

Foundations Certificate in Business Management (2 months of Academic Studies)

As a graduate in this program you will master the business essentials and build the confidence you need to undertake a variety of entry-level business positions in a wide range of industries.

Career Occupation: General office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
2 Courses from			
BU 218-220	Business Management	4	48
2 Courses from			
COM 201,211,212	Business Communication	6	72
1 Courses from			
COM 125-128	Business English	2	24
		12	144

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Practicum Foundations Certificate in Business Management (2 months of Academic Studies and one month of practicum placement)

As a graduate in this program you will master the business essentials and build the confidence you need to undertake a variety of entry-level business positions in a wide range of industries. This program includes a one-month business work experience in carefully selected local companies.

Career Occupation: General office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
2 Courses from BU 218-220	Business Management	4	48
2 Courses from COM 201,211,212	Business Communication	6	72
1 Courses from COM 125-128	Business English	2	24
		12	144
Practicum BU 404	Practicum Term	5	36

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Business Management Certificate (3 months of Academic Studies)

As a graduate in this program you will gain strong skills in customer service, teamwork and communication. You will have a clear understanding of the requirements of the business environment and will build the confidence you need to undertake a variety of entry-level positions in a large range of industries.

Career Occupation: General office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 218-220	Business Management	6	72
COM 201,211,212	Business Communication	9	108
And 2 Courses from			
COM 125-128	Business English	4	48
		19	228

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Honours Certificate in Business Management (4 months of Academic Studies)

This program will give you strong communication and administrative skills, as well as the fundamentals of accounting. As a graduate in this program you will master the business essentials and build the confidence you will need to undertake a variety of entry-level business positions in a wide range of industries.

Career Occupation: General office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 218-220	Business Management	6	72
COM 201,211,212	Business Communication	9	108
COM 125-128	Business English	8	96
BU 102 and 105	Accounting 1 and 2	4	48
		27	324

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Practicum Certificate in Business Management (4 months of Academic Studies, 2 Months of Practicum)

This program will give you strong communication and administrative skills, as well as the fundamentals of accounting. As a graduate in this program you will master the business essentials and build the confidence you will need to undertake a variety of entry-level business positions in a wide range of industries. This program includes a two-month business work experience in a carefully selected local company.

Career Occupation: General office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 218-220	Business Management	6	72
COM 201,211,212	Business Communication	9	108
COM 125-128	Business English	8	96
And 2 Courses from			
BU 102 and 105	Accounting 1 and 2	4	48
		27	324
Practicum			
BU 404	Practicum Term	10	81

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Diploma in Business Management (6 months of Academic Studies)

With this program you will build your knowledge and skills in Management, Business Communication and Economics with options in International Trade, Business Law and Marketing.

Career Occupation: Supervisors, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, social media as well as of internal and external factors impacting businesses.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

		Credits	Hours of Instruction
BU 218- 220	Business Management	6	72
BU 102,105,209	Accounting 1,2,3	6	72
COM 125-128	Business English	8	96
COM 201, 211, 212	Business Communication	9	108
BU 101 or 251	Economics (Micro or Macro)	4	72
BU 115	Social Media Marketing	2	24
BU 280	Leadership	3	36
IT 105	MS Excel	3	36
	Total	41	516

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Work Experience Diploma in Business Management (6 months of Academic Studies 2 months of Practicum)

With this program you will build your knowledge and skills in Management, Business Communication and Economics with options in International Trade, Business Law and Marketing. This program includes a two months business work experience where you can work for a local company.

Career Occupation: Supervisors, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, social media as well as of internal and external factors impacting businesses.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

		Credits	Hours of Instruction
BU 218- 220	Business Management	6	72
BU 102,105,209	Accounting 1,2,3	6	72
COM 125-128	Business English	8	96
COM 201, 211, 212	Business Communication	9	108
BU 101 or 251	Economics (Micro or Macro)	4	72
BU 115	Social Media Marketing	2	24
BU 280	Leadership	3	36
IT 105	MS Excel	3	36
	Total	41	516
BU 404	Practicum Term	10	129
Total		51	645

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Co-op Diploma in Business Management

(6 months of Academic Studies 6 months of Co-op)

With this program you will build your knowledge and skills in Management, Business Communication and Economics with options in International Trade, Business Law and Marketing. This program includes a six months business work experience where you can work for a local company.

Career Occupation: Supervisors, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, social media as well as of internal and external factors impacting businesses.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

		Credits	Hours of Instruction
BU 218- 220	Business Management	6	72
BU 102,105,209	Accounting 1,2,3	6	72
COM 125-128	Business English	8	96
COM 201, 211, 212	Business Communication	9	108
BU 101 or 251	Economics (Micro or Macro)	4	72
BU 115	Social Media Marketing	2	24
BU 280	Leadership	3	36
IT 105	MS Excel	3	36
	Total	41	516
BU 404	Co-op Term	30	516
Total		71	1032

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Honours Diploma in Business Management with Specialization

(12 months of Academic Studies)

This diploma is designed to offer the widest range of possible career choices and opportunities in a variety of business disciplines. As a graduate in this program you will be prepared for a variety of business position in a wide range of industries.

Students have the opportunity to specialize in Marketing, International Trade, Business Management, Hospitality Management.

Career Occupation: Supervisors, general office and administrative support workers, and in accordance to their specialization they may also be employed as: accommodation service managers, logistics and shipping support, marketers, retailers, sales representatives, etc.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, social media as well as of internal and external factors impacting businesses.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

			Credits	Hours of Instruction
MANDATORY COURSES				
BU 101	Economics	CIM	4	72
OR				
BU 251	Macroeconomics	CIM	4	72
BU 218-220	Business Management	CIM	6	72
BU 280	Leadership		3	36
BU 102,105,209	Accounting 1,2,3	CIM	6	72
COM 125-128	Business English		8	96
COM 201,211,212	Business Communication	CIM	9	108
BU 115	Social Media Marketing		2	24
IT 104-107	MS Office Suite		8	108
Subtotal			46	588
SPECIALIZED COURSES				
<u>Business Management</u>				
BU 303	Strategic Management	CIM	4	48
BU 235	Canadian Business Law	CIM	4	48
BU 222	Essentials of Marketing	CIM	6	72
BU 301	Organizational Behavior	CIM	4	48
BU 318	Financial Management	CIM	4	48
BU 325	Entrepreneurship		4	48
BU 232	Sales and Marketing		3	36
BU 101 or 251	Economics (Micro or Macro)		4	72
Subtotal			33	420
Total			79	1008
OR				

