



BOOTH
UNIVERSITY
COLLEGE

SCHOOL FOR CONTINUING STUDIES

VIEWBOOK

EDUCATION FOR A BETTER WORLD



WELCOME!

We are thrilled that you are considering Booth University College (Booth UC) as your partner in lifelong learning and professional advancement. Our programs are designed to fit your life, helping you achieve your goals without putting your career or personal commitments on hold. More than your career, our Booth UC programs transform the way you see yourself in community, enabling you to become the difference you wish to see in the world around you.



BOOTH UC BENEFITS

- All courses are offered through a fully online delivery mode that you complete at your own pace within a given time period.
- Each program is developed by industry leaders with a focus on real-world applications.
- Every course is guided by experienced instructors who are working professionals with direct knowledge of the field and who are actively involved in your learning.
- Your learning experience is supported by Booth UC Student Services, including the Academic Learning Centre and Accessibility Services.
- Booth UC is willing to work with employers to design Certificate programs that meet their specific needs.
- Booth UC is a recognized Designated Learning Institution, authorized by the Province of Manitoba to provide degrees and certificates to our students.
- Canadians and Permanent Residents in Canada are eligible for the Canada Student Grant for Part-Time Students.

BOOTH UC BELIEFS

As a Christian university rooted in the Salvation Army's Wesleyan theological tradition, Booth UC brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to be active contributors to society, and to bring hope, social justice and mercy into our world.

The School for Continuing Studies at Booth UC is dedicated to providing accessible and flexible education that empowers individuals to grow academically, professionally, and spiritually in their pursuit of lifelong learning.

At the heart of Booth UC is our commitment to "Education for a Better World." We exist to empower our students through education, engage learning through a Christian faith perspective, and equip our students for service in their communities.

Equipping you to transform your community.

BEGINNING WITH BOOTH UC — EASY AS 1,2,3!

Step 1:

Your journey with Booth UC begins with selecting a program. Review our different Certificate programs in the following pages or on the Booth UC website: <https://boothuc.ca/scs>

Step 2:

Check the Admission requirements on the Booth UC website. All applicants require a high school record of completion (e.g. grade 12 transcript), and a personal letter of introduction. Additional items may be required for some applicants and some programs.

Step 3:

Complete and submit your online application form here: <https://boothuc.ca/apply/>
Pay your admission deposit promptly to secure your spot (this payment is counted towards the balance of your tuition fees owing).

Please contact SCS@BoothUC.ca if you have any questions about the application process!

CERTIFICATE PROGRAMS

It can be challenging to stay up to date with information in today's world. New options, skills, experiences, and possibilities bombard us at every turn. Whether you are looking to enhance your existing career knowledge, or are exploring a new career path, Booth UC Certificate programs provide practical "hands-on" expertise from professionals who model our school's commitment to "Education for a Better World."

Certificate programs are offered year-round and participants can join any time (except for the PSW Certificate program). Course availability is subject to a minimum enrollment.

Booth UC Micro-Credentials

If completing a full Certificate Program is not possible right now, consider taking a single course and receive a Booth UC Micro-Credential Letter of Completion. A Letter of Completion can be used towards a Booth UC Certificate requirements for up to 10 years. Grow your knowledge now and keep building into the future as it works for you!

Any course listed below that has a Booth UC icon (🏆) is eligible for Micro-Credential recognition.

Contact SCS@BoothUC.ca to check course availability.

Chaplaincy & Spiritual Care

Chaplains have the privilege of walking with others to provide emotional, psychological and spiritual support for individuals in times of need, regardless of their faith, spirituality, or personal background. The Chaplaincy and Spiritual Care Certificate program equips you with practical and theoretical tools to give compassionate care when others need you most.

Length: 9 courses, including one elective course, one practicum course, and one graduating project.

Duration: 2 years + (Part-time - Maximum of 2 courses per term)

Credit hours: 3 per course; 27 total






Required core courses (8):

🏆 MIN141 Biblical and Theological Foundations of Ministry: Integrates contemporary questions, experience, and actions with the beliefs, traditions, and practice of chaplaincy.

🏆 MIN242 Foundations of Chaplaincy: Introduction to the ministry of spiritual care in an institutional setting.



