

DISCOVER YOUR POTENTIAL

2017-2018 Study Guide

Contents



Welcome to Arbutus College	3
Why Arbutus College?	4-5
The Arbutus Advantage	6-7
Programs	8
Admission Requirements	10
How to Apply	10

Welcome to Arbutus College

Arbutus College is the institution of choice for students from more than 20 countries around the world. They choose Arbutus due to the College's focus on improving their communication skills, developing their industry knowledge and helping them to gain valuable work experience. Arbutus offers the opportunity for students to build their credentials by obtaining parallel accreditations from the College's education partners and by completing cooperative education programs.

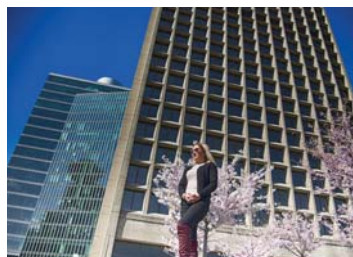
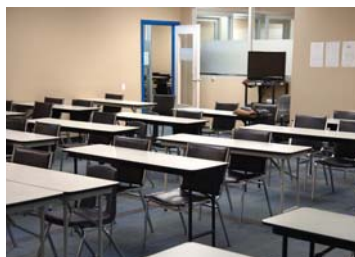
Join Arbutus College and gain the skills and experience necessary for career success!

Why Canada?

