What starts here is a transformation. This is where you decide to forge ahead and follow your passion or pursue a profession. With 650 courses and 85 certificate programs, the University of Toronto School of Continuing Studies offers you the opportunity to explore what’s next. We say be inspired. Be curious. Be ready for wherever life leads you or wherever you lead your life. We dare you to be unlimited.
MESSAGE FROM OUR DEAN

This is where ambition meets opportunity; where dreams intersect with reality; and where new ideas and concepts take root. We want you to turn your someday into today and your potential into achievement. We want you to Be Unlimited—in your goals, in your thoughts, in your personal and professional aspirations. And we, at the University of Toronto School of Continuing Studies want to be your partner on this path.

To Be Unlimited is to embrace learning at any stage of life. It empowers you to achieve personal growth and achievement and challenges you to seek out new skills and directions. It encourages you to enrich your life and to transform your career.

Follow your curiosity as you explore this year’s calendar. Take in the array of courses and programs that can broaden your skills, deepen your knowledge and reframe your perspective. Witness the magic that occurs when innovative world-class programs, industry-leading instructors and curious, passionate learners connect. Imagine what can happen when our learners push their boundaries.

At the School we push ourselves to Be Unlimited. We seek out what is new, what is needed, what is next. We strive to make learning available anytime, anywhere and hope that each learning experience uniquely positions you to pursue your goals. For when you succeed, we succeed.

Enjoy the learning journey unfolding in this calendar. Embrace the growth opportunities before you and the path you can create. We encourage you to Be Unlimited.

MAUREEN MACDONALD  PhD, MBA, JD, BA
Dean, University of Toronto School of Continuing Studies
How does a journey begin at the School and where does it lead? Here's a snapshot view of how you can improve your career prospects by starting with a course here. We provide the path forward. Where it leads is up to you.

earned Bachelor's and Master's degrees in Environmental Sciences from the University of the Punjab in Lahore, Pakistan, before moving to Canada.

- Pursued courses in Occupational Health and Safety at the School out of interest and with a view to the future.
- Strengthened commitment to building healthy workplaces by taking leadership courses at the School, including The Emotionally Intelligent Leader.
- Won a silver medal for team figure skating in the 2014 Olympics.

received steady and regular promotions, becoming Sales Manager and then General Manager.

- Earned a Digital Marketing course at the School and established entrepreneurial vision.
- HIRED in desired environmental health and safety field

HIRED in desired environmental health and safety field

- Upon completion, started interning for positions in Environmental Health and Safety field.
- Earned Certificate in Human Resources Management from the School to strengthen leadership skills.
- PURSUED entrepreneurship and leadership courses at the School.

LAUNCHED SUCCESSFUL online business

LAUNCHED successful online business

- Pursued entrepreneurship and leadership courses at the School.

DREAM JOB as a trainer and motivational speaker

- Completed Certificate in Digital Marketing Management.
- Enrolled in a Digital Marketing course at the School and solidified entrepreneurial vision.

Strengthened commitment to building healthy workplaces by taking leadership courses at the School, including The Emotionally Intelligent Leader.

- Pursued courses in Occupational Health and Safety at the School out of interest and with a view to the future.
- Strengthened commitment to building healthy workplaces by taking leadership courses at the School, including The Emotionally Intelligent Leader.
- Won a silver medal for team figure skating in the 2014 Olympics.

- Earned a Digital Marketing course at the School and established entrepreneurial vision.
- HIRED in desired environmental health and safety field

HIRED in desired environmental health and safety field

- Upon completion, started interning for positions in Environmental Health and Safety field.
- Earned Certificate in Human Resources Management from the School to strengthen leadership skills.
- PURSUED entrepreneurship and leadership courses at the School.

LAUNCHED SUCCESSFUL online business

LAUNCHED successful online business

- Pursued entrepreneurship and leadership courses at the School.

DREAM JOB as a trainer and motivational speaker

- Completed Certificate in Digital Marketing Management.
Just ask Jamie and she’ll tell you about the exciting career potential in project management. And just ask Joe how you can keep growing, learning and loving every step of the journey.
The prospects today for Project Management expand across all industry sectors. Both skilled project managers capably balance large- and small-scale initiatives benefit from having someone in place with the potential to launch or contribute to an entrepreneurial venture.

Jamie’s choice to attend the School of Continuing Studies came after careful consideration of how best to prepare for her PMP exams. The courses offered appealing content and the convenience of attending the Mississauga campus. Today, as the VP Strategic Projects in the insurance industry, she has fully leveraged her time at the School and the lessons to which Joe contributed.

“I just want to help people reach their potential.”
—Joe Ogilvie

Take it from a professional like Ogilvie who has steadily worked his way up the project management ladder. He knows the challenges of getting to a point in his career where it’s time to push through to the next stage.

“What really allows me to connect with learners is that I know where they’re coming from. I understand being in a place where you’re not satisfied and where you know you have more potential. You want to be better and you want to take action. This is the road that is going to produce change in your life.”

For former learner Jamie Ugarte, Joe’s style of instruction brought a vital energy to the classroom. She admired his candid and seasoned style of instruction brought a vital energy to the classroom. She admired his candid approach and how he would draw on practical experience.

“Joe has a great charisma about him. He made the material really intriguing by using a lot of real-life examples. He took a genuine care and interest in the learners.”

Joe and Jamie maintain an ongoing professional relationship, which is not uncommon for Joe who actually continues to host networking events for his former learners so they can connect, share experiences and perhaps discover fresh opportunities. It’s these efforts that have earned Joe The School’s Excellence in Teaching Award. In typical fashion he has returned the favour and
to be organized and structured, how to influence decision-making and how to be strategic, and how to manage priorities. All of those traits are needed in an organization.”

Joe and Jamie maintain an ongoing professional relationship, which is not uncommon for Joe who actually continues to host networking events for his former learners so they can connect, share experiences and perhaps discover fresh opportunities. It’s these efforts that have earned Joe The School’s Excellence in Teaching Award. In typical fashion he has returned the favour and

Established the Ogilvie Award in Project Management and Entrepreneurship to recognize learners who apply project management skills to launch or contribute to an entrepreneurial venture.

“Joe is committed to helping others succeed, whether it’s in the classroom or through the Ogilvie Award.

“I just want to help people reach their potential.”
—Joe Ogilvie

Visit learn.utoronto.ca/projectmgmt for more information.
SUCCESS MEASURES

79% Certificate holders who would return to take another Certificate (Environics Survey, 2015)

97% learners who would recommend the school to others (Environics Survey, 2015)

86% Learners in Business and Professional Studies who come to the school explicitly to enhance their future career prospects (Environics Survey, 2015)

THREE CAMPUSES + ONLINE

Over 85 Certificate Programs

IN THE GTA TO MAKE LEARNING CONVENIENT. • MISSISSAUGA • DOWNTOWN • SCARBOROUGH

101 COUNTRIES OF ORIGIN FOR INTERNATIONAL LEARNERS TAKING THE SCHOOL’S COURSES ONLINE (School of Continuing Studies, 2017)

27% PERCENTAGE OF OUR COURSES AVAILABLE ONLINE (School of Continuing Studies, 2017)

70% Percentage of Canadian business leaders who perceive a gap between the skills they’re looking for and what most job seekers have to offer (Canadian Education and Research Institute for Counselling, 2014)

82% Learners taking courses at the school who have university degrees (Environics Survey, 2015)

650+ COURSES AND GROWING
Associate Director Learning Innovation Tino Corsetti breathes life into learning with cutting-edge programs.

If there is a compelling example of educational innovation, Tino and his team demonstrate it in spades making the in-class and online learning environment a more engaging and positive experience. As the Associate Director Learning Innovation, Tino and his group of instructional design and learning technology specialists add the delivery framework and enhance the user experience for an astounding array of courses and certificates.

“We help Program Directors, subject matter experts, course developers and instructors transform great learning ideas into great learning experiences,” says Tino. Having joined the School in 2014, he counts over 15 years of experience in the continuing education field. With an offering that weighs in at over 650 courses, in business and professional studies, arts and sciences, languages and translation and creative writing, the need to deliver course material in a compelling way is critical.”
We are keenly attuned to learner feedback which drives better course development.

There’s much to do in operating one of Canada’s premier continuing education programs. Recurrent planning, constant interaction to glean trends and needs of the marketplace, as well as ongoing assessment of existing courses all require critical focus.

“We continually do research on what are the growing employment trends, the hot jobs, the new careers that didn’t even exist five years ago,” he says.

“Our Digital Marketing and IT programs have just exploded,” Tino points out. “Our Data Analytics program is taking off. Project Management is a hugely important discipline for organizations today and we’re seeing incredible traction around our Facilities Management offering. We’re building new courses all the time.”

Developing leading-edge course materials requires intensive teamwork. There is an expectation and obligation to our learners to ensure that content is current and relevant to their careers. This responsibility demands that Tino and his team maintain a free-flow of communication through a number of channels.

Foremost is maintaining a productive dialogue with professional associations to stay responsive and adaptive to industry needs and career trends. “We partner with 21 associations and support each other with growth strategies and nurturing their respective membership bases. We always invest in these programs and in turn, our collaborators advise, especially regarding the fast moving programs that need to keep pace with industry expectations. "If there are any flags on the course evaluations completed by learners concerning quality issues or dated materials, we jump on that and make sure we work with instructors and subject matter experts to update the materials. We are constantly evolving."

