
Victoria Shepherd

Graduate, Strategic Leadership Advanced Certificate

“The program gave me the opportunity to define my leadership style and empower my team to embrace their entrepreneurial qualities. The result has been a new era of efficiency at our organization, and a new level of dedication and focus by our team.”

Victoria Shepherd, recipient of the Larry Chester Excellence in Leadership Award, is Executive Director, AVLA Audio-Video Licensing Agency Inc.



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Access more expertise. Distance and Online Learning at SCS helps you to get more out of your time. Allow yourself to meet more challenges while ensuring your personal or professional development. Let your thinking expand more – on your own schedule.

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In order to fulfill our mission to provide relevant and innovative programming, we renew and design programming throughout the year. We may have courses or information that could not be included at time of printing so; as a result, information in this calendar may change at any time. While the School of Continuing Studies aims to ensure completeness and accuracy, please note that we reserve the right to change the information herein.

Please visit our website, learn.utoronto.ca, for the most up to date details on programs, courses and certificates.

Access More

Many people want to enrol in courses that will keep their knowledge current or explore subjects of personal interest. You no longer need to sacrifice your professional or personal development because of a busy schedule.

The School of Continuing Studies offers a number of courses that may be done in the comfort of your home or office. We offer online and paper-based distance learning or a blend of the two teaching formats. Just choose the format that best suits your needs and schedule.

Distance Learning: Q&A

Course Materials

When do I receive my course materials? How are they delivered?

For online classes, you will receive your password and user ID two to three days before the class starts. Course materials become available online as soon as you sign into Blackboard.

Textbooks

Are textbooks included in the course fee? Are they required? Where can I buy them?

Textbooks are required for all courses unless otherwise stated. These are not included in the course fee and can be purchased online at www.uoftbookstore.com or by telephoning 416-640-5840 or 1-888-662-6368 approximately two weeks before your course starts. Provide your course number and section to make sure you get the correct edition of the textbook. Home delivery is available for a small fee.

Logging in to Blackboard

When and how do I receive a login and password?

If you are taking an online course, or if your course has an online component, you will be sent a message two days before the start of your course stating your Blackboard userid and password and giving you instructions on how to log in.

Assignments

How do I submit my assignments?

The fastest way to submit assignments is to send them to your instructor by email. Those using Blackboard should submit their assignments according to their instructor's directions. Detailed instructions about submissions are available in your Student Information Booklet.

When are my assignments due?

The assignment due dates are shown in your Student Information Booklet or in your course outline for online courses. They are posted online and also published in your course materials.

How long does it take to get my assignments back?

Allow for a two-week turnaround for each assignment.

Is it necessary to do the assignments?

Generally, assignments and/or final projects are worth between 20% and 50% of your final grade, depending on the course. If you do not submit your assignments, the marks assigned to them will be deducted from your final grade. For courses in the Languages and Translation area, all assignments and the final project must be submitted to obtain a passing grade. Late assignments may be accepted at the discretion of the instructor and/or the department.

Examinations

How and where do I write exams?

Final examinations, where applicable, are conducted at locally situated, proctored exam centres. Exams can be scheduled almost anywhere in the world. See the Course Information link for sites. Exams are held in the morning and the afternoon. If you are taking two courses, your exams will be staggered – one after the other. If you are taking more than two, contact the School to make special arrangements. There is a supplementary charge of \$125 for students outside Canada and the U.S.

How do I register to write my exam?

Complete the examination form included in the Course Information Link and submit it by the deadline stated on the form. We will acknowledge your request within two weeks of receiving it, and a reminder with information about the exam location will be sent to you two weeks prior to the exam date.

If I can't write the exam on the scheduled date, what are my options?

If you are unable to write a scheduled exam for any reason, you may apply to write an alternate exam. The fee for this service is \$150 and the application form is found at learn.utoronto.ca/uoft/registration/forms.jsp or call 416-978-2400 and we will mail one. Please note that if you fail a final exam, you are not eligible to write an alternate.

Instructor Support

What support can I expect from my instructor?

In all cases, your instructor will provide guidance and support by email. In addition, feedback will accompany each marked assignment. For online classes supported by Blackboard, your instructor may also choose to post instructions and comments in the course announcements section, and on the course discussion board.