Marketing

BU 230	Services Marketing	6	72
BU 222	Essentials of Marketing	6	72
BU 232	Sales and Marketing	3	36
BU 303	Strategic Management	4	48
BU 233	Managing Information Technology	4	48
BU 325	Entrepreneurship	4	48
Subtotal		27	324
Total		73	912

OR

International Trade

BU 2255	Processes and Procedures in Int'l Trade	4	48
BU 228	Beyond the Border (Trade Show)	2	24
BU 330*	Int'l Market Entry Strategies	4	48
BU331*	Global Business Environment	4	48
BU332*	Global Supply Chain Management	4	48
BU333*	Int'l Trade Finance	4	48
BU334*	Int'l Marketing	4	48
BU335	Int'l Trade Research	4	48
BU336	Legal Aspects of Int'l Trade	4	48
BU337*	Int'l Trade Management	4	48
Subtotal		38	456
Total		84	1044

OR

Hospitality Management

30 Credits from the following

BUH 203	Managing Housekeeping Operations	4	48
BUH 218	Hospitality Facilities and Design	4	48
BUH 225	Managing Service in Food and Beverage Operations	4	48
BUH 250	Convention Management	6	72
BUH 212	Leadership and Management in the Hospitality Industry	6	72
BUH 222	Hospitality Sales & Marketing	6	72
BUH 240	Revenue Management	6	72
BUH 204	Managing Front Office Operations	4	48
BUH 236	Hospitality Today	4	48
BUH 219	Supervision in the Hospitality Industry	4	48
BUH 221	Security and Loss Prevention Management	4	48
BUH 217	Managing Hospitality Human Resources	4	48
Subtotal		30	384
Total		76	972

Credit point loading

MANDATORY COURSES	46	588
Specialty area	27-38	324-456
Total	73-84	912-1044

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Honours Co-op Diploma in Business Management with Specialization

(12 months of Academic Studies, 12 months of Co-op)

This diploma is designed to offer the widest range of possible career choices and opportunities in a variety of business disciplines. As a graduate in this program you will be prepared for a variety of business position in a wide range of industries.

Students have the opportunity to specialize in Marketing, International Trade, Business Management, Hospitality Management.

Career Occupation: Supervisors, general office and administrative support workers, and in accordance to their specialization they may also be employed as: accommodation service managers, logistics and shipping support, marketers, retailers, sales representatives, etc.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, social media as well as of internal and external factors impacting businesses.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES			Credits	Hours of Instruction
BU 101	Economics	CIM	4	72
OR				
BU 251	Macroeconomics	CIM	4	72
BU 218-220	Business Management	CIM	6	72
BU 280	Leadership		3	36
BU 102,105,209	Accounting 1,2,3	CIM	6	72
COM 125-128	Business English		8	96
COM 201,211,212	Business Communication	CIM	9	108
BU 115	Social Media Marketing		2	24
IT 104-107	MS Office Suite		8	108
Subtotal			46	588
SPECIALIZED COURSES				
<u>Business Management</u>				
BU 303	Strategic Management	CIM	4	48
BU 235	Canadian Business Law	CIM	4	48
BU 222	Essentials of Marketing	CIM	6	72
BU 301	Organizational Behavior	CIM	4	48
BU 318	Financial Management	CIM	4	48
BU 325	Entrepreneurship		4	48
BU 232	Sales and Marketing		3	36
BU 101 or 251	Economics (Micro or Macro)		4	72
Subtotal			33	420



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Total		79	1008
OR			
<u>Marketing</u>			
BU 230	Services Marketing	6	72
BU 222	Essentials of Marketing	6	72
BU 232	Sales and Marketing	3	36
BU 303	Strategic Management	4	48
BU 233	Managing Information Technology	4	48
BU 325	Entrepreneurship	4	48
Subtotal		27	324
Total		73	912
OR			
<u>International Trade</u>			
BU 2255	Processes and Procedures in Int'l Trade	4	48
BU 228	Beyond the Border (Trade Show)	2	24
BU 330*	Int'l Market Entry Strategies	4	48
BU331*	Global Business Environment	4	48
BU332*	Global Supply Chain Management	4	48
BU333*	Int'l Trade Finance	4	48
BU334*	Int'l Marketing	4	48
BU335	Int'l Trade Research	4	48
BU336	Legal Aspects of Int'l Trade	4	48
BU337*	Int'l Trade Management	4	48
Subtotal		38	456
Total		84	1044
OR			
<u>Hospitality Management</u>			
30 Credits from the following			
BUH 203	Managing Housekeeping Operations	4	48
BUH 218	Hospitality Facilities and Design	4	48
BUH 225	Managing Service in Food and Beverage Operations	4	48
BUH 250	Convention Management	6	72
BUH 212	Leadership and Management in the Hospitality Industry	6	72
BUH 222	Hospitality Sales & Marketing	6	72
BUH 240	Revenue Management	6	72
BUH 204	Managing Front Office Operations	4	48
BUH 236	Hospitality Today	4	48
BUH 219	Supervision in the Hospitality Industry	4	48
BUH 221	Security and Loss Prevention Management	4	48
BUH 217	Managing Hospitality Human Resources	4	48
Subtotal		30	384
Total		76	972
Co-op Term			
BU 404	Co-op Term	60	912-1044

Credit point loading

MANDATORY COURSES	46	588
Specialty area	27-38	324-456
Co-op Term	60	912-1044
Total	133-144	1824-2088

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Professional Diploma in Business Management (20 months of Academic Studies)

This diploma is designed to offer the widest range of possible career choices and opportunities in a variety of business disciplines. As a graduate of this program you will be prepared for a variety of management position in a large range of industries.

Career Occupation: Supervisors, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, financial management, computer applications, social media as well as of internal and external factors impacting businesses. Students will also demonstrate knowledge of business legal aspects, market research, business strategies, international business operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES			Credits	Hours of Instruction
BU 101 and BU 251	Economics	CIM	8	144
BU 218-220	Business Management	CIM	6	72
BU 280	Leadership		3	36
BU 115	Social Media Marketing		2	24
BU 2255	International Trade		4	48
BU 228	Beyond the border		2	24
BU 222	Marketing	CIM	6	72
BU 102,105, 209	Accounting 1,2,3	CIM	6	72
IT 104-107	MS Office Suite		8	108
COM 211-212	Business Writing	CIM	6	72
COM 201	Business Oral Communication	CIM	3	36
COM 0991-0992	Academic Writing		4	48
COM 125-128	Business English		8	96
BU 230	Services Marketing		6	72
BU 233	Managing Information Technology		4	48
BU 235	Canadian Business Law		4	48
BU 332	Global Supply Chain Management		4	48
BU 301	Organizational Behavior	CIM	4	48
BU 303	Strategic Management	CIM	4	48
BU 318	Financial Management	CIM	4	48
BU 335	Trade Research		4	48
BU 325	Entrepreneurship		4	48

BUH 217	Managing Hospitality Human Resources	4	48
COM 250-251	Effective Reading	4	48
COM 0995-0996	Composition	4	48
COM 1555	Professional Presentations	2	24
	Total	118	1476

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Co-op Professional Diploma in Business Management (20 months of Academic Studies and 12 months of Co-op)

This diploma is designed to offer the widest range of possible career choices and opportunities in a variety of business disciplines. As a graduate of this program you will be prepared for a variety of management position in a large range of industries.

