About the University of Guelph

The University of Guelph is renowned in Canada and around the world as a research-intensive and learner-centred institution and for its commitment to open learning, internationalism and collaboration. Its vision is to be Canada’s leader in creating, transmitting and applying knowledge to improve the social, cultural and economic quality of life of people in Canada and around the world.

About Open Learning and Educational Support

Open Learning and Educational Support (OpenEd) promotes the University of Guelph’s goal of excellence in education. It does so through the offering of short courses, workshops, seminars, conferences and award-winning degree-credit and non-degree online courses and programs.

About this Guide

The Open Learning Course Guide is an introduction to the professional development and personal enrichment opportunities available through OpenEd. Courses and programs are available through innovative online and classroom learning opportunities. Further course and program details are available online at OpenEd.uoguelph.ca.

If you have any questions or require further information, contact:
Open Learning and Educational Support, University of Guelph
Address: Johnston Hall, Room 160, Guelph, Ontario, CANADA N1G 2W1
Phone: 519-767-5000
FAX: 519-767-1114
E-mail: info@OpenEd.uoguelph.ca
Website: OpenEd.uoguelph.ca
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financial assistance

OpenEd offers opportunities for financial assistance to Canadian citizens and permanent residents. Students interested in enrolling in a continuing education or Open Learning program course are eligible to apply for the following bursaries.

Virginia L. Gray Memorial Bursary
The Virginia L. Gray Memorial Bursary recognizes the exemplary work of Virginia L. Gray in continuing and distance education, and her passion for making education accessible.

Open Learning Bursary
The Open Learning Bursary supports individuals requiring financial assistance to advance their academic and career goals through education.

For more information about our bursaries and bursary application requirements, visit: OpenEd.uoguelph.ca/FinancialAssistance
Distance Education Course Admission and Registration Information for Degree Program Students

If you are registered at another university and wish to take a University of Guelph distance education course:

1. Request a Letter of Permission from your institution and have a copy of it sent to OpenEd.
2. Register for the course through the Open Learning program.
3. Request a transcript to be sent from OpenEd to your university at the end of the semester.

If you are in an undergraduate degree program at the University of Guelph and wish to take a distance education course, you can register in one of two ways:

1. Register during your preregistration or add period using WebAdvisor (deadlines are listed in the Undergraduate Calendar under Schedule of Dates).
2. Complete an Undergraduate Course Request Form and bring it to OpenEd any time during our regular business hours.

If you have not previously registered at the University of Guelph and wish to apply to a degree program, please contact Admissions for information at 519-821-2130.

Distance Education for University Students

If you are currently enrolled in a degree program at the University of Guelph, you may choose to take distance education courses for the following reasons:

- Distance courses provide you with the flexibility to design your own study schedule and/or allow you to avoid timetable conflicts
- Distance courses allow you an opportunity to pick up credits while away on summer break, a co-op job placement, or an international semester
- You may prefer to learn online
About the Open Learning Program

The Open Learning program—an open admission, distance-only mode of study—provides access to online degree-credit university courses. The program is well suited for individuals looking to study independently but not currently interested in pursuing a degree. The Open Learning program extends the academic resources of the University to those interested in personal enrichment, professional development or eventual application to a degree program. You may also register in the Open Learning program to satisfy program requirements from other post-secondary institutions.

You can expect to have the same workload, assignments and examinations as those in a degree program. Upon successful course completion, you will receive the same credit weight as students in a degree program.

Number of Courses

The Open Learning program is a part-time program. You may take a maximum of three courses per semester, depending on your academic experience. If you are currently working and/or balancing other commitments, you need to consider this when considering the number of courses to take.

Benefits of the Open Learning Program

Open Admission

The Open Learning program at Guelph is a unique pathway that provides individuals the opportunity to register for University of Guelph degree-credit courses regardless of their academic background.

Easy Access

Easy access to our courses means that you can register at any time, without going through the traditional university admissions process.

Flexible Delivery

Delivered entirely online, our courses are designed with flexibility in mind. Since there are no scheduled classes to attend, you can take advantage of studying at a time and place that is convenient for you, from anywhere in the world.

Guaranteed Admission

Registering through our Open Learning program is a great way to guarantee admission to the University of Guelph Bachelor of Arts or Bachelor of Commerce programs. This option is open to anyone 18 years of age or older—regardless of whether or not you have completed high school—provided you have not attended another post-secondary institution.

Our Commitment

We are committed to offering learning experiences that are meaningful and rewarding for our students. We take pride in the courses that we offer and regularly evaluate the relevancy of course content while continuing to evolve with technology. Our commitment to providing high-quality online courses—within a learner-centered, research-intensive environment—is reflected through our course design process and meets the high standards for which the University of Guelph is known.

Who should register for the Open Learning program?

If you are interested in personal enrichment, professional development, eventual application to a degree program, or are looking to satisfy program requirements from another post-secondary institution, then the Open Learning program may be perfect for you.

Register

Please take the time to browse our online course catalogue and register for an online course today! OpenEd.uoguelph.ca/offering
Guaranteed Admission to the Bachelor of Commerce or Bachelor of Arts Programs

Open Learning program students with no previous post-secondary experience who complete four courses (2.0 credits) with a 70% minimum cumulative average may transfer into the Bachelor of Commerce or Bachelor of Arts programs at the University of Guelph. There are specific course requirements that must be met. Guaranteed admission does not apply to students with other post-secondary educational experience. For more information about guaranteed admission, refer to the “Special Opportunities” section of the University of Guelph Undergraduate Calendar at: www.uoguelph.ca/academics.

Continuing Education Option

You may register as a continuing education student if you are not interested in receiving credit for a course. You will not be required to complete assignments or related exams; however, you may participate in any related online discussion groups. To register as a continuing education student, please contact our main office by phone at 519-767-5000 or by email at info@OpenEd.uoguelph.ca.

Waiver of Course Prerequisites

Many degree-credit courses require prior completion of a specific course(s). If you have questions about prerequisites, please contact the Open Learning program Counsellor at 519-824-4120, ext. 56050 or send an email to: counsellor@OpenEd.uoguelph.ca for more information.

