



DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT CO-OP

- Strengthen your résumé and enhance your potential for career success with Canadian work experience
- Learn from highly qualified instructors with several years of professional industry experience
- Small interactive classes encourage a dynamic participatory learning environment
- Graduates of this program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management

Campus

Toronto, Vancouver

Program Length

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

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

Schedules will be adjusted in December to accommodate public holidays.

2020 Start Dates

Daytime: Dec 30, 2019, Jan 27, Feb 24, Mar 23, Apr 20, May 19, Jun 15, Jul 13, Aug 10, Sep 8, Oct 5, Nov 2, Nov 30

Evening: Jan 13, Mar 9, May 4, Jun 29, Aug 24, Oct 19

2020 Fees

Registration fee:	\$150
Daytime Tuition:	\$10,575
Evening Tuition:	\$13,825
Material fee:	\$810

All fees are in Canadian dollars.

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

Co-op program includes:

Documentation support, interview & job preparation, résumé building, & 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.

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 an 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.

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

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.

Co-op Work Experience

This 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 classes will prepare you for finding a suitable work experience opportunity. 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 (Part 1 & 2) 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 experience. At the end of the work experience, 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 experience. At the end of the 40-week work experience, 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)	5:15-9:00 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	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.
	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.
	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.
	WORK PLACEMENT SKILLS	The course is divided into 2 sections, Work Placements Skills (WPS) 1 and 2. WPS 1 acts as an introduction to all the things you need to know about living and working in Canada and helps students through the process of applying for a tax file number (SIN). It also prepares students for the workplace by helping them to apply for jobs and ensuring their résumés and cover letters are to industry standards. WPS 2 prepares students for their Co-Op Work Experience and develops their networking skills.
CO-OP WORK EXPERIENCE	During the co-op work experience, 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) on their placement experience to Greystone College using prescribed reporting forms.	
POST PLACEMENT STUDY	THE NEXT STEP	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.

The Co-op Work Experience could include entry-level positions in the following areas

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



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.