Career Occupation: Supervisors, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, financial management, computer applications, social media as well as of internal and external factors impacting businesses. Students will also demonstrate knowledge of business legal aspects, market research, business strategies, international business operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES			Credits	Hours of Instruction
BU 101 and BU 251	Economics	CIM	8	144
BU 218-220	Business Management	CIM	6	72
BU 280	Leadership		3	36
BU 115	Social Media Marketing		2	24
BU 2255	International Trade		4	48
BU 228	Beyond the border		2	24
BU 222	Marketing	CIM	6	72
BU 102,105, 209	Accounting 1,2,3	CIM	6	72
IT 104-107	MS Office Suite		8	108
COM 211-212	Business Writing	CIM	6	72
COM 201	Business Oral Communication	CIM	3	36
COM 0991-0992	Academic Writing		4	48
COM 125-128	Business English		8	96
BU 230	Services Marketing		6	72
BU 233	Managing Information Technology		4	48
BU 235	Canadian Business Law		4	48
BU 332	Global Supply Chain Management		4	48
BU 301	Organizational Behavior	CIM	4	48
BU 303	Strategic Management	CIM	4	48
BU 318	Financial Management	CIM	4	48
BU 335	Trade Research		4	48
BU 325	Entrepreneurship		4	48

BUH 217	Managing Hospitality Human Resources	4	48
COM 250-251	Effective Reading	4	48
COM 0995-0996	Composition	4	48
COM 1555	Professional Presentations	2	24
BU 404	Co-op Terms	60	1476
	Total	178	2952

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Hospitality and Business Skills Practicum Certificate (3 months of Academic Studies + 3 months of Practicum)

This program aims to give our graduates the broadest possible career path by combining both hospitality and business studies.

Career Occupation: Accommodation service managers, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in management operations in some areas in hospitality, such as food and beverage, marketing, housekeeping, front office, etc.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

		Credits	Hours of Instruction
<u>MANDATORY COURSES</u>			
BU 280	Leadership	3	36
1 Course from			
BU 218-220	Business Management	2	24
1 Course from			
COM 125-128	Business English	2	24
2 Courses from			
COM 201,211,212	Business Communication	6	72
		13	156
<u>Hospitality Management</u>			
8 credits from the following			
BUH 203	Managing Housekeeping Operations	4	48
BUH 218	Hospitality Facilities and Design	4	48
BUH 225	Managing Service in Food and Beverage Operations	4	48
BUH 250	Convention Management	6	72
BUH 212	Leadership and Management in the Hospitality Industry	6	48
BUH 240	Revenue Management	6	48
BUH 204	Managing Front Office Operations	4	48
BUH 236	Hospitality Today	4	48
BUH 219	Supervision in the Hospitality Industry	4	48
BUH 221	Security and Loss Prevention Management	4	48
BUH 217	Managing Hospitality Human Resources	4	48
BUH 222	Hospitality Sales & Marketing	6	48
Subtotal		8	96
Practicum			
BU 404	Practicum Term	15	
Credit point loading:			
MANDATORY COURSES		21	
Practicum		15	63
Total		36	315

- **Minimum passing grade in AH&LA exam in order to receive an AH&LA certificate is 70%**
- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better. English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Diploma in Hospitality Management (6 months of Academic Studies)

This program is designed to equip our graduates with both applied and theoretical Hotel and Tourism management skills necessary visitors, with an emphasis on resolving problems and elevating the overall hotel experience.

This program aims to give our graduates the broadest possible career path by combining both hospitality and tourism studies.

Career Occupation: Accommodation service managers, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in management operations in some areas in hospitality, such as food and beverage, marketing, human resources, finance, housekeeping, front office, etc.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

<u>MANDATORY COURSES</u>		Credits	Hours of Instruction
BU 218-220	Business Management	6	72
COM 201,211,212	Business Communication	9	108
		15	180
<u>Hospitality Management</u>			
20 credits from the following			
BUH 203	Managing Housekeeping Operations	4	48
BUH 218	Hospitality Facilities and Design	4	48
BUH 225	Managing Service in Food and Beverage Operations	4	48
BUH 250	Convention Management	6	72
BUH 212	Leadership and Management in the Hospitality Industry	6	48
BUH 240	Revenue Management	6	48
BUH 204	Managing Front Office Operations	4	48
BUH 236	Hospitality Today	4	48
BUH 219	Supervision in the Hospitality Industry	4	48
BUH 221	Security and Loss Prevention Management	4	48
BUH 217	Managing Hospitality Human Resources	4	48
BUH 222	Hospitality Sales & Marketing	6	48
Subtotal		20	264
<u>Total</u>		35	444

- **Minimum passing grade in AH&LA exam in order to receive an AH&LA certificate is 70%**
- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Co-op Diploma in Hospitality Management

(6 months of Academic Studies and 6 months Co-op)

This program is designed to equip our graduates with both applied and theoretical Hotel and Tourism management skills necessary to compete successfully in a highly competitive global environment. Business studies are focused in the areas of finance, human resources and marketing. Students are learning from experts in the fields on how to understand the complex needs of hotel visitors, with an emphasis on resolving problems and elevating the overall hotel experience.

This program aims to give our graduates the broadest possible career path by combining both hospitality and tourism studies. This program includes a six months co-op business work experience where you can work for a local company.

