



FOR INFORMATION

PUBLIC

OPEN SESSION

TO: Committee on Academic Policy and Programs

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DATE: April 26 for May 10, 2018

AGENDA ITEM: 10

ITEM IDENTIFICATION:

- I. Annual Report on Certificates (For-Credit), 2017-18
- II. Annual Report on Certificates (Not-For-Credit), 2017-18

JURISDICTIONAL INFORMATION:

The Councils of the academic divisions and the Academic Affairs Committees of the University of Toronto Mississauga (UTM) and University of Toronto Scarborough (UTSC) have delegated authority to approve, modify, and close certificate programs. The Committee on Academic Policy and Programs (AP&P) receives for information annual reports on certificate programs as defined in the University's *Policy on Certificates (For-Credit and Not-for-Credit)*. (AP&P Terms of Reference, Section 4.4 c)

GOVERNANCE PATH:

1. Committee on Academic Policy and Programs [for information] (May 10, 2018)

PREVIOUS ACTION TAKEN:

On February 25, 2016 Governing Council approved the *Policy on Certificates (For-Credit and Not-For-Credit)*.

On February 25, 2016 Governing Council approved the amendment of the Committee on Academic Policy and Programs (AP&P) Terms of Reference to reflect the *Policy on Certificates (For-Credit and Not-For-Credit)*.

HIGHLIGHTS:

On February 25, 2016, Governing Council approved the *Policy on Certificates (For-Credit and Not-For-Credit)*. This Policy replaced the *Policy on Diploma and Certificate Programs*. The purpose of the new Policy was to provide increased clarity, oversight and accountability to for-credit and not-for-credit certificates at the University of Toronto and to reflect that diplomas are now covered under the protocols of University of Toronto Quality Assurance Process (UTQAP) in alignment with Ontario's Quality Assurance Framework (QAF).

The *Policy on Certificates (For-Credit and Not-For-Credit)* states that divisions have delegated authority to create, modify and close certificate programs. The Committee on Academic Policy and Programs receives an annual report on certificate programs, which reflects the Committee's role of monitoring academic programs across the University.

The two reports are a complete list of for-credit and not-for-credit certificates offered at the University of Toronto through the divisions.

Below are the three categories of certificates as defined by the Policy:

1) Post-baccalaureate certificates (stand-alone, for-credit)

- Normally require completion of an undergraduate degree or equivalent, as a condition of admission.
- Comprise a coherent sequence of for-credit undergraduate courses which may be eligible for credit towards a subsequent undergraduate degree program.
- Provide a mechanism for the assessment of student performance.
- Successful completion of the certificate is recorded on the academic transcript.
- Students are registered as University of Toronto undergraduate students and receive a parchment at Convocation.

2) Certificates offered in conjunction with an undergraduate degree program (for-credit):

- Students must be enrolled in a specific University of Toronto undergraduate degree program in order to qualify.
- Comprise a coherent sequence of for-credit undergraduate courses, relating to an identified topic or theme that may complement the degree program.
- Will normally consist of fewer full-course equivalents than a minor in an equivalent area.
- Provide a mechanism for the assessment of student performance.
- Will normally conform to the established rules and regulations relative to student progression and good standing.
- Completion of the certificate is recorded on the academic transcript as a component of the undergraduate degree; students do not receive a separate parchment at Convocation.

3) Certificates in continuing, professional and executive education (not-for-credit):

- May have open admission, but may be targeted to particular professional and quasi-professional areas
- Comprise a coherent sequence of not-for-credit courses.

- Normally provide a mechanism for the assessment of student performance.
- Not-for-credit courses may not be counted for credit toward any degree program at the University of Toronto.
- Participants are not registered as University of Toronto students.
- Normally, courses and certificates are not included on the academic transcript.
- Completion of the certificate program is to be recognized by a certificate from the division offering the program.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

For information.

DOCUMENTATION PROVIDED:

- *Report on Certificates (For-Credit)*
- *Report on Certificates (Not-For-Credit)*

Report on Certificates (For-Credit), 2017-18

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
Faculty of Applied Science & Engineering	Communication	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Communication Certificate presents an opportunity for interested students to gain specialized expertise and recognition for a personal and professional commitment to enhanced communication skills through courses that expand on communication practices in contexts beyond engineering, deepen theoretical understanding of communication, and facilitate professional development in writing, oral communication, and critical thinking.	September 2015	Approved by Faculty Council April 17, 2015
Faculty of Applied Science & Engineering	Engineering Business	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs, except those in Engineering Science's Mathematics, Statistics and Financial option. Students can complete either the Engineering Business Certificate or the Entrepreneurship,	The Engineering Business Certificate is a collaborative effort across FASE and the Rotman School of Management and is open to engineering students interested in learning more about the business dimension of engineering, from finance and economics to management and leadership.	September 2011	Approved by Faculty Council December 1, 2010

¹ Category 1 is a Post-baccalaureate certificate (stand-alone, for-credit). Category 2 is a Certificate offered in conjunction with an undergraduate program (for-credit). See the [Policy for Certificates \(For-Credit and Not-For-Credit\)](#), 2016 for further details.

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
				Innovation and Small Business Certificate, but not both.			
Faculty of Applied Science & Engineering	Engineering Leadership	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	Engineers are taught to think analytically and systematically. Leadership skills build on these strengths to make one a more effective engineer. In the Engineering Leadership Certificate, undergraduate engineering students will learn how to effectively handle complex, human challenges that often mean the difference between success and failure.	September 2014	Approved by Faculty Council December 11, 2013
Faculty of Applied Science & Engineering	Entrepreneurship, Innovation and Small Business	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs. (Note that students can complete either the Entrepreneurship, Innovation and Small Business Certificate, or the Engineering Business Certificate, but not both).	Engineering undergraduates with an interest in running their own businesses can choose to take two half-course electives for the Entrepreneurship Certificate. The first course provides an overview of small businesses, while the second examines business management skills. Rounding out the three-course certificate is a class in engineering economics.	September 2010 (Note that this certificate had existed previously as an "in house" recognition, which did not have a formal governance approval outside of Engineering.)	Approved by Faculty Council May 26, 2010
Faculty of Applied Science & Engineering	Forensic Engineering	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Certificate in Forensic Engineering allows interested students across disciplines to develop enhanced engineering investigation competencies. In addition to the traditional focus on the investigation of artifacts that do not	September 2017	Approved by Faculty Council 12/01/2016

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
					function as intended, causing personal injury and/or monetary loss, the flexibility of the certificate will allow students to gain specialized expertise in areas such as assessing deterioration in infrastructure; improving product quality, procedural practices and engineering design practices; and revising codes and standards to enhance public safety.		
Faculty of Applied Science & Engineering	Global Engineering	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Certificate in Global Engineering is open to engineering students interested in developing their knowledge of global issues and how engineers can influence and improve conditions around the world. The courses focus on a variety of concepts such as effects of emerging technologies in both developed and developing economies, global energy systems, innovative finance techniques, current theories in international development and foreign aid.	September 2011	Approved by Faculty Council December 1, 2010
Faculty of Applied Science & Engineering	Mineral Resources	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs, except those enrolled in the Mineral Engineering degree program.	The Mineral Resources Certificate will expose students to the mineral resources sector and provide a window into state-of-the-art research in mining.	September 2012	Approved by Faculty Council March 7, 2012

Division	Certificate	Unit	Category: 1 or 2¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
Faculty of Applied Science & Engineering, Faculty of Music	Music Technology	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Music Technology Certificate will provide an opportunity for engineering students to pursue their musical interests in a way that contributes to their degree program requirements and explore the ties between engineering and music. Students completing the certificate will be able to apply their knowledge of music, music theory, sound and technology to future engineering design projects.	September 2018	Approved by FASE Faculty Council December 12, 2017 Approved by Music Faculty Council January 2018
Faculty of Applied Science & Engineering	Nuclear Engineering	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree programs.	The Nuclear Engineering Certificate recognizes an interdisciplinary focus on nuclear systems. Nuclear energy constitutes an important component of the energy mix in most national energy strategies, and its proportion will likely increase in response to growing challenges related to fossil-driven climate change. Modular nuclear systems power space craft and remote sites on earth. Future nuclear power systems will address current concerns regarding safety and the environment, and significant breakthroughs are likely in fusion technology.	September 2013	Approved by Faculty Council November 29, 2012
Faculty of Applied Science & Engineering	Renewable Resources Engineering	Cross-Disciplinary Programs	2	Open to Engineering undergraduate students in all Engineering undergraduate degree	The Certificate in Renewable Resources Engineering recognizes a demonstrated focus in sustainable resource management and bio-economics,	September 2014	Approved by Faculty Council December 11, 2013

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
				programs.	sustainable energy production, green manufacturing and sustainable communities, and reflects the strong interconnections between the Faculties of Forestry and Engineering. The interdisciplinary offerings of the Faculty of Forestry for engineering students are organized and coordinated by FASE and funded by the Provost as part of their support for graduate-only Faculties and departments.		
Faculty of Arts & Science	Human Resource Management (CHRM)	Centre for Industrial Relations and Human Resources ²	1		The certificate in Human Resource Management is designed for students who have completed undergraduate degrees in subjects other than human resource management or related programs such as Employment/Industrial Relations who now wish to study courses in this field to meet professional needs, prepare for advanced studies or simply to broaden their academic experience. The level of instruction is undergraduate.	Certificate in Personnel & Industrial Relations was launched in the mid-1970s. The program was revised and launched as CHRM in 2001	
Faculty of Arts & Science	Teaching English to Speakers of Other Languages (TESOL)	Woodsworth College	1		The program offers specialized academic and professional preparation to individuals interested in teaching English to second language learners, specifically	1972	

² The program was administered by Woodsworth College and transferred to the Centre for Industrial Relations and Human Resources in 2013. The Program Office located in Woodsworth College continues to administer the program as per the memorandum of agreement.

Report on Certificates (For-Credit), 2016-17

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
					adults. The certificate consists of eight half-courses.		
Faculty of Arts & Science	Psychology of Economics and Management	Department of Psychology	2	Psychology, Economics, Rotman Commerce	The Certificate in Psychology of Economics and Management will provide students with a specialized program that takes advantage of the interdisciplinary connections between social psychology, economics, and business.	2018	04/06/2018
Faculty of Law	Certificate in Aboriginal Legal Studies		2	Centre for Indigenous Studies & Variable (e.g. Collaborative Program in Health Care, English, History, Nursing, Political Science, Social Work)	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, and producing significant written work of publishable quality in one of those courses. Only graduate level courses are accepted toward the certificate.	Winter, 2012	June, 2013
Faculty of Law	Certificate in Environmental Studies		2	School of the Environment	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, producing a research paper, and completing an internship. Only graduate level courses are accepted toward the certificate.	Proposal dated September 22, 2003	June, 2003(?)
Faculty of Law	Certificate in Sexual Diversity and Gender Studies		2	Sexual Diversity Studies	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, and producing significant written work of publishable quality in one of those courses. Only	Winter, 2012	June, 2012

Report on Certificates (For-Credit), 2016-17

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
					graduate level courses are accepted toward the certificate.		
Faculty of Law	Collaborative Program in Jewish Studies		2	Jewish Studies	Law students can earn this certificate by taking a sequence of courses including a required course, a combination of eligible courses, and producing significant written work of publishable quality in one of those courses. Only graduate level courses are accepted toward the certificate.	Winter, 2011	June, 2011
Faculty of Music	Advanced Certificate in Performance		1		This is an intensive one-year full-time program that allows post undergraduate level students to focus on the development of practical musical skills.		1998-1999
Faculty of Music	Artist Diploma		1		This is a three-year program with a strong emphasis on the development of performance skills. The core curriculum of the program is based on the Bachelor of Music in Performance degree program, without the breadth requirement (arts & science courses).	1952-53	
Faculty of Music	Diploma in Operatic Performance		1		This is an advanced diploma, requiring two years of full-time study. An additional year of study possible for suitable candidates. The diploma is designed to prepare students through vocal and operatic experience for professional operatic careers.	1969-70	
OISE	Certificate in Leadership in Higher Education	LHAE	1		The Certificate in Leadership in Higher Education is a part-time program specifically designed to	Fall 2007	September 1, 2007

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
	OIHLCERT				meet the professional development needs of individuals aspiring to be, or are currently in, leadership roles in colleges and universities. It will be offered only on a compressed format/cohort basis.		
OISE	Certificate in Adult Education OIA CERT	LHAE	1		The Certificate in Adult Education provides an opportunity for interested applicants to broaden their knowledge of theory and methods in adult education. Specialized areas within the certificate are Adult Education and Sustainability; and Community Healing and Peacebuilding.	Fall 2001	September 1, 2001
OISE	Certificate in School Management OIEECERT	LHAE	1		The Certificate in School Management serves the professional development needs of school business officials and other educational administrators who desire to further their study in school administration.	Approx. Fall 2000	September 1, 2000 or earlier
Toronto School of Theology	Conjoint Certificate in Spiritual Care and Psychotherapy	Emmanuel College Knox College	2	Conjoint Master of Pastoral Studies	The conjoint certificate, offered as part of the Master of Pastoral Studies, is designed to equip students to apply to professional bodies for membership, typically with a view to vocations as spiritual care therapists in hospitals, correctional institutions, churches,	Fall 2016	05/30/2016

