



**INSPIRED BY INDUSTRY.
DRIVEN BY STUDENT SUCCESS.**

*Registered as a private career college under the Private Career Colleges Act, 2005 - ID Number: 141054.
Designated Learning Institution number DLI #O131394510557*

About Toronto School of Management



Toronto School of Management (TSoM) works with industry leaders to design and deliver innovative, career-centric programs. We work tirelessly to provide students with the right combination of academic excellence and practical hands-on experience, educating ambitious people to take their careers further.

We offer programs in business, hospitality & tourism, big data and accounting. Focusing on the practical competencies that you'll need in the workplace. Most of our programs offer real work experience with our partners: by taking part in a real business, you will be prepared for life after graduation.

Located among some of North America's leading firms, we're the ideal environment for students eager to immerse themselves in a vibrant business community.

You'll have an excellent learning experience from the start of your program to finding a job after you complete it. At TSoM, you're supported every step of the way.



Some of our Co-op partners

Toronto School of Management has partnered with many different companies from a range of industries to make sure that you get the most benefit from your program.



Why study with us?

Toronto School of Management (TSoM) mandate is to provide a comprehensive and balanced mix of programs and services that support the success of our students in work and life.

We can help you succeed in all professional aspects of your life by providing you with full support, and the industry-relevant knowledge and skills you need to progress in your career. With TSoM, you will study high quality programs taught by our experienced faculty, who are experts when it comes to helping students achieve their full potential in their exams.

Our vibrant Toronto campus is situated in the heart of Ontario's capital – Canada's business and culture hub. The central location only enhances the student experience, with public transport easily accessible, as well.

We are excited to welcome students from around the world and guide them along the path to become successful accountants and business people.



Expert faculty with industry knowledge who support your development



Co-op programs linking classroom studies with on-the-job training



Convenient downtown location on a main subway line



State of the art facilities providing an optimum learning environment



English Pathways with The Language Gallery and other language schools



A focus on your experience ensuring that your academic and career goals are met

Part of the GUS group



Global University Systems (GUS) is a higher education management organization with over 20 institutions spread across North America, Europe and Singapore with more than 55,000 students studying with the group right now.

GUS has a proven track record of success when it comes to helping learners achieve their qualifications and securing their dream careers. We are proud to be part of a group that puts students first.

Why choose Toronto?



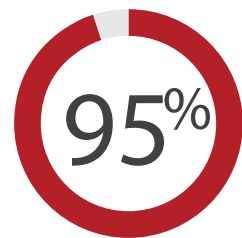
Toronto is one of the most diverse cities in the world, with the third largest percentage of immigrants in one city – so everyone can feel at home. It's a centre of international commerce and the economic capital of the country, with plenty of job opportunities for new graduates.

All sorts of industries thrive in this region, including technology, financial services, life sciences, and the automotive field. Toronto is one of the top financial centres of the world, ranked by Business Insider as one of the top 10 most high tech cities, and part of one of the world's best start-up ecosystems.*

Lots of companies in the Fortune 500 have offices in Toronto, including:

| | | |
|-----------------|--------------------|-------------|
| Citi | Kellogg | Staples |
| Ecolab | Microsoft | Wal-Mart |
| Federal Express | Nissan | Wells Fargo |
| Hershey | Oracle Corporation | |
| Hewlett-Packard | PepsiCo | |

Forbes also ranked Canada 'Best for business' among G20 countries, and Toronto itself is one of the best 'future-ready' cities - which means it is a great place for innovative businesses and start-ups.**



of international students recommend Canada as a study destination



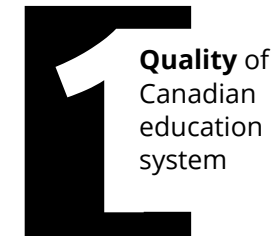
of international students plan to apply for permanent residence in Canada

*Source: <https://www1.toronto.ca/wps/portal/contentonly?vgnextoid=b984954d13899510VgnVCM10000071d60f89RCRD&vgnextchannel=535adce9014df310VgnVCM10000071d60f89RCRD>

** Source: <https://www.investinontario.com/spotlights/25-reasons-relocate-your-business-toronto-ontario>

Source: <https://cbie.ca/media/facts-and-figures/>

The top three reasons international students choose Canada are:



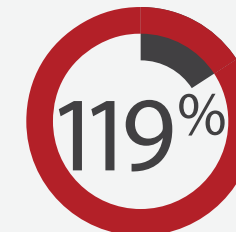
Toronto attracts over **25 million** visitors every year



It is Canada's **largest city**

494,525

international students in Canada at all level of study in 2017



increase in international students in Canada between 2010 and 2017



International students created over **81,000** jobs in Canada



Support services at TSoM



When you study at Toronto School of Management (TSoM), you become part of a larger community and you can expect support from us all the way. This includes:

Accommodation and Student Activities Support:

Accommodation:

- TSoM offers a wide range of accommodation options for you. Depending on your budget and preference, this can range from student residence, homestays, apartment/condo rental, hotels and Airbnb. TSoM can facilitate your accommodation arrangements. We can also arrange airport pickups for when you first arrive in Toronto.

Activities and Events:

- To make the most of your time in Toronto while studying, we provide students with activities that are going on around the city. Tours to key attractions such as Niagara Falls, Montreal/Quebec, New York can also be arranged with tour agencies.
- We have students from over 50 nationalities. At TSoM, we celebrate different cultures through various events which you can partake in.