English Proficiency

All courses offered through OpenEd are facilitated in English. For successful admission, you must meet the English Proficiency Requirements outlined in the University of Guelph Undergraduate Calendar.

To better assist you, OpenEd has developed the English Language Certificate Program (ELCP), an intensive academic English language program designed to prepare students for academic success.

For more information, refer to page 26 or visit: OpenEd.uoguelph.ca/elp

English Language Programs

Open Learning and Educational Support offers the English Language Certificate Program, an intensive academic English preparation program. Successful completion of this program is a measure of English proficiency for entrance into Open Learning programs and for entrance into graduate and undergraduate studies at the University of Guelph. For more information, refer to page 26 or visit: OpenEd.uoguelph.ca/elp
Open Learning Program Courses

The University of Guelph operates on a three-semester system:
- Winter Semester: January - April
- Summer Semester: May - August
- Fall Semester: September - December

A wide selection of online courses is offered each semester from a variety of disciplines, and all are equivalent to on-campus courses in terms of curriculum and credit weight. For a list of courses being offered, visit: OpenEd.uoguelph.ca/offering.

Open Learning program courses are offered online and make effective use of online technologies, multimedia and external learning resources to support learning outcomes. Course manuals and DVDs may augment the content of some online courses. Information about how to obtain course materials can be found on our website at: OpenEd.uoguelph.ca/materials.

Most courses also have required textbooks which can be purchased online from the university bookstores. For the University Bookstore, visit: www.guelphcampus.coop. For the Co-op Bookstore, visit: www.bookstore.uoguelph.ca.

Course websites are available to you on the first day of the semester. During the course, you will interact with instructors and other learners via online discussion forums. Assignments are submitted electronically via the online dropbox.

Note: Generally, if you live within 100 km of Guelph, you may come to campus to write your final examinations; however, you can request to write your final exam at an alternative location. Visit our website for more details on requesting off-campus exams: OpenEd.uoguelph.ca/exams.

Technical Requirements

Most online courses have the following technical requirements. If you do not have these system requirements, consider either upgrading your personal computer or using a public access computer. Trying to use someone else's computer for the course may prove to be frustrating and difficult.

Note: Some individual courses may have specific technical requirements.

Contact us if you have questions about technical requirements.

Email:  help@OpenEd.uoguelph.ca
Phone:  519-824-4120, ext. 56939
Toll Free:  866-275-1478 (Canada and USA)
Website: OpenEd.uoguelph.ca

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<thead>
<tr>
<th>Component</th>
<th>Required</th>
<th>Recommended</th>
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<tbody>
<tr>
<td>Internet Speed</td>
<td>Dial-up</td>
<td>DSL or Cable (high speed)</td>
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<td>Resolution</td>
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<td>1920 x 1080 (HD)</td>
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<td>Java Script</td>
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<td>Cookies</td>
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<td>Software</td>
<td>Word processing software</td>
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<td>Desktop Browser</td>
<td>Internet Explorer 10, 11</td>
<td>Firefox - Latest</td>
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<td>Support</td>
<td>Chrome - Latest</td>
<td>Safari 6.0</td>
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<td>Tablet and Mobile</td>
<td>Android - Latest</td>
<td>iOS Safari - Latest</td>
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<tr>
<td>Browser Support</td>
<td>Microsoft Surface - Internet Explorer 11</td>
<td>BlackBerry - Latest</td>
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Course Fees

Tuition fees vary for different certificate, diploma, or non-degree professional development programs. For corresponding fees, visit OpenEd.uoguelph.ca or program-specific websites.

University of Guelph degree students must consult the Undergraduate Calendar for applicable tuition fees.

Academic Rules and Regulations

The Open Learning program policies and procedures set out details of the University of Guelph's academic and administrative rules and regulations. It is important that students review this information and understand how it applies to them. The Open Learning program policies and procedures can be viewed at: OpenEd.uoguelph.ca/OLPCalendar.

If you have any questions, please call us at 519-767-5000 or email us at info@OpenEd.uoguelph.ca.
Undergraduate Degree Courses

### Accounting
- ACCT*2220DE Financial Accounting
- ACCT*2230DE Management Accounting
- ACCT*3230DE Intermediate Management Accounting

### Animal Science
- ANSC*2340DE Structure of Farm Animals

### Anthropology
- ANTH*1150DE Introduction to Anthropology

### Art History
- ARTH*2290DE History of Photographic Media

### Arts and Sciences
- ASCI*3100DE Case Studies in Arts and Science Research
- ASCI*3200DE Issues in Public Health

### Biology
- BIOL*1500DE Humans in the Natural World
- BIOL*2060DE Ecology

### Biomedical Sciences
- BIOM*2000DE Concepts in Human Physiology
- BIOM*3090DE Principles of Pharmacology
- BIOM*3200DE Biomedical Physiology
- BIOM*4090DE Pharmacology

### Botany
- BOT*2000DE Plants, Biology and People

### Chemistry
- CHEM*1060DE Introductory Chemistry
- CHEM*1100DE Chemistry Today
- CHEM*3360DE Environmental Chemistry and Toxicology

### Classical Studies
- CLAS*2000DE Classical Mythology

### Computing and Information Science
- CIS*1000DE Introduction to Computer Applications
- CIS*1200DE Introduction to Computing
- CIS*1500DE Introduction to Programming
- CIS*2050DE Computers and Society
- CIS*2520DE Data Structures
- CIS*3190DE Software for Legacy Systems

### Economics
- ECON*1050DE Introductory Microeconomics
- ECON*1100DE Introductory Macroeconomics
- ECON*2100DE Economic Growth and Environmental Quality
- ECON*2200DE Industrial Relations
- ECON*2310DE Intermediate Microeconomics
- ECON*2410DE Intermediate Macroeconomics
- ECON*2560DE Theory of Finance
- ECON*2770DE Introductory Mathematical Economics
- ECON*3660DE Economics of Equity Markets
- ECON*4400DE Economics of Organizations and Corporate Governance

### Engineering
- ENGG*3240DE Engineering Economics

### English
- ENGL*1030DE Effective Writing
- ENGL*1200DE Reading the Contemporary World
- ENGL*2640DE Culture, Location, Identity: Minoritized Literatures in Canada and Beyond
- ENGL*2740DE Children's Literature
- ENGL*3360DE Scottish Literary Cultures
- ENGL*3860DE Topics in Literacy and Cultural Studies

