



ARBUTUS COLLEGE

*Communication Arts, Business & Technology*

# **Program Catalogue**

September 2016

This catalogue is designed to help students, student representatives as well as instructors understand and navigate the programs available, course requirements and options. It is intended as a reference publication and additional copies are available from the school office or from the academic advisors.

Students should keep a copy of their program of study in order to monitor courses taken as compared to courses required. Their course advisors will be able to guide and assist the students in this process.

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

As a graduate of 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 large range of industries.

| <b>MANDATORY COURSES</b> |                        | <b>Credits</b> |
|--------------------------|------------------------|----------------|
| 2 Courses from           |                        |                |
| BU 218-220               | Business Management    | 4              |
| 2 Courses from           |                        |                |
| COM 201,211,212          | Business Communication | 6              |
| 1 Courses from           |                        |                |
| COM 125-128              | Business English       | 2              |
|                          |                        | 12             |
| <b>OR</b>                |                        |                |
| 2 Courses from           |                        |                |
| BU 218-220               | Business Management    | 4              |
| 1 Courses from           |                        |                |
| COM 201,211,212          | Business Communication | 3              |
| 2 Courses from           |                        |                |
| COM 125-128              | Business English       | 4              |
|                          |                        | 11             |

- 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 principal

**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.

| <b>MANDATORY COURSES</b> |   | <b>Credits</b>  |
|--------------------------|---|---|
| 2 Courses from           |   |   |
| BU 218-220               | Business Management                                 | 4   |
| 2 Courses from           |   |   |
| COM 201,211,212          | Business Communication                              | 6   |
| 1 Courses from           |   |   |
| COM 125-128              | Business English                                    | 2   |
|                          |   | <hr style="width: 100%; border: 0.5px solid black;"/> |
|                          |   | 12  |
| <b>OR</b>                |   |   |
| 2 Courses from           |   |   |
| BU 218-220               | Business Management                                 | 4   |
| 1 Courses from           |   |   |
| COM 201,211,212          | Business Communication                              | 3   |
| 2 Courses from           |   |   |
| COM 125-128              | Business English                                    | 4   |
|                          |   | <hr style="width: 100%; border: 0.5px solid black;"/> |
|                          |   | 11  |
| <b>Practicum</b>         |   |   |
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|                          |   | <hr style="width: 100%; border: 0.5px solid black;"/> |

- 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 principal

**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.

| <b>MANDATORY COURSES</b>              |                        | <b>Credits</b> |
|---------------------------------------|------------------------|----------------|
| BU 218-220                            | Business Management    | 6              |
| COM 201,211,212                       | Business Communication | 9              |
| And 2 Courses from<br>COM 125-128     | Business English       | 4              |
|                                       |                        | 19             |
| OR                                    |                        |                |
| BU 218-220                            | Business Management    | 6              |
| And 3 Courses from<br>COM 125-128     | Business English       | 6              |
| And 2 Courses from<br>COM 201,211,212 | Business Communication | 6              |
|                                       |                        | 18             |

- 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 principal

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

### MANDATORY COURSES

|                 |                        | Credits |
|-----------------|------------------------|---------|
| BU 218-220      | Business Management    | 6       |
| COM 201,211,212 | Business Communication | 9       |
| COM 125-128     | Business English       | 8       |
| BU 102 and 105  | Accounting 1 and 2     | 4       |
|                 |                        | 27      |

- 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 (BU) electives subject to approval by the principal

**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.

| MANDATORY COURSES  |  | Credits  |
|--------------------|--|----------|
| BU 218-220         | Business Management                      | 6        |
| COM 201,211,212    | Business Communication                   | 9        |
| COM 125-128        | Business English                         | 8        |
| And 2 Courses from |  |          |
| BU 102 and 105     | Accounting 1 and 2                       | 4        |
| OR                 |  |          |
| BU 102 and IT 210  | Accounting 1 and Computerized Accounting | 4        |
|                    |  | <hr/> 27 |
| <b>Practicum</b>   |  |          |
| BU 404             | Practicum Term                           | <hr/> 10 |

- 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 (BU) electives subject to approval by the principal

**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 Diploma (6 months of Academic Studies)

In only 6 months you will build your knowledge and skills in Management, Business Communication and Economics with options in International Trade, Business Law and Marketing. As a graduate of this program you will master the business essentials and build the confidence you need to undertake a variety of positions in a wide range of industries.

| <b>MANDATORY COURSES</b> |                            | <b>Credits</b> |
|--------------------------|----------------------------|----------------|
| BU 218- 220              | Business Management        | 6              |
| BU 102,105,209           | Accounting 1,2,3           | 6              |
| COM 125-128              | Business English           | 8              |
| COM 201, 211, 212        | Business Communication     | 9              |
| BU 101 or 251            | Economics (Micro or Macro) | 4              |
| BU 115                   | Social Media Marketing     | 2              |
| BU 280                   | Leadership                 | 3              |
| IT 105                   | MS Excel                   | 3              |
|                          |                            | <hr/>          |
|                          |                            | 41             |

- 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 principal

**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 in a carefully selected local company.

|                   |                             |       |
|-------------------|-----------------------------|-------|
| BU 218- 220       | Business Management         | 6     |
| BU 102,105,209    | Accounting 1,2,3            | 6     |
| COM 125-128       | Business English            | 8     |
| COM 201, 211, 212 | Business Communication      | 9     |
| BU 101 or 251     | Economics (Micro or Macro)  | 4     |
| BU 115            | Social Media Marketing      | 2     |
| BU 280            | Leadership                  | 3     |
| IT 105            | MS Excel                    | 3     |
|                   |                             | <hr/> |
|                   |                             | 41    |
| <br>              |                             |       |
| BU 404            | Practicum – work experience | 10    |
|                   |                             | <hr/> |
|                   |                             | 51    |

- 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 principal

**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.

|                   |                            |       |
|-------------------|----------------------------|-------|
| BU 218- 220       | Business Management        | 6     |
| BU 102,105,209    | Accounting 1,2,3           | 6     |
| COM 125-128       | Business English           | 8     |
| COM 201, 211, 212 | Business Communication     | 9     |
| BU 101 or 251     | Economics (Micro or Macro) | 4     |
| BU 115            | Social Media Marketing     | 2     |
| BU 280            | Leadership                 | 3     |
| IT 105            | MS Excel                   | 3     |
|                   |                            | <hr/> |
|                   |                            | 41    |
| BU 404            | Co-op Term                 | 30    |
|                   |                            | <hr/> |
| Total             |                            | 71    |

- 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 principal

**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 Specializations (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, Hotel Management or Applied Communication.

