

CERTIFICATE IN BUSINESS COMMUNICATIONS NON-VOCATIONAL IN TORONTO



Greystone
COLLEGE

- Flexible start dates to suit your study needs, goals and schedule
- Programs taught by industry professionals and highly-qualified instructors
- Develop skills for effective business communication in a fast 8-week program

Campus

Vancouver, Toronto

Program Length

Daytime: 8 weeks

Evening: 12 weeks

Schedules will be adjusted in December to accommodate public holidays.

2021 Start Dates

2021 Daytime*: Feb 1, Jul 19

*Greystone College Toronto is pausing delivery of most programs in the daytime schedule in 2021, except for the Diploma in Customer Service and Diploma in Customer Service Co-op. Daytime program schedules will resume for start dates in 2022.

2022 Daytime: Jan 4, Jun 20, Dec 5

2022 Evening: Jul 18

2021 Fees

Registration fee:	\$200
Tuition:	\$3,320
Material fee:	\$270

All fees are in Canadian dollars.

Bursaries available. Contact us or your local Greystone College representative for more info.

Entry Requirement

- Students who are interested in attending Greystone College must have a secondary school diploma or equivalent (accepted secondary school diplomas must be from Canada or the USA).
- In Toronto only, be at least 18 years of age, and pass a superintendent approved qualifying test..
- All applicants whose first language is not English must demonstrate Advanced 1* level of English with Greystone College's online written and speaking test.

The online written and speaking test is exempt if iBT 80, IELTS 6.5, or ILSC Advanced 1* is presented.

If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.

*Students starting in 2022 require an ILSC Intermediate 4 English level (equivalent to TOEFL IBT: 60, or IELTS: 6.0)

Program Description

Students will take the Organizational Behaviour and Managerial Communications courses to complete this certificate. Students will learn about the behaviour of individuals and groups in a business context and learn about how to communicate effectively within the business context.

Program Schedule

Daytime Program Schedule

TIME	MON-THUR	FRI
9:00 AM-12:00 PM	Class	Class
12:00-1:00 PM	Lunch	No class
1:00-2:30 PM	Class	

After successful completion of all required courses, students will receive their certificate.

Evening Program Schedule

Vancouver

8 WEEKS ACADEMIC STUDY	
MON-THU 5:15 PM - 9:00 PM	FRI 12:30 PM - 5:30 PM
Class*	Weekly instructional Review

*Includes a 15 minute break.

Toronto

8 WEEKS ACADEMIC STUDY
MON-THU 5:15 PM - 9:00 PM
Class*

*Includes a 15 minute break.



Certificate In Business Communications Courses

ORGANIZATIONAL BEHAVIOUR

This course introduces students to the concepts of organizational behaviour and their application in today's business environments. Students will develop insights into how the behaviour of individuals and groups impact organizations. Further, they will learn to apply the theories and concepts of organizational behaviour to develop effective managerial competencies in such areas as teamwork, motivation, decision making and leadership.

MANAGERIAL COMMUNICATIONS

This course deals with the importance of customer expectations and how CRM influences customer experiences. It identifies how customers' experience and perception of an organization can be beneficial or detrimental to its success. In this course of study students will gain objective knowledge about what positively and negatively affects customers' experience.

*The curriculum is subject to change.



Bring your own device

To ensure our students have the most transformative learning experience we recommend the following minimum device requirements:

- Windows 7 or Mac OS v.10.7 or higher
- Processor: Intel i5-6400 or Ryzen 5 1400 minimum
- Memory: 4 GB recommended
- Screen: 14 inches recommended
- Connectivity: WI-FI and LAN
- Ports: minimum 1 USB 3.0 port
- Mouse and video camera

We recommend purchasing an external numeric keyboard if your device does not already have one. Students are provided with a free Microsoft Office 365 account during their studies.

THE ONTARIO MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT

The Ontario Ministry of Advanced Education and Skills Development is responsible for the administration of laws relating to education and skills training in the province of Ontario. The Ministry oversees the development and the review of standards for programs of instruction, in order to clearly identify the essential skills and knowledge that graduates of that program must acquire.



PRIVATE TRAINING ACT OF MINISTRY OF ADVANCED EDUCATION

Greystone College Vancouver is registered and holds a designated certificate under the provisions of the Private Training Act of Ministry of Advanced Education. The Ministry of Advanced Education provides leadership and direction for the world class post-secondary education and training system in British Columbia