



**PREPARING PROFESSIONALS
FOR THE REAL WORLD**

Welcome to Evergreen College

WHY CANADA?

Canada is in dire need of skilled international workers but a lot of potential candidates are turned away because they lack North American experience. Enrolling at Evergreen College gives international students an advantage over the competition by providing you with both a Canadian diploma and much-needed work experience through Work and Study Programs, Field Placements, internships and access to vital networks in numerous fields and industries.

WHY EVERGREEN COLLEGE?

Since 2003, Evergreen College has been preparing professionals for the real world by focusing on the needs and tools required to transition successfully into the career of your choice. Evergreen gives you real world experience from professionals and specialists who hold professional qualifications and industry experience and the working knowledge to teach the skills required to help you find success in your prospective career.

Evergreen College's Head Office and Downtown Toronto campus is located in the famous Trader's Bank Building, a 15-storey, 55.39 m (181.7 ft) early skyscraper that was completed in 1906 at 67 Yonge Street. The building was designed by Carrère and Hastings (designers of the famous New York Public Library) with construction starting in 1905. It was the tallest building in Toronto and the entire British Commonwealth until the Canadian Pacific Building was completed in 1913. The building today remains as one of North America's few surviving skyscrapers of the early 20th century.

HOME AWAY FROM HOME

At Evergreen, we take pride in giving you the home-away-from-home experience that makes the transition to Canada simple and rewarding. You're a name, never a number and our small class sizes ensures ample amounts of study time with our responsive and supportive instructors, trainers and specialists.

START TO FINISH ASSISTANCE

We're here for our students every step of the way. We assist you from the moment you register to the proud moment you graduate and beyond if needed. We provide all students with the quality and care they expect from North American educational institutions.

AFFORDABILITY

We offer competitive and affordable tuition rates and our fast-track programs allow you to study more in a shorter amount of time, allowing you to save more money. Our Work and Study Programs also offer you the opportunity to earn an income while you study to help offset educational costs.

FLEXIBILITY

We recognize that our students have a variety of responsibilities, so Evergreen students have the power of flexibility when students have a choice of program schedules designed to support work-life balance. We're open Monday to Sunday and offer classes in the morning, afternoon and evening. Our courses are available for you to start year-round so you don't have to wait until September or January, allowing you to enter the job market sooner than graduates from public colleges.

POSITIVE LEARNING ENVIRONMENT

We've created a positive atmosphere for students from all over the World to interact with one another and feel comfortable while learning and building strong relationships.

BUSINESS ADMINISTRATION IN INTERNATIONAL TRADING

Diploma program

2 Academic years | 65 weeks - 1300 Total Hrs. 1100 Hrs. Theory 200 Hrs. Internship

In-person & Online Class Delivery

PROGRAM SUMMARY

Planning a successful global business begins by understanding the basics of international commerce. This program prepares students with a solid foundation in international trade, including the manufacturing, marketing, legal and financial aspects of business. Students will learn accounting principles, inventory management, supply chain and entrepreneurial skills to prepare them for a career in international business.

CAREER OPPORTUNITIES

Successful graduates of this program are fully prepared for careers in international trade. Having learned business and accounting fundamentals, combined with their internship experience, graduates will be ready for a number of careers, including exporter, importer, purchasing agent, inventory planner and more positions, which are employed in banks, government agencies and other lines of business.

COURSE LIST

The Course consists of 11 modules. These modules are covered in the classroom and in the practicum.

- Planning a successful global business
- Legal
- Finance
- The Business Plan
- Marketing
- Sales
- Research
- Technology in Business

- Manufacturing
- Human Resources

Internship:

Business Administration in International Trading students completes their education with 200 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



BUSINESS ADMINISTRATION

Diploma program

1 Academic year | 46 weeks - 920 Total Hrs. • 720 Hrs. Theory 200 Hrs. Internship

In-person & Online Class Delivery

PROGRAM SUMMARY

The Business Administration Diploma Program equips students with essential skills in management, finance, marketing, and operations to succeed in various business environments. It provides a strong foundation in business principles, leadership, and problem solving for real-world applications.

CAREER OPPORTUNITIES

Graduates can pursue careers in administration, sales, accounting, human resources, and entrepreneurship. The program includes hands-on training, case studies, and industry-relevant projects to enhance practical knowledge. This diploma also serves as a pathway to further studies or professional certifications in business.

COURSE LIST

The course consists of 13 modules. These modules are covered in the classroom and the internship.

- Introduction to Financial Accounting
- Organizational Behaviour
- Introduction to Management
- Introduction to organizations and sustainability
- Microcomputer Applications
- Human resources management & Digital recruitment strategy.
- Business Microeconomics
- Business Macroeconomics
- Business Communication
- Business Mathematics Statistics
- Introduction to Marketing
- Business Law

Internship:

This Module will provide the students 200 hours of practical experience in the real-world business

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



COMPUTERIZED ACCOUNTING AND PAYROLL

Diploma program

1 Academic year | 40 weeks - 900 Total Hrs. • 700 Hrs. Theory 200 Hrs. Internship

In-person & Online Class Delivery

PROGRAM SUMMARY

If you enjoy working with numbers and performing calculations, you may have potential for a career in accounting. This profession continues to be an in-demand career, and our Computerized Accounting and Payroll program will prepare you with the necessary experience in using current computer applications. In this program, you will learn how to maintain journals and ledgers, how to prepare reports for small businesses and how to use financial statements for business planning.

CAREER OPPORTUNITIES

Accounting skills are in demand in many industries, not just the financial sector alone. This program prepares students for a career in general accounting, payroll, accounts payable, accounts receivable, cost accounting, computerized accounting and tax preparation. Upon graduation, students will have working knowledge of current accounting computer applications, including QuickBooks and Simply Accounting.

COURSE LIST

The Course consists of 9 modules.