| <b>MANDATORY COURSES</b>   |                                 |     | Credits |
|----------------------------|---------------------------------|-----|---------|
| BU 101                     | Economics                       | CIM | 4       |
| OR                         |                                 |     |         |
| BU 251                     | Macroeconomics                  | CIM | 4       |
| BU 218-220                 | Business Management             | CIM | 6       |
| BU 280                     | Leadership                      |     | 3       |
| BU 102,105,209             | Accounting 1,2,3                | CIM | 6       |
| COM 125-128                | Business English                |     | 8       |
| COM 201,211,212            | Business Communication          | CIM | 9       |
| BU 115                     | Social Media Marketing          |     | 2       |
| IT 104-107                 | MS Office Suite                 |     | 8       |
| Subtotal                   |                                 |     | 46      |
| <b>SPECIALIZED COURSES</b> |                                 |     |         |
| <u>Business Management</u> |                                 |     | Credits |
| BU 303                     | Strategic Management            | CIM | 4       |
| BU 235                     | Canadian Business Law           | CIM | 4       |
| BU 222                     | Essentials of Marketing         | CIM | 6       |
| BU 301                     | Organizational Behavior         | CIM | 4       |
| BU 318                     | Financial Management            | CIM | 4       |
| BU 325                     | Entrepreneurship                |     | 4       |
| BU 232                     | Sales and Marketing             |     | 3       |
| BU 101 or 251              | Economics (Micro or Macro)      |     | 4       |
| Subtotal                   |                                 |     | 33      |
| <b>Total</b>               |                                 |     | 79      |
| OR                         |                                 |     |         |
| <u>Marketing</u>           |                                 |     |         |
| BU 230                     | Services Marketing              |     | 6       |
| BU 222                     | Essentials of Marketing         |     | 6       |
| BU 232                     | Sales and Marketing             |     | 3       |
| BU 303                     | Strategic Management            |     | 4       |
| BU 233                     | Managing Information Technology |     | 4       |
| BU 325                     | Entrepreneurship                |     | 4       |
| Subtotal                   |                                 |     | 27      |

**Total** 73

OR

International Trade

|              |                          |           |
|--------------|--------------------------|-----------|
| BU 2255      | Processes and Procedures | 4         |
| BU 228       | Beyond the border        | 2         |
| BU 330-337   | FITT Courses             | 32        |
| Subtotal     |                          | <u>38</u> |
| <b>Total</b> |                          | <b>84</b> |

To qualify for the CITP designation, you must successfully complete\* all 8 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.**

OR

Hospitality Management

30 Credits from the following

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

**Minimum passing grade of 70% in each AH&LA Course final exam is required to obtain an AH&LA certification.**

OR

Translation & Interpreting (JP//EN)

|              |                                |           |
|--------------|--------------------------------|-----------|
| COM 205      | Translation (Japanese/English) | 12        |
| COM 305      | Translation (English/Japanese) | 12        |
| COM 203      | Interpreting                   | <u>12</u> |
| Subtotal     |                                | <u>36</u> |
| <b>Total</b> |                                | <b>82</b> |

Translation & Interpreting (KR//EN)

|          |              |           |
|----------|--------------|-----------|
| COM 207  | Translation  | 12        |
| COM 206  | Interpreting | 12        |
| COM 233  | Terminology  | <u>12</u> |
| Subtotal |              | <u>36</u> |



# ARBUTUS COLLEGE

*Communication Arts, Business & Technology*

|   |              |              |
|---|--------------|--------------|
| <b>Total</b>                                  |              | <u>82</u>    |
| <u>Translation &amp; Interpreting (CH/EN)</u> |              |              |
| COM 411                                       | Translation  | 12           |
| COM 401                                       | Interpreting | 12           |
| COM 421                                       | Terminology  | <u>12</u>    |
| Subtotal                                      |              | <u>36</u>    |
| <b>Total</b>                                  |              | 82           |
| <br><u>Credit point loading</u>               |              |              |
| MANDATORY COURSES                             |              | 46           |
| Specialty area                                |              | <u>27-38</u> |
| Total   |              | 73-84        |

- 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 principal

**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, Hotel Management or Applied Communication.

| <b>MANDATORY COURSES</b>   |                                 |     | Credits  |
|----------------------------|---------------------------------|-----|----------|
| BU 101                     | Economics                       | CIM | 4        |
| OR                         |                                 |     |          |
| BU 251                     | Macroeconomics                  | CIM | 4        |
| BU 218-220                 | Business Management             | CIM | 6        |
| BU 280                     | Leadership                      |     | 3        |
| BU 102,105,209             | Accounting 1,2,3                | CIM | 6        |
| COM 125-128                | Business English                |     | 8        |
| COM 201,211,212            | Business Communication          | CIM | 9        |
| BU 115                     | Social Media Marketing          |     | 2        |
| IT 104-107                 | MS Office Suite                 |     | 8        |
| Subtotal                   |                                 |     | <hr/> 46 |
| <b>SPECIALIZED COURSES</b> |                                 |     | Credits  |
| <u>Business Management</u> |                                 |     |          |
| BU 303                     | Strategic Management            | CIM | 4        |
| BU 235                     | Canadian Business Law           | CIM | 4        |
| BU 222                     | Essentials of Marketing         | CIM | 6        |
| BU 301                     | Organizational Behavior         | CIM | 4        |
| BU 318                     | Financial Management            | CIM | 4        |
| BU 325                     | Entrepreneurship                |     | 4        |
| BU 232                     | Sales and Marketing             |     | 3        |
| BU 101 or 251              | Economics (Micro or Macro)      |     | 4        |
| Subtotal                   |                                 |     | <hr/> 33 |
| <b>Total</b>               |                                 |     | 79       |
| OR                         |                                 |     |          |
| <u>Marketing</u>           |                                 |     |          |
| BU 230                     | Services Marketing              |     | 6        |
| BU 222                     | Essentials of Marketing         |     | 6        |
| BU 303                     | Strategic Management            |     | 4        |
| BU 233                     | Managing Information Technology |     | 4        |
| BU 232                     | Sales and Marketing             |     | 3        |
| BU 325                     | Entrepreneurship                |     | 4        |
| Subtotal                   |                                 |     | <hr/> 27 |





# ARBUTUS COLLEGE

Communication Arts, Business & Technology

|                            |   |           |
|----------------------------|---|-----------|
| <b>Total</b>               |   | 73        |
| OR                         |   |           |
| <u>International Trade</u> |   |           |
| BU 2255                    | Processes and procedures in International Trade | 4         |
| BU 228                     | Beyond the border                               | 2         |
| BU 330-337                 | FITT skills                                     | <u>32</u> |
| Subtotal                   |   | <u>38</u> |
| <b>Total</b>               |   | 84        |

To qualify for the CITP designation, you must successfully complete\* all 8 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.**

OR

Hospitality Management

30 credits from the following

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

**Minimum passing grade of 70% in each AH&LA Course final exam is required to obtain an AH&LA certification.**

OR

Translation & Interpreting (JP//EN)

|              |                                |           |
|--------------|--------------------------------|-----------|
| COM 205      | Translation (Japanese/English) | 12        |
| COM 305      | Translation (English/Japanese) | 12        |
| COM 203      | Interpreting                   | <u>12</u> |
| Subtotal     |                                | <u>36</u> |
| <b>Total</b> |                                | 82        |