**Note: Certificate programs are offered year-round and participants can join any time (except for the PSW Certificate program). Course availability is subject to a minimum enrollment.*

-  MIN245 Spiritual Care in Times of Crisis: A holistic pastoral care model as it relates to various kinds of trauma that people experience in crisis situations.
-  MIN246 Practice of Chaplaincy: Topics covered includes the philosophy of chaplaincy, record-keeping, ethical issues, self-care and self-awareness, basic counselling skills, theological reflection, and issues related to specialized ministry in chaplaincy.
-  MIN248 Pastoral Counselling: Taught in a lab format with a focus on skill development related to pastoral counselling.
-  MIN257 Individual in a Pluralistic Context: Examines transition and change as these relate to self and the culture in which chaplains live and minister.
 - MIN249 Chaplaincy and Spiritual Care Practicum: A one-term field placement practicum relevant to the student's present or anticipated area of ministry.
-  MIN250 Chaplaincy and Spiritual Care Graduating Project: Students complete either a practical project with research and written work to demonstrate their learning or a substantive research paper.

Required elective options (1):

- MIN247 Corrections Chaplaincy
- MIN254 Long-Term Care Chaplaincy
- MIN255 Social Services Chaplaincy
- MIN256 Spiritual Care in Family Services

Ready to register for any of our programs? Visit our programs page to get started at boothuc.ca/scs or scan the QR Code.



Length: 6 courses, including one Capstone course

Duration: 1 ½ to 2 years (part-time)

Credit hours: 3 per course; 18 total

Climate Action

With climate-related crises in the news almost daily, it can be easy to feel that there are no solutions. This couldn't be further from the truth. This foundational course is designed to enhance your climate knowledge and your personal and professional power to act. Through a critical, reflective, and justice-centered lens, you will learn the science of climate change, assess real-world examples of climate solutions, and discover ways to enact meaningful change. At the end of the program, you'll be ready to implement tangible approaches that you or your organization can take to act on the climate crisis.

This Certificate program is available to community organizations and their staff or volunteers on request.

Required core courses (3):

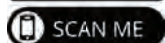
- CLM001: Foundations in Climate Action
- CLM002: Indigenous Perspectives in Climate Action
- CLM003: Climate Justice: Building Just & Equitable Communities

Elective courses (choose 3):

- CLM004: Climate Communication: From Principles to Practice
- CLM005: Navigating Power for Collective Action
- CLM006: Building Community Resilience in the Climate Emergency
- CLM007: Climate Action in Smaller Communities
- CLM008: Climate Action Capstone



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Community Capacity Building

Become a more effective community leader by discovering the tools, inspiration, and relationships to engage your community and by learning the theory and practice of community-engaged work. This Certificate program is available to community organizations and their staff or volunteers on request. NOTE: This is mostly offered in a blended delivery format.

Length: 5 courses

Duration: 5 months (intensive - 2 classes/ week)

Credit hours: 3 per course; 15 total

Required core courses:

- CCB010 - Personal Leadership and Identity: What does your personal history bring to your leadership? In this module, you'll learn about your connection to the land and the histories that have brought us together.
- CCB020 - Project Management and Strategy: How do you start planning a community project? In this module, you'll develop a strategy for your work.
- CCB030 - Project Implementation: How can you put theory into practice in your project? Through this module, you'll implement your community project using the strategy and Theory of Change you have already developed.
- CCB050 - Project Evaluation: Evaluation is a powerful tool in community-based work. In this module, you'll learn how to make replicable projects and processes, so your work can continue beyond your efforts as an individual.
- CCB070 - Community and Communication: Community projects need the support of a community. This module prepares you to invite others to join your work.



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SCAN ME

Leadership Essentials | Advanced Leadership

Booth UC offers two leadership development certificate courses to strengthen leadership skills and applications in the workplace. The two certificates may be taken separately, without pre-requisite requirements. Or they may be taken in sequence to grow personal knowledge and abilities in leadership environments.



Leadership Essentials





The Certificate in Leadership Essentials meets the urgent needs of communities and organizations everywhere to redefine and reimagine what leadership is and how it functions. The program takes a holistic view of leadership that is about learning, listening, and connecting to the collective intelligence of groups and organizations. The program promotes leadership that is emergent, collaborative, and acutely responsive in an era of unprecedented change and uncertainty.

Length: 4 courses

Duration: 1 year (part-time)

Credit hours: 3 per course; 12 total

Required core courses:

-  MGT001 Essentials for Leading the Self: The kind of leadership required in today's world is not defined by your position, but by the choices you make every day to positively impact the people and environment around you.
-  MGT002 Essentials for Leading Teams and Relationships: Learn how you can positively influence the formation of the complex, interconnected system of relationships we call a "team."
-  MGT003 Essentials for Leading People Practices for Organizational Success: Explore most current HR practices you'll need to attract, retain, manage, and inspire your team and develop skills that can create a healthy, respectful, and thriving workplace culture.
-  MGT004 Essentials for Leading in Organizations: This module will equip you with the tools, skills, and mindset to constructively influence and promote change, understand the psychology of change, and apply powerful tools for initiating system-wide change within your organizational systems.