While in-class courses attract huge numbers to University of Toronto campuses throughout the GTA, the convenience of online course availability significantly extends the School’s reach. For Tino one of the welcome challenges is updating perceptions of what online learning looks like today. Online learning has undergone a dramatic transformation. "Tools and technologies have evolved and the experience is closer than ever to emulating what teaching and learning look like, in real life."

“Learners are able to make strong and interesting connections all around the world with the interactive online tools. Our approach is to use technology to make connections between people and to excite learners.”

As a department that transforms emerging trends into market-relevant courses, Tino’s team remains a pivot point around which so many activities revolve at the School.
I DON’T HAVE THE TIME
ANSWER: The School of Continuing Studies offers courses at three different times of the year, many with several sections so you can take a course when it fits best for your schedule.

WILL TAKING A COURSE OR CERTIFICATE REALLY HELP ME IN MY CAREER?
ANSWER: Industry-leading instructors bring real-world experience and best practices to our programs providing you with relevant skills that you can use in your workplace and for your career advancement.

I HAVEN’T BEEN TO SCHOOL IN A VERY LONG TIME
ANSWER: You’re in good company. The majority of our learners are mid-career professionals who are returning to upgrade their skills long after finishing their previous studies.

I NEED A PROGRAM THAT KEEPS PACE WITH THE CHANGES IN MY FIELD
ANSWER: At the School we are constantly innovating and evolving our world-class programs to make sure we’re teaching the skills that are relevant to today and in demand for tomorrow.

IT’S NOT CONVENIENT FOR ME TO ATTEND CLASSES
ANSWER: The School of Continuing Studies holds courses on three different campuses: U of T Mississauga, U of T Scarborough and downtown Toronto. Still doesn’t work for you? Opt for the convenience of learning online. 191 of our courses are available online.
Industry insiders and School Instructors Melanie, Richard, Sunita and Alex share their insights.

GOALS SQUAD

MELANIE NOVIS
Public Speaking and Speech Consultant for 30 years
Instructor, Leadership Presence & Presentations

RICHARD PICART
10+ years in client-facing roles within Digital Marketing
Instructor, Search Engine Marketing

SUNITA GUYADEEN
18+ years as an IT professional
Instructor, Business Process Management

ALEXANDER ZABRADI
10+ years of experience in quality, operational excellence, and change leadership
Instructor, Lean Six Sigma, Quality and Process Excellence

Learn from the people that don’t just do it but do it well. Very well. Which is a point of particular pride for us, as we’re committed to providing the best instruction possible. That’s why we attract industry professionals like this talented line-up who offer practical, hands-on experience and insights to every class. It’s also why we have discerning learners who know that learning from the best is the better choice in life.
“Public speaking is a skill. You need to remain authentic and who you are, but learn the techniques and apply them,” she offers. “People’s careers are often stifled if they don’t have presentation skills.”

That’s the reason her courses are a perennial favourite at the School. With 20 years of teaching and a business dedicated to the discipline, she attracts learners at all stages of their careers, from CEOs to public-facing professionals, upwardly mobile execs to learners simply preparing for the next steps.

SPEECH WHISPERER
Life-saver, career maker, shyness-slayer—call her what you want, just be sure to pronounce it clearly and with confidence. That’s because Melanie Novis wants to help people refine their public speaking and presentation skills.

“It doesn’t matter where you come from. You need to stand up and be credible and confident,” Melanie asserts. “To relay a pitch, speak to a board, to interview, to run a meeting—we all need the skills of communication and presentation,” she insists. “It’s more than professional development, it’s personal development.”

Melanie cultivates a comfortable, constructive classroom environment where learners are encouraged to try out different approaches and make mistakes. Add to that she’ll help commit the clutter of ‘umps’, ‘likes’ and ‘y’knows’ that contaminate some speaking habits to the trash heap of ‘never again’.

As she vows to every new class, “I promise you by the end of this course you will emerge as competent, confident speakers.” You have her word on it.

DIGITAL READY
Dig into a discussion about digital marketing and Richard Picart buzzes with enthusiasm. It’s a natural-born passion given his dual role of VP Client Services for a digital agency by day, and instructor by night. Typically, that conversation always ends with one indispensible truth: “Digital marketing is the future.”

Formally, the course is about leveraging the digital space to reach audiences and promote goods and services. Richard is quick to get to the bare bones of it. “Whether it’s the social media, content development, search marketing, audience growth or creative user experience—all of those aspects of digital marketing are in high demand.”

He aims to empower learners—to give them the means to not just deliver value to clients and employers, but to quantify that value with strategies that are clearly explained and executed. “To get the greatest amount of ROI for your marketing spend and drive data-driven campaigns, digital marketing is the medium to do it efficiently and cost-effectively.”

PERSONALIZING THE PROCESS
There’s no substitute for experience. Treat that as a cliché phrase but accept it as a reality in today’s business environment. It’s a creed that Sunita Guayden has strongly endorsed in her six years of teaching.

As an instructor in Business Process Management, she offers a profound level of knowledge thanks to her 18 years of IT work in the telecom and financial services industries.

With extensive schooling under her belt, Sunita aims to emulate those who “hustle.” The most rewarding experiences were the instructors who brought the classroom to life. They could mesh the textbook material with the practical application.

The real-world approach she takes helps professionals from a wide range of industries, notably those pursuing their Certified Business Process Professional (CBPP) designation or upholding their Certified Business Process Associate (CBPA) designation. In addition to those who want to maintain their skills, Sunita’s course is an excellent choice for those wanting to upgrade their skills as well as internationally educated professionals who want to advance their employment opportunities.

“My main intent is to ensure learners are comfortable applying those tools and techniques,” she says. “I focus on letting them adapt the material to their particular circumstances based on their place of employment.”

Ready to trust that voice of experience? Now is the time.

GET LEAN
How to prosper? How to outperform the competition? What does it take to improve the bottom line? With its endless variations the question really boils down to this: How can we make business—better?

That question is the point of departure for the Lean Six Sigma Certificate program and Master Black Belt instructor Alex Zabradi. This is where learners start to acquire the strategies and solutions required to better position their business to succeed.

The Lean Six Sigma Certificate program helps drive a culture of continuous improvement. The Lean Six Sigma approach appealed to Alex from the moment he encountered it ten years ago. “What I loved about LSS was the structured way of solving problems. It applies a scientific discipline to business issues.” He has since applied those skills to the telecom and financial services industries and trained hundreds of people in the program.

Alex brings his infectious upbeat brand of instruction to the School. Connected with the program since its inception, he has watched it steadily grow into one of the most popular certificate programs offered.

“Since the beginning we’ve built what I consider a world-class certification program,” he offers.

He’s a strong advocate of the program for people at any stage of their career, whether tapping up skills, making a change or even for undergraduates looking for a leg up. “I see the capabilities and concepts taught as applicable to any line of business.”

Better your business or organization by following his lead. •

Visit learn.utoronto.ca
NO LIMITS
Chillingly revolutionary? Perhaps. Social Media Strategy learner Leila Keshavjee puts a refreshing twist on a classic confection.

Any budding entrepreneur would acknowledge that successful ideas do not have to involve reinventing the wheel. Rather, it’s reimagining what already exists. For Leila Keshavjee, that involved zeroing in on the humble popsicle. Yes, how to reposition colourfully frozen sugar on a stick.

With an on-the-go lifestyle and devotion to competitive sports, she hungered for a healthy snack with grab-and-go convenience. “I always felt like there are no good healthy desserts. Plus, healthy often doesn’t taste good.” The solution? She purchased a small popsicle company to develop a line of naturally flavoured ice pops. Happy Pops was born.

To help give her business traction, she worked first with the University of Toronto’s Impact Centre, an entrepreneurial hothouse that offers support to new businesses. Leila soon realized that building a strong social media presence was vital to her success. As a recent graduate of U of T’s Kinesiology program, she had access to an alumni credit and decided to apply it to Social Media Strategy, a popular new course at the School. It paid immediate dividends.

The decision to take the course did not come easily. “Running a small business—giving up those hours—that’s time taken away from your work and limited social life. You’re busy. You want something that’s going to give you the best bang for your buck.” Leila recalls. “It turned out to be so good! I never expected to learn so much.” She learns about the instruction. “It was honestly fantastic.” Tania Nardandrea-Isakovic brought deep industry experience. “She had worked with big companies and it was interesting to know someone who has executed a big budget strategy.” Relevant guest speakers, influencers and bloggers and other supporting material gave the course a real-world feel and application.

Leila emerged from the course with the hands-on know how to better plan her social media strategy and rally the tools she needed to build her audience and strengthen her prospects. “I now connect more with my audience. I understand the data, do paid posts and target posts.” She now oversees four Instagram accounts, along with leveraging strategies for Facebook and Twitter.

“This course paid off. Companies are finding me.” She’s managed to get her product into a number of gourmet grocery stores, connect with some of the city’s renowned caterers, has filled her calendar with events, and is looking to dramatically expand her production. Clearly for Keshavjee, her star as an entrepreneur is shining bright.
Paul Mathew brings life on the road back home and orchestrates a career change.

Making the leap. Letting go. Transitioning. It’s natural to feel overwhelmed by the prospect of taking that next step along the career path, especially when that path is due to diverge dramatically from the course it was on. Yet change and new challenges brings its own brand of excitement.

Some would think Paul Mathew’s shift from professional musician to aspiring Chartered Professional Accountant (CPA) pushes the boundaries of plausible. Beyond what appears to be a wholesale change of direction, why would a successful musician leave behind the floodlit allure of life on the stage?

