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# Welcome to TSoM

Toronto School of Management (TSoM) is an innovative college offering a range of industry-relevant programs, designed to ensure our students meet the demands of today's ever-changing job market. We strive to develop and inspire the next generation of leaders.

## REAL-WORLD KNOWLEDGE WITH HANDS-ON EXPERIENCE

Our vast program portfolio ranges from business, hospitality & tourism, and accounting, to programs in big data, digital marketing, data analytics and cybersecurity – all of which are taught by our experienced faculty members who are experts in their fields.

We want to transform the way students learn. Through a combination of academic excellence and Canadian work experience with our extensive network of co-op partners, our students will be fully equipped to thrive after they graduate.



## A CULTURAL MOSAIC WITH BOUNDLESS OPPORTUNITIES

Located in the heart of downtown Toronto, our school is nestled in Canada's business and cultural hub and surrounded by North America's leading firms. Students are steps away from discovering countless employment opportunities and a myriad of local attractions.

With a diverse student body from over 80 countries, we welcome students from around the world and our advisors are dedicated to providing end-to-end guidance every step of the way.



## WORLD-CLASS PARTNERSHIPS

We have partnered with some of the biggest players in the industry to train our students to be proficient in the latest tools and software. Our partners include Amazon Web Services, CompTIA, Digital Marketing Institute, Oracle Hospitality, Quickbooks, and Tableau to name a few! With these skills, we know you will stand out as a valuable asset to any company upon graduation.



## Accreditations, Memberships and Affiliations



## Member of GUS







# TSoM Co-op Education and Career Services

At TSoM, we recognize the importance of real workplace experience, just like many employers today. That's why we have collaborated with over 100 employers to provide co-op placements for all our students, ensuring you get the most out of your program.

Our vast network means that no matter what your chosen field is, we can guarantee that all co-op students will have a placement in the area relevant to their study program.

## Career Services

To support your co-op component and part-time job search, you can take advantage of our career services resource where we provide:

- Career development workshops: One-on-one assistance with resumes, cover letters and other self-marketing material, and interview preparation
- Support through the job application process: Assessment of the suitability of co-op employment opportunities, co-op work site visits and/or monitoring mediation between you and the employer when necessary
- Employer information sessions and career fairs: Organizing trade shows, career fairs and networking events specific to various program areas



## Some of our Co-op partners



## Our TSoM students are employed in these positions:

- Administrator
- Assistant Manager
- Business & Marketing Analyst
- Business Development Coordinator
- Client Success Specialist
- Digital Marketing Assistant
- Finance Assistant
- Front Desk Officer
- General Manager
- Head Accountant
- IT Project Analyst
- Legal Assistant
- Manager
- Sales Associate
- Social Media Coordinator
- Chef
- Store Manager
- Training Manager





# Why study with us?



Study in the heart of  
**downtown  
Toronto**, Canada's  
business and financial capital



**100%** guaranteed  
**co-op placements**  
the field of studies



Diverse student  
body from  
**over 80  
countries**



**90%** overall  
students  
satisfaction



Extensive network of  
**100+ co-op  
partners**  
across a wide range  
of industries

# Our Programs

Our academic focus is on practical, hands-on learning to give you the skills that will prepare you for the business world. By taking part in work experience with our partners, you'll be able to apply the theories you've learned in class to a real workplace and see how decisions and solutions are made.

## Our vast portfolio of programs include:

### Business

- Diploma in Business Administration Co-op
- Diploma in Business Management Co-op
- Diploma in Business Management
- Diploma in Digital Marketing Specialist Co-op
- Certificate in Business Essentials Co-op

### Hospitality & Tourism

- Diploma in Hospitality & Tourism Management Co-op
- Diploma in Fundamentals of Hospitality & Tourism Co-op
- Advanced Diploma in Hospitality & Tourism Management Co-op
- Advanced Diploma in Hospitality & Tourism Management
- Certificate in Customer Service Excellence Co-op

### Big Data

- Diploma in Data Analytics Co-op

### Information Technology

- Diploma in CyberSecurity Specialist Co-op

### Accounting

- Preparatory Course for ACCA Examination



# Diploma in Business Administration Co-op

## START DATES

January, March, May, July, September, November

## PROGRAM SCHEDULE

Daytime | Evening



This one-year Co-op diploma will equip you with fundamental skills, tools, and knowledge to effectively manage business operations, uncover efficiencies and boost productivity.

