



## **Program Outline**

### **INCIST (International Canada Individual Skills Training)**

#### **Short description**

Students will learn fundamental skills to be successful in international business. They can be better equipped to work in a variety of industries that require both administrative and customer service support.

#### **Career Opportunities**

Students will be prepared to work as general office Support Worker. In addition, they have opportunities to work in the hospitality field and take on customer service roles.

#### **Admission Requirements**

- High school graduate or 19 years of age or older at the start of the program
- English Proficiency Test (EPT) - Any EPT approved by PTRIU at the time of enrollment with an acceptable score in accordance with PTRIU guidelines.
- Students must achieve a minimum score of 3 out of 5 on the "Attitude and Demeanor" and "Clarity of Practicum and CO-OP Objectives" sections as stated in the GBC Student Assessment

# INCIST (International Canada Individual Skills Training)

## Learning Objectives:

- Upon completion of this program, the successful student will have reliably demonstrated the ability to:
- Communicate more effectively in a business setting.
  - Develop a market-ready strategy for a service or product.
  - Research and present collected data in a professional and convincing manner suitable for a business environment.
  - Build and deliver boardroom-quality presentations.
  - Complete a variety of work-related writing tasks including business letters, business reports, and emails.

## Method(s) of Evaluation

Course	Method(s) of Evaluation
Fundamentals 1	Written examination
Essential Business	Interview Skills Assessment
Business Development	Project-based assignment
Fundamentals 2	Written examination
Advanced Communications	Attendance

## Completion Requirements

- Meet the required attendance criteria.
- Obtain the minimum grade requirement for each course
- Successfully complete the in-class and Practicum work experience components of the curriculum (fulfill the required number of hours of Practicum).

## Program Duration

- INCIST program hours – **620 hours**
- INCIST program weeks - **26 weeks**

## Delivery Method(s)

Indicate how the program is delivered

☐ In-class instruction

☐ Distance education

☒ Combined delivery (both in-class and distance)

If distance delivery is indicated, the distance delivery method is:

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- ☐ Synchronous, meaning students attend classes virtually in 'real time' with instructors and classmates.
- ☒ Asynchronous, meaning students and instructors do not meet in 'real time'. There is no live video lecture portion of the program. Students in a program or course that is delivered asynchronously may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.
- ☐ Combination of both synchronous and asynchronous. Program delivery is **xx%** synchronous and **xx%** asynchronous.

If combined delivery is indicated, see the Course List below for a description of courses in the program that are delivered in-person, and whether the distance delivery portion is synchronous, asynchronous, or, if both, the percentage of each.

### Required course materials

Materials are primarily created by the instructional staff such as handouts and PowerPoint presentations for each topic.

The information is based on research and expertise of the instructors' business background, industry experience, and knowledge.

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## General Admission Requirements

- High school graduates at the start of the Applicant's program and have reach the age of 19 at the start of the program.
- Successful completion of approved language proficiency test as per PTRIU.
- Students must achieve a minimum score of 3 out of 5 on the "Attitude and Demeanor" and "Clarity of Practicum and CO-OP Objectives".

## Program Organization

Title of Course	# of Hours of Instruction	Delivery Method
Fundamentals 1	80	In-class
Essential Business	120	In-class
Business Development	120	In-class
Fundamentals 2	80	In-class
Advanced Communications	96	In-class
Practicum Work Experience	124	