- Accounting Fundamentals
- Microsoft Office Applications
- Canadian Payroll (PCP Certificate)
 - Payroll Compliance Legislation
 - Payroll Fundamentals I
 - Payroll Fundamentals II
- QuickBooks
- Simply Accounting
- ACCPAC

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

PAYROLL COMPLIANCE PRACTITIONER (PCP)

Students must complete all core payroll courses and compulsory course requirements and meet the certification requirements to apply for certification. The CPA's certification program prepares payroll practitioners to manage the compliance requirements of an organization's annual payroll cycle, deliver clear and reliable payroll information, and contribute a payroll perspective to organizational policy and strategy discussions.

Internship

The Computerized Accounting and Payroll students complete their education with 200 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

POST-GRADUATE DIPLOMA BUSINESS IN THE DIGITAL ERA

1 Academic year | 49 Weeks - 980 Total Hrs. Theory 780 Hrs. Internship 200Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

The Business in a Digital Era Post-Graduate program is a unique and advanced course designed to conceptualize business concepts in today's global digital age. This course strives to prepare students for the challenges of the modern corporate world so that they will become successful entrepreneurs and business leaders. Students will learn key concepts related to business strategy, finance, human resources management, marketing and operations with a focus on digital trends like e-commerce and big data analytics to forecast and understand business trends, digital marketing and recruitment.

CAREER OPPORTUNITIES

Graduates will be prepared for occupations in advertising, marketing and public relations, which are typically employed by consulting firms, advertising agencies, corporations, associations, government, social agencies, museums, galleries, public interest groups, and cultural and other organizations, or they may be self-employed. Agents such as entertainment, literary and sports agents are included in this unit group.

COURSE LIST

The Course consists of 20 modules. These modules are covered in the classroom and in the internship.

- Study skills: critical thinking, writing and research basics
- Financial analysis and control
- Organizational behaviour
- Supply chain optimization & management
- Operations management
- Financial management
- Human resources management & Digital recruitment strategy
- Strategic management
- Marketing management
- International business
- Business Economics
- Business statistics
- Business plan
- Digital Marketing Fundamentals
- Big data analytics in business
- E-commerce
- Strategic Web Design
- Business project/dissertation
- Social Media Marketing Strategies

Internship

The Business in a Digital Era students complete their education with 200 hours of internship practical work experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



DIGITAL MARKETING MANAGEMENT

Diploma program

17 weeks - 340 Total Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

Digital Marketing Management is a comprehensive program designed to equip participants with the knowledge, skills, and strategies needed to excel in the dynamic field of digital marketing. In today's digital age, organizations are increasingly relying on digital channels to reach and engage their target audiences. This program provides a deep dive into the principles and practices of digital marketing, empowering participants to drive growth, enhance brand visibility, and achieve measurable results in the digital landscape.

CAREER OPPORTUNITIES

The digital marketing management program prepares students for diverse career opportunities such as Digital Marketing Specialist, Social Media Coordinator, Content Marketing Specialist, SEO & SEM Specialist, and Email Marketing Coordinator. The Digital Marketing Management program prepares participants for a wide range of exciting career paths across various industries.

COURSE LIST

The course consists of 8 modules. These modules are covered in the classroom.

- Study skills: critical thinking, writing, and research basics
- Marketing management
- Digital Marketing Fundamentals.
- Social Media Marketing Strategies
- Big data analytics in business
- E-Commerce
- Strategic Web Design
- Project

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

INTERNATIONAL BUSINESS MANAGEMENT

Diploma program

2 Academic years | 65 Weeks - 1300 Total Hrs. Theory 1100 Hrs. Internship 200Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

The International Business Management Diploma Program is a comprehensive educational pathway designed to equip students with the necessary knowledge and skills to thrive in the global business environment. Throughout the program, students delve into various aspects of international business, including management principles, cross-cultural communication, marketing strategies, finance, and global trade regulations. This program aims to prepare students for careers in multinational corporations, international trade, consulting, or entrepreneurship on a global scale.

CAREER OPPORTUNITIES

The digital marketing management program prepares students for diverse career opportunities such as Digital Marketing Specialist, Social Media Coordinator, Content Marketing Specialist, SEO & SEM Specialist, and Email Marketing Coordinator. The Digital Marketing Management program prepares participants for a wide range of exciting career paths across various industries.

COURSE LIST

The course consists of 20 modules. These modules are covered in the classroom and the internship.

- Introduction to international business
- Business Law
- Introduction to Financial Accounting
- The Business Plan
- Introduction to Marketing
- Business Strategy
- Introduction to Business Research
- Business Communication
- Business Macro Economics
- Business Mathematics
- Business Microeconomics
- Business Statistics
- Organizational Behaviour
- Human resources management & Digital recruitment strategy
- Management Information Systems
- Introduction to Organizations and Sustainability
- Introduction to Business
- Entrepreneurship
- Business Ethics
- Internship: International Business Management students complete their education with 200 hours of internship experience

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



COMMUNITY SERVICE WORKER

Diploma program

1 Academic year | 47 Weeks - 1040 Total Hrs. Theory 840 Hrs. Internship 200Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

If you enjoy helping people and are looking for a rewarding career, consider enrolling to study as a Community Service Worker (CSW). With an emphasis on social services, this program prepares students with sociology, psychology and other social science foundations that will enable them to counsel and assist individuals (and their families) in personal and social situations.

CAREER OPPORTUNITIES

CSW graduates are typically employed as counselors in a variety of settings in the social work field, including mental health and domestic violence, youth facilities, halfway houses, correctional facilities, and drop-in centres. They may also find employment opportunities in a wide range of group homes appropriate to social service practice and counseling centers that serve diverse client populations.

COURSE LIST

The Course consists of 20 modules.

