

Course Catalogue

Independent Study




Independent Study allows you, the learner, to access and complete learning activities on your own, 24 hours a day, 7 days a week, at a time that is convenient for you. A personal email address is required for this type of upgrading.

No registration deadline – continuous intake when program registration is open.

No registration limit - Start by picking only a couple of subjects to get started. You will be assigned an online practitioner to help you create a learning plan.






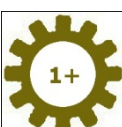
Reading and Writing

Register for this pathway if you would like to improve your reading and writing skills. Curriculum is available in the following topics and will be assigned to you by your Independent Study Practitioner based on your intake assessment and upgrading goals.

Title	LBS Level	Course Description
Essential Reading Strategies	 2	Instruction in key reading skills for adults reading at LBS Levels 1 and 2. ERS helps beginning readers build a strong foundation by refreshing basic skills and introducing concepts that fluent readers use. Bright graphics and animations hold the learners' interest, while audio sets the pace and supports emerging readers as they learn the basics. This learning pathway focuses on reading comprehension at the paragraph level and teaches simple strategies to build fluency and to understand and work with longer texts. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1; D.1-D.3
Fundamental Reading Strategies	 3	Develop useful and effective strategies to help you become a skilled reader. Practise by applying these reading strategies to a variety of passages and situations. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1; D.1-D.3
Intermediate Reading Strategies	 3/4	<i>This is a continuation of Fundamental Reading Strategies.</i> Develop more useful and effective strategies to help you become a skilled reader. Continue to practise by applying these intermediate reading strategies to a variety of passages and situations. OALCF LEVEL: A1.2-A1.3, A2.2-A2.3, A3; B1; D.1-D.3
















<p>Advanced Reading Strategies</p>		<p>This learning pathway features six courses containing tutorials, problem-solving activities, practice passages, vocabulary builders and mastery tests, all based on specific learning objectives. Courses are: A Reading Strategy, Building Reading Skills, Reading the Social Sciences, Reading Literature, Reading History, Reading Science. This is good for students who are at least an LBS Level 4 or 5, and those preparing for the GED test. OALCF LEVEL: A1.2-A1.3, A2.2-A2.3, A3; B1; D.1-D.3</p>
<p>Informational Reading</p>		<p>Learners learn the key reading comprehension and critical-thinking skills needed to work with the written resources in a typical workplace. Learn how to read letters, memos and other workplace documents. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1; D.1-D.3</p>
<p>Vocabulary and Reading Comprehension</p>		<p>Build vocabulary and comprehension skills through practise and exposure to Information and Expository Text and Stories and Literature. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1; D.1-D.3</p>
<p>Writing Process and Practice - Writing Strategies</p>		<p>Learn strategies on how to write and when to use those strategies to greatest effect. Learn to craft clear, coherent and insightful prose. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1-B2.3; D.1-D.3</p>
<p>Writing Process and Practice - Grammar & Mechanics</p>		<p>For some writers, struggling with grammar and usage issues may interfere with their ability to focus on broader writing strategies. Grammar and Mechanics emphasizes good usage versus definitions and terminology. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1-B2.3; D.1-D.3</p>
<p>Writing Series</p>		<p>Learn practical language and writing skills for use in everyday life. Focus on grammar, mechanics, structure and tone, and applications. Learn how to build sentences, identify parts of speech, use different types of punctuation and practise several writing styles. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1-B2.3; D.1-D.3</p>

Math

Register for this pathway if you would like to improve your math skills. Curriculum is available in the following topics and will be assigned to you by your Independent Study Practitioner based on your intake assessment and upgrading goals.

Title	LBS Level	Course Description
<p>Foundational Math - Basic Operations 1</p>		<p>Understand and use basic number concepts, addition and subtraction skills. OALCF LEVEL: C4.1; A1.1, A2.1; B1.1; D.1-D.3</p>
<p>Foundational Math - Basic Operations 2</p>		<p>Understand and use multiplication and division skills. OALCF LEVEL: C4.1; A1.1, A2.1; B1.1; D.1-D.3</p>






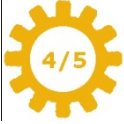



Foundational Math – Basic Operations 3		Understand and use fractions - Learn about common denominators and adding, subtracting, multiplying and dividing fractions. OALCF LEVEL: C4.2; A1.1, A2.1; B1.1; D.1-D.3
Foundational Math - Basic Operations 4		Understand and use decimals, percents and ratios - Learn decimal concepts, decimal computation, basic percent skills and concepts and basic concepts of ratio and proportion. OALCF LEVEL: C4.2; A1.1, A2.1; B1.1; D.1-D.3
Foundational Math - Basic Operations 5		Use and understand geometry and measurement - An introduction to geometry and measurement and basic problem-solving skills and strategies. OALCF LEVEL: C3.1; B1.1; D.1-D.3
Math Fundamentals		Teaches learners practical mathematical skills and presents a range of mathematical problems starting with basic numbers, addition, and subtraction and progressing to ratios, decimals, and geometry. Learners can benefit from Math Fundamentals since they learn important problem-solving skills and strategies. Works as a complement to Foundational Mathematics. OALCF LEVEL: C3.1-C3.2; B1.1; D.1-D.3
Applied Math		Learn practical mathematics skills essential for success in the modern workplace, such as using 12-hour and 24-hour clocks; converting between fractions, decimals and percentages; and using metric and US standard measurement. OALCF LEVEL: C2.1-C2.2 + C3.1-C3.2; B1.1; D.1-D.3
Geometry and Measurement		An introduction to basic geometric and measurement concepts, relationships and theorems. Covers topics in triangles, lines, polygons, symmetry, area transformations, circles and solid and coordinate geometry. OALCF LEVEL: C3.2-C3.3; B1.1; D.1-D.3
Algebra 1		Learn foundation skills needed to understand and apply basic algebraic concepts. Work with sets and numbers, polynomials and factoring, and equations and inequalities. OALCF LEVEL: C4.2-C4.3; B1.1; D.1-D.3
Algebra 2		<i>This is an expansion on what was taught in Algebra 1.</i> Learn about rational expressions, graphs, systems of equations, probability and vectors. Get a background in trigonometry and calculus, including coordinates and curves, functions and graphs, and exponential and logarithmic functions. <i>Ideal for learners interested in upgrading their math skills for high school credits or ACE. Also good for learners with post-secondary goals.</i> OALCF LEVEL: C4.3; B1.1; D.1-D.3
Data Skills		Use, construct and interpret graphical data in a workplace setting. These skills are used extensively throughout the GED exam, in particular the Reading, Social Studies and Science sections. OALCF LEVEL: C4.2; B1.1; D.1-D.3



Essential Skills






Register for this pathway if you would like to improve your essential skills. Curriculum is available in the following topics and will be assigned to you by your Independent Study Practitioner based on your intake assessment and upgrading goals.