Advanced Leadership

The Certificate in Advanced Leadership program of studies will help leaders develop and apply the personal mastery, relational capacities, and necessary mindsets needed to be competitive and achieve excellence in an era of growing complexity. Through a combination of hands-on experience and applied learning activities, participants will cultivate new ways of thinking, acting, and being, and develop and apply whole-systems and collaborative leadership approaches.

Length: 5 courses Duration: 1 year (part-time) Credit hours: 3 per course; 15 total



Required core courses:

-  MGT011 Personal Foundations of Successful Leadership: Self-awareness, mood management, and self-motivation are at the core of authentic leadership. They influence your ability to build strong relationships, engage diverse stakeholders, and optimize the performance of your organization.
 -  MGT012 Building Collaborative Teams for High Impact; Learn to develop effective interpersonal relationships. Build confidence and skills in courageous conversations, navigating power, and transforming conflict for positive outcomes.
 -  MGT013 Creating Organizational Coherence in the Midst of Change: Tackle common leadership challenges, including motivating and engaging others, making decisions, managing conflict, valuing diversity, and leading change.
 -  MGT014 Catalyzing Action in Complex Systems: An introduction to complex societal issues that will equip you to lead through systems mapping, polarity analysis, strategy formation, and more.
- MGT015 Leadership in Action: Running parallel to other courses, this module helps you connect integrated activities to your learning.



Ready to register for any of our programs? Visit our programs page to get started at boothuc.ca/scs or scan the QR Code.








Not-for-Profit Management

Not-for-profit organizations are leading the way in serving our communities. They are comprised of teams of passionate individuals who desire to make a difference, and they are at the forefront of working to improve our collective and social wellbeing. Your team needs clear-minded leadership and skilled management to make the most of limited resources. The Not-for-Profit Management Certificate program is a smart investment in people who will pay it forward for years to come!

Length: 5 courses Duration: 1 ½ to 2 years (part-time) Credit hours: 3 per course; 15 total

Required courses:

-  MGT201 - Human Resource Management: Examine the fundamental challenges of managing human resources in the not-for-profit workplace.
-  MGT202 - Program Design, Proposal Writing, and Project Management: Examine the effective delivery of projects and programs as well the technical and leadership aspects of project management.
-  MGT203 - Financial Management: Examine the fundamentals of financial management including an overview of basic accounting and finance models and concepts.
-  MGT204 - Strategy and Leadership: Focus on the integration of strategy and leadership in a not-for-profit setting.
 - MGT205 - Not-for-Profit Management Certificate Capstone (required for Salvation Army participants, optional for others): Three face-to-face sessions over the course of the certificate's two-year sequence, designed to apply Salvation Army policies and procedures to the principles learned in other courses.
-  MGT206 - New Approaches to Non-Profit Management for the Canadian Context (Elective. Salvation Army participants exempt): Examine the legal foundations, unique governance systems, and resource requirements of not-for-profit organizations in Canada.



Ready to register for any of our programs? Visit our programs page to get started at boothuc.ca/scs or scan the QR Code.

Personal Support Worker

Booth UC offers a fully online, high quality Personal Care Worker certificate program that is recognized and endorsed by the Canadian Support Worker Association (CANSWA) and the Ontario Personal Support Worker Association (OPSWA). The program includes a 320 hour practicum in a local health care facility of your choosing and is guided throughout by a team of qualified health care professional instructors. The Booth UC PSW program approaches health care practice holistically, with students learning to care for another's body, mind, and spirit.

Length: 14 courses, offered sequentially in 2-6 week blocks

Duration: 1.5 years (part-time)

Credit hours: 1-3 per course; 36 total

Required core courses:

- Principles of Person-Centered Care
- Writing for the Workplace
- Communication Skills for Healthcare
- Ethics of Person-Centered Care
- Workplace Health and Safety for the PSW
- Mental Health and Dementia Care
- Rehabilitative and Restorative Care
- Household Management
- Person-Centred Activities of Daily Living
- Palliative and End of Life Care
- PSW as Part of an Interprofessional Team
- Career Readiness Essentials
- PSW Practicum Preparation (Lab Skills)
- PSW Student Practicum (320 Hours)
- Integrated Remote Care Workshop



Ready to register for any of our programs? Visit our programs page to get started at boothuc.ca/scs or scan the QR Code.

Note: The Booth University College PSW Certificate is recognized by the Health and Supportive Care Providers Oversight Authority of Ontario. Graduates of the Booth UC program are eligible to apply for registration with HSCPOA to become a Registered PSW in Ontario.