- Introduction to Community Service Worker
- Essential Skills
- Microsoft Windows
- Inclusive Communication Skills
- Employment Achievement Strategies
- Basic Business Communications
- Harm Reduction and Crisis Intervention
- Introduction to Sociology
- Mental Health & Addictions
- Populations at Risk
- Support resources and community capacity building
- Law for Support Workers
- Self-Care and Team Building
- Basic Counselling Techniques
- Solution-Focused Intervention Techniques
- Family Development, Functions and Social Issues
- Introduction to Psychology
- Professional Documentation & Case Management
- Behavior Modification

Internship

The Community Service Worker students complete their education with 200 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

DEVELOPMENTAL SERVICE WORKER

Diploma program

1.5 Academic year | 53 Weeks - 1500 Total Hrs. Theory 940 Hrs. Internship 560 Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

According to Statistics Canada, more than 60,000 Ontarians have a developmental disability. As a skilled and caring Development Service Worker (DSW), you can help this population to thrive, work and participate in their communities. This program will provide students with a deep understanding of developmental disabilities along with the supporting skills required to help others and build a rewarding career in this social services field.

CAREER OPPORTUNITIES

Supporting individuals with developmental disabilities is the focus of the DSW Diploma Program. Graduates will work with individuals in their careers who require assistance to function in community-living situations and in society. Typically, DSWs are employed by faith- and culture-based agencies, and school boards.

COURSE LIST

The Course consists of 21 modules. These modules are covered in the classroom and in the clinical lab. Additional practical experience is provided in a facility and in the community.

- Essential Skills
- Microsoft Windows
- Inclusive Communication Skills
- Employment Achievement Strategies
- Basic Business Communications
- Harm Reduction and Crisis Intervention
- Introduction to Sociology
- Mental Health & Addictions
- Populations at Risk
- Support resources and community capacity building
- Law for Support Workers
- Self-Care and Team Building
- Basic Counselling Techniques
- Solution-Focused Intervention Techniques
- Family Development, Functions and Social Issues
- Introduction to Psychology
- Professional Documentation & Case Management
- Basic Nursing & Pharmacology
- Behaviour Modification
- Developmental Disabilities

Internship

The Developmental Service Worker students complete their education with 560 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



EARLY CHILDHOOD ASSISTANT

Diploma program

1.5 Academic year | 39 Weeks - 1000 Total Hrs. Theory 520 Hrs. Internship 480 Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

The Early Childcare Assistant Diploma Program has been designed to equip childcare workers with the valuable knowledge, skills and experience for employment as Assistants in daycare or early learning centers. In addition to covering early childhood development, program planning, communication and other vital topics in childcare, the program also includes the role of the assistant in a childcare setting.

CAREER OPPORTUNITIES

There is increasing demand in the industry for qualified individuals who have completed formal training such as that offered in this diploma program. Career opportunities exist in childcare centers, kindergartens, nursery schools and centers for exceptional children, Montessori Schools and early learning centers.

COURSE LIST

The Course consists of 13 modules. These modules are covered in the classroom and in the clinical lab. Additional practical experience is provided in a facility and in the community.

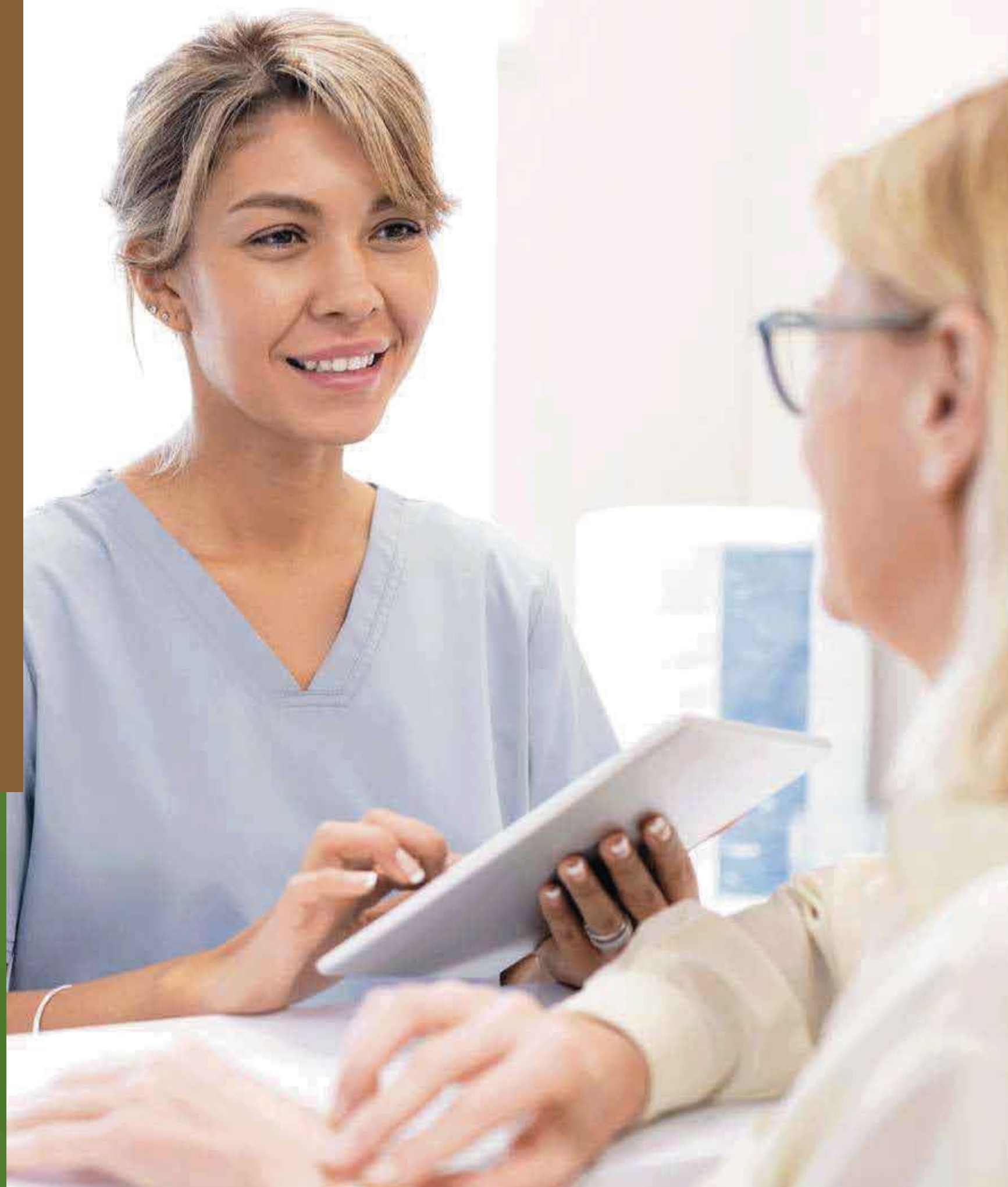
- Introduction to Early Learning and Care
- Roles, Responsibilities and the Reflective Practitioner
- Multiple Perspectives of Child, Family and Community
- Introduction to prenatal and infant development
- Introduction to toddler development
- Introduction to preschool and school age development
- Observation and Documentation
- Responsive Relationships and Guiding Behaviour
- Program Planning and Philosophical Approaches to Learning

