

# CERTIFICATE IN BUSINESS COMMUNICATIONS

## NON-VOCATIONAL

- Flexible start dates to suit your study needs, goals and schedule
- Programs taught by industry professionals and highly-qualified instructors
- Develop skills for effective business communication in a fast 8-week program

### Campus

Toronto

### Program Length

Daytime: 8 weeks\*

*\*Schedules will be adjusted in December to accommodate public holidays.*

### 2020 Start Dates

Daytime: Feb 24, Aug 10

### 2020 Fees

Registration fee:	\$150
Tuition:	\$3,320
Material fee:	\$270

*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 a secondary school diploma or equivalent (accepted secondary school diplomas must be from Canada or the USA).
- In Toronto, students must be at least 18 years of age, and pass a superintendent approved qualifying test.
- 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.
- All students must have their own device (tablet/phone/laptop) to access course materials through our Learning Management System (LMS).

*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

Students will take the Organizational Behaviour and Managerial Communications courses to complete this certificate. Students will learn about the behaviour of individuals and groups in a business context and learn about how to communicate effectively within the business context.

### Course Descriptions

#### 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 on the organization. Further, they will learn to apply the theories and concepts 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.

### Program Schedule

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	

*After successful completion of all required courses, students will receive their certificate.*



*This program has been approved for offer by the Ontario Ministry of Advanced Education and Skills Development as a non-vocational program.*

Greystone College of Business and Technology (Toronto) Inc. (Greystone College (Toronto)), Greystone College of Business and Technology (Greystone College (Vancouver)), and Collège Greystone (Greystone College (Montréal)) are herein collectively referred to as "Greystone College".