Career Occupation: Accommodation service managers, general office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in management operations in some areas in hospitality, such as food and beverage, marketing, human resources, finance, housekeeping, front office, etc.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

		Credits	Hours of Instruction
<u>MANDATORY COURSES</u>			
BU 218-220	Business Management	6	72
COM 201,211,212	Business Communication	9	108
		15	180
<u>Hospitality Management</u>			
20 credits from the following			
BUH 203	Managing Housekeeping Operations	4	48
BUH 218	Hospitality Facilities and Design	4	48
BUH 225	Managing Service in Food and Beverage Operations	4	48
BUH 250	Convention Management	6	72
BUH 212	Leadership and Management in the Hospitality Industry	6	48
BUH 240	Revenue Management	6	48
BUH 204	Managing Front Office Operations	4	48
BUH 236	Hospitality Today	4	48
BUH 219	Supervision in the Hospitality Industry	4	48
BUH 221	Security and Loss Prevention Management	4	48
BUH 217	Managing Hospitality Human Resources	4	48
BUH 222	Hospitality Sales & Marketing	6	48
Subtotal		20	264
BU 404	Co-op Term	30	444

Credit point loading

MANDATORY COURSES	15	180
Int'l Hotel Management Courses	20	264
Co-op Term	30	444
<u>Total</u>	65	888

- **Minimum passing grade in AH&LA exam in order to receive an AH&LA certificate is 70%**
- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Professional Diploma in Hospitality Management (20 months of Academic Studies)

This program is designed to equip our graduates with both applied and theoretical Hotel and Tourism management skills necessary to compete successfully in this highly dynamic industry. Learn from experts in the fields how to understand the complex needs of hotel visitors, with an emphasis on resolving problems and elevating the overall hotel experience. This program takes you beyond regular standard training by combining all of the following essential elements: professional development, academic knowledge and practical skill development.

Career Occupation: Supervisors, general office and administrative support workers, accommodation service managers, front office manager, motel manager, hotel manager, guest house operator.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, as well as of internal and external factors impacting businesses. Students will also be able to demonstrate knowledge in management operations in some in hospitality, such as food and beverage, marketing, human resources, finance, housekeeping, front office, human resources, etc

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES			Credits	Hours of Instruction
BU 101	Economics	CIM	4	72
BU 251	Macroeconomics	CIM	4	72
BU 218-220	Business Management	CIM	6	72
BU 102,105,209	Accounting 1,2,3	CIM	6	72
COM 125-128	Business English		8	96
COM 201,211,212	Business Communication	CIM	9	108
IT 104-107	MS Office Suite		8	108
COM 1555	Professional Presentations		2	24
Subtotal			47	624
<u>Hospitality Management</u>				
50 credits from the following				
BUH 203	Managing Housekeeping Operations		4	48
BUH 218	Hospitality Facilities and Design		4	48
BUH 225	Managing Service in Food and Beverage Operations		4	48
BUH 250	Convention Management		6	72
BUH 212	Leadership and Management in the Hospitality Industry		6	48
BUH 222	Hospitality Sales & Marketing		6	48
BUH 240	Revenue Management		6	48
BUH 204	Managing Front Office Operations		4	48
BUH 236	Hospitality Today		4	48
BUH 219	Supervision in the Hospitality Industry		4	48
BUH 221	Security and Loss Prevention Management		4	48
BUH 217	Managing Hospitality Human Resources		4	48
Subtotal			50	600
	Total		97	1224

Minimum passing grade in AH&LA exam in order to receive an AH&LA certificate is 70%

- Future courses are available and all courses are subject to change.
 - See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Co-op Professional Diploma in Hospitality Management (20 months of Academic Studies, 12 months Co-op)

This program is designed to equip our graduates with both applied and theoretical Hotel and Tourism management skills necessary to compete successfully in this highly dynamic industry. Learn from experts in the fields how to understand the complex needs of hotel visitors, with an emphasis on resolving problems and elevating the overall hotel experience. This program takes you beyond regular standard training by combining all of the following essential elements: professional development, academic knowledge and practical skill development. This program includes a one-year co-op business work experience where you can work for a local company.

Career Occupation: Supervisors, general office and administrative support workers, accommodation service managers, front office manager, motel manager, hotel manager, guest house operator.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, as well as of internal and external factors impacting businesses. Students will also be able to demonstrate knowledge in management operations in some in hospitality, such as food and beverage, marketing, human resources, finance, housekeeping, front office, human resources, etc

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES			Credits	Hours of Instruction
BU 101	Economics	CIM	4	72
BU 251	Macroeconomics	CIM	4	72
BU 218-220	Business Management	CIM	6	72
BU 102,105,209	Accounting 1,2,3	CIM	6	72
COM 125-128	Business English		8	96
COM 201,211,212	Business Communication	CIM	9	108
IT 104-107	MS Office Suite		8	108
COM 1555	Professional Presentations		2	24
Subtotal			47	624
<u>Hospitality Management</u>				
50 credits from the following				
BUH 203	Managing Housekeeping Operations		4	48
BUH 218	Hospitality Facilities and Design		4	48
BUH 225	Managing Service in Food and Beverage Operations		4	48
BUH 250	Convention Management		6	72
BUH 212	Leadership and Management in the Hospitality Industry		6	72
BUH 240	Revenue Management		6	72
BUH 204	Managing Front Office Operations		4	48
BUH 236	Hospitality Today		4	48
BUH 219	Supervision in the Hospitality Industry		4	48
BUH 221	Security and Loss Prevention Management		4	48

BUH 217	Managing Hospitality Human Resources	4	48
BUH 222	Hospitality Sales & Marketing	6	72
Subtotal		50	600
Co-op Term			
BU 404	Co-op Term	60	1224
	Total	157	2448

Minimum passing grade in AH&LA exam in order to receive an AH&LA certificate is 70%

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Foundations Certificate in International Trade (2 months of Academic Studies)

As a graduate of this International Trade program you will master the most important characteristics of today's global trading environment. You will be able to identify the key forces driving the international economy and will learn the basic skills required to become a successful international trade specialist. Arbutus College is also an educational partner of the Forum for International Trade Training (FITT) and this program can lead to FITT certification.

Career Occupation: Account managers, logistics and shipping support.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in international business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
Any 2 course from			
BU 2255	Processes and Procedures in Int'l Trade	4	48
BU 228	Beyond the Border (Trade Show)	2	24
BU 330*	Int'l Market Entry Strategies	4	48
BU331*	Global Business Environment	4	48
BU332*	Global Supply Chain Management	4	48
BU333*	Int'l Trade Finance	4	48
BU334*	Int'l Marketing	4	48
BU335	Int'l Trade Research	4	48
BU336	Legal Aspects of Int'l Trade	4	48
		8	48
And			
2 Courses from			
COM 201,211,212	Business Communication	6	72
OR			
2 Courses from			
COM 125-128	Business English	4	48
1 Course from			
BU 218-220	Business Management	2	24
<u>Total</u>		14	168

To qualify for the CITP designation, you must successfully complete* all 6 FITT Skills Courses and have a minimum of one-year professional international business experience. You'll also need to agree to the CITP Standards of Ethical Conduct, commit to ongoing professional development and pay the annual Certified Membership dues to FITT.

* Minimum passing grade of 65% in each FITT Skills Course final exam is required.

