

# CERTIFICATE IN BUSINESS MANAGEMENT (CLERK)\*



Greystone  
COLLEGE

- Flexible start dates to suit your study needs, goals and schedule
- Programs taught by industry professionals and highly-qualified instructors
- Gain specialized knowledge in business management in a fast 8-week program

\*In Vancouver, this program is called Certificate in International Business Management. In Toronto, the program is called Certificate in International Business Management Clerk.

## 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\*:** Mar 29, Sep 13

\*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:** Feb 28, Aug 15

**2022 Evening:** Nov 7

## 2021 Fees

Registration fee:	<b>\$200</b>
Tuition:	<b>\$3,320</b>
Material fee:	<b>\$270</b>

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, students must 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 Introduction to Management and Business Law courses to complete this certificate. Students will learn about planning, organizing, directing and controlling organizational activities, and will learn basic business law and legal terminology.

## 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 Management Clerk Courses

## 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 may include field trips to the law courts when court schedules permit.

\*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



Greystone College of Business and Technology (Toronto) Inc. (Greystone College (Toronto)), Greystone College of Business and Technology (Greystone College (Vancouver)), and Collège Greystone (Greystone College (Montréal)) are herein collectively referred to as "Greystone College".