Title	LBS Level	Course Description
Communication Skills	 2	Learn about listening and speaking skills essential to effective interpersonal communication and team building, as well as how to listen to and how to give presentations. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1, B3.1; D.1-D.3
Life and Job Skills	 2	Improve your self-concept, behaviour, work habits, relationships with others and communication skills. Prepare to seek employment . OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1, B3.1; D.1-D.3
Basic Skills for the Real World	 1+	Intended for learners at a beginning reading level. Photos and sound are used to create real-world settings on the computer. These settings give learners the opportunity to learn a variety of skills as they help realistic characters solve compelling problems. OALCF LEVEL: A1.1, A2.1-A2.2, A3; B1, B2.1, B3.1; D.1-D.3
Job Skills for the Real World	 3+	Find your niche in the world of work. Embark on a journey of self-discovery. Participate in a series of tasks to help you assess your personality, aptitudes and skills. Reflect and write about past events and achievements, then identify the skills used in each situation. Once you have developed a clear picture of your own needs and what you have to contribute you can explore possible career options. Learn what you need to know to land your dream job. Learn to find jobs through traditional means, such as job ads, and through more creative approaches aimed at the hidden job market. Learn how to write dynamic resumes and cover letters. Prepare for job interviews. Learners will use a combination of reading, writing, math, problem-solving and job skills. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1-B2.3; C1, C2, C3, C4; D.1-D.3
Business Basics	 3+	Explore important basic business concepts and the impact of your actions on your personal success and the overall success of your employer. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1-B2.3 ; D.1-D.3
Quality Fundamentals	 4/5	Learners are exposed to the quality movement in today's global workplace as they discover the meaning of quality and how it is measured. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1-B2.3 ; D.1-D.3
Technology Fundamentals	 2+	Learners gain an understanding of the foundations of modern technology by learning the basic concepts and operational principles using vivid graphics and interactive simulations. Includes modules on Energy and Systems, Mechanics Systems, Fluid Systems, Heat Systems and Electrical Systems. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1, B2.1-B2.3; D.1-D.3
NOC Codes	Levels depend on occupation.	Is there a specific job you'd like to have? Tell us what it is and we can assign you lessons from existing curriculum that are based on the National Classification Codes (NOC) required skills for each job. Over 200 job descriptions identified.



GED Prep

Register for this pathway if you would like to improve your skills to prepare for GED upgrading. Curriculum is available in the following topics and will be assigned to you by your Independent Study Practitioner based on your intake assessment and upgrading goals.

Title	LBS Level	Course Description
Pre-GED Science - Earth & Space Science	 3/4+	Explore scientific inquiry, problem-solving and critical-thinking skills. Gain confidence with scientific terms related to Planet Earth, Water in our World, Weather and Atmospheric Processes, Earth, Space and the Universe, and Ecology and Natural Resources. Geared to LBS Levels 3-5. Good for those interested in Grade 12 Credits, GED or ACE. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3
Pre-GED Science - Physical Science	 3/4+	<i>Works with Earth and Space Science.</i> Lessons include: the description and measurement of matter; the exploration of atomic structure and how elements behave according to physical and chemical properties; the investigation into how atoms and the known elements are organized to better understand matter and predict behaviour; and the discovery of why, although matter can be heated, cooled, broken, burned and transformed, it cannot be destroyed. Geared to LBS Levels 3-5. Good for those interested in Grade 12 Credits, GED or ACE. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3
Pre-GED Science - Life Science	 3/4+	<i>Third in a series along with Earth and Space and Physical Science.</i> Lessons cover: Cells – The Basics for Life, Structure and Function in Living Organisms, Classifications and Diversity of Life, Genetics and Heredity, Organisms and Their Environment; Human Health and Reproduction and Change Over Time. Geared to LBS Levels 3-5. Good for those interested in Grade 12 Credits, GED or ACE. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3
PRE-GED Social Studies	 3+	Geared towards those interested in the Canadian Content curriculum of the GED. Topics include Exploration and Colonization, British Rule, Growth of the Dominion, Independence and Recent Development, Early Civilization, Ancient Empires and Cultures, Societal Evolutions and Revolution, Modern World History, World Religions, World Resources, Canadian Geography, Economic Principles, Modern Governments, Canadian Governments. All courses are presented as they would be on an actual GED exam. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3
GED Assessments	 3+	Find out where you stand before preparing for the GED exam. Complete an online assessment in one or all of the subject areas. Find out what subjects you need to upgrade. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3




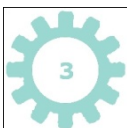



Live Classes

Live Classes are scheduled for a specific date and time, and you, the learner, will need to log in at that time in order to participate in a group learning activity. All Live Classes have an online instructor who will meet with you and other learners online. You will need speakers and a microphone to listen and ask questions during your online class.









Registration deadline – No later than 1 week before class start date.

Registration limit - 5 classes. Instructions on how to request additional classes will be sent to you once your registration is processed.


