

Arbutus College

- 473 West Hastings Street
 Vancouver, BC, V6B1L4
- +1 (604) 622 4446
- info@arbutuscollege.com
- www.arbutuscollege.com
- f ArbutusCollege
- ✓ ArbutusCollege
- ArbutusCollege

Designated Learning Institution: #O19219834012



DESIGNATED B.C. PRIVATE TRAINING INSTITUTIONS BRANCH

& Shield Design mark is a certification mark owned by the Government of British Columbia and used under license.

Arbutus College is recognised by the following government bodies:









Contents

The Arbutus advantage	3
Welcome to Canada	4
Vancouver at a glance	5
Your study options	6
Areas of Study	7
English Programs	13
Life at Arbutus	14
How to Apply	16

The Arbutus advantage

In today's ever competitive job market, to stand out above the rest you need to have good communication skills, have a detailed knowledge of industry concepts and previous work experience. Arbutus College gives you these advantages:

- 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.



Welcome to Arbutus College – a unique business college where communication skills are integrated with academic and professional education and training. Our well-designed programs lead to better jobs for our graduates. As a student, you will improve your communication skills as you develop professional knowledge. You will learn from the very best instructors who are well recognized in their fields of expertise, you will build up your credentials by obtaining parallel accreditations from our educational partners, you may also have networking opportunities to connect with local business through internships.

Join us and experience the high quality of instruction and the friendliness and support of our staff; they will make sure Arbutus College is your home away from home!

ALFREDO VAZQUEZ, PHD, P.MGR

College Director

Welcome to Canada!

Canada is considered one of the best places to live in the world, and it's easy to see why!

Known for its safe and welcoming environment, Canadian residents enjoy a high quality of life. This is reflected in how friendly they are, and you will quickly experience the kindness and sense of humour Canadians are known for when you arrive. With an emphasis placed on equality and inclusiveness for all people, Canada prides itself on its multiculturalism. This has become part of the national identity; one in five Canadians were born outside of the country.



Education is highly valued in Canada. The country has high academic standards that are rigorously controlled, and the diplomas and certificates issued by colleges.



A country of beautiful landscapes

Canada is one of the most scenic countries in the world, known for its diverse and varying landscapes. The south of the country features a blend of rural countryside and urban cityscapes, while the north is known for its evergreen forests and snowy viewpoints.

Almost 31 percent of the country is covered by forest and there are more than two million lakes – more than any other country!

DID YOU KNOW?

The country is officially bilingual: people speak English and French.



Vancouver at a glance

- one of the top five most livable cities in the world.
- Canada's most moderate climate
- home to one of the largest urban parks in North America, Stanley Park
- The North Shore Mountains make for a scenic backdrop to the city.
- Whistler Mountain is just a short road trip away.
- Fifty-two percent of Vancouverites have a first language other than English.

Arbutus College: a great location

Arbutus College is located in downtown Vancouver, an area known for its thriving entertainment, art and sport cultures. The campus is located just a short walk from the many public transport options available to students: bus, train, sky-train and sea bus stations, which also offer access to the rest of the city.





I just love Vancouver so much!
The people are really friendly here, very helpful and polite. However what I appreciate the most about Vancouver is the local nature. I have many favourite places in Vancouver. These would include the top peak in

Vancouver, Grouse Mountain, peaceful Stanley Park, the beautiful beach with amazing sunsets, English Bay, and the entire seawall along the ocean that everyone can walk on for hours.

VIT SAFRANEK, Marketing Co-Op Diploma



At Arbutus College, our priority is to assist you during your studies so you can develop work-ready, practical skills that will help you meet the demands of a career that you want to get into. We offer a range of credentials allowing you to pick which study option suits you best.

Certificates

Typically studied over three months, our certificate credentials are ideal if you have an interest in a field, but are unsure if it is what you want to pursue in your career. They offer a range of foundation subjects, allowing you to develop a better understanding of the industry and what direction your career might head if you opt to continue studying within that field.

Practicum and work experience

With employers now expecting you to have prior work experience when applying for jobs, studying a credential with an industry-based work component is essential. Our practicum and work experience credentials offer voluntary work experience as a component of your degree, helping you to build on the skills and knowledge you have developed in the classroom.