Translation & Interpreting (KR/EN)

|         |             |    |
|---------|-------------|----|
| COM 207 | Translation | 12 |
|---------|-------------|----|



# ARBUTUS COLLEGE

Communication Arts, Business & Technology

|   |              |           |
|---|--------------|-----------|
| COM 206                                       | Interpreting | 12        |
| COM 233                                       | Terminology  | <u>12</u> |
| Subtotal                                      |              | <u>36</u> |
| <b>Total</b>                                  |              | 82        |
| <u>Translation &amp; Interpreting (CH/EN)</u> |              |           |
| COM 411                                       | Translation  | 12        |
| COM 401                                       | Interpreting | 12        |
| COM 421                                       | Terminology  | <u>12</u> |
| Subtotal                                      |              | <u>36</u> |
| <b>Total</b>                                  |              | 82        |
| <b>Co-op Term</b>                             |              |           |
| BU 4055                                       | Co-op Term   | 60        |
| <u>Credit point loading</u>                   |              |           |
| MANDATORY COURSES                             |              | 46        |
| Specialty area                                |              | 27-38     |
| BU 404  | Co-op Term   | <u>60</u> |
| Total   |              | 133-144   |

- 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 principal

**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) \*CIM (Canadian Institute of Management Endorsed Courses)

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 management position in a wide range of industries. The Professional Diploma credits are transferable to Canada West University, Fairleigh Dickinson University and Montana State University, Billings.

This program includes courses endorsed by the Canadian Institute of Management (CIM). Students completing 8 accredited courses are eligible for a CIM certification, as certified in Management; lower certification is available for 4 courses completed.

| <b>MANDATORY COURSES</b> |                       |                                      |     |          |
|--------------------------|-----------------------|--------------------------------------|-----|----------|
| 1st year                 | <u>Business</u>       |                                      |     | Credits  |
|                          | BU 101 and BU 251     | Economics                            | CIM | 8        |
|                          | BU 218-220            | Business Management                  | CIM | 6        |
|                          | BU 280                | Leadership                           |     | 3        |
|                          | BU 115                | Social Media Marketing               |     | 2        |
|                          | BU 2255               | International Trade                  |     | 4        |
|                          | BU 228                | Beyond the border                    |     | 2        |
|                          | BU 222                | Marketing                            | CIM | 6        |
|                          | BU 102,105, 209       | Accounting 1,2,3                     | CIM | 6        |
|                          | IT 104-107            | MS Office Suite                      |     | 8        |
|                          | <u>Communications</u> |                                      |     |          |
|                          | COM 211-212           | Business Writing                     | CIM | 6        |
|                          | COM 201               | Business Oral Communication          | CIM | 3        |
|                          | COM 0991-0992         | Academic Writing                     |     | 4        |
|                          | COM 125-128           | Business English                     |     | 8        |
|                          |                       |                                      |     | <hr/> 66 |
| 2nd year                 | <u>Business</u>       |                                      |     | Credits  |
|                          | BU 230                | Services Marketing                   |     | 6        |
|                          | BU 233                | Managing Information Technology      |     | 4        |
|                          | BU 235                | Canadian Business Law                |     | 4        |
|                          | BU 332                | Global Supply Change Management      |     | 4        |
|                          | BU 301                | Organizational Behavior              | CIM | 4        |
|                          | BU 303                | Strategic Management                 | CIM | 4        |
|                          | BU 318                | Financial Management                 | CIM | 4        |
|                          | BU 335                | Trade Research                       |     | 4        |
|                          | BU 325                | Entrepreneurship                     |     | 4        |
|                          | BUH 217               | Managing Hospitality Human Resources |     | 4        |



# ARBUTUS COLLEGE

*Communication Arts, Business & Technology*

## Communications

|               |                            |          |
|---------------|----------------------------|----------|
| COM 250-251   | Effective Reading          | 4        |
| COM 0995-0996 | Composition                | 4        |
| COM 1555      | Professional Presentations | <u>2</u> |
|               |                            | 52       |

## Credit point loading

|                  |       |           |
|------------------|-------|-----------|
| Year one courses |       | 66        |
| Year two courses |       | <u>52</u> |
|                  | Total | 118       |

- CIM - Canada Institute of Management. Students completing 8 accredited courses are eligible for CIM certification. This is further explained in the CIM program outline.
- Courses from year one and year two are interchangeable as long as all pre-requisites are for filled.
- 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 principal

**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. The Professional Diploma credits are transferable to Canada West University, Fairleigh Dickinson University and Montana State University, Billings.

This program includes courses endorsed by the Canadian Institute of Management (CIM). Students completing 8 accredited courses are eligible for a CIM certification, as certified in Management; lower certification is available for 4 courses completed.

### MANDATORY COURSES

| 1st year | <u>Business</u>       |                                      |     | Credits |
|----------|-----------------------|--------------------------------------|-----|---------|
|          | BU 101 and BU 251     | Economics                            | CIM | 8       |
|          | BU 218-220            | Business Management                  | CIM | 6       |
|          | BU 280                | Leadership                           |     | 3       |
|          | BU 115                | Social Media Marketing               |     | 2       |
|          | BU 2255               | International Trade                  |     | 4       |
|          | BU 228                | Beyond the border                    |     | 2       |
|          | BU 222                | Marketing                            | CIM | 6       |
|          | BU 102,105, 209       | Accounting 1,2,3                     | CIM | 6       |
|          | IT 104-107            | MS Office Suite                      |     | 8       |
|          | <u>Communications</u> |                                      |     |         |
|          | COM 211-212           | Business Writing                     | CIM | 6       |
|          | COM 201               | Business Oral Communication          | CIM | 3       |
|          | COM 0991-0992         | Academic Writing                     |     | 4       |
|          | COM 125-128           | Business English                     |     | 8       |
|          |                       |                                      |     | 66      |
| 2nd year | <u>Business</u>       |                                      |     | Credits |
|          | BU 230                | Services Marketing                   |     | 6       |
|          | BU 233                | Managing Information Technology      |     | 4       |
|          | BU 235                | Canadian Business Law                |     | 4       |
|          | BU 332                | Global Supply Chain Management       |     | 4       |
|          | BU 301                | Organizational Behavior              | CIM | 4       |
|          | BU 303                | Strategic Management                 | CIM | 4       |
|          | BU 318                | Financial Management                 | CIM | 4       |
|          | BU 335                | Trade Research                       |     | 4       |
|          | BU 325                | Entrepreneurship                     |     | 4       |
|          | BUH 217               | Managing Hospitality Human Resources |     | 4       |



# ARBUTUS COLLEGE

*Communication Arts, Business & Technology*

## Communications

|               |                            |          |
|---------------|----------------------------|----------|
| COM 250-251   | Effective Reading          | 4        |
| COM 0995-0996 | Composition                | 4        |
| COM 1555      | Professional Presentations | <u>2</u> |
|               |                            | 52       |

|                       |             |    |
|-----------------------|-------------|----|
| Co-op Terms<br>BU 404 |             | 60 |
|                       | Co-op Terms |    |