Report on Certificates (For-Credit), 2016-17

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
					family therapy practices, private practices, counselling services, palliative care hospices, schools, developmental disability facilities, or the military.		
Toronto School of Theology	Conjoint Certificate in Theological Studies	Emmanuel College, Knox College, Regis College, St. Augustine's Seminary, St. Michael's College, Trinity College, Wycliffe College	1		This certificate is intended to provide university graduates with a general university-level foundation in Christian studies. It would require seven semester courses (3.5 FCE) and could be taken on a full-time or part-time basis. The focus of the conjoint certificate is to provide the necessary academic background for those interested in applying to the MA in Theological Studies, but lacking the admissions requirement of a bachelor degree in Theology or a major or specialist in Theology or Religious Studies. It will be offered by all seven member institutions of the Toronto School of Theology	September 1, 2018	April 23, 2018
University of Toronto Mississauga	Certificate in Curatorial Studies	Department of Visual Studies	2	Art History (Major, Specialist) Art and Art History (Major, Specialist)	Capitalizing on existing courses offered by the Department of Visual Studies, local experiential learning opportunities, and the expertise of the Director/Curator of UTM's Blackwood Gallery, the Curatorial Studies Certificate offers students a compact introduction to the history, theory, and practice of curation, with a focus on curating contemporary art in a global and Canadian context.	Sept 2017	Sept 2017

Report on Certificates (For-Credit), 2016-17

Division	Certificate	Unit	Category: 1 or 2 ¹	Associated Program (Category 2 only)	Brief Description of Certificate	First Offered (approx. date if unknown)	Approval Date if known (MM/DD/YYYY)
University of Toronto Scarborough	Certificate Program in Business	Department of Management	1		This is a part-time program designed to provide students with the skills they need to function as managers in today's rapidly changing workplace. The program also gives students who already have degrees in other fields of study an opportunity to focus on business studies. In addition, courses in the program can be used towards various professional designations. Students must complete a total of 6.0 credits, and earn a CGPA of at least 2.0.	1997-98	

Report on Certificates (Not-for-Credit) 2017-18

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Arts & Science	The Writer-In-Residence Non-Credit Creative Writing Seminar	Department of English	The Jack McClelland Writer-in-Residence offered a non-credit creative writing seminar on poetry weekly through the Winter 2017 term, open to a maximum of 15 participants.	2017
Faculty of Arts & Science	Fellowships in Global Journalism	Munk School of Global Affairs	This not-for-credit program combines courses in journalism, freelancing, and global affairs with mentorship opportunities to produce experience global correspondents with increased depth within their own speciality. The program includes a “boot camp” on journalism fundamentals, mentored freelancing with major media, classes and post-program coaching.	2016
Faculty of Arts & Science	Guangdong Civil Servants Training Program (GDTP)	Munk School of Global Affairs	The Guangdong Civil Servants Training Program (GDTP) is organized for 25 senior-level civil servants from the Province of Guangdong. The 2017 training curriculum is on social policy and social development with lectures focusing on today’s key challenges for China. The field visits to government departments and agencies, non-governmental organizations, and community service outlets further enhance the lectures. (This is active but there was a gap year when it was not offered the Fall of 2016.)	2013
Faculty of Arts & Science	Global Ideas Institute	Munk School of Global Affairs (w/ University of Toronto Schools, Learning Partnership Canada, Rotman I-Think Initiative)	The Global Ideas Institute (GII) selects one global development challenge for the year-long program and gives high school students an opportunity to have a university experience by receiving an experts lecture series and during the breakout sessions U of T students work as mentors to teach about learning, asking questions, discussing the challenge, and to be audacious to come up with solutions. The program culminates into an all-day symposium with a poster exhibition. The students present their findings and solutions to their teachers, peers, and special guests.	Fall 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Arts & Science	Climate Change Policy and Practice	School of the Environment	The Certificate in Climate Change Policy and Practice is designed to prepare professionals with the practical skills to better understand their environmental footprints. Courses concern policy and corporate practice, and reporting/accounting/verification practices around sustainability and greenhouse gas. Students completing the program will be prepared to create and implement response plans around climate change that balance the minimization of environmental damage with strategic/competitive considerations.	2005
Faculty of Arts & Science	Environmental Management	School of the Environment	<p>Environmental management includes impact assessment, but also involves other strategies and tools, such as adaptive management, risk assessment, environmental site audits, assessments, remediation and conflict resolution.</p> <p>The program is designed to bridge the gap between theoretical knowledge and methodologies of environmental management with a detailed deconstruction of Canadian issues.</p> <p>There is a Certificate Program comprising four courses, and an Advanced Certificate Program with six courses.</p>	2002
Faculty of Arts & Science	Geographic Information Systems (GIS) for Environmental Management	School of the Environment	The Certificate in GIS for Environmental Management provides students with a broad exposure to the principles and applications of GIS. Students will develop a strong foundation in GIS and Remote Sensing theory and techniques and GIS software skills. It comprises four courses. An Advanced Certificate is also available that comprises six courses.	2003
Faculty of Arts & Science	Renewable Energy	School of the Environment	The program explores historical and current perspective on forms of renewable energy, their current usage in developed and developing nations, drivers in forming markets, and political will. The interdisciplinary approach of this program challenges the learner to explore the impacts of renewable energy on the current global energy picture. It comprises four courses.	2004

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Arts & Science	Water Resource Management	School of the Environment	The Certificate in Water Resource Management aims to increase participants' water IQ, as well as provide a coherent basis for learning about current and emerging water issues at the global, regional and local scale. We will focus on institutional and economic aspects of water in the context of climate change and expected water scarcity. Specifically, the course will present a critical overview of the value placed on water – both explicit and implicit – in today's societies. This Certificate comprises four courses.	2005
Faculty of Dentistry	Certificate Course in Dental Practice Management	Continuing Dental Education	This comprehensive program in dental practice management has been designed to provide the entire dental team with the tools required to understand and implement proven strategies for operational effectiveness and real life business principles specifically for dentistry. The certificate is 10 Saturday sessions over two semesters.	2004
Faculty of Medicine ¹	New and Evolving Academic Leaders (NEAL) Program	Centre for Faculty Development	The program is comprised of three 4-day modules, with a goal is to foster a productive, visionary and collaborative academic leader in the Academic Health Science Network. Participants develop the mindsets and capabilities to successfully lead their division, program, research, education or other academic unit and help enable the success of their academic teams.	2013

¹ The Faculty of Medicine not-for-credit programs are reviewed and accredited by the Office of Continuing Professional Development (CPD). The majority of programs are developed and delivered by clinical departments in the Faculty of Medicine. CPD is fully accredited by the Committee on Accreditation of Continuing Medical Education (CACME), a subcommittee of the Committee on Accreditation of Canadian Medical Schools (CACMS). This accreditation standing allows CPD to review and accredit educational activities based on the criteria established by The College of Family Physicians of Canada and the Royal College of Physicians and Surgeons of Canada. CPD with other Canadian Medical Schools, are represented in reciprocal accreditation agreements between the Royal College of Physicians and Surgeons of Canada (RCPSC) and the American Medical Association (AMA), and the European Union for Medical Specialties (EUMS). These agreements allow for physicians who had participated in select CPD U of T accredited learning activities to earn up to the maximum credits that have been assigned, via a conversion process through their respective associations. In some Certificate of Completion programs other healthcare professionals who are not required to report or earn physician based credits, are eligible upon completion of all necessary requirements to receive a Certificate of Completion for their personal learning portfolios.

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Stepping Stones Teacher Development Certificate Program	Centre for Faculty Development	This program is designed for those interested in an immersion in teacher training and exploration of educator roles. It consists of a series of (27-30) half-day workshops and a journal club that focuses on key issues in health professional education.	2008
Faculty of Medicine	Collaborative Change Leadership Program	Centre for Interprofessional Education	This is an advanced leadership program designed for leaders who are driven to engage communities in a meaningful way and to create and sustain system change. It covers a nine-month period with five two-day face-to-face sessions and blends these intensive sessions with coaching from faculty within and between sessions. Additional coaching and learning is promoted via an online platform and community of practice.	2012
Faculty of Medicine	EHPIC - Advancing the Future of Healthcare through Interprofessional Learning Certificate	Centre for Interprofessional Education	This 39.5 hour certificate program aims to develop leaders in interprofessional education who have the knowledge, skills and attitudes to teach both learners and fellow colleagues the art and science of working collaboratively for patient-centered care.	2011
Faculty of Medicine	Certificate Program in International CPD Foundations Program	Continuing Professional Development	This program provides fundamental theory and skill training needed to ensure effectiveness and success of continuing professional development (CPD) activities. As a webinar-based program, consisting of ten 1.5 hour sessions, participants will have an opportunity to learn from leading experts in the field and share their experiences with an international audience of learners.	2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	The Five Weekend Care of the Elderly Certificate Program	Department of Family and Community Medicine	The program curriculum is delivered on 5 weekends over approximately 6 months. Each weekend focuses on a different theme including cognitive impairment, gait disorders, mental health and pain management, geriatric medical problems, and failure to thrive. Participants complete written assignments between weekend sessions, which involve self-reflection on how the new knowledge and skills gained through the course will be incorporated in the management of elderly patients in their practices.	2014
Faculty of Medicine	Advanced Certificate Program in Clinical Hypnosis Certificate Program	Department of Family and Community Medicine	This program consists of three workshops. It is designed to improve understanding of the theory and practice of clinical hypnosis in clinical medicine, psychology, dentistry, chiropractic care, social work and nursing. All participants are evaluated by experienced faculty via group practica and discussions of clinical cases and applications from attendees.	2010
Faculty of Medicine	Clinical Research Certificate Program	Department of Family and Community Medicine	This is an 8-10 month program in research techniques for primary health care providers comprising three taught components and a supervised research practicum.	2013
Faculty of Medicine	Interprofessional Applied Practical Teaching and Learning in the Health Professions (INTAPT) Certificate Program	Department of Family and Community Medicine	<p>The goal of this program is to provide applied teaching and learning study in a distance accessible part-time format for health practitioner educators.</p> <p>Class sessions with small and large group interactive teaching followed by home study to complete assigned readings and group projects.</p>	2015

