



DIPLOMA IN BUSINESS COMMUNICATIONS CO-OP

- Gain a solid foundation in administration skills for business and prepare for entry level paid employment in a variety of business environments
- Improve key skills needed for success in a business environment such as communication, teamwork, prioritizing and problem solving
- Learn from highly qualified instructors with several years of professional industry experience
- Strengthen your résumé with Canadian work experience and enhance your potential for future career success

Campus

Vancouver

Program Length

Daytime: 50 weeks (24 weeks academic study + 24 weeks paid work experience + 2 weeks post-placement study)

Evening: 92 weeks (48 weeks academic study, includes scheduled breaks + 40 weeks paid work experience + 4 weeks post-placement study)

Schedules will be adjusted in December to accommodate public holidays.

2019 Start Dates

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

Evening: Jan 2, Feb 11, Apr 8, Jun 3, Jul 29, Sept 23, Nov 18

2019 Fees

Registration fee:	\$150
Daytime Tuition:	\$10,575
Evening Tuition:	\$13,825
Material fee:	\$600

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 co-op 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

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling or GED, or have mature student status.
- All applicants whose first language is not English must demonstrate an Intermediate 2 level of English with Greystone's online written test and speaking interview.

The online written and speaking test is exempt if iBT 45, IELTS 4.5 or ILSC Intermediate 2 is presented.

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

Program Description

The Business Communications Co-op Diploma provides learners with a diverse range of skills and knowledge. Students will be prepared for a variety of business industry positions such as customer service advisor, clerical worker, data entry operator, information desk clerk, office junior, receptionist and more. Students will develop the technical skills they need for business, as well as critically important soft skills, like communication and teamwork, that employers seek. Successful graduates of the program will be able to apply a broad range of competencies in varied work contexts, using some discretion, judgment and relevant theoretical knowledge. They will be able to provide technical advice and support to a team.

Co-op Work Experience

This paid Work Experience is an integral part of the Co-op 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 seminars will prepare you for finding a suitable placement. Throughout the work experience term, you will receive the support and guidance of a dedicated Co-op Program Advisor who will work with you and ensure that you receive all the support that is needed to successfully complete the program.

Program Schedule

Daytime Program Schedule

Students taking the daytime program will follow the same course schedule from 9:00 AM–2:30 PM during all study portions. During the first 24 weeks of the program, students will also take the Work Placement Skills Course during the afternoon 2:45-4:00 PM block to prepare for their co-op. After completing the final course, students will start their co-op work placement. At the end of the work placement, students will return to Greystone College for 2 weeks of Post-Placement Study, and graduation.

24 WEEKS ACADEMIC STUDY		24 WEEKS CO-OP WORK EXPERIENCE	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.*

Evening Program Schedule

Students taking the evening program will begin their program with 2 weeks of Work Placement Skills: Part 1 before taking their first 6 week program course. In between each 6 week course, students will take a 2 week break before starting their next course. At the end of the fourth course, students will complete 2 weeks of Work Placement Skills: Part 2 before commencing the co-op work placement. At the end of the 40-week work placement, students will return to Greystone College for 4 weeks of Post-Placement Study, and graduation.

48 WEEKS ACADEMIC STUDY			40 WEEKS CO-OP WORK EXPERIENCE	4 WEEKS POST PLACEMENT STUDY
MON–THU				MON–THU
5:15–6:30 PM Work Placement Skills: Part 1 (2 weeks)	4:15–9:15 PM Course (6 weeks / course 36 weeks total)	Scheduled Break 2 weeks between each course (8 weeks total) + Work Placement Skills: Part 2 (2 weeks)	Work schedule as per employer requirements	5:15–8:00 PM The Next Step (4 weeks)

	COURSE NAME	DESCRIPTION
ACADEMIC STUDY	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	In this workplace-centered course, students will learn how to gather information and maintain effective working relationships and networks, with particular focus on developing communication skills and understanding how to best represent an organization's goals, values and culture in daily interactions.
	ORGANIZE PERSONAL WORK PRIORITIES & DEVELOPMENTS	In this workplace-centered course students will learn to efficiently organize their own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
	WRITE BASIC DOCUMENTS	In this workplace-centered course, students will learn how to plan, draft, review and finalize basic documents.
	CUSTOMER RELATIONSHIP MANAGEMENT	In this workplace-centered course, students will learn how to identify customer needs and monitor service provided to customers to ensure customer satisfaction.
	TEAMBUILDING SKILLS & INNOVATION	In this workplace-centered course, students will learn how to be effective and proactive members of an innovative team.
	DOCUMENT DESIGN & PRODUCTION	In this workplace-centered course, students will learn how to design and produce various business documents and publications. Students will become familiar with selecting and using a range of functions on a variety of computer applications.
	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).
CO-OP WORK EXPERIENCE	CO-OP WORK EXPERIENCE	During the co-op work placement, 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 work experience to Greystone College using prescribed reporting forms.
POST PLACEMENT STUDY	THE NEXT STEP	This course follows up with students after their work experience term. 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 Co-op Work Experience could include entry-level positions in the following areas

- Office Administrator
- Liaison Officer
- Planning Officer
- Team Leader
- Customer Relationship Officer