



**GREYSTONE  
COLLEGE**

PART OF THE ILSC EDUCATION GROUP

**15**  
**YEARS**

**OPENING  
GLOBAL  
OPPORTUNITIES**

[WWW.GREYSTONECOLLEGE.COM](http://WWW.GREYSTONECOLLEGE.COM)

VANCOUVER | TORONTO | NEW DELHI



# STUDY AT AN AWARD WINNING COLLEGE

Students who train at Greystone College enjoy a supportive, challenging and dynamic learning experience, and leave with career skills that enable them to compete and succeed in the changing global market.

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# **CELEBRATING 15 YEARS!**

Greystone College was established in 2002 and is proud to deliver quality career and vocational training in a stimulating, cross-cultural environment. We offer programs in Business, Tourism and Hospitality, Teacher Training, and Interpreting & Translation, and have locations in Vancouver, Toronto, and New Delhi.

# CHOOSE GREYSTONE COLLEGE

## 15 YEARS OF EXPERIENCE

Since Greystone College first opened in 2002, more than 5000 students have graduated from our vocational programs, and moved on to further education or exciting careers around the globe.



### Award Winning Quality Education

Greystone College programs combine theory with practical, hands-on experience to prepare you for international work in growing industries and build a strong foundation for further education. In 2016, Greystone College was voted Study Travel's Star Vocational College Award winner.



### Nationally and internationally recognized qualifications

Earn a certificate or diploma from Greystone College, and more! Business students can also apply for certification through the Canadian Institute of Management. Hospitality students are certified through the American Hotel and Lodging Educational Institute, and TESOL students can earn recognized qualifications from University of Cambridge ESOL, and/or TESL Canada.



### Instructors with professional experience

Greystone instructors are not just teachers, but experienced industry experts with recent, relevant and global work experience in their fields. Learn from instructors who know what it takes to be successful in the industry and who can support you to reach your learning goals and career dreams.



### Accelerate your career with a co-op or practicum

Put your skills into practice in a co-op or practicum and improve your résumé and earning potential with relevant industry work experience and references. TESOL students will participate in practicums in a real classroom either during or after their program. Business and Hospitality students can choose a co-op program option that includes work preparation training and support to help them succeed in their placement.



### Small, interactive classes

Learn from your instructors and your peers in small classes that encourage student interaction and participation. Small classes provide you with more personalized attention and give instructors the flexibility to adapt course content to the interests and career goals of the students, making the curriculum more relevant to you.



### Flexible start dates

Greystone College offers program intakes on an ongoing basis throughout the year. Start when it's convenient for you and choose to study in programs that are as short as 4 weeks or as long as 21 months.

# OUR LOCATIONS

## VANCOUVER

Host city of the 2010 winter Olympics, Vancouver is consistently ranked as one of the best cities in the world to live in. It's also the largest city in Western Canada, and Canada's largest port, making it an important hub for both trade and tourism.



### QUICK FACTS ABOUT VANCOUVER

- Vancouver is one of the most multicultural cities in the world, so you can make international connections that will help you in your future career.
- About 8 million tourists bring over \$3.5 billion dollars into the city's economy every year.
- Vancouver is one of Canada's most popular English language study destinations and has more ESL schools than any other city in the country.
- With its beautiful beaches and spectacular mountains, Vancouver is a great place to live and enjoy the outdoors while you study.

## NEW DELHI

New Delhi is India's vibrant and bustling capital, a young metropolis built upon the remnants of ancient cities. Experience a fascinating mix of historical monuments and modern high-tech industry, colourful nightlife and fabulous shopping and dining options -- a feast for the senses.



## TORONTO

Come and discover Toronto, the heart of Canada's business and cultural life. Toronto is the nation's centre for finance, art, publishing, theatre, music, film and sports and pulses with the international energy of six million people.

### QUICK FACTS ABOUT TORONTO

- This vibrant metropolis is the most multicultural city on the planet, with more than 100 different ethnic and cultural groups.
- Many of Canada's major companies, and the Canadian branches of many international companies are head-quartered here.
- As Canada's largest metropolis, Toronto attracts over 13 million tourists per year.
- Toronto's big city buzz and rich and diverse ethnic neighbourhoods will provide you with an exciting living experience while you study.



### QUICK FACTS ABOUT NEW DELHI

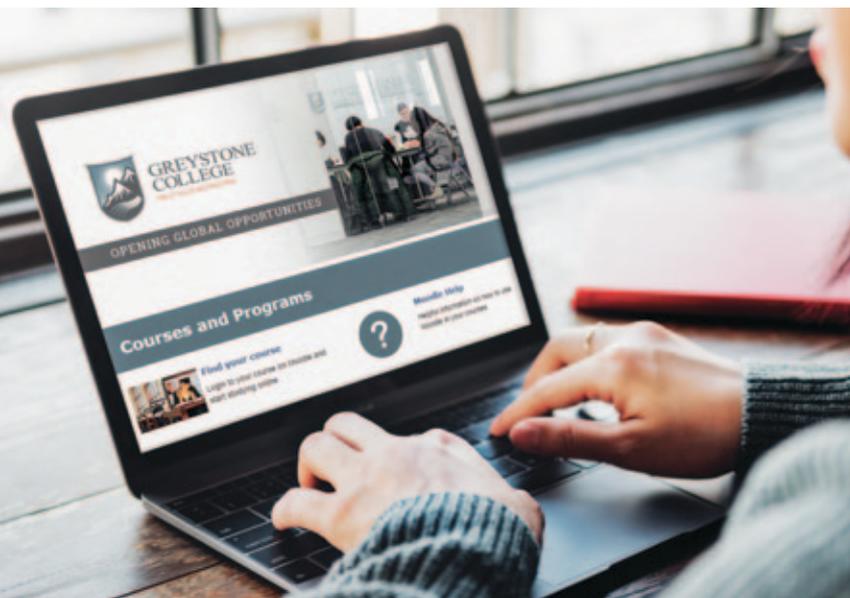
- With so many international people doing business in Delhi, English instruction is in high demand, providing plenty of opportunities for TESOL instructors.
- New Delhi houses northern India's largest commercial and financial centres, and hosts many multi-national companies.
- English skills are also required for local residents who want to increase their work opportunities in this burgeoning economy.

# STUDENT SERVICES

At Greystone College, you can rely on great support before, during and after your studies. You'll have access to a range of resources and facilities, and our friendly staff are always here to help!

## ➤ Advising Services

We have a team of student advisors who can provide academic support and help with any personal challenges you may face, as well as a student accommodations team who can assist with housing (including homestay and student residences). For international students, we also have a partner immigration consultant who can support with study and work visas.



