

# CERTIFICATE IN BUSINESS EXPERIENCE



Greystone  
COLLEGE

- Gain a solid foundation in administration skills for business and prepare for entry level paid employment in a variety of business environments
- Improve key skills needed for success in a business environment such as communication, teamwork, prioritizing and problem solving
- Learn from highly qualified instructors with several years of professional industry experience
- Develop soft skills sought by today's employers

## Campus

Vancouver

## Program Length

**Daytime: 12 weeks\***

*\*Schedules will be adjusted in December to accommodate public holidays.*

## 2021 Start Dates

**Daytime:** Jan 4, Feb 1, Mar 1, Mar 29, Apr 26, May 25, Jun 21, Jul 19, Aug 16, Sep 13, Oct 12, Nov 8, Dec 6

## 2021 Fees

Registration fee:	<b>\$200</b>
Tuition:	<b>\$4,680</b>
Material fee:	<b>\$375</b>

*All fees are in Canadian dollars.*

## Entry Requirement

- Students who are interested in attending Greystone College must have a secondary school diploma, GED or mature student status.
- 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. The online test is exempt if ILSC's English for Business Management Mastery, or International Business English Mastery is completed.*

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

## Program Description

This flexible program allows students to focus on business topics most relevant to their needs or interests in order to earn a Certificate in Business Experience. Students can choose any three consecutively running business courses offered at Greystone College and focus on areas like communication, management, HR, financial management, and international business.

## Program Schedule

12 WEEKS ACADEMIC STUDY		
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	

## 2021 Start Dates

Each course is 4 weeks in length, Monday to Thursday 9:00 am–2:30 pm (with a lunch break from 12:00–1:00 pm) and Friday 9:00 am–12:00 pm. Students choose three courses from the following suite of Business courses. Course choices must run consecutively.

COURSE NAME	START DATES
INTERNATIONAL BUSINESS	May 24, Nov 8
MARKETING	Jun 21, Dec 6
ORGANIZATIONAL BEHAVIOUR	Feb 2, Jul 19
MANAGERIAL COMMUNICATIONS	Mar 1, Aug 16
INTRODUCTION TO MANAGEMENT	Mar 29, Sep 13
BUSINESS LAW	Apr 26, Oct 11

*\* Courses run subject to enrolment. Financial Management and Strategic Analysis courses require basic accounting experience as a pre-requisite. Additionally, Introduction to Management is recommended before taking Strategic Analysis.*

# Certificate in Business Experience Courses

## INTERNATIONAL BUSINESS

This course introduces students to globalization and to the value-adding activities of businesses in the current global economy. First we discuss the impact of national cultures on doing business globally. In addition, we examine the external forces that impact businesses, international organizations, legal and labor forces in the global context. Further, the course touches on strategic alliances and the impact of rapid environmental changes on strategic planning for international business.

## MARKETING

This course is designed to provide students with an introduction to marketing concepts and terminology. It examines the importance of marketing within organizations and society in general. Students will study the major components of a marketing plan, the marketing mix and consumer relationships. They will learn how to address the basic needs of companies in planning, developing, and managing products, distribution channels, promotion and pricing.

## 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

The ability to communicate well is an essential requirement for all employees of an organization. In this course we explore the importance of communication in business and cross-cultural environments; students also compose various forms of written communication and prepare and deliver a formal business presentation.

## INTRODUCTION TO MANAGEMENT

This course introduces students to the concept of management by exploring the roles and functions of managers in a business environment. The purpose of the course is to enhance the students' understanding of the elements of the management processes of planning, organizing, directing and controlling organizational activities. The course is designed to build a foundation of knowledge needed in future management courses.

## BUSINESS LAW

The course provides students with an overview of business law and an understanding of basic legal terminology. Since contracts form the heart of business operations, a significant portion of the course is dedicated to contract law and various legal issues arising from contract disputes. Class topics and discussions will draw on examples from current news media reports on legal cases. Knowledge of the court system includes field trips to the law courts.

*\* 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.



## 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