Career Services Support

One distinct advantage of studying in Toronto is that all international students can work part-time during school and full time during scheduled breaks. Most of our programs have a Co-op component. To support your Co-op component and part time job search, you can take advantage of our career services resource where we provide:

- One-on-one career assistance with resumes, cover letters, and coaching.
- Access to networking tools
- Mock interviews and tips
- Career development workshops
- Support in job application and selection process
- Industry-relevant guest speaker events
- Networking events



Student Services Support

The Student Services department plays a key role in helping you to transition to TSoM and living in the city. Student Services assists and advises students in the following areas:

- Orientation
- Printing materials for class
- Student advising
- Academic advising and course registration
- Connecting students with proper advisors and Immigration consultant partners
- Information workshops
- Health insurance and health related information
- Guidance Obtaining Social Insurance number
- Volunteering opportunities
- Life in Toronto
 - Opening bank accounts
 - Dining
 - Leisure
 - Transportation
- Issuing student letters and student ID cards
- Interfaith Room

Diploma in Business Administration Co-op



Key facts

Start dates:

January, March, May, July, September, November

Full-time Duration

Academic: 24 weeks in-class with 24 weeks Co-op

Total Length: 66 weeks including scheduled breaks

Class time:

Daytime or Evening

Why study the Diploma in Business Administration Co-op?

The Diploma in Business Administration is a one-year Co-op program for students who want a successful career in business management. Graduates can seek roles in a variety of different fields, including marketing, finance, human resources and management.

You will be able to:

- Identify and understand the techniques and theories of successful business, including how to manage finance, the fundamental principles of marketing, and how to create effective strategies
- Develop the necessary skills and knowledge to make an impact in the workplace, such as understanding the relationships between businesses and different local, national, and global environments
- Use cognitive and problem-solving skills to improve your communication skills and operate effectively individually and as part of a team
- Gain real business experience

Program modules

You will have at least 480 guided learning hours, followed by 480 practicum hours in an established business.

The work placement will help you apply the theories you learn to practical business situations. We will help you secure your work placement by sending you for interviews.

The modules include:

- Fundamentals of Business Communications
- Bookkeeping, Computerized and Financial Accounting with Simply
- Business Environment
- Managing Financial Resources
- Organizations and Behaviour
- Marketing Principles
- Business Decision Making
- Research Project
- Work Placement

Assessment method

You must successfully complete all nine modules to be awarded the TSOM Diploma in Business Administration Co-op.

The assessment of each module consists of:

- Individual Assignment or Class Test: 50%
- Final Exam: 40%
- Contribution Mark: 10%
- Placement Report for Work Placement: 100%



Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this program will be able to aim for roles in multinational companies, including positions such as:

- Administration Officer
- Administrative Services Officer
- Financial Assistance Officer
- Office Administrator
- Operating Officer
- Coordinator, Office Services
- Sales Associate
- Customer Service Representative
- Financial Services Representative

Diploma in Business Management Co-op



This program is available without co-op/work placement

Key facts

Start dates:

January, March, May, July, September, November

Full-time Duration

Academic: 48 weeks in-class with 24 weeks Co-op

Total Length: 109 weeks including scheduled breaks

Class time:

Daytime or Evening

Why study the Diploma in Business Management Co-op?

This two year program is ideal for those who want to pursue a business career. This qualification will prepare students for roles in a range of fields, including marketing, finance, human resources and management.

This program focuses on the latest developments in business management, helping you to:

- Develop the necessary skills and knowledge to be immediately effective as a manager, as well as improving your personal and professional skills to help you achieve your goals
- Use cognitive and problem-solving skills to operate effectively individually and as part of a team, including consideration of business ethics at all times
- Prepare for work in a range of cultures and countries, and understand how to create effective communication strategies

Program modules

You will have at least 960 guided learning hours, followed by 480 practicum hours in an established business.

The work placement will help you apply the theories you learn to practical business situations. We will help you secure your work placement by sending you for interviews.

The modules include:

- Fundamentals of Business Communications
- Bookkeeping, Computerized and Financial Acct with Simply
- Business Environment
- Managing Financial Resources
- Organizations and Behaviour
- Marketing Principles
- Business Decision Making
- Research Project
- Financial Accounting and Reporting
- Personal and Professional Development
- Working with and Leading People
- Managing Business Activities to Achieve Results
- Managing Communications
- Operations Management in Business
- Business Work Experience
- Business Work Ethics
- Work Placement

Assessment method

You must successfully complete all seventeen modules to be awarded the TSoM Diploma in Business Management Co-op.

The assessment of each module consists of:

- Individual Assignment or Class Test: 50%
- Final Exam: 40%
- Contribution Mark: 10%
- Placement Report for Work Placement: 100%

Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

See the pre-approved recognized assessment services below:

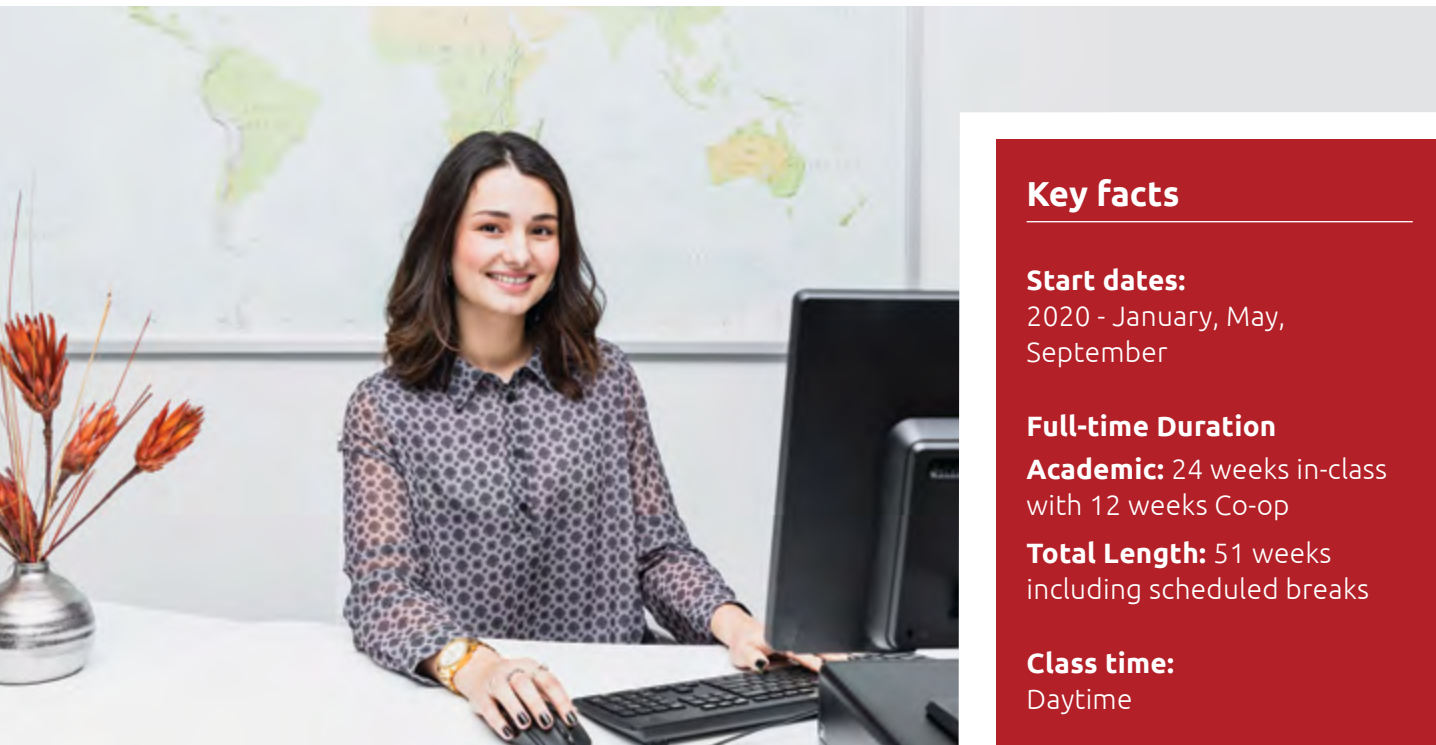
- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this program will be able to aim for roles in multinational companies, including positions such as:

- Marketing and Sales Manager
- Project Coordinator
- Manager Human Resources
- Retail Manager
- Business Manager
- Account Manager
- Office Manager
- Management Planning Coordinator

Diploma in Digital Marketing Specialist Co-op



Key facts

Start dates:

2020 - January, May, September

Full-time Duration

Academic: 24 weeks in-class with 12 weeks Co-op

Total Length: 51 weeks including scheduled breaks

Class time:

Daytime

Why study the Diploma in Digital Marketing Specialist Co-op?

The Diploma in Digital Marketing Specialist Co-op focuses on marketing, advertising, campaign management through the PPC marketing model, social network and research to build the correct marketing strategy.

This program will allow you to:

- Develop digital advertising campaigns such as presentations, websites and social media, brochures, reports and newsletters
- Make use of tools such as WordPress, HTML and CSS, Google Adwords and Google Analytics
- Learn to improve writing and create content for promotional purposes
- Plan and implement a successful marketing strategy to position a brand, maintain its reputation and build a website
- Conduct surveys to identify the interests and concerns of key stakeholders
- Build, optimize and analyze PPC campaigns on Google Ads and Bing Ads

Program modules

You will have 480 hours of guided learning hours followed by 240 hours practicum hours in an established business. The work placement will help you apply the theories you learn to practical business situations. We will help you secure your work placement by sending you for interviews.

We have also partnered with some fantastic organisations such as PwC and Manulife to ensure students have a fulfilling experience.

The modules are:

- Introduction to Marketing and Branding
- Google SEO
- Website Building and Design for Marketers
- Google Analytics (Upon completion of this module, you can apply to write the exams for Google Analytics Certification)
- Managing Social Media Sponsored Campaigns* (Upon completion of this module, you can apply to write the exams for Facebook Blueprint Certification)
- Pay Per Click Marketing with Google Adwords* (Upon completion of this module, you can apply to write the exams for Google Adwords Certification)
- Copywriting
- Work Placement

**These certifications are offered by Google/Facebook respectively. Exam fees might apply*

Assessment method

You must successfully complete and pass all modules to be awarded the Diploma in Digital Marketing Specialist Co-op. An overall 50% pass mark is required in order to pass the course to make sure you have acquired sufficient knowledge and skills.

The assessment of each module consists of:

- Module 1 to 8
Individual assignments or class tests -----50%
Final Exam-----40%
Participation-----10%

- Placement Report for Work Placement: 100%

Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this diploma will be able to aim for roles in multinational companies including positions such as:

- Communications officer
- Digital marketing specialist
- Social media coordinator
- Content creator/writer

Certificate in Business Essentials Co-op



Key facts

Start dates:

January, March, May, July, September, November

Full-time Duration

Academic: 12 weeks in-class with 12 weeks Co-op

Total Length: 31 weeks including scheduled breaks

Class time:

Daytime

Why study the Certificate in Business Essentials Co-op?

This is a 31-week program that includes 12 weeks of co-op placement. This program will prepare you for a position within any organization that requires you to effectively deal with an increasingly complex business environment.

This program will allow you to:

- Examine various concepts related to organizational structures, functions and behaviors in order to have a better understanding of the functioning of a business entity
- Assess where and how to access sources of finance and the skills to use financial information for vital decision making
- Explore various terminologies and tools used in sales and marketing for a better understanding of marketing principles
- Enhance your business communication skills.