Most can relate to the simple answer: some careers have a shelf life. Circumstances change and new priorities emerge. To those who gloriously live on the road for a musician, take caution. Amidst the thrill of it all, it’s a grind. Living out of a suitcase as a musician can be no different to the life of a salesperson on the road. The existence can leave anyone feeling adrift.

“Being away from friends and family and home for a good chunk of the year does take a toll,” says Paul. “It can put a strain on things to the point where you don’t feel as connected with your community or as grounded. I’m never really home and I’m never really away.”

Paul had earned his Bachelor of Jazz Performance from U of T in 2002 before stand-up bass and then spent a number of years taking the show on the road for stretches at a time. He never asked for work touring extensively with renowned singer-songwriter Sarah Harmer and even playing on a June award-winning album (A ‘Hope to Appalachian Jayne Stone).

When back home he would take intermittent musician work and fill the gaps with different jobs. He even took a year to get his Masters in English, though upon finishing that the allure of the road drew him back for another few years. “I literally handed in my last essay for my MA and then got right on the tour bus.”

Again, as the familiar rhythms of life took hold, Paul began craving something more. His accountant father suggested he take a few Chartered Professional Accountant (CPA) Preparatory courses so he could at least strengthen his prospects for making a move if he wanted to explore a new direction.

The School of Continuing Studies fit the bill on more manageable steps. “The nice thing about the CPA is that it gives a mature learner some flexibility where they don’t have to go back and do a four year undergrad. They can actually just take what they need to move forward with the CPA,” notes Paul.

Now married and with a young child, Paul is close to wrapping up his preparatory courses and readying for the next stage. He secured a co-op position at the Office of the Auditor General of Ontario, which is giving him a hands-on appreciation for where he may direct his career. With only two courses to complete before he is eligible to start the CPA program, Paul has confidently navigated an entirely new road.

Does he miss the music? “I have a lot of amazing memories and adventures in doing it. But there’s also a repetitiveness with that.”

“It’s a new context for me to take a lot more stability,” he notes, recalling life on tour. “Paradoxically, I’m finding the more structured work routine is a change— it’s a new context for me that I like.”

He continues to play in the band Otterville, a cohort of colleagues from his undergraduate days at the University of Toronto, and he’s focusing more on developing his songwriting skills.

Is it an intimidating jump between the mathematical mistics of music and the harmonious appeal of an accountant’s balanced books? It doesn’t have to be. As Paul’s experience reveals, making those giant leaps is simply a matter of piecing together a number of small, manageable steps.

The School of Continuing Studies is the first in Canada to have its courses recognized by CPA Canada’s new National Recognition Standards for Post-Secondary Institutions. The School’s course meet the pre-requisite requirements for entry into the CPA Professional Education Program (PEP). Courses are also recognized towards the Advanced Certificate in Accounting and Finance and will be available online in Fall 2017.

For more information visit learn.utoronto.ca/courses/s/Accounting or page 34
OUR UNIVERSITY OF TORONTO COLLABORATORS

The School is an integral part of the University of Toronto, the number one ranked university in Canada. We are proud to partner with several faculties to deliver their continuing education courses and certificate programs. Through our strategic partnerships, our learners benefit from the leading research conducted within the faculties combined with market-driven, industry-leading courses.

Our collaborative programs are expertly designed and taught by instructors who are recognized leaders in their fields. We invite you to explore the courses and certificate programs that are offered in collaboration with the Factor-Inwentash Faculty of Social Work, the Faculty of Information (iSchool), the Faculty of Applied Science and Engineering and the Faculty of Medicine.

OUR COLLABORATIONS WITH INDUSTRY ASSOCIATIONS

Whether you are working toward a professional designation or certification, or are interested in courses to maintain your designation’s continuing education requirements, the School offers courses and certificates to help you succeed. Through collaborations with associations, we ensure that our courses meet professional standards, are relevant to the needs of industry, employers and the demands of a global economy.

47% of the learners who enrol in our business programs want to attain or maintain a professional designation. (Enmoderness Survey, 2015)

ASSOCIATIONS

• Alberta Insurance Council (AIC)
• Association of Administrative Professionals (AAA)
• Association of Business Process Management Professionals (ABPMP)
• Canadian Association of Management Consultants (CMC-Canada)
• Canadian Construction Association (CCA)
• Canadian Institute of Chartered Business Valuators (CICBV)
• CITT (Canadian Institute of Traffic and Transportation)
• Canadian Payroll Association (CPA)
• Chartered Professional Accountants of Ontario (CPA Ontario)
• Credit Institute of Canada (CIC)
• Credit Union Institute of Canada (CUIC)
• Global Risk Management Institute (GRMI)
• Human Resources Professionals Association (HRPA)
• Insurance Institute of Canada (IIIC)
• International Institute of Business Analysis (IIBA)
• ISACA Toronto Chapter
• Ontario Association of Architects (OAA)
• Ontario Building Envelope Council (OBEC)
• Project Management Association of Canada (PMAC)
• Project Management Institute (PMI)
• Surety Association of Canada (SAC)

Visit learn.utoronto.ca/courses-programs/business-professionals/associations
BURSARIES AND AWARDS

OPPORTUNITIES TO FUND YOUR LEARNING

The School’s bursary program provides financial support for motivated and engaged learners who want to enrich their lives and transform their careers. With generous donors’ support, and a long-standing tradition at the University of Toronto, the School is committed to raising funds to ensure that all qualified learners who want to learn here are able to do so—regardless of their financial status. In addition to our bursary program, the School recognizes outstanding learner achievement with dedicated awards. This merit-based recognition helps learners enhance their CVs while inspiring others.

BURSARY

THE SCHOOL OF CONTINUING STUDIES BURSARY Established in 2014 | Value up to $750
This bursary fund was created in 2014 to support individuals wanting to enrol in University of Toronto School of Continuing Studies courses but who are unable to do so due to financial barriers. Primary donors to this bursary fund are the School of Continuing Studies staff members.

LANGUAGE AWARDS

THE AU JUK KIU AWARD IN CANTONESE LANGUAGE STUDIES 区竹橋廣東話學業獎學金
Established in 2011 | Value $1,000, up to two awards annually
This award was established in 2012 by U of T alumnus Jason Au, a financial professional and former School of Continuing Studies learner. He created this award to pay homage to his grandfather and to honour and promote the preservation of Cantonese Chinese culture. It is designated for learners registered in the Cantonese Language Program.

BUSINESS AND PROFESSIONAL STUDIES AWARDS

NEW MARYLIN BOOTH AWARD OF EXCELLENCE Established in 2017 | Value $1,000, up to six awards annually
This newly created award was established in 2017 in honour of Dean Emeritus Marilynn Booth upon her retirement from the School of Continuing Studies in 2016. Primary donors to this award include U of T staff, partners and friends of the School. The Booth Award will recognize and reward career-focused learners who have demonstrated academic success, personal commitment and exemplary leadership. This award will be open to all learners taking career-related courses towards the completion of certificates.

THE LARRY CHESTER EXCELLENCE IN LEADERSHIP AWARD Established in 2009 | Value $1,000
Established by instructor Larry Chester, this award was created in 2009. Targeted to learners in the Leadership Essentials Certificate program this award recognizes and rewards learners who are able to demonstrate the impact of knowledge gained from the courses and applied in their workplace.

THE TIMOTHY FONG & ENRICO CHIR AWARD Established in 2013 | Value up to two awards of $1,000 annually
Timothy Fong, a long-term instructor at the School of Continuing Studies and U of T alumnus, and fellow financial trading professional, Enrico Chir, established this award in 2012. This award is targeted to learners who work in the finance, investment or risk sectors, and who demonstrate academic excellence and notable community engagement.

OQILUVE AWARD IN PROJECT MANAGEMENT AND ENTREPRENEURSHIP Established in 2016 | Value $2,500
This award was created in 2016 by the School of Continuing Studies instructor Joseph Oqiluve to recognize and reward learners who have successfully completed a minimum of two courses in the Project Management Certificate Program. Learners must submit and present a high-level project plan for launching or growing an element of an existing revenue-generating business or product.
ACCOUNTING
FIND THE NARRATIVE BEHIND THE NUMBERS

Explore and expand your career options in the high-demand and rapidly growing field of accounting. Accounting knowledge and proficiency provide a solid foundation for a career in business—regardless of industry or sector. Hone your skills now and be prepared for the next step in accounting or business; whether it’s your first job in Canada, a promotion with your current employer or an opportunity at a new organization. We offer over 20 accounting courses and five certificate programs that will help you gain new skills, validate your existing knowledge, or support your pursuit of a professional designation, like the CPA or Advanced Certificate in Accounting and Finance (ACAF).

Certificates that align with your career
Accounting – Level 1
Accounting – Level 2
Accounting – Level 3
Internal Auditing
Management Accounting Fundamentals
Courses recognized by the Chartered Professional Accountants of Ontario Recognized towards CPA and ACAF

Select courses in this program are recognized by these associations
Chartered Professional Accountants of Ontario (CPA Ontario)

What You’ll Learn
• Develop and hone core technical competencies required to obtain an entry- to mid-level accounting positions. Including: advanced financial reporting, management accounting, strategy and governance, and more.
• Define and validate your professional competence in ethical behaviour, communication, leadership, problem-solving and decision-making.
• Fulfill CPA preparatory or ACAF requirements while earning a University of Toronto School of Continuing Studies certificate.

29.9% growth in auditors, accountants and investment professionals between 2015–2026.

