



**TORONTO**  
SCHOOL OF MANAGEMENT

# Certificate in Business Essentials Co-op

## START DATES

January, March, May, July,  
September, November

## PROGRAM SCHEDULE

Daytime

This 31-week program with 12 weeks of co-op placement in a field relevant to your program is designed to ensure you graduate with essential critical thinking and communication skills to succeed in a competitive job market.

## PROGRAM HIGHLIGHTS

- Learn about organizational structures, functions and customer behaviour
- Acquire skills to leverage financial resources and use financial metrics for vital decision-making
- Gain knowledge in sales and marketing for a better understanding of marketing principles
- Enhance your business communication skills
- Learn from highly qualified industry experts
- Strengthen your resume with Canadian work experience
- Start at TSoM with **EAP Level 3** and improve your business communication skills
- **Co-op placement in the field of studies<sup>^</sup>**

## PROGRAM DURATION



## MODULES

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

## CO-OP EXPERIENCE

The co-op term provides you with an opportunity to integrate academic studies with related employment experience.

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

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

**Some of our co-op partners include:**



## CAREER OPPORTUNITIES

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



## ADMISSION REQUIREMENTS\*

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

**For non-native English speakers:**

- Successful completion of TSoM EAP Level 3 or
- IELTS 5 or equivalent or pass the TSoM English Assessment

*\*Please visit [TorontoSoM.ca](http://TorontoSoM.ca) for more information about our admission requirements*

^ Students will be offered paid or unpaid entry-level positions related to their field of studies. The Career Services Department will provide full support to students on booking and preparing for interviews. It is the student's responsibility to perform well during all interviews as well as during the full length of the co-op term. Placements are subject to availability and will vary based on the program, season and job market changes as well as the student's English level and previous professional and academic experience. Should the co-op placement not be available the student will be required to complete a Capstone Project as an alternative to graduate from the program.

## WHAT CAN TSoM OFFER YOU?

- Diverse student environment
- Experiential learning through field trips, guest speakers and networking events
- Dedicated career support
  - resume writing, mock interviews
  - and a network of over 100 co-op partners
- Academic pathway advice and support for any university or college in Canada



**Nisha Naug** - Head of Academics

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

22 College Street - Suite 300, Toronto, ON, M5G 1K2, Canada  
+1 (416) 800 2204 | [www.TorontoSoM.ca](http://www.TorontoSoM.ca) | [info@TorontoSoM.ca](mailto:info@TorontoSoM.ca)

January 2021

© Toronto School of Management. All rights reserved. Terms and conditions apply. E&OE.  
Registered as a private career college under the Private Career Colleges Act, 2005 - ID Number: 141054.  
Designated Learning Institution number DLI #O131394510557