From theory to practice, gain real-world experience and hone critical communication, collaboration and problem-solving skills required to become strategic decision-makers, and thrive both individually and in a team environment.

## PROGRAM HIGHLIGHTS

- Identify and understand the techniques and theories of successful businesses
- Develop cognitive, problem-solving, and communication skills
- Learn the 'Salesforce Great Manager Model' to be a great manager
- Strengthen your resume with Canadian work experience
- **Guaranteed co-op placement**

## LEARNING PARTNER



This program is powered by QuickBooks. You will learn how to use QuickBooks software for bookkeeping purposes. QuickBooks products are geared towards businesses of all sizes and offer on-premises account applications as well as cloud-based versions.

## CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

### The co-op work experience could include positions in the following areas:

- |                                    |                                  |                                            |
|------------------------------------|----------------------------------|--------------------------------------------|
| • Administrator                    | • Digital Marketing Assistant    | • Legal Assistant                          |
| • Business Development Coordinator | • Information Services Assistant | • Social Media Coordinator/Content Creator |
| • Client Success Specialist        | • IT Project Analyst             |                                            |

## PROGRAM DURATION



## MODULES

- |                                           |                            |
|-------------------------------------------|----------------------------|
| • Fundamentals of Business Communications | • Organizational Behaviour |
| • Principles of Accounting                | • Marketing Principles     |
| • Business Environment                    | • Business Decision Making |
| • Managing Financial Resources            | • Research Project         |
|                                           | • Work Placement           |

## CAREER OPPORTUNITIES

- |                                |                                     |
|--------------------------------|-------------------------------------|
| • Administration Officer       | • Coordinator                       |
| • Financial Assistance Officer | • Customer Service Representative   |
| • Office Administrator         | • Financial Services Representative |

## ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



**Letizia Iraci**  
Italy - Digital Marketing & Junior Bookkeeping Assistant

“ I graduated from TSoM in 2020. I started in Avantune in a co-op position, which transitioned to a permanent position. In my role, I got to work on the Amazon Web Services summit.”



# Diploma in Business Management Co-op

## START DATES

January, March, May, July, September, November

## PROGRAM SCHEDULE

Daytime | Evening

Non co-op option also available

This two-year Co-op diploma is ideal for leaders of tomorrow who want to gain interdisciplinary skills to pursue an international business management career and go global. Develop the leadership and problem-solving skills top employers are universally looking for in an effective manager.

Gain a strong grasp of all of the key business disciplines while immersing yourself in the world of cross-cultural management.

### PROGRAM HIGHLIGHTS

- Develop the necessary skills and knowledge to become an effective manager
- Enhance your personal and professional skills
- Hone your cognitive & problem-solving skills
- Work effectively across cultures and in different countries
- Understand how to create effective communication strategies
- Strengthen your resume with Canadian work experience
- **Guaranteed co-op placement**

### LEARNING PARTNER



This program is powered by QuickBooks. You will learn how to use QuickBooks software for bookkeeping purposes. QuickBooks products are geared towards businesses of all sizes and offer on-premises account applications as well as cloud-based versions.

### CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

#### The co-op work experience could include positions in the following areas:

- |                                    |                       |                                            |
|------------------------------------|-----------------------|--------------------------------------------|
| • Business Development Coordinator | • HR Intern           | • Training Manager                         |
| • Business Intern                  | • IT Project Analyst  | • Social Media Coordinator/Content Creator |
| • Client Success Specialist        | • Legal Assistant     |                                            |
| • Digital Marketing Specialist     | • Marketing Executive |                                            |
|                                    | • Store Manager       |                                            |



### PROGRAM DURATION



### MODULES

- |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Fundamentals of Business Communications</li> <li>• Principles of Accounting</li> <li>• Business Environment</li> <li>• Managing Financial Resources</li> <li>• Organizational Behaviour</li> <li>• Marketing Principles</li> <li>• Business Decision Making</li> <li>• Research Project</li> </ul> | <ul style="list-style-type: none"> <li>• Financial Accounting and Reporting</li> <li>• Personal and Professional Development</li> <li>• Human Resources Management</li> <li>• Project Management</li> <li>• Information Management</li> <li>• Operations Management in Business</li> <li>• Business Work Experience</li> <li>• Business Ethics</li> <li>• Work Placement</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### CAREER OPPORTUNITIES

- |                                                                                                                                                                             |                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Marketing and Sales Manager</li> <li>• Project Coordinator</li> <li>• Manager Human Resources</li> <li>• Retail Manager</li> </ul> | <ul style="list-style-type: none"> <li>• Business Manager</li> <li>• Account Manager</li> <li>• Office Manager</li> <li>• Management Planning Coordinator</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



**Sofia Ougortsin**  
Russia - Recruitment & Operation Administrator

“The experience of living, studying and working in Toronto, and meeting people from different cultures has provided me with a lot of Canadian work experience and business insights.”

# Certificate in Business Essentials Co-op

## START DATES

January, March, May, July, September, November

## PROGRAM SCHEDULE

Daytime



This 31-week program with 12 weeks of co-op placement in a field relevant to your program is designed to ensure you graduate with essential critical thinking and communication skills to succeed in a competitive job market. Learn how to navigate an increasingly complex business environment with a better understanding of organizational structures, functions and behaviors.

Acquire vital skills for decision-making in key disciplines including finance, marketing, and sales.

### PROGRAM HIGHLIGHTS

- Learn about organizational structures, functions and customer behaviour
- Acquire skills to leverage financial resources and use financial metrics for vital decision-making
- Gain knowledge in sales and marketing for a better understanding of marketing principles
- Enhance your business communication skills
- Learn from highly qualified industry experts
- Strengthen your resume with Canadian work experience
- **Guaranteed co-op placement**

### CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

**The co-op work experience could include entry-level positions in the following areas:**

- |                        |                                   |                      |
|------------------------|-----------------------------------|----------------------|
| • Administrator        | • Customer Service Representative | • Office Coordinator |
| • Operations Assistant |                                   | • Sales Associate    |

### PROGRAM DURATION



### MODULES

- |                                           |                           |
|-------------------------------------------|---------------------------|
| • Fundamentals of Business Communications | • Organizational Behavior |
| • Managing Financial Resources            | • Marketing Principles    |
|                                           | • Work Placement          |

### CAREER OPPORTUNITIES

- |                                     |                              |
|-------------------------------------|------------------------------|
| • Senior Secretary                  | • Client Service Associate   |
| • Office Administrator              | • Property Administrator     |
| • Coordinator                       | • Cash Management Associate  |
| • Financial Services Representative | • Junior Executive Assistant |

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



Nisha Naug - Head of Academics

*“It is rewarding to see how much a student transforms by the time they start a co-op placement and graduate.”*



# Diploma in Digital Marketing Specialist Co-op

## START DATES

January, May, September

## PROGRAM SCHEDULE

Daytime



This one-year Co-op diploma focuses on marketing, advertising and campaign management. Build a sound marketing strategy using research, understand the PPC marketing model, and make the most of social media to thrive in our evolving digital world.

Learn from guest speakers and gain hands-on experience for in-demand transferable skills. Upon successful completion, you will be primed to acquire industry-recognized certifications.