- Written Communications Skills
- Health and Safety
- Nutrition

Internship

The Early Childhood Assistant students complete their education with 480 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



MEDICAL OFFICE ADMINISTRATOR

Diploma program

1 Academic year | 34 Weeks - 675 Total Hrs. Theory 475 Hrs. Internship 200 Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

Medical Office Administrators play a critical role in healthcare delivery; they also conduct many administrative tasks in the field of medicine, along with some basic clinical procedures. In this program, students will learn to take medical histories, explain treatment procedures and prepare patients for examinations. Emphasis is placed on medical terminology, body systems, medical transcription and office procedures.

CAREER OPPORTUNITIES

Graduating students will be equipped with the business, technology and communications skills needed to work in a private physician's office, single or multi-specialty clinic, or hospital setting. Typical job titles in this field include Medical Office Assistant, Medical Office Administrator, Medical Secretary, Medical Stenographer, Medical Billing Specialists, Secretary Ward and Medical Transcriptionist.

COURSE LIST

The Course consists of 11 modules. These modules are covered in the classroom and in the clinical lab. Additional practical experience is provided in a facility and in the community.

- The Canadian Health Care System
- The Health Office Professional
- Clinical Procedures & Safety
- Medical Office procedures
- Medical Billing
- Anatomy, Physiology, and Terminology
- Introduction to Medical Transcription & Documentation

- Computer Applications
- Communication and Customer Service
- Job Search & Career Development

Internship

Medical Office Administration students complete their education with 200 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

NACC PERSONAL SUPPORT WORKER DE 2022

Certificate program

1 Academic year | 29 Weeks - 700 Total Hrs. Theory 400 Hrs. Internship 300 Hrs.

In-person & Hybrid Class Delivery

PROGRAM SUMMARY

If you value providing care for others, you may enjoy a career as a Personal Support Worker (PSW) where you will be a valuable member of an inter-professional care team. In this role, your primary duties will include providing care for individuals and assisting with their daily living so that they can sustain independence and self-direction.

CAREER OPPORTUNITIES

PSWs are employed in long-term care facilities, home care settings, retirement homes, supportive housing, group homes, adult day programs, hospitals and educational facilities. The PSW Certificate Program at Evergreen College is aligned with the National Association of Career College's (NACC) curriculum in order to prepare students with a wide-ranging skillset that equips them to provide a comfortable and safe living environment for the individuals in their care.

COURSE LIST

The Course consists of 15 modules. These modules are covered in the classroom, the clinical lab and as practical experience provided in a facility and in the community.

- PSW Foundations
- Safety and Mobility
- Body Systems
- Assisting with Personal Hygiene
- Abuse and Neglect
- Household Management, Nutrition and Hydration
- Care Planning/Restorative Care/Electronic Documentation/Working in the Community
- Assisting the Family/Growth and Development
- Assisting the Dying Person
- Assisting with Medications
- Cognitive/Mental Health Issues and Brain Injuries
- Health Conditions
- Gentle Persuasive Approaches in Dementia Care
- Clinical Placement (Community)
- Clinical Placement (Facility)

Internship

Clinical Placement (Community) and Clinical Placement (Facility), PSW students complete their education with 200 hours of clinical practice in an institutional (long-term care facility) and 100 hours in a community (residence/day program/private home) setting.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

POST-GRADUATE DIPLOMA IN CLINICAL RESEARCH

1 Academic year | 46 Weeks - 920 Total Hrs. Theory 680 Hrs. Internship 240 Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

The Clinical Research Post Graduate Diploma Program is designed for a wide range of students including International Medical Graduates (IMGs); Health Care Professionals (HCPs); and Science, Technology, Engineering and Mathematics (STEM) graduates. The program provides theoretical and practical understanding of clinical research and increases opportunities for employment and job advancement. Students will learn how to generate and validate hypothesis; research bibliographic database; design clinical trial study; write clinical trial protocol; collect clinical research data; apply statistical tests for analysis of collected clinical research data; and work with stakeholders including pharmaceutical, biotechnology, and medical device companies; contract research organizations, regulatory agencies; principal investigators; and research institutions.

CAREER OPPORTUNITIES

Expect to find employment in a variety of settings including; Contract Research Organizations (CROs), Medical Clinics, Hospitals, Clinical Trials, and Pharmaceutical companies.

