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2019/2020
CALENDAR
BUSINESS &
PROFESSIONAL
STUDIES



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success
p.13

Flexibility for
the future
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Invest
in your team
p.18

THE FUTURE
IS FOR THE LEARNER
WHO CAN SEE
CLEARLY. WHETHER
FOR PASSION
OR PROFESSION,
POSSIBILITY
OR PROGRESS,
WE HAVE THE BEST
COURSES, THE
INDUSTRY-LEADING
INSTRUCTORS, AND
THE EXPERIENCE
TO HELP YOU
SEE, CREATE, AND
REALIZE YOUR BEST
FUTURE
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Message
from the
Dean

2019



20/20



If you could see into the future, how would you prepare? You would probably want to equip yourself with the knowledge and skills needed to thrive.

At the University of Toronto School of Continuing Studies (SCS), we have a clear vision of what's next; we are committed to providing opportunities that push boundaries and equip you with the skills of tomorrow. We see a future where everyone can reach their full potential.

We see the future you.

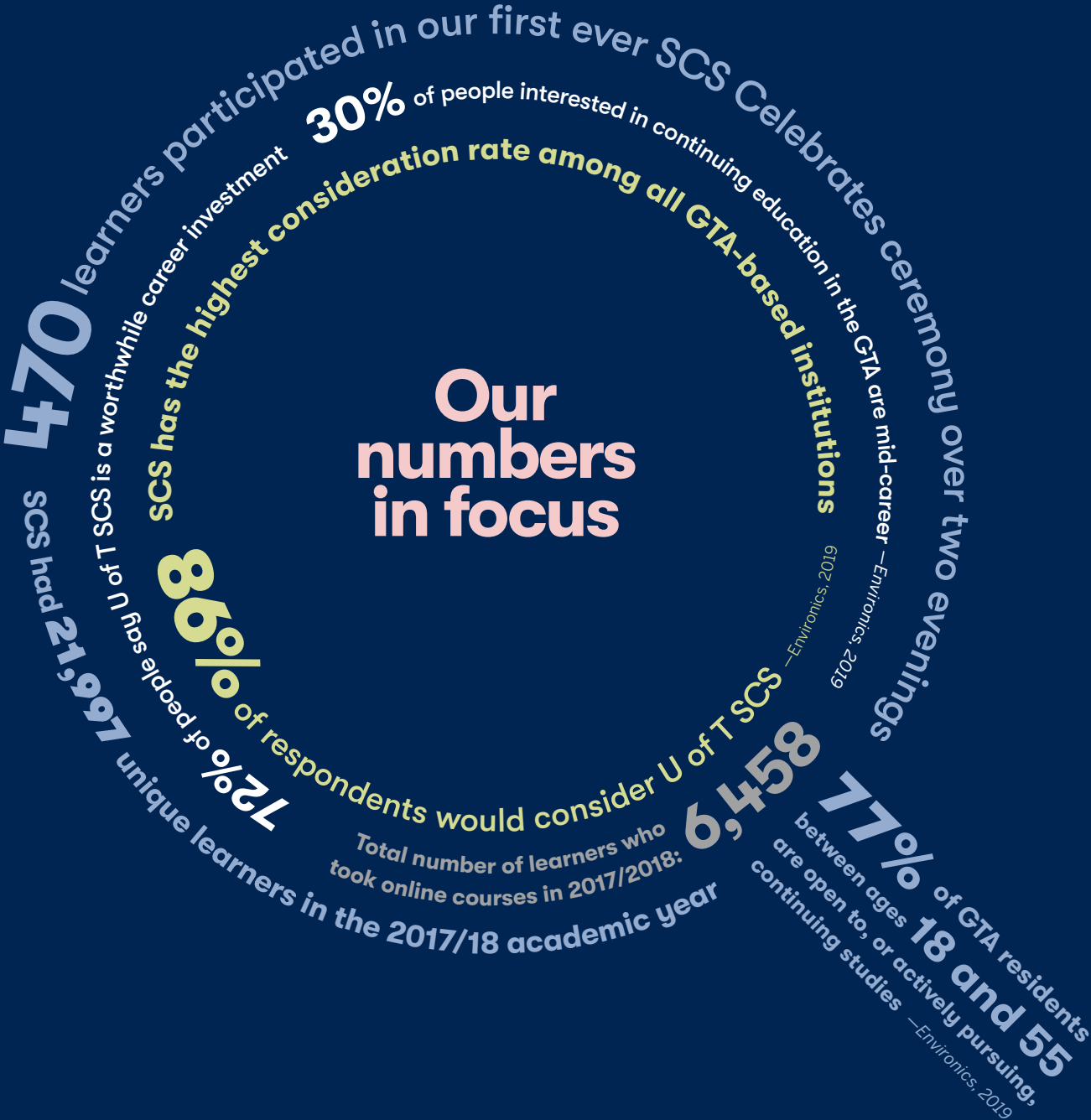
In the pages of this calendar, you will find stories of learners just like you who are upgrading their skills, pursuing designations, and making brave career changes. They are shaping their tomorrow with

confidence, using our flexible and current learning options to give them an edge. You will also read profiles of SCS instructors who are experts in their field. By sharing their networks, connections, tips, and lessons learned, they can pave your path to success.

