



Key facts

Start dates:

January, March, May, July,
September, November

Full-time duration

Academic:

12 weeks in-class with
12 weeks Co-op

Total length:

31 weeks
including scheduled breaks

About Toronto School of Management

Toronto School of Management (TSoM) works with industry leaders to design and deliver innovative, career-centric programs. We work tirelessly to provide students with the right combination of academic excellence and practical hands-on experience, educating ambitious people to take their careers further.



Why study the Certificate in Business Essentials Co-op?

This is a 31-week program that includes 12 weeks of co-op placement. This program will prepare you for a position within any organization that requires you to effectively deal with an increasingly complex business environment.

This program will allow you to:

- Examine various concepts related to organizational structures, functions and behaviors in order to have a better understanding of the functioning of a business entity
- Assess where and how to access sources of finance and the skills to use financial information for vital decision making
- Explore various terminologies and tools used in sales and marketing for a better understanding of marketing principles
- Enhance your business communication skills.

Program modules

You will have 240 hours of classroom learning and another 240 hours of a co-op placement which can be completed anywhere in Canada.

In order to successfully complete the program, you will have to take the following modules:

- Fundamentals of Business Communications
- Managing Financial Resources
- Organizations and Behaviour
- Marketing Principles
- Work Placement

Assessment method

You must take and successfully complete all modules and the co-op to be awarded a Certificate in Business Essentials Co-op.

You are required to achieve a minimum overall grade of 50% per module in order to pass. If you fail to meet the learning outcomes and the 50% passing grade in each module, you will have an opportunity to re-take the module at the next available sitting.

The assessment of each module consists of:

- Individual Assignments: ----- 50%
- Participation: ----- 10%
- Final exam: ----- 40%
- Work Placement Evaluation: ----- 100%

Admission requirements

- Ontario Secondary School Diploma or Equivalent * or Mature student **
- Age 18 or older
- IELTS of 5.5 or equivalent for non-native English speakers

*A transcript, diploma or certificate from another country are considered equivalent to an Ontario high school diploma if assessed at an Ontario OSSD level by a recognized assessment service.

**Mature students must pass a Wonderlic Scholastic Level Exam

See the pre-approved recognized assessment services below:

- World Education Services- wes.org
- University of Toronto, School of Continuing Studies, Comparative Education Service – learn.utoronto.ca/ces
- International Credential Assessment Service of Canada- icascanda.ca

** Mature students must be at least 18 years of age and pass a Wonderlic Scholastic Level Exam with a minimum score of 16.

Career opportunities

Graduates can go onto careers in a variety of different fields including sales, marketing, retail, finance, customer service, and administration. Your roles can include but are not limited to:

- Administrative Support Officer
- Administrative Assistant
- Senior Secretary
- Office Administrator / Coordinator
- Sales Associate
- Customer Service Representative
- Financial Services Representative
- Client Service Associate
- Property Administrator
- Cash Management Associate
- Records Officer
- Scheduling Assistant
- Junior Planner
- Junior Executive Assistant

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