



ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION, WITH PRACTICUM

- 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
- Program graduates are eligible to apply for the Certificate in Management and Administration from the Canadian Institute of Management
- Strengthen your résumé and enhance your potential for career success with Canadian work experience

Campus

Vancouver

Program Length

Daytime: 50 weeks
(40 weeks of academic studies +
8 weeks of unpaid practicum +
2 weeks post-placement study)

2019 Start Dates

Jan 2, Jan 28, Feb 25, Mar 25,
Apr 22, May 21, Jun 17, Jul 15, Aug 12,
Sep 9, Oct 7, Nov 4, Dec 2

2019 Fees

Registration fee: \$150
Tuition: \$16,575
Material fee: \$1,350

All fees are in Canadian dollars.

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

Co-op Program includes:

Permit sponsorship, documentation support, interview and job preparation, résumé building, monitoring throughout the practicum, and job search tips.

Entry Requirement

- Students who are interested in attending Greystone College must have a secondary school diploma, GED or mature student status.
- 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. 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 50 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.

Practicum

Practicum work terms are unpaid. This experience is an integral part of the 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 practicum. Throughout the practicum experience term, you will receive the support and guidance of a dedicated Co-op Coordinator who will work with you and ensure that you receive all the support that is needed to successfully complete the program.

Practicum positions vary depending on an employer's needs, and the student's English and professional skills. For some practicums, the precise position may be determined once they arrive at the location.

Program Schedule

Students will follow the same course schedule from 9:00 AM–2:30 PM during all study portions. During the first 40 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 practicum. After completing the final course, students will start their practicum experience. At the end of the practicum placement, students will return to Greystone College for 2 weeks of Post-Placement Study, and graduation.

40 WEEKS ACADEMIC STUDY		8 WEEKS UNPAID PRACTICUM	2 WEEKS POST PLACEMENT STUDY	
MON-THU	FRI		MON-THU	FRI
9:00 AM-12:00 PM Class		Work schedule as per employer requirements	9:00 AM-12:00 PM Class	
12:00-1:00 PM Lunch	No Class		12:00-1:00 PM Lunch	No Class
1:00-2:30 PM Class			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.

The practicum could include entry-level positions in the following areas

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

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. Prerequisite: 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. Prerequisite: Basic Accounting; Introduction to Management recommended
	WORK PLACEMENT SKILLS	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).
PRACTICUM	PRACTICUM (UNPAID WORK EXPERIENCE)	During the practicum, 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, mid-term and final) on their practicum experience to Greystone College using prescribed reporting forms.
POST PLACEMENT STUDY	THE NEXT STEP	This course follows up with students after their practicum. 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.

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