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

International Trade Certificate

(3 months of Academic Studies)

As a graduate of this program you will master a broad range of business skills and knowledge specializing in international trade. Emphasis is placed on the practical application of theories to "real world" business situations. Our program will prepare you to meet the challenges of today's competitive International Trade environment.

Arbutus College is also an educational partner of the Forum for International Trade Training (FITT) and this program can lead to a FITT certification.

Career Occupation: Account managers, logistics and shipping support.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in international business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
Any 3 course from			
BU 2255	Processes and Procedures in Int'l Trade	4	48
BU 228	Beyond the Border (Trade Show)	2	24
BU 330*	Int'l Market Entry Strategies	4	48
BU331*	Global Business Environment	4	48
BU332*	Global Supply Chain Management	4	48
BU333*	Int'l Trade Finance	4	48
BU334*	Int'l Marketing	4	48
BU335	Int'l Trade Research	4	48
BU336	Legal Aspects of Int'l Trade	4	48
		12	48
PLUS			
COM 201,211,212	Business Communication	9	108
		9	108
OR			
2 Courses from			
COM 201,211,212	Business Communication	6	72
1 Course from			
BU 218-220	Business Management	2	24
		8	96
<u>Total</u>		20-21	252

To qualify for the CITP designation, you must successfully complete* all 6 FITT Skills Courses and have a minimum of one-year professional international business experience. You'll also need to agree to the CITP Standards of Ethical Conduct, commit to ongoing professional development and pay the annual Certified Membership dues to FITT.

* Minimum passing grade of 65% in each FITT Skills Course final exam is required.

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Practicum Certificate in International Trade (4 months of Academic Studies and 2 months of Practicum)

As a graduate of this program you will master a broad range of business skills and specialized knowledge in international trade. Emphasis is placed on the practical application of theories to "real world" business situations. Our program will prepare you to meet the challenges of today's competitive International Trade environment.

Arbutus College is also an educational partner of the Forum for International Trade Training (FITT) and this program can lead to FITT certification.

Career Occupation: Account managers, logistics and shipping support.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in international business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES			Credits	Hours of Instruction
Any 4 course from				
BU 2255	Processes and Procedures in Int'l Trade		4	48
BU 228	Beyond the Border (Trade Show)		2	24
BU 330*	Int'l Market Entry Strategies		4	48
BU331*	Global Business Environment		4	48
BU332*	Global Supply Chain Management		4	48
BU333*	Int'l Trade Finance		4	48
BU334*	Int'l Marketing		4	48
BU335	Int'l Trade Research		4	48
BU336	Legal Aspects of Int'l Trade		4	48
			16	192
PLUS				
COM 201,211,212	Business Communication		9	108
BU 218-220	Business Management		2	24
			11	132
OR				
2 Courses from				
COM 125-128*	Business English		4	48
2 Courses from				
COM 201,211,212	Business Communication		6	72
1 Course from				
BU 218-220	Business Management		2	24
			12	144

Sub Total		27-28	324-336
Practicum			
BU 404	Practicum Term	10	84

* Minimum passing grade of 65% in each FITT Skills Course final exam is required.

To qualify for the CITP designation, you must successfully complete* all 6 FITT Skills Courses and have a minimum of one-year professional international business experience. You'll also need to agree to the CITP Standards of Ethical Conduct, commit to ongoing professional development and pay the annual Certified Membership dues to FITT.

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Diploma in International Trade

(6 months of Academic Studies)

This program provides our graduates with a practical understanding of international business management, international trade and finance, international market segmentation and analysis, international forecasting and strategic planning. Emphasis is placed on the practical application of theories to "real world" business situations.

Arbutus College is also an educational partner of the Forum for International Trade Training (FITT) and this program can lead to FITT certification and the Certified International Trade Professional designation (CITP).

Career Occupation: Account managers, logistics and shipping support.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in international business management operations. Students will also demonstrate knowledge of global marketing and shipping and logistics procedures, export-import financial tools, market research.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 2255	Processes and Procedures in Int'l Trade	4	48
BU 228	Beyond the Border (Trade Show)	2	24
BU 330*	Int'l Market Entry Strategies	4	48
BU331*	Global Business Environment	4	48
BU332*	Global Supply Chain Management	4	48
BU333*	Int'l Trade Finance	4	48
BU334*	Int'l Marketing	4	48
BU335	Int'l Trade Research	4	48
BU336	Legal Aspects of Int'l Trade	4	48
BU337*	Int'l Trade Management	4	48
		38	456
BU 218-220	Business Management	6	72
COM 125-128 (any 3 courses)	Business English	6	72
		12	144
Total		50	600

To qualify for the CITP designation, you must successfully complete* all 6 FITT Skills Courses and have a minimum of one-year professional international business experience. You'll also need to agree to the CITP Standards of Ethical Conduct, commit to ongoing professional development and pay the annual Certified Membership dues to FITT.

* Minimum passing grade of 65% in each FITT Skills Course final exam is required.

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Work Experience Diploma in International Trade

(6 months of Academic Studies, 2 months of Practicum)

This program provides our graduates with a practical understanding of international business management, international trade and finance, international market segmentation and analysis, international forecasting and strategic planning. Emphasis is placed on the practical application of theories to "real world" business situations.

Arbutus College is also an educational partner of the Forum for International Trade Training (FITT) and this program can lead to FITT certification and the Certified International Trade Professional designation (CITP).

Career Occupation: Account managers, logistics and shipping support.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in international business management operations. Students will also demonstrate knowledge of global marketing and shipping and logistics procedures, export-import financial tools, market research.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 2255	Processes and Procedures in Int'l Trade	4	48
BU 228	Beyond the Border (Trade Show)	2	24
BU 330*	Int'l Market Entry Strategies	4	48
BU331*	Global Business Environment	4	48
BU332*	Global Supply Chain Management	4	48
BU333*	Int'l Trade Finance	4	48
BU334*	Int'l Marketing	4	48
BU335	Int'l Trade Research	4	48
BU336	Legal Aspects of Int'l Trade	4	48
BU337*	Int'l Trade Management	4	48
		38	456
BU 218-220	Business Management	6	72
COM 125-128 (any 3 courses)	Business English	6	72
		12	144
BU 404	Practicum Term	10	150
<u>Total</u>		60	750

To qualify for the CITP designation, you must successfully complete* all 6 FITT Skills Courses and have a minimum of one-year professional international business experience. You'll also need to agree to the CITP Standards of Ethical Conduct, commit to ongoing professional development and pay the annual Certified Membership dues to FITT.

* Minimum passing grade of 65% in each FITT Skills Course final exam is required.