As always, we are keeping our finger on the pulse of industry trends and advances in technology. I'm pleased to share that we are offering a variety of new learning opportunities based on market demand. For example, we have added new IT Boot Camps in Data Analysis and Cyber Security. Our Professional Edge Program continues to grow and provides a full-time, accelerated, hands-on experience to get recent graduates career-ready. We have also grown our partnerships within the University of Toronto, expanding our capacity to offer courses that merge cutting-edge research with applicable knowledge, delivered by industry experts. In addition, we are helping businesses and organizations find their future selves, offering custom corporate training opportunities.

We are here to offer convenient learning experiences with no admission process to help you become the inevitable next you. If you are new to SCS, welcome to the future of learning. If you are returning, congratulations on your next step forward. ●

Maureen MacDonald
Ph.D, MBA, JD, BA
Dean, University of Toronto School of Continuing Studies



“The army taught me teamwork, communication, and how to lead by example” reflects **Larry Chan.** “These skills shaped me into a soldier, the person that I am today, and the business professional that I’m aspiring to be.”

Larry started his military career as an infantry soldier in the reserves. After transferring from the infantry to become a medic in the army, he eventually joined the Special Forces. When his term of service came to an end, he decided to focus on spending more time with his family, and launching a new career. “I watched

friends and colleagues struggle with their transition from the military to civilian life, and wanted to arm myself with the tools to succeed. That’s why I came to SCS.”

Larry decided to pursue his **Chartered Professional Accountant (CPA)** designation, taking CPA preparatory courses at SCS. “The program was very flexible and gave me the opportunity to learn quickly and efficiently. It connected me with expert instructors like Bartosz Amerski, who acted as a mentor to me and helped shape my career” says Larry, who won a 2018 Marilyn Booth Award of Excellence from SCS.

Today, Larry is an Auditor in the Office of the Auditor General of Ontario, and aims to complete his CPA in 2021. “I want to actively contribute to society by having a fulfilling career and continuing to serve” he says. In the future, Larry aims to earn an MBA and continue growing as the industry evolves. “The development and implementation of artificial intelligence and automation will change the future of accounting” he says. “People will need to bring deeper meaning to the numbers, and do what machines cannot do, in order to remain relevant.”

“The development and implementation of artificial intelligence and automation will change the future of accounting.”

The skills and values Larry gained in the military are still in full force. He is now involved with Treble Victor, or 3V, an organization that connects past and currently serving soldiers to help ease the transition from a life of service to civilian life. “It’s important to turn around and lend a hand to the person behind you, to help them over that wall” he says. “Everyone hangs up their uniform eventually. We need to be reminded not to dwell on the end of one journey, but to focus on the exciting challenges ahead.” ●

SEEING
THE BIG
PICTURE

SERVED
in the Canadian
Armed Forces as a
reserve soldier and
then a medic, followed
by service in the
Special Forces

STUDIED
for his CPA
designation by
taking CPA preparatory
courses at SCS,
connecting with a
mentor

AWARDED
a 2018 Marilyn
Booth Award of
Excellence from SCS for
demonstrating academic
success and exemplary
leadership

HIRED
as Auditor in
the Office of the
Auditor General of
Ontario. Future plans
include completing
CPA and MBA

From CAF to future CPA:
veteran transitions
to serving the Auditor
General of Ontario

Lock & key

Brazilian information security professional secures cyber certification and connects her network

When **Ana Fukushima** came to Canada in 2016, she immediately began pursuing her **Cyber Security Management Certificate** at SCS.

"When we decided to relocate to Canada, I began researching opportunities to enhance my skills and gain a certification in my field, information security" says Ana. Her first goal was to become a Certified Information Security Manager (CISM). "I knew the CISM certification would increase my employability" says Ana. "The certificate at SCS is aligned with the CISM curriculum, so it was the perfect way to upgrade my skills, earn a certificate, and prepare for the CISM exam all at the same time."

While the certificate definitely helped Ana

prepare, she found networking with her peers and instructors to be the most valuable aspect of her experience at SCS. "I am in touch with many of my classmates and instructors to this day. Our relationship didn't end when the courses ended. We reach out to one another with questions and job opportunities" she says. "Being new to the Canadian job market, this was invaluable."

Within six months of completing her certificate, Ana earned her CISM certification. In the meantime, she was hired by eHealth Ontario in

cyber security operations. Six months after that, she earned her Certified Information Systems Security Professional (CISSP) certification. Today, she is a Senior IT Security Consultant with eHealth Ontario.

Ana really connected with her instructors, and stayed in touch with Carlos Chalico, who is Director of Membership at ISACA, the global professional association that issues the CISM certification. "Carlos encouraged me to volunteer with ISACA, mentoring newcomers and young professionals" Ana reflects. "It felt great to give back while expanding my network."

Reflecting on the future of the cyber security industry, Ana thinks that increased public

awareness around security is a positive step forward. "With all the recent security breaches we have seen, people are taking data security more seriously" she says. "This shift in public perception will open doors, allowing us to improve policies and procedures in the future."

Ana's professional life may revolve around security, but at home she isn't afraid to leak valuable data, such as her personal recipes. "My husband and I are both Brazilian born with Japanese background, and we enjoy cooking Japanese-Brazilian fusion dishes for our family and friends" says Ana. "There shouldn't be anything secret or confidential about a great recipe. That's information I'm happy to share!" •



Okonomiyaki is a savoury version of Japanese pancake, made with flour, eggs, shredded cabbage, meat/protein and topped with a variety of condiments.