Admin Support

How do I ask for help?

If you have difficulty accessing your online materials, submitting your assignments, or emailing your instructor, please call 416-978-2412 or 1-800-310-0006, allowing 48 hours for a reply.

Distance Learning: Online & PDF Format

SCS offers both online (e-learning) and distance PDF based formats as an alternative to traditional classroom learning. These courses allow you to take charge of your own learning experience and adapt your studies to a busy schedule.

Whether you study online or use PDF materials, both your Instructor and the university level text used in your course reflect the same high standards as those in our classrooms.

Except where the final assessment for a course is project-based, all our distance courses are supported by proctored exams scheduled in a location near you.

Distance Learning: Business & Professional Studies

Distance: Online

Accounting & Finance

SCS 0984 Accounting: The Fundamentals

SCS 0976 Financial Management

Business Analysis

SCS 2379 The Foundations of Business Analysis

Business Writing

SCS 1348 The Business Approach to Writing

SCS 1344 Copywriting That Sells

SCS 1346 The Writer's Handbook

SCS 1351 Writing Documents That Work

Business Intelligence

SCS 0219 Knowledge Management

SCS 0217 Visual Design and Display of Information

Business Law

SCS 0973 Business Law

Business Management

SCS 0977 Business Management

SCS 0980 Economics, Introductory

Business Process Management

SCS 0082 Business Economics

SCS 1209 Management Information Systems (MIS)

SCS 0974 Business Strategy

Human Resources

SCS 0987 Human Resources Management

SCS 0988 Organizational Behaviour

Marketing

SCS 0978 Marketing: An Introduction

SCS 1781 Marketing: An Introduction (Cantonese)

SCS 2125 Tools & Fundamentals of Advertising

SCS 2123 Creating & Executing Dynamic Advertising Programs

SCS 2122 Tools & Fundamentals of Publicity & PR

SCS 2126 Publicity & PR: It's All About Audience

SCS 2119 Tools and Fundamentals of Retail Merchandising

SCS 2117 Creating Consumer-Oriented Merchandising Programs

SCS 2115 Tools and Fundamentals of E-Business

SCS 2118 Tools & Fundamentals of Web Marketing

SCS 0946 International Marketing

Project Management

SCS 1860 Foundations of Project Management

SCS 1952 Leading Projects in Organizations

SCS 1937 Project Implementation and Control

Risk Management

SCS 0981	Risk Assessment
SCS 0985	Risk Control
SCS 0986	Risk Financing

Website Development, Strategy, & Execution

SCS 0215	E-Learning Program Planning and Implementation
SCS 0216	How to Design an E-Learning Program
SCS 0218	Online Learning Seminar
SCS 0199	Strategies for a Web Presence
SCS 1843	Writing for the Web

Distance: PDF Format

Accounting & Finance

SCS 0984	Accounting: The Fundamentals
SCS 0914	Advanced Financial Accounting
SCS 0915	Advanced Management Accounting
SCS 0906	Auditing
SCS 0976	Financial Management
SCS 0982	Intermediate Financial Accounting and Analysis
SCS 0983	Management Accounting

Business Communication

SCS 0979	Communications
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Business Writing

SCS 1348	The Business Approach to Writing
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Business Law and Insurance

SCS 0973	Business Law
SCS 0924	Claims Management: Conflict of Laws
SCS 0922	Claims Management: Evidence
SCS 0919	Claims Management: Torts
SCS 0926	Commercial Liability Underwriting
SCS 0925	Commercial Property Underwriting
SCS 0935	Construction and Surety Law
SCS 0934	Contract Surety
SCS 0933	Principles of Suretyship
SCS 0931	Reinsurance Practices

Business Management

SCS 0980	Economics, Introductory
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Business Process Management

SCS 0974	Business Strategy
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Human Resources

SCS 0987	Human Resources Management
SCS 0988	Organizational Behaviour

Marketing

SCS 0978	Marketing: An Introduction
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Risk Management

SCS 0981	Risk Assessment
SCS 0985	Risk Control
SCS 0986	Risk Financing

Distance Learning: Arts & Science

Distance: Online

Health

SCS 2159	Basic Human Physiology
SCS 2472	Biochemistry with a Medical Perspective

Distance Learning: Creative Writing

Distance: PDF Format

Creative Writing

SCS 1686	Online Mentor
SCS 1681	Creative Writing Final Project Tutorial

Freelance Writing

SCS 2390	Freelance Final Project Tutorial
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Distance: Online

