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PREPARING PROFESSIONALS FOR THE REAL WORLD

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## 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, CO-OPs 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 advanced degrees 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 one-on-one study time with our 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 creating their schedules. 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.

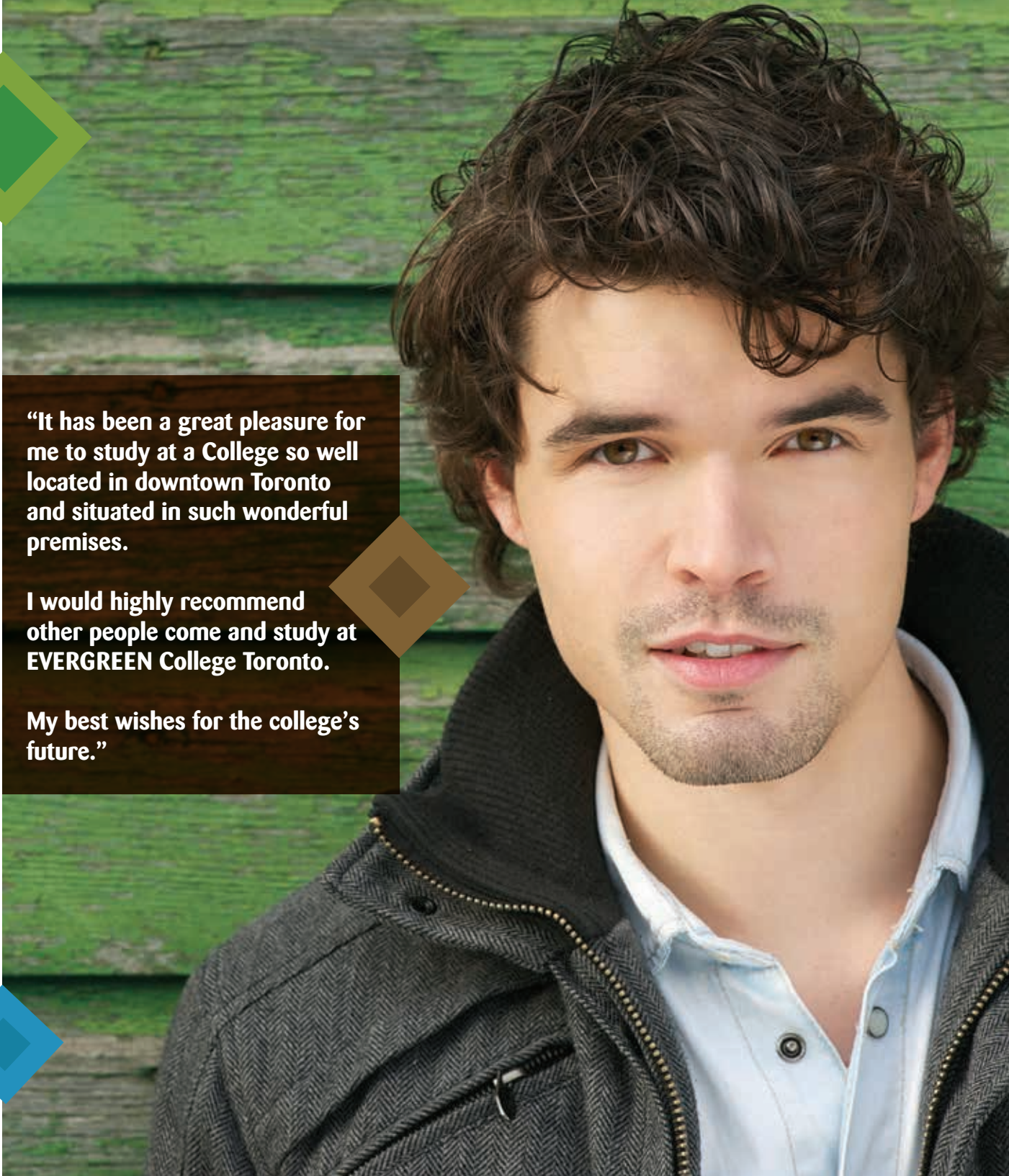
### POSITIVE LEARNING ENVIRONMENT

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.