Ingredients

- 1 cup** all-purpose flour (1 cup = 120 g)
- ½ tsp** salt
- 4** large eggs
- 1 tsp** hondashi (Bonito fish soup stock) or ¾ cup dashi
- 1 tsp** mirin or sake
- 1 tsp** oil
- ½** large cabbage head minced (1.6 lb = 740 g)
- 2** grated carrots
- ½ lb** calamari
- ½ lb** shrimp

How to prepare:

- 1 In a large bowl, combine the first 6 ingredients and mix all together. Add the chopped cabbage and grated carrots, and then the calamari and shrimp.
- 2 In a large pan, heat the oil on medium heat. When the frying pan is hot, spread the batter in a circle on the pan. Cover and cook for 5 minutes, then flip, gently press the okonomiyaki, cover and cook for another 5 minutes.

How to serve:

Spread the okonomiyaki sauce, add the mayonnaise on top, sprinkle dried bonito flakes (katsuobushi) and chopped green onions.

Itadakimasu or Bom appetite!



Data Analyst
learns how to present
numbers that
speak everyone's
language

247
8
37651
03
1524
6

“Today, I’m confident conducting meetings, hosting concise presentations, and communicating insights from complex data to stakeholders” says **Shar Reza**, who recently completed our **Business Presentation and Public Speaking** course.

With an undergraduate degree in Engineering, Shar began his career as a Data Analyst at BMO Financial. After being promoted to Manager of Performance Analytics, Shar’s role involved stakeholder communication. “In this new position, I was presenting to a variety of audiences, including senior leaders and colleagues who were not data experts” he says. “I wanted to refine my ability to tailor presentations and share analytic insights in a clear and approachable way.”

Coming to SCS was the right move; Shar quickly learned how to develop strategies to simplify complicated data and present to diverse audiences. “My improved presentation skills allow me to showcase data in a way that is accessible for everyone. I’m now confident in my ability to present my point of view, make recommendations, and earn stakeholder buy-in” he says.

Shar’s new abilities stretch beyond the office. His business communication skills help him network and build connections at conferences and group meetings. “My instructor, Ayesha Khan, taught me key concepts when

speaking at an executive level” he says. “Her background is in financial services and marketing, so her advice was very applicable to my day-to-day work at BMO. Instruction from an industry expert made all the difference. It wasn’t theoretical; it was real-life learning.”

Data is a big part of Shar’s vision for the future. “As I grow in my career, I plan to continue advocating for the understanding and consideration of data across an entire organization” he asserts. “With just data, all you have is numbers on a page. Being able to communicate the meaning of those numbers to colleagues and stakeholders is key to success from an analytics perspective.”

“I wanted to refine my ability to tailor presentations and share analytic insights in a clear and approachable way.”

In his spare time, Shar is busy building an Android game app, which he hopes to one day launch in the Google Play Store. “Whether you are analyzing data or building a game, at the end of the day, it’s all about how your audiences interact with your work” he says. “SCS has taught me how to shape the user experience.” ●

SUCCESS UNDER ANALYSIS

1

Obtained undergraduate degree in Engineering, began career as a Data Analyst in financial industry, which led to a promotion

2

Completed SCS’s Business Presentation and Public Speaking course to help simplify complicated data and present to diverse audiences

3

Newly acquired skills help Shar network, grow industry connections, and build an app

TRIPLE THREAT

Three instructors.
Three clear perspectives.
One priority: your success.

Instructors **Juan Mavo Navarro**, **Christine Misquitta**, and **Kathy Vu** share a passion for translating their expertise into practical curriculum. By sharing their experience and tricks of the trade, they equip learners like you with the skills of tomorrow. >





THE FUTURE OF PHARMACY

“Years ago when my dad was diagnosed with cancer, I was his primary caregiver. Helping him through that journey, I saw gaps in our health system and opportunities for improvement” says **Kathy Vu**. “This experience led me to focus my career on quality and safety of patient care, and ways to improve our health systems approach.” Kathy instructs our **Essentials of Oncology** and **Advanced Oncology** courses, offered in partnership with the Leslie Dan Faculty of Pharmacy. Through this collaboration, SCS now provides professional development courses for pharmacists, helping them to stay abreast of a rapidly shifting industry.

After earning her Bachelor of Science in Pharmacy, Kathy went on to complete a hospital residency and her Doctor of Pharmacy degree. Specializing in oncology, she practiced as a Clinical Pharmacy Practitioner for 12 years at St. Michael’s Hospital in Toronto. Today, she is an Assistant Professor and Director of the PharmD for Pharmacists Program in the Leslie Dan Faculty of Pharmacy. “In order to provide high quality oncology care, healthcare providers need to be trained in a standardized manner” she says. “I collaborated with the

faculty to develop a Continuous Professional Development (CPD) program to better train pharmacists in community and hospital settings. Now, I am excited to work with SCS to provide cutting-edge professional development training.”

Kathy, who is also Clinical Lead, Safety Initiatives at Cancer Care Ontario, is passionate about working with professional learners, and considers teaching a real responsibility. “There is a genuine thirst for knowledge in this profession. The pharmacists I teach truly appreciate the opportunity to learn best practices and collaborate with peers across Canada” she says. “I’m not just delivering information and content, I’m mindful of the learners’ unique experiences and diverse backgrounds. I encourage conversation and knowledge sharing, so they can find new ways to shape their practices.”

Reflecting on the future of the profession, Kathy thinks the role of pharmacists will continue to push current boundaries in order to meet the increasing demands of our healthcare system in Canada. “We cannot view professional development as optional” she says. “It is an integral part of our practice to ensure safe and effective patient care.”