## **Credit point loading**

|                  |       |           |
|------------------|-------|-----------|
| Year one courses |       | 66        |
| Year two courses |       | 52        |
| Co-op term       |       | <u>60</u> |
|                  | Total | 178       |

- 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 principal

**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.

| <u>MANDATORY COURSES</u>          |  | Credits |
|-----------------------------------|--|---------|
| BU 280                            | Leadership   | 3       |
| 1 Course from                     |  |         |
| BU 218-220                        | Business Management                                  | 2       |
| 1 Course from                     |  |         |
| COM 125-128                       | Business English                                     | 2       |
| 2 Courses from                    |  |         |
| COM 201,211,212                   | Business Communication                               | 6       |
|                                   |  | 13      |
| <br><u>Hospitality Management</u> |  |         |
| 8 credits from the following      |  |         |
| BUH 203                           | Managing Housekeeping Operations                     | 4       |
| BUH 218                           | Hospitality Facilities and Design                    | 4       |
| BUH 225                           | Managing Service in Food and Beverage Operations     | 4       |
| BUH 250                           | Convention Management                                | 4       |
| BUH 270                           | Marketing in the Hospitality Industry                | 6       |
| BUH 202                           | Fundamentals of Destination Management and Marketing | 6       |
| BUH 204                           | Managing Front Office Operations                     | 4       |
| BUH 234                           | International Hotel Management                       | 4       |
| BUH 219                           | Supervision in the Hospitality Industry              | 4       |
| BUH 221                           | Security and Loss Prevention Management              | 4       |
| BUH 217                           | Managing Hospitality Human Resources                 | 4       |
| BUH 222                           | Hospitality Sales & Marketing                        | 6       |
| Subtotal                          |  | 8       |
| <b>Practicum</b>                  |  |         |
| BU 404                            | Practicum Term                                       | 15      |
| <b>Credit point loading:</b>      |  |         |
| MANDATORY COURSES                 |  | 21      |
| Practicum                         |  | 15      |
|                                   | Total  | 36      |

- **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.

## 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 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.

| <u>MANDATORY COURSES</u>          |   | Credits |
|-----------------------------------|---|---------|
| BU 218-220                        | Business Management                                   | 6       |
| COM 201,211,212                   | Business Communication                                | 9       |
|                                   |   | 15      |
| <br><u>Hospitality Management</u> |   |         |
| 20 credits from the following     |   |         |
| BUH 203                           | Managing Housekeeping Operations                      | 4       |
| BUH 218                           | Hospitality Facilities and Design                     | 4       |
| BUH 225                           | Managing Service in Food and Beverage Operations      | 4       |
| BUH 250                           | Convention Management                                 | 6       |
| BUH 212                           | Leadership and Management in the Hospitality Industry | 6       |
| BUH 240                           | Revenue Management                                    | 6       |
| BUH 204                           | Managing Front Office Operations                      | 4       |
| BUH 236                           | Hospitality Today                                     | 4       |
| BUH 219                           | Supervision in the Hospitality Industry               | 4       |
| BUH 221                           | Security and Loss Prevention Management               | 4       |
| BUH 217                           | Managing Hospitality Human Resources                  | 4       |
| BUH 222                           | Hospitality Sales & Marketing                         | 6       |
|                                   |   | 20      |
| <br><u>Credit point loading</u>   |   |         |
| MANDATORY COURSES                 |   | 15      |
| Int'l Hotel Management Courses    |   | 20      |
| Total                             |   | 35      |

- **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.



## 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.

Prepare your career by getting valuable Canadian work experience!

| <u>MANDATORY COURSES</u>       |   | Credits |
|--------------------------------|---|---------|
| BU 218-220                     | Business Management                                   | 6       |
| COM 201,211,212                | Business Communication                                | 9       |
|                                |   | 15      |
| <u>Hospitality Management</u>  |   |         |
| 20 credits from the following  |   |         |
| BUH 203                        | Managing Housekeeping Operations                      | 4       |
| BUH 218                        | Hospitality Facilities and Design                     | 4       |
| BUH 225                        | Managing Service in Food and Beverage Operations      | 4       |
| BUH 250                        | Convention Management                                 | 6       |
| BUH 212                        | Leadership and Management in the Hospitality Industry | 6       |
| BUH 240                        | Revenue Management                                    | 6       |
| BUH 204                        | Managing Front Office Operations                      | 4       |
| BUH 236                        | Hospitality Today                                     | 4       |
| BUH 219                        | Supervision in the Hospitality Industry               | 4       |
| BUH 221                        | Security and Loss Prevention Management               | 4       |
| BUH 217                        | Managing Hospitality Human Resources                  | 4       |
| BUH 222                        | Hospitality Sales & Marketing                         | 6       |
| Subtotal                       |   | 20      |
| BU 404                         | Co-op Term  | 30      |
| <u>Credit point loading</u>    |   |         |
| MANDATORY COURSES              |   | 15      |
| Int'l Hotel Management Courses |   | 20      |
| Co-op Term                     |   | 30      |
| <u>Total</u>                   |   | 65      |

- **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.

## 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. Business studies are focused in the areas of finance, human resources and marketing. 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 diploma carries block transfer status to the higher diploma semesters of the International Hotel Management Institute – Luzerne, Switzerland (IMI).

With a solid background in business communication and business management, our graduates are able to achieve a truly rewarding career in hospitality and tourism.

### MANDATORY COURSES

|                 |                            |     | Credits |
|-----------------|----------------------------|-----|---------|
| BU 101          | Economics                  | CIM | 4       |
| BU 251          | Macroeconomics             | CIM | 4       |
| BU 218-220      | Business Management        | CIM | 6       |
| BU 102,105,209  | Accounting 1,2,3           | CIM | 6       |
| COM 125-128     | Business English           |     | 8       |
| COM 201,211,212 | Business Communication     | CIM | 9       |
| IT 104-107      | MS Office Suite            |     | 8       |
| COM 1555        | Professional Presentations |     | 2       |
| Subtotal        |                            |     | 47      |

### Hospitality Management

50 credits from the following

|          |   |  |    |
|----------|---|--|----|
| BUH 203  | Managing Housekeeping Operations                      |  | 4  |
| BUH 218  | Hospitality Facilities and Design                     |  | 4  |
| BUH 225  | Managing Service in Food and Beverage Operations      |  | 4  |
| BUH 250  | Convention Management                                 |  | 6  |
| BUH 212  | Leadership and Management in the Hospitality Industry |  | 6  |
| BUH 240  | Revenue Management                                    |  | 6  |
| BUH 204  | Managing Front Office Operations                      |  | 4  |
| BUH 236  | Hospitality Today                                     |  | 4  |
| BUH 219  | Supervision in the Hospitality Industry               |  | 4  |
| BUH 221  | Security and Loss Prevention Management               |  | 4  |
| BUH 217  | Managing Hospitality Human Resources                  |  | 4  |
| BUH 222  | Hospitality Sales & Marketing                         |  | 6  |
| Subtotal |   |  | 50 |

### Credit point loading

|  |    |
|--|----|
| Mandatory Courses                      | 47 |
| International Hotel Management Courses | 50 |
| Total                                  | 97 |



- **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.

