CERTIFICATE IN HOSPITALITY SKILLS
CO-OP

- Explore the variety of jobs available in the exciting areas of hospitality, travel, and tourism.
- Get job-ready fast and put your skills to work in a co-op placement.
- Learn the importance of teamwork, communication, problem-solving, and conflict resolution.
- Earn internationally recognized certification from the American Hotel and Lodging Educational Institute (AHLEI).
- Put your skills into practice and get Canadian references in a co-op work placement related to tourism, hospitality, sales, or marketing.

Learn more

Campus

Toronto

Program Length

CO-OP

Morning: 32 weeks *(16 weeks study + 16 weeks co-op placement)*

Schedules will be adjusted in December to accommodate public holidays.

Start Dates

Morning
2024: Jan 2, Jan 29, Feb 26, Mar 25, Apr 22, Dec 2
2025: Apr 21, Sept 8

Scheduled Breaks

Summer Break 2024
Jun 17 - Aug 9, 2024

Winter Break 2024 / 2025
Dec 23 - 27, 2024 / Dec 22 - 26, 2025

Language Level Requirement

BEGINNER 4

(Equivalent to TOEFL iBT: 31, IELTS: 4.0)

OR Completion of a minimum of three full years of study in a secondary or post-secondary institution where the sole language of instruction is English.

Other Admission Requirements

View general Greystone College Admission Requirements for your chosen campus on our website for more details.

Program Description

Develop an understanding of the tourism, travel, and hospitality industry and learn how to research to constantly keep your knowledge and skills current and in demand. You'll also earn the key certifications you need to work in entry-level hospitality and customer service jobs in Ontario in this flexible program.

This co-op program will help you get hands-on experience in a hospitality role related to your studies.

Why Choose the Co-op Program?

Co-op or "co-operative education" combines academic study with a work placement related to your program. This popular Canadian learning approach provides you with hands-on experience in your study field, quality references, and networks that will give you a competitive edge for finding future work and growing your career. Program orientation and pre-placement support prepare you to find a suitable placement. Throughout the work experience term, you will receive support and guidance from a dedicated Co-op Program Advisor who will ensure you receive all the support you need to successfully complete the program.

Program Schedule

Morning Program Schedule

32 WEEKS CO-OP TERM Total weekly study hours = 21	
MON–THU	**FRI**
8:30 AM–1:00 PM Class	**8:30 AM–11:30 AM** Class

Co-op Schedule

Students who choose the co-op program will begin a co-op placement after completing their academic study portion. The co-op will last for 16 weeks for daytime schedule students. Your daily co-op placement work schedule will vary, depending on the needs of your employer.

Certificate in Hospitality Skills Courses

The curriculum is subject to change.

ACADEMIC STUDY

AMERICAN HOTEL AND LODGING ASSOCIATION START ® PROGRAM FOR FOOD & BEVERAGE SERVICE

Learn about food and beverage service, food sanitation, guest service, dining room and kitchen protocol, workplace safety, food terminology and wine knowledge. The course also takes you through various aspects of the hospitality institution operations and management. This subject complements Hospitality, Tourism and Travel information by providing the skills needed for one of the most common entry-level positions in the industry. Successful completion leads to an internationally recognized certificate from the American Hotel and Lodging Association (AHLA). START program is registered trademark of American Hotel and Lodging Association.

HOSPITALITY, TOURISM, & TRAVEL INDUSTRY INFORMATION

In this course, students will gain the knowledge required to source and use current and emerging information on the hospitality, tourism and travel industry. Students will develop researcher skills in order to stay current on industry structure and technology issues. Personnel integrate this essential knowledge on a daily basis to work effectively in the industry.

RESTAURANT SERVICE COURSE

The Restaurant Service Course will teach you how to provide excellent food and beverage service while learning important protocols to ensure food safety and safe service of alcohol. The course will prepare you for entry-level food and beverage positions in the tourism and hospitality industry. Upon completion of the course, students will be prepared to take exams for the following certifications, which may be required for certain food and beverage jobs in Canada: American Hotel and Lodging Education Institute START* Restaurant Server certification, Smart Serve ®** (Ontario) or Serving it Right (British Columbia) certification, and Food Safety Basics / Food Safe Level 1 certification. *The START program is a registered trademark of American Hotel and Lodging Association. **Smart Serve is a registered trademark of Smart Serve Ontario.

WORKING EFFECTIVELY WITH OTHERS

In this course, students will develop teamwork skills for the workplace. The course covers topics like working in a group environment, promoting team commitment and cooperation, supporting team members, and dealing effectively with issues, problems, and conflict.

NEW! WORKPLACE SKILLS & TOOLS*

Learn the fundamental skills necessary for the Canadian workplace. Students will learn topics such as oral and written communication, computer skills, and workplace preparation. The course will also cover the necessary skills needed for academic study in their program.

The Workplace Skills and Tools course takes place during the first session.

CO-OP WORK EXPERIENCE

CO-OP WORK EXPERIENCE

During the co-op work placement, students will put their skills into practice in a local workplace in a position related to their specific program objectives. Students will be required to complete job tasks as assigned to them by the employer. In addition, students are required to provide regular feedback (monthly) on their placement experience to Greystone College using prescribed reporting forms.

THE CO-OP WORK EXPERIENCE COULD INCLUDE ENTRY-LEVEL POSITIONS IN ROLES LIKE

- Food and Beverage Attendant
- Front Desk Receptionist
- Function Attendant
- Restaurant Host/Hostess
- Function Host
- Sales Clerk/Customer Service Attendant
- Function Host
- Server/Banquet Server

Bring your own device

To ensure our students have the most transformative learning experience, we recommend the following minimum device requirements:

- Windows 10 or Mac OS v.10.7 or higher
- Processor: Intel I5-6400 or Ryzen 5 1400 minimum
- Memory: 8 GB recommended
- Screen: 14 inches recommended
- Ports: minimum 1 USB 3.0 port
- Built-in camera, speakers and microphone
- Connectivity: WI-FI
- Speed: 50Mbps download speed recommended
- External numeric keyboard (optional but recommended)

Students are provided with a free Microsoft Office 365 account during their studies.

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GREYSTONECOLLEGE.COM