Co-operative credentials

Our co-op credentials allow you to gain paid work experience in the industry while you study.

Diploma

Our diploma programs are suitable for students who know what career they wish to pursue. You will develop an in-depth knowledge of your chosen field and the key skills you need for career success, such as being able to communicate complex ideas. Our more advanced diplomas offer you the opportunity to commence studying at one of our partner institutions, including Acsenda School of Management, with credit for your period of study at Arbutus College.

Specialization

Our honours diplomas and professional diplomas allow you to develop more advanced skills with a focus on an area of specialization, meaning a greater depth of supplementary knowledge to take with you into your career. Specializations are important in assisting you stand out above the rest in the competitive job market. Specializations are available in Business Management, Hospitality Management, International Trade, Marketing, and Translation & Interpreting (Japanese/English).

Areas of Study

Business Management

Our business management programs equip you with the understanding you need to succeed in business and the requirements of companies to meet the needs of the global economy. You will develop skills in running a business, from knowledge of operations, relationship management and communication skills, to being able to effectively problem-solve and lead a team. You will complete the program with the ability to understand the needs of businesses across a range of different industries.

Programs available	Program length	Courses
Business Management Certificate	3 months	MandatoryBusiness ManagementBusiness CommunicationBusiness English
Practicum Certificate in Business Management	6 months (4 months, study and 2 months practicum)	 Mandatory Business Management Business Communication Business English Accounting 1 and 2
Business Management Diploma	6 months	Mandatory Business Management Business Communication Business English
Co-op Diploma in Business Management	12 months (6 months, study and 6 month co-op)	Leadership Accounting 1, 2, 3 Economics (Micro or Macro) Social Media Marketing MS Excel
Honours Diploma with specialization in Business Management	12 months	MandatorySpecialized Courses:• Business Management• Strategic Management• Business Communication• Canadian Business Law• Business English• Essentials of Marketing• Leadership• Organizational Behaviour
Honours Co-op Diploma with specialization in Business Management	24 months (12 months, study and 12 month co-op)	 Accounting 1, 2, 3 Economics Macroeconomics Social Media Marketing MS Office Suite Financial Management Entrepreneurship Sales and Marketing

Hospitality Management

Our hospitality management programs enable you to develop knowledge of the global hospitality and tourism industries. Taken beyond basic training, you will learn from experts in the field to understand the complex needs of clients and how to resolve problems swiftly. You will develop the abilities to communicate clearly and manage a culturally diverse environment. Upon graduation, you will be able to seek employment in this rapidly expanding and dynamic industry.

Programs available	Program length	Courses	
Hospitality and Business Skills Practicum Certificate	6 months (3 months, study and 3 month practicum)	Mandatory Leadership Business Management Business English Business Communication	8 credits 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 in Hospitality Management	6 months	Mandatory • Business Management • Business Communication	 20 credits from the following: Managing Housekeeping Operations Hospitality Facilities and Design Managing Service in Food and
Co-op Diploma in Hospitality Management	12 months (6 months, study and 6 month co-op)		Beverage Operations Convention Management Leadership and Management in the Hospitality Industry Revenue Management Managing Front Office Operations Hospitality Today Supervision in the Hospitality Industry Security and Loss Prevention Management Managing Hospitality Human Resources Hospitality Sales & Marketing