- Indicates course is part of a certificate program

The University of Guelph's distance education courses and programs have been recognized with awards for excellence from the following organizations:

- The North America Web (NAWeb) Conference
- The University Continuing Education Association (UCEA)
- The Canadian Council for the Advancement of Education (CCAE)
- The Learning Resources Network (LERN)
- Council of Ontario Universities (COU)
- Canadian Association for University Continuing Education (CAUCE)
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<thead>
<tr>
<th>Environmental Design and Rural Development</th>
<th>Family Relations and Human Development</th>
<th>Geography</th>
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<tbody>
<tr>
<td>EDRD*2020DE Interpersonal Communication</td>
<td>FRHD*1010DE Human Development</td>
<td>GEOG*1200DE Society and Space</td>
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<tr>
<td>EDRD*2650DE Introduction to Planning and Environmental Law</td>
<td>FRHD*1020DE Couple and Family Relationships</td>
<td>GEOG*1220DE Human Impact on the Environment</td>
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<td>EDRD*3120DE Educational Communication</td>
<td>FRHD*2060DE Adult Development and Aging</td>
<td>GEOG*2210DE Environment and Resources</td>
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<td>EDRD*3140DE Organizational Communication</td>
<td>FRHD*2100DE Development of Human Sexuality</td>
<td>GEOG*2510DE Canada: A Regional Synthesis</td>
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<td>EDRD*3160DE International Communication</td>
<td>FRHD*2110DE Exceptional Children and Youth</td>
<td>GEOG*3020DE Global Environmental Change</td>
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<td>EDRD*3450DE Watershed Planning Practice</td>
<td>FRHD*2260DE Infant Development</td>
<td>GEOG*3210DE Management of the Biophysical Environment</td>
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<tr>
<td>EDRD*3500DE Recreation and Tourism Planning</td>
<td>FRHD*2280DE Adolescent Development</td>
<td>GEOG*3490DE Tourism and Environment</td>
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<tr>
<td>EDRD*4010DE Tourism Planning in the Less Developed World</td>
<td>FRHD*3190DE Administration of Programs for Children</td>
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<td>EDRD*4120DE Leadership Development in Small Organizations</td>
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<tr>
<td>Environmental Sciences</td>
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<tr>
<td>ENVS*1060DE Principles of Geology</td>
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<tr>
<td>ENVS*2060DE Soil Science</td>
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<tr>
<td>ENVS*2070DE Environmental Perspectives and Human Choices</td>
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<tr>
<td>ENVS*2120DE Introduction to Environmental Stewardship</td>
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<td>ENVS*2130DE Eating Sustainably in Ontario</td>
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<td>ENVS*2210DE Apiculture and Honey Bee Biology</td>
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<td>ENVS*2250DE Geology of Natural Disasters</td>
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<td>ENVS*2270DE Impacts of Climate Change</td>
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<td>ENVS*3000DE Nature Interpretation</td>
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<td>ENVS*3010DE Climate Change Biology</td>
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<td>ENVS*3020DE Pesticides and the Environment</td>
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<td>ENVS*3040DE Natural Chemicals in the Environment</td>
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<td>ENVS*3080DE Soil and Water Conservation</td>
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<td>Food Science</td>
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<tr>
<td>FOOD*2010DE Principles of Food Science</td>
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<tr>
<td>FOOD*2400DE Introduction to Food Chemistry</td>
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<td>FOOD*2410DE Introduction to Food Processing</td>
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<td>FOOD*2420DE Introduction to Food Microbiology</td>
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<tr>
<td>FOOD*3430DE Introduction to Food Analysis</td>
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<tr>
<td>FOOD*4310DE Food Safety Management Systems</td>
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<td>French Studies</td>
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<tr>
<td>FREN*1090DE Basic French: Reading</td>
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<tr>
<td>FREN*1100DE Basic French: Listening</td>
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<tr>
<td>FREN*2020DE France: Literature and Society</td>
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<tr>
<td>FREN*2500DE French Translation I</td>
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<tr>
<td>FREN*3520DE French Composition II</td>
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</tbody>
</table>
| Study at a time and place that's convenient for you, from anywhere in the world.
Horicultural Science
- HORT*1120DE Grape and Wine Science
- HORT*3430DE Wine-Grape Culture

Hospitality and Tourism Management
- HTM*2030DE Control Systems in the Hospitality Industry
- HTM*3180DE Casino Operations Management
- HTM*3780DE Managing Food in Canada

Human Resources and Organizational Behaviour
- HROB*2010DE Foundations of Leadership
- HROB*2090DE Individuals and Groups in Organizations
- HROB*3000DE Human Resources Management
- HROB*3010DE Managing and Rewarding Performance
- HROB*3070DE Attracting and Acquiring Talent
- HROB*4010DE Leadership Certificate Capstone
- HROB*4060DE Workforce Optimization

Landscape Architecture
- LARC*2820DE Urban and Regional Planning

Linguistics
- LING*1000DE Introduction to Linguistics

Management
- MGMT*2150DE Introduction to Canadian Business Management
- MGMT*3020DE Corporate Social Responsibility
- MGMT*3320DE Financial Management

Marketing and Consumer Studies
- MCS*1000DE Introductory Marketing
- MCS*2020DE Information Management
- MCS*2100DE Personal Financial Management
- MCS*3030DE Research Methods
- MCS*3040DE Business and Consumer Law

Mathematics
- MATH*1030DE Business Mathematics

Molecular Biology and Genetics
- MBG*3060DE Quantitative Genetics

Music
- MUSC*1130DE Introduction to Musicianship
- MUSC*2140DE History of Jazz
- MUSC*2150DE Music and Popular Culture
- MUSC*2380DE Classical Music from Concert Hall to Cinema

Nutrition
- NUTR*1010DE Introduction to Nutrition
- NUTR*2050DE Nutrition Through the Life Cycle
- NUTR*3210DE Fundamentals of Nutrition

