



Diploma in General Business Management



Start Dates

July, September, November



Program Schedule

Daytime



Program Duration



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

This one-year Co-op diploma program is designed to prepare students for a career in a variety of roles in business management and operations. Instruction is provided through instructor-led, classroom-based lectures and in-class learning activities, field trips, workshops, guest speaker presentations, and co-op work placement.



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
- Work Placement (Co-op)



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 for more information about our admission requirements*

22 College Street - Suite 300, Toronto, ON, M5G 1K2, Canada
+1 (416) 800 2204 | www.TorontoSoM.ca | partners@TorontoSoM.ca

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57 3208019667
info@goglobal-colombia.com
www.goglobal-colombia.com