## ➤ Student Portal

Our Student Portal puts all the resources you need online, in one easy to find place. View your timetable, browse course materials, check your grades, enrol in courses, and access career-building resources in one convenient location. Co-op students also have access to an exclusive job posting site through the Portal.

### OFF-CAMPUS WORK

IN CANADA, INTERNATIONAL STUDENTS ENROLLED IN FULL TIME PROGRAMS OF 26 WEEKS OR LONGER ARE ELIGIBLE TO WORK OFF-CAMPUS FOR UP TO 20 HOURS PER WEEK AS PART OF THEIR STUDY PERMIT.

## ➤ Career Centre

Greystone's Career Centre is here to provide you with tools, information and assistance to help you secure a job during or after your studies.

### Job Search Support

Many of our programs have job search courses and workshops built right in. Our multi-skilled co-op advising team will help you learn key skills like résumé writing, interview skills, job search tips and more.



### Online Job Postings for Co-op Students

Greystone College co-op students have access to an exclusive job posting site through our Student Portal. Job postings are current listings from employers actively seeking Greystone co-op students for work related to their studies.

### Career Fair & Networking Events

Greystone College regularly organizes career fairs to help students connect with reputable employers in the business and hospitality industries. All students and alumni are invited to attend these networking events to build industry connections, and to secure co-op positions, part-time work during their studies, or positions after graduation.



“*The Greystone College student we worked with not only had excellent work ethic and dedication, but also brought fresh perspectives and ideas to our business. We place a lot of emphasis on collaboration in the work that we do, and we were impressed with the level of energy and new insight our student had to offer.*”

- KIAN GHANEI, Hollis Wealth in Vancouver, BC

# OUR PROGRAMS

## GET THE SKILLS YOU NEED TO GET TO WORK, FAST.

Greystone College is a vocational education provider offering Certificate and Diploma programs in the areas of Business, Hospitality, Teacher Training, and Interpreting & Translation.

Our programs are designed to make you more employable in the global economy. Many of our programs offer co-op education options or include practicums to help you put your new skills to the test in paid or unpaid work placements.

### Our Faculty

Greystone College's instructors come from diverse educational backgrounds and bring a range of qualifications, skills and experience into our dynamic classrooms.

Our instructors have real-world industry experience and understand both local and global business cultures and trends. In the classroom, you will gain theoretical knowledge combined with practical skill training, from instructors who are experts in their fields. They are deeply passionate about their subjects, as well as their students' success!



### Affiliations

Greystone College is affiliated with top-ranked and globally recognized industry associations, as well as provincial and/or federal accrediting bodies. Together these organizations ensure that our programs meet established and recognized industry training standards, and that our college offers a high quality of education and student support.



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*"The business classes in my program provided me with a lot of materials which I found very useful in my master's program. The classes I took at Greystone were taught by instructors who are professionals in different business fields. It helped me to strengthen my knowledge in an international environment."*

**ALEJANDRA**  
INTERNATIONAL BUSINESS  
MANAGEMENT GRADUATE

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# BUSINESS

# FACULTY OF BUSINESS

## A BUSINESS EDUCATION WILL GIVE YOU TRANSFERABLE SKILLS THAT WILL MAKE YOU MORE SUCCESSFUL IN ANY INDUSTRY.

Greystone College business programs focus on a wide range of key business topics, so you can develop broad knowledge about the business industry, or specialize in areas that meet your personal interests and career goals. Our programs also provide a strong foundation for people who want to become entrepreneurs.

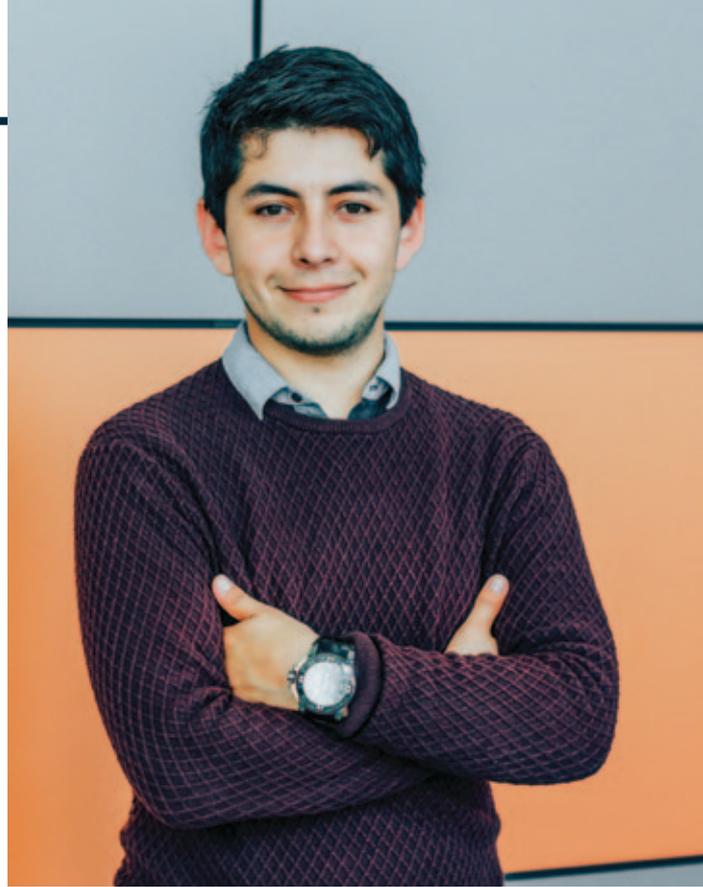
Studying business in Vancouver or Toronto, both major Canadian business centres, will provide you with access to local industry experts who can share their insights and experience. Studying in English, the main language of global business, will give you the competitive edge for an international business career!