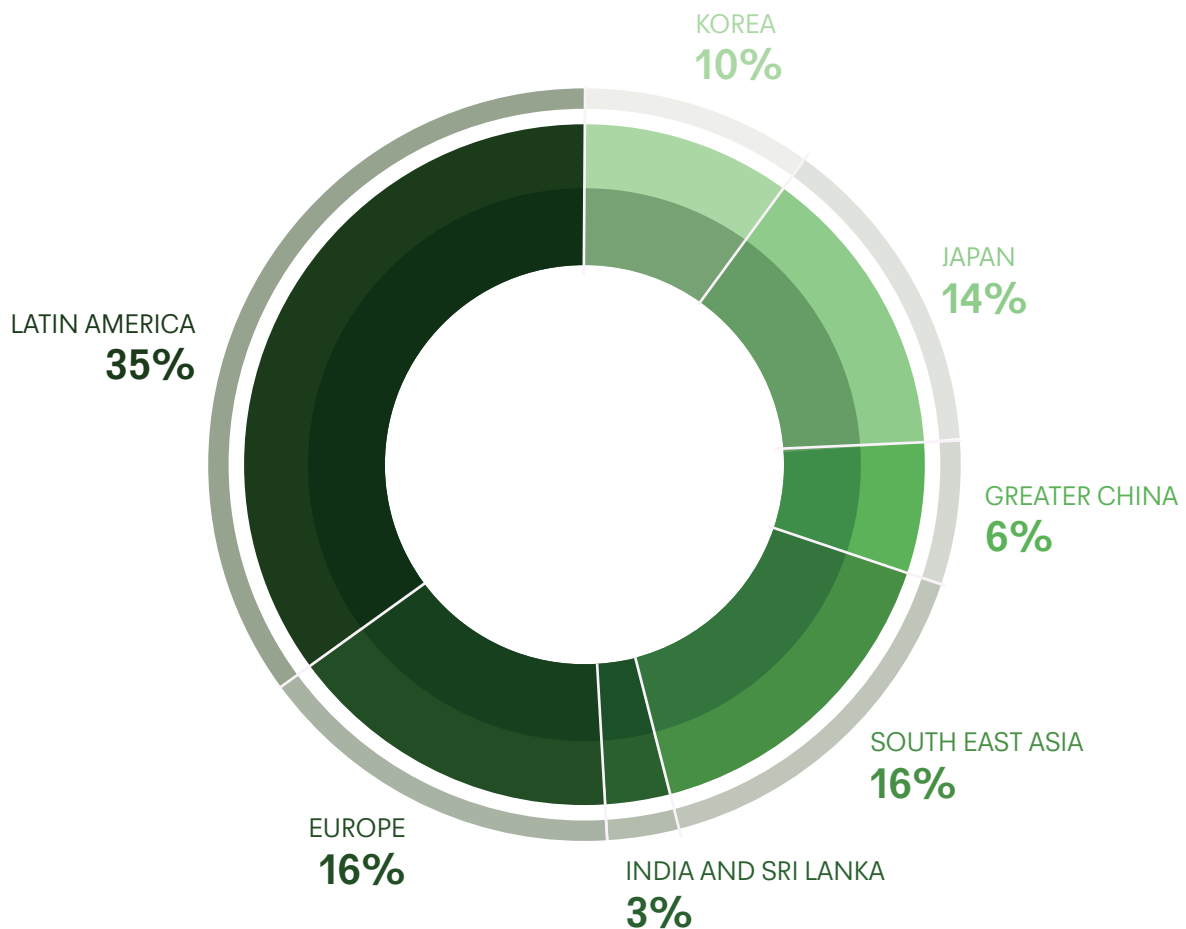
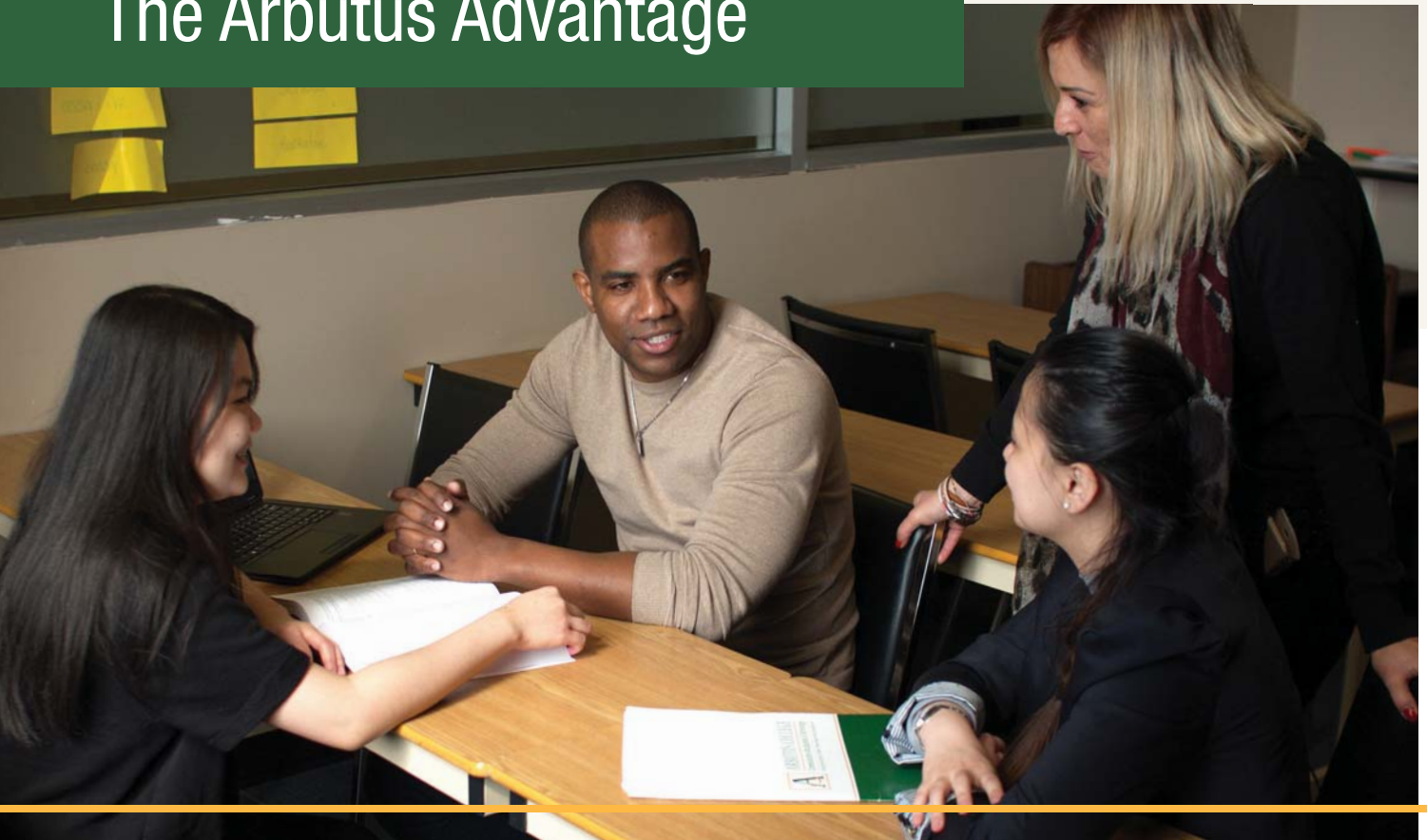
- Safe and healthy environment
- Highly educated country with 51% of the population completing a university degree
- Welcoming, multicultural country
- Strong economy with good job growth
- Work up to 20 hours per week if you hold a study permit

Why Vancouver?