Report on Certificates (Not-for-Credit) 2017-18

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Medical Education Fellowship Certificate Program	Department of Family and Community Medicine	The Medical Education Fellowship is offered over a 1-2 year period. It is a rigorous advanced professional development program intended to strengthen the practice of medical education by developing leadership, teaching, curriculum design, and education research skills of practitioners.	2013
Faculty of Medicine	MSK Connect Certificate Program	Department of Family and Community Medicine	MSK CONNECT is a 3 weekend (6 day) immersion program in musculoskeletal medicine that prepares the clinician to assess, diagnose and advise and treat their patients with evidence based effective care.	2016
Faculty of Medicine	AIEC Cardiac CT Certificate Program	Department of Medical Imaging	This intensive five-day program is designed to provide a focused, comprehensive, and in-depth learning experience principally in cardiac CT with a ratio of one instructor to four students. The curriculum format assumes no prior knowledge and will accommodate trainees with varying levels of experience.	2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Pierre Lasjaunias Neurovascular Educational Team Certificate(PLANET) Certificate Program	Department of Medical Imaging	This longitudinal program consists of 2 one-week sessions held in varying international locations. It is designed for health professionals who wish to enhance their knowledge in neurovascular anatomy and the understanding and management of vascular disorders affecting the central nervous system. Certificate recipients must complete both sessions, taking part in lectures, workshops, panel discussions and case studies.	2010
Faculty of Medicine	Advanced Clinical Practitioner in Arthritis Care Certificate Program	Department of Medicine	The Advanced Clinician Practitioner in Arthritis Care (ACPAC) Program is a unique post-licensure academic and clinical educational program that prepares experienced physical therapists, occupational therapists and nurses for extended practice roles using advanced knowledge and skills training in the diagnosis and management of patients with arthritis. It consists of 5 intensive on-site weeks interspersed with advanced clinical training and self-directed learning opportunities.	2005
Faculty of Medicine	Certificate Program in Patient Safety and Quality Improvement	Department of Medicine	The program, which is offered over the course of 19 weeks, teaches concepts of patient safety and quality improvement using didactic and interactive sessions followed by an evaluative presentation of a project.	2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Advanced Training in Managing OCD Certificate Program	Department of Psychiatry	This program is aimed at building capacity to effectively and confidently care for patients with OCD. It consists of two weekend workshops and up to 12 sessions of clinical case supervision over a 6 month period with a flexible start date	2016
Faculty of Medicine	Advanced Training Program in Psychoanalytic Psychotherapy - ATPPP Certificate Program	Department of Psychiatry	The ATPPP is offered as a two-year program of integrated seminars and case supervision by psychoanalysts. It is based on a tri-partite model of didactic lectures, clinical supervision and personal psychotherapy. It is designed to help front-line mental health professionals apply knowledge and clinical techniques from psychoanalysis to their work with patients and clients.	2005
Faculty of Medicine	Certificate Program in Health Equity and Diversity	Department of Psychiatry	The Certificate Program aims to provide CAMH staff with a fundamental knowledge and skills needed to plan and implement equitable mental health and addiction programs and services. It is comprised of 6 in-class workshops and two online programs. Participants must complete a minimum of 39 hours of training to obtain the Certificate of Completion in Health Equity and Diversity,	2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Concurrent Disorders Certificate Program	Department of Psychiatry	This program is designed to help participants gain skills and knowledge to better identify, assess and provide treatment to people with concurrent disorders. This program requires the completion of a core program followed by two electives, plus a learning contract assignment. All the components are offered online.	2014
Faculty of Medicine	Knowledge Translation Professional Certification Certificate Program	Department of Psychiatry	The Knowledge Translation Professional Certificate (KTPC™) is a five-day professional development program, which aims to develop the competencies of KT professionals (knowledge brokers, KT specialists, etc.) working across all disciplines and sectors. KTPC includes numerous opportunities for networking both during and after the program.	2011
Faculty of Medicine	Mindful Psychotherapy Certificate Program	Department of Psychiatry	This interactive, didactic and experientially-grounded 6-day skills-based workshop focuses on using mindfulness and self-compassionate awareness in psychotherapy. Participants must attend 20 hours of longitudinal clinical supervision. Evaluation includes supervisor ratings of knowledge, skills and psychotherapeutic competence.	2014
Faculty of Medicine	Narrative Health-Care Atelier and Certificate Program	Department of Psychiatry	This 4-day intensive, didactic, interactive program is followed by a longitudinal project supervision. The workshops review narrative theory and practice in the context of interprofessional healthcare and education.	2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Opioid Dependence Treatment Certificate Program	Department of Psychiatry	This program consists of a core component and two or three electives. It aims is to prepare physicians, pharmacists, nurses and counsellors to provide a comprehensive range of services for people with opioid dependence. By the end of this program, participants will demonstrate enhanced clinical knowledge and skills in screening and assessing, determining treatment approaches, counselling and safe prescribing, dosing and dispensing of methadone and buprenorphine.	2008
Faculty of Medicine	Psychological Trauma Certificate Program	Department of Psychiatry	This program consists of two 1.5-day weekend workshops, 20 hours of longitudinal clinical supervision, selected readings and a case report. Evaluation includes supervisor ratings of knowledge, skills and psychotherapeutic competence.	2015
Faculty of Medicine	Training Enhancement in Applied Cessation Counselling and Health (TEACH) Certificate Program	Department of Psychiatry	The Training Enhancement in Applied Cessation Counselling and Health (TEACH) curriculum consists of a Core program, an online pre-requisite and a Specialty program, totalling 43.5 hours. The focus is on both theoretical knowledge and clinical skills. Candidates are required to complete a pre- and post- learning assessment per component and emphasis is placed on advancing change in clinicians' behaviour post-training.	2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	The Evidence-Based Psychotherapist Certificate Program	Department of Psychiatry	This interactive program aims to facilitate improved therapeutic outcomes in difficult treatment situations through application of an integrative model and common therapeutic factors. Its format features a combination of didactic presentation and group learning with demonstration and direct application utilizing standardized patients.	2015
Faculty of Medicine	Practicing Knowledge Translation Certificate Program	Institute of Health Policy, Management and Evaluation	The Practicing Knowledge Translation (PKT) program is a 3 month interactive web-based program that includes a 3 day in-person workshop. Both the online webinars and the in-person workshop use didactic methods of instruction, interactive activities, and independent assignments that work toward building participants' knowledge and skills related to KT theories and practices.	2016
Faculty of Medicine	Education Scholars Certificate Program	Centre for Faculty Development	This two year (248.5 hour) faculty development program is designed for faculty in the health sciences to facilitate their professional development as health professional educators in the areas of education scholarship, leadership, teaching excellence and faculty development. Over the duration of the program, scholars engage in weekly class preparation, and complete assignments and projects that are directly relevant to their educational practices.	2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine & Dalla Lana School of Public Health	International Interprofessional Wound Care Certificate Program	Dalla Lana School of Public Health	The International Interprofessional Wound Care Certificate (IIWCC) is a 1 year program consisting of two 4-day compulsory residential weekends, 14 self-study modules, and a selective related to each registrant's day-to-day activities. The aim of this program is to train health professionals who are delivering wound care in practice to provide scientific grounding in the elements of wound healing science, establish interdisciplinary wound healing provision as a field of specialty and to translate new knowledge into practice.	1999
Faculty of Medicine and Dalla Lana School of Public Health	IDEAS - Advanced Learning Certificate Program	Institute of Health Policy, Management and Evaluation	This is a five-month program with seven in-class days and two days of virtual and eLearning (66.0 hours). The purpose of the advanced curriculum is to provide the requisite knowledge base and tools that will enable participants to conduct high impact clinical improvement projects, manage and integrate non-clinical processes, and lead quality improvement and change management initiatives. Learners are evaluated based on an oral presentation, a poster presentation and the demonstrated progress of their project.	2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Faculty of Medicine	Leading and Influencing Change Certificate Program	Continuing Professional Development	The program consists of 2 full weeks of instruction with approximately 6 months in between for completion of a personal project and application/integration of learning. Participants will have projects to complete and virtual meetings with mentors during the 6 month implementation phase.	2018
Ontario Institute for Studies in Education	Adult Learning and Development – Certificate of Completion ²	Continuing and Professional Learning	<p>The Adult Learning and Development Program is designed for education professionals who wish to advance their knowledge and skills of workplace learning methods and practices. The program achieves this professional learning need by providing the best balance of adult learning and development theory with existing and emerging workplace learning practices. Education professionals who participate in this program will complete four compulsory course offerings and one elective course offering to achieve an OISE Continuing and Professional Learning Certificate of Completion.</p> <p>4 Compulsory Courses:</p> <ul style="list-style-type: none"> • Introduction to Adult Learning • Needs Analysis • Evaluation 	09/01/2011

² OISE Continuing & Professional Learning recognizes the learning achievement of education professionals who complete courses and programs with two certificate types: (a) Recognition of Achievement- which requires a minimum of 21 to a maximum of 43 instructional content hours; and (b) Certificate of Completion - which requires a minimum of 43 to a maximum of 144 content hours as well as program learning objectives which evolve across the spectrum of conceptual, procedural and metacognitive learning.

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> • Instructional Design <p>1 Elective Course:</p> <ul style="list-style-type: none"> • Writing for Learner Engagement • Online Learning Environments • Facilitation Skills 	
Ontario Institute for Studies in Education	Bereavement Education – Certificate of Completion	Continuing and Professional Learning	<p>The experience of death is difficult and cannot be avoided. We are often too involved or overwhelmed by our feelings to tap into the spiritual and emotional potential of this experience. We may deny the loss, avoid our feelings or pretend it does not matter. Not attending to these changes in life can lead to possible complications in the quality of one's life.</p> <p>A Bereavement Educator will be able to:</p> <ul style="list-style-type: none"> • Teach coping skills for healing and growth • Educate volunteers in grief support • Support and facilitate grief groups • Plan workshops and presentations for public education • Discuss the impact of loss and grief on health • Explain the impact of loss and grief in the family and workplace • Recognize and respond to the needs of grieving individuals <p>6 Compulsory Courses:</p> <ul style="list-style-type: none"> • Introduction to Bereavement Education and the Grieving Process • Trauma and Grief Throughout the Lifespan • Spiritual, Philosophical and Cultural Issues in Grief and Trauma • Variables and Risks that Affect Trauma and Grief • Families Coping with Trauma and Grief • Special Losses/Support and Healing Groups 	09/16/2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Ontario Institute for Studies in Education	First Nations Schools Principal Course – Certificate of Completion	Continuing and Professional Learning	The First Nations Schools Principals' Course is designed for Principals, Vice Principals and aspiring school leaders on reserve schools to develop educational leadership skills and school improvement strategies. The curriculum includes readings, resources, discussions and case studies directly related to working in Band-operated schools. The program is offered as a blended format, in that it is delivered 2 days on-campus in Toronto, followed by 8 months of online learning, including video conferencing, peer networking and practical experience	09/23/2016
Ontario Institute for Studies in Education	Foundations of Programming for Young Children- Certificate of Completion	Continuing and Professional Learning	Learners will explore how children grow and change during the Kindergarten years, recent research into brain development and learning, the acquisition of literacy and numeracy, how classroom management and set-up affects emotional and social well-being, the skills of observing and reporting play behaviours, the importance of the family in educational preparedness, and innovative practice. There are 25 hours of assignments, 56 hours of in-class instruction and 44 hours of online work.	09/01/2015
Ontario Institute for Studies in Education	Implementation of Programming for Young Children – Certificate of Completion	Continuing and Professional Learning	Pre-requisite: Successful completion of Foundations of Programming for Young Children. Learners will build on the content and extend the learning of the first Foundations course. Emphasis is placed on planning inquiry-based programs and assessment for learning, of learning and as learning in play-based learning environments. There are 25 hours of assignments, 56 hours of in-class instruction and 44 hours of online work.	10/04/2016
Ontario Institute for Studies in Education	Learning Experience Design – Recognition of Achievement	Continuing and Professional Learning	User Experience (UX) in the technology landscape has emerged as critical for organizations which are serious about engaging their customers in mobile and digital environments. With the influence of technology within the education space, Learning Experience Design is the synthesis of user experience design methodology, instructional systems design and educational pedagogy/andragogy. The Learning Experience Design Program introduces education	01/01/2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>professionals to the attributes and processes of Learning Experience Design in order to advance their professional skill-set for developing learning solutions which produce compelling and engaging learning experiences.</p> <p>3 Compulsory Courses:</p> <ul style="list-style-type: none"> • Fundamentals of Learning Experience Design • Writing for Learner Engagement • Learning Campaigns: Applying Elements of Learning Experience Design 	
Ontario Institute for Studies in Education	Solution-Focused Brief Therapy – Certificate of Completion	Continuing and Professional Learning	<p>The Solution-Focused Brief Therapy (SFBT) Program is intended to teach solution-building skills at a specialist level. Learners will learn the skills to conduct interviews in which clients’ existing strengths and resources are utilized to help them find solutions to a wide range of human difficulties. The solution-focused approach represents a paradigm shift from the classical problem-focused and symptom-based, to a post-modern solution-focused and strength-based interventions.</p> <p>3 Compulsory Courses:</p> <ul style="list-style-type: none"> • Foundations, Assumptions, Theory and Skills • Single Session Practicum • Clinical Case Presentation <p>3 Elective Courses:</p> <ul style="list-style-type: none"> • Crisis Intervention • Group Applications • Couple and Family • Mindfulness in Solution-Focused Brief Therapy: An Integrated Approach • Child and Adolescent • Promoting Post-Traumatic Growth 	09/16/2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
Ontario Institute for Studies in Education	Teaching and Learning Walks: Making Leadership Visible – Recognition of Achievement	Continuing and Professional Learning	<p>The purpose of Teaching and Learning Walks is to examine classroom instruction in a purposeful, collaborative and systematic manner in order to effectively advance teaching and learning practice within your school. Teaching and Learning Walks is an idea originally adapted from the medical community and the education practice of medical rounds that doctors use to develop medical practitioner’s competence in effective patient care. The idea was further adapted to advance effective teaching and learning practice in the K-12 school systems and was referred to as instructional rounds in North America.</p> <p>The course is targeted at school leaders, primarily Principals and Vice-Principals who are responsible for leading teaching and learning in their institutions.</p> <p>A blended program of 30 hours that is comprised of classroom facilitation with a Teaching and Learning Walk practicum along with online reading and assignments</p> <ul style="list-style-type: none"> • Pre-class online readings (5 hours) • In-class instruction on rationale and components of the TIDE protocol, developed at Harvard by Dr. Richard Elmore and feedback strategies (10 hours) • Walk through with facilitator (5 hours) • Practicum walk and report using TIDE protocol (10 hours) 	11/01/2015
Ontario Institute for Studies in Education	Teaching English As a Foreign Language Online (TEFL Online) – Certificate of Completion	Continuing and Professional Learning	<p>The TEFL Online program provides the foundations in Teaching English as a Foreign Language training. The curriculum progresses from the underlying theories of language learning, to the creation of learner-centered lessons, and culminates in what K-12 teachers need to know in order to teach abroad. The TEFL courses are designed for educators who wish to teach English in international contexts.</p> <p>There are three certificate courses delivered on line (100 hours, 120 hours, 150 hours)</p> <p>100-hour TEFL curriculum</p> <p>The 100-hour TEFL course is comprised of six core units, as follows:</p>	04/01/2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>Unit 1: Introduction to English Language Teaching (10 hours) Unit 2: Teaching Language Skills (25 hours) Unit 3: Adapting Subject-Specific Content (10 hours) Unit 4: Structuring and Delivering Lessons (20 hours) Unit 5: Managing Your Teaching Environment (25 hours) Unit 6: Resources and Materials (10 hours)</p> <p>120- and 150-hour TEFL curriculum</p> <p>In addition to the six core units above, candidates in the 120- and 150-hour TEFL courses are required to complete two elective specializations of 10-hours each from the list below for the 120 hour course and five elective and required specializations for the 150 hour course:</p> <ul style="list-style-type: none"> • Teaching English to Korean Speakers • Teaching English to Arabic Speakers • Teaching English to Mandarin Speakers • Teaching English to Young Learners • Teaching Test Preparation Courses • Teaching Business English • Digital Technology in the Classroom* • Learner-Centred Lessons* • Teaching Abroad* 	
Ontario Institute for Studies in Education	Teaching in Ontario's Catholic Schools – Certificate of Completion	Continuing and Professional Learning	The Teaching in Ontario's Catholic Schools course is open to OISE Teacher Education Candidates only - Master of Teaching in Teaching, Child Study and Education and Concurrent Teacher Education Program. Catholic School Boards require this course as a pre-requisite for a job interview and as a condition of employment. There are 3 hours of assignments, 24 hours of in-class instruction and 9 hours of online work.	09/01/2006

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>Major Themes</p> <ul style="list-style-type: none"> • History of Catholic Education in Ontario • Catholic Anthropology and Christology • Faith as Revelation and Relationship • Theological Foundations of Catholic Schools • Introduction to Religion and Family Life Programs • Catholic Graduate Expectations • Introduction to Integrated Catholic Curriculum • Introduction to Scripture • Catholic Social Teaching • Morality • Sacraments • Ecclesiology 	
SCS	Academic English	English Language Program	<ul style="list-style-type: none"> • Improve your prospects for post-secondary success. • Satisfy the language requirements for admission to most degree programs at the University of Toronto. • Develop your ability to effectively communicate in an academic environment. <p>This rigorous certificate program brings together highly motivated students who want to improve their use of academic English. It has helped non-native English speakers from more than 55 countries strengthen their skills for real-world academic situations. You'll get personalized feedback to develop the skills you need to share academic ideas and communicate in an academic context. Enjoy access to University of Toronto libraries, computer systems, events and many services while studying at one of the world's best universities.</p>	June 12, 2002