Reading and Writing


Title	LBS Level	Course Description
Dictionary Basics	 2	The dictionary and the thesaurus are great resources to help you improve your spelling and writing. Learn about alphabetical order, guide words, root words and reference pages. Find out how the thesaurus can help you expand your vocabulary and be a better writer. Check out MS Word's spell check and grammar features. Visit www.dictionary.com . Bring your dictionary to this class! OALCF LEVEL: A1.1-A1.2, A2.1-A2.2; B1.2; D.1-D.3
How to Write a Cover Letter	 3	A cover letter gives you an opportunity to introduce yourself to an employer and encourage them to read further. This class will explain the different parts of a cover letter and information to include in each part to help you get employer's interest. OALCF LEVEL: A1.1-A1.2; A2.1-A2.2; B1.2, B2.2; D.1-D.3
Parts of Speech	 1/2	This course covers the main parts of speech that we need to use to write complete sentences. Did you know that when we write good sentences that we need to use nouns, pronouns, verbs, adjectives and adverbs? Do the sentences that you write have a subject and a predicate? In this class, be ready to identify and create parts of speech in sentences. Note: This is a two part course. Classes for Part 1 and Part 2 will be held on two separate days. OALCF LEVEL: B1.2; A1.1, A2.1; D.1-D.3
Progressive Spelling 1	 1	This course covers short vowel and long vowel spelling patterns that use bigger words. For short vowels, learn about double consonants "le" ; and doubling final consonant before adding "ing" or "ed" . For long vowel sounds, learn the one consonant plus "le" rule. Learn the consonant blends; wh, th, sh, ph, ch and sometimes gh (silent). Bring your word journal so you can write in your most difficult words. OALCF LEVEL: A1.1, A2.1; B1.2, B2.1; D.1-D.3
Progressive Spelling 2	 1	In this course learn more consonant blends at beginning of words: bl, pl, cl, thr, spr, spl, cr, pr, etc. Also learn consonant blends at ends of words: sk, ck, ll, nk, lk etc. Learn long vowel spelling patterns: au, ea, ie, ou, ui. Learn to make a memory jogger to remember how to spell your difficult words. Bring your word journal to write down your memory joggers. OALCF LEVEL: A1.1, A2.1; B1.2, B2.1; D.1-D.3



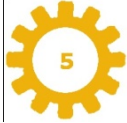
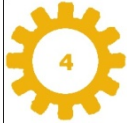

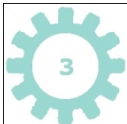


Punctuation		<p>This is a practical guide demonstrating how to write a sentence by using correct punctuation in the right places so that it assists the reader to understand what you are saying. Learn about periods, commas, question marks, etc. and when to use them in notes, emails, directions, instructions, letters and notices. Browse some websites that can help you. Review a list of books that you can use as reference sources.</p> <p>OALCF LEVEL: A1.1-A1.2, A2.1-A2.2; B1.2, B2.1-B2.2, D.1-D.3</p>
Reading Comprehension		<p>Take this course if you think reading comprehension is painful and confusing. We will identify what kind of a reader you are and discover techniques to warm up your brain before starting to read. You are reading but you don't understand what you are reading? You are reading but you cannot keep what you read in your head? Don't worry. We will create your own special toolbox to help you with your reading comprehension and this in turn will make reading a pleasurable experience for you. Note: This is a two part course. Classes for Part 1 and Part 2 will be held on two separate days.</p> <p>OALCF LEVEL: A1.1-A1.2,A2.1; B1.2; D.1-D.3</p>
Reading Prescription Labels & Literature		<p>Do you have trouble understanding what your medicine is for or when to take it? Does going to the doctor or pharmacy cause a lot of confusion? Using real-world examples, this course will give you the basics to understand what is written on your prescription from the doctor, prescription container, over-the-counter containers, and other medical literature. We will discuss frequency of medication, parts of the labels, and who to ask if you have questions regarding your medication.</p> <p>OALCF LEVEL: A1.1, A2.1; B1.2; D.1-D.3</p>
Resume Writing for Beginners		<p>With a little extra effort, you can create a great resume. This class will show you what information should be included on your resume. You will learn about three different resume styles and receive a few resume writing tips.</p> <p>OALCF LEVEL: B1.2, B3.2-B3.3; A1.1-A1.2, A2.1-A2.2; D.1-D.3</p>
Spelling and Grammar Rules		<p>Do apostrophes confuse you? Learn about them and also about prefixes, suffixes, antonyms, homonyms and synonyms. Bring your thesaurus, and see how it can help you expand your vocabulary. Check out some on-line websites for thesaurus help.</p> <p>OALCF LEVEL: B1.2, B2.2; A1.1-A1.2; D.1-D.3</p>
Spelling Made Simple 1		<p>This beginner course gets you ready to spell. Review the alphabet. Learn the consonant sounds. Learn the short vowel sounds. Practise pronouncing the sounds. Learn short vowel sound spelling patterns. Learn the 1+1+1 rule. Learn about root words. Learn about syllables. Start a spelling journal. Get ready to practise spelling some simple words!</p> <p>OALCF LEVEL: B1.2, B2.1; A1.1; D.1-D.3</p>
Spelling Made Simple 2		<p>This beginner course gives you more spelling basics. The alphabet and consonant sounds are reviewed. Learn the long vowel sounds. Learn long vowel spelling patterns; the silent "e" at the end of a word; vowel blends like ee, ea, ai, oa, oo. Learn about two-syllable words. Build your vocabulary by learning about word families. Learn about www.dictionary.com. Start a word journal so you can write in your most difficult words.</p> <p>OALCF LEVEL: B1.2, B2.1; A1.1; D.1-D.3</p>
Spelling Part 1		<p>Do you have trouble spelling? If the answer is yes, this course can help you by providing a review of some basic spelling rules. Learn about long and short vowel sounds, consonants/double consonants and syllables.</p> <p>OALCF LEVEL: B2.1; A1.1-A1.2; D.1-D.3</p>