When she isn’t teaching and working to improve our healthcare system, Kathy loves to bake with her kids. “No matter how busy things get, we always find time to have fun in the kitchen” she says. Sometimes, the perfect Rx is a cupcake (made with love).

MY POINT OF VIEW
Teaching is a big responsibility.

MY FUTURE VISION
I’d like to find new and inventive ways to promote teaching within a health profession.

DESIGNING TOMORROW

Juan Mavo Navarro’s goal is to improve the learner experience, and teach others how to do the same. Juan, who teaches our **Foundations of Instructional Design** course, has a background in computer science, coding, and developing programs. A native of Venezuela, he fell in love with developing educational materials and computer-based training early in his career. Determined to share this love with others, he taught for over 12 years at the undergraduate, Masters, and Ph.D. level. “My work goes beyond just designing programs” he says. “I incorporate needs assessments and strategic planning to make online learning a more intuitive and interactive experience.”

Upon coming to Canada in 2012, Juan chose SCS to enhance his skills, earning certificates in eLearning and Project Management. In 2016, he began working at SCS as a Learning Technology Specialist, designing and developing our interactive courses. A year later, Juan began teaching our Learning Design program. “What I love about teaching at SCS is that my learners are practitioners who come from diverse backgrounds. It’s an interconnected virtual learning experience, where everyone is learning not just from me, but from one another” says Juan. “I end up learning from them too!”

Juan says a big part of his teaching focuses on helping learners find effective ways to implement best practices

in their work. “I provide guidance on how to overcome organizational barriers” he says. “I share tips on how to sell an idea, deal with pushback, and communicate effectively with stakeholders.” After a course ends, Juan often receives emails from learners seeking further advice, or reporting their success. “SCS learners know that the journey does not end once you get a degree. They aren’t just learning for their job, they are choosing to learn because it makes them better.”

According to Juan, online learning is critical in our busy, digital world because it provides flexibility and allows people to learn on-demand. “In the future, we need to focus on learner-centric design” he says. “We need to find new and exciting content that truly resonates with learners.”

Despite his busy work and teaching schedule, Juan believes in balance and putting your priorities first. “My top priority is my family” he says. “I keep a schedule and set boundaries. No matter how much I have going on in my life, I do not sacrifice the things that mean the most to me. My daughter’s Christmas concert or dinner with my wife; these are real appointments that I refuse to cancel or reschedule. For me, that’s real balance.”



MY POINT OF VIEW
Teaching is a way of giving back to my community.

MY FUTURE VISION
I’d like to make teaching and learning more interactive.

AHEAD OF SCHEDULE

“For me, teaching is a means of giving back, and sharing the skills I’ve acquired throughout my training and career” says **Christine Misquitta**, a research scientist and project manager. This attitude towards teaching inspired Christine to join SCS to teach our new **Project Management for Research** course.



“A few years ago I sat on a panel discussion about large-scale project grants. I was the only project manager in attendance, and shared the observation that many investigators lack the administrative resources to put together these large projects, and manage them effectively. The Office of the Vice President – Research and Innovation at U of T worked with SCS to develop a course that would meet these needs” she says. “Now, as an instructor, it’s refreshing to see the many scenarios in which learners from various research backgrounds can use the project management skills I teach. It’s eye opening.”

Based at the Donnelly Centre for Cellular and Biomolecular Research at the University of Toronto, Christine uses her project management skills to coordinate large, inter-institutional projects funded by organizations such as the

Ontario Research Fund (ORF), and Genome Canada.

She is excited to bring her project management experience to SCS. “It’s encouraging to see project management becoming more widely accepted and utilized in non-traditional industries, such as education and research” she says. “In the future, I would like to see project management skills become core competencies that all members of a team can possess. When project management is embraced and used by an entire team or organization, it’s bound to lead to increased efficiency.”

Christine enjoys working with adult learners who are seeking novel ways to bring better organization and management strategies to their work. “The people in my class are making a time commitment, and putting themselves out of their comfort zone to acquire new skills, as a way to enhance their efficiency on the job” she says. “This is very admirable in my opinion.”

Despite a demanding roster of responsibilities, including her additional role as Vice President of Administration and Communications for the Centre for the Commercialization of Antibodies and Biologics (CCAB), Christine still finds time to stay in fighting form.

Literally.

She, her husband, and two sons all hold black belts in Taekwon Do, and all four of them teach the martial art in their spare time. “I love encouraging others to challenge themselves and take the next step, or hooking kick, forward.” ●

MY POINT OF VIEW
Teaching is what you do when you have mastered a skill, a natural part of my life.

MY FUTURE VISION
For maximum efficiency, Project Management needs to be infused throughout an organization, and be incorporated in all roles.

Insider Insights

Our learners share their top tips for succeeding in your studies

1

Go for it

“

Don’t be afraid to try a course, what have you got to lose? Discover new parts of yourself, it’s worth it.

ARIEL NG BOURBONNAIS
SCS learner

2

Think big picture

“

There is so much more to the world than what we know. Do all things possible to go beyond your bubble.

DAMIAN ALI
SCS learner

3

Stay in touch

“

Grab contact information from your classmates. Stay in touch, network, and swap ideas after the course is over.

ANA FUKUSHIMA
SCS learner

4

Focus on the future

“

Break up course work into manageable portions, while staying focused on the end goal.

