

# DIPLOMA IN BUSINESS COMMUNICATIONS WITH CO-OP

Learn the key principles of business communication strategies for collecting and presenting information.  
Gain objective knowledge about what positively and negatively affects customers' experience.  
Learn ways to support organizational goals through team projects and performance management.  
Learn strategies and techniques to establish and implement a personal professional development plan

## Campus

Vancouver  
Toronto

## Program Length

Daytime: 48 weeks (24 weeks academic study + 24 weeks work experience)

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 10575\$  
Material 600\$  
Registration 200\$  
Enrollment 2500\$

TOTAL 13,875\$

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 Diploma in Business Communications provides students with a diverse range of skills and knowledge. Students will develop the technical skills they need for business, as well as critically important soft skills that are highly sought after by employers, like effective communication and teamwork in the work place. Through the work experience component students will strengthen their resume with Canadian workplace experience.

## 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 prepares students' 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 4 weeks of Work Placement Skills classes 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.

24 WEEKS ACADEMIC STUDY		24 WEEKS CO-OP WORK EXPERIENCE
MON-THU	FRI	
9:00 AM-12:00 PM Class		Work schedule as per employer requirements
12:00-1:00 PM Lunch	No Class	
1:00-2:30 PM Class		
2:45-4:00 PM Work Placement Skills*		

## 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  
Work Placement Skills Part 1& 2  
CO-OP Work Experience

**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**