Career Opportunities
• Chartered Professional Accountant (CPA)
• Accounting assistant
• Accounting manager
• Accounting technician
• Accounts payable
• Accounts receivable
• Cost accountant
• Payroll
• Payroll manager
• Project accountant
• Financial auditor
• Investment professional
• Retail manager
• Office manager
• Small business owner

Business today requires people who can analyze needs and problems and work collaboratively to create solutions that add business value. Invest your time in the Business Analysis program to help you thrive in today’s competitive environment. With it, you’ll learn how to confidentially guide organizational change by working with project teams and stakeholders. Hone your strategic and analytical skills to help model business opportunities and become a key team player. Whether launching your career, expanding skills or moving up the employment ladder, this program is sure to bolster your qualifications. Complete the courses required for Professional development for the ECBA and CBBA Certifications, awarded by the International Institute of Business Analysis (IIABA).

Certificates that align with your career
Business Analysis

Select courses in this program are recognized by these associations
International Institute of Business Analysis (IIABA)
Project Management Institute (PMI)

What You’ll Learn
• Sharpen your thinking skills.
• Learn how to identify and define solutions that maximize the value delivered by an organization.
• Learn how to communicate business analysis tools, skills and knowledge to key stakeholders.
• Balance technical and people skills to define and scope business problems and facilitate solutions.

171k Business analysts-related professionals needed by Canadian employers by 2016. This field remains one of the fastest-growing careers today.

Career Opportunities
• Being a top-notch BA is a great stepping stone to the Product Owner and Product Manager role
• Analysts from other fields aiming to transition to a business analysis role
• BAs wanting to broaden their knowledge base for enhanced career options

Access detailed course descriptions. Go to: learn.utoronto.ca/c/BAnalysis

It Runs in the Family

LARRY YARMOLINSKY
Teaching external auditing for over 25 years, he enjoys the experiences his learners share in class discussions as it makes for interesting analysis.

MICHAEL YARMOLINSKY
Larry’s son Michael believes such an engaged and passionate roomful of learners rewards everyone.

JASON YARMOLINSKY
Michael’s brother Jason welcomes participation in classroom discussions; appreciating the variety of backgrounds and experiences of his learners.
**BUSINESS COMMUNICATIONS**

**BE SEEN. BE HEARD. BE INFLUENTIAL.**

Great communicators have an enviable talent to clearly express their ideas—a natural inclination to persuade, to comfortably connect with others and, by extension, to lead. The Business Communications program is aimed at managers and other professionals who rely on conveying their ideas, pitches, presentations and directives with clarity and absolute confidence. This program zeroes in on written and verbal communication skills. Notice an immediate impact on business plans, proposals, reports, web content and correspondence. Discover greater ease when addressing an audience. Be clear, be convincing and be heard.

- **IBVIO ROSENBERG**
  - My classes are interactive discussions. The lessons are born with. It's something you can begin applying the learned are immediate concepts right away in their workplace.

- **IVAN WANS RUIZ**
  - Being a good speaker and commanding attention is not something you are born with. It's something that can be learned. (I'm obsessed with how to communicate ideas and make them stick.)

**Certificates that align with your career**

- **Business Communications**
- **Select courses in this program are recognized by these associations**
  - CITT (Canadian Institute of Traffic and Transportation)
  - Project Management Institute (PMI)
  - Association of Administrative Professionals (AAPP)
- **Access detailed course descriptions. Go to: learn.utoronto.ca/c/BComm**

- **50% of businesses that communicate effectively are more likely to have low employee turnover rates.**

**Career Opportunities**

Utilize business communication skills across a wide range of industries, including:
- IT
- Finance
- Healthcare
- Not-for-profit
- Education
- Government
- Legal
- Sales and marketing
- PR
- Mining
- Small business and entrepreneurship

**What You’ll Learn**

- Learn to write effective business documents for internal and external audiences and stakeholders.
- Develop the tools to deliver persuasive professional presentations, pitches and speeches.
- Practice the use of concise and plain language to get your message across to any audience.
- Achieve your professional goals through strategic negotiation and persuasion.

**GLOBAL RISK MANAGEMENT INSTITUTE**

Build business success.

**BUILD BUSINESS SUCCESS**

**GLOBAL RISK MANAGEMENT INSTITUTE**

In today’s global economy, it takes a combination of experience and education to excel amongst the competition. If you aspire to a supervisory or management position or are currently a manager and want to refine your skills, the certificate in Business Management will help you build a toolkit of essential skills while complementing your experience. Start by boosting your knowledge in fundamental accounting and move on to build and refine your proficiency in other critical business areas including: human resources, marketing, strategy and business process. Strengthen your capacity, for wherever your career goals take you.

- **Shiri Rosenberg**
  - Discover greater ease when addressing an audience. Be clear, be convincing and be heard.

- **Ivan Wans Ruiz**
  - Utilize business communication skills across a wide range of industries, including:
    - IT
    - Finance
    - Healthcare
    - Not-for-profit
    - Education
    - Government
    - Legal
    - Sales and marketing
    - PR
    - Mining
    - Small business and entrepreneurship

**Certificates that align with your career**

- **Business Management**
- **Select courses in this program are recognized by these associations**
  - Chartered Professional Accountants of Ontario (CPA Ontario)
  - CITT (Canadian Institute of Traffic and Transportation)
  - Global Risk Management Institute (GRMI)
- **Access detailed course descriptions. Go to: learn.utoronto.ca/c/Mgmt**

- **47% of surveyed companies cited management and leadership roles as the most difficult to fill.**

- **7 out of 10 new jobs created by 2020 are expected to be in highly skilled occupations or management.**

**Career Opportunities**

- Entry- to mid-level supervisory or management positions across a wide range of industries

**What You’ll Learn**

- Learn how to apply business process, project management and strategic mapping concepts to improve efficiency and throughput at any company.
- Develop skills to perform a basic enterprise assessment, and identify areas for potential improvement.
- Develop skills to perform a basic marketing audit of an organization.
- Explore how you can apply relevant human resources tools to assess HR management challenges.

E-LEARNING
DESIGN INNOVATIVE LEARNING EXPERIENCES

In today’s fast-paced marketplace, organizations require learning and development resources that can meet the needs of a global workforce. Learn how to apply instructional design principles and industry best practices to create technology enhanced training, on budget and on time. This program will cover aspects of the learning design life cycle: including needs assessments and crafting project development plans, learning cycle design, storyboarding and technology selection as well as implementation and evaluation of training programs. Enhance your knowledge and open opportunities in a variety of organizations and industries or pursue your own path in consulting.

YVONNE HAVLICEK
A corporate trainer for the real estate industry, she boosted her learning credentials while her job took her across the country.

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Elearning

What You’ll Learn
- Explore ways to meet your organization’s learning development needs while addressing diverse learning needs.
- Develop the foundational knowledge required to design, implement and evaluate e-Learning training programs.
- Examine key business and management concepts needed to run successful e-Learning within an organization or consulting practice.

Career Opportunities
- Instructional technologist
- Training specialist
- e-Learning developer/designer

Certificates that align with your career
- e-Learning

78% of surveyed companies reported that they use a Learning Management System or other platform that makes e-Learning possible.1

$31b the size the mobile learning industry will grow to globally by 2020 (in USD).1

ENGINEERING AND APPLIED SCIENCE
INVENT. BUILD. SUSTAIN.

Offered in collaboration with the University of Toronto’s Faculty of Applied Science and Engineering, choose from a line-up of outstanding programs that promote exceptional learning opportunities for practicing engineers. Engineering courses are intended for professionals looking to reinforce their discipline with leading-edge instruction in Building Science, Energy Management, Facilities Management and Physical Asset Management. Courses are designed with a focus on providing strategic and competitive advantage for individuals and organizations that compete on a global scale. Upgrade skills, enhance qualifications and keep on the frontlines of excellence.

Yvonne Havlicek
A corporate trainer for the real estate industry, she boosted her learning credentials while her job took her across the country.

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Engineering

What You’ll Learn
- Learn to design and create efficient and sustainable built environments, based on best practices.
- Develop an understanding of the full scope of efficient physical asset management.
- Learn how to increase profits by reducing repair and maintenance costs.
- Acquire and apply fundamental tools of strategic planning, financial and project management, operations and maintenance, and accommodation planning.
- Understand legal and regulatory issues that affect the built environment.
- Prepare to write the BSSO designation examinations.

Select courses in this program are recognized by these professional associations:
- Ontario Building Envelope Council (OBEC)
- Project Management Institute (PMI)

Career Opportunities
- Building design
- Construction
- Facilities management
- Managerial positions in plant engineering, reliability and maintenance, and energy management

2014 year that green building jobs outranked oil and gas, mining and forestry jobs collectively.2

Certificates that align with your career
- Building Science
- Energy Management
- Facilities Management
- Physical Asset Management

Are you an internationally educated engineer trying to secure licensing and employment in Ontario? Take a significant step towards your goals with the Licensing International Engineers into the Profession (LIEP) program. This program prepares engineers in a range of selected streams to write their P.Eng. licensing examinations. Review engineering theory and practice, actively work through previous examination questions and prepare to write select PEO exams. Get acquainted with Canadian legal, professional and technical standards and laws. Many elective options are available so engineers can focus expressly on specialized knowledge. Make the most of your move and get your career in gear.