**"It has been a great pleasure for me to study at a College so well located in downtown Toronto and situated in such wonderful premises.**

**I would highly recommend other people come and study at EVERGREEN College Toronto.**

**My best wishes for the college's future."**





## Medical Office Administrator Diploma Program

1 Academic year | 32 weeks 675 Total Hrs. • 475 Hrs. Theory 200 Hrs. Internship

### 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 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
- Computer Fundamentals
- Employment and Customer Service Skills
- Medical Terminology
- Anatomy & Disease
- Medical Transcription
- Medical Billing
- Clinical Procedures
- Medical Office Procedures
- Prescription Transcription
- Job Search/Academic
- Review Techniques

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

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

*"My instructor was a great teacher because he knows what I need to learn. During the class, I was impressed he taught me the difference between common terms of medical English, Doctor and nurse's medical terms. Also I remember when my class went on a field trip to the hospital for sick children I saw what the medical workers do there. I loved this course because I can feel an improvement with many common terms of English and Medical terms as well".*

*Bo Ra Lee - Korean*



## Personal Support Worker Certificate Program

1 Academic year | 31 Weeks 700 Total Hrs. • 390 Hrs. Theory 310 Hrs. Internship

### 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 14 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
- 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 110 hours in a community (residence/day program/private home) setting.

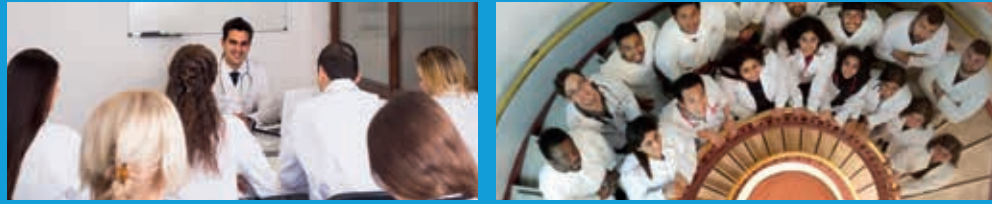
NACC EXAM REVIEW AND EMPLOYMENT READINESS WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

*"I've found the Personal Support Worker program to be very rewarding in the sense that it has taught me the necessary skills required for the proper care of those in need of assistance due to a physical or mental disability.*

*I highly recommend the PSW program at Evergreen College to whoever wishes to start or continue their education in this field".*

*Emanuele - Italy*





## Pre-medical program

1 Academic year | 45 weeks – 1936 Hrs. intensive four semesters program

### PROGRAM SUMMARY

The 92 credit Pre-Medical program is a four semesters, 1 academic year intensive program delivered in partnership with Medical Education Advising. The program is 1936 Hrs. that include 10 hours of guided individual or problem based learning each week.

Health care jobs are in high demand across the globe and lead to very prestigious, profitable, and rewarding careers. The Pre-medical Program is designated for students seeking the knowledge and skills to enter medical related professions. Students receive a complete life sciences pre-requisite education and a solid foundation in medical sciences. Our courses also prepare students for MCAT and USMLE tests and for the advanced studies in the professional schools offered by our partner universities. In addition, emphasis is put on the development of lab and research skills, a global perspective on healthcare, and fostering the development of leadership, organisational, learning and communication skills necessary to function in a multidisciplinary collaborative environment in healthcare. These careers require a passion for helping others, determination, and advocacy roles in their field and in the community at large.

Our graduates can join our Pre-medical program directly from high school or during or after graduation from university degree programs. No MCAT is required for direct acceptance into our partner US modelled medical and veterinary schools that offer clinical rotations in USA, Canada, and UK. There is rolling admission into the Pre-medical program and students are able to take several modules and personalize their learning experience. Students can also take individual courses either to fulfill prerequisite requirements for various healthcare schools or as a post baccalaureate program.

### COURSE LIST

#### SEMESTER I - 22 CREDIT HOURS

- General Chemistry I (Inorganic Chemistry)
- Organic Chemistry I
- Biology I or Nutrition and Diseases
- Introduction to Physics I
- Calculus
- English I-writing for biomedical research