### PROGRAM HIGHLIGHTS

- Develop digital advertising campaigns and understand how to build a brand
- Learn to use tools such as WordPress, HTML and CSS, Google Ads and Google Analytics
- Discover the power of copywriting and learn how to create content for marketing
- Build, optimize and analyze PPC campaigns using Google Ads and Bing Ads
- Strengthen your resume with Canadian work experience
- **Guaranteed co-op placement**

### LEARNING PARTNER



This program is powered by the Digital Marketing Institute (DMI) and upon successful completion, you will also receive a Digital Marketing Associate certificate.

DMI is the global certification standard in digital marketing education. It works with global digital experts like Google, Facebook, Coca-Cola, Microsoft, IBM and LinkedIn to define the skills and qualifications required by today's digital marketing professionals.

### CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

**The co-op work experience could include positions in the following areas:**

- Communications Officer
- Social Media Coordinator
- Digital Marketing Specialist
- Content Creator/Writer

### PROGRAM DURATION



### MODULES

- Introduction to Marketing and Branding
- Google SEO
- Website Building & Design for Marketers
- Google Analytics (preparation for Google Analytics Certification)
- Managing Social Media Sponsored Campaigns (preparation for Facebook Blueprint Certification)
- Pay Per Click Marketing with Google Ads (preparation for Google Ads Certification)
- Campaign Management, Regulations and Compliance
- Copywriting
- Work Placement

### CAREER OPPORTUNITIES

- Communications Officer
- Digital Marketing Specialist
- Social Media Coordinator
- Content Creator/Writer

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



Alicia Rodríguez Avila - Mexico

“ I found TSoM as an amazing option to study Digital Marketing. I was looking at their curriculum and they have the perfect mix of content and practical tools in Digital Marketing.”



# Diploma in Hospitality and Tourism Management Co-op

## START DATES

January, March, May, July, September, November

## PROGRAM SCHEDULE

Daytime

This one-year Co-op diploma will provide a springboard for a career in the dynamic world of hospitality and tourism. Cultivate professional hotel competencies such as effective communication skills and exceptional customer service, leadership, and teamwork skills to deliver first-class service.

Learning without borders means you'll put principles and procedures into practice for a range of hospitality functions, including front desk operations, and food and beverage production.

## PROGRAM HIGHLIGHTS

- Develop professional hotel competencies to excel in a range of hospitality functions
- Become highly skilled in leadership, communication and customer service
- Learn from highly qualified industry experts
- Study in downtown Toronto: one of Canada's largest tourism, event and convention hubs
- Strengthen your resume with Canadian work experience
- **Guaranteed co-op placement**

## LEARNING PARTNER

### ORACLE<sup>®</sup> HOSPITALITY

The program is powered by Oracle Hospitality. OPERA Property Management Cloud Service by Oracle Hospitality is a cloud-based, mobile-enabled platform for next generation hotel property management. You will learn how to use the Oracle property management system as if you were to be working in a hotel.

## CO-OP EXPERIENCE

The co-op term provides students with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

### The co-op work experience could include positions in the following areas:

- |                           |                                  |                                   |
|---------------------------|----------------------------------|-----------------------------------|
| • Manager                 | • Marketing Assistant            | • Sales Associate                 |
| • Front Desk Officer      | • Business and Marketing Analyst | • Customer Service Representative |
| • Guest Relations Officer |                                  |                                   |



## PROGRAM DURATION



## MODULES

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

## CAREER OPPORTUNITIES

- |                                    |                       |
|------------------------------------|-----------------------|
| • Restaurant Assistant Manager     | • Sales Assistant     |
| • Visitor Information Counsellor   | • Travel Guide        |
| • Conference Planner Assistant     | • Resort Worker       |
| • Booking and Reservations Officer | • Guest Service Agent |

## ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



Kaede Masuyama - Japan

“The program at TSoM has enhanced my communication skills and honed my hospitality knowledge. My lecturers have been instrumental in helping me fuel my passion for learning.”