### Our Business Programs

DIPLOMA PROGRAMS	SCHEDULE	LENGTH	LOCATION
<b>ACADEMIC PROGRAMS</b>			
Advanced Diploma in Business Administration	DAYTIME	40 WEEKS	V
Diploma in Business Communications	DAYTIME	26 WEEKS	V
	EVENING	48 WEEKS	V
Diploma in International Business Management	DAYTIME	26 WEEKS	V, T
	EVENING	48 WEEKS	V
Diploma in Supervisory Management	DAYTIME	16 WEEKS	V, T
<b>PRACTICUM OR CO-OP PROGRAMS</b>			
Advanced Diploma in Business Administration with Practicum	DAYTIME	50 WEEKS	V
Diploma in Business Communications Co-op	DAYTIME	50 WEEKS	V
	EVENING	92 WEEKS	V
Diploma in International Business Management Co-op	DAYTIME	50 WEEKS	V, T
	EVENING	92 WEEKS	V
CERTIFICATE PROGRAMS	SCHEDULE	LENGTH	LOCATION
<b>ACADEMIC PROGRAMS</b>			
Certificate in Business Communications	DAYTIME	8 WEEKS	V
Certificate in Business Communications (Non-Vocational)	DAYTIME	8 WEEKS	T
Certificate in Business Experience	DAYTIME	12 WEEKS	V
Certificate in Business Management	DAYTIME	8 WEEKS	V
Certificate in Business Management Clerk	DAYTIME	8 WEEKS	T
Certificate in Human Resources	DAYTIME	8 WEEKS	V
Certificate in International Business and Trade	DAYTIME	8 WEEKS	V
Certificate in International Business and Trade Clerk	DAYTIME	8 WEEKS	T
Certificate in Financial Management and Planning	DAYTIME	8 WEEKS	V

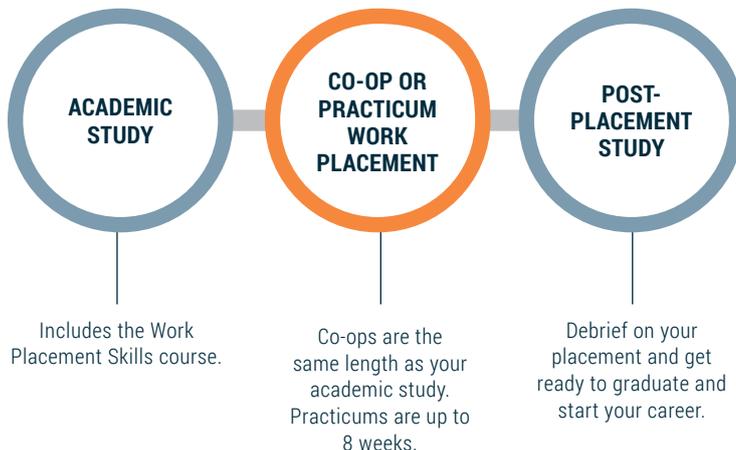
# BUSINESS CO-OPS AND PRACTICUMS

Study and work while you are enrolled in a Greystone Business Program! The majority of our Business Diploma Programs have co-op or practicum options. A co-op or practicum is a great way to enhance your academic learning with real-world experience.



## Benefits of a Co-op or Practicum

- Add real-world work experience to your résumé
- Gain experience searching and applying for jobs, and practise your interview skills with real employers
- Get work references and build contacts in the business industry
- Receive ongoing support from our skilled and knowledgeable co-op team who can help you refine your job finding process and achieve success!
- If your placement is paid you'll earn money to support your living expenses and tuition costs.



## Finding a Placement

Our experienced Greystone College Co-op team will guide you from start to finish to find a placement that's right for you. We have built connections with many local businesses who want to hire fresh talent like you! You can check out our job board for the latest postings and apply for positions that fit your program and personal interests.

Our **Work Placement Skills** course will help prepare you for success in your job search, application, and interview process. You'll perfect your résumé and cover letter, and learn interviewing skills.

If you need additional tips or support along the way, you can always talk to your Co-op Coordinator. We have lots of resources to help you succeed!

## Business Placements

Placements are usually in entry level positions. Depending on your location and program choice, your position may be paid or unpaid. Typical positions could include:

- Administration
- Data entry
- Reception
- Marketing Assistant

# Advanced Diploma in Business Administration

## ACADEMIC

Daytime

 **40**  
weeks

## PRACTICUM

Daytime

 **50**  
weeks

## CAMPUS

 Vancouver



## PROGRAM COURSES

- + International Business
- + Marketing
- + Organizational Behaviour
- + Managerial Communications
- + Introduction to Management
- + Business Law
- + Human Resources Management
- + Managerial Accounting
- + Financial Management
- + Strategic Analysis
- + Work Placement Skills  
(Practicum Students only)
- + Practicum Placement  
(Practicum Students only)
- + The Next Step  
(Practicum Students only)

- Gain specialized learning in key business topics, and build a foundation for a business career or further training
- Increase your employability with skills that will make you an asset in international or local companies, or help you become a successful entrepreneur
- Learn from highly qualified industry professionals with current business experience
- Program graduates can apply for the Certificate in Management and Administration through the Canadian Institute of Management

## ABOUT THE PROGRAM

Graduates of this program will receive a solid foundation in business administration. The program prepares students for employment in the business world, or future business studies, through a variety of courses focused on building diverse skills necessary for successful business operations. Learning is enhanced with classroom discussion, case studies, team projects and presentations.



# Diploma in Business Communications

## ACADEMIC

Daytime Evening



**26** **48**  
weeks weeks

## CO-OP

Daytime Evening



**50** **92**  
weeks weeks

## CAMPUS



Vancouver

- Gain a solid foundation in administration skills and prepare for entry into the world of business
- Improve key skills needed for success in a business environment such as communication, teamwork, prioritizing and problem solving
- Learn from instructors with recent industry experience
- Develop soft skills sought by today's employers

### ABOUT THE PROGRAM

Develop a diverse range of skills and knowledge. Students will cover a range of topics to prepare for a variety of business industry positions such as office administrator, liaison officer, planning officer, team leader, customer relationship officer 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.

### PROGRAM COURSES

- + **Contribute to Effective Workplace Relationships**
- + **Organize Personal Work Priorities and Development**
- + **Write Basic Documents**
- + **Customer Relationship Management**
- + **Teambuilding Skills and Innovation**
- + **Document Design and Production**
- + **Job Search Preparation (Academic Students only)**
- + **Work Placement Skills (Co-op Students only)**
- + **Co-op Work Experience (Co-op Students only)**
- + **The Next Step (Co-op Students only)**

# Diploma in International Business Management

## ACADEMIC

Daytime Evening



**26** **48**  
weeks weeks

## CO-OP

Daytime Evening



**50** **92**  
weeks weeks

## CAMPUS



Vancouver  
Toronto (Daytime only)



## PROGRAM COURSES

- + International Business
- + Marketing
- + Organizational Behaviour
- + Managerial Communications
- + Introduction to Management
- + Business Law
- + Job Search Preparation  
(Academic Students only)
- + Work Placement Skills  
(Co-op Students only)
- + Co-op Work Experience  
(Co-op Students only)
- + The Next Step  
(Co-op Students only)

- Small interactive classes provide a dynamic participatory learning environment
- Develop global business networks right inside our diverse classrooms
- Learn from industry professionals with recent work experience and first-hand knowledge of business trends
- Program graduates are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management

## ABOUT THE PROGRAM

Gain an excellent understanding of the essentials of business management. This program prepares you to enter the world of business management and looks at the current global business environment. Discuss global issues, prepare presentations, do team projects, and extend your research skills. Graduates of the program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management.



