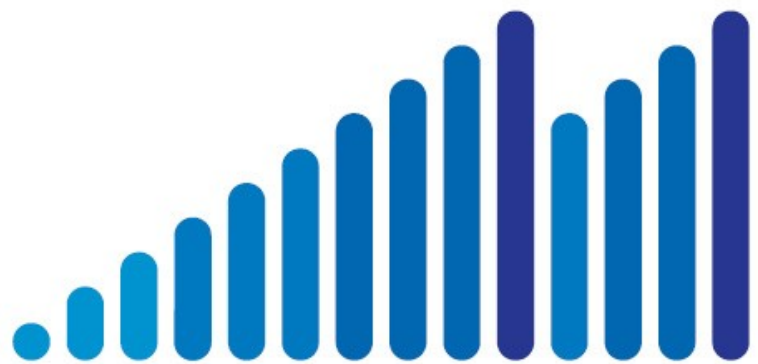


ACADEMIC CALENDAR 2017



ACSENDA

SCHOOL OF MANAGEMENT

VANCOUVER

Edited February 1st, 2017

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Acsenda School of Management

Acsenda School of Management offers two four-year undergraduate degree programs: Bachelor of Business Administration (BBA) and Bachelor of Hospitality Management (BHM). These degree programs are offered under the written consent of the Minister of Advanced Education effective **November 27, 2015**, having undergone a quality assessment process and been found to meet the criteria established by the Minister. Prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

Acsenda School of Management is approved for the Education Quality Assurance designation in British Columbia and is a designated learning institution (DLI) for international students applying to study in Canada.

Acsenda School of Management

Please refer to the following links:

- British Columbia Ministry of Advanced Education, as a degree granting institution: <https://www.aved.gov.bc.ca/psips/public/report/recommendationsDecisions.faces>
- Designated Learning Institution List (<http://www.cic.gc.ca/english/study/study-institutions-list.asp>).
- British Columbia Council on Admissions and Transfer (**BCCAT**) as a program member of the B.C. transfer system: <http://www.bccat.bc.ca>
- Education Planner of BC: <http://www.educationplanner.ca/institution/gmap>



Message from the President & Vice Chancellor

Welcome to Acsenda School of Management where students come from many different countries to earn a business management degree in Vancouver, one of the most beautiful and multicultural cities in the world.

Our programs, faculty, and students bring a unique international perspective to studying management and business issues. Acsenda is a 'living laboratory' for learning about different cultures, business environments, and management practices in other parts of the world. You learn in small classroom settings where faculty are able to focus more on your individual learning needs and where you truly get to know other students.

Whether you are a student beginning your post-secondary education or a mature student with experience you will appreciate the opportunity to study year round and to choose specialized concentrations that are relevant to your career goals.

Underpinning everything we do is our unwavering belief in your potential to create a brighter future for yourself whether you decide to work for an employer or to establish your own business venture here in Canada or elsewhere in the world.

When you make a decision to come to Acsenda you can be assured of the quality of our programs and our commitment to fostering your success.

Sincerely,

Dr. Lindsay Redpath,
President and Vice Chancellor
Acsenda School of Management

GENERAL INFORMATION





Location

The Acsenda campus is located at 1090 W. Pender (9th Floor) in the heart of Vancouver, British Columbia. Vancouver is one of the most dynamic and cosmopolitan cities in which to live. It is a city where you can ski in the mountains, hike in the forest, cycle around the seawalls, and swim in the ocean. There are also boutiques, high end shopping areas and beautiful side-walk cafés. Vancouver has stunning, modern high rise buildings, old world charm, and many peaceful parks and recreational facilities throughout the region. A symphony orchestra, opera, theatre, dance companies, and a world class museum make Vancouver a city of the arts.

An education at Acsenda, in the city of Vancouver is not just about the programs that are offered, but also includes the experiences of the city that you will be able to take away with you. Prospective students can learn more about the city of Vancouver from its website: www.vancouver.ca.

To contact Acsenda School of Management for information, you may visit our campus at 9th Floor, 1090, West Pender Street, Vancouver, BC V6E 2N7. You may send us a letter, call our advisors at 604-430-5111, or go to our website at www.acsenda.com.

The Vision, Mission and Values of ASM

Vision

Acsenda School of Management is recognized as an institution committed to teaching excellence and to the provision of quality assured programs that prepare graduates to work in selected sectors of the global labour market.

Mission

To provide diploma and degree programs and services:

- ◆ designed to meet learners' needs;
- ◆ offered through a global family of educational institutions and partners;
- ◆ delivered through innovative instructional models tailored to learners' circumstances;
- ◆ recognized in BC, Canada and internationally as having met all appropriate approval and accreditation requirements.

Values

- ◆ Our business is driven by our customer focus, creativity, resourcefulness, and entrepreneurial spirit;
- ◆ we understand that learning is a life-long process and that students require recognition of what they already know and to be directed to pathways that enable them to achieve new goals;
- ◆ we respect our employees, encourage their contribution to decision-making and value their loyalty;
- ◆ our integrity will never be compromised;
- ◆ we are committed to a process of continuous improvement in everything we do.

Message from Academic Council

Acsenda School of Management (ASM) offers students interested in pursuing a BBA degree a unique learning opportunity in a cross cultural environment where classes are small, student/faculty interactions are valued, and where the emphasis is on academic quality and student support.

The ASM Academic Council performs a vital role in ensuring that this commitment to program quality and student learning is paramount. The Council approves the curriculum, monitors student achievement, and makes recommendations to the President to ensure continuous improvement. The Council also has responsibility for recommending the awarding of degrees when students complete their programs of study and for maintaining liaison with the Degree Quality Assessment Board of British Columbia. The Council membership includes faculty and administrative representatives as well as a number of external appointments with experience in teaching, research and governance in various Canadian universities and colleges and ministries of advanced education.

I hope you will consider choosing Acsenda School of Management and on behalf of my colleagues on the Academic Council I bid you welcome.

Best wishes,

Glen M Farrell, B.Sc., M.A., Ph.D., LLD (Hon.)
Vice-Chair, Acsenda School of Management, Academic Council

Members of Academic Council

Chancellor — vacant

Chair, President & Vice Chancellor — Lindsay Redpath

Vice Chair — Glen Farrell

Chair of Academic Standards Committee — Shell Harvey

Dean of Business — Teresita Ireneo-Manalo

Registrar — Mike Au

Manager, Library and Instructional Services — Ali de Haan

External Academic — Stan Shapiro

External Academic — David Holm

External Academic — Sir John Daniel

Faculty— Tom Chan

Faculty — Mary Charleson

Faculty — Kathryn Skau

Student —Jo Ann Balgos

Alumni — Raul Alejandro (Alex) Frias Vitela

Academic Council

The Academic Council is designed to ensure the appropriate consultation and involvement of staff, students, and faculty in program development, decision making, and curriculum priorities. The council acts in an advisory capacity to the President in all academic matters.

The responsibilities of Academic Council include:

- To develop and maintain academic standards
- To set curriculum objectives
- To oversee or delegate the development of course curricula
- To ensure routine review and updating of curriculum
- To establish language requirements for the program
- To establish admissions criteria
- To establish and oversee a Research Ethics policy
- To ensure the articulation of degree programs with other institutions
- To ensure graduation requirements of students and the awarding of degrees.

The Academic Council also develops and implements policies on the following:

- The academic standing of students
- Ethical conduct of students and faculty
- Academic honesty
- Integrity in research
- Student appeals
- Faculty hiring
- Faculty orientation and development

Acsenda School of Management Senior Administration

- ◆ President and Vice Chancellor — Dr. Lindsay Redpath, Ph.D., M.A., B.A.
- ◆ Dean and Campus Principal — Dr. Teresita Ireneo-Manalo, Ph.D., MSc., B.Sc., C.Mgr.
- ◆ Executive Director, Hospitality Management—Dr. Stephen Lynch, Ph.D., M.Sc. (Mgmt), M.A., B.Ed., B.A.
- ◆ Registrar—Mike Au, MBA, B.A., CITP, CCLP, P.Log.
- ◆ Manager, Library and Instructional Services—Ali de Haan, MLIS, B.A.

Faculty

Brian Amouzegar

- Bachelors of Industrial Accounting, Iranian Institute of Advanced Accounting
- M.S., Industrial Engineering, Islamic Azad University (Iran)

Nathan Arney

- B.A. (Psychology), Trinity Western University
- M.B.A. (Master of Business Administration), Trinity Western University

Mike Au

- Dip.T. (Operations Management), B.C.I.T.
- B.A. (Administrative Studies), B.C. Open University
- M.B.A. (General Business Management), City University of Seattle
- CITP (Certified International Trade Professional), FITT
- P.Log. (Professional Logistician), Canadian Professional Logistics Institute

Louis Blais

- B.B.A. Hon. (Marketing), Wilfred Laurier University
- M.B.A. (Distinction), Heriot Watt University, Scotland

Debbie Bortolussi

- B.A., Simon Fraser University
- M.B.A., Business Administration, City University of Seattle
- Human Resource Management, British Columbia Institute of Technology
- CHRP (Certified Human Resources Professional)

Tom Chan

- B.A. (Psychology), University of Ottawa
- M.Sc. (Counseling), University of South Australia
- CHRP (Certified Human Resources Professional)

Sylvain Charbonneau

- B.Sc. (Communication & Psychology), University of Montreal
- M.Sc. (Communication), University of Montreal
- CITP (Certified International Trade Professional), FITT

Mary Charleson

- B.A., Recreation (Business option), University of Waterloo
- M.B.A. (Marketing), City University of Seattle

Ivan Chenkov

- MPAC (Master of Professional Accounting and Control), University of National and World Economy, Sofia, Bulgaria
- CGA (Certified General Accountants Association of Canada)
- CPA (Chartered Professional Accountant)
- ACCA (Association of Chartered Certified Accountants, Toronto, ONT)

David Crawford

- MBA, University of Leeds, England
- PGD (Management Studies), University of Westminster, England
- Higher National Certificate in business Studies, London College of Printing and Distributive Trades, England

Ali de Haan

- B.F.A. , Ohio University
- M.L.I.S. (Masters of Library and Information Sciences), University of Hawai'i

Teresita DeLa Cruz

- B.S. , University of the Philippines
- M.Ed., University of the Philippines

Abera B. Demeke

- B.Sc. (Agricultural Economics), Alemaya University, Ethiopia
- M.Sc. (Development Economics), University of Goettingen, Germany
- Ph.D. (Agricultural Economics), University of Hohenheim, Germany

Andrew Emekwum

- B.Sc. (Journalism), Universidad Federal do Espirito Santo, Victoria Espirito Santo, Brazil
- TESL Diploma, Canada

Branka Gataric

- B. Comm. (Economics), University of Novi Sad, Yugoslavia
- CGA, Certified General Accountants Association (Canada)
- CPA, Chartered Professional Accountants
- M.B.A., Laurentian University

Brian Graham

- B.A., Simon Fraser University
- M.A., Simon Fraser University

Francisco Guillermo

- B.Sc. Management Engineering, Ateneo de Manila (Philippines)
- M.B.A., Asian Institute of Management (Philippines)

Hiran Roy

- Diploma (Hotel Management), Institute of Hotel Management, Calcutta (India)
- B.A. University of Calcutta (India)
- PID (Provincial Instructor Diploma), Vancouver community College (Canada)
- CCC (Certified Chef de Cuisine), The Canadian Culinary Institute (Canada)
- MBA (Hospitality and Tourism Management), University of Guelph (Canada)
- PhD (Management), University of Canterbury (New Zealand)

Teresita Ireneo-Manalo

- B.Sc. in Commerce (Accounting Emphasis), St. Louis University (Philippines)
- M.Sc. In Business Econ., Ghent State University (Belgium)
- Special Licentiate in Marketing, Ghent State University (Belgium)
- Ph.D. (Educational Management), Angeles University (Philippines)
- C.Mgr. (Chartered Manager), Canadian Institute of Management

Vincent Keramat

- B.A. (Political Science), University of British Columbia
- M.A., Law, University of Sheffield
- Certificate of Qualification in Canadian Law (LLB Equivalent), Federation of Law Societies of Canada

Joyce Kwan

- B.Sc. (Honours) (Mathematics and Physics), Trent University
- B.Ed., Trent University
- M.Sc. (Applied Mathematics), University of Toronto

Thomas Leung

- B.B.A., Hong Kong Baptist University
- M.B.A., University of Hull (U.K.)
- CPA, Chartered Professional Accountant, British Columbia
- CGA, Certified General Accountants, British Columbia
- FCA, Chartered Accountant (Fellow), England & Wales

Guy Louie

- B.Comm., University of British Columbia
- CPA, Chartered Professional Accountant, British Columbia

- C.A., Chartered Accountant

Pomponia Martinez

- B.Sc. (Kinesiology), Simon Fraser University
- M.A.M. (Human Resources), City University of Seattle

Amelia Petersen

- B.A. (Business-Economics), University of California, Santa Barbara
- M.Sc. (Agricultural Economics), University of British Columbia
- IDP, Provincial Instructor's Diploma Program

Sydney Scott

- B.Sc. (Clothing & Textile Design) University of Alberta
- M.B.A., University of Alberta
- Doctorate in Educational Leadership & Change, Fielding Graduate University

Kathryn Skau

- B.Ed., University of Calgary
- B.A. (Opera Studies), University of Calgary
- M.A. (Geography/Political Science), University of Texas
- Ph.D. (Geography/Political Science), University of Texas

Stefanie van Hooijdonk

- B.A. (Policy and Organization Studies), University of Tilburg, Netherlands
- M.B.A. (General Management & H.R.), City University of Seattle
- Research Fellow, School of Business, University of Alberta

Michele Vincenti

- M.A. (Human Organization Systems), Fielding Graduate University, Santa Barbara, California
- M.B.A. (Executive), Royal Road University
- Ph.D. (Human Organization Development), Fielding Graduate University
- C.Mgr. (Chartered Manager), Canadian Institute of Management

Carla Weaver

- B.Comm. (Marketing and Management), University of Saskatchewan
- B.A. (Fine Art), University of British Columbia
- M.A. (Interdisciplinary Studies—Business and Fine Art), U.B.C.
- M.Sc. (Psychology at Work), California Southern University
- Psy.D. (Clinical Psychology), California Southern University

Tony Yu

- B.Comm., University of Alberta
- C.M.A. (Certified Management Accountant), Society of



Research Ethics Policy

Acsenda School of Management is accountable for the research carried out in its own jurisdiction or under its auspices. ASM endorses the principles set out in the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, 1998 (with 2000, 2002 and 2005 amendments). The primary mission of Acsenda School of Management is teaching. Therefore, research requiring human subjects will be limited to that involving minimal risk.

The Official Calendar of Acsenda School of Management

The Calendar of Acsenda School of Management includes descriptions of all programs offered leading to a baccalaureate degree and of all courses offered by the School. It also serves to record policies and procedures approved by Academic Council that pertain to admissions, tuition, other related financial matters, regulations that address all issues academic, and all matters that serve the best interest of students of Acsenda.

Acsenda School of Management reserves the right to make additions, deletions, substitutions, changes, or modifications to its policies, practices, procedures, tuition fees, course availability, delivery mode, schedules, or program requirements at any time without prior notice. Please check the Academic Calendar on the website for any updates that may be applicable to your program of study.

The Calendar is provided in a printed version and as an On-line Calendar (www.acsenda.com), the revision date is shown on the first page of the calendar.

The Calendar and its contents are effective from January 1—December 31, 2017.

Milestones

2004 Sprott-Shaw Community College (later to become Sprott-Shaw Degree College) receives consent from the Minister of Advanced Education to offer a Bachelor of Business Administration (BBA) Degree with specializations in Marketing and Human Resources Management

Academic Council is established

2005 The first students commence the BBA program

2007 The first Chancellor, the Honourable Brian Peckford is appointed

2008 The first convocation is held for graduates from the BBA program

CIBT Education Group acquires Sprott-Shaw Degree College

2009 Renewal of consent to offer its BBA degree for another 5 years is granted by the Minister of Advanced Education

2010 The campus moves from Burnaby to downtown Vancouver

Two new concentrations—Accounting and International Business Management are approved to be offered in the BBA degree

2011 A proposal for a second degree is submitted to the Degree Quality Assessment Board (DQAB)

2012 Consent is granted to offer a direct entry four-year Bachelor of Hospitality Management (BHM) Degree with internships

2013 The School adopts a new name to Acsenda School of Management (ASM) with a new logo and taglines: International Thinking, Individual Focus

Acsenda expands its campus moving to a new location in downtown Vancouver

2014 Acsenda School of Management celebrates 10th Anniversary with a Lecture Series on Global Leadership and the first Alumni Homecoming dinner

ASM receives consent from the Minister of Advanced Education to offer its BBA degree program for further 5 years following a self-study and Organization Review

Dr Lindsay Redpath is appointed as the first President and Vice Chancellor of Acsenda School of Management

2015 ASM receives consent from the Minister of Advanced Education to offer its BBA and BHM degrees under Acsenda School of Management Inc.

2016 ASM becomes part of the EduCo International Group following approval from the Minister of Advanced Education

First students are accepted into the BHM program

ADMISSIONS



Acsenda School of Management (ASM) invites applications from all individuals interested in enrolling in a program of studies leading to a baccalaureate degree. While access to programs and courses is made available primarily to students who meet established admission criteria, all applicants will be assessed for their potential to engage in and benefit from studies at the post-secondary level. Where potential applicants have questions about their eligibility they should contact the School to arrange for a meeting, with an Advisor, to discuss their application.

Prospective students should send their completed application form, along with all required documents and application fee, by mail to:

The Office of the Registrar
Acsenda School of Management
9th Floor, 1090 W. Pender, Vancouver, BC V6E 2N7
Phone: 604-430-5111 or fax to: 604-430-5119
E-mail: admissions@acsenda.com Web: www.acsenda.com

Accommodation of Persons with Disabilities

Individuals with physical or diagnosed learning disabilities should contact the Registrar to determine if and/or how their needs may be accommodated. The Acsenda School of Management campus is wheelchair accessible.

The Application Process

Acsenda School of Management has a quarterly semester system with four academic terms per year starting in January, April, July and October. Applications for admission are accepted on a rolling admissions basis and are processed any time throughout the year.

The Letter of Acceptance will determine the term start date. Once admitted, students must meet the deadline for registration for the designated term start.

To be considered as an applicant for admission all supporting documents must be submitted to the Admissions Coordinator including:

- A signed application form completed in full
- A copy of the passport or other government issued photo identification
- Official transcripts sent directly from the relevant secondary or post-secondary institution to the Registrar's Office. If in a language other than English, the official document must be accompanied by a certified English translation
- A non-refundable application fee along with proof of payment
- For transfer students from Canadian post-secondary institutions:
 - * Proof of completion (official transcripts, diplomas and certificates) of at least 18 credits with an average of C grade or better from a college or university
- For International students:
 - * Pre-paid tuition fees for the first term of the program must be received by ASM before an official Letter of Acceptance will be provided
 - * A copy of the valid study permit must be provided prior to enrolment (registration)
- English Proficiency test scores (if required) sent directly from the testing agency
- Other documents as requested by the Registrar

Review Process

The Admissions Coordinator will review the application for completeness and suitability before passing it to the Office of the Registrar for eligibility assessment and document verification.

For domestic applicants, once the Office of the Registrar has confirmed the documentation and completeness of the application a Letter of Acceptance (LOA) is issued to applicants who meet the admission requirements. A Letter of Offer (LOO)

may be sent to applicants who meet the admission requirements but additional documentation or conditions must be met before a Letter of Acceptance (LOA) will be issued.

For International Students, a Letter of Offer (LOO) will be issued once the Registrar has determined eligibility for admission. That letter may specify any conditions or additional documentation required to complete the admission requirements. When the pre-paid tuition deposit has been received and payment has been verified, a Letter of Acceptance (LOA) will be issued. The Letter of Acceptance will include any conditions that must be met prior to enrolment (registration).

Transfer credit requests will be evaluated by the Office of the Registrar following receipt of all official transcripts and assessment by an approved credential evaluation service, where required.

Official Documents

Official transcripts are required for all applicants to ASM. Applicants must ensure that official copies of all required documentation including transcripts of past education are submitted to ASM as specified. Official secondary school or post-secondary institution transcripts must be sent directly to ASM from the institution attended. Official transcripts presented by an applicant upon arrival on campus to the Registrar in a sealed envelope bearing the issuing institution's embossed seal, chop, stamp or other official marking over the enclosure to the envelope will also be permitted. Neither unsealed transcripts nor notarized copies will be accepted.

Official transcripts are required to determine transfer credits from courses completed at the postsecondary level. Transcripts from any non-Canadian source must be vetted by a recognized credential verification service.

If final official transcripts or other official documents are not available at the time of application, conditional admission may be based on copies of the applicant's original transcripts or notarized copies. Official transcripts must be produced upon registration for the academic term or the student will not be enrolled.

Applicants who submit fraudulent or misleading documents, records or information will not be admitted.

Applicants who are unable to submit official transcripts must file a written statement explaining why they cannot meet this requirement. These petitions will be reviewed by the Registrar.

Students whose official transcripts indicate that they are under suspension at another post-secondary institution will not be considered for admission until after the period of suspension imposed by the other institution.

In addition to official transcripts and other documents pertaining to an applicant's credentials, the Office of the Registrar must receive, if required:

- Copies of a valid study permit and a passport
- Proof of English language proficiency

There will be cases where the Registrar may require additional documentation to evaluate suitability for admission.

The Registrar and/or the Academic Standards Committee reserve the right to specify conditions concerning an individual student's admission or re-admission consistent with approved policies.

Admission Requirements

To be admitted into a degree program at Acsenda, applicants must be sixteen years of age or older by their first day of attendance and meet the minimum admissions requirements outlined below. Applicants may also be considered for admission under special circumstances as indicated in Categories of Admission.

Canadian Applicants

Canadian applicants are Canadian citizens or permanent residents of Canada.

Applicants must be a secondary school graduate with the equivalent of British Columbia Grade 12 Diploma, a minimum average of C+ in Grade 12 courses, and minimum grades of C+ in Grade 11 Math and Grade 12 English. Completion of Grade 12 math is recommended.

A minimum grade of less than C+ in English 12 will require the student to take additional testing to demonstrate competence in the effective use of English.

Students who have graduated from an academic secondary school program (Grade 12) in the Yukon, Northwest Territories, Nunavut, Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland and those from Quebec who have completed one full academic year at CEGEP are considered to have the equivalent of a Grade 12 high school diploma from British Columbia. Ontario high school graduates prior to 2003 will be required to have completed six Ontario Academic Credit (OAC) courses or Grade 13.

Students who have completed the Provincial Diploma (Adult Basic Education completion) will be considered to have the equivalent of B.C. secondary school graduation for admission purposes. However, the business program requires specific secondary school level courses for entrance, e.g., Math 11, English 11, English 12 or equivalent courses. Students must provide an official transcript showing a final grade of C+ or higher in the appropriate subjects to be considered for the regular student category.