- In the top five most liveable cities in the world according to the 2016 Economist Intelligence Unit
- Fastest growing economy in Canada
- Warmest weather in Canada
- Wonderful scenery and outdoor activity options including skiing, golfing, hiking and sailing
- World-class entertainment, international and local art activities, and sporting events



The Arbutus Advantage



- **Convenient and manageable study schedules**
- **Guaranteed co-op placements**
- **Eligibility to work while studying**
- **Supportive staff and faculty who are experts in international student success**
- **Pathways to universities and other higher education providers**

University Transfer Program

Arbutus College offers students pathways to a university degree through our educational partners. You can receive credit transfers and meet the English proficiency requirements for Acsenda School of Management's Bachelor of Business Administration, through successful completion of our Diploma in Business Management, and their Bachelor of Hospitality Management, through successful completion of our Diploma in Hospitality Management.



INDUSTRY AND GOVERNMENT RECOGNITIONS

Government



Industries

Students receive internationally recognized industry certificates and diplomas by completing an Arbutus College program. Arbutus College provides excellent quality programs recognized by:



AHLA - The American Hotel & Lodging Association (AH&LA) is the sole national association representing all segments of the 1.8 million-employee U.S. lodging industry,



FITT - The Forum for International Trade Training (FITT) is a not-for-profit organization dedicated to providing international business training, resources and professional certification to individuals and businesses.



Canadian Institute Of Management - The Canadian Institute of Management is Canada's senior management association established in 1942 and is dedicated to enhancing managerial skills and professional development.

Programs

Intake Dates:

2017

January 2 - January 27
January 30 - February 24
February 27 - March 24

SPRING BREAK (MAR 25- APR 2)

April 3 - April 28
May 1 - May 26
May 29 - June 23
June 26 - July 21
July 24 - August 18

SUMMER BREAK (AUG 19 - AUG 27)

August 28 - September 22
September 25 - October 20
October 23 - November 17
November 20 - December 15

WINTER BREAK (DEC 16- JAN 1, 2018)

2018

January 2 - January 26
January 29 - February 23
February 26 - March 23

SPRING BREAK (MAR 24- APR 1)

April 2 - April 27
April 30 - May 25
May 28 - June 22
June 25 - July 20
July 23 - August 17

SUMMER BREAK (AUG 18- SEP 2)

September 3 - September 28
October 1 - October 26
October 29 - November 23
November 26 - December 21

WINTER BREAK (DEC 22- JAN 6, 2019)

HOSPITALITY MANAGEMENT

CERTIFICATE

Hospitality and Business Skills Practicum Certificate

(3 months of academic study +3 months of Practicum)

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

Mandatory courses

- Business Management
- Business Communication
- Business English

2 courses from the following:

- Managing Housekeeping Operations
- Hospitality Facilities and Design
- Managing Service in Food and Beverage Operations

- Convention Management
- Marketing in the Hospitality Industry
- Fundamentals of Designation
- Management and Marketing
- Managing Front Office Operations
- International Hotel Management
- Supervision in the Hospitality Industry
- Security and Loss Prevention Management
- Managing Hospitality Human Resources
- Hospitality Sales and Marketing

DIPLOMA

Diploma in Hospitality Management

(6 months of academic study)

Co-op Diploma In Management

(6 months of academic study
+ 6 months of 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.

CERTIFICATE

Business Management Certificate

(3 months of academic study)

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.

Mandatory courses

- Business Management
- Business Communication
- Business English

DIPLOMA

Business Management Diploma

(6 months of academic study)

Co-op Diploma In Management (6

months of academic study + 6 months of co-op)

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. Our Co-op

Diploma Program includes a six months business work experience where you can work in a local company.