#### SEMESTER II - 22 CREDIT HOURS

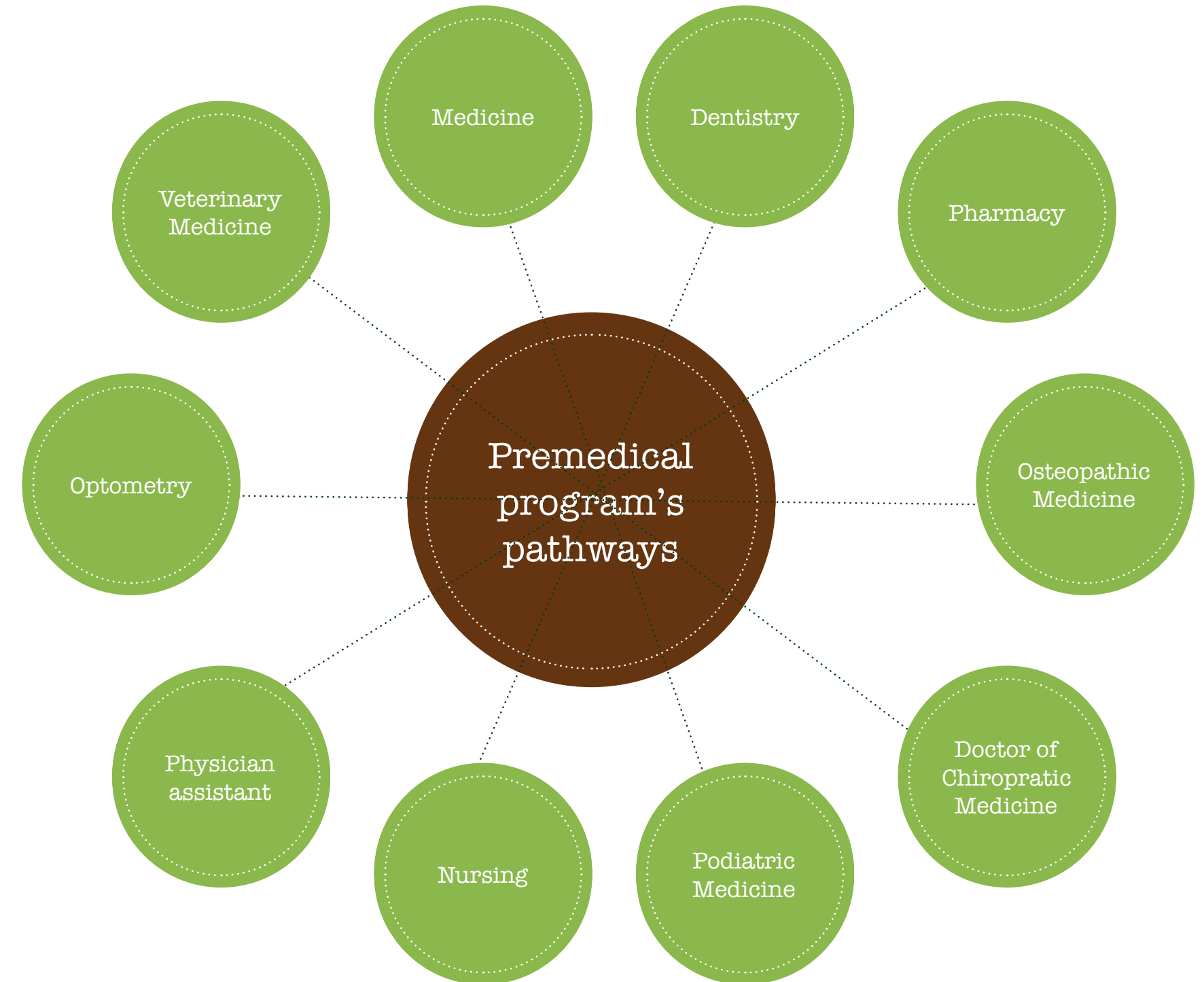
- General Chemistry II (Inorganic Chemistry)
- Organic Chemistry II or Biochemistry
- Biology II or Human Development
- Introduction to Physics II
- Statistics
- English II-Communication in health care

#### SEMESTER III - 24 CREDITS HOURS

- Introduction to Molecular Biology
- Introduction to Anatomy
- Introduction to Physiology
- Introduction to Immunology
- Global Health and Epidemiology
- Medical Terminology & Electronic Medical Records

#### SEMESTER IV - 24 CREDITS HOURS

- Introduction to Pathology
- General and Human Genetics
- Introduction to Pharmacology
- Introduction to Microbiology
- Medical Ethics
- Psychology/Sociology





## Clinical Research Post-Graduate Diploma Program

1 Academic year | 46 weeks 920 Total Hrs. • 680 Hrs. Theory 240 Hrs. Internship

### 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; private medical clinics, Community Health Units, hospital departments such as Admissions, Out- Patient Clinics, Emergency, Radiology, or as a ward clerk or surgical Booking clerk. You'll also be fully qualified to work in nursing homes, palliative care facilities, senior citizens' residences and medical transcription departments / facilities.