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Accounting - Level 1	Business and Professional Studies	<ul style="list-style-type: none"> • Correctly interpret accounting and financial statements. • Make better business decisions based on proven accounting principles. <p>This introductory certificate covers the basic principles of accounting. You'll learn how to measure and report financial transactions and study business applications for accounting theory. You'll emerge with a broad overview of economic theories - both micro and macro - and know how to apply them to current issues. You'll be introduced to the Canadian legal landscape, as it applies to the administration of business. You'll expand your working knowledge and professional competencies and better prepare yourself for a career in public accounting, business, finance, government, and the not-for-profit sector.</p>	November 13, 2008
SCS	Accounting - Level 2	Business and Professional Studies	<ul style="list-style-type: none"> • Learn more advanced accounting, management, and statistical techniques. • Improve business performance through more accurate data measuring and reporting. • You learned the basics of accounting in earning your Level I certificate. In Level II, you'll expand your knowledge and skill, and improve your prospects for a rewarding career in accounting. You'll learn what managers need to know about finance and accounting. You'll see how data are used for planning, controlling and decision-making, and how good measurement and reporting can help organizations forecast their liabilities, contingencies, shareholders' equity, and future employee benefits. You'll learn probability concepts and techniques for describing and measuring data. You'll also work on writing clearer reports, responses, briefing notes, and issue-critical news releases. 	November 13, 2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Accounting - Level 3	Business and Professional Studies	<ul style="list-style-type: none"> • Make better strategic decisions using sound financial planning and management. • Choose and manage systems that make a business more efficient and competitive. • Now that you have a solid understanding of basic accounting principles, you're ready to study the underlying framework. In this Level 3 certificate, you'll grow your knowledge of accounting and your ability to apply it in a range of positions. You'll study the impact financial management has on business-strategy development. You'll learn how sound management of information technology systems (MIS/IT) can maximize an organization's business capabilities and give it the competitive advantage it needs in the 21st century. 	November 13, 2008
SCS	Advanced Business Process Management	Business and Professional Studies	<ul style="list-style-type: none"> • Deepen your knowledge of key areas crucial to your success as a BPM practitioner. • Learn how to manage all aspects of a process improvement project, from defining its requirements to successful implementation. • To succeed in business process management, you have to be able to redesign processes, adopt new quality-improvement practices and use information technology effectively. This certificate consists of six courses drawn from other School of Continuing Studies programs: three from Business Process Management and one each from Project Management, Lean Six Sigma, and Business Analysis. Whatever your background - improvement specialist, customer service manager or supervisor, business analyst, project or process 	December 14, 2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			manager, financial services provider, or IT professional - you'll bring your skills to a new level and emerge with advanced knowledge in key management areas.	
SCS	Advanced Proficiency in Accounting and Finance	Business and Professional Studies	<ul style="list-style-type: none"> • •Help your organization make smarter decisions through enhanced business and accounting acumen. • •Specialize your accounting knowledge and validate your skills – while earning a University of Toronto Certificate, and getting one-step closer to the CPA's Advanced Certificate in Accounting and Finance (ACAF). • If you are ready to take your accounting knowledge, career prospects and job security to the next level, this certificate program is for you. Study part-time fully online and apply your enhanced knowledge to your current position immediately. Through four courses, two required and two electives, you will develop and apply foundational business skills while specializing your knowledge in accounting. You'll learn how to better understand accounting procedures to improve the bottom line and prepare budgets, statements and forecasts with increasing complexity. You'll apply accounting principles to real-world scenarios, gaining new perspectives and greater confidence when working with colleagues and unfamiliar situations. 	January 12, 2018
SCS	Advanced Project Management	Business and Professional Studies	<ul style="list-style-type: none"> • Take advantage of short modular courses designed specifically for working professionals. • Develop advanced analytic and management skills and earn professional development units (PDUs) approved by the Project Management Institute (PMI). • A good way to advance your career is to develop advanced project management skills that help you manage more complex projects and respond to a wider range of challenges. This certificate is ideal for working professionals in any sector. 	March 24, 2009

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>Whether you're starting out in project management or have been fulfilling that responsibility without formal training, you'll learn advanced concepts of project management and how to put them into practice. You'll also come away with a working knowledge of software and the challenges involved in managing international projects.</p>	
SCS	Advanced Study in GIS for Environmental Management	Business and Professional Studies	<ul style="list-style-type: none"> • Certificate of Advanced Study in GIS for Environmental Management is designed for professionals who wish to achieve greater conceptual understanding and technical expertise to master the field of GIS. 	December 20, 2017
SCS	Advertising	Business and Professional Studies	<ul style="list-style-type: none"> • Prepare for a client or agency role by learning advertising from the ground up. • Create digital and traditional campaigns that maximize ROI, from first idea through execution to final evaluation. • Whether you're new to advertising or well into your career and are seeking new skills, this certificate will show you what works in today's rapidly changing marketplace. You'll discover how to use a variety of platforms, new and traditional, to guide consumer decision-making. You'll acquire tools to help you pitch ideas and present concepts, and develop and implement creative strategies. You'll learn how to use free and paid media to understand and communicate with your audience. Your instructor will provide an effective mix of lectures, readings, case studies, exercises, and assignments. 	November 13, 2008
SCS	Applied Mindfulness-Based Chronic Pain Management (MBCPM™) Facilitation	Business and Professional Studies	<ul style="list-style-type: none"> • Discover how aligning the mind and body can help people manage chronic pain. • Learn how to train others in this life-changing practice. 	January 24, 2017

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> • Earn both the School of Continuing Studies Certificate in Methodological Approaches to Applied Mindfulness Meditation, and a Certificate in Applied MBCPM™ awarded by the NeuroNova Centre. • People with chronic pain face unique challenges in everyday life, including difficulty in maintaining positive relationships. If you're a health-care professional with a mindfulness practice, this unique certificate program will give you the comprehensive training you need to help people better manage their chronic pain. It's offered as one course with three main, progressive components: five days of practical training; four days of curriculum teaching; and 21 hours of online work on curriculum implementation. You'll emerge ready and able to reduce suffering, emotional and physical, among individuals and groups. You'll get the skill and insight you need to facilitate Mindfulness-Based Chronic Pain Management courses and supervise others who want to follow in your footsteps. 	
SCS	Applied Project Management	Business and Professional Studies	<ul style="list-style-type: none"> • Acquire practical project management skills that address real-life situations. • Personalize your program with the daytime courses that best meet your needs. • Develop the soft skills and talent employers look for. • Become the kind of project manager most valued by employers today – someone who combines communication abilities, soft skills, and business intelligence, and who knows that well-considered projects support organizational strategies and drive growth. This unique certificate will make the tools and techniques of project management come alive. You can personalize your program by selecting the courses that meet your learning needs. You'll learn essential project management skills so you can navigate project politics 	October 13, 2010

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>with confidence. You'll find out how to harness culture in a globally connected and diverse workplace, and create business value by aligning strategy and flexible implementation to deliver on strategic projects. These daytime courses are geared to people who want to add in-demand project management skills to their portfolio or get started on a career in this expanding field.</p>	
SCS	Applied Specialization in Mindfulness Meditation	Business and Professional Studies	<ul style="list-style-type: none"> Applied Specialization in Mindfulness Meditation courses (previously Mindfulness Meditation Level B) will lead learners to apply the knowledge foundations from the Foundations in Applied Mindfulness Meditation certificate towards a more specialized application. To meet Applied Specialization in Mindfulness Meditation certificate requirements, students choose four courses from any of the five specializations of interest: <i>Clinical Mindfulness and Psychotherapy, Contemplative Education, The Mind at Work and Mindful Leadership, Mindfulness and the Contemplative Arts, and The Embodied Mind.</i> 	August 19, 2016
SCS	Multimedia Storytelling & Content Marketing	Business and Professional Studies	<ul style="list-style-type: none"> Learn how world-class multimedia campaigns are created. Emerge with a portfolio of work that shows your skill and understanding of the visual web. How do you weave words, graphics, audio, and video into a coherent and compelling design? How do you know which platforms and media to include? This new certificate will unveil the art of visual storytelling. It's geared to marketers, community managers, communications professionals, brand managers and entrepreneurs working in the private, public, and not-for-profit sectors. You'll learn about content creation, brand journalism, scriptwriting, video and audio production, photography, and data visualization. Your instructors are industry leaders in marketing communications, brand 	April 23, 2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>management, journalism, and the creative arts. They'll share their insights into storytelling, production and design and provide feedback on the portfolio of work you create. The program offers a range of digital and online technologies you can access anywhere and anytime.</p>	
SCS	Brand Management	Business and Professional Studies	<ul style="list-style-type: none"> • Understand what it takes to build a strong brand that drives company growth. • Win more customers - and get the most out of the ones you already have. • Companies intent on building strong brands need effective brand managers. The Certificate in Brand Management will help you develop and execute superior strategies that align brand and business goals. You'll learn how to track brand equity and value, evaluate the return on investment (ROI) of individual marketing investments and explore and develop new leadership skills. Whether you're a brand, product or marketing executive or a business owner, achieving this certificate will deliver valuable insights into the fundamentals and strategic nuances of managing brands. 	March 15, 2013
SCS	Building Science	Business and Professional Studies	<ul style="list-style-type: none"> • Learn the essential elements of building design and construction technology. • Position yourself for greater success in the building science industry. • The building industry needs people who understand how the many different components of a building and its environment interact. The only program recognized by the Ontario Building Envelope Council (OBEC), this certificate will give you the knowledge you need to meet growing industry demands and earn your BSSO designation. You'll increase your understanding of building design and failure. Current members of OBEC are eligible for a 15 per cent discount. 	August 6, 2010

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.	
SCS	Business Analysis	Business and Professional Studies	<ul style="list-style-type: none"> • Identify business needs and problems and facilitate solutions that work. • Acquire practical skills that add value to your organization. • Get closer to coveted professional designations and certifications • If you want to be a business analyst, or apply more business analysis to project management, this certificate is for you. You'll learn to add value by working with your business clients to identify problems, articulate their needs, and verify and document requirements to facilitate solutions. The three-course program will suit anyone wanting stronger business analysis skills, including project and process managers, financial analysts, and service providers, IT managers and other specialists. You'll emerge with valuable skills and you'll also be closer to the coveted professional designations from the International Institute of Business Analysis (IIBA) and the Project Management Institute (PMI). Visit our IIBA and PMI webpages for more information on how the School of Continuing Studies' Certificate in Business Analysis and business analysis courses can assist you in working towards these designations. The textbook for all courses in this certificate is the BABOK® Guide v3. 	October 20, 2009
SCS	Business Communications	Business and Professional Studies	<ul style="list-style-type: none"> • Strengthen your business communication skills and your career potential in this flexible three course Certificate program available both Online and In-Class. • Write, speak, and negotiate with confidence and clarity. 	February 1, 2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> • What skill do companies rate as most important when looking for new employees? The ability to communicate with people inside and outside the organization. This three-course Certificate in Business Communications will help you master these vital skills. Practical and industry-driven, the Certificate focuses on mastering communications in a business environment: business writing; business presentations; and persuasion and negotiation. Available In-Class or in a flexible and compact online format allowing you to take the courses wherever you live, whenever your schedule allows. You'll learn how to use concise and plain language to get your message across to any audience. You'll complete the program with the confidence and tools you need to write effectively, craft winning sales pitches, deliver persuasive presentations, or negotiate effectively on your organization's behalf. 	
SCS	Business Innovation	Business and Professional Studies	<ul style="list-style-type: none"> • Gain the knowledge, skills, and tools to drive strategic innovation in your organization. • Get hands-on experience in identifying, planning, and executing your own innovation projects. • Are you an organizational leader or manager who aims to create growth for your organization through strategic innovation? If yes, this certificate will help you develop your intrapreneurship skills and create a sustainable culture of innovation in your organization. The courses guide you through the entire innovation process, from building an initial business case to making innovation a sustainable practice. Through discussions, group exercises and case studies, you'll identify, plan and execute your own innovation projects and engage with other innovation-minded business leaders. All courses provide practical experience you can apply immediately and effectively. 	August 9, 2010

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Business Management Fundamentals	Business and Professional Studies	<ul style="list-style-type: none"> • Learn the theories and practices of successful professional management. • Acquire professional skills that can help advance your career. • Develop your personal leadership and management expertise. <p>Mastering the fundamentals of management can help you launch your business career, change jobs, or assume more responsibility at work. This comprehensive program will give you the knowledge and foundational skills you need for business and management leadership. You'll be able to add new capabilities to your résumé and pursue professional designations with greater confidence.</p> <ul style="list-style-type: none"> • 	June 12, 2002
SCS	Business Process Management	Business and Professional Studies	<ul style="list-style-type: none"> • Gain the knowledge and skills you need to work in the growing field of business process management. • Learn why business processes are the key drivers of workflow and workload. • Acquire knowledge toward a Certified Business Process Professional (CBPP®) designation awarded by the Association of Business Process Management Professionals (ABPMP). • Business process management is all about being competitive - managing change, driving workflow and workload, and improving efficiency. This program will give you the deep insights you need to work in this growing field, learning to analyze and optimize business processes and facilitate change. This certificate will benefit process improvement specialists, customer service managers and supervisors, business analysts, project and process managers, financial services providers and IT analysts and managers. 	October 15, 2010