Spelling Part 2		<p>Become a better speller by learning more spelling rules. This course covers the k sound, the final e in words, words ending in c and y and nouns ending in o. Participate online with an instructor and discover spelling websites that provide useful tips for you.</p> <p>OALCF LEVEL: B2.1; A1.1-A1.2; D.1-D.3</p>
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Tips for Better Spelling and Grammar		<p>Review the difficult sounds to spell: the shen sound at the end of a words; th, wh, ch and sh in words; ough and challenge words. How about the long u sound? Learn more suffixes (plurals and verb tenses). Learn how to make up an acrostic and memorize it to help you remember all of the letters in a word. Build word power and use correct spelling in sentences.</p> <p>OALCF LEVEL: B2.1; A1.1-A1.2; D.1-D.3</p>
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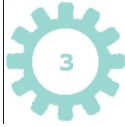
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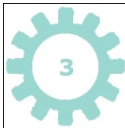
Title	LBS Level	Course Description
Algebra		<p>We will carry on where we left off with Pre-Algebra. We will learn how to solve $x-y+2a$, when $x=4$, $y=5$ and $a=1$ plus $10x = x$. We will be combining like variables, solving equations with variables on both sides of an equation, and solving literal equations. Algebra is not as scary as you think.</p> <p>OALCF LEVEL: C4.3; B1.2; A1.1, A2.1; D.1-D.3</p>
Pre-Algebra		<p>What are variables? What are integers? Do you remember that an x or a question mark may stand for an unknown number? In this class we will review the terms variables, integers and algebraic expressions. We will also be adding, subtracting, multiplying and dividing equations that involve solving for unknowns., (x)</p> <p>OALCF LEVEL: C4.3; B1.2; A1.1, A2.1; D.1-D.3</p>
Budgeting Basics		<p>Learn the basics of budgeting. What is a budget, and how can creating one help me? This course will focus on the importance of budgeting. We will look at how to find your monthly income, list and balance your expenses, and set simple financial goals. We will create a sample budget and look at some easy to use online budgeting calculators. Note: Students should be able to add and subtract before taking this class.</p> <p>OALCF LEVEL: C1.1-C1.3; B1.2; A1.1, A2.1; D.1-D.3</p>
Decimals A		<p>Using decimals are a part of everyday life. Get a basic understanding of decimal fractions and how they are written. Practise using mixed numbers in decimal form. Enter into the world of adding and subtracting decimals.</p> <p>OALCF LEVEL: C4.1; B1.2; A1.1, A2.1; D.1-D.3</p>
Decimals B		<p>A continuation of Decimals - Part A, the second part of this course will cover multiplying and dividing decimals, rounding off decimals and changing proper fractions into decimals.</p> <p>OALCF LEVEL: C4.1; B1.2; A1.1, A2.1; D.1-D.3</p>
Division		<p>How is Multiplication and Division related? Multiplication and Division are inverse operations. Division is a quick way to subtract the same number several times just as Multiplication is a quick way to add the same number several times. Enroll in this class if you need to review and reinforce your division skills.</p> <p>OALCF LEVEL: C4.1; B1.2; A1.1, A2.1; D.1-D.3</p>





Fractions in Everyday Life	 <p>How are fractions used in cooking, shopping and around the house? See how easily you can double or halve a recipe. Is that store discount really a bargain? Make the tape measure your friend - not your foe. Note: Students should be able to add, subtract, multiply and divide fractions before taking this class. OALCF LEVEL: C3.2; B1.2; A1.1, A2.1; D.1-D.3</p>
Geometry	 <p>In this four week session we will learn and work with lines, angles, triangles, quadrilaterals and circles. Lines, angles and shapes can all be measured and named. If we know a little information, we can figure out a lot about a triangle, quadrilateral or circle. Real life examples include how to calculate the area of flooring needed for your bedroom, the amount of fencing needed for your backyard and the volume of water needed for your fish tank. Note: This is a four part course. Classes for Part 1, 2, 3 and 4 will be held on separate days. Students must know how to add, subtract, multiply, divide whole numbers and decimals plus have some knowledge of algebra. OALCF LEVEL: C3.1-C3.3; B1.2; A1.1, A2.1; D.1-D.3</p>
Math Stories	 <p>This class will work on improving general reading comprehension and strengthening existing math skills. We will read math stories, look for clue words, determine what facts and operations are needed, break down the steps and attempt to solve the math question. Calculators should not be needed. Note: Students should be able to add, subtract, multiply and divide whole numbers. OALCF LEVEL: A1.1, C1.1, C2.1, C3.1, C4.1; B1.2; A1.1, A2.1; D.1-D.3</p>
Multiplication	 <p>How are addition and multiplication related? Multiplication is a fast way of adding the same number many times. In this class we will learn the meaning of multiplication and see how useful the Multiplication Table is. We will also show how to multiply single digit numbers and work our way up to multiplying larger numbers. OALCF LEVEL: C4.1; A2.1; B1.2; A1.1, A2.1; D.1-D.3</p>
Percentages A	 <p>We see percentages every day of our lives. We need to understand more fully what they mean. In this class we will be learning how to change a percentage to a fraction and then doing the reverse by changing a fraction to a percentage. We will also learn how to change a percent to a decimal and then change it back to a percent. OALCF LEVEL: C4.2; B1.2; A1.1, A2.1; D.1-D.3</p>
Percentages B	 <p>We see clothing being labeled 60% cotton and 40% polyester. We see products labeled as containing 10% of the fiber needed in our daily diet. We need to understand the labels more fully. In this class we will be finding the part and the whole of a number when a percentage is known and finding a part when the percentage is known. We will also look at percentages that are greater than 100 and ones that are less than 1 percent. OALCF LEVEL: C4.2; B1.2; A1.1, A2.1; D.1-D.3</p>
Understanding Algebraic Graphing	 <p>Think of the game "Battleship". You are able to read coordinates such as A5 or B6 and sink your opponent's battleship. Reading algebraic graphs is no different. A graph is made up of two number lines that intersect or cross. Review how to read coordinates, how to plot points and how to plot equations as they relate to algebraic graphing. OALCF LEVEL: C4.3; B1.2; A1.1, A2.1; D.1-D.3</p>
Understanding Fractions A	 <p>Do numerators, denominators and mixed numbers have you confused? Enroll in this refresher class to renew and reinforce your basic fraction skills. Note: Students should be able to add, subtract, multiply and divide before taking this class. OALCF LEVEL: C4.2; B1.2; A1.1, A2.1; D.1-D.3</p>