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director.

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Foundations Certificate in Marketing (2 months of Academic Studies)

As a graduate of this program you will master the business essentials along with core skills needed to be a marketing professional in today's competitive business environment. You will be prepared to undertake a variety of entry-level business positions in a wide range of industries.

Career Occupation: Marketers, retailers, sales representatives.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in service marketing, market strategies.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 222	Marketing	6	72
OR			
BU 230	Services Marketing	6	72
And			
2 Courses from			
COM 201,211,212	Business Communication	6	72
OR			
2 Courses from			
COM 125-128	Business English	4	48
1 Course from			
BU 218-220	Business Management	2	24
		12	144

- Future courses are available and all courses are subject to change.
 - See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Marketing Certificate

(3 months of Academic Studies)

As a graduate of this program you will master the business essentials along with core skills needed to be a marketing professional in today's competitive business environment. You will learn key marketing skills like creativity, practical decision-making and clear, persuasive communication.

You will be prepared to undertake a variety of entry-level business positions in a wide range of industries.

Career Occupation: Marketers, retailers, sales representatives.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in service marketing, market strategies.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 222	Marketing	6	72
OR			
BU 230	Services Marketing	6	72
		6	72
PLUS			
COM 201,211,212	Business Communication	9	108
And 2 Courses from			
COM 125-128	Business English	4	48
		19	228
OR			
2 Courses from			
COM 125-128	Business English	4	48
2 Courses from			
COM 201,211,212	Business Communication	6	72
1 Course from			
BU 218-220	Business Management	2	24
		18	216
Total		18-19	228

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Practicum Certificate in Marketing

(4 months of Academic Studies and 2 months of Practicum)

This program will provide you with extensive training in marketing research, international marketing, direct marketing campaigns, along with skills needed to be a professional marketer in today's competitive business environment. As a graduate of this program you will develop key marketing abilities like creativity, practical decision-making and clear, persuasive communication. This program includes a two-month work experience in a carefully selected local company.

Career Occupation: Marketers, retailers, sales representatives.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in service marketing, market strategies.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 222	Marketing	6	72
BU 230	Services Marketing	6	72
		12	144
PLUS			
COM 201,211,212	Business Communication	9	108
And 2 Courses from			
COM 125-128	Business English	4	48
		13	156
OR			
2 Courses from			
COM 125-128	Business English	4	48
2 Courses from			
COM 201,211,212	Business Communication	6	72
1 Course from			
BU 218-220	Business Management	2	24
		12	144
Sub Total		24-25	300-288
Practicum			
BU 404	Practicum Term	10	75
Total		34-35	375

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Diploma in Marketing (6 months of Academic Studies)

This Marketing program will provide you with extensive training in marketing research, international marketing, direct marketing campaigns, along with skills needed to be a professional marketer in today's competitive business environment. As a graduate of this program you will master key marketing skills like creativity, practical decision-making and clear, persuasive communication.

Career Occupation: Marketers, retailers, sales representatives.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, social media. Students will also demonstrate knowledge of market research, service marketing, market strategies.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 222	Marketing	6	72
BU 230	Services Marketing	6	72
BU 218,219,220	Business Management	6	72
BU 115	Social Media Marketing	2	24
COM 125-128	Business English	8	96
COM 201,211, 212	Business Communication	9	108
IT 104	MS Word	1	18
IT 105	MS Excel	3	36
IT 107	MS Powerpoint	1	18
		42	516

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Work Experience Diploma in Marketing

(6 months of Academic Studies, 2 months of Practicum)

This Marketing program will provide you with extensive training in marketing research, international marketing, direct marketing campaigns, along with skills needed to be a professional marketer in today's competitive business environment. As a graduate of this program you will master key marketing skills like creativity, practical decision-making and clear, persuasive communication. This program includes a two-month work experience in carefully selected local companies.

Career Occupation: Marketers, retailers, sales representatives.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations, accounting principles, computer applications, social media. Students will also demonstrate knowledge of market research, service marketing, market strategies.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
BU 222	Marketing	6	72
BU 230	Services Marketing	6	72
BU 218,219,220	Business Management	6	72
BU 115	Social Media Marketing	2	24
COM 125-128	Business English	8	96
COM 201,211, 212	Business Communication	9	108
IT 104	MS Word	1	18
IT 105	MS Excel	3	36
IT 107	MS Powerpoint	1	18
		42	516
BU 404	Practicum Term	10	129
		72	645

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Communications Certificate (Business English)

(3 months of Academic studies)

Arbutus College is a unique college where communication skills are integrated with academic and professional business training. In today's market place communication skills, including speaking and writing, have become essential. According to research prepared for the Conference Board of Canada, employers consider communication skills to be a number one priority when hiring or promoting employees.

This program is designed to help you improve your communication abilities and gain new confidence in presenting your ideas orally and in writing. With this program you will strengthen your Business English level and will learn valuable communication skills and techniques that will help you in future academic studies and employment.

Career Occupation: Customer representatives, public relations clerk, accounts information clerk.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in communication skills and techniques.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
COM 201-212	Business Communication (2 courses)	6	72
BU 218-220 or BU 200	Business Management or Business Elective	6	72
COM 125-128	Business English (3 courses)	6	72
		18	216

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Communications Honours Certificate (Business English)

(4 months of Academic studies)

Arbutus College is a unique college where communication skills are integrated with academic and professional business training. In today's market place communication skills, including speaking and writing, have become essential. According to research prepared for the Conference Board of Canada, employers consider communication skills to be a number one priority when hiring or promoting employees.

This program is designed to help you improve your communication abilities and gain new confidence in presenting your ideas orally and in writing. With this program you will strengthen your Business English level and will learn valuable communication skills and techniques that will help you in future academic studies and employment.

Career Occupation: Customer representatives, public relations clerk, accounts information clerk.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in communication skills and techniques.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		Credits	Hours of Instruction
COM 201-212	Business Communication (2 courses)	9	108
BU 218-220 or BU 200	Business Management or Business Elective	6	72
COM 125-128	Business English (3 courses)	8	96
		23	276

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Translation & Interpreting (Japanese/English, Korean/English) Foundation Certificate

(2 months of Academic Studies)

This program will give you an understanding of the potential career as a Translator and Interpreter and will help you improve and strengthen your language skills.