International Baccalaureate and Advanced Placement

Canadian or international graduates from the International Baccalaureate (IB) program and Advanced Placement programs are eligible for admission and may receive course credit for first year undergraduate courses. IB diploma graduates must have a minimum score of 24 points and at least three (3) Higher Level, and three (3) Standard Level courses including English and Math. If only Certificate courses have been completed, admission will be based on the high school curriculum. For students who present results of one or more Advanced Placement (AP) courses, admission will be based on the highest of either the AP score or the approved course grade of an equivalent course in the curriculum being followed by the applicant.

The grade conversion scales used to determine admission based on official AP and IB results are as follows: .

IB Grade	% Equivalent	AP Grade	% Equivalent
7	96	5	96
6	90	4	86
5	86	3	80
4	76	2	70
3	70		
2	64		

Students who have completed the IB diploma are eligible for between 18 to 30 credits for first year courses depending on the courses completed. IB students must have a grade of 4 or higher in each course eligible for transfer credit. Students who have completed Advanced Placement (AP) courses with a grade of 4 or higher may be considered for first year course credit on a case by case basis.

International Applicants

An international applicant is defined as an individual who is neither a Canadian citizen nor a permanent resident of Canada. Exceptions include students whose status is one of the following:

- Ministerial permit claiming refugee status;
- Diplomatic visa or dependent of a person on a diplomatic visa;
- Restricted employment authorization or dependent of a person on a restricted employment authorization.

International applicants who apply for admission after completing secondary school must meet the same academic admission standards required for Canadian applicants (equivalent to a Grade 12 Diploma with an overall average of C+ and grades of C+ or higher in English 12 and Math 11).

Additionally, all international applicants whose first language is not English must provide proof that they meet the English proficiency standards required for admission to ASM.

Applicants must have graduated from an education institution accredited by one of the regional or national accrediting bodies, or the Ministry of Education (or equivalent) of that country

Because of the differences in world educational and grading systems, satisfactory completion of secondary school is not necessarily an acceptable basis for admission to first year. ASM reserves the right to determine whether or not a student is eligible for admission and to determine what transfer credit, if any, may be granted.

International students who have graduated from accredited schools in an American or British patterned education systems will be required to meet the following academic standards for admission:

American School System

Students must have graduated from an accredited academic or college-prep program and have four (4) years of English (not ESL) to the senior level and three (3) years of math to the senior level with a cumulative average of 65% in math; and at least three (3) other senior academic subjects. Standardized tests such as SAT or ACT are not required but good scores on such tests improve an applicant's chances of admission.

British Patterned Education System

Students must have standing in at least five (5) subject areas, including English and mathematics, with at least three (3) A levels including English or six (6) subject areas at the Advanced Subsidiary Level. A subject may not be counted at both A-level and O-level. Mathematics will be accepted at the O-level with a minimum grade of C+. The admission average is calculated on at least two (2) O-levels, and three (3) A-levels or six (6) Advanced Subsidiary Levels. Students who present subjects at the A-level with minimum grades of B may be granted first-year transfer credit for those subjects if applicable to the program of study at ASM.

A General Certificate of Secondary Education (GCSE), certified by the school is required.

Categories of Admission

Applicants may be admitted in one of the following categories.

Regular

This category of admission applies to those who meet the admission requirements for Canadian or International secondary school graduates. The Regular student category also includes those who have completed courses at another recognized post-secondary institution and wish to transfer into, or complete, a degree program at ASM must provide official transcripts to demonstrate the following:

- Completion of at least 18 credits for academic courses completed at the post-secondary degree level
- An overall average of 2.0 or higher for courses completed
- Good standing with the post-secondary institution where the credits were earned
- English proficiency requirements for admission to ASM

Provisional

This category of admission applies when official documentation such as official transcripts are pending. If these documents, as specified in the Letter of Acceptance, are not received by the final date for registration, the applicant will not be admitted to ASM.

Provisional admission also applies to students registered in Grade 12 at a Canadian high school or an accredited International high school with equivalent Grade 12 who apply for early admission following successful completion of at least two thirds of their final year towards earning a diploma. A provisional decision will be made based on the student's current grades and a

provisional offer of admission may be issued to applicants who are students in good standing and have demonstrated consistent academic performance with a minimum overall average of 65% and grades of C+ or higher in English (Grade 12) and Math (Grade 11). Official transcripts will be required to verify admission requirements before a Letter of Acceptance will be issued. ASM reserves the right to withdraw the provisional admission where the applicant does not meet the conditions for admission.

Access

Admission under this category is reserved for exceptional circumstances and applies to students who are currently enrolled or were recently enrolled at a Canadian post-secondary institution. Applicants are given the opportunity to take a limited number of courses to improve their grades with the intention of gaining admission to ASM or another post-secondary institution. Approval of the Dean is required. Normally, the number of credits permitted as an “Access Student” is limited to four courses. Admission as an “access” student does not guarantee subsequent transfer to the “regular” student category. An access student must pass all courses attempted in the first term with a minimum GPA of 2.0 before they may be officially considered for admission as a regular student.

Access applicants whose first language is not English are required to satisfy the English language admission requirements in the same way as applicants to a degree program.

Applicants to the Access Student category who have been required to withdraw from any post-secondary institution must submit transcripts. Students with unacceptable prior academic records may be required to complete further courses at another institution to achieve a GPA of at least 2.0. Students who have been required to withdraw more than once at another institution for less than satisfactory academic performance, or who have been required to withdraw for academic misconduct, will not be accepted under any student category at Acsenda School of Management.

Mature Student

This category is intended for Canadian applicants who have not graduated from Grade 12 but are at least 21 years of age and have demonstrated an ability to handle university courses through their work experience or other intellectual pursuits. This may include, for example, recent completion of grade 12 GED, completion of a diploma program, record of achievement at work, and evidence of intellectual pursuit or ability to handle intellectual material. Letters of reference or additional documentation are normally required to support the decision to admit under this category. Prior Learning Assessment and Recognition (PLAR) processes may apply. The decision to admit must be approved by the Dean of the program.

Acsenda School of Management reserves the right to determine whether or not an applicant can be considered admissible or classified as a mature applicant. Once admitted under the “mature” category these students will become, upon registration, a “regular” student and therefore must achieve and maintain the minimum academic required of “regular” students.

Visitor

These are students who have been allowed to enroll in a specified number of courses at ASM for transfer of credit(s) to their home institution. The Registrar requires a Letter of Permission (LOP) from the student’s home institution granting permission for the student to attend ASM as a visitor. The LOP must indicate that the student is in good standing, specify the status of courses to be taken (e.g. for credit or not), the number of courses or credits permitted for transfer credit and the duration of enrolment not to exceed nine (9) courses. Appropriate forms designed by the home institution will be accepted in lieu of an LOP. Additionally, the Office of the Registrar at Acsenda School of Management must receive either an official transcript of the visiting applicant’s academic record or a letter from the Dean of the Faculty or from the Registrar confirming that the student is in good standing at his or her home institution. Visiting students should ensure that their home institution will award transfer credit for courses taken at ASM. If credit is to be recognized at the intended level, formal arrangements must be made between and approved by both the sending (host) and the receiving (home) institutions.

Auditor

Individuals who wish to acquire knowledge through attending structured academic courses without the obligation of writing examinations may be permitted to enroll as auditors. Written permission of the Dean and the course instructor is required. Limits are placed on the number of individuals accepted as auditors and they are not enrolled where space is required for

regular students. Students who audit a course do not receive a grade or credits for the course; however, the notation "Audit" will appear on the permanent record beside each course substantively audited.

Audit students are not required to write formal examinations or assignments. They are expected to attend classes and engage in class discussions with direction from the instructor. An audit fee will apply to auditors except for ASM alumni. If the Registrar's Office is notified of inadequate attendance (normally less than 70%), or disruption of the class, the student will be withdrawn from the course and will be assigned a "WD" (Withdrawn) standing. Application and registration are in accordance with current Registrar's Office procedures.

Second Degree

Applicants who already hold a recognized undergraduate or higher level degree may apply for admission if their previous degree was significantly different from the degree they wish to earn at ASM. Applicants with graduate level degrees will not be admitted to an undergraduate degree in the same field of study.

Second degree applicants must have a minimum overall GPA of 2.0 and have earned a post-secondary degree that is equivalent to or higher than a four year bachelor's degree in Canada.

Applicants who wish to obtain another bachelor's degree in a concentration (major) different from their first degree will be permitted to complete a program approved by the Dean to earn a second degree. The prerequisite and major subject course requirements essential to the completion of the second degree requirements must be met.

Credits earned from a previously completed undergraduate degree may be applied to meet the requirements for a second degree. Transfer credits will be assessed on a case by case basis. Students admitted in this category must complete at least 30 credits at ASM to satisfy the minimum residency requirements.

Unclassified

These are applicants who are not visiting students but wish to take particular courses at ASM for interest or career purposes (e.g. to meet the requirements for a professional designation). Applicants must demonstrate that they have the knowledge or experience in the subject area that would be equivalent to meet the pre-requisites for the course. Enrolment in courses under this category will be subject to approval of the Dean. Students registered in this category are not earning a credential at ASM.

Deferred & Appeal of Admission

Deferred Admission

A student may defer their start date for up to a maximum of one (1) year from the date that the application for admission was approved. The student must inform the Registrar's Office in writing of the decision to defer admission. After one year, the offer of admission is no longer valid and the student must re-apply for admission. ASM reserves the right to apply any change of tuition and other fees and program requirements during the deferral period.

Appeal of Admission

Applicants denied admission or readmission and who can demonstrate extenuating circumstances or provide information not presented initially may appeal that decision by writing to the Registrar no later than thirty (30) calendar days from the date of the letter in which admission was denied.

The applicant must submit an appeal with any additional documentation in writing to the Registrar. The Registrar will consider the appeal and if denied, the applicant may submit a Letter of Appeal to the Dean who will respond within ten (10) days of receiving the appeal. The decision of the Dean is final.

Notification of New Admission Criteria or Course Prerequisites

New or revised admission criteria will be published in Acenda School of Management public documents and on-line before they are implemented in order to provide adequate lead time for prospective students to fulfill the requirements without delaying their educational progress.

English Language Admission Requirements

English is the language of instruction at Acsenda School of Management. Applicants whose first language is not English or who have completed their education in another language must demonstrate English language proficiency prior to admission in the following areas: listening, reading, speaking and writing. Proof of English proficiency can be accomplished by one or more of the following means:

1. Successful completion (normally within two years of the date of application) of one of the following English Language Proficiency tests with the minimum scores listed below:
 - International English Language Testing System (IELTS) - 6.5 or higher with no band less than 6.0
 - Test of English as Foreign Language (TOEFL) - 84 iBT; 560 (Paper-based)
 - Canadian Academic English Language Assessment (CAEL) - Band 70
 - Pearson Test of English (PTE - Academic) - 60
 - Michigan English Language Assessment Battery (MELAB) - 80
 - Canadian Language Benchmarks (CLB) - 8
 - Common European Framework of Reference (CEFR) - C1
 - Cambridge Advanced English Test (CAE) - C
 - ASM's English Proficiency Test – 80
2. Graduation from Grade 12 with a minimum grade of C+ or better in English 12 Composition or English Literature or the equivalent qualifications in Canada.
3. Graduation from Grade 12 with a minimum grade of C+ or better in English 12 or the equivalent at an International School with English as the language of instruction. International schools that use English as the language of instruction but operate in countries where the principal language is not English include the following: International Baccalaureate diploma programs, schools that are accredited members of the Council of International Schools (CIS), US regionally accredited schools, and provincially authorized schools offering full Canadian curricula to the Grade 12 level (non-ESL).
4. Graduation from a recognized degree program at an accredited post-secondary institution at which English is the primary language of instruction in a country where English is a principal language.
5. Successful completion of six credits of post-secondary first-year English studies at an accredited Canadian post-secondary institution with a C+ or in a country where English is a principal language.
6. Successful completion of four or more consecutive years of full time education in English in Canada or at an accredited school in a country where English is a principal language.
7. Successful completion of an approved English program at one of ASM's English School partners based on the terms described in the agreement with each partner school.
8. Successful completion of the English for Academic Purposes (EAPP100) courses at Acsenda School of Management with a grade of C+ or higher.

ASM reserves the right to request proof of English proficiency by means of the English Proficiency Tests indicated above at any point during the application process.

Countries accepted as having English as a principal language will be listed in the Academic Calendar and updated at least annually.

List of Countries — English is a Principal Language

International applicants who graduate from a recognized degree program or who complete four years of full time study in English at an accredited school in the countries listed below will normally be accepted as meeting the English proficiency requirements.

American Samoa	Gibraltar	Sierra Leone
Anguilla	Grenada	Singapore
Antigua & Barbuda	Guam	South Africa
Australia	Guyana	St. Helena
Bahamas	Ireland	St. Kitts & Nevis
Barbados	Jamaica	St. Lucia
Bermuda	Kenya	St. Vincent & the Grenadines
Belize	Lesotho	Trinidad & Tobago
Botswana	Liberia	Tanzania
British Virgin Islands	Malta	Turks & Caicos Islands
Cayman Islands	Mauritius	Uganda
Dominica	Montserrat	United Kingdom
Falkland Islands	New Zealand	USA
Fiji	Nigeria	US Virgin Islands
Gambia	Philippines	Zambia
Ghana	Seychelles	Zimbabwe

English Proficiency Test

The English Proficiency Test (EPT) is offered by ASM as an option for applicants to demonstrate English proficiency. The objective of EPT is to determine whether applicants qualify for admission with or without the requirement to complete the EAP3 or the EAPP100 course(s).

The written component of the EPT assesses the following: Sentence Structure, Standard English Usage, Word Usage, Reading Comprehension and Essay Writing. The oral (speaking) component determines the ability to communicate in everyday practical and social situations. As part of the EPT, an interview is conducted by the EAP (English for Academic Purposes) Coordinator or a qualified EAP instructor.

Math Diagnostics Test

Acenda School of Management Math admission requirement is a C+ in British Columbia Grade 11 math, or the equivalent from other provinces or countries. The completion of BC Mathematics 12 or equivalent from other secondary school systems is a definite asset. Given that applicants from high schools abroad and some post-secondary institution transfers come with different levels of quantitative skill, the purpose of the Math Diagnostics Test is to identify a student's quantitative skill deficiencies and to decide if the student is eligible to meet the requirements for enrolment in Business Mathematics (BADM120) or in Basic Mathematics (BMTH099). The grade for BMTH099 will either be a P (Pass) or an F (Fail) as it is a non-credit course. This course is designed to meet the needs of:

1. Prospective applicants who are high school graduates from a school outside of Canada and whose level of math proficiency could not be determined as equivalent to our Grade 11 Math admission requirements;
2. Students admitted in the Second Degree category who have first degrees but no evidence of having taken the required math level courses at the post-secondary or secondary level; and
3. Students who fail to pass BADM120 and are advised to take BMTH099 as a remedial course so that they may be prepared to pass BADM120 and other quantitative courses in the program.

Transfer Credits

ASM abides by the principles of the BC Council on Admission and Transfer and the Pan Canadian Protocol on the Transferability of University Credits.

ASM may acknowledge prior studies taken at other recognized and accredited and/or provincially authorized post-secondary institutions, by awarding transfer credits up to the maximum allowed under the residency requirement (a minimum of 30 credits to be completed at ASM).

Transfer credit will normally be granted for a course only where ASM offers a parallel or similar course with substantially the same content at a similar level. Not all courses are eligible for transfer credit. Additional information such as course outlines may be required to ensure that there is a reasonable match with the comparable course at ASM and/or with ASM program requirements. Residency requirements and pre-requisites apply to the number and type of courses that may be accepted for transfer credit.

Transfer credits will be granted only for approved courses in which a passing grade of 60% or C has been obtained. Once transfer credit has been granted for a course it cannot be used for transfer credit for another course.

Courses appropriate for transfer credit are those courses which can normally be applied to fulfill specific or general/elective requirements of a business degree. Applicants requesting transfer credit must submit official transcripts from all post-secondary institutions attended. Official transcripts are defined as those sent directly to the Registrar at Acenda School of Management by the Office of the Registrar at the institutions previously attended. Transcripts must be sent in a timely manner otherwise offers for admission may be withdrawn. Transcripts provided by the student do not qualify as Official.

Applicants may request transfer credit for courses successfully completed at any recognized and accredited and/or provincially authorized post-secondary institution. Courses completed at B.C. colleges and universities are awarded transfer credits based on the principles of transfer in BC as described in the [B.C Transfer Guide](#). Students are advised to check the Guide for current transfer agreements between BC institutions and Acenda School of Management. Where a course has not yet been articulated, but is appropriate for transfer, credit will be awarded on a case-by-case basis. Similarly, transfer credit for courses successfully completed at accredited institutions outside the Province of British Columbia will be assessed on a case-by-case basis.

If students are applying from institutions where English is the language of instruction, they will be required to have a course catalogue or official course descriptions sent directly to Acenda School of Management by the institutions offering the courses. Applicants from international schools, where the language of instruction is other than English will be required to have their transcripts and course descriptions translated by certified translators. Transcripts from a non-Canadian institution must be evaluated by a recognized credential verification service before transfer credit will be assessed.

Limitations, Restrictions on Transfer Credits

Applicants for admission as transfer students must have completed, with a C average (a grade point average of 2.0), a minimum of 18 transfer credits, assigned and unassigned, appropriate to the ASM degree program. If fewer than 18 credits have been completed during previous studies or the credits earned for courses taken at other institutions cannot be applied to the ASM degree program, applicants will be required to submit official transcripts of their high school record.

Applicants, who have been required to withdraw from a post-secondary institution previously attended for academic failure may be granted permission, one year after suspension, to attempt selected courses as an Access Student for one term. Students who are given this opportunity, but fail to meet the required standards to continue, will be placed on permanent suspension. Students who have been required to withdraw from previously attended post-secondary institutions for academic misconduct will not be admitted to the Acsenda School of Management.

Categories of credit in the undergraduate programs include:

1. **Assigned Credits** - transfer credits deemed as equivalent to specific Acsenda School of Management Courses. Assigned credits are awarded for courses with content acceptably similar to courses offered by ASM.
2. **Unassigned Credits** - transfer credits recognized as post-secondary level which are not offered by Acsenda School of Management, are not required for the degree but may be accepted towards meeting the academic requirements for the degree. These will not substitute for courses required to satisfy specific components of the program. Unassigned credits may be awarded where course-to-course equivalencies cannot be established. Such credits may be allowed as electives and may also be used to fulfill credit requirements for the degree. However, unassigned credits may not satisfy some specific program requirements.
3. **Block transfer credits** – Involves a block of credits granted to students who have successfully completed a certificate diploma, or blocks of courses earned through a previous degree or part of a degree program that may be credited towards an ASM degree requirement; or a block of credits recognized in an articulation agreement with another institution. Students receiving block transfer credits may be required to complete additional bridging courses to satisfy lower level degree requirements or pre-requisite requirements for upper level courses.

In assessing courses for transfer credit:

Credits may be routinely granted by the Registrar's office, based on an existing articulation agreements and the policy on Transfer Credit. Otherwise, requests for transfer credit will be referred to the Dean. The current list of acceptable transfer courses from other institutions in the Province of British Columbia can be found on the web site maintained by BCCAT: <http://www.bccat.bc.ca>.

Additional information such as course outlines may also be required to ensure that there is a reasonable match with the comparable course at ASM and/or with ASM program requirements. Residency and pre-requisites requirements apply to the number and type of courses that may be accepted for transfer credit.

Course currency may be considered for assessment of transfer credit. Applicants may be asked to submit a letter to the Registrar explaining why their knowledge in the subject area(s) is current due to work experience, additional training or education in the field; or they may be asked to go through a process for Prior Learning Assessment and Recognition (PLAR). Departments/ programs may establish time limitations for currency of courses in certain subject areas where it is appropriate.

Information Availability

1. The Registrar shall maintain a list of equivalent courses as determined by BCCAT for all of its degree program courses.
2. The Registrar shall maintain a copy of all articulation agreements between ASM and other institutions and shall make such agreements generally known in a public document.

Notification of Transfer Credits

ASM shall inform students of transfer credits awarded for previous post-secondary studies, based on a review of course

descriptions and assessments of official transcripts of academic records sent directly to the Registrar by the previous institution or institutions attended. Transfer credit awarded will be included in the credit earned toward a degree and entered as such on the transcript of academic record for ASM. Such notification shall be in writing to the student's address of record. If the Registrar denies transfer credit, reasons for refusal shall be provided to the student.

Grades for transfer credit do not appear on the ASM transcript nor will they be included in the calculation of the student's Grade Point Average (GPA).

When requested by a student, the Registrar's Office will provide the necessary information to another institution so that a student may be awarded credit for courses taken at ASM.

Appeal of Transfer Credit Award

Students may appeal a transfer credit evaluation by writing to the Registrar requesting a re-evaluation of transfer credits and providing additional information to support that request. If there are reasonable grounds for appealing the decision of the Registrar, the student may send a letter of appeal to the Dean.

The Dean's decision on transfer credit appeals is final.

Prior Learning Assessment & Recognition *(under review)*

Applicants must be accepted for admission to a specific program before they may apply for Prior Learning Assessment. The policies on Prior Learning Assessment and Recognition (PLAR) and Prior Learning Assessment Challenge Exam will apply. Prior Learning Assessment and Recognition (PLAR) is an optional part of ASM's lifelong learning philosophy. PLAR will be applied on a course-by-course basis.

Students admitted to ASM may request formal recognition for prior learning through one or more of the following (PLAR) processes. The Dean will determine which of these processes is appropriate:

- **Challenge Process:** Written or oral testing as determined by the Department/Program. Challenge examinations are developed by the department/program in which the credit is sought.
- **Portfolio-Assisted Assessment:** Assessment of a file or folder of information that systematically documents and provides evidence of an individual's learning experiences and accomplishments in relation to the course objectives/ learning outcomes for a specific course or program. A portfolio must provide documented evidence of the basis for the experiences (e.g. employment records, affidavits, reference letters, etc.).
- **Work-Based Assessment:** Assessment of a student's learning (knowledge skills, abilities and/or values) in a simulated or real setting. Learning is demonstrated in a comprehensive way, showing learning connections and levels of competence.



FINANCE



Students can contact the Acsenda Advisor to obtain the most up-to-date information on subsidies or student award available to them. All students are required to pay tuition fees and expenses in advance of starting each term of study. All fees are quoted in Canadian Dollar (CAD) and are collected per term by ASM.