LARRY CHAN
SCS learner

Bursaries and Awards

NEVER STOP LEARNING

Bursaries

SCHOOL OF CONTINUING STUDIES BURSARY

We understand that life can get expensive, and for some of our learners, affording continuing education may be out of reach. SCS offers a bursary program to support learners facing financial challenges, so they can learn, grow, and thrive

This year for the first time, we are pleased to introduce targeted funding via the Bursary for Women in Finance and Technology and the Bursary for Indigenous Students, in addition to our core bursary program, which distributes funding across all areas of study.

ACADEMY FOR LIFELONG LEARNING BURSARY

Thanks to generous support from the Academy for Lifelong Learning at the University of Toronto, this bursary offers funding up to \$500 to a limited number of learners annually. This bursary is targeted specifically towards learners who have demonstrated a strong commitment towards lifelong learning but are unable to enrol due to financial challenges.

SCS Celebrates

We want to recognize your commitment to yourself! That's why we hold SCS Celebrates—an annual event where learners walk the stage at the University of Toronto's iconic Convocation Hall to receive their certificates. We also honour winners of our annual Excellence in Teaching Awards, nominated by our learners.

SCS Celebrates brings together learners, friends and families, instructors, partners, and donors, all of whom are important members of our continuing education community.

SCS bursaries and awards are made possible through the generous donations made by our instructors, staff, former learners, and friends of SCS. If you want to find out how you can help learners discover their future self, please contact the Office of the Dean for more information at dean.scs@utoronto.ca or 416.946.5946.

Awards

We are proud to recognize the extraordinary achievements of our learners through our merit-based awards program.

MARILYNN BOOTH AWARD OF EXCELLENCE Value of up to six awards of \$1,000 annually

Established in honour of former Dean Marilyn Booth, this award recognizes career-focused learners who have demonstrated academic success and exemplary leadership. Open to learners taking career-related courses towards the completion of certificates.

THE TIMOTHY FONG & ENRICO CHIR AWARD Value of \$1,000 annually

Established by SCS instructor Timothy Fong and financial trading professional Enrico Chir, this award recognizes learners working in the finance, investment, or risk sectors, who demonstrate academic excellence and notable community engagement.

THE OGILVIE AWARD FOR EXCELLENCE IN PROJECT MANAGEMENT Value of \$2,500 annually

Created by SCS instructor Joseph Ogilvie, this award recognizes learners who can demonstrate the application of project management skills in an organizational environment. Learners must present a high-level project plan and have completed at least two courses in any project management program.

THE ELAINE STIRLING CORPORATE STORYTELLER AWARD FOR BUSINESS WRITING Value of \$2,500 annually

Established by SCS instructor Elaine Stirling, this award recognizes exceptional business writing. Learners will be required to submit a short writing sample demonstrating the impact of storytelling in the workplace.

FRIENDS WITH FOCUS

Our University of Toronto Partners

SCS is an integral part of the University of Toronto (U of T), the number one ranked university in Canada. We are proud to partner with several faculties and departments to deliver continuing education courses and certificate programs. Through these strategic partnerships, we match SCS's leadership in adult learning with cutting-edge research and ideas generated at U of T.

Courses and certificates offered in partnership with U of T faculties are expertly designed and taught by instructors who are recognized leaders in their fields.

Explore the courses and certificate programs that are offered in collaboration with our valued partners:

- FACULTY OF APPLIED SCIENCE AND ENGINEERING
- SCHOOL OF THE ENVIRONMENT
- FACULTY OF INFORMATION (ISCHOOL)
- FACULTY OF LAW
- FACULTY OF MEDICINE
- LESLIE DAN FACULTY OF PHARMACY
- OFFICE OF THE VICE PRESIDENT, RESEARCH AND INNOVATION
- FACTOR-INWENTASH FACULTY OF SOCIAL WORK



Our Collaborations with Organizations

If you are working toward a professional designation or certification, or are interested in courses to maintain your designation's continuing education requirements, SCS offers courses and certificates to help you succeed. Through collaborations with these organizations, we provide learning opportunities that are relevant to you and your career.

SCS IS PROUD TO PARTNER WITH THE FOLLOWING ORGANIZATIONS

- Alberta Insurance Council (AIC)
- Association of Administrative Professionals (AAP)
- Association of Business Process Management Professionals (ABPMP)
- Building Science Specialist Board of Canada (BSSB)
- Canadian Association of Management Consultants (CMC – Canada)
- Canadian Construction Association (CCA)
- Canadian Institute of Traffic and Transportation (CITT)
- Canadian Payroll Association (CPA)
- Chartered Professional Accountants of Ontario (CPA Ontario)
- CIM Chartered Managers Canada (CIM)
- Credit Institute of Canada
- Credit Union Institute of Canada (CUIC)
- Global Risk Management Institute (GRMI)
- Human Resources Professionals Association (HRPA)
- Institute of Certified Records Managers (ICRM)
- International Institute of Business Analysis (IIBA)
- ISACA Toronto Chapter
- Ontario Association of Architects (OAA)
- Project Management Association of Canada (PMAC)
- Project Management Institute (PMI)
- Surety Association of Canada (SAC)

STUDY ON YOUR TERMS

Choose from over 225 courses offered online and hybrid (a combination of online and in-class). Learn from home or take your course on the road and study from anywhere.

Suit Your
Schedule

À LA CARTE COURSES

All adult learners are welcome at SCS. Simply choose a course based on your interests and schedule, then enrol. No time to earn a full certificate? No problem! However, if a credential is what you're after, we have over 125 certificates to choose from.