Career Occupation: Translation clerk, editorial assistant, documentation clerk.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge on the techniques used for translating and interpreting, ethical principles, wide use of vocabulary and grammar of the English language.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES	<u>Japanese/English</u>	Credits	Hours of Instruction
COM 205	Translation (Japanese to English)	4	48
COM 305	Translation (English to Japanese)	4	48
COM 203	Interpreting	4	48
		12	144

Or

MANDATORY COURSES	<u>Korean/English</u>	Credits	Hours of Instruction
COM 207	Translation	4	48
COM 206	Interpreting	4	48
COM 233	Terminology	4	48
		12	144

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
 English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Translation & Interpreting (Japanese/English, Korean/English, Chinese/English) Certificate (3 months of Academic Studies)

This program will give you an understanding of the potential career as a Translator and Interpreter and will help you improve and strengthen your language skills.

Career Occupation: Translation clerk, editorial assistant, documentation clerk.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge on the techniques used for translating and interpreting, ethical principles, wide use of vocabulary and grammar of the English language.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES	<u>Japanese/English</u>	Credits	Hours of Instruction
COM 205	Translation (Japanese to English)	6	72
COM 305	Translation (English to Japanese)	6	72
COM 203	Interpreting	6	72
		18	216

Or

MANDATORY COURSES	<u>Korean/English</u>	Credits	Hours of Instruction
COM 207	Translation	6	72
COM 206	Interpreting	6	72
COM 233	Terminology	6	72
		18	216

Or

MANDATORY COURSES	<u>Chinese/English</u>	Credits	Hours of Instruction
COM 411	Translation	6	72
COM 401	Interpreting	6	72
COM 421	Terminology	6	72
		18	216

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Practicum Certificate in Translation & Interpreting (Japanese/English, Korean/English)

(4 months of Academic studies and 2 months of Practicum)

This program will give you an understanding of the potential career as a Translator and Interpreter and will help you improve and strengthen your language skills.

Career Occupation: Translation clerk, editorial assistant, documentation clerk.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge on the techniques used for translating and interpreting, ethical principles, wide use of vocabulary and grammar of the English language.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES	<u>Japanese/English</u>	Credits	Hours of Instruction
COM 205	Translation (Japanese to English)	8	96
COM 305	Translation (English to Japanese)	8	96
COM 203	Interpreting	8	96
		24	288
BU 404	Practicum	10	72

Or

MANDATORY COURSES	<u>Korean/English</u>	Credits	Hours of Instruction
COM 207	Translation	8	96
COM 206	Interpreting	8	96
COM 233	Terminology	8	96
		24	288
BU 404	Practicum	10	72

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 510 or better, IELTS 5.0 or better

Diploma in Translation & Interpreting (Japanese/English, Korean/English, Chinese/English)

(6 months of Academic Studies)

This program will prepare you for a career as a Translator and Interpreter and will help you improve and strengthen your language skills. You will get a strong understanding of the professional aspects of translation and interpreting and will be able to apply theories to practice. Emphasis is placed on professional translation and interpreting.

Career Occupation: Translation clerk, editorial assistant, documentation clerk, freelance translator/interpreter.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge on the techniques used for translating and interpreting, ethical principles, wide use of vocabulary and grammar of the English language.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES	<u>Japanese/English</u>	Credits	Hours of Instruction
COM 205	Translation (Japanese to English)	12	144
COM 305	Translation (English to Japanese)	12	144
COM 203	Interpreting	12	144
COM 211-212 (1 course)	Business Writing	3	36
COM 125-128 (1 course)	Business English	2	24
		41	492

Or

MANDATORY COURSES	<u>Korean/English</u>	Credits	Hours of Instruction
COM 207	Translation	12	144
COM 206	Interpreting	12	144
COM 233	Terminology	12	144
COM 211-212 (1 course)	Business Writing	3	36
COM 125-128 (1 course)	Business English	2	24
		41	492

Or

MANDATORY COURSES	<u>Chinese/English</u>	Credits	Hours of Instruction
COM 411	Translation	12	144
COM 401	Interpreting	12	144
COM 421	Terminology	12	144
COM 211-212 (1 course)	Business Writing	3	36
COM 125-128 (1 course)	Business English	2	24
		41	492

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 508 or better, IELTS 5.0 or better

Work Experience Diploma in Translation & Interpreting (Japanese/English, Korean/English) (6 months of Academic Studies, 2 months of Practicum)

This program will prepare you for a career as a Translator and Interpreter and will help you improve and strengthen your language skills. You will get a strong understanding of the professional aspects of translation and interpreting and will be able to apply theories to practice. Emphasis is placed on professional translation and interpreting.

Career Occupation: Translation clerk, editorial assistant, documentation clerk, freelance translator/interpreter.

Learning Objectives: At the end of this program students will be able to demonstrate knowledge on the techniques used for translating and interpreting, ethical principles, wide use of vocabulary and grammar of the English language.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES	<u>Japanese/English</u>	Credits	Hours of Instruction
COM 205	Translation (Japanese to English)	12	144
COM 305	Translation (English to Japanese)	12	144
COM 203	Interpreting	12	144
COM 211-212 (1 course)	Business Writing	3	36
COM 125-128 (1 course)	Business English	2	24
		41	492
BU 404	Practicum Term	10	123
<u>Total</u>		71	615

Or

MANDATORY COURSES	<u>Korean/English</u>	Credits	Hours of Instruction
COM 207	Translation	12	144
COM 206	Interpreting	12	144
COM 233	Terminology	12	144
COM 211-212 (1 course)	Business Writing	3	36
COM 125-128 (1 course)	Business English	2	24
		41	492
BU 404	Practicum Term	10	123
<u>Total</u>		71	615

- Future courses are available and all courses are subject to change.
- See the course schedule sheet to make sure when courses are offered.
- Communication (COM) courses may be replaced with business electives subject to approval by the college director

Minimum admission requirements: High school completion or higher. Entrance test EPT 64 or better.
English proficiency test acceptable: TOEFL 508 or better, IELTS 5.0 or better

Academic & Career English (10 months of Academic Studies)

Learning Objectives: This program will allow students starting with basic English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 1	INTRODUCTION TO ENGLISH SKILLS	Credits	Hours of instruction
ACE 101	Intro 101	8	96
ACE 102	Intro 102	8	96
Level 2	ELEMENTARY ENGLISH SKILLS		
ACE 201	Elementary 201	5	60
ACE 202	Elementary 202	5	60
ACE 203	High Elementary 203	5	60
ACE 204	High Elementary 204	5	60
LS 201	Listen and Speak 201	3	40
RW 201	Read and Write 201	3	40
LS 202	Listen and Speak 202	3	40
RW 202	Read and Write 202	3	40
Level 3	PRE INTERMEDIATE ENGLISH SKILLS		
ACE 301	Pre-Intermediate 301	5	60
ACE 302	Pre-Intermediate 302	5	60
ACE 303	High Pre-Intermediate 303	5	60
ACE 304	High Pre-Intermediate 304	5	60
LS 301	Listen and Speak 301	3	40
RW 301	Read and Write 301	3	40
LS 302	Listen and Speak 302	3	40
RW 302	Read and Write 302	3	40

Admission requirements: High school completion. Entry Level 1: Placement test equivalent to IELTS 1.5. Entry Level 2: Placement test equivalent to IELTS 3.0 . Entry Level 3: Placement test equivalent to IELTS 3.5.

