## Your Guide to Business Technology Co-op

### For the 2024-2025 Academic Year

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The Ted Rogers School of Management (TRSM) offers one of the largest business Co-op programs in all of Canada, with over 2,500 students participating across 12 program streams. With high employment rates, strong relationships with hiring managers, and an industry-leading Co-op Prep Program, the Ted Rogers Co-op program sets you up for success.

The Business Technology Management (BTM) Co-op program is the largest program at the Ted Rogers School, and has been steadily growing since its inception.

As a BTM Co-op student, you have the opportunity to complete up to four Work Terms, representing 16 months of work experience. The employment market is relatively strong for students in the BTM major, particularly in Fall and Winter semesters. The average employment rate for BTM students in 2022-2023 was 94%.

You will prepare yourself for your 1st Work Term by completing the mandatory Co-op Prep Program, in addition to technical Bootcamps.

You can sign up for the Co-op Interest Form here!

## BTM Highlights: 2022-2023



**569**

BTM Co-op Students

**22.6%**

% BTM Students Participating in Co-op

**94%**

Employment Rate

**$46,000**

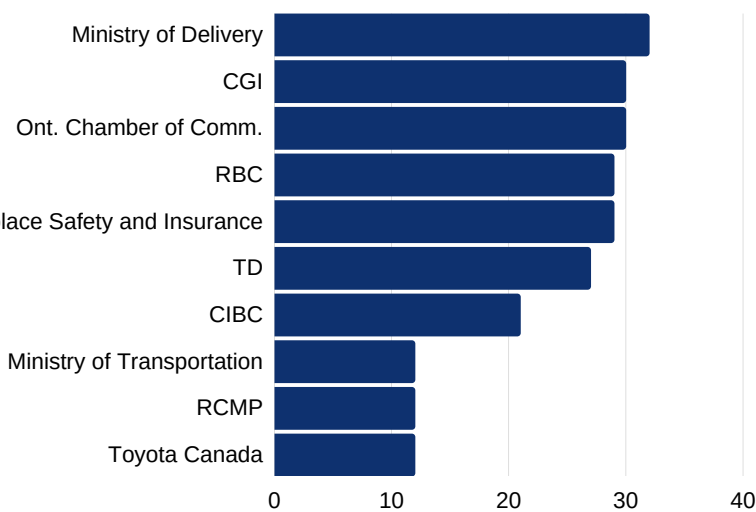Average Earnings Across All Work Terms
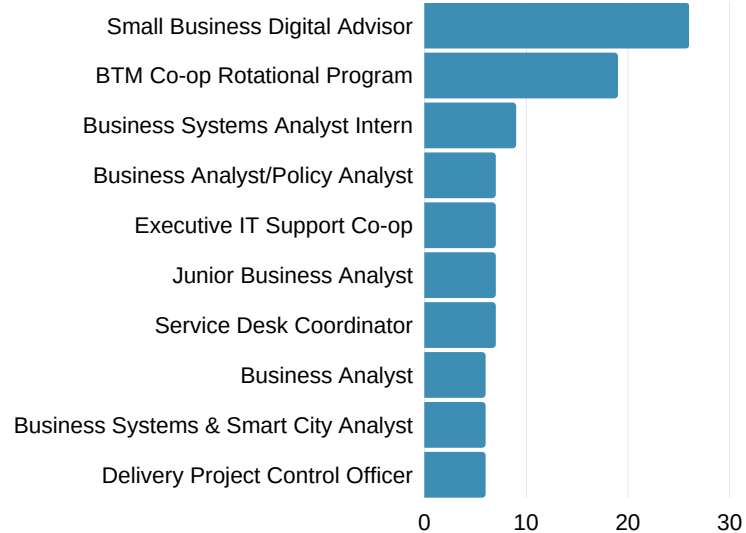
## Top Co-op Employers for BTM

# Top Employers and Position Titles

For the academic year of May 1, 2022-April 30, 2023, the top employers and the most common position titles for students in the Business Technology Management major were:

**Top Employers**

| Employer | Value |
|---|---|
| Ministry of Delivery | ~32 |
| CGI | ~30 |
| Ont. Chamber of Comm. | ~30 |
| RBC | ~29 |
| Workplace Safety and Insurance | ~29 |
| TD | ~27 |
| CIBC | ~21 |
| Ministry of Transportation | ~12 |
| RCMP | ~12 |
| Toyota Canada | ~12 |

**Roles**

| Role | Value |
|---|---|
| Small Business Digital Advisor | ~26 |
| BTM Co-op Rotational Program | ~19 |
| Business Systems Analyst Intern | ~9 |
| Business Analyst/Policy Analyst | ~7 |
| Executive IT Support Co-op | ~7 |
| Junior Business Analyst | ~7 |
| Service Desk Coordinator | ~7 |
| Business Analyst | ~6 |
| Business Systems & Smart City Analyst | ~6 |
| Delivery Project Control Officer | ~6 |

# Showcasing a BTM Co-op Student



**Operational Efficiency Intern - CIBC Mellon**

**ZAHRA ABELZADEH**

" I feel my openness to learn was a big factor, as well as my willingness to create opportunities for myself through new projects to not only help the team but to help test and improve my skills. I also utilized more leadership and project management skills to ensure quality outcomes for the tasks I was assigned to.