No
Admission
Process

FLEXIBILITY FOR THE FUTURE

Pick up
the Pace

ACCELERATE YOUR TIMELINE

Increase the pace of your studies with our accelerated courses. Popular with working professionals and those with busy schedules, accelerated courses are available in our in-class and hybrid (combining the best of online and in-class) formats.

Build Your
Skills

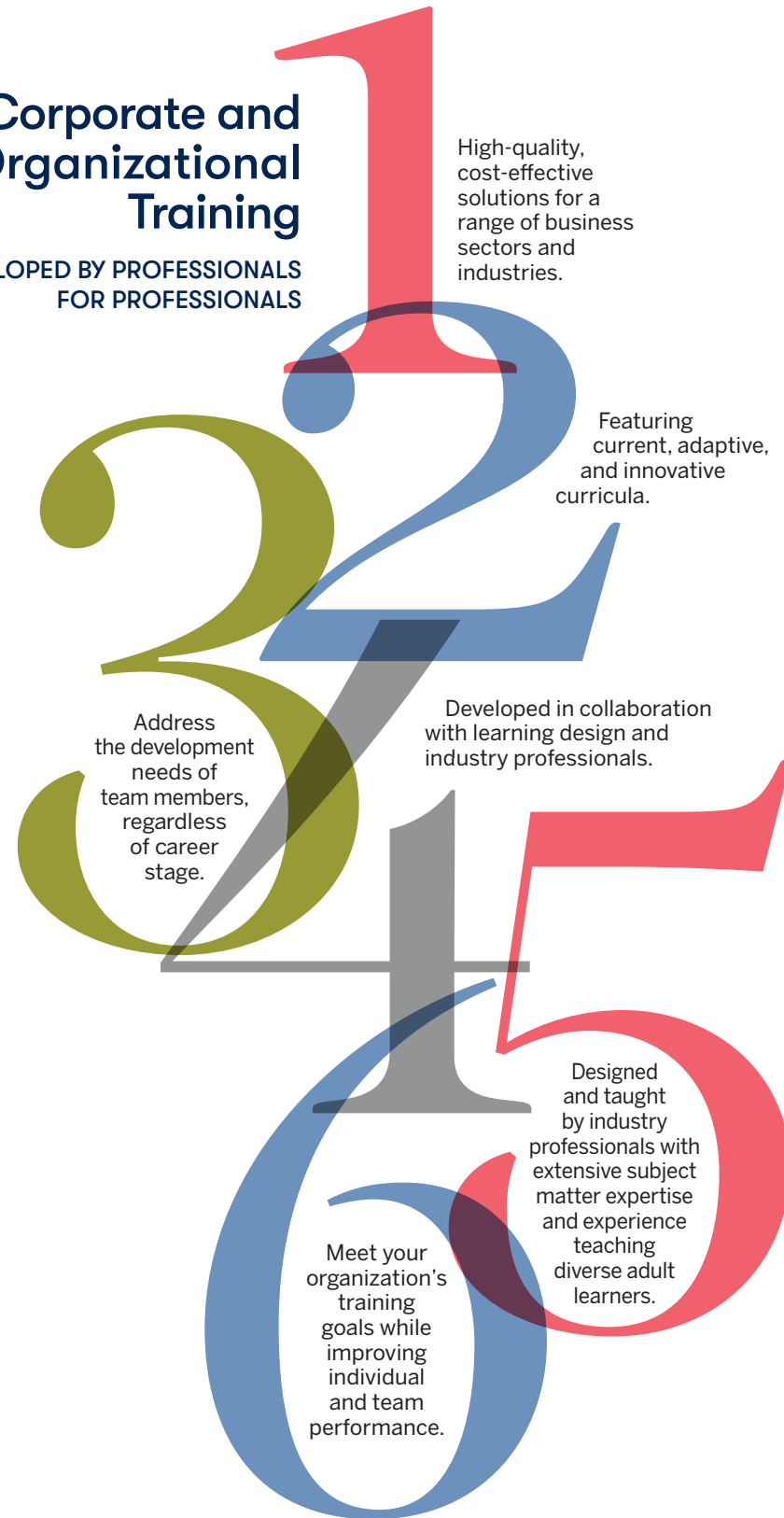
LEARN IN RECORD TIME

We've designed short one- or two-day Skill Builder courses that offer in-demand skills employers are looking for. Make the most of your time with this menu of bite-sized, information-packed courses designed to help you develop hands-on abilities you can immediately apply in the workplace.

COURSES DESIGNED WITH YOUR SCHEDULE IN MIND

Corporate and Organizational Training

DEVELOPED BY PROFESSIONALS
FOR PROFESSIONALS



Meet your organization's training goals while improving individual and team performance.

Invest in your team—and lead the sustainability and success of your organization.

Knowledgeable teams equipped with the latest industry standards and practices are critical to the success of your organization. For the past 30+ years, we've been helping business professionals, from around the globe, reach their full potential with our expertly designed learning solutions.

Developed with optimal learning design for adults, and in collaboration with industry and association professionals, we ensure our programs are aligned with current industry expectations, so that your team is prepared to confidently meet the challenges of a changing economy.

Explore a variety of options to bring leading-edge education to your team and take your organization's effectiveness to the next level. Our training solutions are available online, onsite at your preferred location, or at our centrally located downtown Toronto St. George campus.

