



Diploma in Business Administration

Co-op



Start Dates

January, March, May, July, September, November



Program Schedule

Daytime | Evening



Program Duration



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.

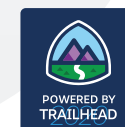


Program Highlights

- 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**
(Terms & Conditions apply)



Learning Partners





Co-op Experience

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



Modules

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



Career Opportunities

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

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.

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