



# Certificate in General Business Management



## Start Dates

January, March, May, July,  
September, November



## Program Schedule

Evening



## Program Duration

24  
weeks  
In class

+

10  
weeks  
Breaks



Module 1-8



This 34-week certificate program prepares students for roles in many areas of business management and operations. Instruction is provided through instructor-led, classroom-based lectures and in-class learning activities, field trips, workshops, and guest speaker presentations.

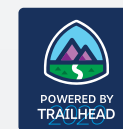


## Program Highlights

- Gain the necessary skills and knowledge to be immediately effective within today's business environment
- Enhance your cognitive, problem-solving and critical thinking skills to communicate and operate effectively as individuals within an organization and as part of a team
- Gain knowledge about Canadian laws, regulations, and how the Canadian legal system impacts company operations from an accounting standpoint
- Learn about fundamental concepts and principles that underpin the marketing process
- Understand financial statements for different types of business, how to comply with legal and regulatory provisions, and the basic principles of group accounts



## Learning Partners





## Modules

- Fundamentals of Business Communications
- Principles of Accounting
- Organizational Behaviour
- Marketing Principles
- Financial Accounting and Reporting
- Human Resources Management
- Project Management
- Business Ethics



## Career Opportunities

- Administration officer
- Administrative services officer
- Financial assistance officer
- Office administrator
- Operating officer
- Coordinator
- Office services
- Sales associate
- 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 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*

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