Program modules

You will have 240 hours of classroom learning and another 240 hours of a co-op placement which can be completed anywhere in Canada.

The modules are:

- Fundamentals of Business Communications
- Managing Financial Resources
- Organizations and Behaviour
- Marketing Principles
- Work Placement

Assessment method

You must take and successfully complete all modules and the co-op to be awarded a Certificate in Business Essentials Co-op.

You are required to achieve a minimum overall grade of 50% per module in order to pass. If you fail to meet the learning outcomes and the 50% passing grade in each module, you will have an opportunity to re-take the module at the next available sitting.

The assessment of each module consists of:

- Individual assignment or class test: 50%
- Participation: 10%
- Final Exam: 40%
- Placement Report for Work Placement: 100%

Career opportunities

Graduates can go onto careers in a variety of different fields including sales, marketing, retail, finance, customer service, and administration. Your roles can include but are not limited to:

- Administrative Support Officer
- Administrative Assistant
- Senior Secretary
- Office Administrator / Coordinator
- Sales Associate

Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.0 or equivalent for non-native English speakers

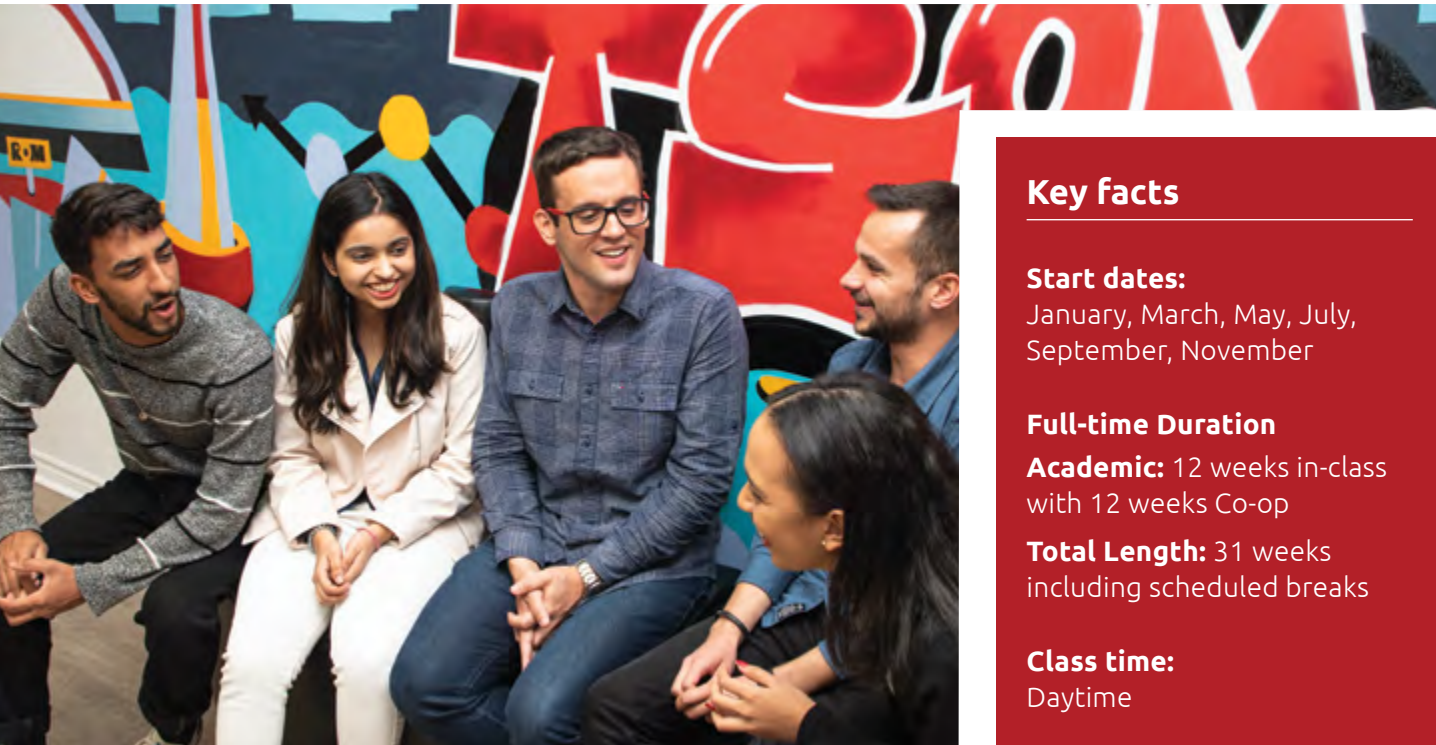
*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Certificate in Customer Service Excellence Co-op



Key facts

Start dates:

January, March, May, July, September, November

Full-time Duration

Academic: 12 weeks in-class with 12 weeks Co-op

Total Length: 31 weeks including scheduled breaks

Class time:

Daytime

Why study the Certificate in Customer Service Excellence Co-op?

This is a 31 week program that includes 12 weeks of a co-op placement. This program will prepare you for a position in hotels, restaurants or other hospitality and tourism establishments.

This program will allow you to:

- Focus on the latest developments in the hospitality and tourism industry
- Identify and understand the techniques and theoretical knowledge required in the modern hospitality and tourism environment
- Develop competencies such as effective problem-solving, communication skills, excellent customer service skills, leadership and team work
- Acquire the necessary knowledge and skills needed to be successful in the hospitality and tourism industry

Program modules

You will have 240 hours of classroom learning and another 240 hours of a co-op placement which can be completed anywhere in Canada.

The modules are:

- Fundamentals of Business Communications
- Customer Service
- Front Office Operations
- Food and Beverage Operations
- Work Placement

Assessment method

You must take and successfully complete all modules and the co-op to be awarded a Certificate in Customer Service Excellence Co-op.