COURSE LIST

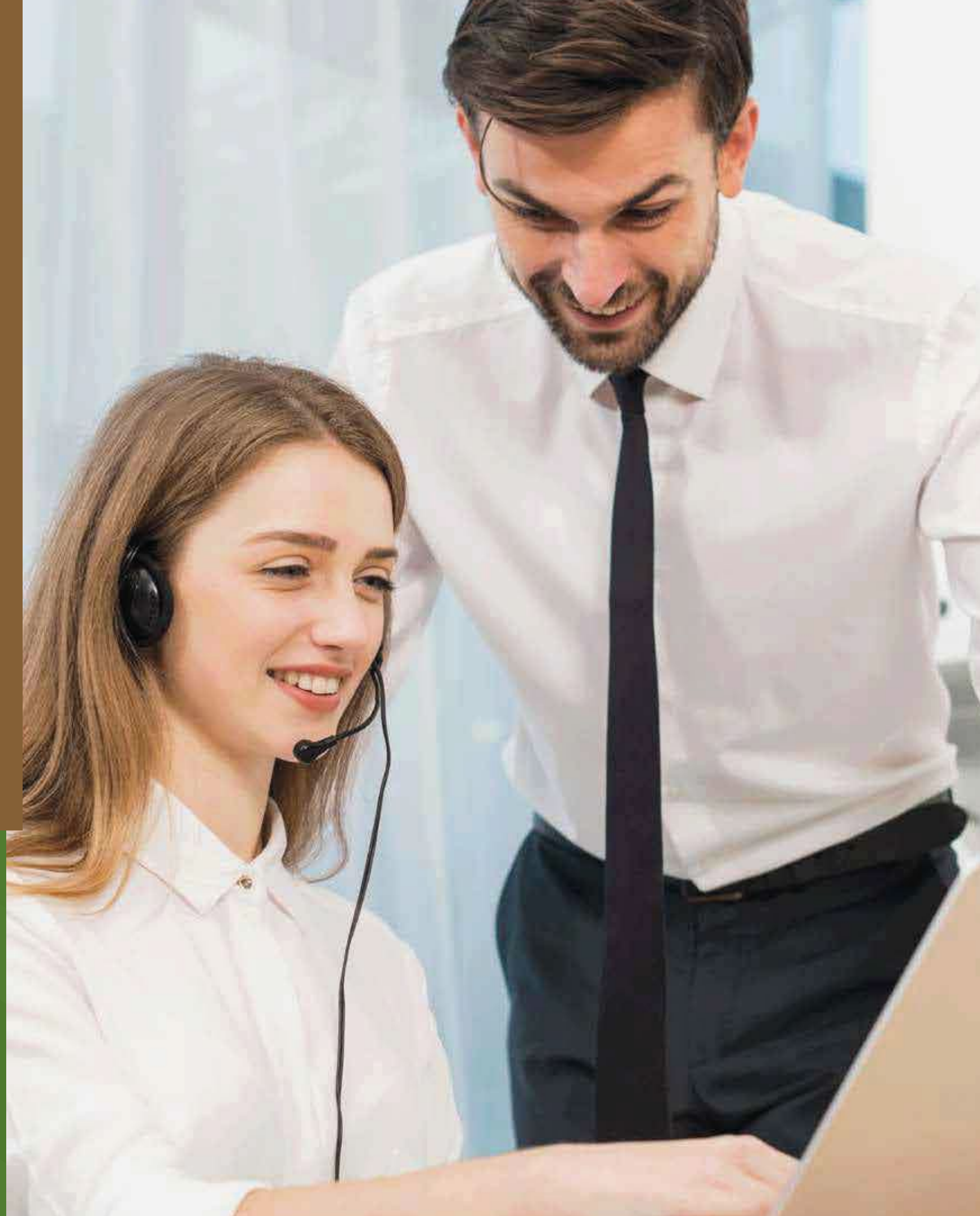
The course consists of 22 modules. These modules are covered in the classroom and the internship.

- Study Designs in Epidemiology
- Statistics in Clinical Research
- Ethics in Clinical Research
- Hypothesis Generation and Validation
- Guidelines: Good Clinical Practice, Good Laboratory Practice, Good Documentation Practice, Good Manufacturing
- Overview: Preclinical Drug Development
- Study Designs in Clinical Research and Protocol Writing
- Clinical Operations: Introduction to Regulatory Affairs and Submission of Human Research Ethics Application
- Clinical Operations: Introduction to Pharmacokinetics
- Clinical Operations: Introduction to Pharmacodynamics
- Clinical Operations: Introduction to Product Management
- Clinical Operations: Introduction to Clinical Study Conduct
- Clinical Operations: Introduction to Clinical Data Management
- Clinical Operations: Introduction to Pharmacovigilance
- Clinical Operations: Introduction to Quality Assurance and Quality Control
- Clinical Operations: Introduction to Clinical Trial Monitoring
- Medical Monitoring
- Clinical Operations: Introduction to Regulatory Submission of Study Reports
- Medical Writing
- Microsoft Word, Excel, Outlook, and PowerPoint
- Resume Preparation, Interview Skills, and Work Ethics

Internship:

The Clinical Research students complete their education with 240 hours of internship practical work experience.





CUSTOMER SERVICE SPECIALIST

Diploma program - Work & Study Program

1 Academic year | 55 Weeks - 1040 Total Hrs. Theory 560 Hrs. Internship 480 Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

If you enjoy working with people and are an exceptional problem-solver, put your skills into action as a Customer Service Specialist. As the first point of contact for many organizations, this program will prepare you to become a knowledgeable, capable and enthusiastic customer service professional. You'll learn to provide service and support that is reliable, responsive and empathetic while satisfying customer needs and enhancing business relations.

CAREER OPPORTUNITIES

Customer Service Specialists are employed in a wide range of industries where customer service plays a vital role in operations. Graduates of this program are equipped with a strong foundation in business and client support, and are employed in number of careers, including client management, customer relations, various support services and more.

COURSE LIST

The course consists of 14 modules. These modules are covered in the classroom and the internship.