Pathology
- PATH*3610DE Principles of Disease

Philosophy
- PHIL*1000DE Introduction to Philosophy: Major Texts
- PHIL*1010DE Introduction to Philosophy: Social and Polical Issues
- PHIL*2030DE Philosophy of Medicine
- PHIL*2060DE Philosophy of Feminism I
- PHIL*2070DE Philosophy of the Environment
- PHIL*2100DE Critical Thinking
- PHIL*2120DE Ethics
- PHIL*2130DE Philosophy of Religion
- PHIL*2220DE Philosophy and Literary Art
- PHIL*2600DE Business and Professional Ethics
- PHIL*3050DE Philosophy of Art

Physics
- PHYS*1020DE Introductory Physics
- PHYS*1600DE Contemporary Astronomy
- PHYS*2600DE General Astronomy
PHYS*3080DE Energy

Political Science
- POLS*1400DE Issues in Canadian Politics
- POLS*1500DE World Politics
- POLS*2000DE Political Theory
- POLS*2250DE Public Administration and Governance
- POLS*2300DE Canadian Government and Politics
- POLS*3250DE Public Policy: Challenges and Prospects
- POLS*3300DE Governing Criminal Justice
- POLS*3370DE Environmental Politics and Governance
- POLS*3440DE Corruption, Scandal and Political Ethics

Population Medicine
POP*3240DE Epidemiology

Psychology
PSYC*1000DE Introduction to Psychology
PSYC*1010DE Quantitation in Psychology
PSYC*2310DE Introduction to Social Psychology
PSYC*2360DE Introductory Research Methods
PSYC*2390DE Principles of Sensation and Perception
PSYC*2410DE Behavioural Neuroscience I
PSYC*2450DE Introduction to Developmental Psychology
PSYC*2650DE Cognitive Psychology
PSYC*2740DE Personality
PSYC*3020DE Psychology of Law
PSYC*3250DE Psychological Measurement
PSYC*3390DE Abnormal Psychology
PSYC*3480DE Psychology of Sport
PSYC*3570DE The Psychology of Death and Dying
PSYC*3710DE Psychology of Learning Difficulties and Disabilities I
PSYC*3800DE Psychology and Education
PSYC*3850DE Intellectual Disabilities

Sociology
SOC*1100DE Sociology
SOC*2070DE Social Deviance
SOC*2760DE Homicide

Sociology and Anthropology
SOAN*2400DE Introduction to Gender Systems

Spanish
SPAN*1100DE Introductory Spanish I
SPAN*1110DE Introductory Spanish II

Statistics
STAT*2040DE Statistics I
STAT*2060DE Statistics for Business Decisions

Studio Art
SART*1150DE Contemporary Artistic Practice

Theatre Studies
THST*2500DE Contemporary Cinema

Toxicology
TOX*3360DE Environmental Chemistry and Toxicology

Women’s Studies
WMST*1000DE Introduction to Women's Studies

Graduate Degree Courses

Environmental Design and Rural Development
- EDRD*6100DE Disaster Planning and Management
- EDRD*6690DE Program Evaluation

Food Safety and Quality Assurance
- FSQA*6100DE Food Law and Policy
- FSQA*6150DE Food Quality Assurance Management
- FSQA*6200DE Food Safety Systems
- FSQA*6600DE Principles of Food Safety and Quality Assurance

Leadership
- LEAD*6000DE Foundations of Leadership (Hybrid)

Population Medicine
- POPM*6350DE Safety of Foods of Animal Origin

Diploma Courses

Associate Diploma in Turfgrass Management
- DTM*1100DE Plant Biology

Refer to OpenEd.uoguelph.ca/offerings for specific course details, schedules, technology, and resource requirements.

Note: Course codes and course offerings reflect information available at the time of printing and are subject to change without notice.
Certificate in Business*

Certificate in Communication Process: Bridging Theory and Practice

The Open Learning program is comprised of specialized certificate programs.

Courses can be taken individually or as part of a certificate program.
Note: Course codes ending with the letters “DE” indicate the course is offered online.

Certificate in Business*

www.uoguelph.ca/cme/certificates

The Certificate in Business, available to both undergraduate students and Open Learners, is designed to benefit those who are not enrolled in a commerce program, but wish to develop the professional skills essential for business success.

Required course:

- MGMT*2150DE  Introduction to Canadian Business Management

Restricted electives (2.00 credits) from the following:

- ACCT*2220DE  Financial Accounting
- ACCT*2230DE  Management Accounting
- ECON*1050DE  Introductory Microeconomics
- ECON*1100DE  Introductory Macroeconomics
- ECON*2200DE  Industrial Relations
- EDRD*3140DE  Organizational Communication
- ENGG*3240DE  Engineering Economics
- FARE*3310  Operations Management
- HROB*2090DE  Individuals and Groups in Organizations
- MCS*1000DE  Introductory Marketing
- MCS*2020DE  Information Management
- MCS*2100DE  Personal Financial Management
- MCS*3000  Advanced Marketing
- POLS*3470  Business-Government Relations in Canada

As part of the 2.00 credit restricted electives students may select

- SPAN*3530  Business Spanish

* Note: Students registered in B.COMM, Business Administration minor, Marketing Management minor or BA European Studies program (with emphasis in European Business) are not eligible for the certificate.

Certificate in Communication Process: Bridging Theory and Practice

www.CommunicationProcess.ca

This online certificate will help you become a successful communicator, through both verbal and nonverbal strategies, leading to more positive outcomes in both personal and professional settings. The five-course program is designed to benefit people working in a wide variety of industries such as environmental science, criminology, education, international development, engineering or business.

Required courses:

- EDRD*2020DE  Interpersonal Communication
- EDRD*3120DE  Educational Communication
- EDRD*3140DE  Organizational Communication
- EDRD*3160DE  International Communication
- EDRD*4120DE  Leadership Development in Small Organizations
Certificate in Environmental Citizenship

www.EnvironmentalCertificates.com

Developed from a social science perspective, this certificate is beneficial if you wish to learn more about the global environmental issues facing us today and in the future. You will gain in-depth knowledge about environmental changes, their global impact, and how one can directly contribute to the environment’s sustainability. Required courses include: at least two 3000 or 4000 level courses from those listed below, six courses in total.

