

1 REGISTER FOR A PROGRAM

- TISOH online programs are fully featured courses developed from the ground up with the latest technology coupled with a live instructor assigned to guide you every step of the way
- Rolling admissions means students can enroll anytime during the school year
- Students will receive 24/7 access to online program materials for a standard period of six months, although the course of study mirrors that of the classroom programs, allowing for a 5 to 12 week completion time depending on the students learning pace
- TISOH 2010-2011 online certificate program offerings include:

[Art of Concierge \(AOCO\)](#)

[Conference Management & Event Planning \(CMEPO\)](#)

[Wedding Coordination & Design \(WCDO\)](#)

[Meeting & Event Catering \(MECO\)](#)

[Event Design & Production \(EDPO\)](#)

[Hospitality Human Resources \(HHRO\)](#)

[Hospitality Leadership & Supervision \(HLSO\)](#)

[Hotel Operations \(HOCO\)](#)

- [Executive Diploma in Hospitality Operations](#) and the [Diploma in Hotel Operations](#), each featuring a combination of four specific certificate courses, can be completed entirely online
- Students can apply online or use the printable application form
- A high-school diploma **or** GED is required for enrollment



2 PREPARE YOUR FINANCES

- In lieu of payment in full, TISOH offers two [flexible payment plans](#):

A, Installment plan - 3 month period to pay tuition in six equal installments
- no interest, no credit check required

B, Financing plan* - \$300 min first payment, monthly payments of \$171 for up to 18 months
- at 12% to 15% interest, view the [sample rate chart](#)
- to apply, please fill in the [financing application form](#)

- TISOH does not participate in Federal financial aid or grant programs. However, in-state or out-of-state workers compensation insurance, retraining and rehabilitation funding (i.e. Nevada Job Connect) are accepted

**International students do not qualify for the financing plan*



3 PREPARE FOR YOUR ONLINE LEARNING EXPERIENCE

- Our online programs are built on the user-friendly Adobe Connect Pro online learning environment. Course lectures are delivered in narrated PowerPoint presentations powered by Flash, which can be viewed on any internet browser. In other words, if you can point and click on your computer, email and surf the internet, you are all set!
- Online students will need a **PC or Mac**, a **web browser** (i.e. Internet Explorer, Firefox or Safari) and a **high-speed internet connection**
- To do homework, online students will need word processing software (i.e. Microsoft Office). If students do not have access to this software, the school will recommend free open-source alternatives i.e. Open Office
- Tech support is available through the school should students encounter difficulties

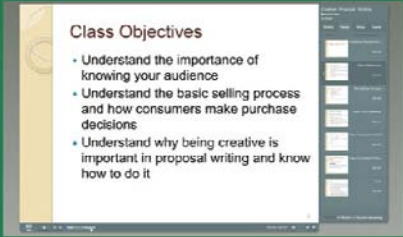
4 WHAT TO EXPECT

- **Study at your own learning pace:** one of the great advantages of being an online student is the flexibility to set your own course schedule. Although the school will provide a recommended schedule to encourage a normal completion time, students may choose a more rapid or relaxed pace of study. The live instructor will adapt to whatever pace the student prefers.
- **24/7 course material access:** online students are given a login and password to access the TISOH online learning environment, where course materials are hosted in organized modules. Each module will contain navigable narrated PowerPoint presentations that will serve as course lectures. In addition, there will be supplemental readings, a project assignment and a brief online quiz. Once a student has completed a module, he or she can move progressively to the next module. All modules will remain fully accessible for the six month duration of the online program.
- **Adobe Connect Pro technology:** TISOH programs are created and hosted on the advanced Adobe Connect Pro online learning environment. The technology of the platform allows us to deliver rich content in the form of engaging fully-narrated PowerPoint sessions. Online learners will view each lecture similar to a classroom

setting with an instructor speaking directly to them, but with a significant added advantage, that of control. In a live classroom lecture, learners cannot pause, rewind or fast forward to a particular subject slide. But with our online platform, learners have full navigational control, which ultimately enhances their learning experience.

- **Personal Instruction:** at TISOH, online learning is a personal experience. With a live instructor assigned who is part of the industry professional faculty, each online student will have a personal teacher, mentor and guide. This relationship will grow as the student progresses through the course, with email and phone communications that provide a human connection to the learning experience. Rest assured, distance learning at TISOH is not an independent study course where the student is left on an island. The instructor will be a valuable resource from both an academic and career building viewpoint.
- **Enroll anytime:** with rolling admissions, our online courses are ready when you are. No need to wait for sessions when the classes are offered. You decide when you want to begin and when you aim to finish. Our academic counselors are there to help you plan and make it happen.
- **100% support:** online students receive the same amount of support as classroom students. This means that online students can make full advantage of their TISOH experience. For example, TISOH offers one-on-one professional career development with interview coaching and resume writing assistance. For online students, this instruction will be delivered through emails and phone calls.
- **Externships:** for TISOH courses that require a practicum experience, online students will also be tasked to take full advantage of this important learning element. The school can assist the student in sourcing an externship at their local area, through providing letters of introduction and using industry connections through association and hotel partners where possible. Optionally, online students are also welcome to visit Las Vegas to do a feature filled externship as well.

To experience a **live sample** of a narrated PowerPoint presentation, please click on the screenshot below:
(note that this presentation is provided as an example only)



At the bottom, learners have **navigational controls** for playing, pausing, and scrubbing to an exact point of the lecture by dragging the cursor on the timeline slider. On the right column, thumbnails of each slide in the presentation are displayed for quick access. Outline and Notes tabs are also available to review supplemental content. With this technology, the online learner can relive a classroom experience as many times as desired, ideal for difficult subjects that takes time to grasp fully.



Helpful Resources:

- [TISOH School Brochure](#)
- [TISOH Student Services Brochure](#)
- [TISOH Online Application Form](#)
- [TISOH Printable Application Form](#)
- [TISOH Housing Options Guide](#)
- [TISOH Financing Application Form](#)



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Academic Partner of the AHLEI
American Hotel & Lodging Educational Institute

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on Postsecondary Education

SEVIS Approved School by the
U.S. Department of Homeland Security

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Workforce Investment Board