- Projecting a Positive Image
- Managing Workload Productivity
- Developing Customer Relationships
- Health & Safety and Special Needs Considerations
- Internal Relations
- Setting up the Computer
- Using Microsoft Office Word, PowerPoint and Publisher
- Using Microsoft Office Excel and Access
- Other Software Applications and Business Machines
- Direct Customer Service Support, Selling and Customer Retention

- Employment Readiness Workshops
- Trade Shows and Events
- Workshops, Seminars and Social Events

Internship

The Customer Service Specialist students complete their education with 480 hours of internship practical work experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

HOSPITALITY MANAGEMENT

Diploma program - Work & Study Program

2 Academic years | 82 Weeks - 1640 Total Hrs. Theory 820 Hrs. Internship 820 Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

Open the door to an exciting career in hotels, resorts, restaurants and more. The Hospitality Management Diploma Program will equip you with the knowledge and skills required to fulfill leadership roles that center on providing exceptional guest experiences. You will learn a combination of management strategies focused on developing your service skills, leadership capabilities, guest interactions, communication and hospitality science.

CAREER OPPORTUNITIES

Imagine a career that welcomes you to work at luxury hotel, resort, restaurant, tourist attraction, club, cruise line and so much more. Graduates of this program are prepared to hold supervisory roles within the hospitality industry where they plan, organize, direct, control and evaluate operations. The growing hospitality industry continues to see a demand for high-skilled, people-oriented professionals.

COURSE LIST

The Course consists of 17 modules. These modules are covered in the classroom and the internship.

- Introduction to the Hospitality Industry
- Managing Front Office Operations
- Managing Housekeeping Operations
- OPERA (Property Management System)
- Advanced OPERA (Property Management System)
- Managing Service in Food and Beverage Operations
- Management of Food and Beverage Operations
- POS (Food & Beverage point of sale)
- Advanced (Food & Beverage Point of Sale)
- Supervision in the Hospitality Industry
- Hotel and Restaurant Accounting
- Hospitality Sales and Marketing
- Security and Loss Prevention Management
- Managing Hospitality Human Resources
- Leadership and management in the hospitality industries
- Hospitality Facilities Management and Design

Internship

The Hospitality Management students complete their education with 820 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

HOSPITALITY OPERATIONS

Diploma program - Work & Study Program

1 Academic year | 55 Weeks - 1040 Total Hrs. Theory 560 Hrs. Internship 480 Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

Jump-starting your career in the exciting hospitality industry begins with the Hospitality Operations Diploma Program. This program will equip you for entry-level positions in a fast-paced and rewarding career field within travel and tourism. After just one year of study, students will complete an internship and begin networking within the industry. For those interested in management roles, this program prepares students for Evergreen's two-year Hospitality Management Diploma Program.

CAREER OPPORTUNITIES

Graduates of this program can expect to be employed by hotels, motels, resorts, student residences, food and beverage facilities, and other accommodation establishments, or they may be self-employed. The Hospitality Operations program is the perfect starting point for anyone interested in exploring the hospitality industry. After successful completion of the Hospitality Operations program, students wanting to further complete Evergreen College's Hospitality Management program will only need to complete one more year of study.

COURSE LIST

The Course consists of 13 modules. These modules are covered in the classroom and in the internship.

- Introduction to the Hospitality Industry
- Managing Front Office Operations
- Managing Housekeeping Operations
- OPERA (Property Management System)
- Advanced OPERA (Property Management System)
- Managing Service in Food and Beverage Operations
- Management of Food and Beverage Operations
- POS (Food & Beverage point of sale)

- Advanced (Food & Beverage Point of Sale)
- Supervision in the Hospitality Industry
- Hotel and Restaurant Accounting
- Hospitality Sales and Marketing

Internship

The Hospitality Operations students complete their education with 480 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

COMPUTER SYSTEM AND NETWORK SPECIALIST

Diploma program

1 Academic year | 20 Weeks - 480 Total Hrs. & recommended 200 Hrs. of voluntary internship

In-person & Online Class Delivery

PROGRAM SUMMARY

If you have a passion for computing, this program will prepare you to design, install, maintain, manage and enhance computer networks. Students will be equipped with knowledge of Local Area Networks; their application within Wide Area Networks; and their interconnectivity to nodes, servers and other end-user devices. Students will work with various types of software, including managing system and client software, web page integration and creation, network security measures, user accounting and monitoring network event logs for problem resolution.

CAREER OPPORTUNITIES

Upon graduation, students will be able to design and implement network infrastructure for businesses based on a variety of platforms and technical and commercial requirements. Graduates will possess the skills and knowledge required to obtain entry-level employment in computer network support, network installation, network administration, network design and integration.

COURSE LIST

The Course consists of 7 modules. These modules are covered in the classroom.

- IT Fundamentals
- CompTIA – A+ : Core Hardware
- CompTIA -A+ : Operating System
- CompTIA Network+
- CompTIA Security+
- Hybrid Server Core
- CCNA: Routing, and Switching

VOLUNTARY INTERNSHIP

It is recommended that Computer System and Network Specialist students voluntary spend around 200 hours of internship.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

POST-GRADUATE DIPLOMA IN CYBER SECURITY & CLOUD COMPUTING

2 Academic years | 91 Weeks - 1820 Total Hrs. 1620 Hrs. Theory & 200 Hrs. Capstone Project

In-person & Online Class Delivery

PROGRAM SUMMARY

As cyber threats become more sophisticated and damaging across all types of companies, cyber security has become one of the nation's top priorities. This has created demand for a new breed of network professionals who can manage the cloud computing requirements of the corporate sector. In addition, corporations are shifting their computing needs to the cloud due to unlimited openings, reliability, flexibility and cost effectiveness. This diploma is designed to provide a solid grounding in conventional computer networks, network security, cloud computing concepts and database skills.

CAREER OPPORTUNITIES

Upon graduation, students have working knowledge of cyber security, penetration testing, the Linux Operating System, PowerShell scripting, Cloud and Technologies, CISCO Networking & Security investigation and analysis techniques. Graduates typically find entry-level employment in computer network support positions, network security, network administration, network security design and integration.

COURSE LIST


The course consists of 13 modules. These modules are covered in the classroom and the Capstone Project.