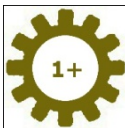

Understanding Fractions B		Take the skills you learned in Understanding Fractions A a step further by adding and subtracting fractions. Note: Students should be able to add, subtract, multiply, divide and determine a common denominator before taking this class. OALCF LEVEL: C4.2; B1.2; A1.1, A2.1; D.1-D.3
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Understanding Fractions C		Take the skills you learned in Understanding Fractions A and B another step further and enhance your adding and subtracting skills to multiply and divide fractions. Note: Students should be able to add, subtract, multiply and divide before taking this class. OALCF LEVEL: C4.2; B1.2; A1.1, A2.1; D.1-D.3
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Counting Coins		This money math class will help you recognize pennies, nickels, dimes, quarters, loonies and toonies. We will learn to count out each coin, and work on adding simple combinations. OALCF LEVEL: C1.1; B1.2; A1.1, A2.1; D.1-D.3
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Making Change		This money math class will help you use addition and subtraction to make change for larger dollar amounts using different combinations of coins and bills. OALCF LEVEL: C1.1; B1.2; A1.1, A2.1; D.1-D.3
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Essential Skills


Title	LBS Level	Course Description
Introduction to Centra	All levels	This class is for first time users of the CENTRA program. If you are taking a Centra Class on the LearningHUB it is highly recommended you attend this orientation class first. Learn how to use the Audio Wizard to check your speakers and microphone or headset so you are ready for your live class. A brief orientation on the communication tools including the microphone, text chat, feedback tool and other interactive icons will be covered. During this session you will learn how to use the markup tools and practise using them on the Whiteboard. If this course isn't available before your Centra Class is scheduled, a playback of the session should be watched so you are ready for your first class. OALCF LEVEL: D.1, B1.2; A1.1, A2.1
Basic Computer Functions		Learn the basic parts and functions of a computer. This class will cover an introduction to Windows Desktop. Discover how easy it is to customize your desktop by changing the background, arranging the desktop icons, adjusting the screen saver settings and creating desktop shortcuts. Learn handy keyboard shortcuts that will help you get more done in less time! An introduction to common Microsoft Office programs including Word, Excel, PowerPoint and Publisher will be covered. OALCF LEVEL: D.1, B1.2; A1.1, A2.1
MS Word 2007 for Beginners		Students must have a basic familiarity with the computer. This four week online course will cover the basic functions of Microsoft Word. Learn how to navigate through the program and create, save, edit, format and print basic documents. Homework will be assigned after each class. Access to MS Word 2007 is required. OALCF LEVEL: D.1, B1.2; A1.1, A2.1



<p>How to Save/Manage Computer Files</p>		<p>Do you have trouble finding files after you save them to your computer? This course will show you how to save files to various drives and how to open files inside and outside of a software program. Learn important tips for naming and managing your files, including creating folders, renaming and deleting files. This course will explain how to move a file between windows and explore the difference between uploading, downloading and attaching files. You should have a general understanding of Basic Computer Functions to participate in this class. OALCF LEVEL: D.2, B1.2; A1.1, A2.1</p>
<p>Surfing the Internet for Beginners</p>		<p>Do you find surfing the internet confusing? Are you hearing terms that aren't familiar to you? Would you like to learn how to access information on the local weather, used cars for sale, health information, etc.? Sign up for this course and we will help you clear up some "internet mysteries". OALCF LEVEL: D.1-D.2, B1.2; A1.1, A2.1</p>
<p>Understanding Excel 2007 Spreadsheets</p>		<p>Students must have a basic familiarity with the computer, or have attended the Saving/Managing Computer Files class. This two week online course will cover the basic functions of Microsoft Excel. Learn how to navigate through the program and create, save, edit, format and print basic documents. Homework will be assigned on the Moodle course management system (to be done on the student's own time) with live classes held on Centra once each week. Learn how to work independently and as a group by taking this blended learning course. Note: This is a two part course. Classes for Part 1 and Part 2 will be held on two separate days. Access to MS Excel 2007 is required. OALCF LEVEL: A1.1, A2.1; B1.2, B3.2; C1.2, C4.2; D.2</p>
<p>Understanding PowerPoint 2007 Presentations</p>		<p>This class is for first time users of PowerPoint. Learners must have a basic familiarity with computers. This is an introductory class and will cover basic terms used in PowerPoint. Learn how to open and close the program and the parts of a PowerPoint presentation. We will cover adding, deleting and moving slides and discover how to move through a PowerPoint presentation. Access to MS PowerPoint 2007 is required. OALCF LEVEL: A1.1, A2.1; B1.2, B2.1, B3.1, B4; D.2</p>
<p>Using E-Mail in the Workplace</p>		<p>Learn how to take your basic e-mail skills to the next level! This course covers how to create and use an e-mail account, basic features of use, and how others interpret your messages. Discover how you can maximize your time when using e-mail and the "dos" and don'ts" of using e-mail in the workplace. OALCF LEVEL: D.1-D.2, B1.2; A1.1, A2.1</p>
<p>Essential Skills 101</p>		<p>The Essential Skills, as outlined by Human Resources and Skills Development Canada (HRSDC) are the skills that are transferable to learning, to work and to life. They are the foundation of most jobs and having knowledge of these skills enables jobseekers to obtain employment, and helps employees grow within their jobs. OALCF LEVEL: D.1-D.2; B1.2; A1.1, A2.1</p>
<p>Discover Your Learning Style</p>		<p>Visual, Audio, or Tactile? Which one describes you? To learn how we learn, we need to know what works best for us. This class will help you understand your own style of learning. OALCF LEVEL: D.1, B1.2, B3.1, A1.1</p>
<p>Filling in Forms</p>		<p>A major component of the 9 Essential Skills is Document Use and in particular, "Filling In Forms". Practise filling in forms online and on paper. Close to the start date of this course, the instructor will forward some blank forms for you to print out and have ready to complete during the class. OALCF LEVEL: B3.1-B3.2, B1.2; A1.1, A2.1; D.1-D.3</p>





On the Job Thinking Skills  One of the 9 Essential Skills. Thinking Skills includes problem solving, decision making, critical thinking, job task planning and organizing, significant use of memory and finding information. Examine real-life examples of the required use of Thinking Skills on the job. Learn strategies and tips on how to cope with some of the "thinking" problems you may encounter in life and on the job.
OALCF LEVEL: B1.2; A1.1, A2.1; D.1-D.3


Personal Hygiene & Good Grooming  First impressions count! Find out how to ALWAYS LOOK YOUR BEST when out in public or on the job. Review personal hygiene tips and good grooming habits that will help you gain confidence when being around others.
OALCF LEVEL: B1.2; A1.1, A2.1; D.1-D.3