## 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 diploma carries block transfer status to the higher diploma semesters of the International Hotel Management Institute – Luzerne, Switzerland (IMI).

With a solid background in business communication and business management, our graduates are able to achieve a truly rewarding career in hospitality and tourism. This program includes a one-year co-op business work experience where you can work for a local company.

Prepare your career by getting valuable Canadian work experience!

| <b>MANDATORY COURSES</b>      |   |     | Credits |
|-------------------------------|---|-----|---------|
| BU 101                        | Economics   | CIM | 4       |
| BU 251                        | Macroeconomics  | CIM | 4       |
| BU 218-220                    | Business Management                                   | CIM | 6       |
| BU 102,105,209                | Accounting 1,2,3                                      | CIM | 6       |
| COM 125-128                   | Business English                                      |     | 8       |
| COM 201,211,212               | Business Communication                                | CIM | 9       |
| IT 104-107                    | MS Office Suite                                       |     | 8       |
| COM 1555                      | Professional Presentations                            |     | 2       |
| Subtotal                      |   |     | 47      |
| <br>                          |   |     |         |
| <u>Hospitality Management</u> |   |     |         |
| 50 credits from the following |   |     |         |
| BUH 203                       | Managing Housekeeping Operations                      |     | 4       |
| BUH 218                       | Hospitality Facilities and Design                     |     | 4       |
| BUH 225                       | Managing Service in Food and Beverage Operations      |     | 4       |
| BUH 250                       | Convention Management                                 |     | 6       |
| BUH 212                       | Leadership and Management in the Hospitality Industry |     | 6       |
| BUH 240                       | Revenue Management                                    |     | 6       |
| BUH 204                       | Managing Front Office Operations                      |     | 4       |
| BUH 236                       | Hospitality Today                                     |     | 4       |
| BUH 219                       | Supervision in the Hospitality Industry               |     | 4       |
| BUH 221                       | Security and Loss Prevention Management               |     | 4       |
| BUH 217                       | Managing Hospitality Human Resources                  |     | 4       |
| BUH 222                       | Hospitality Sales & Marketing                         |     | 6       |
| Subtotal                      |   |     | 50      |
| <br>                          |   |     |         |
| <b>Co-op Term</b>             |   |     |         |
| BU 404                        | Co-op Term  |     | 60      |



# ARBUTUS COLLEGE

*Communication Arts, Business & Technology*

## **Credit point loading**

|   |            |     |
|---|------------|-----|
| Mandatory Courses                         |            | 47  |
| International Hotel<br>Management Courses |            | 50  |
| Co-op Term                                | Co-op Term | 60  |
|   | Total      | 157 |

- **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.

## 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.

| MANDATORY COURSES                 |                        | Credits |
|-----------------------------------|------------------------|---------|
| BU 222                            | Marketing              | 6       |
| OR                                |                        |         |
| BU 230                            | Services Marketing     | 6       |
| And                               |                        |         |
| 2 Courses from<br>COM 201,211,212 | Business Communication | 6       |
| OR                                |                        |         |
| 2 Courses from<br>COM 125-128     | Business English       | 4       |
| 1 Course from<br>BU 218-220       | Business Management    | 2       |
|                                   |                        | 12      |

- 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 principal

**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.

| <b>MANDATORY COURSES</b> |                        | <b>Credits</b>             |
|--------------------------|------------------------|----------------------------|
| BU 222                   | Marketing              | 6                          |
| OR                       |                        |                            |
| BU 230                   | Services Marketing     | 6                          |
|                          |                        | <hr style="width: 100%;"/> |
|                          |                        | 6                          |
| PLUS                     |                        |                            |
| COM 201,211,212          | Business Communication | 9                          |
| And 2 Courses from       |                        |                            |
| COM 125-128              | Business English       | 4                          |
|                          |                        | <hr style="width: 100%;"/> |
|                          |                        | 13                         |
| OR                       |                        |                            |
| 2 Courses from           |                        |                            |
| COM 125-128              | Business English       | 4                          |
| 2 Courses from           |                        |                            |
| COM 201,211,212          | Business Communication | 6                          |
| 1 Course from            |                        |                            |
| BU 218-220               | Business Management    | 2                          |
|                          |                        | <hr style="width: 100%;"/> |
|                          |                        | 12                         |
|                          |                        | <hr style="width: 100%;"/> |
| Total                    |                        | 18-19                      |

- 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 principal

**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.

You will be prepared to undertake a variety of business positions in a wide range of industries

| <b>MANDATORY COURSES</b>          |                        | <b>Credits</b> |
|-----------------------------------|------------------------|----------------|
| BU 222                            | Marketing              | 6              |
| BU 230                            | Services Marketing     | 6              |
|                                   |                        | 12             |
| <br><b>PLUS</b>                   |                        |                |
| COM 201,211,212                   | Business Communication | 9              |
| And 2 Courses from<br>COM 125-128 | Business English       | 4              |
|                                   |                        | 13             |
| <br><b>OR</b>                     |                        |                |
| 2 Courses from<br>COM 125-128     | Business English       | 4              |
| 2 Courses from<br>COM 201,211,212 | Business Communication | 6              |
| 1 Course from<br>BU 218-220       | Business Management    | 2              |
|                                   |                        | 12             |
| Sub Total                         |                        | 24-25          |
| <br><b>Practicum</b>              |                        |                |
| BU 404                            | Practicum Term         | 10             |

- 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 principal

**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 Diploma (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.

| MANDATORY COURSES |                        | Credits |
|-------------------|------------------------|---------|
| BU 222            | Marketing              | 6       |
| BU 230            | Services Marketing     | 6       |
| BU 218,219,220    | Business Management    | 6       |
| BU 115            | Social Media Marketing | 2       |
| COM 125-128       | Business English       | 8       |
| COM 201,211, 212  | Business Communication | 9       |
| IT 104            | MS Word                | 1       |
| IT 105            | MS Excel               | 3       |
| IT 107            | MS Powerpoint          | 1       |
|                   |                        | 42      |

- 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 principal

**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 business work experience in carefully selected local companies.

Prepare for your career by getting valuable Canadian work experience!

| <b>MANDATORY COURSES</b> |                             | <b>Credits</b> |
|--------------------------|-----------------------------|----------------|
| BU 222                   | Marketing                   | 6              |
| BU 230                   | Services Marketing          | 6              |
| BU 218,219,220           | Business Management         | 6              |
| BU 115                   | Social Media Marketing      | 2              |
| COM 125-128              | Business English            | 8              |
| COM 201,211, 212         | Business Communication      | 9              |
| IT 104                   | MS Word                     | 1              |
| IT 105                   | MS Excel                    | 3              |
| IT 107                   | MS Powerpoint               | 1              |
|                          |                             | <hr/>          |
|                          |                             | 42             |
| <br>                     |                             |                |
| BU 404                   | Practicum – work experience | 10             |
|                          |                             | <hr/>          |
|                          |                             | 52             |

- 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 principal

**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 Marketing

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

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 six-month business work experience in carefully selected local companies.