Tuition and Other Fees**

Title	Fee	Description
Application	150.00	Registration of Admission (One-time, non-refundable)
Application for Re-admission	50.00	To Apply for Re-admission after withdrawal, drop-out, suspension
Enrolment (Registration) Fee	50.00	Per Term
Late Registration Fee	50.00	To Register for the term after the deadline
Late Payment Fee	75.00	Late fee after the payment deadline
Domestic Tuition	675.00	Tuition Per Course (3 credit), (Non-Taxable)
International Tuition	1,499.00	Tuition Per Course, (3 credit), (Non-Taxable)
BGHL440 Tuition	1,499.00	Tuition for Internship—Hospitality Management (6 credit), (Non-Taxable)
BGHL490 Tuition	1,499.00	Tuition for Hospitality Management Capstone Course, (6 credit), (Non-Taxable)
English for Academic Purposes (EAP3)	4,110.00	Per course fee for bridging (Domestic and International)
English for Academic Purposes (EAPP100)	4,750.00	Per course fee for International students (3 credits)
English for Academic Purposes (EAPP100)	2,150.00	Per course fee for Domestic students (3 credits)
Library Fee	50.00	Library Resource (per term)
Material Fee	25.00	Copy/Course Material Fees (per course)
Student Activities	40.00	Events for Student (per term)
Student ID card	20.00	Student ID (for new students and replacement)
Textbook Cost	150.00	Approximate Average Cost of Textbooks per course
English Placement Test Fee	50.00	Re-Test is only allowed after 4 weeks
TAX (Federal GST)	5%	GST is charged only on School Fees, Tuition Excluded
(Provincial PST)	7%	Both GST and PST are charged on textbooks
PLAR	150.00	Prior Learning Assessment and Recognition
Challenge Exams	50.00	Arranged by the Registrar's Office
Exam Change Fee	50.00	Change of exam date
Graduation Fee	150.00	Additional \$25 for attending the Convocation
Student Letters, course outline (each)	10.00	1.00 for each additional copy, urgent request \$20.00
Transcripts	10.00	Students receive 3 free transcripts upon graduation
Reissuing of Degree Parchments	50.00	

Notes:

1. The cost of required textbooks may vary from course to course, the average price of textbooks is appropriately CAD \$150 per course.
2. PLAR requests may be done once for up to four (4) courses.
3. Additionally, refunds for students who paid by credit card and cancel/do not start are subject to an administrative fee of 2% of the total amount paid.

**Tuition and other fees are subject to change without prior notice. Please check with the Admissions Office for the most up-to-date fee schedule.

Student ID Card

Students who register with ASM are issued a student ID card, which is valid for one year. Students will be asked to present their ID card during their registration period, at any meetings with the Dean of the school, or during final examinations. There is a replacement fee (for loss or damage) of \$20 for the ID card.

Medical Insurance

All students are required to provide proof of active medical insurance while attending Acsenda School of Management. New students will automatically be enrolled into a medical coverage plan for 90 days on the first day of their first term if they do not provide proof of coverage and opt out of the program. **The cost of the insurance plan will be added to their invoice.** If at any time the student is able to provide proof of coverage, the student may apply to the insurance carrier through the broker to stop the coverage and the broker will be responsible for refunding any unused premiums.

Student Loans

Students who are Canadian citizens or permanent residents, who are paying tuition fees, and who have registered in a minimum 60% course load and can demonstrate financial need, may qualify for aid through student loan programs. Students must apply for loans through the Province in which they have established residency.

Basic Eligibility Requirements to apply for BC Student Aid:

- Canadian Citizen, a landed immigrant (permanent resident) or have protected person status
- Valid Canadian Social Insurance Number (Does not start with 0 or 8)
- Resident of BC
- Enrolled in an eligible program of study at an eligible post-secondary institution
- Pursuing Full-Time studies as their primary occupation
- Be able to demonstrate financial need
- Make academic progress and achieve satisfactory scholastic standing in each period of post-secondary study.



Since graduating in the summer of 2015, I have been working as a *Sales & Marketing Coordinator* with a leading supplier of bathroom and kitchen products in BC. In this first job since graduation, I find that my BBA from Acsenda has equipped me well by providing a solid theoretical foundation as well as practical skills for a successful career in marketing.

Ravi Kiran Oberoi, BBA

For additional information and to apply online please see www.aved.gov.bc.ca/studentaidbc/apply/welcome.html

Payment Methods

No **CASH** payment is accepted.

Debit Card: Debit Cards are accepted as payment at the campus.

Credit Cards: We accept major credit cards (e.g. VISA, Master). The cardholder must be present when the transaction is being processed or a payment authorization form must be completed and signed by the cardholder. Payment authorization forms may be obtained from the Admission's Office. Additionally, refunds for students who paid by credit card but withdraw or cancel their enrolment are subject to an administrative fee of 2% of the total amount paid.

Wire Transfer: Payments to Acsenda School of Management can be made via wire transfer.

Bank Name: Canadian Imperial Bank of Commerce
Credit account of Acsenda School of Management Inc.
Bank Address: 1036 West Georgia Street, Vancouver, BC V6E 3C7, Canada
Transit Number: 0500
Institution Number: 010
Account Number: 0994219
Swift: CIBCCATT

** Note that all bank fees are extra and are the responsibility of the applicant or student. These need to be calculated and paid before completing the wire transfer.

Non Payment

If a student's account is in arrears after the payment deadline, his or her account will be placed on financial hold and a late payment fee will be assessed on the account. This may result in restriction on attending classes, taking mid-term or final exams, issuing of student letters and transcripts, and of registration in further courses until the overdue amount is paid in full. In extreme circumstances, the student may be asked to withdraw from the program. The school reserves the right to contact outside collection services to assist in collection of the amount owed.

Refunds in Cases of Withdrawal or Dismissal

A student who registered and fails to attend classes in the first week of a term may, at the Dean's or Registrar's discretion, have the student's seat in that course given to another student, regardless of previous permission to register. If the student is unable to attend in the first week of a course but plans to complete the term, it is the student's responsibility to contact the instructor and the Registrar's Office, in advance for permission. If a student has not attended classes by the second week of the term, even with notification/contact with the school, the student will be removed from the course.

All students are expected to attend all class meetings of the courses in which they are registered; excessive absences may be considered sufficient cause for the school to de-register the student from the course. Attendance is closely monitored and excess absences for the term will result in dismissal from the term. More information about attendance policy is listed under Attendance in the following section, Academic Regulations.

Students who, after registering, find it necessary or desirable to drop or withdraw from courses, or withdraw completely from Acsenda may receive a refund based on the "Refund Policy" outlined.

Tuition Refund Policy

The following refund policy applies to the terms of an enrolment contract. Enrolment contracts are signed every term by the student during the registration period.

REFUND POLICY TABLE	
INTERNATIONAL STUDENTS	
One term tuition deposits paid prior to program registration are non-refundable unless any application for a study permit has been denied.	
Students requesting a refund of their tuition deposit due to a study permit denial are subject to a \$200 administrative fee	
AFTER THE START OF A REGISTERED STUDENT'S 1ST TERM OF STUDY	
Withdrawal Period / Student Dismissal	Amount RETAINED by ASM
At any point after the first day of classes of the first academic term as outlined on the Enrolment Agreement	100% of total tuition paid for one term
FOLLOWING SUCCESSFUL COMPLETION OF THE FIRST TERM OF STUDY AFTER STUDENTS HAVE SIGNED AN ENROLMENT CONTRACT FOR EACH ADDITIONAL TERM	
Withdrawal Period / Student Dismissal	Amount RETAINED by ASM
After the Enrolment Contract has been signed and before the first class of a registered course	\$500
Before the 2 nd class of a registered course for the academic term	30% of total tuition paid
After the 2 nd and before the 4 th class of a registered course for the academic term	50% of total tuition paid
After the 4 th class of a registered course for the academic term	100% of total tuition paid (No refund)

REFUND POLICY TABLE	
DOMESTIC STUDENTS	
AFTER STUDENT HAS SIGNED AN ENROLMENT CONTRACT AND REGISTERED FOR AN ACADEMIC TERM	
Withdrawal Period / Student Dismissal	Amount RETAINED by ASM
After the Enrolment Contract has been signed and before the first class of a registered course	\$500
AFTER THE START OF THE TERM	
Withdrawal Period / Student Dismissal	Amount RETAINED by ASM
Before the 2 nd class of a registered course for the academic term	30% of total tuition paid
After the 2 nd and before the 4 th class of a registered course for the academic term	50% of total tuition paid
After the 4 th class of a registered course for the academic term	100% of total tuition paid (No Refund)

Additional information for both INTERNATIONAL and DOMESTIC Students

A student's decision to withdraw from a course or from the program may have implications for future educational plans and on the amount that the student could claim as refund. Prior to formal withdrawal, students are encouraged to discuss their withdrawal plans with the Registrar.

If a student leaves a program or stops attending a course without written notification to the Registrar's Office, the student will not be eligible for a refund, and the student is responsible for the outstanding fees.

Where the School provides technical equipment or library material to a student, without cost to the student, and the student withdraws or is dismissed, the School may charge the student for the equipment, use of the equipment or library material on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.

Refunds for students or applicants who paid by credit card are subject to an administrative fee of 2% of the total amount paid.

Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the Contract, less the applicable non-refundable application fee and an administrative fee.

Refunds owing to students will be issued by wire or electronic transfer (EFT) within thirty (30) calendar days from receipt, by the Registrar's Office, of the written notification of withdrawal and all required supporting documentation, or within thirty (30) calendar days of the Registrar's Office written notice of dismissal.

See more at: <http://www.acsenda.com/admissions/course-withdrawal-and-refunds/#sthash.IRkngkFL.dpuf>

ACADEMIC REGULATIONS



Student Responsibilities and Conduct

Acsenda School of Management students are entitled to engage in the educational process, or the provision of educational services, free from disruptive or inappropriate behaviors.

Students enrolling in Acsenda are considered to be mature adults who assume a responsibility to conduct themselves in a manner compatible with an institution of higher learning, in addition to observing provincial and federal laws. Students are expected to respect the property of Acsenda, its students and faculty and of visitors to the School. They are expected to comply with the directions and requests of Acsenda employees and administrators acting in the performance of their duties.

Students are expected to maintain a peaceful environment within or in the vicinity of classes, meetings or other assemblies conducted within the School and at activities arranged to be held external to Acsenda. Students are also expected to respect the rights of others so that everyone can fully participate in and benefit from an environment totally free from discrimination and all forms of harassment.

Academic Freedom

Acsenda School of Management is committed to the belief that the exchange of knowledge and ideas in an environment of intellectual freedom is the indispensable foundation of education.

“Academic Freedom” is one means to ensure that an environment of intellectual freedom is sustained. Academic freedom includes the right of all faculty and students of the undergraduate programs to teach, research, discuss, study, publish, create and exhibit without the hindrance or restriction of Acsenda School of Management.

Notwithstanding the above, academic freedom does not entitle a faculty member to promote hatred or contempt for any social, political, national, religious or ethnic group; to display incompetence in teaching or scholarship; or to violate the human rights of students or any person who in any way is associated with Acsenda School of Management..

APA Style

ASM has adopted the formatting and citation standards of the American Psychological Association (APA) and requires all students to submit work using APA style. Students should refer to each course syllabus for further details.

ASM adheres to the latest edition of APA, currently the 6th edition. All work submitted by students must be in accordance with APA standards, including approved ASM formatting customizations. The ASM Library hosts APA and Plagiarism sessions on a frequent basis. In addition, the Library makes available many APA and Plagiarism tools and resources for students and faculty.

Copyright

Copyright Compliance

ASM abides by and upholds all reasonable and technically feasible standards of copyright and fair access and use. All members of the ASM community (staff, faculty, and students) must uphold Canadian Copyright law and abide by the terms and conditions in licenses. Ignorance of the law is not a defense. The consequences of infringing the Copyright law can be civil or criminal, and are set out in the Copyright legislation. A civil court may decide that money be paid as compensation for damages caused by unauthorized use of a copyright work. Students caught breaking Copyright laws on ASM property or networks may be subject to disciplinary action as outlined in the Student Responsibilities and Conduct Policy, Intellectual Property Rights Policy, and Non-Academic Offenses Policy.

Intellectual Property Rights

Intellectual property, or more properly intellectual property rights, refer to those rights conferred on authors or creators of the following types of works:

- Literary, artistic, and scientific works
- Inventions in all fields of human endeavour
- Scientific discoveries
- Industrial designs
- Trademarks, service marks, commercial names, and designations

Moral Rights

Acsenda School of Management recognizes three types of moral rights:

- An author's right to be identified as the author of a work – the right of attribution of authorship
- The right of an author to take action against false attribution – the right not to have authorship of a work falsely attributed; and
- An author's right to object to derogatory treatment of his or her work that prejudicially affects his or her honour or reputation – the right of integrity of authorship of a work

Intellectual Property Rule - Ownership

Staff

Acsenda School of Management asserts ownership of all intellectual property created by a staff member in pursuance of the terms of his or her employment with Acsenda School of Management, including, without limitation, copyright in any material which is i) teaching material, ii) computer programs, iii) anything created at the express request or direction of Acsenda School of Management, or iv) anything which is the subject of an agreement with a third party (for example, a funding agreement).

Acsenda School of Management does not assert ownership over copyright in any scholarly books, journal articles, conference papers, creative works, or proceedings, or texts written for non-commercial purposes.

Acsenda School of Management retains a non-exclusive, royalty – free, perpetual license to use or develop any intellectual property rights in any of those things, although the creator may be entitled to a share of any commercial benefits obtained according to the rule.

In relation to teaching material, Acsenda School of Management grants the author a non-exclusive, royalty – free, non-transferable, perpetual license to use teaching materials developed on Acsenda School of Management time for the sole purpose of teaching a course at Acsenda School of Management.

Students

Acsenda School of Management recognizes that students always own the intellectual property that they create unless:

- there is a legal prohibition; or
- there is written student consent

However, a student may agree to transfer his or her property rights. Where a student is involved in research activities that involve third party agreements, or where the activity involves the creation of intellectual property of a kind that may be developed in the future, it is the responsibility of both the chief researcher and the student's supervisor to notify the student, before the student begins work on the project, if the third party agreement requires the student to transfer his or her intellectual property or to give consent with respect to any moral rights, and to ensure that the student has a reasonable amount of time in which to take advice (which generally should not be less than 14 days).

Visitors

Visitors usually have access to Acsenda School of Management resources. The Rule requires a visitor to disclose any intellectual property rights that the visitor creates at Acsenda School of Management, and Acsenda School of Management may then decide whether it wishes to claim ownership. Acsenda School of Management may also require a visitor to sign an agreement in advance. This may also involve an agreement with other parties (e.g. home institution).

Intellectual Property Rule – Reporting and developing intellectual property

Staff members are encouraged to report any intellectual property that they create. Apart from any commercial benefits that might accrue, such creation also contributes to Acsenda School of Management's profile.

The Rule sets out a procedure for reporting through the staff member's supervisor and establishes how any commercial developments will be shared. Staff should note that sharing commercial benefits does not apply to teaching materials used for delivery of courses at Acsenda School of Management.

Freedom from Discrimination

Acsenda School of Management creates and maintains an environment where teaching, learning, research, scholarly exploration and academic discovery can occur free from the impact of discrimination of any sort and from any source of discrimination. Using the Human Rights Code of British Columbia as a guide, Acsenda provides a learning and working environment that allows its students, faculty and staff to operate freely and openly without fear of discrimination.

Acsenda School of Management is pledged to educate its students, faculty and staff about discrimination, and to provide the ways and means for discovery of infractions and the methods for resolving issues of non-compliance with the School's stated intentions in this regard.

Freedom from Harassment

It is essential for all students at Acsenda School of Management to clearly understand and abide by the School's policy on non-discrimination and harassment. The School is committed to the goal of maintaining a learning environment that is completely free from all forms of harassment, including sexual harassment, however it occurs. Each and every student is entitled to a learning environment that is free of any bias or conduct on the part of another individual or group of individuals that is considered to be discriminatory, sexually offensive, intimidating or hostile.

Acsenda School of Management will not tolerate any conduct, on the part of anyone regardless of position, which constitutes harassment in any way or form. If, upon investigation, an accusation of harassment is found to have merit, disciplinary action will be taken, up to and including expulsion from the School.

The Instructors are entrusted to manage harassment-free classroom environments. If at any time individuals or groups of individuals suspect an act of harassment is occurring or has occurred, they are to inform one of the faculty or staff who is required to take immediate and appropriate action.

Non-Academic Offenses

Non-academic offenses attempted or committed by students on ASM premises or during School sponsored activities shall be grounds for disciplinary action by the School. ASM reserves the right to refer any non-academic offense to the appropriate civil or criminal authorities as the School deems appropriate. Actions that are considered to be non-academic offenses and grounds for disciplinary action include, but are not necessarily limited to, the following:

- Theft or damage to property of the School as well as property of another student, faculty, or visitor to Acsenda.
- Verbal or physical (or a threat of) abuse of another student, faculty or employee of Acsenda.
- Obstruction or disruption of the teaching of a class or other School activity, including, but not limited to meetings, seminars, and other legitimate activities of the School.
- Forgery, alteration or misuse of School documents, records or identification.
- Unauthorized entry or occupancy of School facilities or blocking access to or from such areas including all administration and instructors' offices, classrooms, computer areas and common areas.

- Unauthorized use of School supplies or equipment.
- Use, possession or distribution of illegal drugs on any School property.
- Failure to comply with directions of School employees or administrators acting in the performance of their duties. Students are required to provide proof of identification when requested by any School representative.
- Possession or use of firearms, explosives, dangerous chemicals or weapons of any form, material or construct.
- Disorderly or indecent conduct or expression, breach of the peace, or procuring another to breach the peace.
- Written and or verbal harassment which includes the use of threatening, obscene, profane or racist language or language that is otherwise abusive in the circumstances by a student directed to another student, an instructor or other employee of the School or any other individual who enters the School as a visitor or as a requirement of his or her duty.
- Sexual harassment which includes written and or verbal abuse or threats; unwelcome remarks, jokes, innuendos or taunting; displaying pornographic or other offensive or derogatory photos; practical jokes that cause awkwardness or embarrassment; unwelcome invitations or requests, leering or other gestures; unnecessary physical conduct such as touching, patting, pinching, punching; physical assault.

Consequences of Non-Academic Offenses

Consequences of non-academic offenses confirmed or alleged will be reported to the Dean and Campus Principal and all non-academic offenses normally will result in disciplinary actions that include but are not necessarily limited to the following:

- Excluding the student from the class in which the offense occurred.
- Suspending the student from the course for the remainder of the term with a failing grade assigned for the course.
- Exclusion from any examination in which an academic offense occurs with a grade of zero assigned to that examination; for a final examination a failing grade will be assigned to the course.
- Presenting the student with a letter of reprimand that has been copied to the Registrar for entry in the student's academic file.
- Adding a notation to the student's academic transcript, which may be removed upon a successful appeal following graduation.
- Suspending the student from the academic program for a specified period of time of no less than one academic term.
- Permanently expelling the student from Acsenda School of Management.

Attendance

Acsenda maintains strict policies regarding attendance and punctuality in keeping with its objective of preparing students for entry into the work force. Unless otherwise instructed, students are expected to attend all meetings of courses in which they are enrolled. Regular and punctual class attendance is important in achieving learning outcomes in the courses.

Attendance is a valid consideration in determining the final grade in any course. At the beginning of each course, the instructor will inform students of the requirement for class attendance in the determination of the final grade. The instructor may refuse a student admission to class because of lateness, lack of attendance, or inattention. Students who do not complete the required assignments may be refused permission to write the final exam.

Students must inform the instructor or the Registrar's Office in advance (or before returning to class) of any absence from class providing a valid reason for the absence. Students may be required to provide documentation to support absence from class. ASM provides reports to Citizenship and Immigration Canada (CIC) regarding students who do not attend classes as per their study permit requirements.

When 20% (2 weeks) or more of a course is missed consecutively and there has been no contact with the instructor, students may be withdrawn from the course. When 25% (3 classes) are missed, the student will

- **automatically** be withdrawn from the course
- earn an **F grade** and
- **not be eligible for any financial refund.**

A student who has missed 3 classes at any time throughout the term may be required to discontinue the course.

Attendance is documented using an Official Enrolment Roster and Attendance Form. A record of class attendance is important for students who receive financial aid in the form of student loans and for international students on Study Permits. Students intending to be absent from a class should notify, in advance and in writing, the Registrar's Office.

Leave of Absence

Ascenda School of Management currently offers classes on a quarterly system of four, 12-week terms per year. The four-term per year system provides students with the opportunity of accelerating their program. It is possible for students to fulfill degree requirements in 2 ½ years.

However, students are permitted to submit a request for a leave of absence for up to one term where medical or other emergencies arise. Students must submit a "**Leave of Absence Notification Form**" and receive approval from the Dean and Campus Principal prior to taking a leave of absence.

Students who do not return on the date indicated for an Approved Break or an approved Leave of Absence without permission to extend that date will be withdrawn from the program. The Registrar will notify the student by formal letter of withdrawal from the program.

Approved Break for International Students

Students must be registered and complete a minimum of 9-12 courses (3-4 courses per academic term) per year to meet the requirement for full time study status.

1. Students may apply to take one 'approved term break' out of four academic terms per year provided they have completed two (2) consecutive terms of full time study. Students must submit an "**Approved Term Break Notification Form**" at least four (4) weeks prior to the start of the term in which they plan to take a break. The request for a term break must be approved by the Dean and Campus Principal.
2. Following the policy of Citizenship and Immigration Canada (CIC), international students who have been granted "off-campus work permits" can only work up to a maximum of 20 hours per week while registered during a regular academic term. International students are able to work more than 20 hours per week only while they are on an approved term break.
3. Students may use their approved term break to register for a lighter course load (less than 3 courses).
4. Students taking a term break must consult with the Registrar's Office about how the break may affect their program plan and course selection.
5. Students failing to return from their approved term break without any contact with the Registrar's Office are subject to Withdrawal.

Course Overload

Requests by students to exceed the standard workload may be approved by the Dean on a case by case basis. Undergraduate students may qualify for credit overload if, while enrolled at ASM, they have maintained a cumulative grade point average of at least 3.0 for two consecutive terms, are in good financial standing, and have a good attendance record. Overload approval will be granted by the Dean in writing, using the Course Overload form, submitted to the Registrar.

Permission to exceed the maximum credit load is extended to a student for one term only and is subject to review as the student's circumstances change. The standard number of courses taken as an overload is five (5) courses. Under special consideration, where a student has an exceptional academic performance, the Dean may permit as many as six (6) courses.

Standard Full Time Course Load

A standard full time course load is 12 credits (4 courses) per term. A full time student is one who is enrolled in three (3) or more courses per term with the intent on studying full time.

Students whose grades fall below the accepted minimum GPA of 2.0 (average C grade) will be required to take fewer courses per term, with the approval of the Dean or the Registrar. Students who achieve a high level of academic performance may take more than 4 courses per term, with the Dean's approval.

Policy on Course Selection, Availability and Class Cancellation

Registration is limited by the availability of courses and the student's timetable is determined by the Office of the Registrar. Courses offered in any given term are determined by the enrollment numbers, graduation requirements, and required prerequisites. Registration of students who are not in good standing may be restricted and course selection may be determined by their term GPA and cumulative GPA.

All courses are offered subject to sufficient enrollment. Classes may be cancelled at the Dean's discretion. Should a class be cancelled, students who have registered will be notified in writing or otherwise informed in sufficient time to allow them to make other course choices.