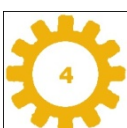
GED Prep

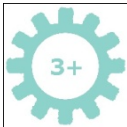
Title	LBS Level	Course Description
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GED Science - Part 1 (Introduction to the GED Science Test)  The GED Science Test examines your ability to understand and interpret science information from text, diagrams, charts and graphs. Questions involve all areas – Life Science, Earth and Space Science and Physical Science.
OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3

GED Science - Part 2 (Life Science)  Life Science information helps us to make decisions daily. Life Scientists are concerned with everything about life systems from cellular makeup to the ecosystems found on the Earth. Strategies will be discussed on how to read and digest information and then use it to make a decision. We will look at identifying the main idea, determining unstated assumptions, and interpreting charts and diagrams plus familiarizing ourselves with scientific words.
OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3

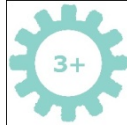
GED Science - Part 3 (Earth & Space + Physical Science)  Earth and Space Science involve topics such as climate, weather and the earth crust. Physical Science involves the most basic questions about the universe. The range of subjects includes molecules, baking, designing cars, forces and gears. We will work at scanning and skimming text to find key words plus work on interpreting scientific diagrams and language.
OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3

GED Math - Word Problems  Most math problems encountered in life are word problems not simple equations to be solved. Math word problems on the GED Test describe a situation and ask you to solve for the unknown. You will probably know how to solve many of the problems using your personal experience. In this class we will look at how the more challenging problems must be broken down into steps and follow a problem solving plan. **Note: Students should be able to add, subtract, multiply, and divide whole numbers, fractions and integers before taking this class.**
OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1 ; D.1-D.3

GED Social Studies Part 1 - Introduction to the GED Social Studies Test  The GED Social Studies Test examines your ability to understand and interpret informational text, diagrams, charts and maps. Questions involve all areas – Canadian History, World History, Civics and Government, Economics and Geography.
OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3



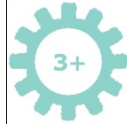
**GED Social Studies
Part 2 - Canadian &
World History**



Canadian History helps us to understand who we are and how we came to be that way. World History helps us to understand and value the progress made and the remaining challenges that exist in today's world. Strategies will be examined on how to read and digest information and then use it to make a decision. Summarizing, analysing cause and effect and making conclusions will be practised in this session.

OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1; D.1-D.3

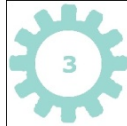
**GED Social Studies
Part 3 - Civics and
Government,
Economics and
Geography**



Civics and Government help us to understand how our government and political system work to preserve our freedom. Economics deals with the way goods and services are produced, distributed and used. Geography covers the physical and human environments and how they affect each other. Strategies will be examined on how to distinguish fact from opinion, how to compare and contrast, and how to interpret maps and charts.

OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1, D.1-D.3

Writing a GED Essay



Get ready to write your GED Essay. Learn about organization, sentence structure, usage and mechanics.

OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.2, B2.1-B2.3, B3.1, B4; D.1-D.3



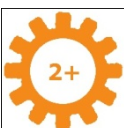



Short Courses

Short Courses are a form of Independent Study with the LearningHUB. Short Courses require a time commitment of 3-5 hours per week for 4-5 weeks at a time. Work is assigned by an online practitioner and must be completed within a scheduled time frame for a certificate of participation to be awarded.

Registration deadline – Continuous intake when program registration is open. An intake assessment must be completed before the start of the course.

Registration limit - 1 course at a time.

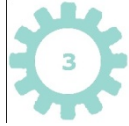
Title	LBS Level	Course Description
Apprenticeship Math		This course is designed for learners preparing to go into the trades. It will focus on basic math skills using fractions, decimals and percents and will include real workplace examples. If you're interested in this career pathway and need to strengthen your math skills, this course is for you! Note: Learners should be able to add, subtract, multiply and divide whole numbers before taking this course. Intake assessment required before course start date. OALCF LEVEL: C3.1-C3.2, C4.1-C4.2; A1, A2; B1.1, B3; D.1-D.3
Becoming a Better Speller		Teachers, employers, friends and others often put a lot of emphasis on correct spelling. It is the first impression many people get of you, whether it is spelling in a letter, an e-mail, or a resume. To become a better speller, and to feel secure about trying new words, it is very helpful to learn different spelling strategies. This course will cover many spelling rules such as the use of syllables, basic spelling patterns, memorizing, the meaning of words, root words, and prefixes and suffixes. Note: This is not a 'learn to spell' course. This is a course for learners who want to improve their spelling skills and can already spell at an LBS level 2 or higher. Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.2; A2.1; B1.1; D.1-D.3
Goal Setting - Discovering Your Goals		I'm not sure what I want to do with my life, but I want it to be great! Sound familiar? Then this goal-setting course is for you. You will ponder your dreams, consider your values and talents, and examine your needs, commitments, and challenges. Then you'll have the chance to set a goal and form a plan of action to pursue that goal. This course is full of useful tips on making choices, researching options, and weathering the ups and downs of your journey. Discovering your goals is a giant step towards reaching your potential in life and work. Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.1, B2.1-B2.2, B3.1-B3.2, D.1-D.3
Improving Your Job Skills		This course will guide you through the basic skills needed in every job. You will look at personal skills like time management and being responsible. You will practise reading, writing and listening to improve your communication skills. You will learn how to gather and manage the information that you need on the job. This course will explore ways to think through problems at work and decide upon solutions. You will pick up valuable tips on working with others, sharing ideas, and reducing conflict. By improving your job skills, you are getting ready for the workplace, or helping yourself improve at your current job. Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.2, B2.1-B2.2, B3.1-B3.2, D.1-D.3