Booth UC Student Supports

We understand that taking on courses while attending to a full schedule can be a daunting challenge. That's why our students are encouraged to use available Student Support Services.



Academic Learning Centre

The Academic Learning Centre (ALC) is a free service for students who want to strengthen academic skills and learn effective strategies for achieving academic success. A team of tutors are available for meeting with students one-on-one as well as in group sessions or workshops. Students give our ALC team an 'A+' in helping them reach their academic goals at Booth UC!



Accessibility Services

Not all of us learn in the same way. Booth UC provides academic accommodations for students with physical or learning disabilities to help provide barrier-free access to Booth UC degree and certificate programs. If you have a diagnosed disability or are interested in knowing more about the Accessibility Services program at Booth UC, we can talk about supports that are right for you.

SCS offers the ultimate flexibility for working professionals. The online format allowed me to continue working while I studied, and the instructors provided constant support throughout the process. Highly recommended for anyone needing a student-centered education!

- Mark Burford



Orientation

Setting out to achieve a new Certificate is both exciting and challenging. We want you to start well, which is why we've developed a short online Booth102 SCS Student Orientation course for you to take in advance of your program start date. This course is free and all new SCS students are automatically enrolled. Through this course, you will become aware of the various supports and services available to you, how to navigate your course learning management system, and contact information for key people.



Student Community

Despite being located in many different regions across the country and around the world, our students find connection in our online learning environment. We also encourage students to interact with each other through our online SCS Student Group, where they can explore topics of interest outside of class, share tips and resources, and grow a sense of community. It's easy to connect virtually with Booth UC campus events too. Check out the Booth UC YouTube channel [youtube.com/BoothUC] for weekly chapels, special events, and more.

Books are Just the Beginning

The John Fairbank Memorial Library at Booth UC offers students access to over 300,000 print and e-books and over 500,000 journal articles. Library staff are available to help you locate the resources you need, even if we don't have them here at Booth UC. Your library options are nearly limitless! Whether you need help with choosing a topic, finding articles, books, commentaries, or doing research of any kind, library staff are available at the click of a button or dial of the phone. Contact info and appointment link can be found on the library homepage: <https://boothuc.ca/library>



Beyond the Computer

Several Certificate programs require students to complete a practicum placement in their local community. This takes place with an organization of the student's choosing, with approval from the Booth UC practicum instructor. Through the practicum, students are encouraged to apply their learning in an employment setting with the mentorship and guidance of a site supervisor and the Booth UC practicum instructor. Practicums help to build student confidence and capability in handling responsibilities related to workplace needs and expectations.

Practicums are currently required for the following Certificate programs:

- Chaplaincy and Spiritual Care Certificate
 - Personal Support Worker
-

"The Not-for-Profit Management and Leadership programs at Booth UC empowered me to develop the essential skills necessary to transition from a supervisory role into my current position as Executive Director. The flexibility of these programs is ideal for working professionals, offering a clear path to career advancement without the need for a full-time, campus-based schedule."

- Mark Stewart

Salvation Army Students

The School for Continuing Studies is the primary centre for education and training of Salvation Army staff. This includes Salvation Army officers, ministry unit employees, and lay members of Corps in the Canada and Bermuda Territory. Salvationists who are eligible for funding do not need to submit an application for admission but do need to submit a sponsorship confirmation from the Leadership & Development unit of the Canada and Bermuda Territorial Headquarters.