You are required to achieve a minimum overall grade of 50% per module in order to pass. If you fail to meet the learning outcomes and the 50% passing grade in each module, you will have an opportunity to re-take the module at the next available sitting.

The assessment of each module consists of:

- Individual assignment or class test: 50%
- Participation: 10%
- Final Exam: 40%
- Placement Report for Work Placement: 100%

Career opportunities

Graduates can go onto careers in a variety of different industries including:

- **Hotels, Motels, Resorts:**
Front desk agent, room attendant, in-room dining attendant, concierge, registration agent
- **Restaurant, Bars and other food and beverage establishments:**
Servers, hostess, bartenders
- **Travel Agencies and transportation:**
Sales representative, tour guide, travel agent, visitor information counsellor

Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.0 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Diploma in Hospitality and Tourism Management Co-op



Key facts

Start dates:

January, March, May, July, September, November

Full-time Duration

Academic: 24 weeks in-class with 24 weeks Co-op

Total Length: 66 weeks including scheduled breaks

Class time:

Daytime

Why study the Diploma in Hospitality and Tourism Management Co-op?

This one-year program will give you the skills to begin and succeed in a career in hospitality and tourism. It focuses on the most up-to-date developments in the hospitality industry, helping you to:

- Develop professional hotel competencies such as effective communication skills, good customer service skills, leadership, and team work, ensuring that you are providing a high quality product or service to your customers
- Gain supervised practical work experience directly related to your academic and career goals
- Become immediately effective within the hospitality and tourism industry through understanding the principles and procedures of a range of hospitality functions, including front desk operations, housekeeping, and food and beverage production

Program modules

You will have at least 480 guided learning hours, followed by 480 practicum hours in an established business.

The work placement will help you apply the theories you learn to practical business situations. We will help you secure your work placement by sending you for interviews.

The modules are:

- Introduction to Hospitality and Tourism
- Front Office Operations
- Housekeeping
- Food and Beverage Operations
- Food Sanitation, Safety and Health
- Hospitality Accounting
- Customer Service
- Organizational Behavior in Hospitality Industry
- Work Placement

Assessment method

You must successfully complete all nine modules to be awarded the TSoM Diploma in Hospitality and Tourism Management Co-op.

The assessment of each module consists of:

- Individual Assignment or Class Test: 50%
- Final Examination: 50%
- Placement Report for Work Placement: 100%



Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this program will be able to aim for roles in multinational companies, including positions such as:

- Desk Clerk
- Guest Service Agent
- Restaurant Assistant Manager
- Food Service Officer
- Visitor Information Counsellor
- Conference Planner Assistant
- Booking and Reservations Officer
- Sales Assistant
- Travel Guide
- Resort Worker
- Room Service Clerk

Diploma in Fundamentals of Hospitality and Tourism Co-op



Key facts

Start dates:

January, March, May, July, September, November

Full-time Duration

Academic: 42 weeks in-class with 30 weeks Co-op

Total Length: 94 weeks including scheduled breaks

Class time:

Evening

Why study the Diploma in Fundamentals of Hospitality and Tourism Co-op?

This two-year Diploma in Fundamentals of Hospitality and Tourism Co-op Program will provide you with the skills to aim for an entry level qualification in the field of hospitality and tourism management. In this program you will be able to:

- Identify and understand the techniques and theories of successful business, including how to manage finance, the fundamental principles of marketing, and how to create effective strategies
- Gain specialist knowledge within all areas of hospitality and tourism from a national and international perspective
- Realize the meaning of providing a five star service in order to satisfy the needs of your customers
- Learn about basic marketing concepts and terms as well as aspects of food hygiene and safety
- Practice skills valued by all industries, no matter what role you're in- soft skills and hard skills. You will also learn about the varied terminology for this industry
- Discover financial knowledge in order to successfully analyze and interpret financial records for account keeping
- Navigate job hunting and interviewing as well as helping you to uncover the importance of professional conduct.

Program modules

You will have at least 630 guided learning hours, followed by 600 practicum hours in an established hospitality establishment in Canada.

Your work placement will help you apply the theories you learn to practical business situations and we help you secure your work placement by sending you for interviews.

The modules are:

- Introduction to Hospitality and Tourism
- Food and Safety Management
- Academic & Professional Enhancement Skills in Hospitality and Tourism
- Introduction to Customer Service
- Accounting Fundamentals for Hospitality and Tourism
- Introduction to Marketing in Hospitality and Tourism
- Job Search Preparation and Post Placement Study
- Work Placement

Assessment method

You must take and successfully complete all eight modules to be awarded the TSoM Diploma in Fundamentals of Hospitality and Tourism Co-op.

The assessment of each module consists of:

- Individual assignment or class test: 50%
- Final Examination: 50%
- Placement Report for Work Placement: 100%



Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 4.5 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 14.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this program will be able to aim for roles in multinational companies, including positions such as:

- Guest Service Agent
- Reservation Clerk
- Room Clerk
- Server
- Bartender
- Hostess
- Assistant Server
- Barista
- Travel Counsellor
- Travel Information Agent
- Visitor Information Counsellor

Advanced Diploma in Hospitality and Tourism Management Co-op



This program is available without co-op/work placement

Key facts

Start dates:

January, March, May, July, September, November

Full-time Duration

Academic: 48 weeks in-class with 24 weeks Co-op

Total Length: 109 weeks including scheduled breaks

Class time:

Daytime

Why study the Advanced Diploma in Hospitality and Tourism Management?