# Advanced Diploma in Hospitality and Tourism Management Co-op

## START DATES

January, March, May, July, September, November

## PROGRAM SCHEDULE

Daytime

**Non co-op option also available**

This two-year advanced Co-op diploma focuses on the latest developments in the hospitality and tourism sector. Acquire recognized leadership skills and competencies to effectively manage a team and operations while understanding organizational behavior in the tourism and hospitality industry.

From operational strategies and marketing prowess to how to navigate performance and control systems, learn to lead with service excellence in Canada and beyond.

### PROGRAM HIGHLIGHTS

- Develop professional hospitality management competencies necessary for success in one of the world's fastest-growing industries
- Become highly skilled in important management concepts, such as operational strategies, performance and control systems, marketing strategies, and customer service
- Learn from highly qualified industry experts
- Study in downtown Toronto: one of Canada's largest tourism, event and convention hubs
- Strengthen your resume with Canadian work experience
- **Guaranteed co-op placement**

### LEARNING PARTNER



The program is powered by Oracle Hospitality. OPERA Property Management Cloud Service by Oracle Hospitality is a cloud-based, mobile-enabled platform for next generation hotel property management. You will learn how to use the Oracle property management system as if you were to be working in a hotel.

### CO-OP EXPERIENCE

The co-op term provides students with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

#### The co-op work experience could include positions in the following areas:

- |                      |                                  |                      |
|----------------------|----------------------------------|----------------------|
| • General Manager    | • Business and Marketing Analyst | • Imaging Specialist |
| • Manager            | • Guest Relations Manager        | • Captain            |
| • Front Desk Manager |                                  | • Superintendent     |



### PROGRAM DURATION



### MODULES

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

### CAREER OPPORTUNITIES

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

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



**Erika Delacruz**  
Philippines - Marketing Intern

“ I'm growing professionally and personally, in a career that I really want to pursue. With the education from TSoM and support from my professors, I am confident I will be able to achieve any success.”

# Diploma in Fundamentals of Hospitality and Tourism Co-op

## START DATES

January, March, May, July, September, November

## PROGRAM SCHEDULE

Daytime | Evening



This two-year Co-op diploma will provide you with specialist knowledge, soft skills, and all the ins and outs of hospitality and tourism management. Learn what it takes to be customer-driven with a five-star service approach while grasping fundamental skills in food hygiene and safety, accounting, and basic marketing concepts.

The program prepares students to be job-ready with real-world experience for a world-class hospitality and tourism career.

### PROGRAM HIGHLIGHTS

- Gain the knowledge and skills necessary for success in one of the world's fastest-growing industries
- Learn from highly qualified industry experts
- Study in downtown Toronto: one of Canada's largest tourism, event and convention hubs
- Strengthen your resume with Canadian work experience
- Start at TSoM with **IELTS 4.5** and improve your business communication skills
- **Guaranteed co-op placement**

### PROGRAM CERTIFICATES

- Worker Health and Safety Awareness Certificate
- Workplace Hazardous Materials Information System (WHMIS)
- Food Handlers Certificate
- Smart Serve Certificate
- First Aid Certificate

### CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

**The co-op work experience could include entry-level positions in the following areas:**

- Event Coordinator
- Marketing Assistant
- Front Desk Officer
- Guest Relations Officer
- Customer Service Representative
- Food and Beverage Server

### PROGRAM DURATION



### MODULES

- 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

### CAREER OPPORTUNITIES

- Guest Service Agent
- Reservation Clerk
- Travel Information Agent
- Front Desk Agent
- Customer Service Representative
- Social Media Coordinator
- Event Personnel
- Corporate Travel Consultant - Trainee
- Visitors Centre Officer

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 4.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



**Nanako Hidaka**  
Japan - Wedding Planner

“ This two-year co-op program will be really beneficial in enhancing my career in hospitality and tourism. I am gaining knowledge here and honing my skills at the same time.”



# Certificate in Customer Service Excellence Co-op

## START DATES

January, March, May, July, September, November

## PROGRAM SCHEDULE

Daytime



This 31-week program will train you to become a leader in delivering unparalleled customer service and experiences. With 12 weeks in a co-op placement in sector-related establishments such as hotels, restaurants or other hospitality and tourism places, gain transferable skills in service excellence.