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Clinical Hypnosis for Clients and Groups	Business and Professional Studies	<ul style="list-style-type: none"> • Grow your professional practice by becoming an accredited clinical hypnotist. • Enable individual clients or groups to make empowering, long-lasting changes. • Know when to use hypnosis in your practice – and when not to. • Whether you work with groups or individual clients, hypnosis can offer an important contemporary approach to encourage change. In this three-course certificate program, you'll learn to use clinical hypnosis to eliminate fears, blocks, and self-defeating damaging patterns and behaviours. You'll discover how this gentle yet effective protocol works at the subconscious level, and how you can help clients strengthen their self-esteem and own their lives. You'll be able to facilitate habit and emotional changes – including weight loss, smoking cessation, and stress management – at a surprisingly fast rate. The courses build on one another using documentation, demonstrations, and in-class practice. You'll cover several specialized areas of applied hypnosis that use complimentary techniques, including NLP, Visualization, and Systemic Desensitisation. 	August 15, 2016
SCS	Cloud Computing	Business and Professional Studies	<ul style="list-style-type: none"> • Understand how cloud computing evolved and how its systems are designed and built today. • Learn how to evaluate different vendor products and services. • Cloud computing is now integral to the digital economy. Companies value people who can understand and evaluate the design, architecture, and frameworks of cloud systems. This program will help you understand different service models, including Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS). You'll explore technology choices and development tools and get a market overview of current cloud providers. 	December 12, 2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			Other subjects include security and disaster recovery. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.	
SCS	Conversational Arabic	Languages and Translation	<ul style="list-style-type: none"> • Learn a language that is increasingly important in world affairs and is the medium of Arab scholarship, media, culture, and religion. • Improve your business prospects, travel and tourism opportunities, and family relationships if you are a heritage speaker. • This certificate focuses on Arabic (Modern Standard), the language of education, scholarship, formal communications, and media. You'll learn the most balanced language base for studying Arabic, a moderate idiom that bridges the classical Arabic of literature and the Qur'an to the commonly spoken dialects of 22 Arab countries. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	April 30, 2013
SCS	Conversational Brazilian Portuguese	Languages and Translation	<ul style="list-style-type: none"> • Travel to Brazil as a tourist or conduct business there with greater confidence and goodwill. • Connect with family members if you are of Brazilian descent or have married into a family that speaks the language. • More than half the population of South America speaks Portuguese. So whether you are a traveller, a heritage student, a music lover, a business person or have married into a Portuguese-speaking family, this program will help you improve your conversational skills. Brazilian Portuguese for Beginners: Part I is delivered at the School of Continuing Studies and Part II is taught at the Centro de Língua Portuguesa Camões in Toronto. See the Centro's website for details: www.camoestoronto.com. By the program's end, you'll have reached A2 in the 	April 30, 2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			grid used by the Council of Europe's Framework of Reference for Languages (CEFR) . Some material from B1 will also be introduced.	
SCS	Conversational Chinese (Cantonese)	Languages and Translation	<ul style="list-style-type: none"> Learn a language that is increasingly important in culture and business. Improve your business prospects, travel opportunities and family relationships. Cantonese is the native language of more than 66 million people in key regions in China including Guangdong, Hong Kong, and Macau. Whether you are a traveller, heritage student, language lover, business person with international contacts or have married into a Cantonese-speaking family, this program will help you learn Cantonese. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	July 27, 2011
SCS	Conversational Chinese (Mandarin)	Languages and Translation	<ul style="list-style-type: none"> Learn the world's most spoken language to make travel in China more enjoyable and show goodwill when meeting people in business or other settings. Understand how the language reflects and influences Chinese culture. Mandarin, or Modern Standard Chinese, is the most commonly spoken language in the world, with nearly 900 million speakers. Based on the speech of Beijing, it's the official language of China and Taiwan and is the formal standard written language for Chinese speakers of all dialects. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	July 27, 2011
SCS	Conversational Dutch	Languages and Translation	<ul style="list-style-type: none"> Understand Dutch better so you can travel in Dutch-speaking countries and, if you are of Dutch descent, explore your heritage and culture and communicate with family. 	July 27, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> Learn enough Dutch to show goodwill if you are working in the Netherlands or Belgium. Dutch is spoken by around 22 million people, primarily in the Netherlands and Belgium. It is also a major language in Suriname, Aruba, the Dutch Antilles, and Indonesia. You'll find this program useful if you're a traveller, a heritage speaker, a retailer or have married into a Dutch-speaking family. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	
SCS	Conversational Farsi	Languages and Translation	<ul style="list-style-type: none"> Learn a rich language that is spoken by nearly 200 million people in Iran, Iraq, Afghanistan, India, Russia, and Central Asia. Understand your heritage better if you're of Iranian or Afghani descent, communicate with family members more easily and be able to read official documents in Farsi. Farsi or Persian is the main language of Iran and a significant language in Tajikistan, Afghanistan, Uzbekistan, Bahrain, Iraq, Armenia, India, and parts of southern Russia. This program will leave you with a working knowledge of a rich language with nearly 200 million speakers. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	July 27, 2011
SCS	Conversational French	Languages and Translation	<ul style="list-style-type: none"> Learn a language that immediately increases your career options in the Canadian civil service, the diplomatic corps, politics, law, education, and other fields. Enjoy travel in French-speaking countries and better appreciate French opera, cinema, literature, and cuisine. 	November 25, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> • With French, you automatically expand your career options in government, business, the media, law, politics, and other fields. This program will also be useful if you're a traveller, a heritage speaker, a student, a lover of film or cuisine or you've married into a French-speaking family. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	
SCS	Conversational German	Languages and Translation	<ul style="list-style-type: none"> • Better understand German philosophy, opera, history, and the influence of German on the development of English. • Enjoy easier travel to Germany, Austria, and Switzerland, or be able to express yourself in German. • Gain the skills you need to read, write, and speak German by earning this certificate. With a rich history and roots that go back 1,500 years, German is one of the three most studied and 10 most spoken languages. Worldwide, it is translated (in writing) more than any other language. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	July 27, 2011
SCS	Conversational Italian	Languages and Translation	<ul style="list-style-type: none"> • Get more enjoyment while travelling in Italy, listening to opera, reading a cookbook, or watching films. • Appreciate a family language, whether you are of Italian descent or have married into an Italian-speaking family. • A Romance language spoken by about 70 million people, Italian is the official language of Italy and San Marino. It is also spoken in Switzerland, Monaco, Malta, France, Albania, Slovenia, and Croatia. This certificate program will help you develop your skills in Italian. By the program's end, you'll have reached A2 in the 	July 29, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			grid used by the Council of Europe's Framework of Reference for Languages (CEFR) . Some material from B1 will also be introduced.	
SCS	Conversational Japanese	Languages and Translation	<ul style="list-style-type: none"> • Deepen your understanding of Japanese culture and business practices and show goodwill by expressing yourself in Japanese. • Gain exposure to a language based on principles very different to those of English and appreciate the role of language in Japanese history and art. • This certificate program will help you learn to express yourself in Japanese, a language spoken by more than 130 million people. You'll learn to exchange information on familiar topics and activities. You'll understand more about the pitch-accent system of Japanese and the written language. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be covered. 	January 5, 2012
SCS	Conversational Korean	Languages and Translation	<ul style="list-style-type: none"> • Deepen your understanding of Korean culture and business practices and show goodwill by expressing yourself in Korean. • Gain exposure to a language based on principles very different to those of English and appreciate the role of language in Korean culture and personal relationships. • Improve your business prospects, travel and tourism opportunities, and family relationships if you are a heritage speaker or you have married into a Korean-speaking family. • Korea's business success in companies like Hyundai and Samsung, its internationally popular youth culture, its trendy cuisine, and the allure of Seoul as a destination are all drawing people to discover the Korean language. In this certificate program, you'll learn to exchange information on familiar topics and activities. You'll master the alphabet and you'll understand something about the levels of formality in 	November 22, 2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			Korean society. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR) .	
SCS	Conversational Russian	Languages and Translation	<ul style="list-style-type: none"> • Appreciate Russian culture and literature and make the most of your travel in Russia by being able to converse with local people. • Learn a language that is very different to English and gain a better understanding of Russia's view of itself in the world. • Russian is the most widely spoken language of Eurasia and the most widespread of the Slavic languages. It's an official language of the UN and the eighth most spoken language in the world. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	July 11, 2012
SCS	Conversational Spanish	Languages and Translation	<ul style="list-style-type: none"> • Increase your opportunities to do business with half a billion Spanish speakers worldwide. • Make the most of holiday trips to Latin America, Spain and even parts of the United States. • Spanish is the most widely spoken Romance language. It's becoming increasingly important in the United States and has global influence in the arts and business. This program will help you improve your conversational Spanish so you can express yourself with business associates if you travel, or friends and family members if you are a heritage speaker. By the program's end, you'll have reached A2 in the grid used by the Council of Europe's Framework of Reference for Languages (CEFR). Some material from B1 will also be introduced. 	July 29, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Creative Writing	Creative Writing	<ul style="list-style-type: none"> • Learn from some of Canada's best writers, including Giller nominees and bestselling authors. • Choose from the largest array of writing courses offered in Canada and join a vibrant community of emerging writers. • Develop your potential, or just explore. • Good writing can be learned, with guidance from patient professional authors and a supportive community. If the time has come for you to get serious about your writing, the Certificate in Creative Writing can provide the focus and direction you've been looking for. 	June 12, 2002
SCS	Cyber Security Management	Business and Professional Studies	<ul style="list-style-type: none"> • Advance your career by learning how to develop and run cyber security programs that work. • Get closer to Certified Information Security Manager (CISM) certification by studying content that aligns with ISACA's model curriculum. • There's a growing need for cyber security professionals who can protect an enterprise from hackers, malware, and other information risks. If you're ready to take on a leadership role in cyber security, this certificate is for you. Whether you're a senior security analyst or auditor, network manager, infrastructure engineer, or account or project manager, you'll learn how to develop and run effective security programs that align with business processes and cycles. You'll upgrade your knowledge in risk assessment and response, security program design, incident and risk management, compliance, and governance. The content is broadly aligned with ISACA's model curriculum, which gets you a step closer to CISM designation. This certificate is offered in collaboration with the Faculty of Information. 	February 1, 2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Data Science Fundamentals	Business and Professional Studies	<ul style="list-style-type: none"> • Develop the skills you need to thrive in a growing profession. • Gain academic credentials to become an Analytics Professional. • Organizations today need professionals who can extract and analyze extremely large amounts of data - Big Data - and present useful insights to business leaders. If you're one of them, or would like to be, this certificate program is for you. You'll come away with the kind of deep analytical skills and abilities that organizations and recruiters value. Work with industry experts on advanced statistical modelling, machine learning and natural language processing. You'll cover content essential for the toolbox of a predictive analytics professional, including neural networks and deep learning; programming languages and software used in data extraction and analysis; and data security, compliance, and privacy issues. The course content covers the 7 domains of INFORMS' Certified Analytics Professional (CAP) certification. You'll also learn how to represent data visually to help decision-makers understand your findings. Whether you work in operations, business intelligence or marketing communications, are a recent math or science graduate, or want to change or advance your career, this certificate will open the in-demand field of Big Data. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science. 	February 1, 2016
SCS	Digital Multimedia Journalism	Business and Professional Studies	<ul style="list-style-type: none"> • Adapt traditional journalism skills to today's digital world. • Work with leading industry professionals and build a compelling portfolio of original work. • How can journalists and freelance writers adapt to today's digital world? How do you tell a coherent and compelling story on a website or social media? This new certificate is geared to journalists and freelance writers, communications professionals, and writers in the private, public, and not-for-profit sectors. You'll 	February 1, 2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>learn how to write for the web and use social media to tell a story or promote one online. You'll learn from industry leaders in journalism, freelance writing, and online communications. They'll share their insights on the old-school skills involved in writing a news story and how to adapt these tools to the digital world. Examine the ethical questions raised by brand journalism and other adaptations of traditional journalism skills. You'll get valued feedback on your work and emerge with a portfolio that shows your skills in and understanding of digital journalism.</p>	
SCS	Digital Marketing Management	Business and Professional Studies	<ul style="list-style-type: none"> • Understand key concepts and trends associated with e-commerce and e-business. • Apply leading tools, techniques, and best practices in customer service. • Study what industry leaders do to produce superior business results. • Whether you're new to digital marketing or looking to master new skills to advance your marketing career, you'll learn the best practices for this critical, fast-growing online channel. The program covers the foundations of the field as well as the specialist disciplines of search engine marketing and social media marketing. You'll learn how to fill specialist, leadership and management roles and use digital marketing to achieve measurable return on investment (ROI). Expect a mix of lectures and readings, case studies, exercises, and assignments. 	September 17, 2012
SCS	Digital Strategy & Communications Management	Business and Professional Studies	<ul style="list-style-type: none"> • Stay ahead in the fast-changing digital and social media communications landscape. • Apply the latest digital tools, channels, and platforms for maximum strategic impact. • Whether you're new to digital media or looking to master new digital and social platforms, this unique certificate program will keep you ahead of the digital communications curve. It combines high-level strategy with hands-on tools you can 	November 16, 2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>use to create digital media programs that achieve measurable ROI. You'll make greater sense of the digital and social media landscape - the clutter of platforms, apps, and devices - in classes led by experienced practitioners. You'll get fully up-to-date instruction as you master the strategy and tools.</p>	
SCS	e-Commerce and Online Business Management	Business and Professional Studies	<ul style="list-style-type: none"> • Learn the best practices for conducting e-commerce and online business. • Gain the skills and experience needed to succeed in e-commerce and online business as a practitioner, manager, leader, or entrepreneur. • Whether you're already working in e-commerce or hoping to launch or grow an online business, this certificate program will help you become better equipped. Get the skills and knowledge you need for e-commerce (buying and selling over the Internet) and online business (conducting business using Internet technology). You'll explore best practices and learn to take on a more meaningful role as a practitioner, manager, or leader. Boost your skills and qualifications with lectures and readings, case studies, exercises, and assignments. 	September 5, 2012
SCS	E-Learning	Business and Professional Studies	<ul style="list-style-type: none"> • Develop the foundational knowledge required to design, implement, and evaluate eLearning training programs. • Examine key business and management concepts needed to run successful eLearning within an organization or consulting practice. • This certificate prepares learners with the knowledge and skills required to develop, launch, and evaluate eLearning training programs in a variety of non-profit and corporate settings. Throughout two core courses learners will explore critical elements of the instructional design process; covering all aspects from establishing a project development plan to storyboarding and selecting appropriate technology to evaluation of the final product. The elective courses 	June 12, 2002