One third of Ontario’s more than 73,000 licensed engineers were educated outside Canada.1 In 2005, for the first time ever, PEO licensed more international engineering graduates than graduates of a Canadian accredited engineering program.2

CAREER OPPORTUNITIES

Civil engineer
Electrical engineer
Mechanical engineer

Access detailed course descriptions. Go to: learn.utoronto.ca/c/LIEP

What You’ll Learn

• Review engineering theory and principles of the selected courses.
• Solve problems by working through previous examinations and model questions.
• Prepare to write the selected licensing examinations of PEO.
• Gain familiarity with Canadian legal, professional and technical practice standards and laws.

Licensing International Engineers into the Profession (LIEP) Program – Civil Engineering
Licensing International Engineers into the Profession (LIEP) Program – Electrical Engineering
Licensing International Engineers into the Profession (LIEP) Program – Mechanical Engineering

Are you an internationally educated engineer trying to secure licensing and employment in Ontario?

CERTIFICATES THAT ALIGN WITH YOUR CAREER

Licensing International Engineers into the Profession (LIEP) Program – Civil Engineering
Licensing International Engineers into the Profession (LIEP) Program – Electrical Engineering
Licensing International Engineers into the Profession (LIEP) Program – Mechanical Engineering

FINANCE

INVEST IN YOURSELF AND YOUR FUTURE

The fast-paced and competitive world of finance demands sharp minds and serious credentials. Establish yourself as a contender in the industry with a program that will enable you to strengthen your financial analysis skill set, expand your knowledge of trading, asset valuation, forecasting and help you become a more confident and incisive decision-maker. Accelerate your career opportunities in a global market and open doors to positions in finance, trading, investment and portfolio management.

EDMOND LEE

After deciding to only take one course, Edmond realized the positive career impact of completing the entire Certificate for Financial Trading and Options Strategies.

Select courses in this program are recognized by these associations

Chartered Professional Accountants of Ontario (CPA Ontario)
Canadian Institute of Chartered Business Valuators (CICBV)
Canadian Payroll Association (CPA)

Certificates that align with your career

Financial Analysis
Financial Analysis & Investment Management
Financial Trading & Option Strategies

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Finance

What You’ll Learn

• Develop expertise in trading and asset valuation.
• Increase your skills in the discipline and practice of financial analysis.
• Apply improved analytic skills to investment and portfolio management.
• Make more accurate forecasts and informed trading decisions.
• Maximize profit and minimize risks.
• Prepare for disruptive innovation.

780k number of jobs the financial services sector directly contributed to the Canadian job market.1

Career Opportunities

• Financial trading
• Day trader
• Various positions in finance and banks, investment management, portfolio management, insurance, investment funds

What You’ll Learn

• Make more accurate forecasts and informed trading decisions.
• Maximize profit and minimize risks.
• Prepare for disruptive innovation.

Access detailed course descriptions. Go to:

2 Professional Engineers Ontario, Fact Sheet. www.peo.on.ca/index.php/ci_id/23998/la_id/1.htm
Human Resources professionals play a critical role in the day-to-day functioning of virtually all operations. Trusted with locating, recruiting, retaining and motivating the best talent, they contribute to an organization’s sustained success. These programs give both aspiring and established HR personnel the competencies required to advance workplace performance standards. Eager to add to your HR skills? Choose from one of our many focused courses and deepen your knowledge of topics including training and development, recruitment and selection, compensation, and occupational health and safety. The program also features the resources necessary for those seeking CHRP and CHRL Designations. Learn the professional skills you need to be successful in this essential and ever growing field.

300k
The gap in skilled strategy managers that Canada will face in 2020.1

What You’ll Learn
• Develop a comprehensive understanding of the human resources field.
• Recruit the right people to your organization and help them maximize their performance.
• Use financial and HR planning systems, processes and goals for successful HR management. Gain a broad overview of HR management fundamentals.
• Learn what your organization can maximize its return on investment in human capital.

Career Opportunities
• HR administrator
• Recruitment and selection
• HR generalist/manager
• Compensation and benefits manager
• Training and development specialist
• Employment, recruitment and placement specialists
• Human resources information system (HRIS) analyst

Select courses in this program are recognized by these associations
Human Resources Professionals Association (HRPA)

Access detailed course descriptions. Go to: learn.utoronto.ca/c/ HumanResources

9% growth in employment among HR Managers is expected between 2014 and 2024.1

Make a difference in the lives of others. Human Services and Social Work courses at the School give learners the opportunity to choose from a range of training and professional development options that will assist those in social work, human services, healthcare and education. All courses in Human Services and Social Work are developed in partnership with the Factor-Inwentash Faculty of Social Work and are designed to respond to the ongoing challenges and complex needs that people in the helping professions contend with daily. Instructors deliver leading-edge content and research-based courses that offer solutions and strategies professionals need to confidently manage situations.

What You’ll Learn
• Engage in the intellectual, interpersonal, and technical skill development needed to manage the day-to-day operations of a human service organization.
• Learn to use clinical hypnosis to eliminate fears, blocks, and self-defeating damaging patterns and behaviours.
• Explore the history and practices of mindfulness and mindfulness meditation, traditional and contemporary medicine through case- and research-based practice.
• Elevate your knowledge of mindfulness meditation through specializing in a variety of concentrations.

Career Opportunities
• Obtain relevant training and professional development for careers in social work, counselling, therapy, healthcare, law, education and human services.

Access detailed course descriptions. Go to: learn.utoronto.ca/c/SocialWork


The age of entrepreneurship and innovation is booming. Improve your chances of success with a program that provides the tools and tactics, formulated plans and strategies to help your ideas soar. Offered in collaboration with MaRS, the Certificate in Entrepreneurship lets you work alongside seasoned professionals to develop viable business, marketing and financing plans, as well as a proper strategies to hit your target market. Do you have the entrepreneurial spirit but work within an organization? Entrepreneurs can benefit from our Certificate in Business Innovation. We give you the practical experience to thoroughly plan and execute your projects. Lower your risks, boost your prospects and be thoroughly prepared. It starts right here.

Access detailed course descriptions. Go to: learn.utoronto.ca/c/innovation

#2
Canada’s global ranking in levels of entrepreneurial activity.1

- Assess innovation opportunities and apply frameworks and processes within your organization.
- Customize an innovation strategy for your area of interest or organization.

Career Opportunities
- Apply newly acquired skills and tools to create, lead and sustain a culture of innovation at your organization.
- Take your new business idea from concept to execution, while reducing start-up risk.

What You'll Learn
- Develop and validate your business concept, and build a sustainable business model.
- Develop realistic business, marketing and financing plans.
- Get hands-on experience in identifying, planning and executing your own innovation projects.

Certificates that align with your career
Business Innovation Entrepreneurship

Access detailed course descriptions. Go to: learn.utoronto.ca/c/entrepreneurship

77%
of all private jobs created in Canada are due to small entrepreneurial businesses.1

The impact of big data is omnipresent and extends across all industries. Information Technology and Information Management professionals enjoy an unprecedented level of career opportunities as demand for their skills explode. Position yourself for success in key organizational areas, from enterprise architecture, cloud computing, enterprise data analytics and data science, to cyber security, strategic management of enterprise IT. Learn from frontline professionals in this rapidly evolving sector to help organizations lead in managing and analyzing data, accelerate their competitive advantage and protect vital resources. Enhance your career prospects and secure your future in this emerging area.

Access detailed course descriptions. Go to: learn.utoronto.ca/c/InfoTech

48%
increase in the number of data professionals in Canada over the past 5 years—the fastest-growing job category in the country.1

- Understand different cloud computing service models, including IaaS, PaaS and SaaS; explore technology choices and development tools and get a market overview of current cloud providers.
- Recognize and manage cyber risks; Design and run a cyber security program that works.
- Learn to apply concepts of effective IT governance and enterprise IT management.
- Explore Canadian and international best practices and standards, tools and techniques for storing, retrieving and managing records and information.
- Understand critical privacy, access and governance issues.
- Manage a Big Data/ predictive analytics initiative.

Select courses in this program are recognized by these professional associations
ISACA Toronto Chapter

Career Opportunities
- IT Manager
- Business strategy & analytics
- Research & information managers
- Data scientist
- Enterprise architect
- Cloud system manager

Armando Benitez
Continuing education in data science and machine learning is essential. The speed with which these industries are developing requires practitioners to constantly hone their knowledge and skills.


3 U of T School of Continuing Studies Course Calendar 2017–18


5 ISACA Global Survey of IT Governance in Cybersecurity, 2018
Speaking another language opens a world of possibility. Language fluency can enhance travel, broaden career horizons and connect you to cultures and opportunities that may otherwise be inaccessible. Engage in lively sessions to help improve your understanding of key elements of language (pronunciation, intonation, usage, vocabulary) while actively learning to use it in the proper business, social and cultural context. The program will improve your core skills of speaking, listening, reading and writing, and bolster your confidence to apply those talents in a real-world fashion, wherever that may be.

Certificates that align with your interests and aspirations

- Arabic
- Modern Standard Chinese
- Cantonese
- Chinese – Mandarin
- Dutch
- Farsi
- German
- Italian
- Japanese
- Korean
- Portuguese
- Brazilian
- Russian
- Spanish
- French, Conversational
- French, Practical
- Latin Translation – see p. 54

What You’ll Learn

- Benefit from a structured learning approach designed for adults; learners will be guided to understand the why and wherefores of the language.
- Understand sentences and frequently used expressions related to areas of most immediate relevance, like work, school, travel, personal information, local geography and employment.
- Develop a good grasp of pronunciation, intonation, and rhythm.
- Develop a current, real-world vocabulary.
- Learn to adhere to an appropriate level of formality and politeness.
- Grasp the sociocultural etiquette and protocol of the culture.