# Diploma in Supervisory Management

## ACADEMIC

Daytime

 **16**  
weeks

## CAMPUS



Vancouver  
Toronto

- Explore the roles, responsibilities and expectations of effective managers
- Learn techniques and communication styles that will help you contribute to successful teamwork
- Learn from business industry experts with recent management experience
- Program graduates are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management

## PROGRAM COURSES

- + **Organizational Behaviour**
- + **Managerial Communications**
- + **Introduction to Management**
- + **Business Law**

## ABOUT THE PROGRAM

Develop a solid foundation in supervisory management. The program provides you with key business communication, leadership, and relational skills, as well as the foundational planning, organizing, and logistical skills and legal knowledge required for effective supervisory management. Learning is enhanced with classroom discussion, case studies, team projects, field trips and presentations. Graduates of the program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management.

# Certificate in Business Communications\*

## ACADEMIC

Daytime



8

weeks

## CAMPUS



Vancouver

### PROGRAM COURSES

- + Organizational Behaviour
- + Managerial Communications

- Learn about business communications and teamwork
- Increase your employability fast, with sought after skills
- Learn from business industry experts with experience in business communications

### ABOUT THE PROGRAM

Develop fundamental communication skills for business in a fast 8-week certificate program. Explore the key communication and teamwork topics that will give you transferable skills to make you more effective in any job.

*\*Program is non-vocational in Toronto*

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# Certificate in Business Management (Vancouver) Certificate in Business Management Clerk (Toronto)

## ACADEMIC

Daytime



8

weeks

## CAMPUS



Vancouver  
Toronto

### PROGRAM COURSES

- + Introduction to Management
- + Business Law

- Explore key business management concepts like planning, organizing, directing and controlling organizational activities
- Learn the fundamentals of business law to help you make better business management decisions
- Learn from business industry experts with recent business management experience

### ABOUT THE PROGRAM

Develop business management skills in a fast 8-week certificate program. Explore some of the key management and business law topics to prepare you for a promotion or new position.

# Certificate in International Business and Trade (Vancouver) Certificate in International Business and Trade Clerk (Toronto)

## ACADEMIC

Daytime  
 **8**  
 weeks

## CAMPUS

 Vancouver  
 Toronto

PROGRAM COURSES

- + International Business
- + Marketing

- Learn about international business trends, the impact of culture on business and more
- Explore the marketing mix, consumer relationships, and marketing planning
- Learn from business, industry experts with recent experience in international business and trade

### ABOUT THE PROGRAM

Learn the fundamentals of effective marketing planning and strategy. Explore current trends and challenges and future opportunities in international business, and prepare for work in international companies.



# Certificate in Financial Management and Planning

## ACADEMIC

Daytime  
 **8**  
 weeks

## CAMPUS

 Vancouver

PROGRAM COURSES

- + **Financial Management**  
*Prerequisite: Basic Accounting*
- + **Strategic Analysis**  
*Prerequisite: Basic Accounting; Introduction to Management recommended*

- Explore management and managerial accounting topics in course prerequisites
- Analyze how managers make strategic decisions for the success of an organization
- Learn from business industry experts with experience in financial management

### ABOUT THE PROGRAM

Develop fundamental skills in financial management for business, as well as general management and managerial accounting. Learn how finances play a role in business decision making.

# Certificate in Human Resources

## ACADEMIC

Daytime



8

weeks

## CAMPUS



Vancouver

### PROGRAM COURSES

- + Human Resources Management
- + Managerial Accounting

- Learn about HR planning, recruiting, job analysis, performance management and employee development
- Add managerial accounting skills to your human resources knowledge
- Learn from business industry experts with human resource management experience

### ABOUT THE PROGRAM

Develop specialized knowledge in human resources in a fast 8-week program. Learn the fundamentals of working in human resources and explore global employee trends and needs.

# Certificate in Business Experience

## ACADEMIC

Daytime



12

weeks

## CAMPUS



Vancouver

### PROGRAM COURSES\*

- + International Business
- + Marketing
- + Organizational Behaviour
- + Managerial Communications
- + Introduction to Management
- + Business Law
- + Human Resources Management
- + Managerial Accounting
- + Financial Management
- + Strategic Analysis

- Receive a certificate after completing just three business courses
- Learn from business industry experts with recent experience in a range of business topics
- Fast program with flexible monthly start dates to suit your study needs, certification goals and schedule

### ABOUT THE PROGRAM

Build a certificate out of the business courses that you need to enhance your career skills. Combine three business courses from our Advanced Diploma of Business Administration and focus on topics that meet your personal needs and interests.

\* Choose 3 courses from the range of options offered in our Advanced Diploma in Business Administration. Courses must be taken consecutively.

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# HOSPITALITY

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*"Greystone College has an excellent program, together with the American Hotel and Lodging Association; the teachers are great and have a lot of practical experience, and the support team is also awesome – they helped me with my career development and also to settle myself in the city. Because of the great program and teachers, I concluded the academic part of the program with honors and the program opened a lot of doors for me in the hospitality market."*

**RODRIGO**  
TOURISM & HOSPITALITY MANAGEMENT  
GRADUATE

# FACULTY OF HOSPITALITY

**MORE THAN 10% OF THE WORLD'S JOBS ARE SUPPORTED BY THE TOURISM AND HOSPITALITY INDUSTRY\***



Studying to become a part of this growing industry will provide you with key skills that will put you in demand around the world in hotels, resorts, conferences, cruise ships and more. If you like working with people and are passionate about travelling, a career in hospitality will let you connect with both business and pleasure travellers from around the world to be a part of their positive experience.

Studying tourism and hospitality in Vancouver or Toronto, two of Canada's major metropolitan business and tourism destinations, will provide you with opportunities to meet industry experts and review local case studies to learn more about the industry.