Prepare for your career by getting valuable Canadian work experience!

| MANDATORY COURSES |                        | Credits |
|-------------------|------------------------|---------|
| BU 222            | Marketing              | 6       |
| BU 230            | Services Marketing     | 6       |
| BU 218,219,220    | Business Management    | 6       |
| BU 115            | Social Media Marketing | 2       |
| COM 125-128       | Business English       | 8       |
| COM 201,211, 212  | Business Communication | 9       |
| IT 104            | MS Word                | 1       |
| IT 105            | MS Excel               | 3       |
| IT 107            | MS Powerpoint          | 1       |
|                   |                        | <hr/>   |
|                   |                        | 42      |
| BU 404            | Co-op Term             |         |
|                   |                        | <hr/>   |
|                   |                        | 30      |
|                   |                        | <hr/>   |
|                   |                        | 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 principal

**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

## **FITT: Forum For International Trade Training**

### **FITT Skills Courses**

Int'l Market Entry Strategies  
Global Business Environment  
Int'l Marketing  
Int'l Trade Finance  
Global Supply Chain Management  
Int'l Trade Research  
Legal Aspects of Int'l Trade  
Int'l Trade Management

- Successful completion\* of any 4 FITT Skills Courses leads to:

FITT Certificate in International Trade

- Successful completion\* of all 8 FITT Skills Courses leads to:

FITT Diploma in International Trade

To qualify for the CITP designation, you must successfully complete\* all 8 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.



## 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.

### MANDATORY COURSES

### Credits

Any 2 course from

|         |   |   |
|---------|---|---|
| BU 2255 | Processes and Procedures in Int'l Trade |   |
| BU 330  | FITT Int'l Market Entry Strategies      |   |
| BU331   | FITT Global Business Environment        |   |
| BU332   | FITT Global Supply Chain Management     |   |
| BU333   | FITT Int'l Trade Finance                | 8 |
| BU334   | FITT Int'l Marketing                    |   |
| BU335   | FITT Int'l Trade Research               |   |
| BU336   | FITT Legal Aspects of Int'l Trade       |   |
| BU337   | FITT Int'l Trade Management             |   |
|         |   | 8 |

And

2 Courses from

|                 |                        |   |
|-----------------|------------------------|---|
| COM 201,211,212 | Business Communication | 6 |
| OR              |                        |   |

2 Courses from

|             |                  |   |
|-------------|------------------|---|
| COM 125-128 | Business English | 4 |
|-------------|------------------|---|

1 Course from

|            |                     |   |
|------------|---------------------|---|
| BU 218-220 | Business Management | 2 |
|            |                     | 2 |

|              |  |           |
|--------------|--|-----------|
| <b>Total</b> |  | <b>14</b> |
|--------------|--|-----------|

- 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 principal

**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.

| <b>MANDATORY COURSES</b> |   | <b>Credits</b> |
|--------------------------|---|----------------|
| Any 3 course from        |   |                |
| BU 2255                  | Processes and Procedures in Int'l Trade |                |
| BU 330                   | FITT Int'l Market Entry Strategies      |                |
| BU331                    | FITT Global Business Environment        |                |
| BU332                    | FITT Global Supply Chain Management     |                |
| BU333                    | FITT Int'l Trade Finance                | 12             |
| BU334                    | FITT Int'l Marketing                    |                |
| BU335                    | FITT Int'l Trade Research               |                |
| BU336                    | FITT Legal Aspects of Int'l Trade       |                |
| BU337                    | FITT Int'l Trade Management             |                |
|                          |   | 12             |
| PLUS                     |   |                |
| COM 201,211,212          | Business Communication                  | 9              |
|                          |   | 9              |
| OR                       |   |                |
| 2 Courses from           |   |                |
| COM 201,211,212          | Business Communication                  | 6              |
| 1 Course from            |   |                |
| BU 218-220               | Business Management                     | 2              |
|                          |   | 8              |
| <u>Total</u>             |   | <b>20-21</b>   |

- 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 principal

**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. This program includes a two-month work experience in a carefully selected local company.

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

| <b>MANDATORY COURSES</b> |   | <b>Credits</b> |
|--------------------------|---|----------------|
| Any 4 course from        |   |                |
| BU 2255                  | Processes and Procedures in Int'l Trade |                |
| BU 330                   | FITT Int'l Market Entry Strategies      |                |
| BU331                    | FITT Global Business Environment        |                |
| BU332                    | FITT Global Supply Chain Management     |                |
| BU333                    | FITT Int'l Trade Finance                | 16             |
| BU334                    | FITT Int'l Marketing                    |                |
| BU335                    | FITT Int'l Trade Research               |                |
| BU336                    | FITT Legal Aspects of Int'l Trade       |                |
| BU337                    | FITT Int'l Trade Management             |                |
|                          |   | 16             |
| PLUS                     |   |                |
| COM 201,211,212          | Business Communication                  | 9              |
| BUS218-220               | Business Management                     | 2              |
|                          |   | 11             |
| OR                       |   |                |
| 2 Courses from           |   |                |
| COM 125-128*             | Business English                        | 4              |
| 2 Courses from           |   |                |
| COM 201,211,212          | Business Communication                  | 6              |
| 1 Course from            |   |                |
| BU 218-220               | Business Management                     | 2              |
|                          |   | 12             |
| Sub Total                |   | <b>27-28</b>   |
| <b>Practicum</b>         |   |                |
| BU 404                   | Practicum Term                          | 10             |

- 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 principal

**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 Diploma

(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. 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. Prepare your career by getting valuable FITT certification!

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

- 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 principal

**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 Certified International Trade Professional designation (CITP). This program includes a two-month business work experience in carefully selected local companies.

Prepare for your career by getting valuable Canadian work experience!

| <b>MANDATORY COURSES</b>    |   | <b>Credits</b> |
|-----------------------------|---|----------------|
| BU 2255                     | Processes and Procedures in Int'l Trade | 4              |
| BU 228                      | Beyond the Border (Trade Show)          | 2              |
| BU 330                      | FITT Int'l Market Entry Strategies      | 4              |
| BU331                       | FITT Global Business Environment        | 4              |
| BU332                       | FITT Global Supply Chain Management     | 4              |
| BU333                       | FITT Int'l Trade Finance                | 4              |
| BU334                       | FITT Int'l Marketing                    | 4              |
| BU335                       | FITT Int'l Trade Research               | 4              |
| BU336                       | FITT Legal Aspects of Int'l Trade       | 4              |
| BU337                       | FITT Int'l Trade Management             | 4              |
|                             |   | 38             |
| BU 218-220                  | Business Management                     | 6              |
| COM 125-128 (any 3 courses) | Business English                        | 6              |
|                             |   | 12             |
| BU 404                      | Practicum – work experience             | 10             |
|                             |   | 60             |
| <u>Total</u>                |   | <b>60</b>      |

- 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 principal

**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 International Trade

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

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). This program includes a six-month work experience in carefully selected local companies.