This two-year Advanced diploma will prepare you for a management position within the hospitality industry. It focuses on the latest developments in the field, helping you to:

- Develop professional hospitality management competencies and learn the principles behind important management concepts, such as operational strategies, performance and control systems, and effective marketing approaches
- Achieve good customer service through successful leadership and team work, as well as understanding the difference between individual, interpersonal, and collective organizational behaviour
- Appreciate and understand the role of the manager within the hospitality and tourism industry

Program modules

You will have at least 960 guided learning hours, followed by 480 practicum hours in an established business.

The work placement will help you apply the theories you learn to practical business situations. We will help you secure your work placement by sending you for interviews.

The modules are:

- Introduction to Hospitality and Tourism
- Front Office Operations
- Housekeeping
- Food and Beverage Operations
- Food Sanitation, Safety and Health
- Hospitality Accounting
- Customer Service
- Organizational Behavior in Hospitality Industry
- Facilities and Maintenance Management
- Meetings, Incentives, Conferences and Events
- Food and Beverage Management
- Human Resource Management
- Marketing in Hospitality and Tourism
- Issues in Hospitality and Tourism Industry
- Resort Management
- Niche and Specialty Management
- Work Placement

Assessment method

You must successfully complete all seventeen modules to be awarded the TSoM Advanced Diploma in Hospitality and Tourism Management Co-op.

The assessment of each module consists of:

- Individual assignment or class test: 50%
- Final Examination: 50%
- Placement Report for Work Placement: 100%



Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers

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** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

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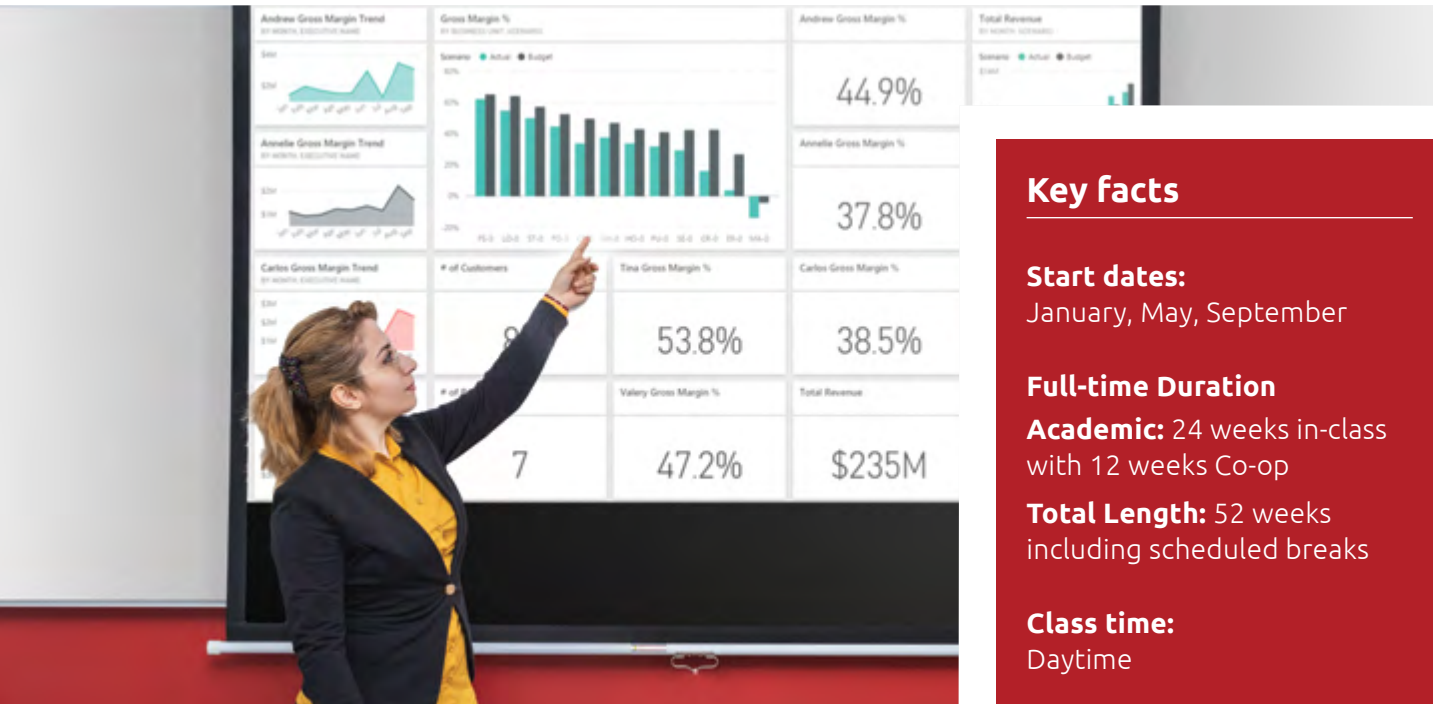
- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this program will be able to aim for roles in multinational companies, including positions such as:

- Front Desk Manager
- Guest Service Manager
- Restaurant Manager
- Food Service Manager
- Travel Manager
- Travel Information Manager
- Visitor Information Manager
- Catering Manager
- Event and Meeting Manager
- Sales Manager
- Corporate Travel Manager

Diploma in Data Analytics Co-op



Key facts

Start dates:

January, May, September

Full-time Duration

Academic: 24 weeks in-class with 12 weeks Co-op

Total Length: 52 weeks including scheduled breaks

Class time:

Daytime

Why study the Diploma in Data Analytics Co-op?

The Diploma in Data Analytics Co-op Program is a one-year program that aims to develop the requisite skills to analyze data and to communicate it effectively. Our data analytics program integrates classroom learning that is powered by AWS Educate with guaranteed, supervised practical work experience that is directly related to your academic and career goals.