Learn from industry experts on hospitality management such as front desk operations, food and beverage, and customer service. Students will develop core competencies such as problem-solving, relationship-building, leadership, and teamwork.

### PROGRAM HIGHLIGHTS

- Learn about the different aspects of hospitality management
- Gain excellent communication skills that will allow you to work in any business environment
- Study in downtown Toronto: one of Canada's largest tourism, event and convention hubs
- Strengthen your resume with Canadian work experience
- **Guaranteed co-op placement**

### LEARNING PARTNER



The program is powered by Oracle Hospitality. OPERA Property Management Cloud Service by Oracle Hospitality is a cloud-based, mobile-enabled platform for next generation hotel property management. You will learn how to use the Oracle property management system as if you were to be working in a hotel.

### CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

#### The co-op work experience could include positions in the following areas:

- Customer Service Representative
- Front Desk Officer
- Guest Relations Officer
- Food and Beverage Server

### PROGRAM DURATION



### MODULES

- Hospitality Career Readiness
- Customer Service
- Front Office Operations
- Food and Beverage Operations
- Work Placement

### CAREER OPPORTUNITIES

- Front Desk Agent
- Concierge
- Sales Representative
- Tour Guide
- Travel Agent
- Visitor Information Counsellor

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



Kyle Akyol - Academic Manager

“The students are great, they are coming from different backgrounds and cultures. This makes our classroom environment a fun, engaging, and diverse place.”

# Diploma in Data Analytics Co-op

## START DATES

January, May, September

## PROGRAM SCHEDULE

Daytime



This one-year Co-op diploma in Data Analytics will position you at the forefront of a competitive job market, in which you will develop highly sought-after and employable skills and knowledge to thrive in a data-driven world.

Learn how to analyze data using cutting-edge technology or traditional methods to drive proactive decision-making and optimize business performance. With the ability to interpret and transform large sets of data into actionable insights, students can increase business efficiencies.

### PROGRAM HIGHLIGHTS

- Learn to collect data through automated and traditional methods of data collection
- Gain the skills to handle and analyze large volumes of data and identify data gaps
- Acquire knowledge to use R, the leading programming language in data science and statistics
- Get hands-on experience in using software such as SQL & SAS for data handling and analysis
- Learn to use specialist data visualization packages and tools such as Tableau, Qlik Sense and D3 to visualize data
- **Guaranteed co-op placement**

### LEARNING PARTNER



This program is powered by Amazon Web Service Educate (AWS) and Tableau. You will receive access to AWS where you can test various tools in the platform to earn micro-credentials. You will also develop data visualization skills using software such as Tableau to facilitate the understanding of data findings.

### CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

#### The co-op work experience could include positions in the following areas:

- Data Analyst
- Data Mining Analyst
- Business Analyst

### PROGRAM DURATION



### MODULES

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

### CAREER OPPORTUNITIES

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

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



Jiayu Huang - China

“The faculty at TSoM is extremely encouraging and helpful. They supported me throughout the job search process, and I was able to receive a job offer from a pharmaceutical company.”



# Diploma in Cybersecurity Specialist Co-op

## START DATES

January, May, September

## PROGRAM SCHEDULE

Daytime



This one-year Co-op diploma is ideal for students looking to acquire in-demand skills and specialized knowledge in all aspects of cybersecurity including blockchain, risk management, big data and the IoT (Internet of Things).

Gain the ability to anticipate information security risks, implement new ways to protect networks, and prevent cyberattacks of various types. Through lab activities and cutting edge tools, students will build the professional skills required to pursue a career in cybersecurity.