### 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.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



## Business Administration in International Trading Diploma Program

2 Academic years | 71 weeks - 1300 Total Hrs. 1100 Hrs. Theory 200 Hrs. Internship

### 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



*"I am very thankful for all staff and teachers that understand students deeply and give us constructive and practical advice. Not one-way educational environment is here. It was a nice surprise to me who had been studying at a big ESL school before. This is also the one of the attractive points of Evergreen college".*

*Mika - Japan*





## Computerized Accounting and Payroll Diploma Program

1 Academic year | 43 weeks - 900 Total Hrs. • 700 Hrs. Theory 200 Hrs. Internship

### 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)

### Internship

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



- ACCPAC

### PAYROLL COMPLIANCE PRACTITIONER (PCP)

Students must complete all core payroll course and compulsory course requirements and meet the certification requirements to apply for certification. The CPA's certification program prepare 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.

*"The college provides practical training for the popular accounting software used by different companies in Canada. After finishing my training with Evergreen, I was able to secure a job right way with the support from the college. Evergreen helped me become a professional accounting clerk in less than a year!"*  
Yinchai Zhang – China



## Business in the Digital Era Diploma Program

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

### 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





## Legal Assistant Diploma Program

1 Academic year | 47 weeks - 880 Total Theory Hrs.

### PROGRAM SUMMARY

Legal Assistants play a critical role in supporting lawyers in various types of firms and business organizations. These professionals provide assistance related to legal proceedings, including completing research, drafting various legal documents and maintaining databases. To succeed in this exciting field, the diploma program emphasizes education in understanding legal practices and language, industry ethics and communication skills.

### CAREER OPPORTUNITIES

Employment opportunities for Legal Assistants exist in law firms, government offices, real estate and insurance companies, financial institutions, legal departments or corporations. Graduates of this diploma program will be prepared to specialize in conveyance, litigation, family, estate and corporate practice.

### COURSE LIST

The Course consists of 20 modules.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Outlook & Email
- Office Procedures
- Accounting Essentials
- Employment Achievement Strategies
- Legal Terminology
- Legal Transcription
- Wills & Estates
- Essential Skills
- Microsoft Windows
- Corporate and Business Law
- Real Estate Law
- Family Law
- Civil Litigation & Debt Collection
- Legal Software

### Voluntary Internship

It is recommended that Legal Assistant students voluntary spend around 200 hours of internship.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



## Developmental Service Worker Diploma Program

1 Academic year | 56 weeks 1500 Total Hrs. • 940 Hrs. Theory 560 Hrs. Internship

### 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 career 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

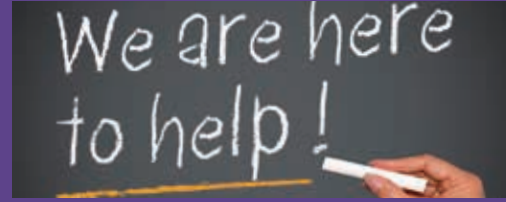
- Internship: The Developmental Service Worker students complete their education with 560 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



*"Evergreen College has opened to me the opportunity to become a Community worker. It is a college where its groups are small and this advantage allows me to participate and ask questions easily. My teachers have been social workers. It means that they know the social worker field and present us cases or situations which are real".*  
Luz Maria Betancourt Falco:





## Community Service Worker Diploma Program

1 Academic year | 55 Weeks 1040 Total Hrs. • 840 Hrs. Theory 200 Hrs. Internship

### 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
- Behaviour 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

*The campus is located in a very safe and convenient neighbourhood. All of the educators and the staff in the college are so kind, helpful and friendly. You will find yourself in such a warm place that will help you to overcome homesickness. I advise Evergreen College to anyone who wants to study abroad.*  
Selmaz - Turkey



## Early Childhood Assistant Diploma Program

1 Academic year | 41 weeks – 1000 Total Hrs. • 520 Hrs. Theory 480 Hrs. Internship

### 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 day care or early learning centres. 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

*"I feel like I have accomplish a lot by doing assignments and group work. The ECA class was really great, because I appreciate the small classes because I feel that it enhanced my learning skills and encourage me to have one on one conversations with my professor and classmates"*

Manesa Barnes – Jamaica







## Food Service Worker Certificate Program

12 Weeks 300 Total Hrs. • 140 Hrs. Theory 160 Hrs. Internship

### PROGRAM SUMMARY

The Food Service Worker (FSW) program will prepare students to perform effectively and efficiently in various healthcare institutions like long-term care homes, retirement homes, nursing homes, commercial and institutional food service. This program focuses on a comprehensive knowledge and expertise in communication and customer service, food safety and sanitation, nutrition in healthcare, kitchen equipment and food preparation in a classroom setting as well as practical, hands-on training in long-term care or senior homes.

