

# DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT **ACADEMIC OR CO-OP**



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COLLEGE

- Build a dynamic, comprehensive, and transferable business skillset that will support you to build a career in a variety of global industries.
- Develop international business networks right inside our diverse classrooms.
- If you're dreaming of starting your own business, this program will give you fundamental business knowledge to help you achieve your entrepreneurship goals.
- Take the co-op program to put your skills into practice and get Canadian references in a work placement related to international business.



Learn more

## Campus

Toronto

## Program Length

### ACADEMIC

**Morning:** 24 weeks (24 weeks study)

**Evening:** 46-48 weeks (36 weeks study + up to 12 weeks scheduled breaks)

### CO-OP

**Morning:** 48-56 weeks (24 weeks study + 24 weeks co-op placement)

**Evening:** 86-88 weeks (36 weeks study + up to 16 weeks scheduled breaks + 36 week co-op placement)

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

## Start Dates

### Morning

**2024:** Jan 2, Jan 29, Feb 26, Mar 25, Apr 22, Aug 12, Sept 9, Oct 7, Nov 4, Dec 2, Dec 30 (first session of 2025)

**2025:** Dec 30 (2024), Jan 27, Feb 24, Mar 24, Apr 21, May 20, Jun 16, Jul 14, Aug 11, Sept 8, Oct 6, Nov 3, Dec 1

### Evening

**2024:** Jan 29, Mar 25, May 21, Jul 15, Sept 9, Nov 4

## Scheduled Breaks

### Summer Break 2024 / 2025

#### Morning Schedule Only:

Jun 17 - Aug 9, 2024 / Jun 16 - Aug 8, 2025

### Winter Break 2024 / 2025

#### Morning Schedule:

Dec 23 - 27, 2024 / Dec 22 - 26, 2025

#### Evening Schedule:

Dec 16 - 27, 2024

## Language Level Requirement

### INTERMEDIATE 4

(Equivalent to TOEFL iBT: 60, IELTS: 6.0)

**OR** Completion of a minimum of three full years of study in a secondary or post-secondary institution where the sole language of instruction is English.

## Other Admission Requirements

View [general Greystone College Admission Requirements](#) for your chosen campus on our website for more details.

## Program Description

Learn how to build bridges across cultures and how globalization is expanding and changing business opportunities. This program covers key business topics from marketing and communications to organizational behaviour, business law, management, and more. Students will discuss global issues, prepare presentations, do team projects, and expand their research skills.

Take the co-op program to get hands-on experience in a business role related to your studies.

A Diploma in International Business Management can open opportunities in many fields, such as Office Administration and Management, B2B sales, and Logistics Coordination and Management.

## Why Choose the Co-op Program?

Co-op or “co-operative education” combines academic study with a work placement related to your program. This popular Canadian learning approach provides you with hands-on experience in your study field, quality references, and networks that will give you a competitive edge for finding future work and growing your career. Program orientation and pre-placement support prepare you to find a suitable placement. Throughout the work experience term, you will receive support and guidance from a dedicated Co-op Program Advisor who will ensure you receive all the support you need to successfully complete the program.

## Program Schedule

**Toronto Morning Schedules are Changing on December 2, 2024. See New Schedule Info on Page 3.**

### Morning Program Schedule

24 ACADEMIC TERM Total weekly study hours = 21 (26 during specific sessions)	
MON-THU	FRI
<b>8:30 AM-1:00 PM</b> Class <i>Includes a 15 minute break.</i>	
<b>1:30-2:45 PM</b> Work Placement Skills <i>The Work Placement Skills course applies for co-op students only, during sessions 1 and 4.</i>	<b>8:30 AM-11:30 AM</b> Class

### Evening Program Schedule

46-48 WEEKS ACADEMIC TERM Total weekly study hours = 15
MON-THU
<b>5:15 PM-9:00 PM</b> Class <i>Includes a 15 minute break.</i>

## Co-op Schedule

Students who choose the co-op program will begin a co-op placement after completing their academic study portion. The co-op will last for 24 weeks for daytime schedule students and 36 weeks for evening schedule students. Your daily co-op placement work schedule will vary, depending on the needs of your employer.