Academic Dishonesty

Acsenda expects integrity, ethical conduct, and intellectual and academic honesty from its students. Academic dishonesty is treated as a serious offence and is not tolerated at Acsenda. Academic dishonesty includes plagiarism, cheating, giving or receiving aid in an examination or where otherwise prohibited, having in an examination room any materials or devices other than those permitted by the instructor, submitting essays or other works more than once or any other deceptive act in connection with work submitted to meet course or graduation requirements.

The expectation of academic honesty does not mean that students must work, study and learn in isolation. Students are encouraged, both in and out of class, to work, study and learn together and to incorporate into their own explorations, views, and analyses the work of others as may be found in books, journal articles, electronic media, interviews, private conversations and the like. Incorporating the knowledge of others with one's own work is integral to learning. Quotations, references, citations, and other acknowledgements of the work of others, as well as acknowledgement of collaboration and citing of collaborators, ensure that all research is appropriately credited.

Responding to an Act of Academic Dishonesty

1. Upon the discovery of a potential issue of Academic Dishonesty, the instructor will approach the student, hear the student's account in private, and discuss the incident in relation to the *Academic Dishonesty* policy. A resolution may be achieved at this point.
2. If, after the discussion of the incident with the student, the instructor remains concerned about or confirms a deliberate act of dishonesty, or believes the breach of academic honesty warrants further action, she/he will document and report the incident in writing to the Dean (or Designate).
3. The Dean (or Designate) will review the written documentation and will notify or meet with the student. The student may elect to bring an advocate to this or to subsequent meetings related to the alleged act of academic dishonesty.
4. The Dean (or Designate) will also contact the Registrar to determine whether a previous act of dishonesty is documented in the student's file, which may affect the disposition of this case.
5. The Dean (or Designate) will document the confirmed incident, the process of resolution, and the consequences, in writing. One copy of this documentation will be forwarded to the Registrar for academic placement in the student's file for a time period specified by the Dean (or Designate). A second copy will be sent to the student. When it is a second confirmed offense, the Dean will formally notify the student that s/he is required to discontinue studies for the duration specified.
6. Students who wish to appeal the decision of a first or second confirmed act of academic dishonesty reached under this policy may do so in accordance with the Student Appeals policy.

Consequences of Academic Dishonesty

The Consequences of a confirmed act of academic dishonesty may include, but are not limited to, the following:

- Requiring the student to rewrite the assignment

- A letter of reprimand
- Requiring the student to complete another assignment or take another exam
- A zero percent grade assigned to the relevant evaluation component
- A failing grade in the course as a whole
- Suspension from the program and/or Acsenda School of Management for a specified period of time of no less than 1 term
- Permanent expulsion from Acsenda School of Management
- A notation on a student's academic transcript

Protection of Student Grades and Personal Information

Acsenda School of Management collects basic information about students for application, enrolment, educational and student academic record purposes. The following policy and procedure provides guidelines for the release of such information to government agencies, Acsenda employees, potential employers, and other institutions.

As stewards of personal information provided by the student prior to admission or throughout the duration of study or collected from academic participation while enrolled in studies, Acsenda School of Management protects as strictly confidential all student information with the exception of that openly available in its student directory.

The following information is considered strictly confidential and cannot be released under any circumstances without a court order or ministerial order or a signed written request from the student.

- | | |
|--|--------------------------|
| • Legal Name | • Gender |
| • Permanent/ Local address and phone | • National ID (e.g. SIN) |
| • Degree program registration | • Country of citizenship |
| • Courses taken | • Citizenship status |
| • Dates of attendance | • Grievance information |
| • Grades, Degree(s) received | • Discipline information |
| • Dates when degrees awarded | • Visa/ Permit data |
| • Honours and awards received | • Driver's license |
| • Participation in recognized activities | • Ethnicity |
| • Previous schools attended | • Marital Status |
| • Date of Birth (DOB) | • Criminal record |

Academic Concessions

Academic Concessions are special considerations given to extenuating circumstances that include but are not limited to medical, bereavement, and accidents.

Individual instructors may grant concessions to students for single events (e.g. mid-terms, and essay or project deadlines) but not for final examinations. Only the Dean can grant concessions for circumstances or events that impact more than one test result.

The Dean or the instructor must see and file evidence for the circumstances leading to a concession. Acceptable evidence includes, but is not limited to:

- a) death certificates
- b) medical notes signed by a doctor or other qualified and certified practitioner
- c) ICBC accident claims or Police reports

Grading System

Student academic performance is reported in standard letter grades and grade-point equivalents that reflect percentage ranges as shown in the following table.

Letter Grade	Percentage	Grade Point Equivalent	Performance Level
A+	90-100	4.33	Outstanding Achievement
A	85-89	4.00	
A-	80-84	3.67	
B+	76-79	3.33	Good Achievement
B	72-75	3.00	
B-	68-71	2.67	
C+	64-67	2.33	Satisfactory Achievement
C	60-63	2.00	
C-	55-59	1.67	Marginal Achievement
D	50-54	1.00	
P			Credit with no weighting in GPA
F	0-49	0.00	Unsatisfactory Achievement

Other Course Standing

The following designations are used by the Acsenda undergraduate programs where a standard letter grade or grade-point equivalent does not apply.

IN (Incomplete): The level of academic performance at the time of posting grades is insufficient to serve as a predictor of success. The student must complete the requirement of the course that is missing, e.g. essay, examination or project, within a specified period of time.

DF (Deferred Grade): A student has been granted permission to postpone the writing of the final examination to some specified date, or a final examination has been postponed owing to circumstances that are not the responsibility of the student.

IP (In Progress): This is normally assigned as a mid-term grade or is assigned to a course, such as directed studies, that is longer in duration than all other courses reported at the end of a term.

WD (Withdraw): Indicates that the student withdrew voluntarily after the prescribed date for adding or dropping a course without a notation entered on the academic record. A course assigned a "WD" standing is excluded from all GPA calculations.

AG (Aegrotat): This designation is a standing for which full credit is given but which may not be included in the calculation of the GPA. This assignment occurs when medical afflictions or other disabling circumstances prevent students from either completing some single aspect of the course or from writing the final examination where the grade on the final examination is not the major assessment of the course. AG standing can only be assigned to those whose academic performance or level of achievement predicts unquestionable success in the course and the instructor feels confident in assigning a grade of good standing, that is a grade of C or higher. Where there is doubt about the ability of students to obtain a minimum "good standing" or where academic assessments equal to or greater than 50% of the available grades are missing, a standing of "Incomplete" will be assigned.

AD (Audit): Students who wish to advance their knowledge in a subject without the obligation of submitting major assignments for grading or writing final examinations are referred to as auditors and will receive the standing of AD on their final academic report. Students enrolled in the undergraduate programs at Acsenda who receive permission to audit a course will have their audited course entered on their report of grades and official transcript but the audited course will not be

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included in the calculation for the GPA. Other than being excused from writing final examinations and submitting major assignments, auditors are expected to attend all classes and fully participate in the course. Auditing students are admitted only after all other classifications of applicants have been accommodated.

Prerequisite Standing

Any course that must be taken successfully, prior to enrolling in a specified course at a higher level, is referred to as a prerequisite. However, to be accepted as sufficient to serve as a prerequisite, it must be passed with a grade of 60% or higher. Grades from 50% to 59% will be used for credit, but normally not as a prerequisite standing. Special consideration may be given to grades between 55% and 59% for those students who are in Good Standing, especially for those who maintain a CGPA (Cumulative Grade Point Average) of 60% or higher.

Required Upper Division Standing

Students in their 3rd or 4th year are expected to achieve a letter grade of C or better in all courses at the Upper (third- and fourth-year) Division. Although credit will be granted for grades from 1.00-1.67 (50-59%), students obtaining such grades in upper-level courses may be advised to repeat the courses. Students unable to achieve at least 2.0, for courses in their area of concentration, will be required to review their academic goals and may be required to change their area of concentration.

Repeating Courses for Higher Course Standing

Excluding all first year English courses, normally a student may repeat, for higher standing, a maximum of five courses including those with failing grades (grades of less than 50%). However, normally each course may be repeated only once. Should a course be repeated, both grades will appear on the student's academic record, but only the grade from the second enrolment will be used in calculating the Cumulative GPA.

Effect of Withdrawal on Grade

Drop/withdrawal period*	Effect on Grades
Before course starts	- No effect - Student is removed from class list
Before the 2nd class of the registered course for the academic term	- Student is removed from class list with no academic penalty
After the 2nd and before the 4th class of the registered course for the academic term	- Student receives a grade of "WD"
After the fourth class of the registered course for the academic term	- Student receives a grade of "F"

*The "Undergraduate Course Drop / Add" form should be completed by the student and approved by the Dean to claim for a refund and/or to obtain a mark of WD (Withdraw).

Examinations

Ascenda School of Management requires final examinations in all courses except those in which final grades are determined solely on the presentation of seminars or other speeches, submission of essays or other research reports or participation in projects where progress can be measured by the instructor. Final examinations are given during examination weeks following the last week of lectures in the term. Failure to write the final examination normally leads to a failed standing in the course.

Rules Governing Examinations

1. All exams must be invigilated. Instructors should be watchful during exams, stay in the room at all times, and walk around the classroom.
 2. Students must leave their belongings such as bags, books, pencil cases, cell phones, electronic dictionaries, or any other electronic device at the front or back of the classroom. They are not to be taken to the examination desk or table.
 3. Cell phones must be turned off during an exam and put away into the students' bags.
 4. Cell phones and electronic dictionaries are not allowed to be used as calculators during an exam.
 5. Washroom breaks are not allowed during an exam unless approved by the instructor. All necessities must be dealt with before the exam begins.
 6. Only pens, pencils, and erasers are allowed on top of the student's table.
 7. Students are responsible for bringing their own materials. The ASM office will not lend out any materials to students for their examinations. Scrap paper will be provided to students by the instructor or invigilators.
 8. Students **are not** allowed to do the following during an exam:
 - talk to other students, look around, and/or make noise;
 - purposely expose written papers to the view of other students;
 - use their own scrap paper
 9. Students are required to return all papers such as the exam paper, used or unused scrap paper and formula sheets at the end of an exam. Failure to return all papers in the proper condition will result in a mark of zero on the exam.
 10. Students who do not obey instructors' and/or invigilators' instructions during an exam will be asked to leave the room immediately and will receive a zero on the exam.
 11. Cheating is a very serious offence and is absolutely not tolerated at Acsenda School of Management. Any incident of cheating during an exam will result in the following:
 - The student will receive a mark of zero on the exam.
 - An incident report will be documented and kept in the student's file.
- In case of repeated offences:
- Students may be expelled from the school.
 - An incident report will be documented and kept in student's file.

Release of Grades or Transcripts

Official grades are made available to the student at the end of each term. A student may request an official or unofficial Transcript of Academic Record. The instructor of a course may release final grades to students in person at the completion of the grading. Examination papers may be reviewed by students in the presence of their instructor, the Registrar or the Dean and Campus Principal; all final examination papers are the property of the School and retained for one year by the Instructors, for auditing purposes. Students may appeal final grades through the normal appeal process.

Dispute Resolution

Where applicable, School policies, as described in this calendar, will be used in settling disagreements pertaining to dispute of grades, scholastic dishonesty, and academic probation. In circumstances not covered, the student should approach the staff person with whom the student has a disagreement. If the issue cannot be resolved, the student will follow the steps as outlined below.

In the event of a dispute between the School and a student, the student shall provide a written statement to the Campus Principal detailing the student's interpretations of the situation and the suggested remedy. The Principal will then meet with the student to try and resolve any outstanding issues.

If the student wishes to appeal the decision of the Campus Principal, both the student and the Campus Principal will submit a written statement within ten days to the Registrar who will review all documents and meet with the student and the Principal within twenty days.

If the issue is still unresolved, the Registrar will arrange for the Academic Standards Committee of the Academic Council to review all documents and to arrange for an appeal hearing involving all parties within another twenty days. The decision of the Academic Standards Committee is final.

Appeal for Dispute of Grade

Acsenda students have the right to appeal educational decisions and practices where the student feels s/he may have been treated unjustly in the application of Acsenda educational policies/procedures.

It is the responsibility of faculty to evaluate the academic performance of students and to assign grades for that work. Once recorded in the student's academic records, a grade may be changed only:

1. Upon faculty certification that an error in determining the student's grade has occurred; or
2. As a result of a grade grievance appeal.

Generally, the faculty assessment of student work is not subject to review. However, if students believe that they have a compelling case supporting their argument that a grade is unjust, or has been assigned arbitrarily, or that crucial factors have not been taken into account, they may appeal the grade by following the procedures set forth below.

Students are first required to discuss the disputed grade with the faculty member in charge of the course in an effort to reach a mutually satisfactory resolution. The grade grievance procedure cannot go forward without an initial review between the student and the faculty member.

If the issue is not resolved in this way, students may submit a letter of appeal no later than 7 business days following the date of the faculty member's final decision. All pertinent exhibits should be attached and the submission must then be sent to the Registrar who will forward the letter of appeal with the supporting documents to the Dean. The Dean will complete a review within 10 business days of receiving the letter. The Dean may call upon another faculty member who is a subject matter expert to grade the assignment(s)/academic work in question.

Upon completion of the review, which includes the right of rebuttal by the faculty member, the Dean will direct the Registrar to:

1. Uphold the grade as initially given;
2. Ratify an agreement whereby the faculty member agrees to change the grade; or,
3. Change the grade.

The Dean provides the student with a written decision including the rationale and facts upon which it is made, with a copy to the Registrar for the student's record.

Appeals for the Consequences of Scholastic Dishonesty

Students who have been found in violation of the policy on Academic Dishonesty have the right to appeal the decision of the Faculty, Program Chair, or Dean in a letter to the Registrar within three weeks of receiving the decision. The Registrar will present the appeal to the Academic Council. If students wish to appeal the Council decision, they must submit their letter of appeal to the President of the School within five (5) working days of their receipt of the Council's decision. The decision of the President in such an appeal is final.

Appeals for the Consequences of Non-Academic Offenses

Students found guilty of a non-academic offense have the rights of appeal following the same procedures presented above for "appeals for the consequences of scholastic dishonesty." The decision of the Dean may be appealed in a letter to the Registrar within three weeks of receipt of the Dean's decision. The Registrar will present the appeal to the Academic Council. If students wish to appeal the committee's decision, they must submit their letter of appeal to the President of Acsenda within five (5) working days of their receipt of the Council's decision. The decision of the President in such an appeal is final.

Appeals for Academic Probation or Dismissal

The student who has been placed on academic probation or dismissed from the institution for poor academic performance has the right to appeal. If the student wishes to appeal, s/he must submit a letter of appeal with supporting documentation to the Registrar for review. The Registrar will present the appeal to Academic Council. The decision of the Academic Council in such an appeal is final.

Readmission

Students who have been inactive for two or more terms and not on an approved leave of absence and have been withdrawn may apply for readmission and submit the appropriate fee. Students who have been withdrawn from the program for failing to meet the minimum academic standards may apply for readmission after two academic terms if they have achieved a C or better in courses taken at another recognized postsecondary institution. Approval of the Dean is required. Students who have been withdrawn as a penalty for academic or other misconduct may not apply for readmission.

Students on suspension for an academic or other misconduct may return to a program of studies immediately following the end of their term of suspension.

Academic Standing

A Acsenda undergraduate student may fall into one of the following categories:

- Good Standing
- Dean's Honour List
- Academic Warning
- Academic Probation
- Academic Suspension (Required to Withdraw)

Students who register in degree courses or programs at Acsenda are required to maintain acceptable standards of academic performance. With respect to academic performance at the end of each term, a Acsenda undergraduate student will fall into one of the following categories:

GOOD STANDING: Students who achieve a minimum term grade point average (TGPA) and maintain a minimum cumulative grade point average (CGPA) of 2.0 (letter grade of C) are classified as students in Good Standing. If, at the end of a term, their TGPA falls below 2.0 but their CGPA remains at 2.0 or higher, students will lose the status of Good Standing. However, students who maintain a CGPA of 2.0 or higher will not be placed on Academic Warning (see below) unless two or more failing grades contributed to the TGPA of less than 2.0.

DEAN'S HONOUR LIST: Students who have enrolled in three or more courses per term for two consecutive terms and who have earned an average grade of 80% (GPA of 3.67) or higher during both terms, with no failing grades in either term, will be placed on the Dean's Honour List. This notation will appear on their Academic Transcript as well as the notation Good Standing.

ACADEMIC WARNING: Students who obtain both a TGPA and a CGPA of less than 2.0 for the first time or in any term following that in which they were in Good Standing, and students with a TGPA of less than 2.0 owing to two or more failed courses during the term, regardless of their CGPA at the time, will be placed on Academic Warning. At the end of the term following that in which a student has been placed on Academic Warning, if both the TGPA and the CGPA are still less than 2.0, the student will be placed on Academic Probation. However, if the student's TGPA alone has increased to 2.0 or higher, the student will remain on Academic Warning until the term following that in which the CGPA has returned to 2.0 or higher.

ACADEMIC PROBATION: Students will be placed on Academic Probation if, in the term following that for which they received an academic warning, they obtain less than the minimum average required for the designation of "Good Standing" or a TGPA that allows them to remain on Academic Warning. Students whose TGPA and CGPA improve to at least 2.0 will be returned to the status of Good Standing.

ACADEMIC SUSPENSION (REQUIRED TO WITHDRAW): A student will be required to discontinue studies after three terms (in succession) of academic performance below that established to be the minimum acceptable GPA. To gain readmission to the Acsenda degree program, a student must reapply and submit proof of accomplishing better grades at another institution while on Academic Suspension, submit a study plan for measures to be taken to improve the level of performance, explain why previous studies were unsuccessful or provide evidence of remedial studies that have increased the probability of success, such as: self-help, study skills and tutorials.

Graduation

Residency

Students must take a minimum of 30 credits (10 courses) at ASM to be eligible to graduate from a degree program. Therefore, even if students are awarded more than 90 transfer credits toward an ASM degree program, including both transfer credits and credits for PLAR (Prior Learning Assessment and Recognition), only 90 of those credits may be applied to their program. Students must satisfy both the minimum residency requirement of 30 credits and all specified courses for the degree program in which they are enrolled. The BBA students must complete all specified courses in one of the areas of concentration required for the degree.

At least 50% of credits must be completed at ASM to graduate with a diploma or certificate.

Graduation Requirements

Bachelor's Degrees:

To graduate, a student must have earned a minimum of 120 course credits for the Bachelor of Business Administration (BBA) degree or 123 credits for the Bachelor of Hospitality Management (BHM) degree and have satisfied the residency requirements with a minimum of 30 credits completed with satisfactory standing. A student must have completed all required courses and fulfilled the area of concentration specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Additionally, students must earn at least 48 credits from the Upper Division (courses designated as third or fourth year) including the minimum 15 to 21 credits required for the core concentration in the Bachelor of Business Administration (BBA) or 33 credits for the Bachelor of Hospitality Management (BHM).

Graduation GPA

All graduating students for a degree receive a graduation GPA determined as the average grade obtained in 30 credits of upper division courses. Included in this calculation of the graduation GPA are the required core concentration courses plus the additional approved upper division business core courses.

For the BHM degree, students receive a graduation GPA obtained in 33 credits of upper division. Included in calculation of the graduation GPA are the two courses in the capstone and internship courses.

Post Graduate Diploma (PGD)

To graduate, a student must have earned a minimum of 54 course credits (including Portfolio courses) for the Post Graduate Diploma (PGD) and have satisfied the residency requirements with a minimum of 50% or 27 credits completed with satisfactory standing. A student must have completed all required courses and fulfilled the area of concentration specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Post Graduate Certificate (PGC)

To graduate, a student must have earned a minimum of 36 course credits (including Portfolio courses) for the Post Graduate Certificate (PGC) in General Business Management and have satisfied the residency requirements with a minimum of 50% or 18 credits completed with satisfactory standing. A student must have completed all required courses and fulfilled the area of concentration specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Advanced Diploma Business Administration (ADBA)

To graduate, a student must have earned a minimum of 60 course credits for the Advanced Diploma in Business Administration (ADBA) and have satisfied the residency requirements with a minimum of 30 credits completed with satisfactory standing. A student must have completed all required courses and fulfilled all the requirements specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Application for Graduation

Students who have completed all academic requirements for their degree, diploma or certificate must make formal application for graduation. Applications for graduation are made through the Office of the Registrar. Applications for graduation must be submitted to the Registrar even by those candidates who do not wish to participate in the graduation ceremony. Although applications for graduation are normally submitted prior to the completion of the final term of studies, final notification is dependent on results of the audit by the Registrar, the approval of the Dean and final approval of the Academic Council. Potential candidates for graduation will be informed, prior to their final term of studies, about any outstanding academic requirements. If any of those degree requirements are taken at another institution, with the approval of the Registrar, degree audit requires receipt of official transcripts.

Additionally, Graduation Diplomas and Official Transcripts of Academic Record will be withheld for students placed on financial hold, until all academic fees and other financial indebtedness have been resolved. Responsibility and Graduation Procedure can be found in Policy No. 9072.

Authorization

Degrees are awarded by the authorization of Academic Council upon the recommendation of the Registrar and with prior approval of the Dean.

Pre-Authorization of Degrees

An exception to the standard procedure of Academic Council granting approval for conferring bachelor degrees upon candidates who have satisfied all program requirements may be exercised if in the judgment of the President and Vice Chancellor, in consultation with the Registrar, a candidate's future may be adversely affected by waiting to the specified date of the next meeting of Academic Council. Under such circumstances, the President and Vice Chancellor has the authority to act on behalf of Academic Council to give approval for granting a degree upon any candidate so specified by the Registrar. This date of advanced approval will appear on the official transcript as the date the degree had been granted. Moreover, where deemed necessary, the Registrar is authorized to issue an official, signed degree parchment prior to the official date of convocation to any candidate so approved by the President and Vice Chancellor.

Degree Recognition

Ascenda School of Management shall provide all graduates with a formal degree parchment (diploma) that provides the following information:

- Name of the Institution
- Name of recipient
- Credential (degree, diploma or certificate) obtained
- Granting Authority
- Signature of Granting Authority
- Date attained

Convocation

Conferring of degree parchments to students who have been awarded a Bachelor's Degree, Diploma or Certificate occurs at the convocation ceremony. Applications for graduation must be received at least eight (8) weeks before the convocation ceremony. Those who are unable to attend the ceremonies will receive their parchment by mail.

Graduates of Distinction

Academic Distinction refers to outstanding academic performance maintained throughout the duration of the degree program without failures. Two titles of formal recognition are awarded:

- a) **"With Distinction"** -- for students with a graduation GPA of 4.0 to 4.19 who have received a minimum CGPA of 3.0 (percentage 72 to 75) with no failed courses.
- b) **"With High Distinction"** -- for students with a graduation GPA of 4.20 to 4.33 who have received a minimum CGPA of 3.0 (percentage 72 to 75) with no failed courses.

These titles of distinction are entered on the degree parchment directly beneath the entry for degree concentration.

Presentation

Conferring of degree parchments to students who have been awarded a Bachelor's Degree occurs at the convocation ceremony. Those who are unable to attend the ceremonies will receive their parchment by mail.