<p>Learning to Communicate by Understanding Internet and e-Mail</p>		<p>Learn the basics when using the Internet and e-mail. Discover how to search the world wide web to access information on local weather and news. You will be introduced to commonly used terms, the difference between a web browser and a search engine, how to use the favorites tool and some tips when printing information from the Internet. You will practise basic e-mail use and learn how others may interpret your e-mail messages. This course will take your basic Internet use and e-mail skills to the next level! Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3, A3; B1.1, B2.1, B3.1-B3.2; C4.2; D.1-D.3</p>
<p>Learning to Communicate using MS Excel</p>		<p>Learners should have a basic familiarity with computer, and an understanding of Microsoft Word 2007. This five module course will cover the basic functions of Microsoft Excel. Learn how to navigate through the program and create, save, edit, format and print basic documents. Access to MS Excel 2007 is required. Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.1, B2.1-B2.2, B3.1-B3.2; C4; D.1-D.3</p>
<p>Learning to Communicate using MS Word</p>		<p>Learners should have a basic familiarity with computers before taking this five module course. This course will cover the basic functions of Microsoft Word. Learn how to navigate through the program and create, save, edit, format and print basic documents. You will be required to complete an intake assessment before starting this course. Access to MS Word 2007 is required. Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.1, B2.1-B2.2, B3.1-B3.2; D.1-D.3</p>
<p>Maintaining Healthy Self-Esteem On and Off the Job (Part 1)</p>		<p>Healthy self-esteem is something that we work on over our lifetime. This five-week online course will help you to develop methods for increasing your self-esteem and maintaining it through times of stress. Participation in online activities and discussions will help you to practise new life skills. This course is interesting and informative, and you will come away with useful tips for success in life and work. **Part 1 of 2** Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.2, B2.1-B2.2, B3.1-B3.2, D1.1-D1.3</p>
<p>Maintaining Healthy Self-Esteem On and Off the Job (Part 2)</p>		<p>This course is the second part of a two-part course on self-esteem. The first part of the course introduced you to self-esteem basics, and the second part of the course is directed at issues you might face and how to keep your self-esteem boat afloat. You'll find Part 2 loaded with tips on keeping your self-esteem intact while navigating the sometimes rough waters of the workplace! Yes, it's a wilderness out there: this course is designed to show you ways to increase your resiliency both on and off the job. **Part 2 of 2** Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.2, B2.1-B2.2, B3.1-B3.2, D1.1-D1.3</p>
<p>On the Job Report Writing</p>		<p>This course will help you learn how to write reports for the workplace. You will learn to gather the information you need and put information in a report format so that your readers can find the information they require easily. This course will cover the steps to follow in writing a report and understanding why people write them. You will also learn what parts you need to include in a report from beginning to end. Information gathering, editing, and proofreading steps will be explained. Your online instructor will guide you through the report writing process and illustrate what a finished report looks like. Intake assessment required before course start date. OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.2, B2.1-B2.2, B3.1-B3.2, D1.1-D1.3</p>



**Reading to
Understand the
Ontario Driver's G1
Knowledge Test**



The first step to becoming a licensed driver in Ontario is passing the Written (Knowledge) Test. Do you have the reading skills necessary to do well on the test? This course will help you prepare for the kinds of questions that may be on the test. You will examine how to read the questions clearly in order to answer them correctly. Learn how to identify traffic signs and interpret diagrams. Area covered: Seatbelts, traffic signs, speed limits, meeting a school bus, the Demerit Point System, passing other vehicles and rules of the road. Try out the driver's practice tests!, etc. **You will be required to complete an intake assessment before starting this course.**

OALCF LEVEL: A1.1-A1.3, A2.1-A2.3; B1.2, B2.1-B2.2, B3.1-B3.2, D1.1-D1.3



Tutorials

The following tutorials have been created to:

1. Provide an orientation to learning platforms and technology used by the LearningHUB. These tutorials are available by request (no registration required).
2. Provide supplementary skills instruction to be assigned by the LearningHUB practitioner or assigned by learner request.

Title	LBS Level	Course Description
Creating a Gmail Account	Appropriate for all levels	This video tutorial explains how to create an email account using Gmail. (Printable instructions are also available). It is important that each learner who registers with the LearningHUB has their own personal email account. A personal email account is required for all Independent Study learners. OALCF: A3; B3.1; D.3
Dividing by 2 Place Numbers	LBS Level: 2	In this tutorial we will learn strategies to use when dividing by 2 place numbers into larger numbers. Sometimes we need to divide by a two place number. OALCF: A3; D.3; C4.1
Division with Remainders	LBS Level: 2	In this tutorial we will see that we do not always get 0 the last time we subtract. Sometimes there will be a number left over. We will show you what it means to have a remainder. OALCF: A3; D.3; C4.1
How to Tell Time	LBS Level: 1	This tutorial will help you learn to tell time. It covers the clock face, and the second hand, minute hand and hour hand. The tutorial will recap the numbers 1 to 60, and the fractions - halves and quarters. It will focus on telling time on analog clocks, and will briefly introduce digital clocks. OALCF: A3; D.3; C2.1
Introduction to LearnScape	Appropriate for all levels	This is a video tutorial for people interested in gaining an understanding of the Moodle Learning Platform as used by the LearningHUB. If you signed up for independent study your online practitioner may suggest you view this tutorial, or you may choose to view it on your own. It provides an introduction to LearnScape and some of its features, including, login process, policies, and curriculum options etc. OALCF: A3; D.3
Introduction to Moodle	Appropriate for all levels	This is a video tutorial for people interested in gaining an understanding of the Moodle Learning Platform as used by the LearningHUB. If you signed up for independent study your online practitioner may suggest you view this tutorial, or you may choose to view it on your own. It provides an introduction to Moodle, including, login process, policies and navigation through the platform. OALCF: A3; D.3