Required course:
- ENVS*2070DE  Environmental Perspectives and Human Choices

Two or three of the following:
- BOT*2000DE  Plants, Biology and People
- ECON*1050DE  Introductory Microeconomics
- ECON*2100DE  Economic Growth and Environmental Quality
- EDRD*3500DE  Recreation and Tourism Planning
- ENVS*2120DE  Introduction to Environmental Stewardship
- GEOG*1220DE  Human Impact on the Environment
- HIST*2250DE  Environment and History
- PHIL*2070DE  Philosophy of the Environment
- POLS*3370DE  Environmental Politics and Governance

Two or three of the following:
- BIOL*1500DE  Humans in the Natural World
- BIOL*2060DE  Ecology
- BOT*1200DE  Plants and Human Use
- EDRD*3450DE  Watershed Planning Practice
- EDRD*4010DE  Tourism Planning in the Less Developed World
- ENVS*3000DE  Nature Interpretation
- GEOG*2210DE  Environment and Resources
- GEOG*3020DE  Global Environmental Change
- GEOG*3210DE  Management of the Biophysical Environment
- GEOG*3490DE  Tourism and Environment

Certificate in Environmental Conservation

www.EnvironmentalCertificates.com

Developed from a biophysical science perspective, this certificate helps you to gain knowledge and an appreciation for environmental protection, conservation and preservation, and education and research. The program is designed to provide you with the credentials for professional advancement in the environment industry and/or personal enrichment. Required courses include: at least two 3000 or 4000 level courses from those listed below, six courses in total.

Required course:
- ENVS*2120DE  Introduction to Environmental Stewardship

Two or three of the following:
- EDRD*3450DE  Watershed Planning Practice
- GEOG*1220DE  Human Impact on the Environment
- GEOG*1300  Introduction to the Biophysical Environment
- ENVS*1060DE  Principles of Geology
- ENVS*2060DE  Soil Science
- ENVS*2250DE  Geology of Natural Disasters
- ENVS*3080DE  Soil and Water Conservation

Two or three of the following:
- BIOL*2060DE  Ecology
- BIOL*3450  Introduction to Aquatic Environments
- ENVS*3000DE  Nature Interpretation
- ENVS*3040DE  Natural Chemicals in the Environment
- GEOG*2210DE  Environment and Resources
- GEOG*3020DE  Global Environmental Change
- GEOG*3210DE  Management of the Biophysical Environment
Food Science Certificate  
www.FoodScienceCertificate.com
Designed to provide a broad understanding of food science, this certificate program will be of interest to production supervisors, technicians, technical sales and marketing personnel, dietitians and nutritionists, and food and health inspectors. The program will also benefit those with new job responsibilities, a new position, or those thinking of changing careers, and require some formal food science training.

Required courses:
- FOOD*2010DE Principles of Food Science
- FOOD*2400DE Introduction to Food Chemistry
- FOOD*2410DE Introduction to Food Processing
- FOOD*2420DE Introduction to Food Microbiology

One of the following:
- FOOD*3430DE Introduction to Food Analysis
- FOOD*4310DE Food Safety Management Systems

Prerequisites: Individuals need to have completed post-secondary courses in basic chemistry and microbiology or biology.

Certificate in Hospitality Studies  
www.HospitalityStudies.com
The online Certificate in Hospitality Studies program is designed to provide you with an excellent overview of the hospitality industry. If you are planning to advance your career in the field of hospitality, or need additional formal education in order to assume greater management responsibilities, you will benefit from this program.

Required courses:
- ACCT*2230DE Management Accounting
- HROB*2090DE Individuals and Groups in Organizations
- HROB*3000DE Human Resources Management
- HTM*2030DE Control Systems in the Hospitality Industry
- MGMT*2150DE Introduction to Canadian Business Management
Certificate in Public Policy and Administration

The five-course certificate is designed to provide a solid foundation in key concepts related to Canadian government, policy and administration. The certificate will be of interest to individuals currently working or seeking employment in the public sector or quasi-public sector as well as undergraduate students majoring in Public Management, Political Science, Criminal Justice and Public Policy. To earn the certificate, students will be required to successfully complete five of the six courses.

Required courses:
- POLS*1400DE Issues in Canadian Politics
- POLS*2250DE Public Administration and Governance

Elective courses:
- POLS*2300DE Canadian Government and Politics
- POLS*3250DE Public Policy: Challenges and Prospects
- POLS*3370DE Environmental Politics and Governance
- POLS*3440DE Corruption, Scandal and Political Ethics

Certificate in Leadership

The Certificate in Leadership is a multidisciplinary, five-course program for undergraduate students and Open Learners. The certificate program combines on-campus and online courses to prepare you to thrive in today's dynamic workplace and to serve your community by equipping you with the right leadership knowledge and skills.

Complement your studies with concrete experience by completing 120 hours of leadership practice.

Required courses:
- HROB*2010/HROB*2010DE Foundations of Leadership
- HROB*4010/HROB*4010DE Leadership Certificate Capstone

One of three courses:
- PHIL*2600/PHIL*2600DE Business and Professional Ethics
- PHIL*2120/PHIL*2120DE Ethics
- POLS*3440/POLS*3440DE Corruption, Scandal and Political Ethics

Choice of two elective courses:
- HROB*2090/HROB*2090DE Individuals and Groups in Organizations
- HROB*3000/HROB*3000DE Human Resources Management
- HROB*4030 Advanced Topics in Leadership and Organizational Management
- HROB*4100 Evidence-Based People Management
- EDRD*3140DE Organizational Communication
- EDRD*3160DE International Communication
- EDRD*4120DE Leadership Development in Small Organizations
- MGMT*2150DE Introduction to Canadian Business Management
- PHIL*2100/PHIL*2100DE Critical Thinking
- POLS*2250/POLS*2250DE Public Administration and Governance
- PSYC*3070 Psychology in Human Resource Management
- PSYC*3080 Organizational Psychology
online graduate programs

MBA
www.uoguelph.ca/business/mba

The University of Guelph MBA applies contemporary management concepts and strategies to industries where the university has distinctive capability. Upon admission, participants choose to concentrate their MBA studies in one of three broad industry groups: Food and Agribusiness Management, Hospitality and Tourism Management, or Sustainable Commerce. The University of Guelph MBA program includes a core group of courses that build and develop key managerial skills, and specialization courses that allow participants to apply concepts and skills to management situations in a particular sector. Case studies are widely used. Participants complete their program with a Major Research Project or by taking two additional online courses.