Prepare for your career by getting valuable Canadian work experience!

| <b>MANDATORY COURSES</b>    |   | <b>Credits</b> |
|-----------------------------|---|----------------|
| BU 2255                     | Processes and Procedures in Int'l Trade | 4              |
| BU 228                      | Beyond the Border (Trade Show)          | 2              |
| BU 330                      | FITT Int'l Market Entry Strategies      | 4              |
| BU331                       | FITT Global Business Environment        | 4              |
| BU332                       | FITT Global Supply Chain Management     | 4              |
| BU333                       | FITT Int'l Trade Finance                | 4              |
| BU334                       | FITT Int'l Marketing                    | 4              |
| BU335                       | FITT Int'l Trade Research               | 4              |
| BU336                       | FITT Legal Aspects of Int'l Trade       | 4              |
| BU337                       | FITT Int'l Trade Management             | 4              |
|                             |   | 38             |
| BU 218-220                  | Business Management                     | 6              |
| COM 125-128 (any 3 courses) | Business English                        | 6              |
|                             |   | 12             |
| BU 404                      | Co-op Term                              | 30             |
|                             |   | 80             |
| <u>Total</u>                |   | <b>80</b>      |

- 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 principal

**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.

| MANDATORY COURSES    |  | Credits |
|----------------------|--|---------|
| COM 125-128          | Business English (3 courses)                 | 6       |
| COM 130 - 132        | BEC (Business English Cambridge) (2 courses) | 6       |
| COM 201-212          | Business Communication (2 courses)           | 6       |
|                      | OR   |         |
| COM 201-212          | Business Communication (2 courses)           | 6       |
| BU 218-220 or BU 200 | Business Management or Business Elective     | 6       |
| COM 125-128          | Business English (3 courses)                 | 6       |
|                      |  | 18      |

- 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 principal

**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

## Communication 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 your future academic studies and employment.

| MANDATORY COURSES    |  | Credits |
|----------------------|--|---------|
| COM 125-128          | Business English                         | 8       |
| COM 130 - 132        | BEC (Business English Cambridge)         | 9       |
| COM 201-212          | Business Communication                   | 6       |
|                      | OR                                       |         |
| COM 201-212          | Business Communication                   | 9       |
| BU 218-220 or BU 200 | Business Management or Business Elective | 6       |
| COM 125-128          | Business English                         | 8       |
|                      |  | 23      |

- 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 principal

**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 (Korean/English, Japanese/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. We focus on English and the languages of Japan and Korea.

| <b>MANDATORY COURSES</b> | <u>Korean/English</u>             | Credits |
|--------------------------|-----------------------------------|---------|
| COM 207                  | Translation                       | 4       |
| COM 206                  | Interpreting                      | 4       |
| COM 233                  | Terminology                       | 4       |
|                          |                                   | 12      |
| OR                       |                                   |         |
| <b>MANDATORY COURSES</b> | <u>Japanese/English</u>           |         |
| COM 205                  | Translation (Japanese to English) | 4       |
| COM 305                  | Translation (English to Japanese) | 4       |
| COM 203                  | Interpreting                      | 4       |
|                          |                                   | 12      |

- 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 principal

**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 (Korean/English, Japanese/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. We focus on English and the languages of Japan and Korea.

| <b>MANDATORY COURSES</b> | <u>Korean/English</u> | <b>Credits</b> |
|--------------------------|-----------------------|----------------|
| COM 207                  | Translation           | 6              |
| COM 206                  | Interpreting          | 6              |
| COM 233                  | Terminology           | 6              |
|                          |                       | 18             |

| <b>MANDATORY COURSES</b> | <u>Japanese/English</u>           |    |
|--------------------------|-----------------------------------|----|
| COM 205                  | Translation (Japanese to English) | 6  |
| COM 305                  | Translation (English to Japanese) | 6  |
| COM 203                  | Interpreting                      | 6  |
|                          |                                   | 18 |

- 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 principal

**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 (Korean/English, Japanese/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. We focus on English and the languages of Japan and Korea. This program includes a two-month work experience in a carefully selected local company.

| <b>MANDATORY COURSES</b> | <u>Korean/English</u>             | <b>Credits</b> |
|--------------------------|-----------------------------------|----------------|
| COM 207                  | Translation                       | 8              |
| COM 206                  | Interpreting                      | 8              |
| COM 233                  | Terminology                       | 8              |
|                          |                                   | <hr/>          |
|                          |                                   | 24             |
| BU 401                   | Practicum                         | 10             |
| <br>                     |                                   |                |
| <b>MANDATORY COURSES</b> | <u>Japanese/English</u>           |                |
| COM 205                  | Translation (Japanese to English) | 8              |
| COM 305                  | Translation (English to Japanese) | 8              |
| COM 203                  | Interpreting                      | 8              |
|                          |                                   | <hr/>          |
|                          |                                   | 24             |
| BU 404                   | Practicum                         | 10             |

- 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 principal

**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 (Korean/English, Japanese/English) Diploma (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. We focus on English and the languages of Japan and Korea.

| <b>MANDATORY COURSES</b> | <u>Korean/English</u>             | <b>Credits</b> |
|--------------------------|-----------------------------------|----------------|
| COM 207                  | Translation                       | 12             |
| COM 206                  | Interpreting                      | 12             |
| COM 233                  | Terminology                       | 12             |
| COM 211-212 (1 course)   | Business Writing                  | 3              |
| COM 125-128 (1 course)   | Business English                  | 2              |
|                          |                                   | 41             |
|                          |                                   |                |
| <b>MANDATORY COURSES</b> | <u>Japanese/English</u>           |                |
| COM 205                  | Translation (Japanese to English) | 12             |
| COM 305                  | Translation (English to Japanese) | 12             |
| COM 203                  | Interpreting                      | 12             |
| COM 211-212 (1 course)   | Business Writing                  | 3              |
| COM 125-128 (1 course)   | Business English                  | 2              |
|                          |                                   | 41             |

- 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 principal

**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

(Korean/English, Japanese/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 all the professional aspects of translation and interpreting and will be able to apply theories to practice. Emphasis is placed on professional translation and interpreting. We focus on English and the languages of Japan and Korea. This program includes a two-month business work experience in carefully selected local companies.