Mandatory courses

- Business Management
- Business Communication
- Business English Leadership
- Accounting 1, 2, 3
- Economics (Micro or Macro)
- Social Media Marketing
- MS Excel

Mandatory courses

- Business Management
- Business Communication

4 courses from the following:

- Managing Housekeeping Operations
- Hospitality Facilities and Design
- Managing Service in Food and Beverage Operations
- Convention Management
- Marketing in the Hospitality Industry

- Fundamentals of Designation
- Management and Marketing
- Managing Front Office Operations
- International Hotel Management
- Supervision in the Hospitality Industry
- Security and Loss Prevention Management
- Managing Hospitality Human Resources
- Hospitality Sales and Marketing

HONOURS DIPLOMA

Honours Diploma in Business Management with specialization in Hospitality

(12 months of academic study)

Honours Diploma in Business Management with specialization in Hospitality

(12 months of academic study + 12 month of Co-op)

Students have the opportunity to specialize in Marketing, Applied

Communication, International Trade, Hotel Management or Business Management.

Mandatory courses

- Business Management
- Business Communication
- Business English
- Leadership
- Accounting 1, 2, 3
- Economics (Micro and Macro)
- Social Media Marketing
- MS Office Suite

6 courses from the following:

- Managing Housekeeping Operations
- Hospitality Facilities and Design
- Managing Service in Food and Beverage Operations
- Convention Management
- Marketing in the Hospitality Industry
- Fundamentals of Designation
- Management and Marketing
- Managing Front Office Operations
- International Hotel Management
- Supervision in the Hospitality Industry
- Security and Loss Prevention Management
- Managing Hospitality Human Resources
- Hospitality Sales and Marketing

PROFESSIONAL DIPLOMA

Professional Diploma In Hospitality Management

(20 months of academic study)

Co-op Professional Diploma in Hospitality Management

(20 months of academic study + 12 month of Co-op)

This program takes you beyond regular standard training by combining all of the following essential elements: professional development, academic knowledge and practical skill development.

Mandatory courses

- Business Management
- Business Communication
- Business English
- Accounting 1, 2, 3
- Economics (Micro and Macro)
- Social Media Marketing
- MS Office Suite
- Professional Presentations

11 courses from the following:

- Managing Housekeeping Operations
- Hospitality Facilities and Design
- Managing Service in Food and Beverage Operations
- Convention Management
- Marketing in the Hospitality Industry
- Fundamentals of Designation
- Management and Marketing
- Managing Front Office Operations
- International Hotel Management
- Supervision in the Hospitality Industry
- Security and Loss Prevention Management
- Managing Hospitality Human Resources
- Hospitality Sales and Marketing

BUSINESS MANAGEMENT

HONOURS DIPLOMA

Honours Diploma in Business Management with specialization in Business Management

(12 months of academic study)

Honours Co-op Diploma in Business Management with specialization in Business Management

(12 months of academic study + 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. Students have the opportunity to specialize in Business Management, Marketing, International Trade, Hotel management or Applied Communication.

Mandatory courses

- Business Management
- Business Communication
- Business English
- Leadership
- Accounting 1, 2, 3
- Economics (Micro and Macro)
- Social Media Marketing

- MS Office Suite
- Strategic Management
- Canadian Business Law
- Essentials of Marketing
- Organizational Behaviour
- Financial Management
- Entrepreneurship
- Sales and Marketing

MARKETING

CERTIFICATE

Marketing Certificate

(3 months of academic study)

As a graduate of this program you will master 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.

Mandatory courses

Option 1:

- Marketing
- Business Communication
- Business English

Option 2:

- Services Marketing
- Business Communication
- Business Management

HONOURS DIPLOMA

Honours Diploma in Business Management with specialization in Marketing

(12 months of academic study)

Honours Co-op Diploma in Business Management with specialization in Marketing

(12 months of academic study + 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.

DIPLOMA

Marketing Diploma

(6 months of academic study)

The marketing diploma will provide you with extensive training in market research, international marketing and direct marketing campaigns.

Mandatory courses

- Business Management
- Business Communication
- Business English
- Marketing
- Services Marketing
- Social Media Marketing
- MS Word
- MS Excel
- MS PowerPoint

Students have the opportunity to specialize in Business Management, Marketing, International Trade, Hotel Management or Applied Communication.

Mandatory courses

- Business Management
- Business Communication
- Business English
- Leadership
- Accounting 1, 2, 3
- Economics (Micro and Macro)
- Social Media Marketing
- MS Office Suite
- Services Marketing
- Essentials of Marketing
- Sales and Marketing
- Strategic Management
- Managing Information Technology
- Entrepreneurship

TRANSLATION AND INTERPRETING (JAPANESE/ENGLISH)

CERTIFICATE

These programs will give you an understanding of the career path as a translator or interpreter, and help you improve and strengthen your language skills.