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			offer the opportunity to further refine skills and gain knowledge in visual design and user experience, knowledge management or writing for the web.	
SCS	Energy Management	Business and Professional Studies	<ul style="list-style-type: none"> • Learn principles, tools and techniques of energy management and sustainability. • Learn the body of knowledge needed for Certified Energy Manager (CEM®) certification. • If you want to help reduce energy consumption and increase energy efficiency in the built environment, this certificate is for you. It's for anyone who wants to learn more about energy management and sustainability - engineers, architects and business and facility managers. You'll learn about energy management in residential, commercial, and institutional buildings and sustainable communities, as well as renewable sources, policy and procurement, energy auditing, current trends and economics and end uses by sector. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science. 	July 26, 2012
SCS	Enterprise Architecture	Business and Professional Studies	<ul style="list-style-type: none"> • Understand how enterprise architecture (EA) helps organizations bridge the gap between business and IT. • Develop a career as an enterprise architect and pursue appropriate EA certification. • Enterprise architecture helps organizations translate their business vision and strategy into action and decisions. This certificate will expand your career and certification options by introducing the fundamental concepts of EA, and some advanced ones. You might be an enterprise architect, a business or IT manager or aspire to be one, or perhaps a decision-maker who needs an overview of EA. You'll gain insights into how organizations use EA to become more agile and competitive. Explore ways to align business strategy with IT, sustain business growth and ensure 	November 18, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			good governance and best practices are being applied. You'll also discover various accepted methodologies as well as certifications in the EA profession.	
SCS	Enterprise Risk Management	Business and Professional Studies	<ul style="list-style-type: none"> • Learn risk analysis and risk management from the ground up. • Acquire the latest practical skills for managing operational, credit and market risk. • Understand why companies need to balance risk and return. • This certificate will help you play a more important role in your organization's risk management program. Failure to see risk coming can hurt an organization; correctly analyzing and managing it will help you better achieve overall business objectives. Enterprise risk management (ERM) is both art and science, achieving the balance of risk and reward that best positions you for success. You'll learn how to detect operational, credit and market risks and protect against potential harm with up-to-date ERM tools. 	May 13, 2004
SCS	Entrepreneurship	Business and Professional Studies	<ul style="list-style-type: none"> • Reduce your start-up risk with the latest strategies and tools. • Accelerate the growth of your new business by delivering value to your target customers and networking with other entrepreneurs. • If you're thinking about starting a new business or are building one, the Certificate in Entrepreneurship, offered in collaboration with MaRS Discovery District, will guide you through key strategic decisions and planning milestones. You'll develop and validate your business concept using the latest tools and strategies. Build realistic business, marketing and financing plans that target the right market with the right strategy and messaging at the right time. You'll work one-on-one with instructors and meet successful entrepreneurs to gain real-world insights you can apply to your business. 	March 19, 2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Facilities Management	Business and Professional Studies	<ul style="list-style-type: none"> • Integrate the four drivers of facilities management: people, place, process, and technology to ensure optimal performance • Enhance your skills to take on more challenging roles in facilities management • Prepare yourself to enter – or rise through the ranks of – the growing field of facilities management. This certificate will provide a sound foundation along with practical tools and resources. 	July 13, 2011
SCS	Financial Analysis	Business and Professional Studies	<ul style="list-style-type: none"> • Develop expertise in trading and asset valuation. • Improve your prospects of passing the Canadian Securities Course (CSC®), the financial industry's most widely recognized and respected licensing course. <p>If you work in finance, investment, or portfolio management, you need a wide range of skills in financial analysis, trading and asset valuation. This program will teach you the fundamentals of capital markets, asset valuation and portfolio management. You'll learn how to help investors evaluate businesses, projects, and budgets. You'll also learn about retail portfolio management, technical and fundamental analysis, option trading, and how to protect or grow a portfolio's value in all kinds of market conditions. You'll complete the program better prepared to write professional exams for the Canadian Securities Course (CSC®) and the Derivative Markets Specialist (DMS) program offered by the Canadian Securities Institute (CSI).</p> <ul style="list-style-type: none"> • 	October 20, 2009
SCS	Financial Analysis & Investment Management	Business and Professional Studies	<ul style="list-style-type: none"> • Increase your skills in the discipline and practice of financial analysis. • Apply improved analytic skills to investment and portfolio management. • Investment management firms, insurance companies, investment fund companies, investment dealers and banks all need professionals with strong skills in equity 	June 12, 2002

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>research, portfolio management and management finance. If you want to advance your career in any of these fields, this program is for you. You'll learn how to perform relatively complex financial and investment analyses. Although the courses in this program are particularly relevant to those pursuing careers in financial investment, the skills you'll acquire can help you achieve your goals in many other industries.</p>	
SCS	Financial Trading & Option Strategies	Business and Professional Studies	<ul style="list-style-type: none"> • Analyze the markets the way professional traders do. • Make more accurate forecasts and informed trading decisions. • Maximize profit and minimize risks. • Whether you hope to build a career in financial trading or improve your skills as a day trader, this certificate program will provide insight into the stock and option markets. You'll learn practical trading and market risk management skills, including how to design effective trading strategies using options, make better forecasts and informed trading decisions based on technical analysis, and profit in volatile markets. These skills are valued by investment management firms, fund companies, investment dealers and banks. 	June 18, 2009
SCS	Foundations of Applied Mindfulness Meditation	Business and Professional Studies	<ul style="list-style-type: none"> • Foundations of Applied Mindfulness Meditation courses (previously Mindfulness Meditation Level A) explore the history and practices of mindfulness and mindfulness meditation, traditional and contemporary medicine, as well as case and research-based practice. 	August 19, 2016
SCS	Geographic Information Systems for Environmental Management	Business and Professional Studies	<ul style="list-style-type: none"> • Learn the fundamental concepts, methods and techniques of Geographic Information Systems (GIS) and Remote Sensing (RS). 	November 24, 2017

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> • Gain hands-on experience using the latest proprietary and open-source GIS and RS software. • Apply your newfound knowledge and skills to meet real-world environmental challenges. <p>Advance your career by harnessing the power of Geographic Information Systems (GIS) and Remote Sensing. Whether you work in environmental management, geography, biological studies or asset management, this four-course certificate will give you the knowledge and skills you need to succeed in a rapidly expanding field. You'll explore the theory and techniques of GIS and Remote Sensing from the ground up, and how they can help you acquire, store and analyze geospatial data, and correctly interpret satellite images. You'll learn how to process geospatial data, and combine the graphic power of maps with computer database technologies to better understand problems and identify solutions. You'll learn to map existing environmental conditions and develop models that help predict future conditions and trends. You'll use the latest GIS and RS software packages to design and develop your own customized tools. Whatever your discipline, you'll emerge better prepared to meet your organization's most urgent challenges.</p> <ul style="list-style-type: none"> • 	
SCS	Global Business Management	Business and Professional Studies	<ul style="list-style-type: none"> • Develop the tools, techniques and mindset needed to succeed across cultures, languages, and borders. • Learn the best practices and strategies to navigate an increasingly complex global environment. • To succeed in today's global marketplace, you have to know how to work across diverse cultures, languages, and business practices. This certificate will help you or your organization succeed in a crowded, competitive marketplace. You'll learn how to conduct business ethically across the globe and adapt local 	February 1, 2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>business practices in many different regions abroad. Real-life case studies and contact with global business practitioners will help develop your leadership skills and cultural IQ. Whether you're a seasoned entrepreneur, small business owner, senior manager, or recent graduate, you'll develop your international skill set and gain practical insights on how to do business around the world.</p>	
SCS	Human Resources	Business and Professional Studies	<ul style="list-style-type: none"> • Apply best practices in all areas of human resources (HR) management. • Get the recognized academic requirements leading to Certified Human Resources Professional (CHRP) certification. • Whether you're just entering the HR field and want to learn the fundamentals or you have experience and seek to earn your professional designation, this certificate program is for you. You'll learn how to find, recruit, manage and motivate the right talent to achieve your organizational goals. You'll also acquire more of the technical and advanced HR knowledge you need to succeed and achieve your CHRP certification, which is becoming increasingly important in the profession. 	November 6, 2008
SCS	Human Resources Management Essentials	Business and Professional Studies	<ul style="list-style-type: none"> • Study the key strategic human resources (HR) principles you need. • Build and manage a strong team by developing and practising essential HR skills. • Get real-life insights from leading HR practitioners and peers to enhance your business success. • Many small- or medium-sized organizations have individuals performing HR responsibilities who often have not received formal training. If you need to fulfill HR responsibilities or manage talent in your organization, this program can give you the skills essential to perform these specialized roles. Taught by leading practitioners, these courses provide flexible study modules for entrepreneurs and 	April 28, 2014

