to modify existing worksheets, to prepare models, to use graphic commands and to print their work using more complex layouts. The approach focuses on the underlying logic common to most spreadsheet software and the activities that support students in developing spreadsheet skills with their software.	1	1	✓	\$34.45
<i>Consulting Database</i> CMP-5060-1 This course will help you expand the knowledge and skills required to consult a database program of your choice . You will learn to sort database contents, perform searches (also called Queries) and print the results of your search. The learning approach focuses on the underlying logic common to most database software and the activities support you in developing basic consulting skills using your database software.	1	1	✓	\$33.40
<i>Computer Graphics</i> CMP-5062-2 This is an introductory course to computer graphic programs and their potential. The student will learn to draw and modify lines and shapes, integrate text into the drawing, etc.	2	2	✓	\$36.55