MA (Leadership)
www.uoguelph.ca/business/ma-leadership

The University of Guelph’s MA (Leadership) graduate degree program is an innovative online program designed to enhance your leadership potential without having to interrupt your career. The interdisciplinary program, utilizing real business and leadership, is a 24-month program consisting of eight interdisciplinary courses and the option to either complete the program with a Major Research Project or by taking two additional online courses. Courses are based upon “applied knowledge” whereby students confront real leadership issues pertaining to specific situations and/or organizations.

Online courses can be completed anywhere that Internet service is available. Students are provided with all of the resources needed to successfully complete their online studies such as textbooks and electronic resources.

The MA (Leadership) program provides three entry points: January, May and September.

“"The MA Leadership program has helped me to identify and improve my personal leadership strengths in a supportive environment with the right amount of academic challenge, effective feedback and collegial encouragement. I was able to immediately apply the practical and real-world examples to my regular work-life circumstances."
index for continuing education

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Courses
Advanced Principles of Toxicology, www.toxicology.OpenEd.uoguelph.ca
Applied Approaches to Advanced Issues in Sexuality
www.GuelphSexualityConference.ca
Geographical Epidemiology, www.GeoEpi.OpenEd.uoguelph.ca
Introduction to DNA Barcoding, www.DNABarcodingCourses.ca (page 25)

Conferences
Drainage Engineers Conference, www.LandDrainageEngineers.com
About

Continuing education programs offer a wide range of specialized non-degree learning opportunities that range from one-, two-, and three-day short courses and conferences to 12-week certificate and diploma program courses. These offerings are designed to meet the specific learning and professional development needs of adult learners.

Our continuing education offerings reflect the unique teaching expertise and research strengths of the University of Guelph. Certificate and diploma programs are designed for individuals wishing to enter various fields, or those already in these fields wishing to enhance their knowledge and skills for career advancement.

OpenEd has many external partners in industry, government, and other educational institutions with whom we work to ensure that our continuing education programs meet the needs of both learners and industry. As well, many of the continuing education certificate courses and programs are approved and/or accredited by various professional associations.

Browse through the continuing education offerings described in this guide, and visit the program-specific websites as noted.

Customized Programs

OpenEd collaborates with industry and professional associations on the development and delivery of industry-specific learning opportunities. For more information on how your organization can benefit from our services, please contact us by phone at 519-767-5000 or by email at info@OpenEd.uoguelph.ca.

We provide innovative learning designs and technologies.
Introduction to Geographic Information Systems (GIS) for Public Health

www.GISPublicHealth.com

Geographic information systems (GIS) represent a number of technologies that are used to map and analyze locational patterns. The course explores the core concepts of these technologies and provides participants with the skills and knowledge to prepare informative maps and conduct preliminary spatial analyses applicable for use within the fields of public health and epidemiology.

This eight-week online course is primarily intended for professional practitioners currently working in public health and/or epidemiology fields, or graduate students and graduates who are interested in gaining employment in this field.

The six course units focus on:
- Introduction to Geographic Information Systems and Spatial Data Analysis
- Coordinate Systems and Projections
- Basic Spatial and Attribute Data Management
- Acquiring and Managing Spatial Data
- Thematic Maps for Public Health Data
- Cluster Analysis

Certificate in Knowledge Mobilization

www.KnowledgeMobilization.ca

The Certificate in Knowledge Mobilization is designed to develop knowledge, skills and values with respect to knowledge mobilization (KMb) and to build capacity to select and apply KMb tools and techniques to ‘turn knowledge into action’. The program is designed for professionals currently employed or aiming to work in the social sciences or health sectors, including KMb practitioners, service providers, policy-makers, researchers, etc. The certificate is comprised of the following three eight-week online courses:

1. Inform: Processes of knowledge translation and dissemination
2. Engage: Building capacity to understand and use relevant evidence
3. Act: Transforming knowledge into action

Through one or more courses for professional development, or all three courses for a certificate, you will have an opportunity to:
- Learn how to build and implement knowledge mobilization strategies adapted to the needs and goals of your organization or sector
- Identify and use evidence from a number of sources and disciplines, and present research findings in ways that make the information accessible, relevant and applicable
- Develop key skills and competencies of knowledge brokering and stakeholder engagement
- Explore mechanisms to turn knowledge into action and support the development of evidence-based policies and programs
Certificate in Disability Management and Attendance Support (OASBO)

www.ProfessionalCertificates.ca

The Certificate in Disability Management and Attendance Support provides participants with knowledge and skills required to develop, implement and evaluate a disability and attendance support program in their workplace. The certificate consists of four face-to-face courses over a five-day period. Participants will have an opportunity to apply concepts, processes, programs and legislation to the complexities of disability management and attendance support in the workplace. Courses include:

- Fundamentals of Disability Management and Attendance Support
- Program Development and Administration
- Case Management Strategies
- Return to Work, Disability Management and Attendance Support Program Evaluation

Certificate in Facilities Management (OASBO)

www.ProfessionalCertificates.ca

The Certificate in Facilities Management provides participants with the knowledge and skills required to manage school board infrastructure, meet standards and requirements, ensure facility sustainability and create green learning environments. Identify, interpret and address processes, stakeholders, legislation, regulations, techniques and challenges involved in developing and delivering a facilities management program in today's school board environment. Acquire practical skills that can improve the success and sustainability of facilities management. Courses include:

- Property and Facilities Management – Design and Build
- Property and Facilities Management – Operations and Maintenance
- Human Resources Management
- Financial Management

Certificate in Supply Chain Management (OASBO)

www.ProfessionalCertificates.ca

The certificate provides participants with knowledge and skills required in public sector procurement and supply chain management in the school board environment. Participants will learn how to form strategic sourcing decisions, utilize various methods of procurement, manage the competitive bidding process, and navigate supplier/vendor relationships from negotiation to contract completion. Courses include:

- Principles of Supply Chain Management
- Sourcing and Competitive Bidding
- Negotiation and Resolution
- Contract Management

