

DIPLOMA IN SUPERVISORY MANAGEMENT

- Learn from highly qualified instructors with several years of professional industry experience
- Develop an understanding of workplace relationships and learn how to effectively manage colleagues for organizational success



Greystone
COLLEGE

Campus

Vancouver, Toronto

Program Length

Daytime: 16 weeks

Schedules will be adjusted in December to accommodate public holidays.

2021 Start Dates

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.*

2021 Fees

Registration fee:	\$200
Tuition:	\$6,240
Material fee:	\$600

All fees are in Canadian dollars.

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.

Program Description

Graduates will receive a solid foundation in supervisory management. The program prepares students with the key business communication, leadership, and relational skills, as well as the foundational planning, organizing, and logistical skills and legal knowledge required for effective supervisory management. Learning is enhanced with classroom discussion, case studies, team projects, field trips and presentations.

Graduates of the program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management.

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.



Diploma In Supervisory Management 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.

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.



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