### CAREER OPPORTUNITIES

Food Service Workers are employed as counter attendants, food preparers, kitchen helpers and food service helpers. They perform various other activities to assist workers who prepare or serve food and beverages. They are employed by restaurants, cafes, hotels, fast food outlets, cafeterias, hospitals and other establishments.

### COURSE LIST

The course consists of 6 modules. These modules are covered in the classroom and the internship.

- Role of Food Service Worker
- Food Safety and Sanitation
- Customer care and Communication
- Nutrition in Health
- Food Preparation & Kitchen equipment

Internship: The Food Service Worker students complete their education with 160 hours of internship practical work experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE



## Customer Service Specialist Diploma Program

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

### 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

Graduates of our Community Service Worker Diploma Program can expect to be eligible for a position as a counselor 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 centre as well as 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 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 experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE





## Hospitality Management Diploma Program

2 Academic year | 88 Weeks 1640 Total Hrs. • 820 Hrs. Theory 820 Hrs. Internship

### 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 15 modules. These modules are covered in the classroom and the internship.

- Hospitality Today
- Front Office
- Housekeeping Management
- Opera Property Management System (PMS)
- Managing Service in Food and Beverage Operations
- Management of Food and Beverage Operations
- MICROS Point of Sale (POS)
- Hotel and Restaurant Accounting
- Supervision in the Hospitality Industry
- Hospitality Sales and Marketing
- Managing Hospitality Human Resources
- Security and Loss Prevention Management
- Hospitality Facilities Management and Design

- Leadership and Management in the Hospitality
- Internship: The Hospitality Management students complete their education with 820 hours of internship experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

*"The hospitality management include different disciplines in a variety of fields. So I advise everyone who has a desire to attend this study and especially in Evergreen College!"*  
Haider - Netherland



## Hospitality Operations Diploma Program

1 Academic Year | 52 weeks- 1040 Total Hrs-560 Hrs Theory- 480 Hrs Internship

### 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 11 modules. These modules are covered in the classroom and in the internship.

- Hospitality Today
- Front Desk
- Housekeeping Management
- Opera Property Management System (PMS)
- Managing Service in Food and Beverage Operations
- Management of Food and Beverage Operations

- MICROS Point of Sale (POS)
- Hotel and Restaurant Accounting
- Supervision in the Hospitality Industry
- 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





## Cyber Security and Cloud Computing Post-Graduate Diploma Program

2 Academic year | 97 weeks - 1820 Total Hrs. 1620 Hrs. Theory & 200 Hrs. internship

### 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, the Linux Operating System, Virtual Networks (Hyper V & VM Ware), Cloud and Technologies, CISCO Networking & Security and SQL Database Concepts. Graduates typically find entry-level employment in computer network support positions, network installation, network administration, network design and integration.



### COURSE LIST

The Course consists of 15 modules. These modules are covered in the classroom.

- Installing and configuring
- Windows Server
- Administering Windows Server
- CCNA – Routing, and Switching
- CCNA – Network Security
- CompTIA Cloud+ – Cloud Computing
- CompTIA Security+ – Cyber Security
- Querying Microsoft SQL Server
- Administering Microsoft SQL Server
- Red Hat Certified System Administrator
- Red Hat Enterprise Linux – Certified Engineer
- VMware vSphere
- Developing Microsoft Azure Solutions
- Implementing Microsoft Azure Infrastructure

- Internship: The Cyber Security and Cloud Computing students complete their education with 200 hours of internship experience.