Academic & Career English - Advanced Program (12 months of Academic Studies)

Learning Objectives: This program will allow students starting with intermediate English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 4	INTERMEDIATE ENGLISH SKILLS	Credits	Hours of instruction
ACE 401	Intermediate 401	5	60
ACE 402	Intermediate 402	5	60
ACE 403	Mid Intermediate 403	5	60
ACE 404	Mid Intermediate 404	5	60
LS 401	Listen and Speak 401	3	40
RW 401	Read and Write 401	3	40
LS 402	Listen and Speak 402	3	40
RW 402	Read and Write 402	3	40
Level 5	PRE ADVANCED ENGLISH SKILLS		
ACE 501	High Intermediate 501	5	60
ACE 502	High Intermediate 502	5	60
ACE 503	Pre Advanced 503	5	60
ACE 504	Pre Advanced 504	5	60
LS 501	Listen and Speak 501	3	40
RW 501	Read and Write 501	3	40
LS 502	Listen and Speak 502	3	40
RW 502	Read and Write 502	3	40

Level 6	ADVANCED ENGLISH SKILLS	Credits	Hours of instruction
ACE 601	Advanced 601	5	60
ACE 602	Advanced 602	5	60
ACE 603	Mastery 603	5	60
ACE 604	Mastery 604	5	60
LS 601	Listen and Speak 601	3	40
RW 601	Read and Write 601	3	40
LS 602	Listen and Speak 602	3	40
RW 602	Read and Write 602	3	40
Or			
IELTS 601	IELTS 601	3	40
IELTS 602	IELTS 602	3	40
IELTS 603	IELTS 603	3	40
IELTS 604	IELTS 604	3	40

Admission requirements: High School completion. Entry Level 4: IELTS 4.5 or equivalent. Entry Level 5: IELTS 5.5 or equivalent. Entry Level 6: IELTS 6.5+ or equivalent.

Academic & Career English (Individual Level 1) (2 months of Academic Studies)

Learning Objectives: This program will allow students with basic English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 1	INTRODUCTION TO ENGLISH SKILLS	Credits	Hours of instruction
ACE 101	Intro 101	8	96
ACE 102	Intro 102	8	96

Admission requirements: High School completion. Entry Level 1: Placement test equivalent to IELTS 1.5

Academic & Career English (Individual Level 2) (4 months of Academic Studies)

Learning Objectives: This program will allow students with elementary English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 2	ELEMENTARY ENGLISH SKILLS	Credits	Hours of instruction
ACE 201	Elementary 201	5	60
ACE 202	Elementary 202	5	60
ACE 203	High Elementary 203	5	60
ACE 204	High Elementary 204	5	60
LS 201	Listen and Speak 201	3	40
RW 201	Read and Write 201	3	40
LS 202	Listen and Speak 202	3	40
RW 202	Read and Write 202	3	40

Admission requirements: High School completion. Entry Level 2: IELTS 3.0.

Academic & Career English (Individual Level 3) (4 months of Academic Studies)

Learning Objectives: This program will allow students with pre-intermediate English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 3	PRE INTERMEDIATE ENGLISH SKILLS	Credits	Hours of instruction
ACE 301	Pre-Intermediate 301	5	60
ACE 302	Pre-Intermediate 302	5	60
ACE 303	High Pre-Intermediate 303	5	60
ACE 304	High Pre-Intermediate 304	5	60
LS 301	Listen and Speak 301	3	40
RW 301	Read and Write 301	3	40
LS 302	Listen and Speak 302	3	40
RW 302	Read and Write 302	3	40

Admission requirements: High School completion. Entry Level 3: IELTS 3.5.

Academic & Career English - Advanced Program (Individual Level 4) (4 months of Academic Studies)

Learning Objectives: This program will allow students with intermediate English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 4	INTERMEDIATE ENGLISH SKILLS	Credits	Hours of instruction
ACE 401	Intermediate 401	5	60
ACE 402	Intermediate 402	5	60
ACE 403	Mid Intermediate 403	5	60
ACE 404	Mid Intermediate 404	5	60
LS 401	Listen and Speak 401	3	40
RW 401	Read and Write 401	3	40
LS 402	Listen and Speak 402	3	40
RW 402	Read and Write 402	3	40

Admission requirements: High School completion. Entry Level 4: IELTS 4.5 or equivalent.

Academic & Career English - Advanced Program (Individual Level 5) (4 months of Academic Studies)

Learning Objectives: This program will allow students with pre-advanced English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 5	PRE ADVANCED ENGLISH SKILLS	Credits	Hours of instruction
ACE 501	High Intermediate 501	5	60
ACE 502	High Intermediate 502	5	60
ACE 503	Pre Advanced 503	5	60
ACE 504	Pre Advanced 504	5	60
LS 501	Listen and Speak 501	3	40
RW 501	Read and Write 501	3	40
LS 502	Listen and Speak 502	3	40
RW 502	Read and Write 502	3	40

Admission requirements: High School completion. Entry Level 5: IELTS 5.5 or equivalent.

Academic & Career English - Advanced Program (Individual Level 6) (4 months of Academic Studies)

Learning Objectives: This program will allow students with advanced English skills to improve their Reading, Writing, Listening and Speaking skills as well as their vocabulary in order to pursue further studies in higher education institutions at the university or college level.

Evaluation Methods: Weekly exams, homework, in class participation.

Completion Requirement: Grade required to qualify for upper levels: 80% (A-)

Level 6		ADVANCED ENGLISH SKILLS	Credits	Hours of instruction
	ACE 601	Advanced 601	5	60
	ACE 602	Advanced 602	5	60
	ACE 603	Mastery 603	5	60
	ACE 604	Mastery 604	5	60
	LS 601	Listen and Speak 601	3	40
	RW 601	Read and Write 601	3	40
	LS 602	Listen and Speak 602	3	40
	RW 602	Read and Write 602	3	40
Or				
	IELTS 601	IELTS 601	3	40
	IELTS 602	IELTS 602	3	40
	IELTS 603	IELTS 603	3	40
	IELTS 604	IELTS 604	3	40

Admission requirements: High School completion. Entry Level 6: IELTS 6.5 or equivalent.