Diploma in School Board Administration (OASBO)

www.SchoolBoardAdmin.com

Building business and leadership skills one step at a time, the Diploma in School Board Administration is designed for Ontario school board professionals who wish to develop and enhance their skills and knowledge related to board business functions and operations. The program consists of six online core courses and four in-classroom electives. Elective courses are to be selected from the 28 courses offered within the seven OASBO Professional Certificate programs. The core courses include:

- Introduction to School Board Administration
- Financing of Education in Ontario
- Legal Governance
- Leadership and Ethics
- Operational Resource Management
- Communications Management

Program benefits include:

- Augmenting your career path within the school board environment
- Enhancing your ability to inform and contribute to strategic decisions
- Increasing your capacity to lead, manage and optimize business operations
- Building on current knowledge and skills in your business role
Creative Writing at Guelph
www.CreativeWritingatGuelph.ca
Creative Writing at Guelph is a program of writing courses. These courses are open to all and offer practical guidance on how to generate ideas, take that spark of inspiration to the page, advance your writing skills, and explore your creativity, while offering advice about publishing and bringing your work to the world.
Courses include:
- Introduction to Creative Writing
- Creative Writing through Reading
- The Novel
- The Short Story
- Poetry
- Creative Nonfiction
- The Art of Making Plays: Creating characters, developing stories and writing dialogue
- Young Adult Writing
- Talking the Talk: The art of writing dialogue
- Writing Mystery

Diploma in Human Resources Management
www.HRDiploma.com
Human Resources Management is critical to achieving organizational effectiveness in today’s business environment. Participants will learn how to leverage and develop their skills to achieve creative and innovative organizational business goals. The Diploma in Human Resources Management program consists of nine courses (approved by the Human Resources Professionals Association) and one elective.
Courses include:
- Compensation and Benefits
- Finance and Accounting Concepts
- Human Resources Administration
- Human Resources Planning
- Labour Management Relations
- Occupational Health and Safety
- Organization and Management
- Recruitment and Selection
- Training and Development
- One elective (refer to program website above)

“The Diploma in HR Management provided me with a solid understanding of the factors that contribute to organizational success. The program shaped my appreciation for the recruitment and selection process, as well as the importance of meeting the needs of employees, striving for staff retention, and ensuring ongoing collaboration between managers and employees. My interest in lifelong learning was renewed through the completion of this program.”
Certificate in Coaching for Leadership
www.CoachingforLeadership.ca

Develop your leadership skills using the Coach Approach.

Employee engagement and performance management are essential drivers in high performing organizations. Develop leadership, coaching and communication skills to engage employees to achieve organizational excellence in the following ways:

- Examine components of a coaching culture
- Analyze and apply the performance management cycle to engage and coach employees
- Learn the Coaching Approach Model and practice coaching leadership skills
- Manage conflict to build high trust relationships

Who should participate in this online program?

- Senior leaders
- Managers and supervisors
- Human resources professionals
- Project managers and organizational consultants
- Leaders with direct reports

Courses:

- Creating a Foundation for Leadership Coaching
- Performance Management Fundamentals
- The Coach Approach
- Harness Conflict and Build Trust

The Certificate in Coaching for Leadership is the only exclusively online coaching program in Canada.

Certificate in Couple and Family Therapy Studies
www.CoupleFamilyTherapyStudies.ca

Explore the major theories and central concepts that form the foundations of couple, family and marriage therapy. These interactive courses use a variety of teaching and learning strategies in order to effectively translate theories into practical methods for contemporary therapists. Offered jointly with the Ontario Association of Marriage and Family Therapy (OAMFT), the graduate-level courses allow upcoming and seasoned practitioners to explore couple and family therapy as a career option, upgrade education and skills, develop additional specialization, and work towards the course content requirements for AAMFT Clinical Membership.

Students have an opportunity to engage in one or more courses for professional development, or successfully complete three core course and three electives within a five-year period to complete the certificate. All instructors are AAMFT Clinical Fellows and Approved Supervisors with significant experience in the field.

Core Courses:

- Theories and Methods of Family Therapy: Foundations of the Field
- Theories and Methods of Couple Therapy
- Theories and Methods of Family Therapy: Post-Modern Models

Elective Courses:

- Advanced Therapy for Couple Relationships
- Change Strategies in Therapy
- Families in Transition: Divorce, Single Parenting and Re-Marriage
- Family Therapy and Mental Health
- Professional Issues in Couple and Family Therapy
- Research in Couple and Family Therapy
- Sexuality Across the Lifespan
- Spirituality: A New Story in Couple and Family Therapy
- Systemic Approaches with the Addicted Client
- Therapy Interventions for Trauma, Abuse and Violence
- Transitions: Human Life Cycle
Certificate in Equine Business Management

www.EquineStudiesOnline.ca

Turn your love for horses into a business in the equine industry. A series of online courses covering:

- business planning
- equine management
- financial management
- marketing and social media
- the equine industry
- event management
- journalism

This program provides learners with the basic knowledge to develop a business.

Equine Welfare Certificate

www.EquineStudiesOnline.ca

The Equine Welfare Certificate has been designed to engage students who have a passion for making a better world for our equines and will examine the biological and emotional factors that affect a horse’s quality of life. During the course of the certificate, students will:

- Explore past and current equine practices from a welfare perspective
- Develop a high level of understanding of equine behaviour and the abnormal behaviours and management practices which contribute to them
- Analyze the nutritional requirements of healthy horses by studying research and theory and applying the theory to practice
- Develop an understanding of the difference between animal legislation, regulation and practice

Equine Science Certificate

www.EquineStudiesOnline.ca

This award-winning, online certificate program is designed for those who wish to improve the health and welfare of their horses. Students will learn the fundamentals of nutrition, exercise physiology, genetics, anatomy and foaling, as well as, setting up a safe and environmentally responsible barn and property.

Diploma in Equine Studies

www.EquineStudiesOnline.ca

A comprehensive course of study for both the horse owner and those interested in a career in the equine industry.

A series of ten online courses provides you with a foundation in both equine science and business.