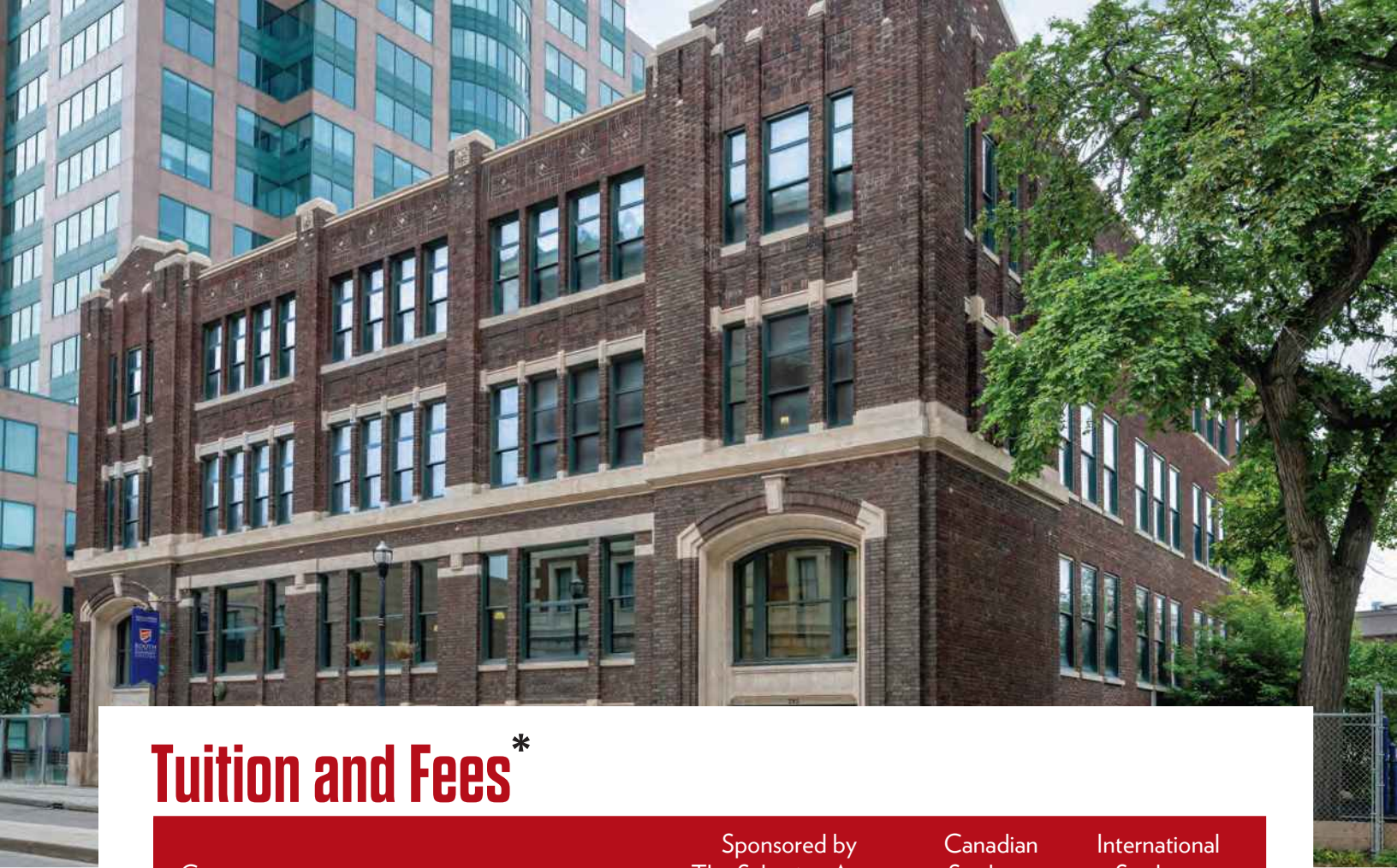


To apply for TSA education funding, please follow the Salvation Army procedure for obtaining education and funding approval.



International Students

Achieving a Booth UC Certificate is easy and convenient for individuals located in other countries beyond Canada as programs are offered fully online. According to Canadian immigration requirements, Certificate programs are not eligible for a student visa for entry to Canada.



Tuition and Fees*

Cost per course	Sponsored by The Salvation Army	Canadian Students	International Students
Tuition (per online/ hybrid course)	\$903.00	\$903.00	\$903.00
Tuition Deposit (non-refundable)	\$0.00	\$200.00	\$500.00
Administrative fees	\$30	\$30	\$30

Cost per Program*

Chaplaincy & Spiritual Care	\$8,397.00
Climate Action	\$5,598.00
Community Capacity Building	\$4,545.00
Leadership Essentials	\$3,732.00
Advanced Leadership	\$4,665.00
Not for Profit Management	\$4,665.00
Personal Support Worker	\$4,750.00

* Prices subject to change

Textbooks and Materials

The fees outlined do not include costs for textbooks or materials. Refer to the course syllabi for a list of textbooks or materials required per course. Current students can view the syllabi in Populi.



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Acknowledgement

We acknowledge that Booth University College is located on Treaty 1 Territory, the traditional lands and waters of the Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and the original homeland of the Red River Métis Nation.

These Indigenous peoples have cared for and occupied this land for millennia, stewarding its resources and deriving life and meaning from its abundance. We celebrate their place in our community, their contributions to our collective well-being, and their role in bringing about a hopeful future for us all.



Waldron Building (Main campus)
290 Vaughan Street



Union Station campus
123 Main Street



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APPLY NOW!

We are happy to provide more information or help you through the application process. Contact us if you'd like to learn more about any of our programs:

CAMPUS ADMISSIONS:

Email: scs@boothuc.ca

204-594-6130