Foundations certificate

(2 months of academic study)

Certificate

(3 months of academic study)

Practicum certificate

(4 months of academic study and 2 months of practicum)

Mandatory courses

- Translation (Japanese to English)
- Translation (English to Japanese)
- Interpreting
- Practicum (Practicum certificate only)

DIPLOMA

This program will prepare you for a career as a translator or interpreter, and will improve your language skills. You will develop a strong understanding of the professional aspects of translation and interpreting, and understand how to apply theories to practice.

Translation and Interpreting Diploma

(6 months of academic studies)

Work Experience Diploma in Translation and Interpreting

(6 months of academic studies and 2 months of practicum)

Mandatory courses

- Translation (Japanese to English)
- Translation (English to Japanese)
- Interpreting
- Business Writing
- Business English
- Practicum (Work Experience Diploma only)

INTERNATIONAL TRADE

CERTIFICATE

International Trade Certificate

(3 months of academic study)

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

Mandatory courses

- Business Communication
- Business Management

3 courses from the following:

- Processes and Procedures in Int'l Trade
- FITT Int'l Trade Finance
- FITT Int'l Market Entry Strategies
- FITT Int'l Marketing
- FITT Global Business Environment
- FITT Int'l Trade Research
- FITT Global Supply Chain Management
- FITT Legal Aspects of Int'l Trade
- FITT Int'l Trade Management

DIPLOMA

International Trade Diploma

(6 months of academic study)

This program provides our graduates with a practical understanding of international business management, trade, market segmentation, analysis and strategic planning. Prepare your career by getting valuable FITT certification.

Mandatory courses

- Business Management
- Business English
- Processes and Procedures in Int'l Trade
- Beyond the Border (Trade Show)
- FITT Int'l Market Entry Strategies
- FITT Global Business Environment
- FITT Global Supply Chain Management
- FITT Int'l Trade Finance
- FITT Int'l Marketing
- FITT Int'l Trade Research
- FITT Legal Aspects of Int'l Trade
- FITT Int'l Trade Management

HONOURS DIPLOMA

Honours Diploma in Business Management with specialization in Int'l Trade

(12 months of academic study)

Honours Co-op Diploma in Business Management with specialization in Business Management

(12 months of academic study + 12 months of co-op)

Honours Co-op Diploma in Business Management with specialization in Int'l Trade

(12 months of academic study + 12 months of co-op)

Students have the opportunity to specialize in Business Management, Marketing, International Trade, Hotel management or Applied Communication.

Mandatory courses

- Business Management
- Business Communication
- Business English Leadership
- Accounting 1, 2, 3
- Economics (Micro and Macro)
- Social Media Marketing
- MS Office Suite
- Processes and Procedures in Int'l Trade
- Beyond the Border (Trade Show)
- FITT Int'l Market Entry Strategies
- FITT Global Business Environment
- FITT Global Supply Chain Management
- FITT Int'l Trade Finance
- FITT Int'l Marketing
- FITT Int'l Trade Research
- FITT Legal Aspects of Int'l Trade
- FITT Int'l Trade Management



Class Schedule

	Morning	Afternoon	Evening
Monday	Hospitality	Hospitality	
	Business Management, Marketing, International Trade and Translation	Business Management, Marketing, International Trade and Translation	
	Academic and Career English	Academic and Career English	
Tuesday	Business Management, Marketing, International Trade and Translation	Business Management, Marketing, International Trade and Translation	Hospitality
	Academic and Career English	Academic and Career English	
Wednesday	Business Management, Marketing, International Trade and Translation	Business Management, Marketing, International Trade and Translation	
	Academic and Career English	Academic and Career English	
Thursday	Hospitality	Hospitality	Hospitality
	Business Management, Marketing, International Trade and Translation	Business Management, Marketing, International Trade and Translation	
	Academic and Career English	Academic and Career English	
Friday	Business Management, Marketing, International Trade and Translation	Business Management, Marketing, International Trade and Translation	
	Academic and Career English		

The class schedule is correct and current at the time of printing (April 2017). For the most recent class schedule, please contact us by phone, email or face to face.

