

Advanced Diploma in Business Administration, with Practicum

- 個々のニーズ・目的そしてスケジュールに合わせたフレキシブルな開講日
- 業界に精通したプロフェッショナル・質の高い講師陣による授業
- プログラム修了で The Canadian Institute of Management (CIM)のサーティフィケートの取得が可能
- カナダでのプラクティカム体験から履歴書を強化する

📍 開講校 バンクーバー

🕒 プログラム期間 50 週間

月 - 木 9:00am - 2:30pm
(*間に 1 時間のランチ休憩)
金 9:00am - 12:00pm

40 週間就学+8 週間無償プラクティカム+2 週間就学

📅 2019 年開始日

1 月 2 日 ・ 1 月 28 日 ・ 2 月 25 日
3 月 25 日 ・ 4 月 22 日 ・ 5 月 21 日
6 月 17 日 ・ 7 月 15 日 ・ 8 月 12 日
9 月 9 日 ・ 10 月 7 日 ・ 11 月 4 日
12 月 2 日 *

*12 月はホリデーシーズンによりスケジュールの調整があります。

📄 プログラム費用 カナダドル

入学金: \$150

授業料: \$16575

教材費: \$1350

*授業料には、査証スポンサー、各種書類作成のサポート、インタビューおよびプラクティカム準備、レジュメ(履歴書)作成補助、プラクティカム期間中の監査、就職活動のアドバイスが含まれています。

*移民局への申請費用は含まれておりません。

*CIM のサーティフィケートの申請には別途費用がかかります。

📄 受講条件

- ・ 高校卒業以上(証明書必須)
- ・ 当カレッジのオンラインテストとインタビューに合格

注) iBT80、IELTS6.5、ILSC 上級 1 を保持している方は、オンラインテストが免除になります。また ILSC にて Business English Management Mastery または International Business English Mastery を修了した方は、オンラインテストが免除になります。

*申請者の受講最低条件が満たない場合は、いかなる理由でも受講できません。

📄 プログラム詳細

この 50 週間のプログラムでは経営管理の基礎を着実に身につけます。様々なコースを通してその先の学習やビジネス界へつながる準備ができます。クラス内でのディスカッション、ケーススタディ、チームプロジェクト、プレゼンテーションによって内容理解を深めます。プログラムは 2 セッションの 5 つのサーティフィケートから構成されています。

📄 プログラムスケジュール

40週間の就学		8 週間の 無償プラクティカム	2 週間の就学	
月-木	金		月-木	金
9:00AM-12:00PM Class		スケジュールは 雇用先に準じます	9:00AM - 12:00PM Class	
12:00 - 1:00PM	Lunch		12:00 - 1:00PM	Lunch
1:00 - 2:30PM	Class		1:00 - 2:30PM	Class
2:45 - 4:00PM Work Placement Skills			No Class	
		No Class		

*就学期間中にプラクティカム準備の為、1 および 4 セッション目に Work Placement Class を受講します。

📄 PRACTICUM PLACEMENT

プラクティカムは無償となります。このプラクティカム体験はプログラムの必須科目です。学生は就学した内容を、就学分野に関連し、学習目的と一致する実際の職場において実践します。コープコーディネーターは可能性のある雇用主とのインタビューを手配し、プログラムに沿った無償プラクティカム先を提供します。ポジションはプラクティカム先のニーズ、学生の英語力および経験によります。プラクティカム先によっては、就労についてから正確なポジションが決定される場合もあります。

*サマーシーズンやクリスマスホリデーシーズン期間のプラクティカム先や開始日は、制限されることがあります。またプラクティカム開始日が遅れることもあります。

📄 プラクティカム先の例

金融、マーケティング/市場調査、ビジネス団体、国際貿易/流通、イベントマーケティング、財務/経理、人事



CIM (カナダ経営管理協会) とは?

The Canadian Institute of Management はカナダの経営管理職協会です。非営利機関として、経営管理技術や専門の開発の増強に貢献しています。

CIM は充実したプログラムを提供し幅広い経営管理のスキルを取得しています。

COURSE NAME		DESCRIPTION
CERTIFICATE IN INTERNATIONAL BUSINESS & TRADE	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.
CERTIFICATE IN BUSINESS COMMUNICATION	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.
CERTIFICATE IN BUSINESS MANAGEMENT	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.
CERTIFICATE IN HUMAN RESOURCES	HUMAN RESOURCES MANAGEMENT	This course introduces theory, principles and applications of human resources from a managerial perspective. Operational issues such as HR planning, recruiting, job analysis, performance management and employee development are some of the practical issues covered. The course ends with a look at international issues in HR management for companies operating in the global environment.
	MANAGERIAL ACCOUNTING	This course introduces the student to the theory, principles and applications of fundamental business accounting. The course begins by introducing the student to the standard, time-honoured accounting principles. The course will advance to apply accounting principles to specific financial statements, and detailed accounting transactions. The course finishes by familiarizing the student with the skills necessary to efficiently classify relevant business accounts culminating in the completion of the basic accounting cycle.
CERTIFICATE IN FINANCIAL MANAGEMENT & PLANNING	FINANCIAL MANAGEMENT	This introductory course is designed to expose students to financial issues and concerns of general managers in modern business. Focusing on how to use financial management to make decisions, this course provides students with all of the practical skills needed to succeed in business. Content includes examples of how Canadian companies adapted financial policies to recent financial crisis; as well as coverage of such topics as break-even analysis, shareholder value and financial statements. Prerequisite: Basic Accounting
	STRATEGIC ANALYSIS	This course is designed to expose students to the issues and concerns of general managers in modern business. The course content builds on foundation concepts from the Introduction to Management course. Using case studies, students will analyze corporate strategies focusing on opportunities and problems in the context of the external and internal environments of companies. Important element of the analysis is how managers make strategic decisions for the success of the organization. Prerequisite: Basic Accounting; Introduction to Management recommended
	WORK PLACEMENT SKILLS	In this course, students will prepare for the Canadian workplace. This course is very useful to students registered in a co-op program. It rapidly prepares students to apply for jobs and ensures their résumés and cover letters are to the business standard. Additionally, it helps students through the process of applying for a tax file number (SIN).
PRACTICUM	PRACTICUM (UNPAID WORK EXPERIENCE)	During the practicum, 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, mid-term and final) on their practicum experience to Greystone College using prescribed reporting forms.
POST PLACEMENT STUDY	THE NEXT STEP	This course follows up with students after their practicum. 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 curriculum is subject to change. The diploma program includes all ten courses and students may take individual courses.