Select from options for individual, group, organization, or tailored training. Contact us at scs.training@utoronto.ca for more information.

ZOOM IN: 9 areas of study

Within our nine areas of study, you will find an endless array of learning opportunities designed to help you gain the skills of tomorrow, today.

All adults, regardless of background, can take individual courses or earn certificates. With no admissions process and three campuses located in the GTA (downtown Toronto, University of Toronto Mississauga, and University of Toronto Scarborough) and many courses available online and hybrid (both in-class and online), learning has never been more convenient.

Our course offering is constantly evolving—for the most up-to-date information, visit us at learn.utoronto.ca.

20

Business, Finance, and Management

21

Career Development and Communication Skills

22

Health and Social Sciences

23

Information, Technology, Environment, and Engineering

24

Languages and Translation

25

Learning Design

26

Marketing and Communications

27

Arts and Humanities

28

Creative Writing

AREAS OF STUDY

Business, Finance, and Management

Learn to lead, inspire, and drive a strategy forward.

Gain support and insight to launch your own company. Develop the skills needed to manage key projects, disrupt through innovation, or recruit and lead talent. Through our specialized courses and certificates, you will become proficient at analyzing numbers, business processes, financial markets, legal issues, or risk.

Now is the time to enhance your knowledge and broaden your toolkit. With a wide selection of learning opportunities, we offer an expansive range of training in all aspects of today's business environment.

Programs

- ACCOUNTING
- BUSINESS ANALYSIS
- ENTREPRENEURSHIP
- FINANCE
- HUMAN RESOURCES
- INNOVATION
- LAW
- LEADERSHIP
- MANAGEMENT
- OCCUPATIONAL HEALTH AND SAFETY
- PROCESS IMPROVEMENT
- PROJECT MANAGEMENT
- RISK
- TEST PREPARATION

AREAS OF STUDY

Career Development and Communication Skills

A mastery of soft skills is often what sets one professional apart from the rest.

This becomes particularly critical when you're looking to advance your career. Written and verbal communication skills, as well as presentation, negotiation, and interpersonal abilities, are addressed in our Career Development and Communications Skills courses and certificates, giving you an edge to differentiate yourself from the competition.

Improving your soft skills is a lifelong journey. Acquire the tools and confidence you need to communicate clearly and effectively in any business situation. Become polished, professional, and self-assured, and see where your potential can take you.

Programs

- CAREER DEVELOPMENT
- WORKPLACE COMMUNICATIONS

AREAS OF STUDY

Health and
Social Sciences

When you’re driven to make a difference in the lives of others, you value the training, knowledge, and experience needed to offer the best of yourself.

Our courses and certificates in Health and Social Sciences provide both practical and research-based instruction, helping to enhance your skills and develop new abilities.

With advances in technology and shifts in societal awareness and priorities, disciplines that focus on human health evolve constantly—and our courses can keep you on the cutting edge of research and discovery. Learn from leaders and experts who are paving the way in health. They are invested in helping you become informed, well-rounded, and empathic, and can help you apply these techniques in your day-to-day work.

Programs

- HEALTH, ENVIRONMENT, AND SCIENCE
- HUMAN SERVICES AND SOCIAL WORK
- MEDICINE
- MINDFULNESS
- PHARMACY

AREAS OF STUDY

Information, Technology,
Environment, and Engineering

If you’re someone who wants to solve crucial business problems, design the building of the future, or address urgent environmental issues, you will develop and enrich your skillset to drive meaningful change.

Covering topics such as privacy, cyber security, data analytics, information management, artificial intelligence (AI), engineering, building science, climate change policy and more, our courses and certificates in Information, Technology, Environment, and Engineering will shape your career.

In partnership with the University of Toronto’s Faculty of Applied Science and Engineering, the School of the Environment, the Faculty of Information (iSchool), and Trilogy Education Services, our courses are highly specialized and current. Taught in dynamic classroom formats, online, or engaging, hands-on boot camp sessions, our courses offer the most cutting-edge content available.

Programs

- BUILDING SCIENCE AND ARCHITECTURE
- ENGINEERING AND APPLIED SCIENCE
- ENVIRONMENT AND SUSTAINABILITY
- INFORMATION MANAGEMENT
- INFORMATION TECHNOLOGY (IT)
- IT BOOT CAMPS

AREAS OF STUDY

Languages and Translation

Discover the joys and opportunities that come with learning a new language.

Learning a new language may be a lifelong passion, a requirement for work, or necessary for integrating into a new environment. Whatever your language goals, we can help you communicate clearly and effectively as you enter conversations, business situations, or begin a career as a professional translator.

Conversation courses are taught in-class with a focus on role-playing and interactive exercises, to help you boost your proficiency and confidence within a real-life context. Translation courses are delivered online, giving you the training and knowledge needed to translate complex documents and preserve the integrity of the written word.

Programs

BUSINESS ENGLISH FOR INTERNATIONAL PROFESSIONALS
LANGUAGE LEARNING
TRANSLATION

AREAS OF STUDY

Learning Design

Understanding Learning Design within an organizational context can help you make more strategic and effective decisions for your organization, team, and career.

Focusing on designing, planning, and implementing learning programs, our courses take you through the learning lifecycle.

With courses that specifically address eLearning, evaluation, and the science of learning, you will develop a thorough understanding of the processes required to create a successful and engaging learning program.