Creative Writing

SCS 1664	Creative Writing: Introduction
SCS 2213	Writer's Talk: Writing Through Reading
SCS 1679	Writing the Novel: Introduction
SCS 2282	Memories into Story: Introduction to Life Writing

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Writer's Talk: Writing Through Reading

When faced with a blank page, every aspiring writer looks to literary giants for inspiration. With the NY Times online course **Writer's Talk: Writing Through Reading**, you get access to celebrated writers from around the globe. Past authors have included **Roddy Doyle, Andrew Pyper, Lynda Barry, Francine Prose and Jonathan Lethem.** Award winning SCS instructor **Kathryn Kuitenbrouwer** encourages you to dig deeper into the guest writers' works to better understand the craft and how to incorporate their insights into your own writing projects.

Online

Instructor: Kathryn Kuitenbrouwer,
BA, WRITER

Fee: \$599

SCS 2213-009 19 Sep to 28 Nov

SCS 2213-010 9 Apr to 4 Jun

CERTIFICATION: Creative Writing

Distance Learning: Internationally Educated Professionals

Distance: Online

Career & Communication

SCS 1348 The Business Approach to Writing

SCS 1346 The Writer's Handbook

Distance: PDF Format

Career & Communication

SCS 0979 Communications

SCS 1348 The Business Approach to Writing

Distance Learning: Languages & Translation

The distance format allows you to take charge of your own learning experience and adapt your studies to a busy schedule.

Distance: Online

Spanish

SCS 2620 Legal Translation into Spanish

SCS 2621 Newspaper Translation into Spanish

Distance: PDF Format

Chinese – Cantonese

SCS 1971 Introduction: Applied Translation Theory – Cantonese

SCS 0613 Translation – Cantonese: Level I

SCS 0624 Translation – Cantonese: Level II

SCS 0632 Translation – Cantonese: Level III

Chinese – Mandarin

SCS 1804 Introduction: Applied Translation Theory – Mandarin

SCS 0610 Translation – Mandarin: Level I

SCS 0623 Translation – Mandarin: Level II

SCS 0631 Translation – Mandarin: Level III

French

SCS 1803	Introduction: Applied Translation Theory – French
SCS 0662	Translation – French: Level I
SCS 0663	Translation – French: Level II
SCS 0665	Translation – French: Level III
SCS 2605	Literary and Historical Translation into French

German

SCS 2274	Reading and Writing German
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Italian

SCS 2275	Reading and Writing Italian
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Japanese

SCS 2397	Reading and Writing Japanese
SCS 2074	Introduction: Applied Translation Theory – Japanese
SCS 0651	Translation – Japanese: Level I
SCS 1129	Translation – Japanese: Level II
SCS 1130	Translation – Japanese: Level III

Korean

SCS 1972	Introduction: Applied Translation Theory – Korean
SCS 0617	Translation – Korean: Level I
SCS 0625	Translation – Korean: Level II
SCS 0630	Translation – Korean: Level III

Portuguese

SCS 1973	Introduction: Applied Translation Theory – Portuguese
SCS 1490	Translation – Portuguese: Level I
SCS 1491	Translation – Portuguese: Level II
SCS 1492	Translation – Portuguese: Level III

Spanish

SCS 1974	Introduction: Applied Translation Theory – Spanish
SCS 0619	Translation – Spanish: Level I
SCS 0622	Translation – Spanish: Level II
SCS 0633	Translation – Spanish: Level III

Increasing Access

The University of Toronto School of Continuing Studies is proud to be a member of elearnnetwork.ca; a collaboration between the Government of Ontario, 34 colleges and universities and various community partners to improve local access to learning and training opportunities in eastern and southern Ontario.

At an elearnnetwork.ca Centre, you have free access to elearning workstations and high-speed Internet. In addition, each centre is staffed with a specially trained elearnnetwork.ca Coordinator to assist you in researching program or course options, registration information, funding options, scheduling and with using the technology.

Visit www.elearnnetwork.ca and learn more about their services and locations.