Prepare for your career by getting valuable Canadian work experience!

| <b>MANDATORY COURSES</b> | <u>Korean/English</u>       | <b>Credits</b> |
|--------------------------|-----------------------------|----------------|
| COM 207                  | Translation                 | 12             |
| COM 206                  | Interpreting                | 12             |
| COM 233                  | Terminology                 | 12             |
| COM 211-212 (1 course)   | Business Writing            | 3              |
| COM 125-128 (1 course)   | Business English            | 2              |
|                          |                             | <hr/>          |
|                          |                             | 41             |
| BU 401                   | Practicum – work experience | 10             |
|                          |                             | <hr/>          |
|                          |                             | 51             |

| <b>MANDATORY COURSES</b> | <u>Japanese/English</u>           | <b>Credits</b> |
|--------------------------|-----------------------------------|----------------|
| COM 205                  | Translation (Japanese to English) | 12             |
| COM 305                  | Translation (English to Japanese) | 12             |
| COM 203                  | Interpreting                      | 12             |
| COM 211-212 (1 course)   | Business Writing                  | 3              |
| COM 125-128 (1 course)   | Business English                  | 2              |
|                          |                                   | <hr/>          |
|                          |                                   | 41             |
| BU 404                   | Practicum – work experience       | 10             |
|                          |                                   | <hr/>          |
|                          |                                   | 51             |

- 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 principal

**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

## Co-op Diploma In Translation & Interpreting (Korean/English, Japanese/English)

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

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. We focus on English and the languages of Japan and Korea. This program includes a six-month business work experience in carefully selected local companies.

Prepare for your career by getting valuable Canadian work experience!

| <b>MANDATORY COURSES</b> | <u>Korean/English</u>             | <b>Credits</b> |
|--------------------------|-----------------------------------|----------------|
| COM 207                  | Translation                       | 12             |
| COM 206                  | Interpreting                      | 12             |
| COM 233                  | Terminology                       | 12             |
| COM 211-212 (1 course)   | Business Writing                  | 3              |
| COM 125-128 (1 course)   | Business English                  | 2              |
|                          |                                   | 41             |
|                          |                                   |                |
| <b>MANDATORY COURSES</b> | <u>Japanese/English</u>           |                |
| COM 205                  | Translation (Japanese to English) | 12             |
| COM 305                  | Translation (English to Japanese) | 12             |
| COM 203                  | Interpreting                      | 12             |
| COM 211-212 (1 course)   | Business Writing                  | 3              |
| COM 125-128 (1 course)   | Business English                  | 2              |
|                          |                                   | 41             |
| BU 404                   | Co-op Term                        | 30             |
| <u>Total</u>             |                                   | 71             |

- 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 principal

**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

## Translation & Interpreting (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.

| <b>MANDATORY COURSES</b> | <u>Chinese/English</u> | <b>Credits</b> |
|--------------------------|------------------------|----------------|
| COM 411                  | Translation            | 6              |
| COM 401                  | Interpreting           | 6              |
| COM 421                  | Terminology            | 6              |
|                          |                        | 18             |

- 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 principal

**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 (Chinese/English)

### Diploma

(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.

| <b>MANDATORY COURSES</b> | <u>Chinese/English</u> | <b>Credits</b> |
|--------------------------|------------------------|----------------|
| COM 411                  | Translation            | 12             |
| COM 401                  | Interpreting           | 12             |
| COM 421                  | Terminology            | 12             |
| COM 211-212 (1 course)   | Business Writing       | 3              |
| COM 125-128 (1 course)   | Business English       | 2              |
|                          |                        | 41             |

- 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 principal

**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

## Academic & Career English Programs

(10 months of Academic Preparation Studies)

| <b>MANDATORY COURSES</b> |  | <b>Credits</b> |
|--------------------------|--|----------------|
| <b>Level 1</b>           | <b>INTRODUCTION TO ENGLISH SKILLS</b>  |                |
| ACE 101                  | Intro 101                              | 8              |
| ACE 102                  | Intro 102                              | 8              |
| <b>Level 2</b>           | <b>ELEMENATRY ENGLISH SKILLS</b>       |                |
| ACE 201                  | Elementary 201                         | 5              |
| ACE 202                  | Elementary 202                         | 5              |
| ACE 203                  | High Elementary 203                    | 5              |
| ACE 204                  | High Elementary 204                    | 5              |
| LS 201                   | Listen and Speak 201                   | 3              |
| RW 201                   | Read and Write 201                     | 3              |
| LS 202                   | Listen and Speak 202                   | 3              |
| RW 202                   | Read and Write 202                     | 3              |
| <b>Level 3</b>           | <b>PRE-INTERMEDIATE ENGLISH SKILLS</b> |                |
| ACE 301                  | Pre – Intermediate 301                 | 5              |
| ACE 302                  | Pre – Intermediate 302                 | 5              |
| ACE 303                  | High Pre – Intermediate 303            | 5              |
| ACE 304                  | High Pre – Intermediate 304            | 5              |
| LS 301                   | Listen and Speak 301                   | 3              |
| RW 301                   | Read and Write 301                     | 3              |
| LS 302                   | Listen and Speak 302                   | 3              |
| RW 302                   | Read and Write 302                     | 3              |

**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)

| <b>Level 4</b>  | <b>INTERMEDIATE ENGLISH SKILLS</b> | <b>Credits</b> |
|-----------------|------------------------------------|----------------|
| ACE 401         | Intermediate 401                   | 5              |
| ACE 402         | Intermediate 402                   | 5              |
| ACE 403         | Mid Intermediate 403               | 5              |
| ACE 404         | Mid Intermediate 404               | 5              |
| LS 401          | Listen and Speak 401               | 3              |
| RW 401          | Read and Write 401                 | 3              |
| LS 402          | Listen and Speak 402               | 3              |
| RW 402          | Read and Write 402                 | 3              |
| <b>Level 5</b>  | <b>PRE ADVANCED ENGLISH SKILLS</b> |                |
| ACE 501         | High Intermediate 501              | 5              |
| ACE 502         | High Intermediate 502              | 5              |
| ACE 503         | Pre Advanced 503                   | 5              |
| ACE 504         | Pre Advanced 504                   | 5              |
| LS 501          | Listen and Speak 501               | 3              |
| RW 501          | Read and Write 501                 | 3              |
| LS 502          | Listen and Speak 502               | 3              |
| RW 502          | Read and Write 502                 | 3              |
| <b>Level 6</b>  | <b>ADVANCED ENGLISH SKILLS</b>     |                |
| ACE 601         | Advanced 601                       | 5              |
| ACE 602         | Advanced 602                       | 5              |
| ACE 603         | Mastery 603                        | 5              |
| ACE 604         | Mastery 604                        | 5              |
| 12 credits from |                                    |                |
| IELTS 601       | IELTS 601                          | 3              |
| IELTS 602       | IELTS 602                          | 3              |
| IELTS 603       | IELTS 603                          | 3              |
| IELTS 604       | IELTS 604                          | 3              |
| Or              |                                    |                |
| RW 601          | Read and Write 601                 | 3              |
| LS 601          | Listen and Speak 601               | 3              |
| RW 602          | Read and Write 602                 | 3              |
| LS 602          | Listen and Speak 602               | 3              |

**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.