Programs available	Program length	Courses		
Honours Diploma in Business Management with specialization in Hospitality	12 months	Mandatory Economics Macroeconomics Business Management Leadership Accounting 1,2,3 Business English Business Communication Social Media Marketing MS Office Suite	 Economics Macroeconomics Business Management Leadership 30 credits from the following Managing Housekeeping Hospitality Facilities and Managing Service in Foo 	30 credits from the following: Managing Housekeeping Operations Hospitality Facilities and Design
Honours Co- op Diploma in Business Management with specialization in Hospitality	24 months (12 months, study and 12 month co-op)		 Convention Management Leadership and Management in the Hospitality Industry Revenue Management Managing Front Office Operations Hospitality Today Supervision in the Hospitality Industry Security and Loss Prevention Management Managing Hospitality Human Resources Hospitality Sales & Marketing 	
Professional Diploma in Hospitality Management	20 months	Mandatory Economics Macroeconomics Business Management Accounting 1,2,3 Business English Business Communication MS Office Suite Professional Presentations	 50 credits from the following: Managing Housekeeping Operations Hospitality Facilities and Design Managing Service in Food and Beverage Operations 	
Co-op Professional Diploma in Hospitality Management	32 months (20 months, study and 12 month co-op)		 Convention Management Leadership and Management in the Hospitality Industry Revenue Management Managing Front Office Operations Hospitality Today Supervision in the Hospitality Industry Security and Loss Prevention Management Managing Hospitality Human Resources Hospitality Sales & Marketing 	



Marketing

Our marketing programs help you develop the necessary skills needed to succeed in today's competitive environment, including creativity and practical decision-making. You will develop excellent communication skills, which allow you to connect with people in a clear and persuasive manner. You will receive extensive training in critical areas including market research and international marketing campaigns. Our programs equip you with the knowledge and skills to succeed in your career as a marketing professional in a range of industries.

Programs available	Program length	Courses	
Marketing Certificate	3 months	MandatoryMarketing or Services MarketingBusiness CommunicationBusiness English	
Practicum Certificate in Marketing	6 months (4 months, study and 2 months practicum)	MandatoryMarketingServices MarketingBusiness CommunicationBusiness English	
Marketing Diploma	6 months	MandatoryMarketingServices MarketingBusiness ManagementSocial Media Marketing	 Business English Business Communication MS Word MS Excel MS Powerpoint
Honours Diploma in Business Management with specialization in Marketing	12 months	Mandatory	Specialized Courses: Services Marketing Essentials of Marketing Sales and Marketing Strategic Management
Honours Co-op Diploma in Business Management with specialization in Marketing	24 months (12 months, study and 12 month co-op)	 Accounting 1,2,3 Business English Business Communication Social Media Marketing MS Office Suite 	Managing Information Technology Entrepreneurship



Translation and Interpreting

Our translation and interpreting programs are offered for students wishing to translate into and out of English and Japanese. You will develop skills in advanced public speaking and writing, and learn to use your language in business settings. You will be taught by our instructors who themselves are outstanding translators and interpreters with strong teaching experience and a passion for sharing their knowledge. These programs are ideal if you want to improve your language skills and use your knowledge to assist others.

Programs available	Program length	Courses
Translation and Interpreting Foundation Certificate	2 months	Mandatory Japanese/English Translation (Japanese to English) Translation (English to Japanese) Interpreting
Translation and Interpreting Certificate	3 months	
Practicum Certificate in Translation and Interpreting	6 months (4 months, study and 2 month practicum)	 Mandatory Japanese/English Translation (Japanese to English) Translation (English to Japanese) Interpreting Practicum
Translation and Interpreting Diploma	6 months	MandatoryTranslation (Japanese to English)Translation (English to Japanese)
Work Experience Diploma in Translation and Interpreting	8 months n (6 months, study and 2 month practicum)	 Interpreting Business Writing Business English Practicum (Work Experience Diploma only)



International Trade

Our international trade programs help you develop the knowledge and skills necessary to understand the vast range of issues faced by businesses working with global supply chains. You will develop an understanding of the political, legal, marketing and distribution factors that impact upon businesses, as well as developing the ability to manage supply chains. As part of our international trade programs, you can work towards receiving your FITT Certified International Trade Professional Certificate, the world's leading designation for global business practitioners.

To become a certified professional, you must meet a rigorous competency-based assessment outlined in the comprehensive International Trade Competency Framework.



