



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

# Advanced Diploma in Business Administration

- Flexible monthly start dates to suit your study needs, certification goals and schedule
- Learn from highly qualified instructors with several years of professional industry experience
- Graduates of this program are eligible to apply for the Certificate in Management and Administration from the Canadian Institute of Management

## 📍 Campus

Vancouver

## 🕒 Program Length

40 weeks (21 hours per week)

*Program length will vary due to winter or summer breaks. Contact us for more detailed information.*

## 2018 Fees

Registration fee: **\$150**  
 Tuition: **\$15,000**  
 Material fee: **\$1,350**  
 (Tuition per certificate: \$3,320 plus \$270 materials fee)  
 (Tuition per course: \$1,660 plus \$135 materials fee)

*All fees are in Canadian dollars.*

*Additional fees apply for CIM certification, please contact Greystone College for details.*

## Entry Requirement

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling.
- International students must demonstrate advanced level of English with our online written test and arranged speaking interview.

*The online written test and speaking interview are exempt if iBT 80, IELTS 6.5, or ILSC Advanced 1 is presented. The online test is exempt if ILSC's English for Business Management Mastery, or International Business English Mastery is completed.*

*If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.*

## Program Description

Graduates of this 40 week program will receive a solid foundation in business administration. The program prepares students for employment in the business world, or future business studies, through a variety of courses focused on building diverse skills necessary for successful business operations. Learning is enhanced with classroom discussion, case studies, team projects and presentations.

The Business Administration program is comprised of five two-month certificates.

## Program Schedule

24 WEEKS ACADEMIC STUDY		
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	

## 📅 2018 Start Dates

Each certificate is 8 weeks in length. After successful completion of all five modules students will receive the Advanced Diploma in Business Administration.

CERTIFICATE	START DATES	COURSE NAME
FINANCIAL MANAGEMENT AND PLANNING	Mar 26, Aug 7, Nov 26	Financial Management
	Jan 2, Apr 23, Sep 4	Strategic Analysis
HUMAN RESOURCES	Jan 29, May 22, Oct 1	Human Resources
	Feb 26, Jun 18, Oct 29	Managerial Accounting
BUSINESS COMMUNICATION	Mar 26, Oct 1	Organizational Behaviour
	Apr 23, Oct 29	Managerial Communications
BUSINESS MANAGEMENT	May 22, Nov 26	Introduction to Management
	Jan 2, Jun 18	Business Law
INTERNATIONAL BUSINESS AND TRADE	Jan 29, Aug 7	International Business
	Feb 26, Sep 4	Marketing

*Completion of courses can be used towards application for certification from the Canadian Institute of Management.*



## 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.

COURSE NAME		DESCRIPTION
CERTIFICATE IN INTERNATIONAL BUSINESS & TRADE	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.
CERTIFICATE IN BUSINESS COMMUNICATION	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	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.
CERTIFICATE IN BUSINESS MANAGEMENT	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.
CERTIFICATE IN HUMAN RESOURCES	HUMAN RESOURCES MANAGEMENT	This course introduces theory, principles and applications of human resources from a managerial perspective. Operational issues such as HR planning, recruiting, job analysis, performance management and employee development are some of the practical issues covered. The course ends with a look at international issues in HR management for companies operating in the global environment.
	MANAGERIAL ACCOUNTING	This course introduces the student to the theory, principles and applications of fundamental business accounting. The course begins by introducing the student to the standard, time-honoured accounting principles. The course will advance to apply accounting principles to specific financial statements, and detailed accounting transactions. The course finishes by familiarizing the student with the skills necessary to efficiently classify relevant business accounts culminating in the completion of the basic accounting cycle.
CERTIFICATE IN FINANCIAL MANAGEMENT & PLANNING	FINANCIAL MANAGEMENT	This introductory course is designed to expose students to financial issues and concerns of general managers in modern business. Focusing on how to use financial management to make decisions, this course provides students with all of the practical skills needed to succeed in business. Content includes examples of how Canadian companies adapted financial policies to recent financial crisis; as well as coverage of such topics as break-even analysis, shareholder value and financial statements. <b>Prerequisite:</b> Basic Accounting
	STRATEGIC ANALYSIS	This course is designed to expose students to the issues and concerns of general managers in modern business. The course content builds on foundation concepts from the Introduction to Management course. Using case studies, students will analyze corporate strategies focusing on opportunities and problems in the context of the external and internal environments of companies. Important element of the analysis is how managers make strategic decisions for the success of the organization. <b>Prerequisite:</b> Basic Accounting; Introduction to Management recommended

*\*The curriculum is subject to change. The diploma program includes all ten courses and students may take individual courses.*