Career & Growth Opportunities

- Facilitate foreign travel
- Improve overall cognitive function and executive decision-making by learning new languages
- Build goodwill with colleagues and clients abroad
- Contribute to your understanding of the complexities of foreign markets and global cultures
- Enjoy the benefits of a global life

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Languages

1b Mandarin speakers in the world. 1

36% of organizations say their leadership development practices are still below average or poor. 1

Select courses in this program are recognized by these professional associations

- Project Management Institute (PMI)
- Association of Administrative Professionals (AAA)

What You’ll Learn

- Define the role of the leader in achieving success.
- Address core leadership competencies including effective negotiation, conflict management skills, building highly effective teams, and mindfulness practices.
- Build and lead teams for top performance.
- Engage others in creating shared purpose and mission.

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Leadership

Dynamic leadership will always be in demand. The ability to define goals, build and motivate teams and drive strategy is an essential differentiator between leaders in successful organizations and managers in those that stagnate. If you’re determined to better understand the principles and apply the practices, here’s your opportunity. Refine your critical thinking, strategic know-how and ability to define and execute plans.

Learn from experienced leaders how to improve team-building and relationship management, while sharpening your talent for negotiation and conflict management. The classes are small, hands-on and interactive. Ask yourself, who better to lead than you?

Certificates that align with your career

Leadership Essentials
- Non-Profit Leadership for Impact
- Strategic Leadership Advanced

Leadership
- Total 36% of organizations say their leadership development practices are still below average or poor.

Career Opportunities

- Accelerate your career as a leader or manager.
- Enter a mid- to senior-level leadership role across a wide range of industries.
- Contribute to your organization’s holistic leadership development strategy.

Over 36% of organizations say their leadership development practices are still below average or poor. 1

https://trainingmag.com/study-shows-leadership-development-rated-below-average-or-poor-more-one-third-organizations


1. https://trainingmag.com/study-shows-leadership-development-rated-below-average-or-poor-more-one-third-organizations

1b Mandarin speakers in the world. 1
**MARKETING AND COMMUNICATIONS**

**DEFINE. DESIGN. DELIVER.**

Conquer new markets by exploring exciting opportunities in a diverse, growing and ever-changing discipline. Choose from exciting courses and certificates that explore marketing essentials such as audience research and behaviour analysis, pricing, distribution, creative strategy formulation, brand development and management, media campaign development, traditional and digital advertising, e-commerce, search engine marketing, social media and promotional and online copy writing. Examine and immerse yourself in key concepts, techniques, and tools needed to create winning marketing strategies to help you and your business succeed in the competitive landscape. Engage with seasoned instructors who are leaders in their industry and who share their best practices and market success factors. Be market-prepared to assess bold new opportunities, to capture hearts and minds and to deliver compelling business results.

Choose from exciting courses and certificates that explore marketing essentials such as audience research and behaviour analysis, pricing, distribution, creative strategy formulation, brand development and management, media campaign development, traditional and digital advertising, e-commerce, search engine marketing, social media and promotional and online copy writing. Examine and immerse yourself in key concepts, techniques, and tools needed to create winning marketing strategies to help you and your business succeed in the competitive landscape. Engage with seasoned instructors who are leaders in their industry and who share their best practices and market success factors. Be market-prepared to assess bold new opportunities, to capture hearts and minds and to deliver compelling business results.

Certificates that align with your career

- Advertising
- Brand Journalism and Multimedia
- Storytelling
- Brand Management
- Digital Marketing Management
- Digital Strategy and Communications Management
- Ecommerce and Online Business Management
- Marketing
- Marketing, Advanced
- Marketing Research
- Web Writing and Social Media Communication

Select courses in this program are recognized by these associations

- CITT (Canadian Institute of Traffic and Transportation)
- Global Risk Management Institute (GRMI)

**What You’ll Learn**

- Develop successful product and service strategies to capture opportunities in the marketplace.
- Create compelling and creative advertising and promotional media campaigns.
- Tell powerful product stories to better communicate your brand and offering in the marketplace.
- Learn quantitative and qualitative research principles to better understand your target audiences’ rational and emotional needs.
- Embrace new digital, web marketing and social media techniques and tools to measure and respond to online consumer behaviour.

**Career Opportunities**

- Brand Manager
- Content Marketing Manager
- Digital Marketer
- Ecommerce Specialist
- Marketing Strategist
- Marketing Manager
- Marketing Specialist
- Online marketing manager
- Product Manager
- Product Marketing Manager
- SEO specialist
- Social Media Marketer

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Marketing

89% of surveyed marketing heads agree that digital has changed the importance and impact of marketing.1

---

**OCCUPATIONAL HEALTH AND SAFETY**

**PROTECT YOUR WORKPLACE**

Never underestimate the impact of a healthy, safe work environment in creating a more productive, positive atmosphere for an organization’s employees. As a Human Resources professional specializing in Occupational Health and Safety, take advantage of the emerging demand for these skills as workplaces require more rigorous standards. Through this program, experienced HR professionals share real-world experiences and demonstrate best practices. Gain key insights and learn proper procedures around helping to implement measures and effectively manage health and safety related issues. This three-course certificate is designed to help established HR professionals and others with health and safety responsibilities expand their capabilities.

Select courses in this program are recognized by these associations

- Human Resources Professionals Association (HRPA)

**Access detailed course descriptions. Go to:** learn.utoronto.ca/c/OHS

97% of professionals who have found employment in this field work full-time.1

**Career Opportunities**

- Training and development specialist
- Health and safety officer
- Health and safety manager
- Health and safety coordinator
- Health and safety administration
- Safety technician
- Trainer and auditor

What You’ll Learn

- Deepen your knowledge of occupational health and safety principles and practices in Canada, especially Ontario.
- Get to know the managerial issues surrounding occupational health and safety.
- Understand the costs and causes of workplace accidents.
- Become familiar with accident prevention strategies and systems.
- Apply advanced occupational health and safety principles to management issues.

---

2. 1 www.jobbank.gc.ca/report-eng.do?area=9219&lang=eng&noc=2263&action=final&s=2&source=8
4. 1 www.jobbank.gc.ca/report-eng.do?area=9219&lang=eng&noc=2263&action=final&s=2&source=8
Businesses are being more challenged than ever before by the need to speed up product and service delivery and lower costs while simultaneously innovating new products, services and adopting new ways to serve customers. The only way to achieve such multiple outcomes is to rethink the business and how it operates from an end-to-end process perspective. Courses relating to process improvement help individuals to develop the practical knowledge and skills to undertake improvements with confidence.

Business Analysis defines requirements for technology and other solutions that can be built or purchased to address gaps. Lean Six Sigma addresses quality and how to identify gaps using statistical methods and lean thinking to facilitate improvements. Business Process Management is about the design of processes to address gaps. Lean Six Sigma addresses quality and how to identify gaps using statistical methods and lean thinking to facilitate improvements. Business Process Management is about the design of processes to address gaps. Lean Six Sigma addresses quality and how to identify gaps using statistical methods and lean thinking to facilitate improvements. Business Process Management is about the design of processes to address gaps.

These certificates can prepare you for highly desirable professional designations, positioning you for success.

**Certificates that align with your career**
- Business Analysis
- Lean Six Sigma
- Business Process Management
- Advanced Business Process Management
- Association of Business Process Management Professionals (ABPMP)

Select courses in this program are recognized by these associations:
- International Institute of Business Analysis (IIBA)
- Project Management Institute (PMI)
- Association of Business Process Management Professionals (ABPMP)

Access detailed course descriptions. Go to: learn.utoronto.ca/c/ Process

**What You’ll Learn**
- To define problems, analyze underlying causes and gaps and build support for improvement.
- To work collaboratively with stakeholders as a professional/business improvement specialist whose conclusions and recommendations carry credibility.
- To select and use the most appropriate techniques and approaches to get the job done in a wide variety of situations.

**14% increase in job openings through 2024 for business process managers.**

**Career Opportunities**
- Business analyst
- Process improvement specialist
- Process analyst or architect
- Business process consultant
- Business process engineer
- Business systems analyst

The marketability of project management credentials continue to expand as the demand for project management skills spreads across industries. The Project Management program will expand your capacity to plan, strategize, implement and execute with efficiency, while building the skills critical for project success. Projects are linked to business strategy and project managers can be vital contributors to an organization’s competitiveness. Successful project management combines strategic insight, innovative planning and prioritization, strong communications and the ability to motivate team members. These are highly transferable skills that generate opportunities around the globe.

**Certificates that align with your career**
- Project Management
- Advanced Project Management
- International Project Management
- Canadian Construction Association
- Project Management Institute (PMI)
- Project Management Association of Canada (PMAC)

Select courses in this program are recognized by these associations:
- International Institute of Business Analysis (IIBA)
- Project Management Institute (PMI)
- Project Management Association of Canada (PMAC)
- Canadian Construction Association (CCA)

Access detailed course descriptions. Go to: learn.utoronto.ca/c/ ProjectMgmt

**15.7m new project management jobs will be added around the globe, by 2020.**

**32% more projects are successful in organizations that invest in ongoing project management training.**

**Career Opportunities**
- Program coordinator
- Project manager
- Senior project manager
- Program or portfolio manager

**What You’ll Learn**
- Develop the skills and knowledge to manage real-life projects in multiple industry sectors.

**Peter Monkhouse**
Over the duration of the course, Peter takes particular pleasure in seeing how his learners steadily adopt and apply the concepts they learn to achieve their goals.