Programs available	Program length	Courses	
International Trade Certificate	3 months	Mandatory Any 3 courses from: Processes and Procedures in Int'l Trade Int'l Market Entry Strategies Global Business Environment Global Supply Chain Management Int'l Trade Finance Int'l Marketing Int'l Trade Research Legal Aspects of Int'l Trade Int'l Trade Management	Plus 2 courses from: Business Communication course from: Business Management
Practicum Certificate in International Trade	6 months (4 months, study and 2 months practicum)	Mandatory Any 4 courses from: Processes and Procedures in Int'l Trade Int'l Market Entry Strategies Global Business Environment Global Supply Chain Management Int'l Trade Finance Int'l Marketing Int'l Trade Research Legal Aspects of Int'l Trade Int'l Trade Management	Plus Business Communication Business Management
International Trade Diploma	6 months	Mandatory Processes and Procedures in Int'l Trade Beyond the Border (Trade Show) Int'l Market Entry Strategies Global Business Environment Global Supply Chain Management Int'l Trade Finance	 Int'l Marketing Int'l Trade Research Legal Aspects of Int'l Trade Int'l Trade Management Business Management Business English
Honours Diploma in Business Management with specialization in International Trade	12 months	MandatoryEconomicsMacroeconomicsBusiness Management	 Processes and procedures in International Trade Beyond the border FITT skills
Honours Co-op Diploma in Business Management with specialization in International Trade	24 months (12 months, study and 12 month co-op)	 Leadership Accounting 1,2,3 Business English Business Communication Social Media Marketing MS Office Suite 	



	FITT Certificate			FITT Diploma
Credentials	Foundation Certificate (2 months) Practicum Foundation Certificate (2+1)	Certificate (3 months)	Practicum Certificate (4+2)	Diploma (6 months or longer)
Start Month	April, May, October, November	March, April, May, September, October, November	February, March, April, May, June, August, September, October, November, December	All months



Arbutus College offers students pathways to a university degree through our articulation partners.

You can receive credit transfers and meet the English proficiency requirements for Acsenda School of Management's Bachelor of Business Administration and Bachelor of Hospitality Management.

You can also receive credit for your studies at a number of our other partner schools. Find out more at www.arbutuscollege.com.





English programs

English is the global language and being able to speak it is a huge advantage, whether it comes to career advancement or meeting your academic goals.

Arbutus College can help you improve your English language abilities through in-depth and interactive learning. You will meet your language goals, whether those are academic, career or social based.

Our English programs are taught in four-week increments, and run from 4 to 48 weeks in duration, depending on your existing English language knowledge. Each program includes 25 hours per week of classroom study, where the teacher's main focus is you and improving your skills to ensure you meet your goals.

Students also develop their English skills outside of the classroom, with many school social activities that are perfect opportunities to practice speaking the language.





Beyond the classroom

Our campus is designed with your experience in mind. The student lounge is a place where you can study, eat, meet friends, use computers or simply relax.

Cultural diversity

Our students come from more than 30 countries. This means you will make friends with people from across the world. You will learn to work with and connect with people who have different backgrounds to you – an important skill to have in today's global economy.

Accommodation

There are many housing options for students in Vancouver. The most popular for Arbutus' students are:

Homestay: Immerse yourself in Canadian culture by choosing to stay with a Canadian family during your

period of study. This is a great way to improve your English skills, learn about daily life in Canada and meet new people. Homestays also offer a more stable and secure environment for younger people coming to study in Canada.

Rental: There are many different types of places you can rent in Vancouver. The type of place you choose to rent will be dependent on your budget and how much you plan to spend. It is important to research this prior to your arrival. A house is usually too expensive for one student to rent, but many students share or rent suites – a self-contained unit with a kitchen, bathroom and bedroom – within a larger home. Apartments are also a more affordable option for most students than a house, however, generally won't include furniture or meals. Dormitory residences are another option, allowing you to rent out a fully furbished apartment within a student oriented environment.

The success of our students both in and out of the classroom is incredibly important to us, which is why we provide a number of student services to ensure that your time at Arbutus is meaningful and enjoyable.

Student support services

We can help you with any questions you may have to help ensure your time at Arbutus College is as enjoyable as possible. We can advise you on any questions you may have about your move to Canada. We can also help you access relevant services, help you find your way around Vancouver – or simply tell you where to find the best coffee!

