

# ATTESTATION OF COLLEGE STUDIES, INTERNATIONAL BUSINESS MANAGEMENT

- 4-week practicum at the end of the program to strengthen your résumé and enhance your career success potential
- Small interactive classes in English to encourage a dynamic participatory learning environment
- Optional workshops in French to boost employability in Montréal
- Highly qualified instructors with several years of professional industry experience provide an enriched learning experience

## Campus

Montréal

## Program Length

**Daytime: 36 weeks\***

(32 weeks academic study + 4 weeks practicum)

**Evening: 64 weeks\***

(60 weeks academic study, includes scheduled breaks + 4 week practicum)

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

## 2020 Start Dates

**Daytime:** Dec 30, 2019, Jan 27, Feb 24,

Mar 23, Apr 20, May 19 Jun 15, Jul 13,

Aug 10, Sep 7, Oct 5, Nov 2, Nov 30

**Evening:** Feb 24, Apr 20, Jun 15, Aug 10,

Oct 5, Nov 30, Feb 1 2021, Mar 29 2021.

## 2020 Fees

Registration fee: **\$150**

Tuition fee: **\$14,325**

Material fee: **\$750\***

*\*Materials fee subject to change.*

**Practicum Program includes:** Permit sponsorship, documentation support, interview and job preparation, résumé building, monitoring throughout the practicum placement, and 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

- A candidate is eligible for an Attestation of College Studies program (AEC) if their educational training is deemed sufficient by the College and if it meets one of the following conditions:
  - a) A candidate has interrupted their full-time studies for at least two (2) consecutive sessions or for one (1) full school year;
  - b) The candidate has pursued their post-secondary education for a period of at least one (1) year.
- All students must have their own device (tablet/ phone/laptop) to access course materials through our Learning Management System (LMS).

*International students must demonstrate Advanced 1 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. If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.*

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## Program Description

Graduates will gain an excellent understanding of the essentials of business management. This program provides students with the fundamental knowledge of international trade, and prepares them with the necessary skills for a successful career in the Import-Export industry. Students will discuss global issues, prepare presentations, participate in team projects, and enhance their research skills.

During the 4-week practicum, students will apply theories learned in class to real world settings that are relevant to their field of study, and align with the learning objectives of the program.

## Daytime Schedule

32 WEEKS ACADEMIC STUDY		4 WEEKS PRACTICUM EXPERIENCE
TIME	MON-FRI	
8:30 AM – 11:30 AM	Class	Work schedule as per employer requirements
11:30 AM – 12:30 PM	Lunch	
12:30 PM – 2:45PM	Class	
3:00PM – 4:30PM	Labour Market Integration*	

*\*Course runs in the 1st and 4th session of your program.*

## Evening Schedule

60 WEEKS ACADEMIC STUDY		4 WEEKS PRACTICUM EXPERIENCE
TIME	MON-THU	
4:30 PM – 5:45 PM	Study Period	Work schedule as per employer requirements
5:45 PM – 7:00 PM	Class	
7:00 PM – 7:30 PM	Dinner	
7:30 PM – 8:45 PM	Class	

COURSE NAME	DESCRIPTION
<b>INTERNATIONAL BUSINESS AND JOB FUNCTIONS</b>	This course introduces students to globalization and to the value-adding activities of businesses in the current global economy. It will cover which kinds of organizations are involved with international business and what are the steps for an international business operation. The course also explores the scope of roles and functions within the industry.
<b>COMPUTER TOOLS</b>	A strong grasp of computer software is needed in any business in order to perform tasks efficiently. In this course, students will become familiar with the essentials such as Outlook, Microsoft Word, and Excel. Students will also learn how to improve their written communications and use social media in a professional context.
<b>RESEARCH IN INTERNATIONAL BUSINESS</b>	Analysis and critical thinking are vital to business success. In this course, students will gain the fundamental research skills needed to present quantitative findings. Students will also learn how to evaluate data, and produce relevant reports in order to gain valuable insight for business strategy.
<b>INTERNATIONAL BUSINESS LAW</b>	This course provides students with an overview of business law and an understanding of basic legal terminology. The course will examine various legal systems and the main international treaties having an impact on international business. Class topics and discussions will draw on examples from current news media reports on international legal cases.
<b>INTERNATIONAL BUSINESS NEGOTIATIONS</b>	The ability to negotiate effectively is essential in the industry. The purpose of this course is to enhance the students' understanding of the elements of the negotiation process. Students will be able to apply theories and techniques to devise effective negotiation strategies.
<b>TRANSPORTATION LOGISTICS</b>	This course introduces students to the concepts of goods transportation management and logistics planning (movement, storage, delivery, packaging, shipping and handling).
<b>CUSTOMS CLEARANCE OF IMPORTED GOODS</b>	In this course, students will become familiar with the terminology, documents and regulations used in the commercial importing and exporting processes.
<b>MARKET STUDIES</b>	Putting theory into practice, students will conduct research, analyze data and specific market trends. As part of this course, students will also gain an understanding of the process behind producing feasibility reports.
<b>EXPORTATION COSTS</b>	This course is designed to train students to identify, measure, and calculate all the costs involved in the exportation process.
<b>INTERNATIONAL PAYMENTS AND FINANCING</b>	The course will cover the financial benefits / risks a company can be subject to in its international trade operations. Students will learn the tools to conduct international transactions and compare products and services offered by financial institutions or governmental organizations.
<b>MARKET DEVELOPMENT STRATEGIES</b>	This course is designed to provide students with an introduction to marketing concepts and terminology. It examines the importance of marketing strategies within organizations and society in general. Students will study the major components of a marketing plan, the marketing mix and consumer relationships.
<b>E-COMMERCE</b>	Students will gain a solid foundation in E-Commerce. In this course, students will design an electronic commerce project that covers all the aspects of an online business.
<b>PROJECT IN INTERNATIONAL BUSINESS</b>	This course will give students the opportunity to apply the knowledge they've learned, in a team project initiative. Collaborating together, students will create an international business strategy.
<b>LABOUR MARKET INTEGRATION</b>	Students will focus on defining their future goals and career aspirations, and will learn how to write effective résumés and cover letters, interview basics, and how best to find work in their new field.
<b>PRACTICUM (4 WEEKS)</b>	Students will prepare to take their new skills and knowledge into the job market in a practicum related to their program. Students will be required to complete job tasks as assigned to them by the employer.