### ADMISSION REQUIREMENTS

- The student must have previous diploma/degree in IT

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE

## Computer System and Network Specialist Diploma Program

1 Academic year | 33 weeks - 600 Total Hrs. & Recommended 200 Hrs. of voluntary internship

### 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 8 modules. These modules are covered in the classroom.

- CompTIA – A+ Exam 220-901: Core Hardware Service Technician Exam/li>
- CompTIA -A+ Exam 220-902: A+ Operating System Exam
- Installing and Configuring Windows Server
- Administering Windows Server
- Configuring Advanced Windows Server Services
- Designing and Implementing a Server Infrastructure
- Implementing an Advanced Server Infrastructure
- 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

*"Every classroom is very comfortable for the students and also they have an excellent teaching staff. The college has a very friendly environment, and tutors can offer students plenty of individual attention".*

*Lesya - Ukraine*





## Network Systems Engineer Post-Graduate Diploma Program

1 Academic year | 47 weeks - 880 Total Hrs. - 680 Hrs. Theory & 200 Hrs. internship

### 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 sever, 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 12 modules. These modules are covered in the classroom.

- CompTIA A+ (Operating Systems)
- CompTIA A+ (Hardware)
- CCNA: Routing and Switching
- CompTIA Linux+
- VMware vSphere
- Installing and Configuring Windows Server
- Administering Windows Server
- Configuring Advanced Windows Server
- Designing and Implementing a Server Infrastructure
- Implementing an Advanced Server Infrastructure
- 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

## English Preparation Program

12 Weeks – 240 Total Hours



### 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.





## Academic Preparation Course Certificate Program

4 weeks - 80 Total Hrs.

### 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 student academically by developing skills in Listening Speaking, Reading and Writing. Business culture addressing topics such as Attendance, Punctuality, Resumes, Ethics, Relationship Building and Career Success.

### COURSE OUTLINE

The course consists of Four (4) weeks. Weekly modules are: Resources, Ethics, Relationship Building, and Career Success. Each week will include Group Work, Attendance, Punctuality, Monitoring and Participation. Students must achieve an attendance standard of 85%. Submission of weekly assignments. Active participation in all classes.



### WEEKLY TOPICS

Week 1- Resumes

- Interviews
- Job Search
- Recruiting Process

Week 2-Ethics

- Presentation Skills
- Research
- Corporate Culture

Week 3- Relationship Building

- Networking
- Understanding Diagrams
- LinkedIn
- Communication

Week 4- Career Success

- Meetings
- Corporate Structure s
- Official/Work Politics

Sample Course Tasks:

- Participated in topic discussion
- Work in groups or pairs
- Prepare a resume
- Setup a LinkedIn Profile
- Analyse a Job Description

- Research a Company
- Perform a Presentation on Ethics
- Participate in mingling exercises
- Prepare and Participate in in the 30 seconds commercial
- Complete a Communication Style Assessment
- Complete Reading Comprehension Assignments
- Follow Directions as given
- Conduct a Job Search
- Engage in small talk
- Take notes as required
- Prepare Interviews Questions & Answers

## CPI Non-Violent Crisis Intervention Training Certificate



### PROGRAM SUMMARY

Our instructors are trained in Nonviolent Crisis Intervention® by the Crisis Prevention Institute. With a focus on prevention, this core training program equips staff and students with proven strategies for safely diffusing de-escalation of risk behaviours or even disruptive behaviours. It's been setting the standard for crisis prevention and intervention training for over 35 years. Reduce the risk of injury. Our staff and students learn how to.

- Comply with legislative mandates.
- Meet regulatory/accreditation standards.
- Improve staff retention.
- Minimize exposure to liability.
- Promote Care, Welfare, Safety, and SecuritySM.

Participants learn to organize their thinking about how behavior escalates and how to respond appropriately during moments of stressful or difficult situations or events.

Builds on content by reinforcing preventive techniques and practicing a progression of non-harmful disengagement skills and holding skills.



## Gentle Persuasive Approach Certificate

### PROGRAM SUMMARY

Our instructors are trained and certified by the Advanced Gerontological Education Inc. (AGE)

GPA education is for EVERYONE who works with older adults!

What is GPA Basics?

GPA Basics is an innovative dementia care education curriculum based on a person-centred care approach. Designed for interdisciplinary point of care staff across healthcare sectors, GPA Basics is delivered as four modules over a 8-hour day.

Two GPA Certified Coaches guide participants to fully understand responsive behaviours in order to be able to respond effectively and appropriately in a workplace setting. GPA Basics also includes respectful self-protective and gentle redirection technique for use in situations of risk.