Academic support services

Our academic assistance program is designed to help enhance your learning experience so that you can achieve your academic goals. We are with you step by step during your time at Arbutus, from ensuring you are able to attend classes to assisting you with assignment and exam preparation. Each and every one of our students receives their own study plan, which is unique to you and designed to help you succeed.

Career services

In today's job market, English fluency, practical knowledge and work experience are needed for success. The Arbutus advantage means you develop these skills and abilities each day you are with us. On top of this, our Career Advisor can assist you in finding valuable work experience as well as preparing you for life after graduation, helping you to focus on your career goals and offering you training on resume writing, conducting job searches and interviewing.

I chose Arbutus College because it was recommended to me by friends. I can't choose what my favourite thing about Arbutus is: I've made great friends, the teachers and facilities are excellent, and the location is good.

ELLEN JENIFER
ESL & Co-op

Apply today!

Admission requirements

- Successfully graduated from a high school or the equivalent in another school system.
- IELTS 5.0 or equivalent (or Arbutus Placement Test)

For further details regarding admission requirements, specific course descriptions and tuition fee information, please visit us at www.arbutuscollege.com.

How to apply

Download and fill out the PDF Application form at **www.arbutuscollege.com**.

In Canada:

Arbutus College

♀ 473 West Hastings Street, Vancouver, BS V6B 1L4;

info@arbutuscollege.com

Outside Canada:

EduCo Recruitment Team www.educoglobal.com/contact-us

Cuadantiala	Tuikian Face	Вискиона Баса	Total
Credentials	Tuition Fees	Program Fees	Total
Foundations Certificate	\$3,235	\$250	\$3,485
Practicum Foundations Certificate	\$4,571	\$250	\$4,821
Practicum Certificate	\$7,582	\$250	\$7,832
Certificate	\$4,684	\$260	\$4,944
Honours Certificate	\$5,592	\$270	\$5,862
Skills Practicum Certificate	\$6,449	\$260	\$6,709
Diploma	\$8,378	\$290	\$8,668
Work Experience Diploma	\$9,724	\$290	\$10,014
Co-op Diploma	\$11,633	\$290	\$11,923
Honours Diploma with Specializations	\$13,000	\$350	\$13,350
Honours Co-op Diploma with Specializations	\$18,584	\$350	\$18,934
Professional Diploma	\$23,816	\$430	\$24,246
Co-op Professional Diploma	\$28,153	\$430	\$28,583

Credentials	Program Fee
AHLA	\$60 per exam

Credentials	Program Fee
FITT	\$168 per exam - includes ebook

To find out more about the costs associated with studying at Arbutus, please visit www.arbutuscollege.com

Class Schedule

	Morning	Afternoon	Evening
MONDAY	Business Management, Marketing, International Trade	Business Management, Marketing, International Trade	
	Academic and Career English	Academic and Career English	
TUESDAY	Hospitality	Hospitality	Hospitality
	Business Management, Marketing, International Trade and Interpreting (J/E)	Business Management, Marketing, International Trade and Translation (E/J)	
	Academic and Career English	Academic and Career English	
WEDNESDAY	Business Management, Marketing, International Trade and Translation (J/E)	Business Management, Marketing, International Trade	
	Academic and Career English	Academic and Career English	
THURSDAY	Hospitality	Hospitality	Hospitality
	Business Management, Marketing, International Trade and Interpreting (J/E)	Business Management, Marketing, International Trade and Translation (E/J)	
	Academic and Career English	Academic and Career English	
FRIDAY	Business Management, Marketing, International Trade and Translation (J/E)	Business Management, Marketing, International Trade	
	Academic and Career English		

Intake Dates

	2018			2019	
January 2	April 2	September 4	January 7	May 6	September 3
January 29	April 30	October 1	February 4	June 3	September 30
February 26	May 28	October 29	March 4	July 2	October 28
	June 25	November 26	April 1	July 29	November 25
	July 23				
SPRING BREAK (MAR 24- APR 1)	SUMMER BREAK (AUG 18- SEP 2)	WINTER BREAK (DEC 22- JAN 6, 2019)	SPRING BREAK (APR 13-21)	SUMMER BREAK (AUG 24- SEP 2)	WINTER BREAK (DEC 21- JAN 6, 2020)