Courses

DEVELOPING AND DELIVERING LEARNING PROGRAMS
FOUNDATIONS OF INSTRUCTIONAL DESIGN
DESIGNING AND CONDUCTING EVALUATIONS
THEORY AND SCIENCE OF LEARNING

AREAS OF STUDY

Marketing and Communications

Stand out in an industry of bold thinkers.

Our Marketing and Communications courses and certificates cover a wide range of topics including marketing essentials, communications strategy, content creation, social media trends, measurement, ethics, and corporate responsibility.

Discover how new media can engage an audience, while you delve into best practices in advertising, branding, and investor relations. Find ways to measure and evaluate techniques through data gathering and analysis.

Our Marketing and Communications courses and certificates can help you excel in a competitive industry.

Programs

- MARKETING
- COMMUNICATIONS
- PUBLIC RELATIONS

AREAS OF STUDY

Arts and Humanities

Discover how the arts and humanities can enrich your daily life, and explore dynamic themes that give insight into our past while shaping our future.

See the world differently by exploring art, music, architecture, history, religion, and philosophy through the ages.

From practical studio time to theoretical study, our Arts and Humanities courses enhance your ability to think critically and expand your horizons. Taught by renowned educators who make local and global themes fascinating and current, our broad range of courses are sure to pique your interest and drive your personal growth. What's more, our University Lecture Series complements these offerings, covering an eclectic range of topics presented by leading scholars, thinkers, and experts.

Programs

- HISTORY
- LIFE AND LEISURE
- LITERATURE
- MUSIC
- PHILOSOPHY AND LAW
- RELIGION
- UNIVERSITY LECTURE SERIES
- VISUAL ART AND ARCHITECTURE

AREAS OF STUDY

Creative Writing

One of the hardest parts of writing is beginning.

Our Creative Writing courses are designed to help you take a spark of an idea and transform it into a piece of writing you can be proud of.

If you have yet to discover your style or genre, or you're an experienced writer looking for guidance and feedback, our range of courses and certificates offer a supportive environment aimed at helping all writers flourish.

Choose from introductory classes that explore the building blocks of writing, to focused workshops that dive deep into a particular genre, skill, or writing style. Taught by established writers and prominent authors, our courses offer the instruction, support, and constructive advice you need to take your writing to the next level.

Genres

CHILDREN’S WRITING

LITERARY FICTION

MULTI GENRE

NON-FICTION

PLAYWRITING

POETRY

POPULAR FICTION

SCREENWRITING

SONGWRITING



SEVEN STEPS AHEAD

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 SCS. Some courses may have prerequisites—please consult course descriptions for details.

How to Register

Online

Visit our website at learn.utoronto.ca, select your course, click Enrol Now, then Checkout. 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 Street, just south of Bloor Street West.

Mail

Complete the Registration Form available online and send it with payment to Enrolment Services, School of Continuing Studies, 158 St. George Street Toronto, ON M5S 2V8.

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 accepted if registering in person or by mail. Payment is due upon registration; seat reservations are not possible.

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/help/forms-and-applications.

For complete information about conditions and deadlines, go to the online Help Centre at help.learn.utoronto.ca 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 of a University of Toronto cheque made payable to the original payer.

Course Cancellations/Postponements

Every effort is made to offer courses as listed on our website and in our publications. Courses, however, are subject to cancellation or postponement with little to no advance notice, for such reasons as insufficient enrolment, unforeseen program changes, instructor availability, or at the discretion of the SCS. We recommend that you enrol as early as possible to limit decisions to cancel or postpone due to insufficient enrolment.

If you register for a course that is subsequently cancelled or postponed, you may transfer to another section or another course, if space permits, or you may choose to receive a full refund of course fees paid. If you transfer to a course with a higher fee, you are responsible for paying the difference.

Course Alterations

Course details such as dates, days, times or instructors are subject to change without prior notice.

If a course is altered you may choose to transfer to another section or another course if space permits, or you may choose to receive a full refund of course fees paid. 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.

Certificates

Certificate Candidates

To declare your candidacy in a certificate program, complete the Certificate Candidacy Request form found online.

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 online.

Accessibility Services

SCS provides accommodation for learners with disabilities. If you require accommodation, please contact us at scs.accessibility@utoronto.ca well in advance of the start of your course.

Accommodations may include, but are not limited to:

- Alternative test and examination accommodation
- Note-taking services
- Accessible classrooms
- Alternative formats for printed materials
- Sign language interpreters
- Adaptive equipment and assistive devices

Policies and Guidelines

University of Toronto Policies

SCS 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. SCS also complies with academic policies that ensure academic quality and protects the teaching and learning relationship.

School of Continuing Studies Guidelines

Guidelines governing a wide range of administrative activities at SCS are available for viewing in our Help Centre.

For more information on policies, visit our online Help Centre. 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.

Support

Contact Us

There are a number of ways to find information about SCS:

Website

learn.utoronto.ca

Help Centre

For answers to all of your frequently asked questions, please visit our online Help Centre.

Telephone

416.978.2400

Fax

416.978.6666

Business Hours

Mon to Thur 8:30 a.m. to 6:30 p.m.
Fri 8:30 a.m. to 5:00 p.m. (Sept to June)
Fri 8:30 a.m. to 4:30 p.m. (Jul to Aug)

We will **seek the** new and
push **f**or change,
become lifelong
learners,
equipped with the
courage to forge **e** ahead
and the confidence to
unfold tomorrow.

SEE THE FUTURE U



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SCHOOL OF CONTINUING STUDIES

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