I believe one of my biggest contributions was launching an enterprise-wide onboarding tool as it was a large scale project with immediate impact.

Another big contribution was showing the team that they can expect good work from Co-op students, that we have the skills that can get the work done, and that it is ok to have expectations and allocate more tasks rather than just one or two projects.

# Full-Time Positions for BTM Graduates

Highlighted below are some of the full-time positions that our 2022 Business Technology Management graduates secured, to date, including a few of the their employers.
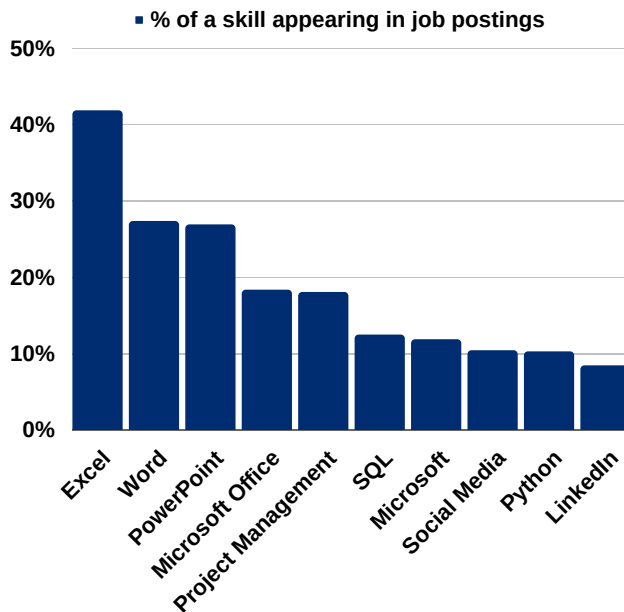
- Software Developer
- IT Business Analyst
- Cyber Engineer Associate
- Business Systems Analyst
- Data & Analytics Consultant
- AI Automation Developer
- Project Control Officer
- TechOps Analyst
- Research Assistant
- Enterprise Solutions Coordinator
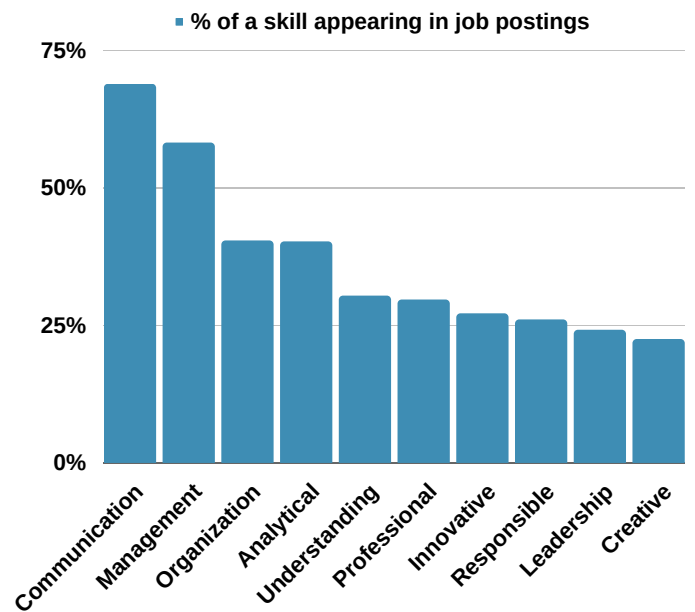- Cyber Security Consultant
- Automation Analyst

# Top Skills Employers Are Seeking

Based on 5,911 job descriptions tagged for BTM students (all posted in our Co-op portal), for the period 2022-2023, the following skills are most often listed in the job requirements section.
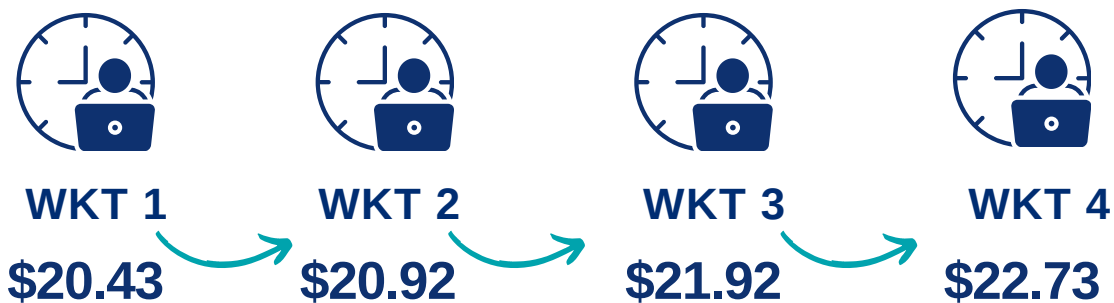
### Top 10 Technical Skills for BTM

■ % of a skill appearing in job postings

(Bar chart, approximate values: Excel ~42%, Word ~27%, PowerPoint ~27%, Microsoft Office ~18%, Project Management ~18%, SQL ~12%, Microsoft ~11%, Social Media ~10%, Python ~10%, LinkedIn ~8%)

### Top 10 Professional Skills for BTM

■ % of a skill appearing in job postings

(Bar chart, approximate values: Communication ~70%, Management ~58%, Organization ~40%, Analytical ~40%, Understanding ~30%, Professional ~30%, Innovative ~27%, Responsible ~26%, Leadership ~24%, Creative ~22%)

# Average Hourly Wage on Work Term

As one would expect, the pay rate has increased from Work Term to Work Term. Employers value experience and this is reflected in a 11.2% increase in pay from 1st to 4th Work Term.

