

Welcome to the University of Toronto School of Continuing Studies. We strive to deliver learning experiences that are exceptional, inspiring, and relevant. Expand your boundaries with us.

[Learn more.](#)

Learn  
more.

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## DIRECTOR'S WELCOME

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Welcome to a new year of lifelong learning and thank you for taking the time to browse our 2011-2012 course offerings. Whether you define achievement as elevating your career to the next level, enriching your understanding of great literature, or gaining a new perspective on old problems – we take pride in creating courses and certificates that contribute to the success of our learners.

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Samuel Johnston stated that “the business of life is to go forward” – an opinion held by many, judging by rapidly growing enrolment numbers. Throughout this calendar you’ll find examples of individuals who have moved forward by taking advantage of continuing education courses. For example, using her new found skills and confidence, Ingrid Palmer, a holder of our Certificate in Human Resources, earned a promotion to Business Capability Director at Sears Canada. Experienced aerospace industry professional Chris Taylor cited the flexibility of his program as enabling him to go forward in his career while maintaining full work, family, and volunteer commitments.

### **Achieving Personal Goals**

We also have learners who enroll at the School of Continuing Studies in order to achieve more personal goals. Barbara Bruser, having retired from professional life more than 10 years ago, strives to maintain an active mind and heart. Towards that end, she has enrolled in more than 50 courses at the School of Continuing Studies since 2000.

### **Meeting the Challenge**

As you can see, continuing education provides an answer to the challenge of change. Whatever the reason – fast-evolving technology, changing social landscapes, opportunity brought about by career advancement or, simply, by reaching a new life stage – lifelong learning provides a flexible and timely solution for going forward.

### **Tools for an Ever-Changing Landscape**

Our instructors, accomplished experts in their fields, are each passionate about preparing their students for the intellectual and professional challenges that await them. To paraphrase Andrew Maxwell, former advisor to the popular program, “Dragon’s Den”, and instructor in our Innovation area, “What you prepared for ten years ago is hardly relevant today.” Our purpose is to provide you, our community, and its organizations with tools to understand and anticipate an ever-changing landscape.

### **Continue to Learn!**

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**Marilynn Booth,**  
Director  
University of Toronto  
School of Continuing Studies

# Find more.

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## Ingrid Palmer

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Graduate, Certificate in Human Resources

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“Returning to school provided me with the knowledge and confidence to go after my career dreams. In fact, the pay-off was almost immediate.”

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Ingrid Palmer, who began her certificate program as an HR Manager, has since been promoted to Business Capability Director at Sears Canada Inc.

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## SCHOOL OF CONTINUING STUDIES – AT A GLANCE

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### Mission

Our goal is to deliver exceptional and inspiring educational experiences that are responsive to evolving learning needs and career aspirations. Our constant aim is to provide the highest levels of quality, innovation and accessibility for our learners.

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### Location

Our building is located on the St. George Campus at 158 St. George St., just minutes away from the St. George subway station. We also offer classes in both Mississauga and Scarborough.

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### History

The University of Toronto has been a leader in continuing education in Canada since 1892 and established the School of Continuing Studies in 1974.

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### Instructors

Our instructors bring a passion for their topics to the classroom. All are accomplished in their fields and, more importantly, are committed to the success of the student experience.

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### Staff

Our staff is dedicated to the School and its service to the local and global community. We take pride in our high level of commitment towards students, instructors and the wider social and business communities around us.

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### Students

Our students are as diverse as the city we serve. They range in age from 18 to 90 and come from a variety of educational backgrounds — from those who entered the workforce right after high school to those with PhD degrees. They each have one thing in common: the desire to invest more in their lives and careers.

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### Bursaries & Awards

We gratefully acknowledge our donors for their generosity and belief that adults wanting to enrich their lives through continuing education should be both supported and rewarded.

The **Academy for Lifelong Learning Bursary** enables those with financial challenges to enroll in classes at the School of Continuing Studies.

The **Michael J. Herman Bursary in Arts & Science, Creative Writing and Languages & Translation** enables those with financial challenges to enroll in classes in those Program Areas.

The **Random House of Canada Student Award in Writing** recognizes exceptional Creative Writing students.

The **Marina Nemat Creative Writing Award** recognizes the most promising Creative Writing certificate students.

The **Larry Chester Excellence in Leadership Award** recognizes and rewards emerging leaders registered in the Certificate in Strategic Leadership program.

For more details, please visit [learn.utoronto.ca](http://learn.utoronto.ca).

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## Connect More

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If you would like to consult with a member of our registration team, please feel free to call, visit or email us. We look forward to helping you find the best ways to enrich your life and learn more.

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## Hours

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### September to June

Monday – Thursday:

8:30 am to 7:30 pm

Friday: 8:30 am to 5:00 pm

### July to August

Monday – Thursday:

8:30 am to 7:30 pm

Friday: 8:30 am to 4:30 pm

For registration hours by telephone or online, please visit our registration section on page 240-249.