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			small- and medium-sized employers. Courses can also be applied to achieving the Certificate in Human Resources.	
SCS	Human Services Management and Leadership	Business and Professional Studies	<p>This certificate program provides management and leadership education and training for social workers and allied human service professionals working in human service organizations. The program supplements the education and experience social workers (BSW/MSW) and allied human service professionals have working in human service organizations, and emphasizes specialized knowledge that relates specifically to the conditions of these workplaces and their context of service delivery and innovation.</p> <p>Managing human service organizations requires a professional orientation towards supporting service user outcomes. This requires the development of management and leadership competencies associated with advanced knowledge on program evaluation and social impact, allocating resources, strategic planning, shaping organizational culture, interpersonal workplace interactions (among staff and with governance boards), and managing relationships with government funders, private sector donors, other non-profits, and for-profit firms. Together, this training supports the intellectual, interpersonal, and technical skill development needed to manage the day to day operations of a human service organization and to support future organization planning and development.</p> <ul style="list-style-type: none"> The certificate program is comprised of 5 two-day courses along with the completion of one Leadership elective course, which follow a flexible program schedule to support schedule availability of participants. The workshops cover the following topics: <i>Leadership competencies and skills, Financial management and grant writing, Human resource management, Organizational change, and Social impact analysis and program evaluation.</i> 	August 25, 2016
SCS	Information & Communication	Business and Professional Studies	<ul style="list-style-type: none"> Get a thorough grounding in the key concepts, tools and techniques in the fast-growing Information and Communications Technology (ICT) sector. 	July 22, 2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
	Technology for Non-IT Professionals		<ul style="list-style-type: none"> Expand your career options and prepare yourself for further professional development in specialized areas such as data science/analytics, cloud computing, enterprise architecture, IT security and mobile applications. <p>The Information and Communications Technology (ICT) sector is one of the fastest growing in Canada. Employers need people with up-to-date knowledge and skills to fill significant gaps. If you're looking to capitalize on exciting new career opportunities, this certificate program will give you the grounding you need. You'll come away better positioned to work in ICT, take on new responsibilities and contribute to your organization's ICT development. The courses have been designed to help you build your knowledge and skills step by step, in sequence, and they are business oriented, rather than deeply technical or analytical. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.</p>	
SCS	Internal Auditing	Business and Professional Studies	<ul style="list-style-type: none"> Learn how to ensure that your organization's goals and objectives are being met. Learn the details involved in operational and internal auditing. Internal auditors can define, manage, control and mitigate new and emerging risks. This program will equip you to manage effective risk-management frameworks and compliance-assurance programs. Whether you're working in organizational compliance and governance or pursuing the Certified Internal Auditing (CIA) designation offered by the Institute of Internal Auditors, you'll learn valuable skills and become equipped to apply them. 	September 3, 2009
SCS	International Project Management	Business and Professional Studies	<ul style="list-style-type: none"> Develop the skills and strategies you need to manage international projects. Negotiate more successfully by understanding your client's cultural preferences. The growth of globalization means that more enterprises are taking on international projects. Managing these projects successfully often means understanding and working with critical cultural differences. In this program, you'll learn how to respond to the key challenges you'd face as the manager of an 	March 11, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>international project. You'll develop the leadership skills you need to ensure your team understands your client's expectations and preferences. You'll rise to challenges across logistic, cultural and language divides. You'll learn to avoid outcomes that could cause monetary loss or client dissatisfaction. You'll develop realistic project schedules that reflect your client's degree of tolerance for slippage. You'll learn to negotiate contracts more respectfully and successfully by understanding your client's cultural preferences.</p>	
SCS	International Trade	Business and Professional Studies	<ul style="list-style-type: none"> • Learn the theories and practices of international trade. • Master the practical applications for the import–export industry. <p>This program teaches you how to analyze and evaluate domestic and international business concepts related to trade finance, Canada Customs procedures, and the import-export process. Whether you're already in an import-export industry or hoping to start a career in trade finance or customs brokerage, you'll learn the practical details, including customs clearance and the roles that traders, trading houses, agents, distributors, and brokers play.</p> <ul style="list-style-type: none"> • 	February 17, 2011
SCS	Latin	Languages and Translation	<ul style="list-style-type: none"> • Learn the language that provides the background for English and the Romance languages. • Understand the language of the Roman Catholic church and the law for much of Western history. • Understand the culture on which much of Western civilization was built. • Latin was the language of the Roman Empire. Although it now has few fluent speakers, its influence remains in areas such as law and science. In this program, you'll learn the basic structure of Latin and study its style and influence on Western 	July 29, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			civilization and the English language. You'll be able to read the language that scholars have treasured for two millennia, including <i>Virgil's Aeneid</i> and the lyric poetry of Catullus and Horace.	
SCS	Leadership Essentials	Business and Professional Studies	<ul style="list-style-type: none"> • Gain insights and knowledge in the areas most relevant to your career. • Accelerate your career as a leader or manager by learning and applying best practices. • Develop core leadership competencies. • If you want to develop your leadership skills in key areas with focused courses, there are plenty to choose from when achieving the Leadership Essentials certificate. This program offers six leadership competencies, from which you choose the three most suitable for your career aspirations and trajectory. You'll come away with the kind of leadership and management skills that make organizations successful. 	August 20, 2012
SCS	Lean Six Sigma	Business and Professional Studies	<ul style="list-style-type: none"> • Use Define, Measure, Analyze, Improve and Control (DMAIC) methodology and tools to improve product and service quality and create value for stakeholders. • Understand the change management and leadership skills needed to achieve excellence. • Take the first step towards achieving the American Society for Quality's (ASQ) Green Belt certificate in Six Sigma. • Lean Six Sigma is a proven strategic tool that delivers value for customers, generates returns for shareholders and improves the workplace environment. This certificate will build your capability in Lean Six Sigma and empower you to bring meaningful change to your organization. Topics include understanding quality and its relationship to business strategy, statistical concepts associated with quality, 	November 7, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			the process of change management and the Lean Six Sigma approach to business process improvement.	
SCS	Learning Design	Business and Professional Studies	<ul style="list-style-type: none"> • Explore ways to meet your organizations' or your clients learning and development (L&D) needs while addressing diverse learning preferences. • Develop the foundational knowledge required to design, implement and evaluate effective L&D training assets, eLearning and other programs. • In today's fast-paced marketplace, organizations require L&D resources that can meet the needs of a global workforce. Learn how to apply instructional design principles and industry best practices to create appropriate and sustainable training, on budget and on time. Whether you are new to the industry, are currently managing L&D teams and projects, or are exploring consulting, our courses will provide the foundational elements that will help you grow your career. Through the program, you'll delve into adult learning theory, the learning design life cycle, oversight of L & D projects and evaluation. You'll learn how to develop eLearning programs which are backed by data and supported by industry recognized frameworks and models. You'll explore key concepts in learning and eLearning design, perform needs analysis, create user personas, define training goals and learn how to select appropriate technologies and formats. You'll learn how to work with internal and external stakeholders, create business plans, work within a budget, evaluate training effectiveness and demonstrate return on investment for your or your clients' organization. 	March 12, 2018
SCS	Licensing International Engineers into the Profession (LIEP) Program: Civil	Business and Professional Studies	<ul style="list-style-type: none"> • Improve your prospects for passing examinations assigned by Professional Engineers Ontario (PEO). • Gain valuable insights and skills for a better Canadian career. 	July 10, 2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<ul style="list-style-type: none"> If you are an internationally educated engineer who wants to work as a professional engineer in Ontario, you'll need a P.Eng. licence. That often means passing a series of examinations assigned by PEO. Refresher courses in civil, electrical, or mechanical engineering taught by qualified instructors in a structured environment can better prepare you to pass these examinations. This certificate offers this and more. You'll review basic principles and solve problems by working through previous examinations and model questions. You will prepare to write the Professional Practice Examination (PPE) of PEO. You will also benefit from networking opportunities. Employers will value the credential you've earned from a Canadian university. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science. Financial assistance is available to eligible students through the Ontario Bridging Participant Assistance Program (OBPAP) provided by the Ministry of Training, Colleges, and Universities (MTCU). Please call 905.569.4508 for details. 	
SCS	Licensing International Engineers into the Profession (LIEP) Program: Electrical	Business and Professional Studies	<ul style="list-style-type: none"> Improve your prospects for passing examinations assigned by Professional Engineers Ontario (PEO). Gain valuable insights and skills for a better Canadian career. If you are an internationally educated engineer who wants to work as a professional engineer in Ontario, you'll need a P.Eng. licence. That often means passing a series of examinations assigned by PEO. Refresher courses in civil, electrical, or mechanical engineering taught by qualified instructors in a structured environment can better prepare you to pass these examinations. This certificate offers this and more. You'll review basic principles and solve problems by working through previous examinations and model questions. You will prepare to write the Professional Practice Examination (PPE) of PEO. You will also benefit from networking opportunities. Employers will value the credential you've earned from 	July 10, 2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			a Canadian university. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.	
SCS	Licensing International Engineers into the Profession (LIEP) Program: Mechanical	Business and Professional Studies	<ul style="list-style-type: none"> • Improve your prospects for passing examinations assigned by Professional Engineers Ontario (PEO). • Gain valuable insights and skills for a better Canadian career. • If you are an internationally educated engineer who wants to work as a professional engineer in Ontario, you'll need a P.Eng. licence. That often means passing a series of examinations assigned by PEO. Refresher courses in civil, electrical, or mechanical engineering taught by qualified instructors in a structured environment can better prepare you to pass these examinations. This certificate offers this and more. You'll review basic principles and solve problems by working through previous examinations and model questions. You will prepare to write the Professional Practice Examination (PPE) of PEO. You will also benefit from networking opportunities. Employers will value the credential you've earned from a Canadian university. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science. Financial assistance is available to eligible students through the Ontario Bridging Participant Assistance Program (OBPAP) provided by the Ministry of Training, Colleges, and Universities (MTCU). Please call 905.569.4508 for details. 	July 10, 2015
SCS	Life Science Enterprise	Business and Professional Studies	<ul style="list-style-type: none"> • Learn about the Canadian life sciences industry and its main employers, manufacturing best practices and industry standards. • Enhance your employability in the life sciences sector. • If you're preparing for employment in the life sciences, this program will build your skills in good laboratory and manufacturing practice and in business 	January 27, 2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>communication. You'll develop the skills employers want so you can go after jobs with more confidence. Whether you're entering the field or seeking career advancement through professional development, this program will deepen your understanding and help you create a strategy for finding work.</p>	
SCS	Management Accounting Fundamentals	Business and Professional Studies	<ul style="list-style-type: none"> • Expand and develop your business, finance, statistical and accounting skills. • Take courses recognized by the Chartered Professional Accountants of Ontario (CPA Ontario) and work toward the Chartered Professional Accountant (CPA) designation. • If you're already working in finance, accounting or audit, this certificate program will greatly enhance your business, finance, statistical and accounting skills. The four courses below are recognized by the Chartered Professional Accountants of Ontario (CPA Ontario) and you can progress toward the CPA with this certificate program. 	November 13, 2008
SCS	Management of Enterprise Data Analytics	Business and Professional Studies	<ul style="list-style-type: none"> • Become a qualified manager of Big Data and predictive analytics. • Lead your organization to greater success while enhancing your career. • This certificate was designed to help you become a qualified manager in the burgeoning field of predictive analytics. The courses interweave management, statistics, and technology to help you learn the tools and techniques used by leading global practitioners. You might be a business owner, manager, analyst, systems architect, programmer, auditor, researcher, or statistician. You'll benefit from case studies, demonstrations, projects, guest lectures and highly experienced instructors. You'll understand how data-driven decision-making can help your organization enhance profitability and better meet customers' expectations. You'll know how to create and defend a business case for analytics and be able to 	April 8, 2013

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			manage analytics with professionalism, insight, and skill. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.	
SCS	Marketing	Business and Professional Studies	<ul style="list-style-type: none"> • Learn high-level strategy and execution from marketing professionals and explore possible areas of specialization. • Use the latest marketing strategies, platforms, and technologies to get the maximum impact and results. • If you want to work in the fast-growing field of marketing, this certificate program will teach you the fundamentals of how to create, sustain and increase demand for any product or service. You'll explore new ways to identify and interact with consumers online and offline. You'll develop foundational skills and expertise across a range of traditional, digital, and social platforms, and use them to build and execute marketing strategies that get measurable results. You'll learn more about the marketing areas most relevant to you. All courses are taught by working professionals who bring both traditional and cutting-edge perspectives. 	May 3, 2007
SCS	Marketing - Advanced	Business and Professional Studies	<ul style="list-style-type: none"> • Maintain your competitive edge in marketing by deepening and broadening your skills. • Customize your program by choosing the courses you need to expand your knowledge and skills. • To succeed in today's fast-changing world of marketing, you need to know the latest strategies, best practices, platforms, channels, and tools. This advanced marketing certificate enables you to build your knowledge and skills and expand your career options. Create your own customized program by choosing from more than 40 marketing courses at the School of Continuing Studies or build on the foundation of an existing marketing certificate with additional courses of your 	August 19, 2016

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>choice. Whether you work in packaged goods, retail, media, technology, the non-profit sector, or other industries, you'll deepen your skills and expertise in areas such as branding, digital, research and more. Your instructors will all be leading marketing professionals who bring both traditional and cutting-edge perspectives, so you'll emerge with a well-rounded understanding of marketing at its best.</p>	
SCS	Marketing Research	Business and Professional Studies	<ul style="list-style-type: none"> • Understand consumer trends and key concepts in quantitative and qualitative marketing research. • Apply marketing research techniques, analyze the results, and recommend actions to solve business challenges and answer questions. • This program is for marketers, sales professionals, entrepreneurs, business owners - anyone interested in leveraging research to answer business questions, make decisions, and solve important challenges. You'll learn the basics of marketing research and how to use them to understand your consumers and bring the products or services they want to market. You'll explore the latest consumer trends, how the digital world is changing marketing research and how to track and assess the effectiveness of online media and advertising. 	April 3, 2014
SCS	Merchandising	Business and Professional Studies	<ul style="list-style-type: none"> • Learn how to drive sales and profits in the highly competitive world of retail merchandising. • Use promotional strategies to build customer traffic and loyalty and maximize brand identity. • With increasing competition from US giants and price wars that leave them with razor-thin margins, Canadian retailers have to find innovative ways to maintain loyal customers. This certificate program will help you launch a career in merchandising or retail management. You'll learn how to fight for market share by 	November 12, 2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>providing a seamless, engaging shopping experience, both in-store and online. You'll learn to manage customer relations, develop brand identity, and create successful retail merchandising programs. By this program's end, you'll better understand the complex challenges facing Canadian retailers in a fiercely competitive marketplace and which promotions and campaigns keep customers coming back.</p>	
SCS	Mindfulness Informed End of Life Care	Business and Professional Studies	<ul style="list-style-type: none"> • Mindfulness Informed End of Life Care (MIEOL*) explores the applications of mindfulness, mindfulness meditation as it has been integrated into contemporary thanatology (the study of dying and death). This program focuses on general health care as well as hospice, palliative, and general end of life care. Founded on evidence based science, while drawing upon contemplative traditions, MIEOL cultivates health, wellness and resiliency benefits. These practices are helpful for persons who view themselves or are viewed as seriously or chronically ill, the dying, for family and community participants in care, for inter-professional health care teams, as well as for organizational leaders who support teams attending to suffering. MIEOL proposes that we cultivate a “practice of dying”, while living, so we can existentially prepare for complexities found in life and particularly in end of life care. As such, this is a core approach to end of life care that can be used by everyone, depending on their own need and intention. 	September 18, 2017
SCS	Mobile Business Technologies & Applications	Business and Professional Studies	<ul style="list-style-type: none"> • Learn innovative applications for mobile technologies. • Develop web interfaces and Android/iOS mobile applications. • To succeed in today's fast-paced business environment, organizations need the right mobile technologies and applications. If you have some C++ and Java programming knowledge and want to develop mobile business applications, this new certificate program is for you. You'll learn how to develop mobile business 	August 17, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>applications for the iPhone, iPad, and iPod Touch as well as Android devices. You'll learn how to leverage this work to help your organization keep up with the knowledge economy and pursue a business strategy. You'll see which mobile applications add value by giving customers quick and easy access to relevant information across various platforms. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science.</p>	
SCS	Non-Profit Leadership for Impact	Business and Professional Studies	<ul style="list-style-type: none"> • Develop leadership capacity and use change leadership to improve your organization's effectiveness. • Learn innovative strategies to drive and measure non-profit impact. • Learn how to create robust revenue development strategies and human capital development systems. • Non-profits face increased demands for service, expectations to partner and pressure to improve efficiency and demonstrate outcomes. In this program, you'll learn strategy development and implementation, keys to effective governance and how to build strategic relationships with key stakeholders. You'll learn to collaborate to create programs that have impact and value, and are governed using best practices. You'll learn the components of human and financial resource management aligned to organizational strategy, and how to evaluate services and programs to demonstrate outcomes. Whether you're an executive director of a small non-profit aspiring to a role in a larger organization, a director or senior manager in the sector or a manager interested in transitioning to the sector, you'll learn valuable insights into the fundamentals and strategic nuances of leading through change for impact. 	January 9, 2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Occupational Health & Safety	Business and Professional Studies	<ul style="list-style-type: none"> • Protect your workplace better by knowing the relevant health and safety legislation and the major hazards that exist in workplaces. • Prevent accidents and improve workplace safety by combining high-level strategy with hands-on application. • Leading organizations work hard to provide their employees with safe, healthy workplaces. They know that anything less could reflect poorly on them and risk penalties for non-adherence to regulations. This certificate program will equip you with the knowledge and skills to develop, implement and manage strong health and safety systems. Whether you work in human resources or aspire to, or have joined a health and safety committee or task force, you'll learn how to ensure your workplace meets all the required health and safety requirements in a tight regulatory framework. You'll discover what companies can do to prevent costly accidents that impair productivity and engage more employees in proactive health and safety measures. 	May 4, 2010
SCS	Operations & Supply Chain Management	Business and Professional Studies	<ul style="list-style-type: none"> • Get to know the professional certifications in the field of operations and supply chain management (OSCM). • Keep up to date on current issues through courses delivered by leading practitioners in the field. • If you're entering this field or seeking to advance your career in OSCM, this program will teach you the right techniques and skills. You'll learn to link major business functions and processes across companies. You'll learn about sourcing, procurement, and manufacturing operations. You'll coordinate processes and activities that involve marketing, sales, product design, finance, and information technology. The curriculum is aligned with the body of knowledge linked to major certifications and professional associations in OSCM. 	November 14, 2008