- CompTIA Network+
- Installation, Storage, and Compute with Windows Server
- Introduction to PowerShell Scripting
- CompTIA Linux+
- CCNA Implementing and Administering Cisco Solutions
- CompTIA Security+
- Microsoft Azure Fundamentals
- Microsoft Azure Security Technologies
- CEH Certified Ethical Hacker
- CEH Certified Ethical Hacker
- CHFI - Certified Hacking Forensics Investigator
- CompTIA PenTest+
- Cybersecurity Analyst CySA+

Capstone Project

The Cyber Security and Cloud Computing students complete their education with 200 hours of Capstone Project practical experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



POST-GRADUATE DIPLOMA IN NETWORK SYSTEMS ENGINEER

1 Academic year | 47 Weeks - 880 Total Hrs. 680 Hrs. Theory & 200 Hrs. Internship

In-person & Online Class Delivery

PROGRAM SUMMARY

If you're looking to augment your existing diploma or degree in information technology, Evergreen College's Network Systems Engineer program will further prepare you to design, install, maintain, manage and enhance computer networks. Students are equipped with practical knowledge of Local Area Networks (LAN); their application within Wide Area Networks (WAN); and their interconnectivity to nodes, servers and other end-user devices. Students will also become familiar with web server management and its connectivity to LANs and WANs. They will learn to work with various types of software including: managing system and client software, mail server, VMWare, Linux, network security measures, user accounting and monitoring network event logs for problem resolution.

CAREER OPPORTUNITIES

Upon graduation, students will be able to design and implement physical and logical infrastructure for business solutions based on different platforms and technical and commercial requirements. Graduates will be equipped with the skills and knowledge to obtain employment in computer network support, network installation, exchange server administration Linux administration, network and system administration, network design and integration.

COURSE LIST

The Course consists of 11 modules. These modules are covered in the classroom.

- IT Fundamentals
- CompTIA – A+ : Core Hardware
- CompTIA -A+ : Operating System
- CompTIA Network+
- CompTIA Security+
- CompTIA Linux+
- Securing Advanced Windows Server
- Hybrid Server Core
- Server Hybrid Infrastructure - Advanced
- CCNA: Routing, and Switching

Internship

The Network Systems Engineer students complete their education with 200 hours of internship

ADMISSION REQUIREMENTS

The student must have previous diploma/degree in IT

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



DATA SCIENCE & ANALYTICS

Diploma program

1 Academic year | 48 Weeks - 1000 Total Hrs. 840 Hrs. Theory & 160 Hrs. Capstone Project

In-person & Online Class Delivery

PROGRAM SUMMARY

Data science is an interdisciplinary field that uses scientific methods, processes, algorithms, and systems to extract knowledge and insights from structured and unstructured data and apply knowledge and actionable insights from data across various application domains. A data science task is aimed at solving a business problem by using the data of that business process and it requires knowledge about the business domain, identification of the data required to model the problem at hand, skills in data extraction and manipulation, hands-on experience in using machine learning and statistical models using industry preferred tools and applications.

CAREER OPPORTUNITIES

The Data Science and Analytics program prepares students for jobs titled Junior Data Analyst, Junior Data Scientist, Junior Machine Learning Engineer, Junior BI Developer, and Python Developer.

COURSE LIST

The course consists of 13 modules. These modules are covered in the classroom and the Project.

- Introduction to Business Statistics
- Python for Data Science
- Business Intelligence
- Data Preprocessing & EDA
- Machine Learning for Data Science
- Deep Learning Fundamentals
- Relational Database Concepts
- Working with NoSQL Databases
- Front End Development using React.js
- Backend End Development using Python
- ML- Ops Fundamentals

Capstone Project

Students complete their education with 160 hours of two Capstone Projects.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



ACADEMIC PREPARATION COURSE

Certificate program

4 Weeks - 80 Total Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

The Evergreen College Academic Preparation Course (APC) aims to prepare the student for success in their diploma program, academically and developing an understanding of business culture in North America. This enable student to prepare themselves for academic content pursuit and prepare them to successfully in their job and workplace.

CONTENT

The Program instructs students academically by developing skills in; Listening, Speaking, Reading, and Writing. Students will develop the essential numeric skills applicable to the business. The program topics address the importance of Punctuality and Attendance in the workplace as well as topics under the headings of; resume, Relationship Building, and Career Success.

COURSE OUTLINE

The course duration is four (4) weeks. Weekly modules are Resumes, Relationship Building, Math Preparation, and Career Success. Weekly assessment is based on; Assignments, a Major Deliverable, Group Work, Attendance, Punctuality, and Participation.

WEEKLY TOPICS

Week 1- Resumes

- Interviews
- Job Search
- Recruiting Process
- Networking
- LinkedIn

Week 2- Relationship Building

- Presentation Skills
- Research
- Corporate Culture
- Understanding Diagrams
- Communication

Week 3- Math Preparation

- Arithmetic operations
- Algebraic equations
- Solve word problems
- Conversion of measurement
- Ratios and proportions
- Fractions and percentages
- Yield and price factors
- Statistical calculations

Week 4- Career Success

- Meetings
- Corporate Structures
- Official/Work Politics

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

ACADEMIC PREPARATION COURSES IN BUSINESS - COMMUNITY SUPPORT - ENGINEERING - HEALTHCARE - IT - SCIENCE

CERTIFICATE PROGRAM

20 weeks - 300 Total Hrs.

COURSE DESCRIPTION

This course equips students with essential academic skills and knowledge for success across various disciplines and professions. It combines theory, practical exercises, and experiential learning to enhance critical thinking, study strategies, and professional communication. Key topics include academic writing, research methods, quantitative analysis, field-specific terminology, and presentation skills.