Teach Out

Acsenda School of Management is committed to the education of its students and to providing all means necessary for our student to complete their degree. To this end, in the event that Acsenda School of Management would close, Acsenda School of Management will establish a 'teach out' agreement with another institution with the following terms:

- The other institution agrees to accept the current standing of students in the undergraduate programs as to year in program, grades in courses already taken, and required number of courses to complete the degree
- The other institution agrees to accept the course accreditation agreements in good standing between Acsenda School of Management and other institutions that are in place at the time of dissolution
- The other institution agrees to allow Acsenda School of Management students to complete their degree by taking equivalent courses at that institution or other articulated institutions
- Acsenda School of Management will transfer the outstanding course fees, bonds, or other funds held in trust, for this program offering, to the other institution and the other institution will agree to these fees as equivalent of their own tuition on a course by course basis.

Privacy Policy

Personal Information

The Personal Information Protection Act (the "Act") governs the way private sector organizations in British Columbia collect, use, disclose and secure personal information. Personal information means all information about an identifiable individual, but does not include business contact information such as the name, position, business telephone, e-mail, and fax numbers of an individual.

Privacy Commitment

At Acsenda School of Management, we are committed to respecting your right to privacy. We acknowledge the sensitivity of personal information which may be provided to us in the course of our business. We recognize our responsibility for ensuring the confidentiality and security of your personal information in our custody and control. Ensuring the accuracy of your personal information is our joint responsibility.

We conduct our business in compliance with the terms of the Act. This Policy outlines in general terms the principles the Company applies in protecting the personal information of current, past and prospective students and customers that comes within our custody or control.



I joined Acsenda's business program in September 2012 and graduated two years later with a BBA in Marketing Management. While I've made mistakes in the past, I'm however certain that choosing to do my BBA at Acsenda wasn't one of them. Students at Acsenda are given flexibility in their course schedule and the small class setting allows for individual attention and opportunities to learn from regular interactions with instructors and one another.

During my time at Acsenda, I had opportunities to meet students from many other countries and to learn about their cultures -- which I now find to be extremely valuable, as my job requires me to form connections with people from all over the world. I'd like to thank Acsenda for helping me see the value and joy of learning from people with diverse backgrounds.

My plans for the future are to continue exploring different cultures while creating career opportunities that will advance my life's goals. I'm therefore very grateful that I have been able to apply much of the knowledge that I learned at Acsenda in growing my business.

Christine Chieh, BBA

ACADEMIC PROGRAMS



Student Support Services

The office of *Student, Alumni and Career Services* (SAC) at Acsenda provides students with general counselling advice, job counselling, and career testing services. The services are designed to facilitate speedy settlement into student life, success in studies and job readiness upon graduation.

For our community of alumni that are spread out over 30 different countries, SAC fosters continued engagement with Acsenda via social media – and for those who remain in BC, organizes recreational and professional activities, and provides career support services. The Acsenda Alumni Association (AAA) was formed and registered under the Societies Act in 2013.

At Acsenda, students participate in numerous extra-curricular activities including social, professional, recreational and cultural events. Students are also active in the Human Resources, Marketing, International Business, Accounting Clubs and Writing Clubs. Involvement in student clubs or the Acsenda Student Society provides opportunities for students to experientially acquire organizational and leadership skills. In organizing various activities, students interact with industry professionals, develop a network of industry contacts, attend professional seminars or participate in case competitions. SAC further facilitates students' involvement in volunteer work and community projects including mentoring and tutoring other students.

Library

The Acsenda School of Management Library offers a wide range of services, resources and research support to all ASM students, faculty, and staff. The Library plays a vital role in ASM's commitment to information literacy. It is primarily an online library with a collection of electronic resources and a modest print collection. Library electronic resources are available at Library workstations and can be accessed remotely 24 hours a day.

Library resources are accessed via Acsenda's Moodle site, MyASM, and include electronic journals, tutorials, helpful links, indexes and databases. A reading room is located on the Vancouver campus, with a librarian to provide reference help in person, by phone, and by email. Wireless Internet access is available in the Library and throughout the campus.

Library Materials

The ASM Library provides a vast range of information resources, services, and research expertise to support the diverse information needs of students and faculty in all disciplines. Our collection includes books, journals, digital videos, digital images, newspapers, magazines, electronic full-text, and data files. The digital resource base is expanding rapidly and includes more than 21,500 electronic journals, and over 180,000 electronic books, over 46,000 digital images, close to 150 digital videos, and hundreds of company profiles, author profiles and biographies, online dictionaries and encyclopedias, plot summaries, economic forecasting, statistical reports and data, industry reports, and SWOT analyses.

As with many institutions, ASM levies a modest library fee each term to enhance the provision of library and information management services.

The ASM Library provides students, faculty, and staff with the following services:

Information and Reference: Under the guidance of expert librarians, library users can seek information and/or reference services in person, via telephone, and/or via email. **ASM Library staff cannot conduct research on behalf of a student** but can provide detailed assistance in finding the best databases, evaluating resources, and honing research skills to increase the relevance and accuracy of student research.

Circulation: The Library houses a modest print collection, which is accessible by students and faculty at the campus. Please refer to Circulation of Library Materials section for lending limits and details. Items may be renewed once provided there are no holds on that title. The Library provides all ASM students, faculty, and staff access to a full online library of books, newspapers, and journals through various databases including the EBSCO eBook subscription. To borrow material, students must present a valid ASM Student ID card to borrow any ASM Library materials. Reference materials cannot be borrowed.

Computer and Study Space: All students, faculty, and staff are welcome to use the Library's computer and internet access and study space. The Library provides an area of individual or group study. In addition, students, faculty, and staff can photocopy, print, and scan materials in the Library. **Please note that all copying of materials must comply with Canadian Copyright laws and standards.**

Bibliographic Instruction: The Library provides individual and group bibliographic instruction and workshops on a variety of topics and subjects. The Library supports teaching, learning, and research through access to resources and assistance by expert librarians. Workshop topics include APA Style, Plagiarism, Research Skills, Presentation Skills, Database Use, and Literature Reviews. Faculty may request sessions to be held in their classroom. All students and faculty can contact the Library to put a request in for a session to be held on a topic.

Circulation of Library Materials

ASM Library tries to ensure maximum accessibility to its collections by striking a balance between the needs of its users and the restrictions necessitated by the collection size and scope.

Library Cards

A valid library card is required to borrow material. At this time, the student's ASM student ID card is the library card. Only active ASM students, faculty, and staff members can borrow library materials. **For security and privacy reasons, borrowers must not share their library barcode with anyone or use it for any purpose not expressly permitted by the ASM Library.**

External Client Library Borrowing Privileges

At this time, there are no external client library borrowing privileges.

Privacy of Circulation Records

The library holds all circulation records in confidence. Staff will not release to any third party information on the specific titles or subject of those titles a patron has borrowed, or link a borrower's name or other revealing identification with an item out on loan. This includes not providing such information to other borrowers, faculty, police or campus security, credit or collection agencies. This policy covers all current and historical circulation records and Interlibrary Loan transactions.

Exceptions: With the borrower's consent, or under judicial order or search warrant

It is a borrower's responsibility to ensure that personal information is not left displayed on Library's public workstations in a way which makes it accessible to others.

Suspension of Borrowing Privileges & Suspension of ASM Moodle Access

The Library will suspend borrowing privileges and may suspend access to the student's ASM Moodle account when:

- Bills and/or accruing fines reach or exceed \$20.00.
- Materials are overdue for more than 31 days. These items are considered lost and full replacement charges will be added to the borrower's account. Refer to the Replacement Cost section of this policy for additional details. The replacement fees are in addition to any fines that may have accumulated.
- Recalled materials are not returned by the recall due date.

Replacement Costs

Determining a fair and adequate replacement cost for library materials is usually based upon the cost to the Library when the item was originally acquired. There may be consultation with a librarian or staff as needed regarding replacement costs for specialized items.

A borrower may elect to purchase a replacement copy. This must be identical to the original copy and have the same ISBN number or other standard identifying number as determined by library staff member (in the case of A/V materials). A replacement copy must be in new or "like new" condition. A library circulation supervisor will examine the purchased copy and determine its' identical quality. The overdue fine will still be assessed.

Items that are billed for replacement remain the property of the ASM Library and must be returned if found. The full amount billed, less any fines, is refunded if the item is returned in good condition within 30 days of the billing date, and upon proof of payment.

A borrower has 90 days to clear their account before replacement costs will be assessed on items returned damaged. Patrons will initially be notified by email if an item(s) was returned damaged or with missing parts. A message through e-mail or mail will also be sent to the patron once the 90 days have elapsed and damaged or incomplete materials will be discarded (replaced).

Due to Audiovisual (A/V) materials' high circulating demand, a borrower has only 30 days to replace accompanying materials to A/V items before costs are assessed.

Loan Regulations

Borrowers are responsible for the return of all items on time and in good condition. The due date for all items borrowed is the date by which items must be returned or renewed.

If an item is recalled, it cannot be renewed and must be returned by the last due date issued on the item being recalled. The borrower will be notified of recalled materials by email or regular mail.

Loans of 1 day or longer are due before closing time on the due date.

Recalls

Borrowers can recall items charged out to other borrowers. Recalling prevents the borrower who has the wanted item from renewing it.

Borrowers who fail to return recalled items by the due date will incur fines and library privileges will be suspended until recalled items are returned.

Course Reserve items cannot be recalled.

Renewals

Items on loan can be renewed via email, in person, by telephone if they have not been recalled by another borrower.

Course Reserve items cannot be renewed

Items must be returned by the due date on the recall notice or fines will accrue and borrowing privileges will be suspended.

Returning Library Materials

All materials must be returned to the Library staff at the ASM Library to ensure the item is checked off from the student's record. In the event Library staff are unavailable, items may be returned to Reception with the borrower's name and student number. Faculty and staff members must leave their name. It is the borrower's responsibility to check with the Library staff that his/her book(s) has been received.

Fines

Bills and/or accruing fines reaching or exceeding \$20.00 will result in the student's account being suspended.

All fines can be paid at the ASM Finance Office.

Students must pay all outstanding library fines in order to receive clearance from the Library during the graduation audit.

A maximum of \$31 per item will be assessed for overdue items. Materials overdue for more than 31 days are considered lost and full replacement charges will be added to the borrower's account, in addition to any fines that may have accumulated.

End of term returns

If materials are not returned by the final day of semester, the library will issue a bill for replacement. Students will not be issued their grades or transcripts and will be blocked from all registration activity (registering, adding, or dropping courses) until outstanding materials have been returned and the account is settled.

English for Academic Purposes (EAP)

EAP Scope

The English for Academic Purposes (EAP) courses are designed for students who want to study at Acsenda but do not yet meet the English proficiency requirement for direct program entry. The EAP courses focus on improving students' English language and academic study skills – to the level necessary to succeed in a business degree program. If you complete the EAP courses successfully, you are guaranteed admission into your choice of the Bachelor of Business Administration (BBA), Bachelor of Hospitality Management (BHM) or Advanced Diploma in Business Administration (ADBA) program.

EAP Length

Depending on the level of English on entry, the EAP courses can be completed in 3 to 6 months. The programs involve from 10.5 to 17.5 hours of class/contact time (divided over either 3 or 4 days) each week. Students should be prepared to engage in an additional hour of study outside the classroom (homework, review, assignment preparation) for every hour of class time.

Leads to: Undergraduate program or ADBA program

Length of EAP Courses: Each course is three months

Number of Levels: two levels

Intakes: Four times per year

Entrance Requirements for EAP Level 3 & EAPP100

You must meet one of the following English requirements:

LEVEL	Acsenda's English Placement Test	IELTS	PBT TOEFL	iBT TOEFL	Cambridge	CAEL	PEARSON TEST OF ENGLISH (PTE) ACADEMIC	OTHER LANGUAGE PARTNER PATHWAY
Level 3	60-69%	5.5 (No band lower than 5.0)	510-539	56-68	PET 'A' or 'B'	Band 50 Overall	43-50	*
EAPP 100	70-79%	6 (No band lower than 5.5)	540-559	69-83	FCE 'C' or >	Band 60 (no skill lower than 50)	51-59	*

You must also meet either the [domestic](#) or [international](#) general admission requirements for ADBA and undergraduate programs.

*ASM has several pathway programs articulated with partner institutions; please check with your advisor to verify that these institutions' programs meet the specific entrance requirements of Acsenda – or contact Acsenda's (EAP) English for Academic Purposes & Pathway Coordinator.

EAP 3

EAPP096 – Reading and Writing 3: This course component helps students develop skills in note-taking, paraphrasing and summarizing, using adapted and authentic readings. Students recognize “evidence” or supporting ideas in academic texts, and demonstrate textual and critical understanding through comprehension tests. Students write a variety of short essays related to the course themes, and understand the purpose of a clear thesis statement and effective introduction and conclusion. Writing exercises provide the forum to apply discipline-specific and general academic vocabulary suitable for academic purposes.

EAPP097 – Listening and Speaking 3: Individually and in pairs, students deliver oral presentations, using computer presentation formats and/or other graphic forms, on topics related to unit themes in a text that follows a sustained-content approach. Students choose a course-related topic through which to create, conduct, and present the results of a survey, learning the fundamentals of primary research, from question-formation to analysis of participant response. Students discuss, expand on, and critique college-level lectures and demonstrate their listening comprehension through in-class content quizzes.

EAPS097 – Seminar / Lab: A seminar and lab which provides students an environment to practice and implement what they have learned throughout the Reading/Writing & Listening/Speaking components of level 3.

- Length of course: 3 months
- Number of Hours: 126 hours
- Credits: None
- Academic Courses: Students are eligible to enroll in 1 academic course while completing EAP Level 3
- Exit Requirement: Students must achieve a minimum of a C+ average (64%-67%) on each of the two graded components (EAP 096 + 097).

EAPP 100

EAPP 100 is an academic bridge course of studies through which students ensure that their receptive and productive ability is at a standard necessary for successful university degree level studies, and that they understand the level of professional proficiency that will be required of them in the business environment (post-graduation). EAPP 100 is more than a finishing course for competency in English; it also develops and expects productive ability in researched essay writing, critical thinking in responding to texts and lectures, and sound, reasoned delivery in publicspeaking.

Students in EAPP 100 read, analyze, and respond orally and in writing to texts, lectures, and a variety of listening forums whose subject matter covers a range of academic discourse found in the humanities and social sciences in addition to the professional business environment. Students practice several forms of academic essay writing, including reports, argumentative and compare and contrast essays. There is a focus on research skills, using the Internet and online databases. Students paraphrase, summarize and synthesize research sources, and organize their information in a form that can be used to write academic papers. Vocabulary-building is another key component of the course. Passive vocabulary is activated through textual exercises, critical discussion and written paraphrase of a variety of authentic texts and topics.

Students review grammar and usage to build strategies that will improve their ability to proofread their own (written) work to eliminate errors in tense, agreement, and idiom (usage). They present (orally) in a variety of formats and topics, use audio-visual support materials effectively, and lead small-group discussions related to themes from extended listening passages in the text(s). Students also develop their skills in understanding the role of content, manner, and method in a formal debate.

By the end of the course, the student will be expected to have mastered the formal components of APA style including citations and references.

- Length of Course: 3 months
- Number of Hours: 168 hours
- Credits: 3 credits
- Academic Courses: Students are eligible to enroll in 1 or 2 academic courses while completing EAPP 100.
- Exit Requirement: Students must achieve a minimum of a C+ average (64%-67%) to be awarded academic credit for EAPP 100.

Information Literacy, Library and Research Skills (LBRS099)

All students are required to complete the Information Literacy, Library and Research Skills (LBRS099) course, during their first term of registration except those that are admitted into the English for Academic Purposes (EAP) courses. Students on EAP Level 3 upon entry to Acsenda will take this course when they start EAPP100. This course consists of two modules.

Module 1: Information Literacy & Research Skills

Module 1 introduces students to information literacy and research skills and the use of the physical and online library resources. Students will learn how to research, select, understand, evaluate, and make effective use of information.

Module 2: APA Citation Style

Module 2 students are introduced to plagiarism, its consequences and the how to properly use APA Citation Style. Successful completion of both modules will give students the necessary skills to be effective in all of ASM's courses.

Bachelor of Business Administration (BBA)

The Acsenda BBA degree program is designed to prepare students fully for careers in today’s complex global organizations. The emphasis is on combining theory with practical applications. Faculty are selected both for their strong academic credentials (all faculty members have completed a Master’s or doctoral degree in the field in which they are teaching) and their experience as practicing managers. The result is graduates who have the knowledge and the knowhow to meet 21st century job requirements in their chosen fields of specialization.

Program Scope

BBA students study all of the functional areas of business, including accounting, finance, production, marketing, industrial relations, law, business ethics, business strategy, and human resources management. Students become job ready and better prepared academically by taking additional 15-21 upper level credit hours in one of four concentrations: Human Resources Management, Marketing, Accounting, or International Business Management. A General Business Management Option is also available.

Program Length

The BBA degree program is a 120-credit, four-year degree program. Each course is three credits for a total of 40 courses required for graduation. Classes are offered every quarter, year-round. Students can normally take four courses per term. It is therefore possible to complete the degree in 2.5 years, by taking courses every term without a break. Students may apply to take one “approved designated term break” out of four academic terms per year, provided they have completed two consecutive terms after starting their program of study.

BBA Course Requirements - Human Resources Management, Marketing, Accounting, International Business Management, or Generalist Business Management Concentrations

Table 1a: General Framework for the Acsenda BBA Applied to Each Specialty Concentration

Specialty Concentration	Human Resources Management	Marketing Management	Accounting	International Business Management	General Business Management
Course Categories	Courses*	Courses*	Courses*	Courses*	Courses*
I. General Education	7 courses required	7 courses required	8 courses required	7 courses required	7 courses required
II. Business Core	19 courses required	19 courses required	22 courses required	19 courses required	19 courses required
A. Lower Division (100-200 Level)	11	11	14	11	11
B. Upper Division (300-400 Level)	8	8	8	8	8
III. Business Concentration	6 courses required	5 courses required	7 courses required	7 courses required	6 courses required
IV. Electives	8 courses required	9 courses required	3 courses required	7 courses required	8 courses required
A. Lower Division	6	6	2	6	6
B. Upper Division	2	3	1	1	2
TOTAL	40	40	40	40	40

**All BBA courses are 3 credits each*

A detailed application of this framework to each specialty concentration is presented in Tables 2a to 2e. Each of these tables identifies the specific courses and their prerequisites, if any, in each course category for each specialty concentration.

Table 2a: Specialty Concentration Human Resources Management

Bachelor of Business Administration Degree

Human Resources Management Concentration

Recognizing the critical role of Human Resource Managers to the success of any business, the graduates of Human Resources Management (HRM) concentrations continue to be in great demand. The field of human resources management offers a rich set of potential career options including **Recruiting and Placement** jobs such as recruiters, interviewers, head hunters, test administrators, and employment managers. HRM graduates may also land jobs in **Development and Training** where they perform functions as counselors, career planners, training specialists, technical recruitment specialists or orientation specialists. As the ability to satisfy and keep valued employees becomes challenging, more and more companies are now hiring for **Compensation Specialists, Benefits Specialists, and Health, Safety, and Security Specialists**. The existence of strong labour unions also gives HRM graduates the career option of becoming **Employee and Labor Relations Supervisors**.

The Acsenda School of Management BBA in Human Resources Management concentration supports the learning requirements of the **Chartered Professional in Human Resources (CPhR) designation** in areas relating to HR planning and staffing, recruitment and selection, employee training and development, compensation management, employee and labour relations, health and safety and organizational development and change (<http://hrma.ca/cphr/become-a-cphr/the-cphr-path/>).

Summary of Course Requirements

	Courses	Credits
I. General Education Courses	7	21
II. Business Core Courses	19	57
A. Lower Division	11	
B. Upper Division	8	
III. Concentration Courses	6	18
IV. Electives	8	24
A. Lower Division	6	
B. Upper Division	2	
TOTAL	40	120

General Education Courses			7 courses are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ENGL101	Academic Writing		BADM221	Fundamentals of Economic and Business Statistics	BADM120
ENGL102	Academic Essay	ENGL101	COMM110	Critical Thinking	ENGL101
BADM110	Business Communications	NONE	COMM120	Public Speaking & Presentations	ENGL101 & COMM110
BADM120	Business Math	NONE			
Business Core Courses			19 courses are required		
Lower Division Business Core Courses			All 11 courses listed below are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ACCT101a	Financial Accounting I	BADM120	BIBM101	International Business Management	NONE
ACCT201a	Managerial Accounting I	ACCT101a	BMRK231	Marketing	NONE
BADM130	Management Information Systems	NONE	ECON121	Microeconomics	BADM120
BADM201	Managerial Skills	NONE	ECON122	Macroeconomics	BADM120
BADM202	Operations Management	BADM221	FINC101a	Financial Management I	ACCT201a
BHRM231	Human Resources Management	NONE			

ACADEMIC PROGRAMS

Upper Division Business Core Courses (All 8 courses listed below are required)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM301	Business Law	ENGL102 or COMM110	BADM430	Negotiation & Conflict Management	<u>15 Business Core Courses</u>
BADM302	Organizational Behaviour in the Global Workplace	BHRM231	BADM432	Project Management	BADM202
BADM304	Business Society, Ethics & Sustainability	ENGL101	BADM434	Organizational Development and Change	<u>15 Business Core Courses</u>
BADM322	Business & Marketing Research	BADM221, BMRK231 & BIBM101	BADM490	Business Strategy	Graduating Students

Human Resources Concentration Courses		6 courses required
Subject	Title	Prerequisites
BHRM331	Strategic Planning for Human Resources	BHRM231
BHRM332	Recruitment and Selection	BHRM231
BHRM403	Employee Relations, Workplace Safety and Wellness	BADM302
BHRM432	Compensation Management	BHRM231
BHRM434	Cultural Sensitivity and International Human Resources Management	BIBM101 & BMRK231
BHRM490	HR Management Strategies and Workforce Development Practices	18 CREDITS of HRM

Electives		8 courses required			
Lower Division Electives (Select a minimum of 6 courses listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM102	Business & Entrepreneurship	None	MUSC100	Music Appreciation	None
BADM222	Management Science	BADM221	POLI102	Introduction to Canadian Politics	None
GEOG210	Canadian Urban Regions	COMM110	POLI202	International Organizations & Corporate Governance	None
HIST201	Canada in the 21st Century	ENGL101	PSYC101	Psychology I	ENGL101
HIST202	World Civilization I	ENGL101	SOCI101	Sociology I	None
HIST203	World Civilization II	ENGL101			
Upper Division Electives (Select a minimum of 2 courses listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
POLI301	Environmental Law and Policy	ECON121 & ECON122	BMRK460	Marketing Strategies and Case Analysis	BMRK231
BADM330	Global Entrepreneurship and Venture Management	BIBM101 & BADM102	BMRK462	Business to Business Marketing	BMRK231
BADM331	Global Citizenship	15 Business Core courses	BIBM332	International Finance	BIBM101 & FINC101a
BADM332	Global Leadership	15 Business Core courses	BIBM432	Global Supply Chain Management and Logistics	BIBM101 & BADM202

I chose to pursue my BBA at Acsenda because the courses offered were of my interest and would complement my Engineering degree. Adding to that, its location at the heart of downtown Vancouver was very convenient.