## Our Hospitality Programs

DIPLOMA PROGRAMS	SCHEDULE	LENGTH	LOCATION
<b>ACADEMIC PROGRAMS</b>			
Diploma in Tourism & Hospitality Management	DAYTIME	36 WEEKS	V, T
Diploma in Customer Service	DAYTIME	26 WEEKS	V, T
	EVENING	48 WEEKS	V, T
<b>CO-OP PROGRAMS</b>			
Diploma in Tourism & Hospitality Management	DAYTIME	74 WEEKS	V, T
Diploma in Customer Service	DAYTIME	50 WEEKS	V, T
	EVENING	92 WEEKS	V, T
CERTIFICATE PROGRAMS	SCHEDULE	LENGTH	LOCATION
Certificate in Hospitality Skills Co-op	DAYTIME	26 WEEKS	T

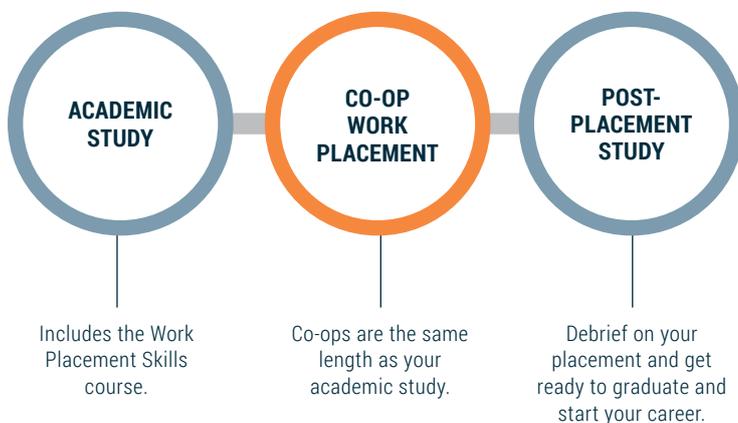
\*According to the World Travel and Tourism Council.

# HOSPITALITY CO-OPS

All of our hospitality programs offer co-op options. Completing a co-op in the expanding hospitality industry is a great way to enhance your academic learning and résumé, and get a head-start on an exciting career.

## Benefits of a Co-op

- Add real-world job experience to your résumé
- Gain experience searching and applying for jobs, and practise your interview skills with real employers
- Get work references and build contacts in the hospitality industry
- Get support from our skilled and knowledgeable co-op team who can help you refine your job search and achieve success!
- If your placement is paid, you'll earn money to support your living expenses and tuition costs!



## Finding a Placement

Greystone College has built strong business relationships with both local and international hotel chains, restaurants, event venues and other companies in the hospitality industry who want to hire fresh talent like you! You can check out our job board for the latest postings and apply for positions that fit your program and personal interests.

Our **Work Placement Skills** course will help prepare you for success in your job search, application, and interview process. You'll perfect your résumé and cover letter, and learn interviewing skills.

If you need additional tips or support along the way, you can always talk to your Co-op Coordinator. We have lots of resources to help you succeed!

## Hospitality Placements

Placements are usually in entry level positions. Depending on your location and program choice, your position may be paid or unpaid. Typical positions could include:

- Front desk
- Food and beverage service
- Customer service
- Retail

# Diploma in Tourism & Hospitality Management

## ACADEMIC



Daytime

**36**

weeks

## CO-OP



Daytime

**74**

weeks

## CAMPUS



Vancouver  
Toronto



## PROGRAM COURSES

- + Hospitality Industry Financial Accounting
- + International Hotel Management
- + Managing Service in Food and Beverage Operations
- + Managing Hospitality Human Resources
- + Supervision in the Hospitality Industry
- + Convention Management and Service
- + Fundamentals of Destination Management and Marketing
- + Hospitality Sales and Marketing
- + Marketing in the Hospitality Industry
- + Managing Front Office Operations
- + Managing Housekeeping Operations
- + Managing Technology in the Hospitality Industry
- + Work Placement Skills (Co-op Students only)
- + Co-op Work Experience (Co-op Students only)
- + The Next Step (Co-op Students only)

- Develop a diverse skill-set and knowledge to start a career in the global hospitality, tourism, travel and convention industries
- Earn additional certifications from the internationally recognized American Hotel and Lodging Educational Institute (AHLEI)
- Instructors are highly qualified industry professionals with current experience in the hospitality field
- Strengthen your résumé with Canadian work experience by taking the co-op program

## ABOUT THE PROGRAM

This intensive diploma program is designed specifically to meet the vast employment needs, both staff and managerial, in the global tourism, hospitality, resorts and conventions markets. Develop the knowledge and skills necessary to choose your career path and secure rewarding and successful employment in an industry that is expanding and vibrant.



# Diploma in Customer Service

## ACADEMIC

Daytime Evening



**26** **48**  
weeks weeks

## CO-OP

Daytime Evening



**50** **92**  
weeks weeks

## CAMPUS



Vancouver  
Toronto

- Develop a solid foundation in customer service skills and prepare for entry into the hospitality, tourism and travel industries
- Learn how to effectively build your product and service knowledge in order to provide relevant information to customers
- Learn from instructors who are highly qualified industry professionals with current experience in the hospitality field
- Strengthen your résumé with Canadian work experience by taking the co-op program

## ABOUT THE PROGRAM

Prepare for success in workplaces driven by customer relationships, such as restaurants, hotels, motels, clubs, pubs, cafes, coffee shops and retail stores. Specialize in areas such as accommodation services, food and beverage and retail, or put your diverse skills to support the needs of small businesses.

## PROGRAM COURSES

- + Workplace Communication
- + Working Effectively with Others
- + Basic IT Skills—Produce Word Processed Documents
- + Basic IT Skills—Create and Use Spreadsheets
- + Hospitality, Tourism & Travel Industry Information
- + Providing Information and Assistance
- + Customer Interaction
- + Job Search Preparation (Academic Students only)
- + Work Placement Skills (Co-op Students only)
- + Co-op Work Experience (Co-op Students only)
- + The Next Step (Co-op Students only)

# Certificate in Hospitality Skills Co-op

CO-OP

Daytime



**26**  
weeks

CAMPUS



Toronto



## PROGRAM COURSES

- + Working Effectively with Others
- + Hospitality, Tourism & Travel Industry Information
- + American Hotel and Lodging Association START® Program for Food & Beverage Service\*
- + Smart Serve® Certification\*\*
- + Work Placement Skills
- + Co-op Work Experience
- + The Next Step

\* START program is registered trademark of American Hotel and Lodging Association.

\*\* Smart Serve is a registered trademark of Smart Serve Ontario

- Explore the variety of jobs available in the exciting areas of hospitality, travel and tourism
- Get job-ready fast and put your skills to work in a co-op placement
- Learn the importance of teamwork, communication, problem solving and conflict resolution
- Earn Internationally recognized certification from the American Hotel and Lodging Educational Institute (AHLEI)
- Get your Smart Serve® certification, required for alcohol service in the Province of Ontario

## ABOUT THE PROGRAM

Develop the knowledge, skills, experience and certifications you need to work in entry-level hospitality and customer service jobs in Ontario in this fast, flexible program.