PUBLIC RELATIONS

MANAGE THE MESSAGE

The message will always matter. It’s up to a public relations professional to make sure that message is accurate, managed effectively and always reaching the right audiences. PR specialists strategize, plan, create and execute media and stakeholder engagement plans. Through this certificate program improve your ability to boost brand stories, promote events, better frame and manage issues, and even handle crisis situations. Understand how organizations and governments use PR to communicate their position, drive opportunities, reinforce stakeholder relationships and connect with audiences across a number of platforms, from digital to social to traditional. Prepare to be a key player of a high achieving communications team.

What You’ll Learn
• Create public relations plans and initiatives that apply fundamentals of research, strategy, tactics, and evaluation to organization needs
• Evaluate the value, impact, and outcomes of PR programs
• Identify and manage key issues and crises
• Maximize PR impact through the utilization of new platforms, technologies, and channels
• Integrate digital, social and mobile platforms with traditional PR vehicles.

Career Opportunities
• Public affairs manager
• Public relations coordinator
• Social media engagement specialist
• Public relations specialist
• Corporate communications specialist
• PR analyst
• PR associate
• Publicist
• Content writer
• Communications consultant
• Communications coordinator

Certificates that align with your career
Strategic Public Relations

Access detailed course descriptions. Go to: learn.utoronto.ca/c/PublicRelations

$15b
Global PR industry worth in 2016.¹

RISK MANAGEMENT

MANAGE RISK. REAP THE REWARDS.

Picture yourself as a vital organizational player offering key insights to make critical strategic decisions. Give organizations the insights to balance risk and seize new opportunities. The Risk Management program is rigorously designed to give you the skills to identify, analyze and assess, strategize, develop plans and take measures to reduce risk. Pursue careers as a risk analyst, risk manager and other similar roles in a range of disciplines, including finance, manufacturing, marketing, healthcare, insurance. Gain industry-recognized expertise in a growing field.

What You’ll Learn
• Understand the nature, purpose and steps involved in risk management.
• Know how to assess and treat risk.
• Analyze and treat exposures to accidental and business losses.
• Apply the techniques professionals use to offset negative consequences of risk events.
• See how risk-financing decisions are made.

Career Opportunities
• Risk analyst
• Risk manager
• Manager, fraud risk and change solutions
• Relationship manager

Certificates that align with your career
Risk Management
Enterprise Risk Management

11,760
new jobs opening for risk management specialists projected to be filled by 2018.²

Select courses in this program are recognized by these associations
Global Risk Management Institute (GRMI)
Alberta Insurance Council (AIC)
Surety Association (SAC)

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Risk

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

CERTIFICATES IN SURETYSHIP

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surety bond account manager.

SURETYSHIP

Construction projects have a high degree of complexity. Learn about surety bonds, the suretyship process and become knowledgeable about the laws, statutes, ramifications and remedies in relation to the construction. These courses are recognized by the Surety Association of Canada and meet some of the course requirements for the Associateship in Canadian Surety Bonding (A.C.S.B.). Explore a career as a surety underwriter, analyst/underwriter, credit analyst, insurance and surety account manager, claims adjuster or surey bond account manager.
OVERVIEW
TRANSLATION
FLUENT IN THE ART OF CAREER

In an increasingly globalized world, effective communications between cultures are essential. As we broaden our horizons for business, trade and tourism, the need for qualified translators is increasing. They are the essential link in helping business, organizations and governments communicate with key audiences. Through this program, learn to analyze and translate with accuracy and integrity. Skills acquired in this program can be applied to translation in commercial, technical, literary or promotional fields. Instruction will focus on the different styles of translation such as free, idiomatic, functional and literal. Please note that this course is designed for learners who are confidently bilingual with native or near-native ability in written English and the second language aligned with the certificate.

Certificates that align with your career and aspirations

Translation

Career Opportunities

- Freelance translation
- Translation as a supplementary skill for managers, customer service, etc.

What You’ll Learn

- Formalize your translation skills in French, Chinese, Japanese, Korean, Portuguese or Spanish.
- Gain a thorough understanding of the theory and practice of translation.
- Learn to convey the tone and nuance of the original.

Access detailed course descriptions. Go to: learn.utoronto.ca/c/Translation

Learn to analyze and translate with accuracy and integrity.

OVERVIEW
TEST PREPARATION
READY. SET. KNOW.

Certification and qualifying exams occupy their own special place on the stress-inducing scale. Aspiring professionals across a number of disciplines have to successfully pass these exams as another step towards fulfilling their career ambitions. Whether you are working towards the Chartered Financial Analyst (CFA®) designation or getting ready to become licensed as a Professional Engineer (P.Eng) our test preparation courses can improve your prospects for future employment. Our experienced instructors will help you understand the best preparation strategies and techniques required to be test-ready for these industry benchmarks. Prepare to pass the first time. Be test-ready.

Test Preparation Courses

- 3371 Case Writing for CPA Courses and Exams
- 2301 GMAT Test Preparation
- 2661 Passing the Canadian Securities Course® Exam
- 2336 Passing the FRM® Exam: Part 1
- 2337 Passing the FRM® Exam: Part 2
- 1527 Passing the CFA® Certification Exam
- 3149 Professional Practice Examination (PPE) Preparation Course: LIEP
- 3368 Passing the CIP Certification Exam
- 1526 Passing the CFA® Exam: Level I
- 1766 Passing the CFA® Exam: Level II
- 2064 Passing the CFA® Exam: Level III
- 2645 Passing the CFA® Level I December Exam – Accelerated Courses in the LIEP Certificates (civil, electrical, mechanical)

Access detailed course descriptions. Go to: learn.utoronto.ca/c/TestPrep

What You’ll Learn

- Master the testable material
- Refine your exam-taking skills
- Manage time constraints
- Recognize exam question types

We’ll help you to better understand the techniques and exercises required to get you test-ready.
CREATIVE WRITING

WHERE THE WORD RULES

Two rules apply to those who aspire to be writers. First, write. Next, rewrite. Learn the essentials of writing and put them into practice as part of our ever-popular Creative Writing program. Learn from an impressive line-up of literary talent in a range of genres in one of the largest creative writing programs in Canada. Courses are capped so learners receive ample individual attention from instructors. Tell your tale, share your verse, find your voice and become a better writer. Your story begins right here.

Certificates that align with your career or interests

Creative Writing
Digital Journalism

Students who enrol in the program will be eligible for the following awards
The Penguin Random House of Canada Student Award for Fiction
The Janice Colbert Poetry Award
The Marina Nemat Award

Access detailed course descriptions. Go to: learn.utoronto.ca/c/CreativeWriting

60+

of our learners have gone on to become published authors.

What You’ll Learn

• An understanding of literary techniques in the genre of your choice.
• Meet and learn from some of the top writers in Canada and build a diverse writing community.
• Apply your ability to develop a manuscript of 20,000 to 25,000 words.
• Find support in a large, thriving writing community.

Career Opportunities

• Published author
• Freelance writer
• Editor

one of the largest creative writing programs in Canada

OVERVIEW

INDIVIDUAL COURSE OFFERINGS

LEARNING UNLIMITED

All of our courses at the School can be taken as “stand-alone” courses without the requirement of completing a full certificate program. In some program areas we offer individual courses which are not part of any certificate, but still meet the needs of industry professionals. These courses cover a range of subject areas that are taught by leaders in their fields. Discover our non-certificate courses listed below in: Business, Engineering, IT, Leadership and Human Services & Social Work. Whether you are designing your Dream Job or learning about online behaviour using Google Analytics, individual course learning can be just as impactful for your professional development.

Courses

2335 Commercial Real Estate Investing
3075 Google Analytics
3076 Legal Research on the Web
3077 Freedom of Information and Privacy Protection Compliance (FIPP)
3380 Copyright & Permissions: Reproduction & Reuse of Archival Holdings
3381 Copyright in Audio Visual Materials
3297 Physical Asset Management 5-day program
3378 Public Transit Planning & ITS
3379 Public Transit Modelling
3347 Designing Your Dream Job: Fundamentals
3374 Designing Your Dream Job—Mindset, Strategy and Execution
3362 Foundations of Cybercounselling
3300 Navigating Income Programs for Clients Too Ill to Work
3304 Introduction to Mindful Awareness: Stabilization Training (MAST)
3315 Dialectical Behaviour Therapy (DBT): Basics
3316 Dialectical Behaviour Therapy (DBT): Beyond Basics
3337 Dialectical Behaviour Therapy (DBT): Intensive
3364 Reclaiming Death: An Introduction to Thanatology
3377 Therapeutic Rhythm and Mindfulness (TRM™) Professional Facilitator Training

Access detailed course descriptions. Go to: learn.utoronto.ca/c/NonCert
OVERVIEW

ARTS AND SCIENCE

LIBERATE YOUR MIND. EXERCISE YOUR BRAIN.

A vast world of interests awaits those with an appetite to learn. Packed with a broad line-up of fascinating courses, the Arts & Sciences courses are designed to illuminate, intrigue and satisfy curious minds. Academic in scope and structured to prompt vibrant discussion, these courses will appeal to the intellectually inquisitive at any stage of life. Enrol for the simple love of learning or to get acquainted with a subject that could help launch a career. Pursue an interest that you’ve neglected for too long; indulge an intellectual escape from the day-to-day grind of work; or treat the historical, cultural and artistic programs as a primer for travels to come or a fascinating way to appreciate the places you’ve already been. The School constantly develops new courses to keep learning lively. What feeds your curiosity?