In the small school environment at Acsenda, I have ample opportunities to get to know most of my schoolmates and there were no barriers to talk to teachers-- which have helped me tremendously in my studies. The fact that there were so many international students made me understand better how people from different cultures have different perspectives, values and stories to share --which was not only interesting but has also opened my mind and broaden my outlook.

While I am still not 100% sure about my future career plans, for the time being I will apply for a variety of positions, talk to the companies and then decide which would be the best fit for me. Meanwhile, I will also keep running my business offering programming services and maybe eventually start my own MS Excel solutions business.

Caio Maluf, BBA (2016)



INTERNATIONAL THINKING. INDIVIDUAL FOCUS.

Table 2b: Specialty Concentration in Marketing Management

Bachelor of Business Administration Degree

Marketing Management Concentration

Marketing has always been an interesting field of specialization as the demand for graduates in this field continues to dominate job postings. Students specializing in the marketing concentration could expect to find work opportunities in the areas of: brand manager, marketing manager, sales manager, advertising agency client services, sales, franchising, entrepreneurial ventures launching new products or services, public relations manager, social media specialist, TV/radio/print/outdoor media representative and marketing research. Career options in this exciting field of marketing include jobs in Advertising and Public Relations, Market Research, Product and Brand Management, Retailing, and in the non-profit sector including jobs in the arts, government, religious organizations, public health and museums.

The ACSEDA BBA in Marketing integrates real business examples into learning. Students can therefore expect to be introduced to business leaders in the marketing field through guest lectures and class visits to local businesses. Emphasis is placed on the practical application of skills learned through case analysis, individual and team work as well as oral and written presentations, to ensure students are career ready.

Summary of Course Requirements

	Courses	Credits
I. General Education Courses	7	21
II. Business Core Courses	19	57
A. Lower Division	11	
B. Upper Division	8	
III. Concentration Courses	5	15
IV. Electives	9	27
A. Lower Division	6	
B. Upper Division	3	
TOTAL	40	120

General Education Courses			7 courses are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ENGL101	Academic Writing		BADM221	Fundamentals of Economic and Business Statistics	BADM120
ENGL102	Academic Essay	ENGL101	COMM110	Critical Thinking	ENGL101
BADM110	Business Communications	NONE	COMM120	Public Speaking & Presentations	ENGL101 & COMM110
BADM120	Business Math	NONE			
Business Core Courses			19 courses are required		
Lower Division Business Core Courses			All 11 courses listed below are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ACCT101a	Financial Accounting I	BADM120	BIBM101	International Business Management	NONE
ACCT201a	Managerial Accounting I	ACCT101a	BMRK231	Marketing	NONE
BADM130	Management Information Systems	NONE	ECON121	Microeconomics	BADM120
BADM201	Managerial Skills	NONE	ECON122	Macroeconomics	BADM120
BADM202	Operations Management	BADM221	FINC101a	Financial Management I	ACCT201a
BHRM231	Human Resources Management	NONE			

Upper Division Business Core Courses (All 8 courses listed below are required)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM301	Business Law	ENGL102 or COMM110	BADM430	Negotiation & Conflict Management	<u>15 Business Core Courses</u>
BADM302	Organizational Behaviour in the Global Workplace	BHRM231	BADM432	Project Management	BADM202
BADM304	Business Society, Ethics & Sustainability	ENGL101	BADM434	Organizational Development and Change	<u>15 Business Core Courses</u>
BADM322	Business & Marketing Research	BADM221, BMRK231 & BIBM101	BADM490	Business Strategy	Graduating Students

Marketing Concentration Courses			5 courses required
Subject	Title	Prerequisites	
BMRK332	Consumer Behaviour	BMRK231	
BMRK431	Legal Marketing Communications	BMRK231	
BMRK433	International Marketing Management	BIBM101 & BMRK231	
BMRK434	Effective Selling & Sales Management	BMRK231	
BMRK490	Marketing Management and Strategy	18 CREDITS of MARKETING	

Electives						9 courses required
Lower Division Electives (Select a minimum of 6 courses listed below)						
Subject	Title	Prerequisites	Subject	Title	Prerequisites	
BADM102	Business & Entrepreneurship	None	MUSC100	Music Appreciation	None	
BADM222	Management Science	BADM221	POLI102	Introduction to Canadian Politics	None	
GEOG210	Canadian Urban Regions	COMM110	POLI202	International Organizations & Corporate Governance	None	
HIST201	Canada in the 21st Century	ENGL101	PSYC101	Psychology I	ENGL101	
HIST202	World Civilization I	ENGL101	SOCI101	Sociology I	None	
HIST203	World Civilization II	ENGL101				
Upper Division Electives (Select a minimum of 3 courses listed below)						
Subject	Title	Prerequisites	Subject	Title	Prerequisites	
POLI301	Environmental Law and Policy	ECON121 & ECON122	BMRK460	Marketing Strategies and Case Analysis	BMRK231	
BADM330	Global Entrepreneurship and Venture Management	BIBM101 & BADM102	BMRK462	Business to Business Marketing	BMRK231	
BADM331	Global Citizenship	15 Business Core courses	BIBM332	International Finance	BIBM101 & FINC101a	
BADM332	Global Leadership	15 Business Core courses	BIBM432	Global Supply Chain Management and Logistics	BIBM101 & BADM202	
BHRM403	Employee Relations, Workplace Safety and Wellness				BADM302	

Table 2c: Specialty Concentration in Accounting

Bachelor of Business Administration Degree

Accounting Concentration

The Acsenda School of Management (ASM) BBA program in Accounting is designed for students who pursue a professional qualification and career in accounting. Our students will possess the knowledge, skills, capabilities and influence recognized and valued in Canada and around the world in public practice, commerce, finance, industry, government and other sectors. The program also provides a broad education necessary for our graduates to progress towards a leadership role in any organization.

The program has maintained a quality and up-to-date curriculum based on the most updated industry standards. Its highly qualified pool of faculty has extensive and vital industry experience. Based on the articulation signed between ASM and the Chartered Professional Accountants of British Columbia (CPA BC), ASM students may be exempt from specific CPA preparatory courses. The list of courses articulated with Chartered Professional Accountants (CPA) so far can be visited at:

https://www.bccpa.ca/CpaBc/media/CPABC/Become%20A%20CPA4/Transfer%20Credit%20Guide/6856_Acsenda-School-of-Management_CPA-Course-Sheets.pdf.

ASM's BBA Accounting Concentration is also an ACCA (Association of Chartered Certified accountants) Accredited Program. Completion of Acsenda's BBA Accounting Concentration program provides exemption from some Accountancy Papers and Modules. For more information, please visit www.accaglobal.com.

	Courses	Credits
I. General Education Courses	8	24
II. Business Core Courses	22	66
A. Lower Division	14	
B. Upper Division	8	
III. Concentration Courses	7	21
IV. Electives	3	9
A. Lower Division	2	
B. Upper Division	1	
TOTAL	40	120

General Education Courses			8 courses are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ENGL101	Academic Writing		BADM221	Fundamentals of Economic and Business Statistics	BADM120
ENGL102	Academic Essay	ENGL101	BADM222	Management Science	BADM221
BADM110	Business Communications	NONE	COMM110	Critical Thinking	ENGL101
BADM120	Business Math	NONE	COMM120	Public Speaking & Presentations	ENGL101 & COMM110
Business Core Courses			22 courses are required		
Lower Division Business Core Courses			All 14 courses listed below are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ACCT101a	Financial Accounting I	BADM120	BHRM231	Human Resources Management	NONE
ACCT101b	Financial Accounting II	ACCT101a	BIBM101	International Business Management	NONE
ACCT201a	Managerial Accounting I	ACCT101a	BMRK231	Marketing	NONE
ACCT201b	Managerial Accounting II	ACCT201a	ECON121	Microeconomics	BADM120
BADM130	Management Information Systems	NONE	ECON122	Macroeconomics	BADM120
BADM201	Managerial Skills	NONE	FINC101a	Financial Management I	ACCT201a
BADM202	Operations Management	BADM221	FINC101b	Financial Management II	FINC101a

Upper Division Business Core Courses (All 8 courses listed below are required)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM301	Business Law	ENGL102 or COMM110	BADM430	Negotiation & Conflict Management	<u>15 Business Core Courses</u>
BADM302	Organizational Behaviour in the Global Workplace	BHRM231	BADM432	Project Management	BADM202
BADM304	Business Society, Ethics & Sustainability	ENGL101	BADM434	Organizational Development and Change	<u>15 Business Core Courses</u>
BADM322	Business & Marketing Research	BADM221 BMRK231 & BIBM101	BADM490	Business Strategy	Graduating Students
Electives 3 courses required					
Lower Division Electives (Select a minimum of 2 courses listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM102	Business & Entrepreneurship	None	MUSC100	Music Appreciation	None
GEOG210	Canadian Urban Regions	COMM110	POLI102	Introduction to Canadian Politics	None
HIST201	Canada in the 21st Century	ENGL101	POLI202	International Organizations & Corporate Governance	None
HIST202	World Civilization I	ENGL101	PSYC101	Psychology I	ENGL101
HIST203	World Civilization II	ENGL101	SOCI101	Sociology I	None
Upper Division Electives (Select a minimum of 1 course listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
POLI301	Environmental Law and Policy	ECON121 & ECON122	BMRK460	Marketing Strategies and Case Analysis	BMRK231
BADM330	Global Entrepreneurship and Venture Management	BIBM101 & BADM102	BMRK462	Business to Business Marketing	BMRK231
BADM331	Global Citizenship	15 Business Core courses	BIBM332	International Finance	BIBM101 & FINC101b
BADM332	Global Leadership	15 Business Core courses	BIBM432	Global Supply Chain Management and Logistics	BIBM101 & BADM202
BHRM403	Employee Relations, Workplace Safety and Wellness	BADM302			

Accounting Concentration Courses 7 courses required		
Subject	Title	Prerequisites
ACCT331	Intermediate Financial Accounting I: Assets	ACCT101b
ACCT332	Intermediate Financial Accounting II: Liabilities & Equity	ACCT331
TAXN401	Taxation	ACCT332
ACCT431	Advanced Financial Accounting: Consolidations & Advanced Topics	ACCT332
ACCT432	Advanced Managerial Accounting	BADM221 & ACCT201b
ACCT433	External Auditing I	ACCT332
ACCT435	Accounting Theory and Practice	FINC101b & ACCT332

Table 2d: Specialty Concentration in International Business Management

Bachelor of Business Administration Degree

International Business Management Concentration

Since globalization has become an inevitable force in any business operation, graduates of the BBA-International Business Management program may search for jobs available in internationally-oriented organizations ranging from local businesses engaged in international trade, licensing or financial agreements, multinational enterprises, banks and other international financial institutions, various governmental organizations and companies having subsidiaries in other countries. Most of the companies offer handsome salary packages along with other lucrative facilities. Career options for graduates in International Business Management include jobs in the following areas: International Trade, Supply Chain Management, International Marketing and Sales, Triple Bottom Line (3BL) and Corporate Social Responsibility (CSR), Entrepreneurship and Consulting, International Finance and Accounting, and Sustainable Business.

Ascenda is a FITT (Forum for International Training) Accredited Educational Partner and graduates of our BBA-International Business Management (IBM) Program will have advanced standing towards the Certified International Trade Professional (CITP) designation requirements. CITP is an internationally recognized designation that signifies professionals who have competencies in international trade that are of the highest standard. All IBM concentration students must be registered with FITT as-student members. A registration fee applies. Please contact the Registrar's Office and visit www.fitt.ca for more detailed information.

Summary of Course Requirements

	Courses	Credits
I. General Education Courses	7	21
II. Business Core Courses	19	57
A. Lower Division	11	
B. Upper Division	8	
III. Concentration Courses	7	21
IV. Electives	7	21
A. Lower Division	6	
B. Upper Division	1	
TOTAL	40	120

General Education Courses			7 courses are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ENGL101	Academic Writing		BADM221	Fundamentals of Economic and Business Statistics	BADM120
ENGL102	Academic Essay	ENGL101	COMM110	Critical Thinking	ENGL101
BADM110	Business Communications	NONE	COMM120	Public Speaking & Presentations	ENGL101 & COMM110
BADM120	Business Math	NONE			
Business Core Courses			19 courses are required		
Lower Division Business Core Courses (All 11 courses listed below are required)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ACCT101a	Financial Accounting I	BADM120	BIBM101	International Business Management	NONE
ACCT201a	Managerial Accounting I	ACCT101a	BMRK231	Marketing	NONE
BADM130	Management Information Systems	NONE	ECON121	Microeconomics	BADM120
BADM201	Managerial Skills	NONE	ECON122	Macroeconomics	BADM120
BADM202	Operations Management	BADM221	FINC101a	Financial Management I	ACCT 201a
BHRM231	Human Resources Management	NONE			

ACADEMIC PROGRAMS

Upper Division Business Core Courses			All 8 courses listed below are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM301	Business Law	ENGL102 or COMM110	BADM430	Negotiation & Conflict Management	15 Business Core Courses
BADM302	Organizational Behaviour in the Global Workplace	BHRM231	BADM432	Project Management	BADM202
BADM304	Business Society, Ethics & Sustainability	ENGL101	BADM434	Organizational Development and Change	15 Business Core Courses
BADM322	Business & Marketing Research	BADM221 BMRK231 & BIBM101	BADM490	Business Strategy	Graduating Students
Electives			7 courses required		
Lower Division Electives (Select a minimum of 6 courses listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM102	Business & Entrepreneurship	None	MUSC100	Music Appreciation	None
BADM222	Management Science	BADM221	POLI102	Introduction to Canadian Politics	None
GEOG210	Canadian Urban Regions	COMM110	POLI202	International Organizations & Corporate Governance	None
HIST201	Canada in the 21st Century	ENGL101	PSYC101	Psychology I	ENGL101
HIST202	World Civilization I	ENGL101	SOCI101	Sociology I	None
HIST203	World Civilization II	ENGL101			
Upper Division Electives (Select a minimum of 1 course listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
POLI301	Environmental Law and Policy	ECON121 & ECON122	BHRM403	Employee Relations, Workplace Safety and Wellness	BADM302
BADM330	Global Entrepreneurship and venture Management	BIBM101 & BADM102	BMRK460	Marketing Strategies and Case Analysis	BMRK231
BADM331	Global Citizenship	15 Business Core courses	BMRK462	Business to Business Marketing	BMRK231
BADM332	Global Leadership	15 Business Core courses			
International Business Management Concentration Courses			7 courses required		
Subject	Title	Prerequisites			
BIBM331	International Trade Management	BIBM101 & ECON122			
BIBM332	International Finance	BIBM101 & FINC101a			
BIBM431	Legal Aspects of International Business	BIBM101 & BADM301			
BIBM432	Global Supply Chain Management and Logistics	BIBM101 & BADM202			
BMRK433	International Marketing Management	BIBM101 & BMRK231			
BHRM434	Cultural Sensitivity and International Human Resources Management	BIBM101 & BHRM231			
BIBM490	Global Business Strategy	18 CREDITS OF INTERNATIONAL BUSINESS			
<p><i>Students upon successful completion of the BBA-International Business Management Degree program must pass the FITT Qualifying Examination within the required time period to receive the FITT Diploma and to apply for the CIPF Professional Designation after having one year of related work experience.</i></p>					

Table 2e: General Business Management Option

Bachelor of Business Administration Degree

General Business Management

The General Business Management Concentration is available to those students who are pursuing a broader perspective of the business world, without focusing specifically upon any one area of administration. While these students will not develop an in-depth understanding of one of the four areas of concentration, they are expected to have an acceptable understanding of Marketing, Human Resources Management and International Business Management. The General Business Management Concentration consists of the standard Lower Level and Upper Level course requirements. It also requires students to complete no less than two courses from Marketing, Human Resources Management and International Business Management.

Summary of Course Requirements

	Courses	Credits
I. General Education Courses	7	21
II. Business Core Courses	19	57
A. Lower Division	11	
B. Upper Division	8	
III. Concentration Courses	6	18
IV. Electives	8	24
A. Lower Division	6	
B. Upper Division	2	
TOTAL	40	120

General Education Courses			7 courses are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ENGL101	Academic Writing		BADM221	Fundamentals of Economic and Business Statistics	BADM120
ENGL102	Academic Essay	ENGL101	COMM110	Critical Thinking	ENGL101
BADM110	Business Communications	NONE	COMM120	Public Speaking & Presentations	ENGL101 & COMM110
BADM120	Business Math	NONE			
Business Core Courses			19 courses are required		
Lower Division Business Core Courses			(All 11 courses listed below are required)		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ACCT101a	Financial Accounting I	BADM120	BIBM101	International Business Management	NONE
ACCT201a	Managerial Accounting I	ACCT101a	BMRK231	Marketing	NONE
BADM130	Management Information Systems	NONE	ECON121	Microeconomics	BADM120
BADM201	Managerial Skills	NONE	ECON122	Macroeconomics	BADM120
BADM202	Operations Management	BADM221	FINC101a	Financial Management I	ACCT201a
BHRM231	Human Resources Management	NONE			

ACADEMIC PROGRAMS

Upper Division Business Core Courses			All 8 courses listed below are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM301	Business Law	ENGL102 or COMM110	BADM430	Negotiation & Conflict Management	15 Business Core Courses
BADM302	Organizational Behaviour in the Global Workplace	BHRM231	BADM432	Project Management	BADM202
BADM304	Business Society, Ethics & Sustainability	ENGL101	BADM434	Organizational Development and Change	15 Business Core Courses
BADM322	Business & Marketing Research	BADM221 BMRK231 & BIBM101	BADM490	Business Strategy	Graduating Students
General Business Management Concentration Courses			6 courses required		
Subject	Title	Prerequisites			
<i>Choice of not more than 2 from the following <u>BMRK</u> courses</i>					
BMRK332	Consumer Behavior			BMRK231	
BMRK431	Marketing Communication			BMRK231	
BMRK433	International Marketing Management			BIBM101 & BMRK231	
BMRK434	Effective Selling & Sales Management			BMRK231	
<i>Choice of not more than 2 from the following <u>BHRM</u> courses</i>					
BHRM331	Strategic Planning for Human Resources			BHRM231	
BHRM332	Recruitment and Selection			BHRM231	
BHRM432	Compensation Management			BHRM231	
BHRM434	Cultural Sensitivity and International Human Resources Management			BHRM231 & BIBM101	
<i>Choice of not more than 2 from the following <u>BIBM</u> courses</i>					
BIBM331	International Trade Management			BIBM101 & ECON122	
BIBM332	International Finance			BIBM101 & FINC101a	
BIBM431	Legal Aspects of International Business			BIBM101 & BADM301	
BIBM432	Global Supply Chain Management and Logistics			BIBM101 & BADM202	
Electives			8 courses required		
Lower Division Electives (Select a minimum of 6 courses listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM102	Business & Entrepreneurship	None	MUSC100	Music Appreciation	None
BADM222	Management Science	BADM221	POLI102	Introduction to Canadian Politics	None
GEOG210	Canadian Urban Regions	COMM110	POLI202	International Organizations & Corporate Governance	None
HIST201	Canada in the 21st Century	ENGL101	PSYC101	Psychology I	ENGL101
HIST202	World Civilization I	ENGL101	SOCI101	Sociology I	None
HIST203	World Civilization II	ENGL101			

Upper Division Electives (Select a minimum of 2 courses listed below)					
Subject	Title	Prerequisites	Subject	Title	Prerequisites
POLI301	Environmental Law and Policy	ECON121 & ECON122	BMRK460	Marketing Strategies and Case Analysis	BMRK231
BADM330	Global Entrepreneurship and Venture Management	BIBM101 & BADM102	BMRK462	Business to Business Marketing	BMRK231
BADM331	Global Citizenship	15 Business Core courses	BIBM332	International Finance	BIBM101 & FINC101a
BADM332	Global Leadership	15 Business Core courses	BIBM432	Global Supply Chain Management and Logistics	BIBM101 & BADM202
BHRM403	Employee Relations, Workplace Safety and Wellness				BADM302

Bachelor of Hospitality Management (BHM)

The Acsenda BHM degree program integrates the principles and practices of business management with an in-depth application of the skills and knowledge of the global hospitality industry. An international internship allows students the opportunity to link classroom learning to the hospitality business environment.

Program Scope

BHM students from diverse cultures and academic backgrounds have an opportunity to study together and develop for leadership in the global hospitality industry – leadership that is characterized by the aggressive initiative, enthusiasm, skill and know-how to provide clients with a superior hospitality experience delivered through a sustainable business model.

Program Length

The BHM is a 123-credit (39 courses), four-year degree program. There are 37 courses that are 3 credits each and 2 courses that are 6-credits each for a total of 39 courses required for graduation. Courses are offered every quarter, year-round. A full course load is four courses per term. Students are considered full time if they take a minimum of 3 courses per term. Students may apply to take one “approved designated term break” out of four academic terms per year, provided they have completed two consecutive terms after starting their program of study.

BHM Course Requirements - Hospitality Management

Specialty	Hospitality Management
Course Categories	Courses
I. General Education	6 courses required
II. Business Core	14 courses required
A. Lower Division (100-200 Level)	8
B. Upper Division (300-400 Level)	6
III. Hospitality Management BGHL Core Courses	12 courses required
IV. Hospitality Management Capstone Course (6-credit)	1 course required
V. Internship – Hospitality Management (6-credit)	1 course required
VI. Electives	5 courses required in total
A. Lower Division	1-2
B. Upper Division	3-4
TOTAL	39

Table 1b: General Framework for the Acsenda BHM Applied to the Hospitality Management degree.

A detailed application of this framework to the BHM degree is presented in Tables 2f. This table identifies the specific courses and their prerequisites, if any, in each course category for the BHM degree.

Table 2f: Bachelor of Hospitality Management (BHM)

Bachelor of Hospitality Management Degree

Hospitality Management

The Bachelor of Hospitality Management (BHM) program is designed to produce graduates with an excellent understanding of the principles and practices of business management and an in-depth understanding of their application in the Global Hospitality industry. The framework of the program includes the standards of both the B.C. Hospitality Management Diploma Program Standard Curriculum and the B.C. Hospitality Management Degree Curriculum.

The BHM Degree, specifically designed to focus on Hospitality Management, integrates BHM courses with Bachelor of Business Administration courses to provide students with an expanded opportunity to explore the skills, competencies and knowledge critical to a successful management career in the hospitality industry. The BHM program has an international internship that allows students the opportunity to link classroom learning to the hospitality business environment. Elective courses in the BHM allow students to pursue their particular interest in the areas of Accounting, Human Resources Management, International Business and Marketing Management.