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# TEACHER TRAINING

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*"The practicum helped me a lot. This was an immeasurable opportunity for me to improve my skills as an English teacher in my country, and gave me strong support to keep always getting better."*

**ALINE**

TKT-YOUNG LEARNERS GRADUATE

# FACULTY OF TEACHER TRAINING

**ENGLISH IS THE MOST WIDELY TAUGHT LANGUAGE IN THE WORLD AND AROUND 2 BILLION (28%) OF THE WORLD'S POPULATION SPEAK IT.**

Learning to teach English to non-native speakers provides global work opportunities, and is one of the best ways to combine a rewarding career with travel.

Studying teacher training at Greystone College will provide you with globally recognized certifications and helpful teaching methods to support students towards developing their English language skills.

## Teaching Practicums

Programs include teaching practicums, which are completed during or after the program. Teaching practicums provide an opportunity for classroom observation. Some include practise teaching under the supervisions of an experienced teacher. Practicums let you see teaching in action in the classroom, and can help you gain hands-on experience to support your résumé and work search.



## Our Language Teacher Training Programs

DIPLOMA PROGRAMS	SCHEDULE	LENGTH	LOCATION
Cambridge TESOL Diploma	FULL-TIME	8 WEEKS	V
TESOL Diploma	FULL-TIME	12 WEEKS	V, T
CERTIFICATE PROGRAMS	SCHEDULE	LENGTH	LOCATION
CELTA (Certificate in English Language Teaching to Adults)	PART-TIME	11 WEEKS	T
Teaching Young Learners Preparation Certificate	FULL-TIME	4 WEEKS	ND
TESOL 130 Certificate	FULL-TIME	4 WEEKS	T
TESOL Business Certificate	FULL-TIME	4 WEEKS	ND
TESOL Certificate (with optional TKT)	FULL-TIME	8 WEEKS	ND
TESOL TKT Certificate	FULL-TIME	4 WEEKS	V
TESOL TKT Preparation Certificate	FULL-TIME	4 WEEKS	T
TKT Young Learners Certificate	FULL-TIME	4 WEEKS	V

# TESOL Diploma

## ACADEMIC

Daytime



**12**  
weeks

## CAMPUS



Vancouver  
Toronto

- Recognized by TESL Canada as Professional Standard 2
- Option to take internationally recognized Cambridge University TKT exam
- Course focuses on a high degree of interaction between instructor and students
- Practicum component in each module

### ABOUT THE PROGRAM

The objective of our teacher training program is to provide you with the skills, knowledge, and confidence to become a successful ESL/EFL teacher. This program is recognized by TESL Canada. Students who successfully complete this program may apply for TESL Canada's Professional Standard Two certification, provided they meet the language and education requirements.



# TESOL 130

## ACADEMIC

Daytime



**4**  
weeks

## CAMPUS



Toronto

- 130-hour program
- One month full-time
- Full practicum arranged in Language School
- Recognized by TESL Canada as Professional Standard 1

### ABOUT THE PROGRAM

The objective of this teacher training program is to provide the hands-on experience, theory and training to enable you to become a qualified ESL/EFL teacher. New instructors may teach in Canada or overseas. This program is recognized by TESL Canada. Students who successfully complete this program and have a degree may apply for TESL Canada's Professional Standard Level One certification.



## CELTA (Certificate in Teaching English to Speakers of Other Languages)



### ACADEMIC

PART-TIME

 **11**  
weeks

### CAMPUS

 Toronto

- #1 most-recognized qualification for teaching adults ESL locally and abroad
- Focus on practical aspects of language teaching
- Guaranteed maximum ratio of 1 trainer to 6 trainees
- Learn from instructors who have experience teaching multi-lingual groups of language learners
- Get assistance and information to help you find work locally or abroad

### ABOUT THE PROGRAM

The objective of our teacher training program is to provide you with the skills, knowledge and confidence to become a successful ESL teacher. CELTA is an initial qualification for people with little or no previous teaching experience and is one of the most widely taken qualifications of its kind. Over 10,000 people each year choose CELTA to open up a whole world of exciting English language teaching opportunities. Students who successfully complete this program and have a degree may apply for TESL Canada's Professional Standard Level One certification.

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## TESOL TKT Preparation Certificate



### ACADEMIC

Daytime

 **4**  
weeks

### CAMPUS

 Toronto

- Gain an understanding of the fundamentals of TESOL
- Prepare for the Cambridge Teaching Knowledge Test
- Course focuses on a high degree of interaction between instructor and students
- Build confidence and fluency in speaking and presentation skills
- Learn through observation and peer teaching

### ABOUT THE PROGRAM

Learn the fundamentals of TESOL and prepare for the Cambridge Teaching Knowledge Test. During the course, you will develop confidence in presenting and giving instructions, and will be given the opportunity to lead ESL activities and observe an ESL class.

# Cambridge TESOL Diploma

ACADEMIC

Daytime



CAMPUS



- Develop the knowledge, skills and teaching methods required for teaching English to learners of any age
- Gain hands-on practice through classroom observation, peer teaching and a young learners practicum
- Option to take the Cambridge Teaching Knowledge Test (modules 1–3 and TKT–YL)

## ABOUT THE PROGRAM

Complete both the TESOL TKT Certificate and the Young Learners Certificate and earn the Cambridge TESOL Diploma. Develop the skills and knowledge required for teaching English to adults and young learners.

# TKT Young Learners Certificate

ACADEMIC

Daytime



CAMPUS



- Learn valuable strategies, skills and knowledge required to teach English to Young Learners
- 1 week of unique practical observation in day cares, preschools or elementary schools.
- Program designed by qualified and experienced experts in both ESL and public education for children, adolescents and adults
- Option to take the Cambridge Teaching Knowledge Test - Young Learners exam

## ABOUT THE PROGRAM

The TKT–Young Learners Program will provide you with the knowledge, strategies and skills required to teach and engage young learners. TKT–Young Learners is ideal if you are an international teacher working, or intending to work, in the primary sector of education. Develop a range of teaching strategies and gain an understanding of lesson planning, and learner assessment.

# TESOL TKT Certificate

ACADEMIC

Daytime



CAMPUS



- Gain an understanding of the fundamentals of TESOL
- Prepare for the Cambridge Teaching Knowledge Test
- Course focuses on a high degree of interaction between instructor and students
- Build confidence and fluency in speaking and presentation skills
- Learn through observation and peer teaching

## ABOUT THE PROGRAM

Learn the fundamentals of TESOL and prepare for the Cambridge Teaching Knowledge Test. During the course, you will develop confidence in presenting and giving instructions, and will be given the opportunity to lead ESL activities and observe an ESL class.

