

DIPLOMA IN BUSINESS COMMUNICATIONS

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

Develop soft skills sought by today's employers

Campus

Vancouver

Toronto

Program Length

Daytime: 26 weeks

Schedules will be adjusted in December to accommodate public holidays

Start Dates

2022 Daytime: Jun 20, Jul 18, Aug 15, Sep 12, Oct 11, Nov 7, Dec 5

2021 Fees

Lessons 9750\$

Material 600\$

Registration 200\$

Enrollment 2500\$

TOTAL 13,050\$

Optional accomodation 280\$ week

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.

- In Toronto only, 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's online written test and speaking interview.

The online written and speaking test is exempt if TOEFL iBT 80, IELTS 6.5 or Advanced 1* is presented. If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student. *Students starting in 2022 require an Intermediate 4 English level (equivalent to TOEFL iBT: 60, or IELTS: 6.0)

Program Description

The Business Communications Diploma provides learners with a diverse range of skills and knowledge. Students will cover a range of topics to prepare them 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.

Program Schedule

Daytime Program Schedule

Students taking the daytime program will follow the same course schedule every week throughout their entire 26 week program.

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	

Courses

Communication for the Workplace
Professional Business Documents
Professionalism in a Diverse Workplace
Customer Relationship Management
Business Excellence in Team Management
Personal Development: Strategies and Techniques
Job Search Preparation