<p>Introduction to Plato</p>	<p>Appropriate for all levels</p>	<p>This is a video tutorial for people interested in gaining an understanding of the Plato Learning Platform as used by the LearningHUB. If you signed up for independent study your online practitioner may suggest you view this tutorial or you may choose to view it on your own. It provides an introduction to Plato features, including, login process, policies, curriculum options. etc. OALCF: A3; D.3</p>
<p>Long Division 1</p>	<p>LBS Level: 2</p>	<p>This tutorial will help you learn to divide a single digit number into a three digit number. It covers how to do long division when all the numbers fit. OALCF: A3; D.3; C4.1</p>
<p>Long Division 2</p>	<p>LBS Level: 2</p>	<p>This tutorial will help you learn to divide when you get more than a zero when you subtract doing long division. It covers dividing a single digit number into a 3 digit number. OALCF: A3; D.3; C4.1</p>
<p>Multiplication – Carrying More than Once</p>	<p>LBS Level: 2</p>	<p>This tutorial will help you learn how to carry the tens number over to the next column of the top number being multiplied. OALCF: A3; D.3; C4.1</p>
<p>Multiplication – Carrying When You Multiply</p>	<p>LBS Level: 2</p>	<p>This tutorial will help you learn to multiply a two digit number. It covers how to carry a number when you multiply the ones column, and this results in a two digit number. OALCF: A3; D.3; C4.1</p>
<p>Multiplying by 2 Place Numbers</p>	<p>LBS Level: 2</p>	<p>This tutorial will help you learn to multiply a two digit number by a two digit number. It covers how you first multiply by the ones number followed by the tens number, and then you add these two numbers together. OALCF: A3; D.3; C4.1</p>
<p>PLATO Plugins Troubleshooting</p>	<p>Appropriate for all levels</p>	<p>This is a video tutorial to assist learners with the downloading of the Plato Learning Platform to their home or classroom computer. OALCF: A3; D.3</p>
<p>PLATO Popups Troubleshooting</p>	<p>Appropriate for all levels</p>	<p>This is a video tutorial to assist learners with the downloading of the Plato Learning Platform to their home or classroom computer. OALCF: A3; D.3</p>
<p>Registering for the LearningHUB</p>	<p>Appropriate for all levels</p>	<p>Learn how to register for the LearningHUB. This video tutorial walks you through the registration process step-by-step when filling out your initial registration form. Learn how to add classes to your registration and what notifications to look for to confirm your registration has been received. OALCF: A3; D.3</p>
<p>Using the Learner Portal</p>	<p>Appropriate for all levels</p>	<p>Learn how to use the learner portal. Do not fill out the LearningHUB registration form each time you want to take a class. Once you are registered, you can request more classes through your portal account. Your login will be provided by your practitioner and all course requests are confirmed by email. OALCF: A3; D.3</p>



Index

Advanced Reading Strategies	2	Learning to Communicate using MS Word	15
Algebra	8	Life and Job Skills	4
Algebra 1	3	Long Division 1	18
Algebra 2	3	Long Division 2	18
Applied Math	3	Maintaining Healthy Self-Esteem On and Off the Job (Part 1) ...	15
Apprenticeship Math	14	Maintaining Healthy Self-Esteem On and Off the Job (Part 2) ...	15
Basic Computer Functions	10	Making Change	10
Basic Skills for the Real World	4	Math Fundamentals	3
Becoming a Better Speller	14	Math Stories	9
Budgeting Basics	8	MS Word 2007 for Beginners	10
Business Basics	4	Multiplication – Carrying More than Once	18
Communication Skills	4	Multiplication – Carrying When You Multiply	18
Counting Coins	10	Multiplication	9
Creating a Gmail Account	17	Multiplying by 2 Place Numbers	18
Data Skills	3	NOC Codes	4
Decimals A	8	On the Job Report Writing	15
Decimals B	8	On the Job Thinking Skills	12
Dictionary Basics	6	Parts of Speech	6
Discover Your Learning Style	11	Percentage A	9
Dividing by 2 Place Numbers	17	Percentage B	9
Division	8	Personal Hygiene & Good Grooming	12
Division with Remainders	17	PLATO Plugins Troubleshooting	18
Essential Reading Strategies	1	PLATO Popups Troubleshooting	18
Essential Skills 101	11	Pre-Algebra	8
Filling in Forms	11	Pre-GED Science - Earth & Space Science	5
Foundational Math -Basic Operations 1	2	Pre-GED Science - Life Science	5
Foundational Math -Basic Operations 2	2	Pre-GED Science - Physical Science	5
Foundational Math –Basic Operations 3	3	PRE-GED Social Studies	5
Foundational Math -Basic Operations 4	3	Progressive Spelling 1	6
Foundational Math -Basic Operations 5	3	Progressive Spelling 2	6
Fractions in Everyday Life	9	Punctuation	7
Fundamental Reading Strategies	1	Quality Fundamentals	4
GED Assessments	5	Reading Comprehension	7
GED Math - Word Problems	12	Reading Prescription Labels & Literature	7
GED Science - Part 1 (Introduction to the GED Science Test)	12	Reading to Understand the Ontario Driver's G1 KnowledgeTest	16
GED Science - Part 2 (Life Science)	12	Registering for the LearningHUB	18
GED Science - Part 3 (Earth & Space + Physical Science)	12	Resume Writing for Beginners	7
GED Social Studies Part 1 - Introduction to the GED Social Studies Test	12	Spelling and Grammar Rules	7
GED Social Studies Part 2 - Canadian & World History	13	Spelling Made Simple 1	7
GED Social Studies Part 3 - Civics and Government, Economics and Geography	13	Spelling Made Simple 2	7
Geometry	9	Spelling Part 1	7
Geometry and Measurement	3	Spelling Part 2	8
Goal Setting - Discovering Your Goals	14	Surfing the Internet for Beginners	11
How to Save/Manage Computer Files	11	Technology Fundamentals	4
How to Tell Time	17	Tips for Better Spelling and Grammar	8
How to Write a Cover Letter	6	Understanding Algebraic Graphing	9
Improving Your Job Skills	14	Understanding Excel 2007 Spreadsheets	11
Informational Reading	2	Understanding Fractions A	9
Intermediate Reading Strategies	1	Understanding Fractions B	10
Introduction to Centra	10	Understanding Fractions C	10
Introduction to LearnScape	17	Understanding PowerPoint 2007 Presentations	11
Introduction to Moodle	17	Using E-Mail in the Workplace	11
Introduction to Plato	18	Using the Learner Portal	18
Job Skills for the Real World	4	Vocabulary and Reading Comprehension	2
Learning to Communicate by Understanding Internet and e-Mail	15	Writing a GED Essay	13
Learning to Communicate using MS Excel	15	Writing Process and Practice - Grammar & Mechanics	2
		Writing Process and Practice - Writing Strategies	2
		Writing Series	2