	Courses	Credits
I. General Education Courses	6	18
II. Business Core Courses	14	42
A. Lower Division	8	
B. Upper Division	6	
III. Hospitality Management BGHL Core Courses	12	36
IV. Hospitality Management Capstone Course (6-credit)	1	6
V. Internship – Hospitality Management (6-credit)	1	6
V. Electives (choose from 4 Lower Division, 13 Higher Division)	5	15
A. Lower Division	2	
B. Upper Division	3	
TOTAL	39	123

General Education Courses			All 6 courses are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ENGL101	Academic Writing		BADM120	Business Math	NONE
BADM102	Business & Entrepreneurship	NONE	BADM221	Fundamentals of Economic and Business Statistics	BADM120
BADM110	Business Communications	NONE	COMM110	Critical Thinking	ENGL101
Business Core Courses			All 14 courses are required		
Lower Division Business Core Courses			8 courses listed below are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
ACCT101a	Financial Accounting I	BADM120	BMRK231	Marketing	NONE
ACCT201a	Managerial Accounting I	ACCT101a	ECON121	Microeconomics	BADM120
BADM130	Management Information Systems	NONE	ECON122	Macroeconomics	BADM120
BHRM231	Human Resources Management	NONE	FINC101a	Financial Management	ACCT201a

Upper Division Business Core Courses			6 courses listed below are required		
Subject	Title	Prerequisites	Subject	Title	Prerequisites
BADM301h	Business Law (including Innkeepers Law)	ENGL102 or COMM110	BADM322	Business & Marketing Research	BADM221 BMRK231 & BIBM101
BADM302	Organizational Behaviour in the Global Workplace	BHRM231	BMRK434	Effective Selling & Sales Management	BMRK231
BADM304	Business Society, Ethics & Sustainability	ENGL101	BADM490	Business Strategy	Graduating Students
Hospitality Management BGHL Core Courses			14 courses required		
Subject	Title	Prerequisites			
Lower Division (5 core courses)					
BGHL101	Introduction to Hospitality Management	NONE			
BGHL202a	Food & Beverage I	NONE			
BGHL202b	Food & Beverage II	BGHL204			
BGHL203	Accommodations Management	NONE			
BGHL204	Cost Control	BGHL202a, FINC101a			
Upper Division (7 core courses)					
BGHL301	Technology and Information Management	BMRK231			
BGHL302	Facility and Security Management	BGHL101			
BGHL303	Hospitality Operations & Supply Chain Management	BGHL101			
BGHL306	Sustainable Development Corporate Responsibility	NONE			
BGHL401a	Revenue Management	ACCT201a, BGHL203			
BGHL401b	Revenue Management II	BGHL401a			
BGHL402	Creating Value in the Hospitality Economy	90 credits of core and foundation courses			
Hospitality Management Capstone Course and Internship (2 core courses – 6-credit each)					
BGHL440	Internship – Hospitality Management	60 core and foundation credits			
BGHL490	Capstone Hospitality and Business Strategy II	90 credits of core and foundation courses			

ACADEMIC PROGRAMS

Electives						5 courses required (select 5)
Lower Division Electives (select one)						
Subject	Title	Prerequisites	Subject	Title	Prerequisites	
ACCT101b	Financial Accounting II	ACCT101a	BGHL250	Wine and Oenology/ WSET2I	NONE	
ACCT201b	Managerial Accounting II	ACCT201a	BIBM101	International Business Management	NONE	
Upper Division Electives (select four)						
Subject	Title	Prerequisites	Subject	Title	Prerequisites	
ACCT331	Intermediate Financial Accounting I: Assets	ACCT101b	BIBM331	International Trade Management	BIBM101, ECON122	
BADM331	Global Citizenship	15 Business Core courses	BIBM332	International Finance	BIBM101, FINC101a	
BADM332	Global Leadership	15 Business Core courses	BIBM431	Legal Aspects of International Business	BIBM101, BADM301h	
BHRM331	Strategic Planning for Human Resources	BHRM231	BMRK332	Consumer Behaviour	BMRK231	
BHRM332	Recruitment and Selection	BHRM231	BMRK431	Legal Marketing Communications	BMRK231	
BHRM432	Compensation Management	BHRM231	BMRK433	International Marketing Management	BIBM101, BMRK231	
BHRM434	Cultural Sensitivity & International Human Resources Management				BHRM231 BIBM101	

POST GRADUATE PROGRAMS

Admission requirements for the Post Graduate Programs are listed under “Admission” in this academic calendar.

POST GRADUATE CERTIFICATE IN GENERAL BUSINESS MANAGEMENT

The Post Graduate Certificate in General Business Management is for students who would like to have a shorter time commitment to the program. Courses completed can be applied toward the completion of the BBA degree program. The PGC program is structured into three 12-week sessions (9 months), concentrating on the latest management concepts, trends, and practices. Study is full-time, combining lectures and interactive discussion, case studies, projects and portfolio development that require the application of concepts learned.

POST GRADUATE DIPLOMAS

The Post Graduate Diplomas are for students who would like to have a comprehensive exploration of the business issues of management. Applicant must have completed at least three-year undergraduate degree or three-year undergraduate diploma in any field. See admission requirements under Admissions in this calendar. This program provides students the opportunity to combine academic study and intensive practical experience. The program is structured into five 12-week sessions (15 months), concentrating on the latest management practices and strategies. Study is full-time, combining lectures and interactive discussion, case studies and site visits to corporations and other places of professional interests and a portfolio development that requires the application of concepts.

PROGRAM	COURSES					
	Terms* 4/5 courses per term	CORE (3 CREDITS)	ELECTIVES (3 REDITS)	EMPHASIS (3 CREDITS)	PORTFOLIO (1.5 CREDITS)	TOTAL
POST GRADUATE CERTIFICATE IN GENERAL BUSINESS MANAGEMENT	3	9	2	0	2	13
POST GRADUATE DIPLOMA IN GENERAL BUSINESS MANAGEMENT	5	11	5	0	4	20
POST GRADUATE DIPLOMA IN HUMAN RESOURCES MANAGEMENT	5	11	1	4	4	20
POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT	5	11	1	4	4	20
POST GRADUATE DIPLOMA IN MARKETING	5	10	1	5	4	20
POST GRADUATE DIPLOMA IN ACCOUNTING (*NOTE)	5	8	0	8	4	20

***NOTE:**

The Post Graduate Diploma in Accounting is currently under review and applications will not be accepted until further notice.

TRANSFER CREDITS

Student may receive transfer credits for a maximum of 50% of the courses required for the post graduate certificate or diploma to graduate.

ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION

The Diploma in Business Administration has been developed to serve students who want an academic level business diploma for the purposes of application to business and a professional program. It is also designed to serve students who are interested in laddering into a degree program.

Entry into the program is the same as for the Bachelor of Business Administration Degree (BBA) program. Program length is 20 courses. Substitution of courses for the specified courses requires recommendation from the Department Head and approval by the Dean.

- Minimum certified English language competency equivalent to Grade 12 with a grade of C+ or 560 TOEFL or equivalent.
 - Some students who do not have a 560 TOEFL or equivalent will be given "Provisional Acceptance" and will be placed into an English Bridging program.
 - Students with a TOEFL score of less than 500 should take an ESL program and reapply when their TOEFL score reaches 560.
 - High School diploma or mature student standing.
 - Math 11 or equivalent.
- A minimum of 10 courses [30 credits] must be taken at Acsenda to meet the residency requirement.
- Articulation agreements with certain schools have been arranged. Please speak with an advisor for more details.

Diploma in Business Administration Course Requirements

Subject	Title	Prerequisites	Subject	Title	Prerequisites
ACCT101a	Financial Accounting I	BADM120	COMM120	Public Speaking and Presentations	ENGL101 & COMM110
ACCT201a	Managerial Accounting I	ACCT101a	ECON121	Microeconomics	BADM120
BADM110	Business Communications	NONE	ECON122	Principles of Macroeconomics	BADM120
BADM120	Business Math	NONE	ENGL101	Academic Writing	NONE
BADM130	Management Information Systems	NONE	ENGL102	Intro. To the Essay	ENGL101
BADM201	Managerial Skills	NONE	FINC101a	Financial Management I	ACCT101A
BADM202	Operations Management	BADM221	Choice of one Elective		
BADM221	Fundamentals of Economic & Business Statistics	BADM120	BADM102	Business & Entrepreneurship	NONE
BADM222	Management Science	BADM221	GEOG210	Urban Geography	COMM110
BHRM231	Human Resource Management	NONE	HIST201	Canada in the 21st Century	ENGL101
BIBM101	International Business Management	NONE	HIST202	World Civilization I	ENGL101
BMRK231	Marketing	NONE	HIST203	World Civilization II	ENGL101
COMM110	Critical Thinking	ENGL101	PSYC101	Intro to Psychology	ENGL101

Table 3: Course Descriptions

Course Descriptions

The courses offered by Acsenda School of Management are entered below in alphabetical order according to subject code. The course notations are: subject codes, course number, credit, course title and prerequisite, which are defined in the following example:

ACCT101a (3): Financial Accounting I: ACCT represents the subject code for accounting; 101 is the course number; (a) indicates a course to be taken as a prerequisite to a specified corresponding course; (3) indicates course credits. The course name or “Title” is entered to the upper right of the course description. Prerequisites are shown directly below the subject code and number.

Subject Codes:

ACCT	Accounting	ENGL	English
BADM	Business Administration	FINC	Financial Management
BGHL	Hospitality Management	GEOG	Geography
BHRM	Human Resources Management	HIST	History
BIBM	International Business	MUSC	Music
BMRK	Marketing	POLI	Political Science
BMTH	Basic Mathematics	PSYC	Psychology
BPFL	Portfolio	SOCI	Sociology
COMM	Communication	TAXN	Corporate Taxation
ECON	Economics		

Course Numbering:

####490	Strategy Class
####330-359	Concentration Major, 3 rd year
####430-490	Concentration Major, 4 th year
####360-389	Elective courses from Concentration area, 3 rd year
####460-489	Elective courses from Concentration area, 4 th year

ACCT101a (3) Financial Accounting I

Prerequisites: BADM120

An introduction to basic financial accounting for proprietorships in service and merchandising businesses; this includes the recording of financial transactions and preparation of basic financial statements. Accounting for assets is also discussed in detail.

ACCT101b (3) Financial Accounting II

Prerequisites: ACCT101a

This course is a continuation of ACCT 101a. This course continues the review of the accounting principles and concepts and the basics of IFRS. Key topics include corporation and partnership accounting, current and long-term liabilities, short and long-term investments, statement of cash flows, and financial statement analysis.

ACCT201a (3) Managerial Accounting I

Prerequisites: ACCT101a

The purpose of this course is to familiarize students with both traditional and modern approaches to cost and managerial accounting concepts. Key topics include job-order costing; activity based costing; cost-volume-profit analysis; master budgeting; flexible budgeting; variance analysis; inventory costing and relevant cost analysis.

ACCT201b (3)

Managerial Accounting II

Prerequisites: ACCT201A

A continuation of ACCT 201a. The purpose of this course is to introduce the student to alternative systems and analytical techniques used in managing and controlling business operations. Key topics include pricing decisions, balanced scorecard and strategic profitability analysis, cost allocation, process costing, inventory management and capital budgeting.

ACCT331 (3)

Intermediate Financial Accounting I: Assets

Prerequisites: ACCT201b

This intermediate financial accounting course builds on the basic understanding that students would have acquired in the introductory accounting courses and will focus on the asset side of the statement of financial position. In the first part of the course, students cover financial reporting and accounting concepts; income statement and statement of financial position presentation; the statement of cash flows; revenue and expense recognition; and the interest concepts of future and present value. In the second half, students cover current monetary balances; inventory and cost of goods sold; investments and financial instruments; and property, plant and equipment.

An underlying theme of the course is how various readers use financial statement information and what they want to know. Students learn how investors, creditors, and other users synthesize disclosures of accounting policy choice, measurement methods, and restatements from prior years into their investment and lending decisions. The predictive value of the financial statements to users is explored through the income statement presentation of discontinued operations, extraordinary items, and restatements, and through the balance sheet presentation of financial instruments.

In examining the inherent contradiction between the theoretical foundation of the accrual basis of accounting and the statement of cash flows, students become critical thinkers about the role of accounting standards in improving the quality of earnings information available to financial statement users.

ACCT332 (3)

Intermediate Financial Accounting II: Liabilities & Equity

Prerequisites: ACCT331

A continuation of ACCT331. This course covers an in-depth study of liabilities and equities. Key topics include legal and financial aspects of partnerships and corporations; current and long-term liabilities; shareholders' equity; complex debt and equity instruments; leases; accounting for income taxes; pension and other post-employment benefits; accounting changes; cash flow statement; and the analysis of financial statements. Computer software is used to illustrate concepts and give students valuable hands-on experience

ACCT431 (3)

Advanced Financial Accounting: Consolidations & Advanced Topics

Prerequisites: ACCT332

This financial accounting course offers students an in-depth look at six principal areas of advanced financial accounting: standard setting in Canada and internationally, financial instruments and income tax allocation, long-term inter-corporate investments, consolidation, foreign currency translation and the translation and consolidation of foreign subsidiaries, and not-for-profit and public sector accounting. Computer spreadsheets are used to demonstrate concepts and give students practice in advanced financial accounting.

ACCT432 (3)

Advanced Managerial Accounting

Prerequisites: ACCT201b & BADM221

This course equips students with a conceptual understanding of the design and use of management accounting information and the role of the management accountant. Students learn to perform analyses to support managerial decisions, design and implement effective management control systems, and develop an awareness of the moral responsibilities of management accountants. Topics include: strategic decision making, customer profitability analysis, capital budgeting, time drivers, supply-chain analysis, agency theory, responsibility accounting & transfer pricing, performance measures, and emerging issues. The importance of understanding ethical issues in management accounting is stressed. Computer spreadsheets are used to illustrate concepts and provide practical, hands-on experience.

ACCT433 (3)

External Auditing I

Prerequisites: ACCT332

This introductory course offers students thorough coverage of the auditing concepts and procedures of external auditing. After completing this course, students will be familiar with key topics including reporting; professional standards and ethics; legal liability; audit objectives, evidence, and documentation; planning and analysis; materiality and risk; internal control; audit sampling; and computer auditing. The functions and procedures related to the revenue and collection cycle, acquisition and

expenditure cycle, inventory and capital asset balances, production and payroll cycle, and finance and investment cycle are studied. Completion of the audit, including evaluation and communication of findings, is also studied.

ACCT435 (3)

Accounting Theory and Practice

Prerequisites: FINC 101b & ACCT 332

This advanced course looks at current issues and problems in the field of financial accounting. Topics covered include the contributions of economics, finance, and other disciplines to accounting theory; the practical and theoretical problems of the present value model; foreign exchange accounting; hedging; the process and issues of standard setting; agency theory; and other topics related to specific industries or sectors of the economy.

BADM102 (3)

Business & Entrepreneurship

Prerequisites: None

The course provides an overview of the Canadian business environment, forms of organizations, the management function, and an introduction to the functional areas of business management. It discusses ways to start, manage and grow a business, all within the context of a sound business plan.

BADM110 (3)

Global Business Communications

Prerequisites: None

In the increasingly global business economy, effective communication skills are one of the most important determinants of career success. This course introduces students to a wide range of concepts essential to communicating effectively in business settings. Coverage includes all of the important written message formats, as well as oral communication (presentations), critical thinking, nonverbal communication, the use of new communications technologies, and successful job application and interview techniques.

BADM120 (3)

Business Math (formerly College Business Math)

Prerequisites: None

The purpose of this course is to introduce the students to business mathematics. These include a review on numbers (fraction, percent and decimals) and solving linear equations or proportions. Then it will be the basic statistics concepts, payroll, markup, markdown, and inventory control. Next, students will explore the finance- simple and compound interest, annuity and amortization. The course will be completed by introducing the accounting and its applications – depreciation and financial statements. This course is to prepare the students for statistics, accounting, management science, and other business courses that require applications of business mathematics.

BADM130 (3)

Management Information Systems

Prerequisites: None

This course assumes a degree of computer literacy, accounting knowledge, and problem solving ability. The course builds on these student strengths to develop a managerial appreciation for information systems and their uses in business and other organizations in the areas of financial control, marketing, production, and customer service.

BADM201 (3)

Managerial Skills

Prerequisites: None

The course is designed so that students self-assess their skill level, learn correct behavioural principles from course materials and real life experiences, practice the skill in the classroom, and transfer their learning to the real world through behavioural assignments. The specific skills the student should learn include self-awareness, personal stress and time management, supportive communication, and oral and written presentations in the personal category; coaching, counseling, supportive communication; gaining power and influence; motivating others; managing conflict; and conducting interviews in the interpersonal category; and empowering and delegating; building effective teams and teamwork; and conducting meetings in the group category

BADM202 (3)

Operations Management

Prerequisites: BADM221

This course is designed to provide the student with knowledge of the latest theories and practices of operations management employed by world class manufacturing organizations. Topics include Total Quality Management, Material Requirements Planning, Just-In-Time inventory and supply chain management, synchronous manufacturing, theory of constraints, work simplification, and operations research. Lean manufacturing concepts will be stressed.

BADM221 (3)

Prerequisites: BADM120

This course is to provide the elementary level of descriptive Statistics and a part of intermediate level of inferential Statistics. These include a review on the numerical measure and graphical displays. Then it will be an introduction to probability, three discrete probability distributions (binomial, hypergeometric and Poisson distributions), three continuous probability distributions (uniform, normal and exponential distributions). Next, students will learn the inferential Statistics - sampling methods, confidence intervals, one- and two-sample testing hypotheses, analysis of variance, regression and time series. This course will assist students in classifying and analyzing research and economic data and in testing assumptions about the underlying nature if the data provided before testing hypotheses.

Fundamentals of Economic and Business Statistics

BADM222 (3)

Prerequisites: BADM221

The purpose of this course is to provide an introduction to applied modeling and business problems including linear and non-linear programming, goal programming, decision making under uncertainty, queuing models, inventory management, and time series analysis.

Management Science

BADM301 / BADM301h (3)

Prerequisites: ENGL102 or COMM110

The course emphasizes the development and application of legal principles and concepts and their application to Canadian Businesses. The general areas covered are: law of torts, contract law, forms of business, special contractual law (employment, labour, bailment, sale of goods, restrictive trade, and insurance), real property, and debtor-creditor relationships.

Business Law (h- including Innkeepers Law)

For BHM students, special lectures and research assignments in this course will address the core legal responsibilities of Hotels, Restaurants and related operations to ensure a safe environment for their guests and their belongings. From bedbugs to botulism: prevalent lawsuits in the industry will be reviewed and an in depth understanding of what preventative steps need be taken to limit exposure and mitigate repercussions. Law of the internet and ecommerce as it affects hospitality businesses will also be reviewed.

BADM302 (3)

Prerequisites: BHRM231

This course surveys the field of organizational behaviour and provides frameworks for analyzing people and their attitudes and behaviour in organizations. The course covers individual (e.g. motivation, decision making, values, attitudes), interpersonal, and group phenomena (e.g. leadership, norms, power and influence). These psychological constructs are related to such concerns as job design, reward systems, decision making, and productivity. This course is global in its content and orientation.

Organizational Behaviour in the Global Workplace

BADM304 (3)

Prerequisites: ENGL101

This course allows the student to explore decision-making in the midst of moral ambiguity and environmental uncertainty. Moral reasoning in an organizational milieu and the understanding of the mechanics of organizational reputation is explored. This course brings into sharper focus the discussion on environmental sustainability that equips students with the strategic concepts they will need to know as they face the future consequences such as climate change and global warming and energy availability.

Business Society, Ethics & Sustainability

BADM322 (3)

Prerequisites: BADM221, BMRK231 & BIBM101

The Business and Marketing Research course is based on a six-step process that includes: problem definition; nature and scope of research objectives; research design and statistical analysis; field work procedures; data preparation and analysis; and the development of formal reports with research objectives that are compatible with corporate business strategy. This course also covers the basic elements of experimental and observational research and introduces the students to fields of qualitative and quantitative research methods, now to select the effective methods to acquire, analyse and present data. This course specifically adds a special emphasis on the role of marketing research in management decision making, marketing research ethics and the management of marketing research results.

Business & Marketing Research

BADM330 (3)

Prerequisites: 15 Business Core courses

This course looks carefully into how the global entrepreneur seeks out and conducts new and innovative business activities across national borders. The course also familiarizes students with the fundamental concepts and tools necessary to implement an effective global financial management strategy.

Global Entrepreneurship & Venture Management

BADM331 (3)

Global Citizenship

Prerequisites: 15 Business Core courses

This introductory course utilizes the international diversity of the classroom to develop the knowledge and skills required to work and live in a diverse world. Students explore personal and social responsibility in their personal lives, in their communities, and in the global and local work environments. Through passionate debate of the issues and concerns, students explore influencers on the global marketplace such as politics, culture, economics and environmental issues. Students develop communication, social action and conflict resolution skills.

BADM332 (3)

Global Leadership

Prerequisites: 15 Business Core courses

This course studies the emerging business leaders and the implications of global thinking, appreciation of diversity, & technological breakthroughs. The course explains what it will mean to lead in an era where intellectual capital is the dominant source of value; how to lead people whose backgrounds and values may be radically dissimilar; and why achieving personal self-mastery is now a fundamental prerequisite for leading others. From the evolution of "federated," semi-autonomous organizational structures to the personal leadership challenges now arising from globalism, this course offers insights into the new challenges of leadership—and what it will take to meet them.

BADM430 (3)

Negotiation & Conflict Management

Prerequisites: 15 Business Core Courses

The purpose of this course is to understand the theory and processes of negotiation as it is practiced in a variety of settings. It is designed to be relevant to the broad spectrum of negotiation problems that are faced by managers and professionals including sales and purchasing negotiations as well industrial relations negotiations. Theories of conflict, the structure of conflict and the content of conflict will be stressed. Intervention strategies for conflict resolution will also be examined.

BADM432 (3)

Project Management

Prerequisites: BADM202

This course covers the management of projects and the managerial techniques utilized by successful project managers. The following subjects are included in this course: project operations, planning and quality assurance, mission statements, objectives and goals, project budgeting, funding and control, feasibility analysis, manpower planning, negotiation and contract procurement, project plans and their relationship to business plans.

BADM434 (3)

Organizational Development and Change

Prerequisites: 15 Business Core courses

The course provides students with the discipline's defining conceptual frameworks and the technologies used in the practice of organization development. A major emphasis is on understanding the relationship between the OD practitioner's role and key players in the client system as the OD cycle unfolds. The practitioner's "mind set" is experienced as students are challenged to frame organizational issues and identify how to enter and intervene in dynamic organizational settings.

BADM490 (3)

Business Strategy

Prerequisites: 90 credits of core and foundation courses

This is a capstone course designed to help students integrate their learning in marketing, organizational behavior, accounting, and finance by developing and analyzing corporate strategy using real cases. The student is placed in the position of general manager, owner, or consultant and asked to identify strengths, weaknesses, opportunities, and threats and to devise an action plan for the company.

The integrated learning process will enable students to clearly understand that policy and strategy impacts everyone in an organization at every level. Policy and Strategic Management addresses pivotal questions of why some organizations and managers are successful and others fail. This course will look at success and failure and learn from both. The course takes a practical applied view of how policy and strategy in organizations function in the real world. Integrating these elements will require rigor in order to develop the leadership and management competencies required for analysis, strategic thinking and decision-making to effectively manage and lead changing contexts, relationships and tasks.

