



**GREYSTONE  
COLLEGE**  
PART OF THE ILSC EDUCATION GROUP

[WWW.GREYSTONECOLLEGE.COM](http://WWW.GREYSTONECOLLEGE.COM)

# Diploma in International Business Management Co-op\*

AVAILABLE IN  
TORONTO

- Small interactive classes encourage a dynamic participatory learning environment
- Programs taught by industry professionals and highly-qualified instructors
- Completion of the program qualifies you for certification by the Canadian Institute of Management (CIM)
- Strengthen your résumé with Canadian career experience
- Co-op placement service supports students to secure an unpaid co-op position in a field relevant to their studies

## PROGRAM LENGTH

### 50 weeks

24 weeks academic study + 24 weeks unpaid work experience + 2 weeks academic study (post-placement feedback)

*Note: During the winter holiday season (Dec-Jan), placement start and end dates will need to align with holiday closures. Additionally, students expecting to start their placement during this time should anticipate possible delays due to the reduced level of business activity.*

## 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); or be at least 18 years of age, and pass a superintendent approved qualifying test.
- International students must demonstrate an advanced level of English with our online written test and arranged speaking interview.

The online written 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.

## 2017 START DATES

Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4

## 2017 FEES

Registration: **\$150**  
Tuition: **\$9,490**  
Co-op Service: **\$825**  
Materials fee: **\$750**

### Co-op Service includes:

Documentation support, interview and job preparation, résumé building, arranged interviews for paid co-op positions, & monitoring during the placement portion of the program.

*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.*

Additional fees apply for CIM certification.

All fees are in Canadian dollars.

**Greystone College Toronto**

DLI: O19376982302

## 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.

## PROGRAM SCHEDULE

### ACADEMIC STUDIES

Students will benefit from qualified instructors with years of experience in the industry.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM–12:00 PM	Class				
12:00 PM–1:00 PM	Lunch				No class
1:00 PM–2:30 PM	Class				
2:45 PM–4:00 PM	Work Placement class—students will attend the Work Placement class for <b>4 weeks</b> during their study in order to prepare for their co-op placement				

### CO-OP WORK PLACEMENT

Greystone co-op coordinators will help prepare you for securing an unpaid co-op placement, and can provide a guaranteed interview. Co-op placement hours cannot exceed study hours—the program is designed to allow students to work an average of 21 hours per week. Co-op positions are entry level, and vary depending on an employer's needs, and the student's English and professional skills. Your work schedule will be determined by your employer.

### POST-PLACEMENT ACADEMIC STUDY

Students must return for a 2 week course after completion of the co-op placement.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM–12:00 PM	Class				
12:00 PM–1:00 PM	Lunch				No class
1:00 PM–2:30 PM	Class				

## WHAT IS THE CIM?



The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute is dedicated to the enhancement of managerial skills and professional development.

\*Approved as a vocational program under the Private Career Colleges Act, 2005.

## LEVEL REQUIREMENT

**B1**   **B2**   **B3**   **B4**   **I1**   **I2**   **I3**   **I4**   **A1**   **A2**

B=Beginner   I=Intermediate   A=Advanced

## DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT CO-OP COURSES

	COURSE NAME	LENGTH	DESCRIPTION
CORE PROGRAM COURSES	<b>International Business</b>	<b>4 weeks</b>	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.
	<b>Marketing</b>	<b>4 weeks</b>	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.
	<b>Organizational Behaviour</b>	<b>4 weeks</b>	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.
	<b>Managerial Communications</b>	<b>4 weeks</b>	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.
	<b>Introduction to Management</b>	<b>4 weeks</b>	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.
	<b>Business Law</b>	<b>4 weeks</b>	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.
CO-OP PREPARATION	<b>Work Placement Skills</b>	<b>4 weeks</b>	In this course, students will prepare for the Canadian workplace. This course is very useful to students registered in a co-op program. It rapidly prepares students to apply for jobs and ensures their résumés and cover letters are to the business standard. Additionally, it helps students through the process of applying for a tax file number (SIN).
POST CO-OP FOLLOW UP	<b>The Next Step</b>	<b>2 weeks</b>	This course follows up with students after their work placement. It provides the student with a new perspective of their goals and achievements and prepares them to take the next step when they leave the program.

### CO-OP POSITIONS COULD INCLUDE THE FOLLOWING

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