The data analytics subjects you study will allow you to:

- Use the skills to enhance the quality and usefulness of data analytics by drawing from both the cutting edge of automated data collection and traditional methods of data collection to enable the development of methodologically sound approaches
- Enhance your knowledge about theoretical concepts and practical applications of data auditing, handling and collecting as well as the accurate tools for this and for effective decision making
- Gain practical experiences in handling and analyzing data to gain informative and useful insights using analysis software such as SQL and SAS while continuously learning the theoretical concepts handling and designing data
- Develop presentation skills to facilitate the understanding of findings and to make informed decisions seeking to understand and monitor processes to drive efficiency
- Understand the concepts of and recognize the importance of professional conduct and develop and implement strategies to promote professional competence

Program modules

You will have 600 hours guided learning hours followed by 240 hours practicum hours in an established business. The work placement will help you apply the theories you learn to practical business situations. We will help you secure your work placement by sending you for interviews.

The modules are:

- Data Design
- Data Handling and Decision Making
- Working with Data using SAS and SQL
- Data Visualization and Interpretation
- Work Placement

Assessment method

You must successfully complete and pass all five modules to be awarded the TSoM Diploma in Data Analytics Co-op. An overall 50% pass mark is required in order to pass the course to make sure you have acquired sufficient knowledge and skills.

The assessment of each module consists of:

- Module 1
Individual assignments or class tests -----40%
Essay-----25%
Report-----35%
- Module 2
Individual assignments or class tests -----40%
Essay-----25%
Report-----35%
- Module 3
Individual assignments or class tests -----20%
Mid-term examination-----30%
Final examination-----50%
- Module 4
Individual assignments or class tests -----40%
Presentation-----35%
Final assignment-----25%
- Module 5
Co-op evaluation/report----- 100%

Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers
- Wonderlic Scholastic Level Exam with a minimum score of 16

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 16.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this diploma will be able to aim for roles in multinational companies including positions such as:

- Data Analyst
- Database Analyst
- Data Mining Analyst
- Data Warehouse Analyst

Diploma in Cybersecurity Specialist Co-op



Key facts

Start dates:
January, May, September

Full-time Duration
Academic: 24 weeks in-class with 12 weeks Co-op

Total Length: 51 weeks including scheduled breaks

Class time:
Daytime

Why study the Diploma in Cybersecurity Specialist Co-op?

This one year program is ideal if you are looking to becoming familiar with all aspects of cyber security such as Blockchain, Big Data, IOT, etc. This course will also allow you to get practical experience of tools and techniques that are widely used in this field.

This program will allow you to:

- Study computer systems and networks and assess risks to determine how security policies and protocols can be improved
- Anticipate information security risks and implement new ways to protect organizations' computer systems and networks
- Handle computer communication across multiple operation systems
- Respond to security alerts, uncover and fix flaws in computer systems and networks
- Utilize technologies to perform or prevent cyberattacks of various types

Program modules

You will have 480 hours guided learning hours followed by 240 hours practicum hours in an established business. The work placement will help you apply the theories you learn to practical business situations. We will help you secure your work placement by sending you for interviews.

The modules are:

- Introduction to Cybersecurity
- Computer Networks
- Communications, Operation Systems and Data Management
- Programming languages for Cybersecurity
- Concepts and Practical Implication of Encryption
- Information Security in the Cyber World
- Penetration testing
- Hackathon
- Work Placement

Assessment method

You must take and successfully complete all modules and the co-op to be awarded a Diploma in Cybersecurity Specialist Co-op.

You are required to achieve a minimum overall grade of 50% per module in order to pass. If you fail to meet the learning outcomes and the 50% passing grade in each module, you will have an opportunity to re-take the module at the next available sitting.

The assessment of each module consists of:

- Module 1 to 7
Individual assignments or class tests -----50%
Final Exam-----40%
Participation-----10%
- Module 8
Individual assignments or class tests -----90%
Participation-----10%
- Module 9
Work Placement Evaluation -----100%

Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanada.ca

Career opportunities

Graduates of this diploma will be able to aim for roles in multinational companies including positions such as:

- Informatics Security Analyst
- Systems Security Analyst
- Security Administrator
- Security Software Developer
- Cryptographer

Preparatory Course for ACCA Examination



Key facts

Start dates:
March and September

Full-time Duration

Academic: 55 weeks

Total Length: 115 weeks including scheduled breaks

Class time:
Daytime or Part-Time classes

What is ACCA?

The Association of Chartered Certified Accountants (ACCA) is a professional accountancy qualification that is recognized around the world, with 503,000 students and 208,000 members worldwide across 179 countries.

Once you qualify, ACCA membership opens doors to a successful career in finance or accountancy practice, and increases your earning potential. It is highly regarded in the fields of banking, management and consulting, and provides a major advantage in competing for senior roles around the world.

ACCA in Canada

Toronto School of Management has been awarded with Gold Learning Partner status by the Association of Chartered Certified Accountants (ACCA), which has over 5,000 members and students in Canada.



As a Gold Learning Partner, this means that TSoM has met ACCA's high performance standards including the evaluation of our student feedback, tutors, student reviews, facilities, mock exams and more.

Computer-based assessment

Our Campus is licensed computer based examination (CBE) centre for ACCA global body. Students have the option to take on demand CBE for papers AB, MA, FA, and LW.

ACCA global registration

For more information about ACCA, exam regulations and minimum entry criteria for each country, visit the website at www.accaglobal.com or email info@accaglobal.com

Why study the Preparatory Course for ACCA Examination?

More quality hours

The more time you spend in lectures, the more likely you are to pass your exams – so we ensure that we provide you with quality time learning from your tutors.

Highly experienced tutors

Our tutors are selected for the depth of their subject knowledge, communication skills, and passion for teaching. Their years of experience mean that they can explain how concepts link to real business scenarios.