# TESOL Certificate with Cambridge University TKT

ACADEMIC

Daytime



CAMPUS



- Earn the internationally recognized TESOL and Cambridge University teaching certificate
- Learn from certified TESOL instructors
- Comprehensive methodology and hands-on supervised practicum

## ABOUT THE PROGRAM

Our teacher training program will provide you with the skills, knowledge, and confidence to become a successful international ESL/EFL trainer.

### CAMBRIDGE TKT EXAM:

Once you complete your program, you have the option to take the Cambridge Teaching Knowledge Test. The program will include practice tests and special TKT workshops to help prepare you. Once you pass the test, you will receive internationally recognized teaching certificates from Cambridge University.

# TESOL Young Learners Preparation Certification

ACADEMIC

Daytime



CAMPUS



- Learn valuable strategies, skills and knowledge required to teach English to young learners
- One week of unique practicum includes observation and practice teaching in day cares, preschools, or elementary schools
- Program designed by qualified and experienced experts in both ESL and public education for children, adolescents and adults

## ABOUT THE PROGRAM

The TYLP Program will help you improve your English skills and teaching vocabulary, and give you the necessary confidence to work with children in English. Focus on interesting topics like how children develop and learn, as well as second language acquisition activities, games, crafts and songs that kids love. You will also do a number of presentations and complete a one week practicum in an Indian school or organization of your choice.

# TESOL Business Certificate

ACADEMIC

Daytime



CAMPUS



- Learn specialized English teaching skills to train and support employees for business success
- Learn from TESOL-certified instructors
- Internationally developed hands-on methodology combined with real-life practicum

## ABOUT THE PROGRAM

The objective of our TESOL Business Certificate Program is to provide you with the skills, knowledge, and confidence to become a successful international corporate trainer. This comprehensive certificate provides the teaching tools, techniques, and methodology to address the training needs of employees in the field of business.

**IN OUR INCREASINGLY GLOBALIZED WORLD, MULTI-LINGUAL SKILLS PROVIDE AN EDGE IN ANY INDUSTRY, AND THE INTERPRETING AND TRANSLATION FIELD IS PREDICTED TO GROW CONSIDERABLY IN THE COMING YEARS.**

Prepare yourself for a career where you'll be in demand with our Interpreting and Translation (Korean) Programs available in Vancouver, one of Canada's most ethnically diverse cities.

# FACULTY OF INTERPRETING TRANSLATION



## Our Interpreting & Translation Programs

DIPLOMA PROGRAMS	SCHEDULE	LENGTH	LOCATION
Certificate in Interpreting and Translation (Korean)	FULL-TIME	8 WEEKS	V
Diploma in Advanced Interpreting and Translation (Korean) Upgrade	FULL-TIME	4 WEEKS	V

“The Interpreting & Translation program helped me in many ways. I developed my ability to express myself in a second language, as I learned a wide variety of colloquialisms and field terminology. My listening skills improved together with speaking. Moreover, I received weekly feedback for my presentations, which enabled me to build public speaking skills and confidence.

- ANNA JEONG



# Certificate in Interpreting & Translation (Korean)

## ACADEMIC

Daytime



8

weeks

## CAMPUS



Vancouver

- Gain an understanding of the different types and methods of interpreting/translation and prepare for entry into the field
- Learn how to accurately connect source and target language by developing specific interpreting and translation techniques
- Expand your technical terminology from a wide range of topics and fields
- Program taught by highly-qualified bilingual instructors

## ABOUT THE PROGRAM

Take the first step towards building a career in the interpreting translation field and strengthen your bilingual skills by learning the fundamentals and basic methods of interpreting and translation. Enhance your interpreting accuracy and communicative skills by learning common English idioms and expressions while learning how to avoid awkward translation.

# Diploma in Advanced Interpreting & Translation (Korean) Upgrade

## ACADEMIC

Daytime



4

weeks

## CAMPUS



Vancouver

After completing the 8-week Certificate, take an additional 4 weeks of study to further hone your interpreting and translation skills, and add an advanced qualification to your résumé. Participate in exercises designed to simulate actual interpreting situations from various settings in Canada. Completion of the Diploma upgrade gives you the option to take the Cultural Interpreter Language Interpretation Skills Assessment Tool (CILISAT).

## WHAT IS CILISAT?

CILISAT stands for Cultural Interpreter Language Interpretation Skills Assessment Tool and is developed by CISOC, a registered organization that provides professional interpretation and translation services in Canada.

## PROGRAM COURSES

### MODULE A

- + Unit 1: Entertainment & People
- + Unit 2: Global Issues
- + Unit 3: Law
- + Unit 4: World Business

### MODULE B

- + Unit 1: Nature & Environment
- + Unit 2: Psychology & Culture
- + Unit 3: Digital Life
- + Unit 4: Health Science



## PROGRAM COURSES

### MODULE C

- + Unit 1: Introduction to CILISAT Exams
- + Unit 2: Fundamentals of Community Interpreting
- + Unit 3: Assessment
- + Unit 4: Interpreting for International Students in Canada
- + Unit 5: Interpreting for Newcomers to Canada
- + Unit 6: Interpreting for Victims in Canada
- + Unit 7: Interpreting for Patients in Canada
- + Unit 8: Translating Instructions and Guidelines

# ADMISSIONS

## APPLYING TO GREYSTONE COLLEGE

To be admitted to any Greystone College program, prospective students must meet specific requirements regarding age, prior education, English level, and demonstrated proficiency in the basic skills required for college level work.

### All applicants must:

- » Have a secondary school diploma or equivalent (in Toronto, accepted secondary school diplomas must be from Canada or the USA); or
- » In Toronto only, be at least 18 years of age, and pass a superintendent approved qualifying test.

The student must submit proof that he/she meets all of the program's admission criteria (e.g. transcript, proof of age, etc).

All applicants whose first language is not English must provide proof of English proficiency. Please refer to the chart on the following page for the language entry level required for your chosen program.

Prospective students requesting credit transfers for prior post-secondary education must submit transcripts (in English) before registration.

*If the prospective student fails to meet the minimum admission requirements, neither the institution nor the student can waive the requirements.*

## INTERVIEW

All students planning to attend Greystone College will be required to participate in an interview in order to determine their suitability for their desired program. For non-native English speakers, the interview will also examine language ability. The interview can be conducted in person or over the phone.