### PROGRAM HIGHLIGHTS

- Learn to use tools such as Cryptool, Wireshark, Zenmap, nmap, Burp Suite, Snort, TCPdump, OpenVAS and OSSIM
- Learn Python programming language, SQL, Hyper-V, mobile simulator/emulators to perform cybersecurity lab experiments
- Assess risks to improve security posture of an organization
- Respond to security alerts and fix flaws in computer systems and networks
- Utilize technologies to prevent cyberattacks
- **Guaranteed co-op placement**

### LEARNING PARTNER



This program is powered by CompTIA, giving you the knowledge to build a solid foundation towards the most recognized accreditation in the industry, the Security+ certification. CompTIA is considered to be one of the IT industry's top trade associations. It issues professional certifications in over 120 countries.

### CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience. We have a 100% guaranteed co-op placement policy in the field of studies.

#### The co-op work experience could include positions in the following areas:

- IT Support Desk Specialist
- Information Systems Analyst
- Network Administrator

### PROGRAM DURATION



### MODULES

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

### CAREER OPPORTUNITIES

- Informatics Security Analyst
- Systems Security Analyst
- Security Administrator
- Security Software Developer
- Cryptographer
- Information Security Specialist
- IT Security Analyst
- Cybersecurity Specialist
- Network Security Engineer
- Risk Management Analyst
- Penetration Tester
- Ethical Hacker
- Vulnerability Management Analyst
- Cloud Security Analyst

### ADMISSION REQUIREMENTS

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

#### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)



Kamyar Ghaderi - Lecturer, Cybersecurity

“ We use advanced cloud-based technologies and most of the cybersecurity labs are conducted online. In each lab, students have access to multiple Windows and Linux machines, servers and cybersecurity tools to complete given tasks.”

# Preparatory Course for ACCA Examination

## START DATES

March  
September

## PROGRAM SCHEDULE

Applied Knowledge and Applied Skills Levels:  
Monday to Saturday:  
9 am - 3:30 pm

Strategic Professional Level:  
Monday to Friday:  
5:30 pm - 10 pm  
Weekends: 9 am - 3:30 pm



## What is ACCA?

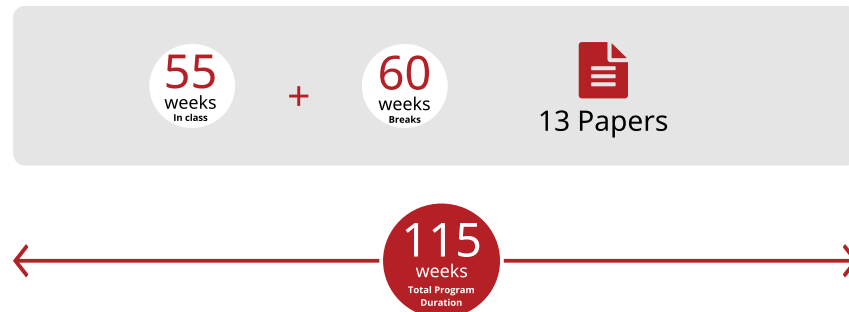
The Association of Chartered Certified Accountants (ACCA) is a professional accountancy qualification that is recognized around the world, with 503,000 students and 208,000 members worldwide across 179 countries.

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

This two-and-a-half year program prepares you to become professional accountant. Our Preparatory course for ACCA examination helps students pass their ACCA exams. It provides you with the knowledge and skills needed to achieve career goals in the modern world of accounting and finance.

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

## PROGRAM DURATION



## 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

## LEARNING PARTNER



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

## 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.

## RESOURCES

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

\*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

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

### For non-native English speakers:

- Have IELTS 5.5 score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)

### 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 pursue this.

### Pathway with UCW MBA

Our Preparatory Course for ACCA Examination has a pathway with UCW (University Canada West) MBA program. Conditions apply.



Greta Deda  
Albania, Internal Auditor

“TSoM prepares me to write the globally recognized Preparatory Course for ACCA Examination. The lecturers bring real-world examples to our classes. They equip me with the knowledge and skills to add value and bring new ideas to my team in Albania, whilst improving my English.”



# Academic Pathway

Our academic pathway enables you to study our business diploma programs or the Preparatory Course for ACCA Examination to continue your education at a Canadian university.