Free ACCA paper re-sit[^]

We recognize your commitment to your studies, so we offer a free re-sit program[^] in the unlikely event that you have to repeat the exam.

24/7 online support

Supplement your ACCA lectures with online study resources on the award-winning InterActive Study Platform. You'll be able to practice exam questions and watch HD video recordings.

Route to a BSc

This program also opens up a study route to a BSc (Hons) in Applied Accounting with Oxford Brookes University. TSoM can recommend pre-selected tutors to help you to pursue this. For more information visit the Oxford Brookes BSc section on the ACCA Global website.

Pathway to an MBA

Our program has a pathway with University Canada West (UCW) MBA program. T&Cs apply.

Resources

- ACCA study manuals, class notes, revision kits, and revision cards
- Revision classes and Past exams
- Mock exams with extensive feedback
- Exam technique sessions

ACCA syllabus

Applied knowledge

- AB Accountant in Business
- MA Management Accounting
- FA Financial Accounting

Applied skills

- LW Corporate and Business Law
- PM Performance Management
- TX Taxation
- FR Financial Reporting
- AA Audit & Assurance
- FM Financial Management

Strategic professional - essentials

- SBL Strategic Business Leader
- SBR Strategic Business Reporting

Strategic professional - options

- APM Advanced Performance Management
- AAA Advanced Audit & Assurance

[^]Terms and Conditions apply: students must attend classes as per TSoM attendance policy AND achieve 50% or more in the mock exam conducted by TSoM.

Admission requirements

- Registration with the ACCA global body
- Age 18 or older
- Ontario Secondary School Diploma or Equivalent * or Mature student **
- IELTS of 5.5 or equivalent for Non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 15.

University Pathway Program (UPP)



TSoM's pathway program provides an opportunity for students to study the Diploma in Business Administration Co-op or Diploma in Business Management Co-op and continue your education at a Canadian university after completing your diploma with TSoM. This is an excellent program if you wish to work full-time in Canada after receiving your degree from a TSoM higher education partner.

Why study the pathway program?

- You can transfer your course credits earned with TSoM towards our partners' degree program and earn a degree faster. To be eligible for this, you must have a minimum cumulative average of C and no individual course grade lower than a C.
- You can enjoy the added benefit of applying for a Postgraduate Work Permit (PGWP) to secure a job in Canada for a maximum of 3 years after graduation. To be eligible for this, your course must be a minimum of 8 months as your work permit will not be longer in duration than your course and you must have continuously studied full time in Canada.
- You will gain some solid work experience in Canada.

Our higher education partners

University Canada West is a business-focused institution providing students with up-to-date industry knowledge and trends. UCW prides itself on being a contemporary institution with a modern outlook and diverse students. UCW's faculty are dedicated, passionate and motivational individuals who aim to make a difference to the life of every student. You are able to select whether you wish to study online or on-campus.

Yorkville University is a private institution located in Toronto, New Brunswick and Vancouver which offers a variety of courses. Degrees can be taken on-campus or online and students are taught by a dedicated and passionate faculty who are recognized in their respective fields for their distinctive work. Yorkville is proud of its unique mix of combining traditional values with innovative, interactive teaching methods with small classes to offer a meaningful and worthwhile academic environment.

TSoM course credit transfers

| TSOM COURSES | UNIVERSITY CANADA WEST COURSES | CREDIT VALUE |
|------------------------------------|--|--------------|
| Windows Fundamentals and MS Office | CPSC 10 - Introduction to Computer Science | 3 |
| Business Environment | BUSI 201 - Business Environment | 3 |
| Managing Financial Resources | FNCE 303 - Finance | 3 |
| Organizations and Behaviour | ORGB 201 - Organizational Behaviour | 3 |
| Marketing Principles | MRKT 201 - Marketing Management | 3 |
| Research Methodology | RSCH 300 - Research Methodology | 3 |
| Financial Accounting and Reporting | ACCT 140 - Accounting Principles | 3 |
| Operations Management in Business | OPMT 301 - Operations Management | 3 |
| Business work Ethics | PHIL 102 - Moral Philosophy | 3 |

| TSOM COURSES | UNIVERSITY CANADA WEST COURSES | CREDIT VALUE |
|--|--------------------------------|--------------|
| Managing Communications, Knowledge and Information | General Elective 1XX Level | 3 |
| Bookkeeping, Computerized and Financial Accounting | General Elective 1XX Level | 3 |
| Managing Business Activities to Achieve Results | General Elective 2XX Level | 3 |
| Business Decision Making | General Elective 3XX Level | 3 |
| Working with and Leading People | General Elective 3XX Level | 3 |

| TSOM COURSES | YORKVILLE UNIVERSITY COURSES | CREDIT VALUE |
|------------------------------------|--|--------------|
| General Studies Block Transfer | | 9 |
| Business Environment | BUSI1033 - Intro to Business | 3 |
| Organizations and Behaviour | BUSI2033 - Organizational Behaviour and Management | 3 |
| Marketing Principles | BUSI2063 - Introduction to Marketing | 3 |
| Business Decision Making | BUSI1013 - Statistics for Business | 3 |
| Financial Accounting and Reporting | BUSI1043 - Introduction to Financial Accounting | 3 |
| Operations Management in Business | BUSI2113 - Production and Operations Management | 3 |
| Managing Communication | BUSI1073 - Business Writing and Communications | 3 |

Scholarships and Bursaries

TSoM is proud to offer scholarships and bursaries to our students. You can inform us of your intention to apply for a scholarship or bursary on the application form of the program you're applying to.

Accreditations, Memberships and Affiliations



Member of GUS



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Information given in this brochure is correct at the time of publication and is subject to alteration.



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