**WKT 1** $20.43 → **WKT 2** $20.92 → **WKT 3** $21.92 → **WKT 4** $22.73

# Co-op Students Earn $46,000

The Ted Rogers Co-op program is providing you an opportunity to earn money while you complete your studies. Earning money while on Work Term allows you to graduate debt-free.

Since 2017, BTM students have earned almost $29M as a whole - on average, each student is earning over $46K across all Work Terms.

# Bootcamps Provide You a Competitive Advantage

BCH offers students at the Ted Rogers School of Management with **exclusive access** to over 26 technical Bootcamps, all of which are highly endorsed by our employer partners.

Students who take advantage of these programs (by earning badges and certifications) make themselves far more competitive in the workplace.

In 2022-2023 alone, we processed 2,440 Bootcamp registrations for Co-op students in the BTM stream.

The most popular Bootcamps for BTM students were Excel (required), Python, and Tableau.

# We Offer A Leading-Edge Co-op Prep Program

We have invested heavily in the development of an industry-endorsed Co-op Prep Program designed to prepare you to be successful on your 1st Work Term and beyond.

You will participate in:

| | | |
|---|---|---|
| **Co-op Symposium** | **Excel Bootcamps** | **Live Actor Simulations** |
| **Lumina Assesments** | **Peer Mentoring** | **1:1 Coaching** |

All elements of the Co-op Prep Program must be completed before your 1st scheduled Work Term.

# Do You Qualify for Co-op?

>>> Is Your CGPA 2.8 or higher?

>>> Are you in 1st year and plan to submit your application by June 1st?

>>> Have you completed all of your core courses or are on track to complete them before your 1st work term?

In addition to meeting the above criteria, the Selection Committee will assess your previous work and volunteer experience, extracurricular activity, and student engagement.

The process to get into the Ted Rogers Co-op program is competitive, so your application (which consists of a resume, and a cover letter) should be carefully crafted.

We encourage BTM students to engage in BCH programming including Bootcamps, Career Prep Programs, employer events, and Co-op info sessions, before applying to the program.

# The BTM Work Term Sequence

BTM students have the opportunity to complete four Work Terms, spread out over two years.

|  | Fall | Winter | Summer |
|---|---|---|---|
| **Year 1** | 1st Semester | 2nd Semester | Apply for Co-op |
| **Year 2** | 3rd Semester | 4th Semester | - |
| **Year 3** | **Work Term I** | 5th Semester | **Work Term II** |
| **Year 4** | 6th Semester | **Work Term III** | **Work Term IV** |
| **Year 5** | 7th Semester | 8th Semester | - |

# The Co-op Program Fee is an Investment

For students in the Ted Rogers Co-op program, an additional fee is added to your tuition fee.

This fee relates to the cost associated with the administration of the Co-op program and is calculated in accordance with the Ministry of Advanced Education and Skills Development and Toronto Metropolitan University policies.

The fee for participating in the Co-op program is $3,500. This fee is paid in installments over several years. View the Co-op fee schedule here.

## Want to Learn More for Free?



### Hub Insights

These engaging student reports share employment data and information on positions that Ted Rogers students secure like Business Analyst, Project Coordinator, Data Analyst, and Marketing/Social Media Coordinator.

### What Can I Do My BTM Major

Learn more about the TRSM majors and employment opportunities through Hub Insights reports.

### Co-op Application Guide

Still have questions about your Co-op application? The Co-op Application Guide highlights key aspects and includes useful resources.

### Resume & Cover Letter Builder

This Resume & Cover Letter builder highlights tips to get your resume updated and ready for Co-op.

# Visit the Business Career Hub

### Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming events.

### Bootcamps & Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through Bootcamps. Click here to register for current Bootcamps.

### Coaching & Mock Interview

For career coaching, interview prep and more, schedule a 1:1 appointment with a Career Consultant or a Co-op Coordinator.

TedRogersBCH     Business Career Hub Website     TedRogersBCH

**Co-op Coordinator Contributor**
**Melina Elia**
Melina is a Co-op Coordinator with the Business Career Hub with over 10 years of experience in career development. She has worked for government-funded employment agencies and post-secondary institutions. Melina prides herself on being approachable, supportive, and strategic in planning next steps for a successful outcome.

**Student Contributor**
**Muneera Ali**
Muneera is a 3rd-year Business Technology Management student working as a Project Coordinator at the Business Career Hub. She is interested in self-development, gaining meaningful experiences, and strives to pursue a career in the ever expanding field of Information Technology.