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## Class Sites

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To provide as many options as possible, the School of Continuing Studies offers class locations across the GTA:

### Downtown Toronto:

The University of Toronto St. George campus is located in downtown Toronto. It is easily accessible via the St. George, Museum and Queen's Park subway stations or via the College or Spadina streetcars.

### Mississauga:

University of Toronto Mississauga campus is located at 3359 Mississauga Rd. North.

### Scarborough:

Classes at the University of Toronto Scarborough campus take place in state-of-the-art facilities located at 1265 Military Trail.

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## A Variety of Opportunity

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The School works hard to make continuing education an easy decision. We offer a variety of course start dates and times; have an increasing number of online and distance-hybrid courses; provide locations across all three U of T campuses, and; offer courses and certificates in languages other than English. We have increased the number of day seminars in our business & professional studies area and offer an accelerated Mandarin course for those wishing a more intensive language learning experience.

We have even expanded our geographic availability by partnering with the esteemed **Chinese University Hong Kong's School of Continuing and Professional Studies**. Together, both U of T SCS and CUHK SCS are developing courses in Traditional Chinese Medicine and CFA Preparation. Eventually they will be taught on each other's campuses using both CUHK and U of T SCS expertise.

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## Path to Achievement

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The stories of success and personal fulfillment sent to us are a concrete reminder of the positive role continuing education plays in the greater community. By engaging with our students and members of the larger community, we are able to design substantive learning experiences. You may decide to only attend courses, participate in one of our professional development workshops or, as an English Language Program student, take advantage of our University Application assistance program. Whatever your goal – a promotion, a career transition or the pursuit of a long held personal interest – you will have the confidence of knowing that SCS instructors and staff are as committed to your successful learning experience as you.

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## Lifelong Learning

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Our gift to new graduates starts them on their journey of lifelong learning right away! Our gift of a \$600 credit towards any course (valid for up to 18 months) will help new U of T graduates expand their career opportunities and begin the habit of lifelong learning.

Even without a U of T degree, SCS students benefit from University of Toronto Alumni programs such as the U of T Alumni travel program and selected University of Toronto Affinity programs.

## Other Continuing Education at U of T

Lifelong learning goes on all over the University as well as at the School of Continuing Studies. If you would like help in locating one of the many continuing education providers at U of T, you are welcome to contact us by phone, in person or via our website at [learn.utoronto.ca](http://learn.utoronto.ca).

## Commitment to Student Service

Our customer service award-winning staff takes deep pride in consistently providing efficient, friendly, and professional service to our student community.

## Languages of Instruction

In addition to our main teaching language of English, we offer courses in other languages such as Spanish, Cantonese and Mandarin. We consider the growing success of our non-English language courses a model of programming for language groups across the GTA.

## Learning Options

Choose from a variety of learning options that cater to your schedule and style of learning.

- **In-class:** We offer in-class courses delivered by highly qualified instructors at each of our three campus locations.
- **Distance Courses:** We offer the options of online, paper-based or a blended distance education.
- **Variety of Course Lengths:** Supporting the desire to learn more and recognizing that time is at a premium, we have designed courses with a variety of lengths: one-day, three days, week-long intensives or courses offered over a number of weeks.
- **Individual Courses or Multi-course Certificate Programs:** SCS offers a number of Professional Certificate Programs that are applicable to a wide range of professions and interests. In addition to certificates, each course is available on an individual basis.

## Personal and Financial Information Security

Any information you provide, online or by telephone, mail, or fax, is kept confidential and secure. We are committed to protecting your privacy and only use information gathered for SCS administrative and communications purposes.

## How to Register

### Online

Visit us at [learn.utoronto.ca](http://learn.utoronto.ca) for information and to register for any course offered by the School. Simply choose your course, and click on "Request to Register." You will be prompted to create your own personal file, and then to enter your Visa or MasterCard payment information. You will know within seconds that your payment has been authorized and your place in the course secured.

### Telephone

Call 416-978-2400, press 2 to speak with a Student Services representative. Telephone registrations are accepted from 9:00 am to 6:30 pm Monday to Thursday, and 9:00 am to 5:00 pm Friday.

Payment is accepted by Visa or MasterCard.

### In Person

Visit our Student Services desk on the first floor at 158 St. George Street, located on the west side of St. George, just south of Bloor Street West.

Our building hours are:

Monday – Thursday,

8:30 am to 7:30 pm,

Friday 8:30 am – 5:00 pm

July to Labour Day:

Monday – Thursday,

8:30 am to 4:30 pm,

Friday 8:30 am – 4:30 pm

Payment is accepted by Visa, Mastercard, cheque or money order.

### Mail

Complete the registration form on page 247.