## Benefits of TSoM Academic Pathways



Transfer your course credits earned with TSoM towards our partners' program



Apply for a Postgraduate Work Permit (PGWP) to secure a job in Canada for a maximum of 3 years after graduation\*



Gain access to scholarships specifically awarded by TSoM pathway partners



Receive pathway advice and application support for TSoM academic pathway partners and other Canadian universities and colleges

## Academic Pathway Partners



Yorkville University offers practitioner-oriented master's, bachelor's and diploma programs leading to professional careers that are personally rewarding and contribute to the betterment of society.



UCW is an innovative business and technology-oriented, teaching-focused institution in Canada, offering undergraduate and graduate degrees for domestic and international students.

\*Terms and conditions apply

# Student Support Services

## Student Services

Our Student Services 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
- Information workshops
- Connecting students with proper advisors and Immigration Consultant partners
- Health insurance and health-related information
- Guidance obtaining social insurance number
- Volunteering opportunities
- Opening bank accounts
- Transportation
- Issuing student letters and student ID cards
- Interfaith Room



Picture Credit: Parkside Student Residence

## Accommodation

In order to ensure you have the best possible experience with us here at TSoM, we have a number of support services in place to help guide you every step of the way.

We have a wide range of accommodation options and a dedicated team to help you find one that best suits your budget. From student residence and homestays to hotels and condo rentals, we are sure you will find something that suits your needs.



Picture Credit: Parkside Student Residence

## Student Events

There is so much to explore in downtown Toronto and as such, we are constantly organizing fun activities for our students to get involved in. Whether it is a day trip to Niagara Falls or a tour around Toronto Harbour, whatever you have in mind we would be more than happy to organize!





# TSoM Student Life





# Ready to Apply?

## How to Apply

### Step 1:



Contact a Student Advisor

### Step 2:



Our Advisors will answer all your questions

### Step 3:



Discuss the detailed program information and job opportunities in your field of interest

### Step 4:



Enroll with TSoM and start your program

## Apply through an authorized TSoM agent

If you are in contact with an agency in your country, they can support you through the application process. If you don't have an agent and would like us to recommend one that we trust, please contact us at [partners@TorontoSoM.ca](mailto:partners@TorontoSoM.ca).

## Study Permit

For studies lasting longer than 6 months, you must apply for a Study Permit. You can work off campus (up to 20 hours) and full-time (40 hours per week) during scheduled academic breaks without a Work Permit as long as you meet all of these requirements:

- You're a full-time student at a designated learning institution (DLI)
- You're enrolled in an academic, vocational or professional training program or your study program is at least 6 months long and leads to a degree, diploma or certificate
- Your Study Permit says you can work off campus
- You've already started studying in a program
- You have a Social Insurance Number (SIN)

Be sure to include Toronto School of Management's DLI\* number when applying for your study permit - 0131394510557

If you have registered for a program that includes a co-op component, we suggest applying for a Co-op Work Permit at the time of filling out your Study Permit application.

\*DLI: Designated Learning Institution

# Admission Requirements

- Have an Ontario Secondary School Diploma or equivalent or be at least 18 years of age and pass the Wonderlic Test

### For non-native English speakers:

- Have the required IELTS score or equivalent or
- Pass the TSoM English Assessment (Written onsite or online with exam proctor)

## Start Dates

### Business, Hospitality & Tourism Programs

May 4, 2020	January 4, 2021	September 7, 2021
July 6, 2020	March 1, 2021	November 1, 2021
September 7, 2020	May 3, 2021	
November 2, 2020	July 5, 2021	

### Cybersecurity, Data Analytics, Digital Marketing Programs

May 4, 2020	January 4, 2021	September 7, 2021
September 2, 2020	May 3, 2021	

### Preparatory Course for ACCA Examination

September 7, 2020	March 1, 2021	September 7, 2021
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## 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.

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

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**416-800-2204**  
**www.TorontoSoM.ca**  
**info@TorontoSoM.ca**

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