## 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 centre 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 CO-OP ADVANTAGE

Entering a CO-OP gives you the perfect combination of theory and hands-on practice while you network and develop valuable relationships with potential employers. CO-OPs 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 DIPLOMA PROGRAMS

- Have an Ontario Secondary School Diploma or equivalent; or
- Foreign credential compared for Grade 12 equivalency by a recognized organization (i.e. WES); or
- Be at least 18 years of age or older and pass an entry test (Wonderlic Test), and Passing score (grade 12 equivalency) on literacy test; 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 Wonderlic BST Admissions Entry 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

#### CONDITIONAL ADMISSION

Students from eligible countries who do not meet the English language requirements may be offered a conditional acceptance into College Diploma programs upon successful completion of Level 10 of an Intensive English Course.

#### 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.ca](http://www.evergreencollege.ca)

##### STEP 2:

Submit the application form to Evergreen College Admissions office with the \$200 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 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 Work Permit along with your Study Permit application.

## City Life

Toronto, Ontario is Canada's largest city and the 5th largest in North America with a growing population of over 5 million people around the Greater Toronto Area (GTA). Toronto is also one of the most multicultural cities in the world with over 140 languages and dialects spoken daily and more than 30% of Toronto's residents speak a language at home other than English or French. Toronto is a global centre for business, finance, arts and culture and is consistently ranked as one of the most livable cities in the world.

Located on the shore of Lake Ontario, one of the famous Great Lakes, Toronto is often referred to as a city within a park as it boasts over 1,600 public green spaces, over 80km<sup>2</sup> of natural land and beaches and over 200km of hiking and biking trails.

Nicknamed "Hollywood North", Toronto is also home to some of North America's finest forms of entertainment; a world-class film festival (TIFF), movie premieres, comedy shows, Broadway shows, a Major League Baseball (MLB) team, a National Hockey League (NHL) team, a National Basketball Association (NBA) team, a Major League Soccer (MLS) team and a Canadian Football League (CFL) team.

The number of things you can do and see in Toronto is endless; the CN Tower, nearby Niagara Falls, an aquarium, museums, a castle and so much more. The multicultural heart of the city makes for an easy transition for international students with a variety of cultural neighbourhoods filled with authentic restaurants and markets that will always help you feel closer to home.



## Evergreen Life

**Professional training requires professional facilities and all of our campuses are equipped to provide you with the services and tools you'll need to succeed. With a mix of domestic and international students from all around the world, you'll feel right at home with the tightly-knit Evergreen College community. Each of our six locations also offers you a diverse amount of opportunities for you to become involved with local communities as well.**

### DOWNTOWN TORONTO, ONTARIO

Our main campus is located in the heart of Toronto at 67 Yonge Street, suite 402. We're a one-minute walk from King Station on the Subway Line in the centre of the city's bustling Financial District. A short walk North will bring you to the Eaton Centre where you can shop in Toronto's biggest mall or hang-out at Yonge-Dundas Square, the city's most entertaining intersection.

We currently have four other campuses located conveniently across the Greater Toronto Area (GTA) in Markham, Mississauga, Scarborough and Brampton. Outside of Ontario, we have a campus in Calgary, Alberta in Western Canada.

### ALL OF OUR STATE-OF-THE-ART CAMPUSES OFFER:

Personalized, interactive instruction that gives you a solid database of skills and knowledge that will help you succeed in your new career.

The latest in program-related computer software so you'll graduate with the most relevant, up-to-date software training.

Free Wi-Fi throughout the entire campus.

Key field work placements that give you marketable job experience.

Career services that will help you get the job you've always wanted, with interview technique workshops, networking tips, leads on employment and so much more!

## International Students

We're here to help you every step of the way as you start your journey to a better career and future. We have advisors and staff on hand at every campus to help you with your daily needs, whatever they may be. We offer a variety of services to our international students including;

- Assistance with program application and registration
- Orientation to Evergreen College
- Settlement Services; assistance with bank accounts, cell phones, etc
- International Student Medical Insurance
- Reliable recommendations and referrals to outside services and agencies
- Homestay placements and housing information and assistance
- Information on employment regulations and social insurance
- Airport Pickup



**“I would recommend this college for the other international students, simply because by taking any program in this College , they will get a professional career in the future”**

**Abdallah, Algeria**





### **Downtown Toronto Campus (Head Office)**

67 Yonge Street, 4th floor,  
Toronto, Ontario, Canada M5E 1J8

Tel: (416) 365-0505 Fax: (416) 365-0504

E-mail: [info@evergreencollege.ca](mailto:info@evergreencollege.ca)

 Evergreen College Canada

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**[evergreencollege.com](http://evergreencollege.com)**