

DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT CO-OP



Greystone COLLEGE

- Strengthen your résumé and enhance your potential for career success with Canadian work experience
- Learn from highly qualified instructors with several years of professional industry experience
- Small interactive classes encourage a dynamic participatory learning environment

Campus

Vancouver, Toronto

Program Length

Daytime: 48 weeks (24 weeks academic study + 24 weeks work experience)

Evening: 88 weeks (48 weeks academic study, includes scheduled breaks + 40 weeks work experience)

Schedules will be adjusted in December to accommodate public holidays.

2021 Start Dates

2021 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 Evening: Jan 4, Feb 15, Apr 12, Jun 7, Aug 2, Sep 27, Nov 22

*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, Jan 31, Feb 28, Mar 28, April 25, May 24, Jun 20, Jul 18, Aug 15, Sep 12, Oct 11, Nov 7, Dec 5

2022 Evening: Jan 31, Mar 28, May 24, Jul 18, Sep 12, Nov 7

2021 Fees

Registration fee:	\$200
Daytime Tuition:	\$10,575
Evening Tuition:	\$13,825
Material fee:	\$810

All fees are in Canadian dollars.

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

Co-op program includes: Documentation support, interview & job preparation, résumé building, monitoring throughout the co-op placement, & job search tips.

The student is responsible for the payment of any government fees related to the application for a work permit and the extension of study permit.

Entry Requirement

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling or GED, or have mature student status.
- 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 an Advanced 1* level of English with Greystone's online written test and speaking interview.

The online written and speaking test is exempt if TOEFL 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

Graduates will gain an excellent understanding of the essentials of business management. This program prepares students to enter the world of business management and looks at the current global business environment. Students will discuss global issues, prepare presentations, do team projects, and extend their research skills. Graduates of the program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management.

Co-op Work Experience

This Work Experience is an integral part of the Co-op program. Students will apply the theories learned in class in real world work settings that are relevant to their field of study and align with the learning objectives of the program. Program Orientation and Pre-Placement classes will prepare you for finding a suitable work experience opportunity. Throughout the work experience term, you will receive the support and guidance of a dedicated Co-op Program Advisor who will work with you and ensure that you receive all the support that is needed to successfully complete the program.

Program Schedule

Daytime Program Schedule

Students taking the daytime program will follow the same course schedule from 9:00 am–2:30 pm during all study portions. During the first 24 weeks of the program, students will also take the Work Placement Skills Course (Part 1 & 2) during the afternoon 2:45–4:00 pm block to prepare for their Co-op. After completing the final course, students will start their Co-op work experience course, students will start their co-op work placement.

24 WEEKS ACADEMIC STUDY		24 WEEKS CO-OP WORK EXPERIENCE
MON-THU	FRI	
9:00 AM-12:00 PM Class		Work schedule as per employer requirements
12:00-1:00 PM Lunch		
1:00-2:30 PM Class		
2:45-4:00 PM Work Placement Skills*		
		No Class

*The Work Placement Skills course runs during the 1st and 4th months of your program.

Evening Program Schedule

Students taking the evening program will begin their program with 2 weeks of Work Placement Skills: Part 1 before taking their first 6 week program course. In between each 6 week course, students will take a 2 week break before starting their next course. At the end of the fourth course, students will complete 2 weeks of Work Placement Skills: Part 2 before commencing the co-op work experience.

Vancouver

48 WEEKS ACADEMIC STUDY		40 WEEKS CO-OP
MON-THU 5:15 PM - 9:00 PM	FRI 12:30 PM - 5:30 PM	
Class	Weekly instructional Review	Work schedule as per employer requirements

*Includes a 15 minute break.

Toronto

48 WEEKS ACADEMIC STUDY		40 WEEKS CO-OP
MON-THU 5:15 PM - 9:00 PM		
Class*		Work schedule as per employer requirements

*Includes a 15 minute break.

Diploma In International Business Management Courses

ACADEMIC STUDY

INTERNATIONAL BUSINESS

This course introduces students to globalization and to the value-adding activities of businesses in the current global economy. 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 labour forces in the global context. 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

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.

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.

WORK PLACEMENT SKILLS PART 1 & 2

This course is delivered in two parts. In Part 1, students will develop the basic skills for finding and securing work in Canada – they will learn about resumes, cover letters, tax forms and more. Part 2 of the course is designed especially for Co-op students. It provides additional support to help students find and secure a co-op placement related to their studies and explains expectations and responsibilities during the work term.

CO-OP WORK EXPERIENCE

CO-OP WORK EXPERIENCE

During the co-op work placement, students will put their skills into practise in a local workplace in a position related to their specific program objectives. Students will be required to complete job tasks as assigned to them by the employer. In addition, students are required to provide regular feedback (monthly and final) on their work experience to Greystone College using prescribed reporting forms.

THE CO-OP WORK EXPERIENCE COULD INCLUDE ENTRY-LEVEL POSITIONS IN THE FOLLOWING AREAS

- Banking
- Event Marketing
- Marketing/Market Research
- Finance/Accounting
- Human Resources
- International Trade/Logistics



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