COURSE OBJECTIVES

- Gain proficiency in academic writing, including report writing, proper citation, and critical analysis of scholarly sources.
- Enhance research skills by exploring field-related topics, data collection methods, and literature review techniques.
- Acquire a solid understanding of fundamental field-related concepts, principles, and terminology.
- Improve oral communication skills for field-specific contexts, including presentations, negotiations, and professional interactions.
- Foster teamwork, collaboration, and leadership through group projects and collaborative learning activities.

COURSE OUTLINE

The course duration is twenty (20) weeks. Each module takes three (3) weeks: Academic Writing, Research Methods, Terminology, Time Management, Professional Communication, and Group Projects.

What you will learn

Week 1-3: Introduction to Academic Writing in Various Field-Related Areas

Week 4-7: Research Methods in Diverse Field-Related Areas

Week 8-11: Fundamentals of Concepts and Terminology in Various Field-Related Areas

Week 12-15: Study Skills and Time Management for Students in Various Field-Related Areas

Week 16-19: Professional Communication in Study Skills and Time Management for Students in Various Field-related Areas

Week 20: Group Projects and Collaborative Learning in Various Field-Related Areas



ENGLISH PREPARATION PROGRAM

Certificate program

12 Weeks - 240 Total Hrs.

In-person & Online Class Delivery

PROGRAM SUMMARY

The Evergreen College English Preparation Program focuses on advancing and improving the English language skills of students in order to thrive in professional program studies at Evergreen College or within North America. The program curriculum supports the learning needs of intermediate-level students of English, and teaches the importance of advanced speaking, listening, reading and writing in order to allow learners to succeed in their professional goals. The course materials also incorporate the demands of the International English Language Testing System (IELTS) to allow students the flexibility to also achieve certification in that internationally-recognised system.

CONTENT

The program content instructs students on the skills necessary for career advancement. Formal writing, proper grammar structure, exposure to North American business norms, and colloquial and informal conversation will all be highlighted and taught. Students will participate actively in a learning environment designed for instant feedback and constant improvement.

GRADUATION REQUIREMENTS

- Students must achieve an attendance standard of 85%
- Submission of weekly assignments
- Achieving a passing grade of 315 or more on the Wonderlic Basic Skills Test (BST)
- Possess a General English Diploma (GED) Level 12 or higher

COURSE LIST

The course consists of 12 weeks with 12 independent units. Each unit incorporates all learning skills of speaking, listening, reading and writing in the classroom exercises, and culminates in a weekly presentation or assessment of the practiced skills.

WEEKLY THEMES INCLUDE

- Listening and recording information on the phone and in meetings.
- Writing and asking for assistance from authorities.
- Reading and understanding documents and articles.
- Speaking in pairs and relating information.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



WORKING IN CANADA

The economy in Canada is as vast and diverse as the country itself, with opportunities to gain valuable work experience from coast to coast in a variety of fields, industries and practices. Whether you're just looking for experience while you study and travel or you're aiming for a more long-term or permanent career, having Canadian work experience on your resume can lift you high above your competition.

Toronto is a hotbed for culture and the economic center of Canada with several major companies and employers in communications, entertainment, healthcare services, financial services, tourism, fashion, computer science, manufacturing and many more that are based out of the city. The city and Evergreen College can offer you access to networks and valuable work experience with international and national employers while studying and after you graduate.

THE INTERNSHIP ADVANTAGE

Entering an internship gives you the perfect combination of theory and hands-on practice while you network and develop valuable relationships with potential employers. Internships are a unique opportunity to gain self-confidence and show industry professionals and future employers what you can do, all in a positive working environment where you can make mistakes, and more importantly, learn from them. As the old proverb goes, "practice makes perfect" and we want to provide our students with real practice so they can find the perfect job.

Evergreen College will help you fine-tune your skills by running useful workshops to help you with your resume and cover letter while also developing and practicing key interview strategies and skills. At Evergreen, you'll also have immediate access to industry networks and connections through staff and instructors that would normally take years of experience to build.

Admission Requirement and Process

WHEN TO APPLY

We strongly recommend that you apply at least 6 months in advance of the start dates of each program in order to have enough time to apply for a study permit.

ADMISSION REQUIREMENTS FOR Certificate, Diploma and Post-Graduate Diploma Programs

- Have an Ontario Secondary School Diploma or equivalent; or
- Foreign credential compared for equivalency by a recognized organization (i.e. WES) for admissions to post graduate diploma programs; or
- Be at least 18 years of age or older and pass an entry test (Wonderlic Test), and Passing score (grade 12 equivalency); and
- Provide proof of English proficiency, if English is not the first language in your country. You must have one of the following equivalencies to our Entry test (Wonderlic Test)
- IELTS: minimum 5.5 overall
- TOEFL: A minimum 71
- PTE: Minimum 42-49 in each skill band
- Cambridge Exams FCE - B
- CLB: Minimum 6

SUPPORTING DOCUMENTS REQUIRED FOR DIPLOMA PROGRAMS

- Translated diploma/transcripts of high school and/or other level of postsecondary education completed
- Proof of English proficiency, if you have, such as TOEFL or IELTS
- Copy of passport page containing photo and personal information

APPLY DIRECTLY TO EVERGREEN COLLEGE

STEP 1:

Complete the request info form, which is available at www.evergreencollege.com

STEP 2:

Submit the application form to Evergreen College Admissions office with application fee and required supporting documents

STEP 3:

If your application is successful, you will receive a "Letter of Acceptance" from Evergreen

STEP 4:

Once you receive your Letter of Acceptance you must apply for a Study Permit (Visa) and Internship Work Permit (if applicable) or ensure that your existing Permit(s) are valid

STEP 5:

Inform Evergreen College about your arriving date and any services you will need from the college prior to your arrival into the country.

STUDY PERMITS/TEMPORARY RESIDENT VISA/WORK PERMITS

If you want to study in Canada for more than 6 months you must apply for a Study Permit. A Temporary Resident Visa (Visitor Visa) is sufficient if you want to study for 6 months or less. If your program has a co-op/field/clinical placement required, please apply for your Internship Work Permit along with your Study Permit application.



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