Access detailed course descriptions. Go to: learn.utoronto.ca/c/ArtsScience

“Curiosity has its own reason for existing.”

—Albert Einstein

What You’ll Learn

• Return to an early interest, or discover a new one. Enjoy learning for its own sake with experts who love to teach.
• Understand better where our cultures came from, and where they are headed.
• Discover the world of contemporary and historic art, architecture, design, literature.
• Learn more about yourself—your body, your brain, your personality—with courses in health and psychology.
• Judge for yourself with courses in law, human rights and famous trials.

Alan Toff Annual Lecture

Alan Toff’s courses on visual art were favourites at the School for more than 30 years, and the Renaissance man behind them has won the admiration of art lovers and artists alike with his keen eye for detail and broad scope of knowledge.

Alan retired from teaching, but his legacy lives on—thanks to a $50,000 donation from an anonymous donor—in the Alan Toff Annual Art Lecture, part of the University Lecture Series.

Each event features a well-known artist, collector, gallery owner or critic exploring various aspects of visual art, past and present.

What You’ll Learn

• Hear leading scholars and thinkers offer fresh perspectives and ideas on a wide range of subjects.
• Discover an interest in topics that are new to you.
• Challenge your own opinions by listening to a controversial point of view.
• Get a better sense of current events.
• Understand the relevance today of history, politics, geography, art, science, architecture, literature, media and more.

Learn more about ULS, Arts & Science, Creative Writing and Mindfulness Meditation in our complementary Arts-focused course catalogue. Go to: learn.utoronto.ca/c/ULS for more information.

Schedule

St George

04 Oct 2017 to 06 Dec 2017
Wed 12:30pm – 1:30pm

07 Feb 2018 to 12 Apr 2018
Wed 12:30pm – 1:30pm

Markham

05 Oct 2017 to 07 Dec 2017
Thu 12:30pm – 1:30pm

08 Feb 2018 to 12 Apr 2018
Thu 12:30pm – 1:30pm

Oakville

11 Sep 2017 to 20 Nov 2017
Mon 12:00pm – 1:00pm

05 Feb 2018 to 23 Apr 2018
Mon 12:00pm – 1:00pm

Every week offers another illuminating talk that will inform your perspective and perhaps challenge your assumptions.

University Lecture Series

LEARN FOR THE LOVE OF IT

A perennial favourite, the University Lecture Series is guaranteed to pique your interest with an expansive list of hour-long talks. This series features a line-up of scholars and leading thinkers weighing in on subjects across the intellectual spectrum, including history, politics, geography, art, science, architecture, literature, media and more. Every week offers another illuminating talk that will inform your perspective and perhaps challenge your assumptions. Develop a greater appreciation and be inspired to dive even deeper into particular interests. Provocative, critical and insightful, these sessions welcome learners of all ages.

What You’ll Learn

• Hear leading scholars and thinkers offer fresh perspectives and ideas on a wide range of subjects.
• Discover an interest in topics that are new to you.
• Challenge your own opinions by listening to a controversial point of view.
• Get a better sense of current events.
• Understand the relevance today of history, politics, geography, art, science, architecture, literature, media and more.

Learn more about ULS, Arts & Science, Creative Writing and Mindfulness Meditation in our complementary Arts-focused course catalogue. Go to: learn.utoronto.ca/c/ULS for more information.

Every week offers another illuminating talk that will inform your perspective and perhaps challenge your assumptions.

Schedule

St George

04 Oct 2017 to 06 Dec 2017
Wed 12:30pm – 1:30pm

07 Feb 2018 to 12 Apr 2018
Wed 12:30pm – 1:30pm

Markham

05 Oct 2017 to 07 Dec 2017
Thu 12:30pm – 1:30pm

08 Feb 2018 to 12 Apr 2018
Thu 12:30pm – 1:30pm

Oakville

11 Sep 2017 to 20 Nov 2017
Mon 12:00pm – 1:00pm

05 Feb 2018 to 23 Apr 2018
Mon 12:00pm – 1:00pm
HELPFUL INFORMATION
ENSURE A SMOOTH JOURNEY

REGISTRATION

Registration Eligibility
Any adult 18 years of age or older, regardless of educational background, may register into any course or certificate program offered by the School of Continuing Studies. Some courses may have prerequisites—please consult course descriptions for details.

How to Register

Online
Visit our website at learn.utoronto.ca, click Register Online and select your course. When you are ready to check out, click Add to Cart and you will be prompted to create your profile and provide payment.

Telephone
Call us at 416.978.2400 to speak with an Enrolment Services representative.

In Person
Visit our Learner 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.

Mail
Complete the Registration Form available online at learn.utoronto.ca/p/forms and send it with payment to the mailing address provided on the form.

FEES AND PAYMENT

Course tuition fees are listed on our website below each course description. The fees do not include textbooks or additional materials unless so indicated. Some courses are subject to HST.

Payment is accepted by Visa, MasterCard, or American Express. Money orders or certified cheques made payable to the University of Toronto in Canadian funds are also accepted if registering in person or by mail. Payment is due upon registration; seat reservations are not possible.

Business Hours
For information on business hours please go to learn.utoronto.ca/Contact Us.

Registration Deadlines
We receive and process most registrations on a first-come, first-served basis. Some courses may impose a registration deadline, which will be documented in the course description.

Waitlist Option
If your course section is full, you may place your name on a waitlist. We will contact you by email or telephone if a space becomes available.

CHANGES

Withdrawals and Transfers
Withdrawals and transfers are permitted, provided we receive the request before the applicable deadline. To request a withdrawal or transfer, complete the applicable online form available at learn.utoronto.ca/p/forms.

For complete information about conditions and deadlines, go to learn.utoronto.ca/Help and enter the keyword transfer or withdraw in the search box.

Refund Payments
If your original course fee was paid by credit card, the refund will be returned to the same credit card account. If your original course fee was paid by money order or certified cheque, the refund will be processed in the form or a University of Toronto cheque made payable to the original payer.

Course Alterations and Cancellations
Although every effort is made to adhere to published course details, courses, dates, times or instructors are subject to change without notice. Course cancellations may also be necessary, with decisions to cancel due to insufficient enrolment made prior to the course starting date.

If a course is altered or cancelled, you may choose to withdraw for a full refund or transfer to another section or another course if space permits. If you transfer to a course with a higher fee, you are responsible for paying the difference.

GRADES

Where applicable, final grades will be available to learners within four to six weeks of course completion.

Upon their release, you will receive an email notification that final grades may now be viewed online through your My Access account.

For further information on course grading and appeals, please access the following link: learn.utoronto.ca/p/grades

CERTIFICATES

Certificate Candidates
To declare your candidacy in a certificate program, complete the Declaration of Certificate Candidacy form found at learn.utoronto.ca/p/forms. Once your name has been registered, you can then track your progress through My Access.

Advanced Standing
Advanced standing may be granted to certificate candidates whose prior experience or formal learning demonstrate that course material has been covered. Check individual certificate descriptions for guidance on advanced standing. To apply for advanced standing fill out the Prior Learning Assessment Application form found at learn.utoronto.ca/p/forms.

SERVICES

My Access
Your online learner account is your customized access to viewing your courses and records in the School’s database. We encourage you to log in to your account on a regular basis to keep track of your progress in your program.

To log in to My Access:
• Go to learn.utoronto.ca and click Student/Instructor Login.
• In the User Name field, enter the email address that you provided to the School.
• If you are a first-time user, or if you have forgotten your password, click on Forgot Password and a temporary password will be emailed to you.

Features available through My Access include:
• My Profile—your profile and contact information
• Academic history—your course activity at the School (with grades, where applicable)
• Course timetable
• My Certificates—your progress in (enrolled) certificates
• My Account—your account balance and payment history

For Accommodation form found at learn.utoronto.ca/p/forms

For information on services offered by the School of Continuing Studies, visit the following links:
• Textbooks and Supplies: learn.utoronto.ca/p/textbooks
• Library Services: learn.utoronto.ca/p/library
• Parking (all campuses): learn.utoronto.ca/p/maps

Withdrawal and Transfer
For Accommodation for Learners with Disabilities
The School provides accommodation for learners with disabilities. If you require accommodation, please contact the School at 416.978.2400 or submit a Request for Accommodation form found at learn.utoronto.ca/p/forms

Contact Us
There are a number of ways to find information about the School:
Website: learn.utoronto.ca
Help Centre: learn.utoronto.ca/help
Telephone: 416.978.2400
Fax: 416.978.6666
Live Chat: available on our website at learn.utoronto.ca

POLICIES

University of Toronto Policies
The School complies with a wide range of University of Toronto policies designed to enhance learning and respect for the individual, including policies prohibiting sexual harassment or discrimination on the basis of sex, race, gender, religion or social origin. The School also complies with academic policies that ensure academic quality and protects the teaching and learning relationship.

School of Continuing Studies Policies
Policies governing a wide range of administration and activities of the School are available for viewing in our Help Centre.

For more information on policies, visit our Help Centre at learn.utoronto.ca/p/policies. If you have any questions or require clarification, enter your question in the Submit Request field located on the bottom of the Help Centre home page and an Enrolment Services Representative will respond to you.
<table>
<thead>
<tr>
<th>Index of Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>C</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>H</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>I</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>K</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>L</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>M</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>P</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>R</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>S</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>T</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>W</strong></td>
</tr>
</tbody>
</table>