



TORONTO
SCHOOL OF MANAGEMENT

Diploma in Business Administration Co-op

START DATES

January, March, May, July,
September, November

PROGRAM SCHEDULE

Daytime | Evening



Don't let the fear of losing be
greater than the
excitement of
winning.

This one-year Co-op diploma will equip you with fundamental skills, tools, and knowledge to effectively manage business operations, uncover efficiencies and boost productivity.

PROGRAM HIGHLIGHTS

- Identify and understand the techniques and theories of successful businesses
- Develop cognitive, problem-solving, and communication skills
- Learn the 'Manage the Salesforce Way' to discover strategies and tools to be a great manager
- Strengthen your resume with Canadian work experience
- **Co-op placement in the field of studies[^]**

PROGRAM DURATION



MODULES

- Fundamentals of Business Communications
- Principles of Accounting
- Business Environment
- Managing Financial Resources
- Organizational Behaviour
- Marketing Principles
- Business Decision Making
- Research Project
- Work Placement

LEARNING PARTNERS



This program is powered by Trailhead from Salesforce and QuickBooks. With engaging, bite-size content, Trailhead helps professionals gain new skills and hone existing ones. While QuickBooks demonstrates accounting principles application by the mean of modern technology.

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 positions in the following areas:

- Administrator
- Business Development Coordinator
- Client Success Specialist
- Digital Marketing Assistant
- Information Services Assistant
- IT Project Analyst
- Legal Assistant
- Social Media Coordinator/Content Creator

Some of our co-op partners include:



CAREER OPPORTUNITIES

- Administration Officer
- Financial Assistance Officer
- Office Administrator
- Coordinator
- Customer Service Representative
- Financial Services Representative

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 4 or
- IELTS 5.5 or equivalent or pass the TSoM English Assessment

*Please visit 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



“ I graduated from TSoM in 2020. I started in Avantune in a co-op position, which transitioned to a permanent position. In my role, I got to work on the Amazon Web Services summit.”

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