

CERTIFICATE IN INTERNATIONAL BUSINESS AND TRADE (CLERK)*



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

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

Campus

Vancouver, Toronto

Program Length

Daytime: 8 weeks

Evening: 12 weeks (Vancouver only)

Schedules will be adjusted in December to accommodate public holidays.

2021 Start Dates

2021 Daytime*: May 25, Nov 8

*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: Apr 25, Oct 11

2022 Evening: Mar 28

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 International Business and Marketing courses to complete this certificate. Students will learn about business in a global context, and will explore the fundamentals of effective marketing planning and strategies.

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.



Certificate In Business Communications 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.

*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".