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Physical Asset Management	Business and Professional Studies	<ul style="list-style-type: none"> • Learn state-of-the-art tools, techniques, and leadership skills to manage assets and keep costs low. • Network with managers from industrial and governmental organizations around the world. • This eight-day program is led by Dr. Andrew Jardine, a respected consultant, author, teacher, and innovator, and taught by world-class instructors who bring a wealth of experience to the classroom. You'll master the subject matter, put theory into practice and gain real-world experience with organizations. You'll learn how physical asset management can reduce maintenance costs, company liability and the number of repairs needed, as well as increase the useful life of capital equipment and the reliability of systems and components. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science. 	August 6, 2010
SCS	Practical French	Languages and Translation	<ul style="list-style-type: none"> • Learn state-of-the-art tools, techniques, and leadership skills to manage assets and keep costs low. • Network with managers from industrial and governmental organizations around the world. • This eight-day program is led by Dr. Andrew Jardine, a respected consultant, author, teacher, and innovator, and taught by world-class instructors who bring a wealth of experience to the classroom. You'll master the subject matter, put theory into practice and gain real-world experience with organizations. You'll learn how physical asset management can reduce maintenance costs, company liability and the number of repairs needed, as well as increase the useful life of capital equipment and the reliability of systems and components. This certificate is offered in collaboration with the Faculty of Engineering and Applied Science. 	July 27, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Privacy Management in the Digital Enterprise	Business and Professional Studies	<ul style="list-style-type: none"> • Help your enterprise manage information and privacy requirements in today's highly competitive global digital economy. • Improve corporate governance through enhanced regulatory compliance and better management of personal information, while avoiding costly breaches. • Identify and prevent risks associated with enterprise digital transformation, big data analytics and inter-connected technologies. • Digital enterprises need people who can create, manage and protect information and privacy. This certificate program was designed for professionals responsible for regulatory compliance, corporate policy, risk management, information security and other key areas of governance. You'll learn how to create greater value through information and privacy management. You'll improve corporate governance so the enterprise can focus more freely on its strategic goals and objectives. You'll cover the many complex implications surrounding the gathering and preservation of data. You'll help your company use information, while avoiding costly mistakes that could sink its reputation. You'll acquire strategic thinking skills to help you manage and monitor risks and compliance, along with the leadership skills you need to champion this key internal cause. 	December 11, 2017
SCS	Project Management	Business and Professional Studies	<ul style="list-style-type: none"> • Develop the skills and knowledge to manage projects in all industry sectors • Prepares you to manage projects using the PMBOK® Guide • Acquire "people skills" for project management success <p>In a world with increasing demand for project management, this certificate provides a comprehensive overview of project management and prepares you to manage large- and small-scale projects. You'll learn the hard skills of cost, time, quality, and risk management and the "people skills" you need for long-term success. The content is</p>	June 12, 2007

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>consistent with the Project Management Body of Knowledge (PMBOK®) Guide and will bring you one step closer to the coveted PMP® designation.</p> <ul style="list-style-type: none"> • There are three equivalent delivery methods: in-class (weeknight or weekday), online and hybrid. You can earn your certificate using any combination of these. 	
SCS	Records & Information Management	Business and Professional Studies	<ul style="list-style-type: none"> • Know the field of records and information management from the ground up. • Acquire the most current knowledge in the field, designed and delivered online by industry experts. • Keeping accurate records and information is more important than ever in the digital information age. Organizations need professionals who can create, store and retrieve information using the latest technologies. Whether you're just entering the field or are seeking to expand your knowledge and skills, this certificate is for you. You'll complete it fully grounded in the essential elements of the profession. Learn organizational context, practice, strategy, and implementation, and develop an overview of vital privacy, access, and governance issues. You'll study the full spectrum of archiving and retrieval, and emerge with the knowledge and skills valued by organizations seeking to manage information assets. This certificate is offered in collaboration with the Faculty of Information. 	February 1, 2016
SCS	Risk Management	Business and Professional Studies	<ul style="list-style-type: none"> • Develop skills valued by organizations at every level from operations to finance. • Get closer to your Canadian Risk Management (CRM) designation. • More and more, risk management plays an integral role in every major corporate decision and action, from finance and administration to the manufacturing, marketing, and media sectors. Earning your Risk Management Certificate will give you the knowledge and skills you need to identify, assess and limit risks. Whatever sector you work in - insurance, finance, accounting, or audit - completing this 	June 22, 2009

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			program will bring you one step closer to your Canadian Risk Management (CRM) designation from the Global Risk Management Institute (GRMI).	
SCS	Strategic Leadership: Advanced	Business and Professional Studies	<ul style="list-style-type: none"> • Become a more effective and strategic leader and achieve better results for your team. • Take your career to the next level by leading with confidence and success. • If you're ready to hone your leadership skills, this program is for you. You'll learn how to be clear about where your organization is headed, how it will get there and who is going to make it happen. Recognized by the Project Management Institute, this program will develop the skills you need to lead with purpose and passion and help you stand out. You'll come away with greater self-awareness and a personal leadership development plan. 	July 21, 2009
SCS	Strategic Management of Enterprise IT	Business and Professional Studies	<ul style="list-style-type: none"> • Develop an integrated approach to strategic management of enterprise IT. • Acquire skills and knowledge that prepare you for globally recognized certification. • Do you want to deliver more business value to your organization? This certificate program will help you develop a holistic and integrated approach to governance and management of enterprise IT. Conceived for senior and mid-level business and IT managers, the content is aligned broadly with the five domains of the CGEIT (Certified in the Governance of Enterprise IT) certification offered by ISACA: framework for the governance of enterprise IT; strategic management; benefits realization; risk optimization; and resource optimization. You'll learn to align business strategy and IT with the mission and goals of the enterprise, and how to optimize business benefits through effective investment, sourcing, deployment, and performance measurement. You'll explore IT risk-management frameworks 	April 23, 2015

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			that can prevent or mitigate business losses. This certificate is offered in collaboration with the Faculty of Information.	
SCS	Strategic Public Relations	Business and Professional Studies	<ul style="list-style-type: none"> • Mix high-level strategy with experience-based learning to better understand the practice of public relations (PR) in today's communications landscape. • Maximize your PR impact by using new platforms and channels. • Learn how businesses, governments and individuals use PR to create and maintain stakeholder relationships, drive business results, and protect reputations. Whether you are new to public relations, a seasoned communications professional or a manager interested in better understanding the strategic PR landscape, you will find this certificate key to mastering public relations skills and strategies to advance in your career. This program will teach you to create PR plans, messages, and narratives; leverage social and digital media; handle media relations, crisis communications and reputation management - and more. Taught by seasoned practitioners, the program pays particular attention to the Internet and the rise of social media, new realities for traditional media and demographic and cultural change. 	November 13, 2008
SCS	Teaching Korean as An Additional Language	Languages and Translation	<ul style="list-style-type: none"> • Become a teacher of Korean by learning the latest principles of language education. This course is perfect for native or near-native speakers of Korean who wish to teach adults or children the Korean language, from the beginner's level to high intermediate. You'll learn what approaches work best to give your learners confidence and skill. Offered in collaboration with the Korean Education Centre in Canada, the course is a mix of online and in-class instruction, with practice sessions. The online material is provided by Seoul National University, one of Korea's best institutes for language-training. The language of the classroom and the material will be Korean. 	January 16, 2018

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
SCS	Translation into Arabic	Languages and Translation	<ul style="list-style-type: none"> • Formalize your translation skills in Arabic. • Gain a good understanding of the theory and practice of translation. • Take advantage of flexible online learning approaches. • If you hope to work as a translator, this certificate can bring you closer to a career. It assumes you are already confidently bilingual and can express yourself like a native in the formal, written idiom in English and Modern Standard Arabic. You'll learn how to translate original text accurately while preserving its integrity, meaning, style and nuance. You'll also become proficient in analyzing and understanding complex, real-world documents. While the program is rigorous, with translation assignments of increasing complexity, the potential rewards make it well worth the effort. To pass, the minimum average mark in each Translation course is 70%. With each level, the exercises focus on more complex and specialized translations, supporting the improvement of analytical and research skills. 	September 21, 2017
SCS	Translation into Chinese	Languages and Translation	<ul style="list-style-type: none"> • Formalize your translation skills in Chinese. • Gain a good understanding of the theory and practice of translation. • Take advantage of flexible online learning approaches. • If you hope to work as a translator, this certificate can bring you closer to a career. It assumes you are already confidently bilingual and can express yourself like a native in the formal, written idiom in English and Chinese. You'll learn how to translate original text accurately while preserving its integrity, meaning, style and nuance. You'll also become proficient in analyzing and understanding complex, real-world documents. While the program is rigorous, with translation assignments of increasing complexity, the potential rewards make it well worth 	August 9, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>the effort. To pass, the minimum average mark in each Translation course is 70%. With each level, the exercises focus increasingly on translations from English into Chinese.</p>	
SCS	Translation into French	Languages and Translation	<ul style="list-style-type: none"> • Formalize your translation skills in French. • Gain a good understanding of the theory and practice of translation. • Take advantage of flexible online learning approaches. • If you hope to work as a translator, this certificate can bring you closer to a career. It assumes you are already confidently bilingual and can express yourself like a native in the formal, written idiom in English and French. You'll learn how to translate original text accurately while preserving its integrity, meaning, style and nuance. You'll also become proficient in analyzing and understanding complex, real-world documents. While the program is rigorous, with translation assignments of increasing complexity, the potential rewards make it well worth the effort. To pass, the minimum average mark in each Translation course is 70%. With each level, the exercises focus increasingly on translations from English into French. 	July 27, 2011
SCS	Translation into Japanese	Languages and Translation	<ul style="list-style-type: none"> • Formalize your translation skills in Japanese. • Gain a good understanding of the theory and practice of translation. • Take advantage of flexible online learning approaches. • If you hope to work as a translator, this certificate can bring you closer to a career. It assumes you are already confidently bilingual and can express yourself like a native in the formal, written idiom in English and Japanese. You'll learn how to translate original text accurately while preserving its integrity, meaning, style and nuance. You'll also become proficient in analyzing and understanding 	July 29, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>complex, real-world documents. While the program is rigorous, with translation assignments of increasing complexity, the potential rewards make it well worth the effort. To pass, the minimum average mark in each Translation course is 70%. With each level, the exercises focus increasingly on translations from English into Japanese.</p>	
SCS	Translation into Korean	Languages and Translation	<ul style="list-style-type: none"> • Formalize your translation skills in Korean. • Gain a good understanding of the theory and practice of translation. • Take advantage of flexible online learning approaches. • If you hope to work as a translator, this certificate can bring you closer to a career. It assumes you are already confidently bilingual and can express yourself like a native in the formal, written idiom in English and Korean. You'll learn how to translate original text accurately while preserving its integrity, meaning, style and nuance. You'll also become proficient in analyzing and understanding complex, real-world documents. While the program is rigorous, with translation assignments of increasing complexity, the potential rewards make it well worth the effort. To pass, the minimum average mark in each Translation course is 70%. With each level, the exercises focus increasingly on translations from English into Korean. 	July 29, 2011
SCS	Translation into Portuguese	Languages and Translation	<ul style="list-style-type: none"> • Formalize your translation skills in Portuguese. • Gain a good understanding of the theory and practice of translation. • Take advantage of flexible online learning approaches. • If you hope to work as a translator, this certificate can bring you closer to a career. It assumes you are already confidently bilingual and can express yourself like a native in the formal, written idiom in English and Portuguese. You'll learn 	July 29, 2011

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>how to translate original text accurately while preserving its integrity, meaning, style and nuance. You'll also become proficient in analyzing and understanding complex, real-world documents. While the program is rigorous, with translation assignments of increasing complexity, the potential rewards make it well worth the effort. To pass, the minimum average mark in each Translation course is 70%. With each level, the exercises focus increasingly on translations from English into Portuguese.</p>	
SCS	Translation into Spanish	Languages and Translation	<ul style="list-style-type: none"> • Formalize your translation skills in Spanish. • Gain a good understanding of the theory and practice of translation. • Take advantage of flexible online learning approaches. • If you hope to work as a translator, this certificate can bring you closer to a career. It assumes you are already confidently bilingual and can express yourself like a native in the formal, written idiom in English and Spanish. You'll learn how to translate original text accurately while preserving its integrity, meaning, style and nuance. You'll also become proficient in analyzing and understanding complex, real-world documents. While the program is rigorous, with translation assignments of increasing complexity, the potential rewards make it well worth the effort. To pass, the minimum average mark in each Translation course is 70%. With each level, the exercises focus on more complex and specialized translations, supporting the improvement of analytical and research skills. 	July 29, 2011
SCS	Web Writing & Social Media Communication	Business and Professional Studies	<ul style="list-style-type: none"> • Develop and strengthen your online writing skills. • Build your social media presence and online following. • If you can write concise, persuasive online content, you'll always be in demand. This certificate program will help you learn to write short, tight copy for 	May 23, 2012

Division	Certificate	Unit	Brief Description of Certificate	First Offered (approx. date if unknown)
			<p>commercial websites, blogs, or social media platforms. The program is geared to people who work in marketing, communications, or public relations, or who might need to create a website. Over the course of the program, you'll learn how to engage and persuade online audiences, drive traffic to websites, blogs, and landing pages, design relevant visuals, optimize a site's usability, and maximize search engine results. Your instructors will share real-world experiences in strategic web writing, design and display of information and up-to-date techniques for building an online following.</p>	
SCS	User Experience Design	Business and Professional Studies	<ul style="list-style-type: none"> • Leap into a fast-growing, in-demand field – or advance your career – learning about the process, tools and methodology to create UX and UI designs that work in the real world. • Explore UX and UI design through every cycle, from research and architecture through to user testing and performance analysis. • Contribute more at work by creating experiences and interfaces that attract and retain consumers. • Today's consumers want engaging and intuitive digital experiences. This online certificate program will leave you ready to join a fast-growing, dynamic sector – or move ahead if you're already in it. You'll explore the bedrock principles of user-centered design. You'll acquire tools that help you create designs that get results. You'll absorb and apply design ideas from working professionals who understand local, national and international trends. You'll develop real-world perspectives and skills that can save your organization time throughout the development cycle. Whether you're new to UX Design or a manager seeking to advance your career, this program will leave you poised to take on greater challenges in a winning way. 	November 23, 2017