For the most up-to-date course and program offering dates, visit OpenEd.uoguelph.ca.
Turf Managers’ Short Course
www.TurfManagers.ca
Join this intensive, four-week, on-campus course which covers all aspects of turf, insect, disease and weed management, irrigation, construction and drainage. Connect with participants from every Canadian province and all turf industry segments including golf courses, lawn maintenance and landscaping, sports turf and sod production.

Introduction to DNA Barcoding
www.DNABarcodingCourses.ca
Gain a basic understanding of DNA-based approaches for species identification and discovery. In this online course, you will explore the historical framework for species identification, and receive an overview of barcoding applications, analysis and interpretation of results. The benefits of basic research in the fields of taxonomy, ecology and evolution will be explored.

Horticulturist Diploma
www.GuelphHort.com
Enhance your knowledge, skills and abilities related to residential gardens, urban spaces and small recreational areas. Create beautiful and hardy landscapes through innovative residential garden design tactics and strategies. The Horticulturist Diploma is designed for landscape company staff, parks and recreation employees, institutional ground staff, naturalists, home/urban gardeners and environmental advocates. Students must successfully complete all seven Horticulturist Certificate courses before proceeding to the three required diploma courses. All courses are delivered online.

Creating Landscapes Diploma
www.GuelphHort.com
Develop and hone your landscape design skills and your abilities to build function and purpose within your landscape environments. Gain the knowledge and skills needed to create meaningful and attractive landscape designs and drawings that captivate and entice current and prospective clients. The Creating Landscapes Diploma is designed for landscape professionals and homeowners looking to better understand design and function within their landscape environment. Students must successfully complete all six Creating Landscapes Certificate courses before proceeding to the four required diploma courses. All courses are delivered online.

Sustainable Urban Horticulture and Sustainable Urban Agriculture Certificates – Online
www.GuelphHort.com
Are you looking to grow and store great tasting food, build or enhance a community garden, educate your community on sustainability, and maximize your environment’s potential? The University of Guelph offers two certificates to suit your needs: the Sustainable Urban Horticulture Certificate and the Sustainable Urban Agriculture Certificate. Become a champion for sustainability among your peers and the greater community through ecological stewardship. Develop your urban or suburban environment using productive, sustainable, economical and socially responsible production techniques. Choose one or both certificates or select individual courses to meet your needs or interests. All courses are delivered online.

Horticulture, Turf and Landscape Certificates – Online
www.GuelphHort.com
Gain practical and applied knowledge and skills in the areas of horticulture, turf or landscape through one of our five online certificate programs. These 12-week courses can be taken individually or as part of a certificate. Each certificate is tailored to the key elements of the field and the knowledge and skill requirements of their target audience. Begin your learning journey with us today by registering for courses relevant to your professional needs or your personal interests.

Available certificates:
- Creating Landscapes Certificate
- The Horticulturist Certificate
- Growing Plants for Profit Certificate
- Sustainable Landscapes Certificate
- Maintaining Golf Courses Certificate
About English Language Programs (ELP)
OpenEd.uoguelph.ca/elp
The English Language Programs at OpenEd offer English language learners an opportunity to develop their language ability, academic skills and overall understanding of Canadian culture.

Our programs have been developed to meet the English language requirements of international students entering undergraduate and graduate degree programs at the University of Guelph.

Our English Language Programs:
- Help international students develop lifelong skills that can be applied to a range of professional, academic and social contexts
- Prepare students to become independent, critical and reflective language learners who use effective learning strategies
- Provide learner-centred opportunities that promote student well-being
- Reflect an understanding that language and culture are mutually dependent

English Language Certificate Program (ELCP)
The ELCP is an intensive 25-hour per week academic English program. Completion of the advanced level (levels 9 and 10) meets the English language proficiency requirements for admission to:
- University of Guelph
- University of Guelph-Humber
- Wilfrid Laurier University

Graduate Preparation Program (GPP)
The GPP builds on the foundation of the ELCP and adds specific courses designed to prepare students for graduate study in Canada. All GPP students must complete ELCP levels 9 and 10 in order to be eligible for a 14-week semester of courses aimed at graduate preparation. The GPP has a minimum length of 28 weeks, depending on level placement within ELCP. GPP courses include:
- Writing at the Graduate Level
- Critical Analysis
- Critical Listening and Speaking
- IELTS Preparation

Business English Program
Develop your communication skills for business in this intensive four-week course. You will improve oral and written English proficiency, build confidence in communicating in an international business context, and learn about business in Canada with company visits and guest speakers.

For more information, visit: OpenEd.uoguelph.ca/elp.
Annual Guelph Sexuality Conference

www.GuelphSexualityConference.ca
Theme: Pleasure
Thursday, June 23 and Friday, June 24, 2016
The 38th Annual Guelph Sexuality Conference is a premiere academic, educational and informational forum for sexual health professionals. This year our theme is Pleasure. Pleasure is experienced and expressed in a multitude of ways. It is intimately interconnected with our sexual health, personal energy and relationships. At the same time, pleasure has often been left out of sexual health and education dialogues. We invite you to join us in celebrating, critiquing and exploring the many facets of pleasure and the ways it can impact our sexual health and well-being. This national conference features plenary speakers, posters and research presentations, workshops and networking.

STI Clinical Update and More - Thursday, June 23, 2016

Intensive Sex Therapy Training Program - Monday May 30 to Friday, June 3, 2016
- A five-day professional training program for qualifying therapists
- Updates on the treatment and management of sexually-transmitted infections for public health educators and medical professionals

The Accessibility Conference

www.AccessConf.ca
In Letter and Spirit: Realizing the vision of the AODA
Monday, May 30 to Wednesday, June 1, 2016
Providing information, communication and technology in accessible formats is an important part of the university’s commitment to equity. Directed towards attendees from the public and private sectors—including educators, IT managers and providers, web managers and content providers, course designers, and individuals who create and disseminate information—the conference will raise awareness of information and communication accessibility issues and provide practical tools and strategies to incorporate accessibility into the real-world environment.

For the most up-to-date course and program offering dates, visit OpenEd.uoguelph.ca.
Study at a time and place that’s convenient for you, from anywhere in the world.

Benefit from a high-quality learning experience.

We provide innovative learning designs and technologies.

Open Learning and Educational Support
University of Guelph
Johnston Hall, Room 160
Guelph, ON N1G 2W1 CANADA

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