## INTERNATIONAL STUDENT ADMISSION INFORMATION

### CANADA

The following is general information. Visa regulations are determined by Immigration, Refugees and Citizenship Canada and are subject to change. Please verify visa information with the nearest Canadian embassy or consulate.

#### Visitor Visa

International students who wish to study in Canada for up to 6 months may need a Visitor's Visa depending on the country from which they hold a passport. To see if this applies to you, please check the list of countries and territories whose citizens require visas in order to enter Canada as visitors: [www.cic.gc.ca/English/visit/visas.asp](http://www.cic.gc.ca/English/visit/visas.asp)

#### Study Permit

A Study Permit is not required for study programs that last 6 months or less. If you plan to study in Canada for longer than 6 months, you must obtain a Study Permit. These are available through your local Canadian visa office.

Students may apply for a Study Permit even if they are going to study for 6 months or less. Students can extend their Study Permit from within Canada, but they cannot get a Study Permit from within Canada. If you are coming for less than 6 months and are thinking of possibly extending your studies to more than 6 months, you should apply for a Study Permit in your home country.

Students will need to include the DLI number for their chosen Greystone College location when applying for their study permit:

**Greystone College Vancouver:**  
019352522932

**Greystone College Toronto:**  
019376982302

#### Work Permit

For both paid and unpaid co-op programs, students must have a Study Permit and a Work Permit.

*Note: If you need to apply for a Study Permit Extension or a Work Permit while studying at Greystone, we have a partner immigration consultant who can assist you with the process.*

#### Off-Campus Work

Full-time students taking a college program of 26 weeks or longer in Canada typically have the right to work up to 20 hours per week off-campus included with their Study Permit.

## INDIA

### Visa

Securing an Indian visa is the responsibility of the applicant. Please contact Greystone College New Delhi with general questions: [inquiry@ilsc.in](mailto:inquiry@ilsc.in)

### HOLIDAYS AND SCHEDULED BREAKS

Greystone College has regular start dates throughout the year. However, the college is closed during statutory holidays, as well as during scheduled breaks which take place in winter and summer. Visit our website to see closure dates in your preferred study location.



**Greystone College Vancouver programs are accredited by the PTIB, and the EQA.**

Greystone College Toronto programs meet the standards set by The Ministry of Advanced Education and Skills Development.

# LANGUAGE REQUIREMENTS

International students must demonstrate an acceptable level of English by completing our online assessment test and an arranged speaking interview, or by submitting an official test score that meets the minimum requirement for their desired program of study. Please refer to the chart for individual program language requirements.

VANCOUVER PROGRAMS		TOEFL IBT	IELTS	ILSC LEVEL
BUSINESS	<b>Advanced Diploma in Business Administration</b> (Academic or with Practicum)	80	6.5	A1
	- Certificate in Business Communications	80	6.5	A1
	- Certificate in Business Management	80	6.5	A1
	- Certificate in Financial Management and Planning	80	6.5	A1
	- Certificate in Human Resources	80	6.5	A1
	- Certificate in International Business and Trade	80	6.5	A1
	- Single Course	80	6.5	A1
	<b>Diploma in Business Communications</b> (Academic or Co-op)	45	4.5	I2
	<b>Diploma in International Business Management</b> (Academic or Co-op)	80	6.5	A1
	<b>Diploma in Supervisory Management</b> (Academic or Co-op)	80	6.5	A1
	<b>Certificate in Business Experience</b> (Academic)	80	6.5	A1
HOSPITALITY	<b>Diploma in Customer Service</b> (Academic or Co-op)	35	4.0	B4
	<b>Diploma in Tourism &amp; Hospitality Management</b> (Academic or Co-op)	65	5.5	I4
I & T*	<b>Certificate in Interpreting and Translation (Korean)</b>	55	5.0	I3
	<b>Diploma in Advanced Interpreting &amp; Translation (Korean) Upgrade</b>	55	5.0	I3
TESOL	<b>Cambridge TESOL Diploma</b> <i>Consisting of the following certificates:</i>	55	5.0	I3
	- TESOL–TKT Certificate	45	4.5	I2
	- TKT–Young Learners Certificate	55	5.0	I3
	<b>TESOL Diploma</b>	65	5.5	I4

\*Interpreting and Translation programs also require proof of proficiency in Korean, demonstrated through: school records from education in which Korean was the language of instruction, or minimum TOPIK level 5

TORONTO PROGRAMS		TOEFL IBT	IELTS	ILSC LEVEL
BUSINESS	<b>Certificate in Business Communications (Non-Vocational)</b>	80	6.5	A1
	<b>Certificate in Business Management Clerk</b>	80	6.5	A1
	<b>Certificate in International Business and Trade Clerk</b>	80	6.5	A1
	<b>Diploma in International Business Management</b> (Academic or Co-op)	80	6.5	A1
	<b>Diploma in Supervisory Management</b>	80	6.5	A1
HOSPITALITY	<b>Certificate in Hospitality Skills Co-op</b>	45	4.5	I2
	<b>Diploma in Tourism &amp; Hospitality Management</b> (Academic or Co-op)	65	5.5	I4
	<b>Diploma in Customer Service</b> (Academic or Co-op)	35	4.0	B4
TESOL	<b>CELTA</b>	102	7.5	A2+*
	<b>TESOL Diploma</b>	65	5.5	I4
	<b>TESOL TKT Preparation Certificate</b>	45	4.5	I2
	<b>TESOL 130 Certificate</b>	80	6.0	A1*

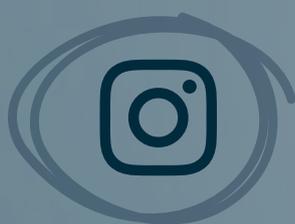
\* Plus successful completion of pre-interview task and interview

NEW DELHI PROGRAMS		TOEFL IBT	IELTS	ILSC LEVEL
TESOL	<b>TESOL Certificate (&amp; optional Cambridge University TKT)</b>	55	5.0	I3
	<b>Teaching Young Learners Preparation Certificate (TYLP)</b>	45	4.5	I2
	<b>TESOL Business Certificate</b>	65	5.5	I4

**Note:** If you currently do not meet the language requirements, please let us know. Our English language programs available through ILSC Language Schools can help prepare you for entry into one of our Business, Teacher Training, Hospitality or vocational programs.



# CONNECT WITH THE GREYSTONE COLLEGE COMMUNITY





GREYSTONE  
COLLEGE  
PART OF THE ILSC EDUCATION GROUP

**15**  
YEARS