# Diploma In International Business Management Courses

The curriculum is subject to change.

## ACADEMIC STUDY

### 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.

### 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 labor forces in the global context. The course touches on strategic alliances and the impact of rapid environmental changes on strategic planning for international business.

### 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.

### 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.

### 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.

### WORK PLACEMENT SKILLS PART 1 & 2\*

This course is delivered in two parts. In Part 1, students will develop the basic skills for finding and securing work in Canada – they will learn about resumes, cover letters, tax forms, and more. Part 2 of the course is designed especially for co-op students. It provides additional support to help students find and secure a co-op placement related to their studies and explains expectations and responsibilities during the work term.

*Evening program students taking academic (non-co-op) programs will take the first part of the Work Placement Skills course. Co-op students will complete part 1 and 2. Daytime academic (non-co-op) students will take the Job Search Preparation course.*

### NEW! WORKPLACE SKILLS & TOOLS \*

Learn the fundamental skills necessary for the Canadian workplace. Students will learn topics such as oral and written communication, computer skills, and workplace preparation. The course will also cover the necessary skills needed for academic study in their program.

**\*NOTE:** Starting in Toronto on December 2, 2024\*, some courses in this program will change:

The new **Workplace Skills & Tools** course will replace:

- Business Law AND
- Work Placement Skills 1 & 2

*\*This change will be implemented for new arriving Greystone College Toronto students who begin their studies on or after the program change dates listed.*

## CO-OP WORK EXPERIENCE

### CO-OP WORK EXPERIENCE

During the co-op work placement, students will put their skills into practice 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.

THE CO-OP WORK EXPERIENCE COULD INCLUDE ENTRY-LEVEL POSITIONS IN AREAS LIKE

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



## Bring your own device

To ensure our students have the most transformative learning experience, we recommend the following minimum device requirements:

- Windows 10 or Mac OS v.10.7 or higher
- Processor: Intel I5-6400 or Ryzen 5 1400 minimum
- Memory: 8 GB recommended
- Screen: 14 inches recommended
- Ports: minimum 1 USB 3.0 port
- Built-in camera, speakers and microphone
- Connectivity: WI-FI
- Speed: 50Mbps download speed recommended
- External numeric keyboard (optional but recommended)

Students are provided with a free Microsoft Office 365 account during their studies.

*Program information is current as of ©240813 but is subject to change. The most up-to-date information about Greystone College Canada programs and admissions is always available on our website: [www.ilsc.com/greystone-college/canada](http://www.ilsc.com/greystone-college/canada). In case of any discrepancy between this document and our website, the website information will prevail.*



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# NEW! GREYSTONE COLLEGE TORONTO SCHEDULES START IN 2024



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NEW SCHEDULES APPLY TO PROGRAMS IN THE FOLLOWING AREAS:

- Business Diploma Programs
- Hospitality Programs

## NEW! Morning Program Schedule

NEW TORONTO MORNING SCHEDULE STARTS ON DECEMBER 2, 2024	
WORKPLACE SKILLS & TOOLS COURSE	ALL OTHER PROGRAM COURSES
MON-THU 8:30 AM-1:00 PM Class	MON-THU 8:30 AM-1:00 PM Class
FRI 8:30 AM-11:30 AM Class	FRI 8:30 AM-11:30 AM Class
TOTAL WEEKLY STUDY HOURS: 21	

### WORKPLACE SKILLS & TOOLS COURSE

The Workplace Skills and Tools course takes place during the first session.

## About this Change?

We're constantly looking for ways to enhance your learning experience so that we can support your success in our programs, co-op placement, off campus work, and future career!

Starting in 2024 in Toronto\*\*, we're introducing the new Workplace Skills & Tools course to all of our morning schedules for Business Diploma and Hospitality Programs.

This new course consolidates the best content from other courses, and provides you with enhanced learning, supported by new digital tools and online curriculum.

**\*\*** New schedules will be implemented for current and new students as they are confirmed by the Ministry. Once the new schedule is implemented, only new students will need to take the new Workplace Skills & Tools class. Existing students will complete the Work Placement Skills 1 & 2 course.

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