BGHL101 (3)

Introduction to Hospitality Management

Prerequisites: None

This course is a survey of the hospitality and tourism industry, with reference to the historical development, growth, and organization. The management process and the scope of the industry today are examined. An overview of the scale, scope, and organization of the industry will be examined with particular focus on understanding the scope of the industry involves understanding who the major players are and what market segments their brands serve. Students gain an understanding of how

work is performed and how activities are coordinated within and between hotel departments. An emphasis will be placed on the development and management of resources. Finally, issues related to the Political, Economic, Social, Cultural, and Environmental aspects of tourism will be identified and examined. This course also helps students learn how to identify niche market needs and motivations locally, nationally and internationally.

BGHL202a (3)

Food & Beverage I

Prerequisites: None

This course will give students competency in the key issues of managing food & beverage (F&B) divisions in today's high-cost environment and how to structure F&B divisions for profitability. Students will learn to develop revenue generation strategies for all revenue centres plus pricing and managing direct costs of food, beverage and operating supplies. Each operating expense centre including tablewares, laundry, cleaning products and chemicals, etc. will be taught to ensure complete understanding of this complex area.

BGHL202b (3)

Food & Beverage II

Prerequisites: BGHL202a

This "hands-on" course centres on the application of managerial functions to the production of food in quantity with emphasis on principles of food production, service, catering and events in a commercial setting. Students will work in teams and apply management and supervisory skills needed in a restaurant setting as well as a food production and delivery system; demonstrate competence in the operation of foodservice equipment in a safe and efficient manner; demonstrate in-depth knowledge of menu planning, production planning, ordering, receiving and scheduling staff; develop a comprehensive and critical understanding of monitoring quality control in the production and service of food products as well as monitoring cost controls. FoodSafe levels 1 and 2 plus Serving it Right (server plus licensee) certification will be obtained.

BGHL203 (3)

Accommodations Management

Prerequisites: None

The course is a study of the nature of unit operations in the various sectors of the lodging industry and of the functions and systems of lodging operations. The intent of this course is to explore and analyze the principles and practices of lodging management and related sales activities. The management of and interaction among various divisions of lodging operations are addressed, including general management front office/housekeeping/engineering divisions, food and beverage operations, sales and marketing, accounting and finance. Focus of the course is on communication both within and among departments, divisions, and most importantly, with the customer. Topics will include organization structure and responsibilities, socio-technical systems, and legal and security aspects.

BGHL204 (3)

Cost Control

Prerequisites: FINC101a, BGHL202

This course will cover most areas of cost-controls in a hotel, restaurant, convention centre and spas. Comprehensive tracking of the extensive inventory of ingredients and products that go into final products and services is key to profitability. Whether mixing a cocktail in a bar or a body treatment in the spa, tight controls over ordering, storing, issuing and service will either make or break the business. Integrated and monitored controls are critical, while managing spillage/spoilage, inventory rotation, dormant asset management and disposal are all steps along the way. Wine cellar ROI analysis, futures contracts, CVP analysis, and monitoring accountability will be learned.

BGHL250 (3)

Wine and Oenology/WSET2

Prerequisites: NONE

This course consists of two components. The first, and most significant, is the Wine and Spirits Education Trust (WSET) Award in Wines & Spirits Level 2. The second component is a group presentation and written project for submission that links the wine and oenology learning to food and beverage. Students must pass both components to earn credit for the course.

This course is specifically designed for those students who have a professional interest in wine and wine management. Students will gain a thorough knowledge of wine and spirits with a deep focus on grape varieties and on learning how to compare and contrast them when grown under different conditions. Successful completion of the course will provide students with a WSET 2 Certification. This is an elective course for students in the degree programs. Mandatory textbook fee includes a course kit and the professional exam.

BGHL301 (3)

Technology and Information Management

Prerequisites: BMRK231

In some cases, business models must be adapted to the local market. This course is an introduction to the complexities of operating globally and identifying obstacles/solutions that are available for managing organizations with the goal of making them

more competitive and efficient. There is an emphasis on Customer Information Management, Customer Relationship Management and Management Information Systems. Students will identify and analyze existing information resources. Additionally they design, evaluate and integrate effective interfaces and information management systems to increase benefits to the organization and to optimize customer value opportunities. They examine the impact of technology upon the individual and organizations; consider the competitive and organizational implications, technology evolution and the quality control of information systems sources and the related services.

BGHL302 (3)

Facility and Security Management

Prerequisites: BGHL101

This course will introduce systems and protocol for overseeing various hospitality physical plants from restaurants to hotels and convention centers. The course will focus on equipment inventory and preventative maintenance, outsourced service contracts, warranties, insurance/risk management, and life cycles of major equipment and capital replacement planning. Energy monitoring and conservation is a significant part of the course.

As well, given the obligation to provide Safety and Security to guests and employees alike, students will learn the importance of how to take a proactive assessment of safety and security risks –then develop preventative steps to maximize the guest experience and minimize exposure to owners and operators. Student will obtain a preliminary St John’s Ambulance first aid level 1 certificate. Security equipment and monitoring devices will be reviewed to deliver a comprehensive understanding of options available. Integrity of keys, electronic locking devices, fraud exposure, electronic intrusion and other external factors will be studied. Basic study of fire, earthquake and other disaster response procedures will be undertaken. Development, documentation and training on contingency plans will be undertaken.

BGHL303 (3)

Hospitality Operations & Supply Chain Management

Prerequisites: BGHL101

In this course, students will learn how to analyze, manage, and improve service processes throughout the value chain, ultimately to add value to the firm and understanding and maintaining brand standards throughout the value chain. Students will apply the tools needed for decision-making in operations management to optimize key drivers: costs, revenues, customer satisfaction, and productivity. They will be able to diagnose the supply chain management (SCM) of a firm, propose better operations solutions and plan production according to the value chain selected in a total quality management (TQM) environment. They will be able to measure the impact of their decisions, including new investments and reorganization of day-to-day operations, on value creation.

BGHL306 (3)

Sustainable Development Corporate Responsibility

Prerequisites: None

The tourism industry is growing exponentially throughout the world, mostly in BRIC countries, where historically, little care has been placed on the repercussions of both urban and rural construction, traffic and emissions. There are grassroots movements to make governments aware of the impact that these economic drivers bring, yet unless developers are motivated financially and morally to build and operate sustainable operations, there will be serious repercussions. From LEED to ISO certifications, awareness and ultimately credits, owners and operators must be motivated to balance the economic gains with environmental impact. Students will become versant in the LEED system –and how it applies to both construction and ongoing operations. They will work through the criteria of leading edge global environmental policy and evaluate how it can be applied to hospitality and tourism in BRIC countries.

BGHL401a (3)

Revenue Management I

Prerequisites: ACCT201a, BGHL203

Hotels, restaurants and event space are heavily vested in revenue management. An understanding of how rate and occupancy within market segments affect the bottom line will be examined. Distribution channels and leading forecasting plus revenue management programs will be reviewed for effectiveness in the decision making by the revenue manager. Comprehensive, integrated and monitored controls are key to the financial and operational success of most hospitality operations. Monitoring of potential-costs, managing spillage/spoilage, inventory rotation, dormant asset management and disposal, wine cellar ROI analysis, futures contracts, CVP analysis, feasibility of departmental promotions and monitoring accountability will be learned.

BGHL401b (3)

Revenue Management II

Prerequisites: BGHL401a

This is a simulation-based course that will integrate all Revenue Centres, for example spas, parking, communications, laundry and valet. Student will analyze and gain a full understanding on how these revenue centres can add to the bottom line, at little or no cost, through analysis of margins, commissions and other contribution structures. This course enables students to appraise the consequences of marketing decisions (notably pricing and distribution) on value-creation for a hospitality company. They will

apply revenue management principles by analyzing the associated systems, methods and applications for effective hotel management. The participants will use revenue optimization techniques which are suitable for decision-making in hotel or restaurant chains. Through the use of revenue management software they will learn to integrate revenue management analysis and decisions into hotel management. Upon successful completion of this unit, students will have acquired the necessary competencies to evaluate the financial impact of marketing decisions (particularly pricing and distribution) and to model, execute, and manage revenue optimization processes for hotels and restaurants at the business unit level. Through the use of the simulation decision-making, problem-solving, team-building skills will broaden the understanding of hotel and restaurant metrics.

BGHL402 (3)

Creating Value in the Hospitality Economy

Prerequisites: 90 credits of core and foundation courses

What is the reward for value orientation on consumers in the hospitality industry? Understanding the importance of brand consistency and integrity and the drive for customer satisfaction plus loyalty will be accomplished, as well as evaluating/adapting global standards for local appropriateness. There are forces driving the changes within the major segments of the hospitality industry (like globalization, IM, sociological and economic). Students will evaluate changing markets and consumer behaviour in order to identify value opportunities for the next 5-10 years. Students will learn how to create SOP's that align with Brand Standards to enhance productivity, appropriateness and competitive advantages. After successful completion, students will be able to identify and prioritize value opportunities through IM and market research and transform them into value-added and innovative hospitality concepts through profitable customer experiences.

BGHL440 (6)

Internship – Hospitality Management

Prerequisites: 60 core and foundation credits

The primary purpose of the internship is to offer work experience and skill development in an enterprise enabling the student's theoretical knowledge to be augmented through practical career-related work experience and to prepare students for the world of work. Each student will be required to complete a 6 month (6 credits) internship in order to graduate. In cases of prior industry experience of a minimum one-year, the student may write and submit an internship report and subject to approval, may receive credit toward completion of BGHL440.

BGHL490 (6)

Capstone Hospitality and Business Strategy II

Prerequisites: 90 credits of core and foundation courses

Across the program, students have become familiar with the practical and operational management aspects of the hospitality industry. It is now time for students to integrate their previous learning and work experiences in order to think strategically about the complex environment where they will compete. Students will scan the environment and utilize their findings to appraise contemporary strategic decisions made by the industries' leading corporations. They will also participate in guest lectures and workshops with experts of the hospitality and tourism sector. These experts will coach the student teams through the strategic decision-making process and evaluate their propositions for maximizing shared value. Finally, students will apply their acquired knowledge to prepare, present, and defend a strategic plan that solves an actual countries' hospitality sector most pressing strategic challenge: forecasting the future of the industry and creating a strategy to fit it.

BHRM231 (3)

Human Resources Management

Prerequisites: None

This is a survey course that introduces managers to the functions and practices of human resources management. These functions include human resources and succession planning, recruitment, selection, job design and analysis, training and development, compensation, health and safety, performance appraisal, collective bargaining, and union contract administration.

BHRM331 (3)

Strategic Planning for Human Resources

Prerequisites: BHRM231

This course is designed to provide students with an overview of the staffing function including internal and external hiring and training and development planning based on an HR plan for a firm that is tied to its corporate strategy. The student should be able to understand the relationship between business strategy and human resource planning and staffing; apply relevant employment law to staffing situations; understand the principles of measurement and know how they apply to the staffing equation.; use job analysis to solve these staffing issues; apply a variety of techniques to planning for a stable and productive workforce; apply various selection techniques to achieve a desirable person/job match; and develop a coherent staffing strategy and management approach.

BHRM332 (3)

Recruitment and Selection

Prerequisites: BHRM231

This course is designed to provide students with an understanding between planning and staffing. It provides an overview of the organizational staffing function including internal and external hiring and training and development planning based on an HR plan that is tied to corporate strategy.

This course provides an up-to-date review of methods and technologies that are used to recruit and select employees in Canadian organizations, including the inherent challenges they face with the rapidly changing workforce demographics. Contemporary practices related to attracting, hiring and deploying human resources in ways that meet professional and legal employment standards will be examined in depth.

BHRM403 (3) *formerly BADM403

Prerequisites: BADM302

Employee Relations, Workplace Safety & Wellness

The course covers the impetus for collective action and the basis for union management relations and follows a logical flow: collective bargaining, collective agreement, grievances, and arbitration, followed by the alternatives – strikes and lockouts. The modern issues – globalization, free trade, deregulation, privatization, reduction of public debt, and industrial re-organization are woven into each topic area. The course also discusses how management promotes and maintains the highest degree of physical, mental and social well-being of workers.

BHRM432 (3)

Prerequisites: BHRM231

Compensation Management

This course is based on the strategic choices available to manage compensation in organizations. These choices, which confront managers in Canada and around the world, are introduced in the Total Compensation Model. This model provides an integrating framework that is used throughout the course. Major compensation issues are discussed in the context of current theory, research, and practice. The practices illustrate new developments as well as established approaches to compensation decisions.

BHRM434 (3)

Prerequisites: BHRM231 & BIBM101

Cultural Sensitivity & International Human Resources Management

The course focuses on the process of internationalization and the role of Human Resources professionals in dealing with the cultural, geographical and logistical challenges, operating in an increasingly interconnected and complex world, where people are the key source of sustainable competitive advantage. The central issues confronting HR professionals in multinational organizations include designing, coordinating and implementing critical global HR processes to support global business strategies as well as facilitating development of organizational capabilities that would accord strategic advantages. Other challenges related to International Human Resources Management include development of global corporate structures and processes that could facilitate cross-border employee transfers and team work, global leadership development, knowledge transfer, change management and managing cross-border mergers & acquisitions

BHRM490 (3)

Prerequisites: 18 credits in HRM

Human Resources Management Strategy & Workforce Development Practices

This is a capstone course in Human Resources (HR) designed to help students apply their HR knowledge to real situations. The student is placed in the position of HR Manager and asked to make strategic HR decisions for the company. The student should be able to identify the salient components of the HR system that need to be addressed in a real situation; to develop alternative approaches based on a company's business plan, and provide benchmarks for evaluating a successful HR strategy. The student would be expected to integrate the recruitment, selection, training, management development, planning, compensation, and organizational development issues and identify the key components that need to be changed or developed. This course also provides the knowledge and skill in applying training processes in organizations; strategic planning of training and development; learning, motivation and performance; needs analysis; training design; evaluation of training; and training methods, development and implementation.

BIBM101 (3)

Prerequisites: None

International Business Management

This course is designed to provide basic conceptual framework that enable students to understand the international environments and the various management issues of global businesses. At the end of this course, students should be able to learn key concepts, tools, and frameworks of international business management.

BIBM331 (3)

Prerequisites: BIBM101 & ECON122

International Trade Management

This course provides a comprehensive overview of key aspects of global business in the 21st century and explores the language of macroeconomics and wealth of nations. It provides important information on the key elements of the global business environment

whether participant is looking for general information, seriously considering getting involved or already participating in global trade.

The course emphasizes forward thinking and a positive perspective, it highlights the considerable effort that any business in any region of the world, must commit to in order to succeed. We believe that if this effort is properly executed, it will represent a fundamental “best practice” approach that goes beyond borders. In creating contemporary material, this course not only describes the current state of the environment, but also helps identify ongoing transformation of global business and corporate social responsibility such as ethical sourcing, people’s rights and workplace diversity, it is of paramount importance that any “advice” be relative to the knowledge that any business in the world should assimilate in order to be a successful global trader.

BIBM332 (3) **International Finance**
Prerequisites: BIBM101 & FINC101a
 This course develops basic models of exchange rates and international capital flows. Topics include: Purchasing Power Parity, Uncovered Interest Parity, Exchange Rate Overshooting, International Policy Coordination, Currency Crises, and Monetary Unions. In addition, there will be some discussion of the history and evolution of the international financial system, and some discussion of recent proposals to reform it.

BIBM431 (3) **Legal Aspects of International Business**
Prerequisites: BIBM101 & BADM301
 This course includes the exploration of the legal content of multinational business operations, comparative law and regulation as established in the U.S., Canada, and other selected Asian and European nations, and the legal liability in global commerce.

BIBM432 (3) **Global Supply Chain Management and Logistics**
Prerequisites: BIBM101 & BADM202
 This course explores the practical applications of contracts, dispute resolution, pricing terms, negotiation terms and communications, transportation, documentation, insurance, information resources, government regulations and international trade regulations. Students will explore logistics, including transportation, inventory management, purchasing, warehousing and customer service and the complexities of these functions in the international marketplace.

BIBM490 (3) **Global Business Strategy**
Prerequisites: 18 credits of International Business courses
 This course assesses the turbulent environment in which international businesses operate and the approaches to strategy formulation and implementation for global and transnational businesses. It examines the barriers to market entry, the different market entry strategies, and possible international partnership agreements. Students address the functional and operational management of companies and fuse together the theoretical and empirical aspects of international management, business finance, growth and management issues and problems, viewing them from the global perspective.

BMRK231 (3) **Marketing**
Prerequisites: None
 This introductory marketing course covers the basic components of a marketing system including product, price, promotion and distribution decisions. Students are introduced to marketing strategy, the marketing environment, marketing research, consumer and business buying behaviour, segmentation, targeting and positioning, branding, new product development, pricing strategies, distribution channels and the concept of integrated marketing communications

BMRK332 (3) **Consumer Behaviour**
Prerequisites: BMRK231
 This course is intended to focus the student’s attention on what it means to be a consumer in a market-oriented society and to develop skills as a marketer in meeting consumer needs and developing marketing strategy. The student will be able to Identify and discuss the major ideas and processes that characterize the consumer behaviour field; identify a product and its product class; describe the value chain of a product; identify the typical consumer choice dimensions and typical advertising appeals; assess the effectiveness of a particular company’s marketing approach; and describe the likely future of a particular product or product class

BMRK431 (3) **Marketing Communications**
Prerequisites: BMRK231
 The Marketing Communications process is at the heart of positioning and selling products and services in both business to consumer (B2C) and business to business (B2B) markets. This course puts emphasis on integrated marketing communications (IMC) and the importance of messaging and utilizing multiple media vehicles in order to achieve specific communications objectives and reach defined target groups. The role of the internet in shaping marketing tasks is emphasized throughout the course.

The student should be able to explain the marketing concept and how the Business Plan, Marketing Plan, and Communications Strategy inter-relate; distinguish between integrated marketing and integrated marketing communications; describe how culture, demographics, social class, and social group affect marketing communications; identify the major legal issues that affect integrated marketing communication; discuss how the source, the message and the audience affect persuasive communication; describe what makes advertising, sales promotion, publicity, direct marketing, or personal selling effective and how to budget the activities, and the specific tests that could be used to evaluate effectiveness. Particular emphasis will be placed on understanding digital and social media tools in the context of use in an integrated marketing communications plan. Students will be given the opportunity to attend a class trip to a local advertising agency towards the end of the course.

BMRK433 (3)

International Marketing Management

Prerequisites: BIBM101 & BMRK231

The objective of this course is to provide an opportunity for students to understand the global marketing planning process and to develop skills in problem solving and decision-making. At the end of this course, students are expected to be able to develop a comprehensive global marketing strategy for a product or service to deal with specific or general issues related to it. The focus of this course is global marketing analysis and marketing planning on an international scale.

BMRK434 (3)

Effective Selling & Sales Management

Prerequisites: BMRK231

An in-depth study of the sales function including the role of salespeople, sales agents, distributors, and other marketing channel members involved in supporting the sales process. Covers the skills and innovations needed to successfully develop, implement and manage sales activities. Political, legal and ethical issues are explored.

BMRK460 (3)

Marketing Strategies & Case Analysis

Prerequisites: BMRK231

Understanding marketing strategies through case analysis simulation is an essential skill for those who plan to work in the marketing field. This course offers an opportunity to develop and fine tune assessment skills both as an individual and as a group member of a management team. Students will be expected to utilize professional writing, presentation and public speaking in this course. Emphasis is on a practical application of skills. Students who demonstrate success in this course may be selected as members of the Acenda BBA team to compete at the annual Vanier Case Challenge. Final selection for the team will be at the discretion of the team coach.

BMRK462 (3)

Business-to-Business Marketing

Prerequisites: BMRK231

Business-to-business marketing differs from consumer marketing in that demand analysis is typically easier and the purchaser is typically more rational. The course focuses on developing and marketing value to other organizations by strategically aligning the organization's resources and the resources of other channel members to deliver value solutions to customers.

BMRK490 (3)

Marketing Management and Strategy

Prerequisites: 18 credits in Marketing

This is a capstone course in marketing designed to help students apply their marketing knowledge to real situations. Superior marketing strategies are essential for business success as the world's economies continue to change. The market and the customers that comprise the market are the starting point in marketing strategy formulation. Students will have the opportunity to develop strategy analysis, planning, and control skills by applying marketing strategy concepts and methods in class discussions, through case analysis and through creating a marketing plan for a product or service.

BMTH099 (0)

Basic Mathematics

Prerequisites: MATH11 or equivalent

This course is designed for students who need to upgrade their mathematical skills in preparation for quantitative courses in Business, Management and other research courses in ASM. Students, who had been away from mathematical disciplines for several years, are also recommended to take this course for refreshing their mathematical skills and concepts. The review topics begin with the basic numeracy concepts in business and management: fractions, decimals, and percentages. Students will recap or learn to solve linear equations in Algebra. Topics of exponents and logarithms are introduced, including solving simple exponential equations and logarithmic equations. A chapter of Statistics is also included for the preliminary study in Business Statistics: drawing and interpreting circle graphs, bar graphs and line graphs, and calculating the central measures of sets of data. Lastly, students will learn how to use technological tools (Excel and calculators) to assist them working on manipulating formulas and displaying statistical graphs.

BPFL099 (0) <i>Prerequisites: None</i>	Portfolio Orientation
<p>This is a one-hour orientation covering the introduction of what a portfolio is, its importance and its structure. Topics to discuss will include: the guidelines for selection of portfolio entries, the comprehensible criteria to be used, the setting of clear objectives and the agreement on contents and format.</p>	
BPFL101a (1.5) <i>Prerequisites: None</i>	Portfolio I: competency Development and Evaluation – General Management
<p>This is the first portion of the portfolio course which covers the identification of the purpose(s) of the portfolio as agreed upon between the instructor and the students. The program competencies from a General Management perspective are identified and discussed. The objectives to be met by the students are clearly stated and the instructional outcomes and the entries to match these outcomes are agreed upon. Over the duration of 8 weeks of the term, the development of the portfolio by the student is monitored and the instructor goes through the portfolio entries regularly to determine what could remain as entries or which ones could be replaced.</p>	
BPFL101b (1.5) <i>Prerequisites: BPFL101a</i>	Portfolio I: Presentation
<p>Over the 9th to the 11th week of the term, the final preparation for the written and the oral presentation of the portfolio will be done. The 12th week will be the oral presentation where the individual entries will be assessed based on the evidence of the student's progress, evidence of critical thinking and problem solving, and evidence of the student's reflection and self-assessment.</p>	
COMM110 (3) <i>Prerequisites: ENGL101</i>	Critical Thinking
<p>This course is designed to help students improve their analytical thinking skills in business settings. The theory and practice of critical thinking will be presented, with an emphasis on its application to business decision making. Topics include benefits of and obstacles to effective thinking, structuring arguments to avoid logical fallacies, and the use of the scientific method to make business decisions. Exercises in analyzing business problems and formal presentations will be used to help students develop practical skills.</p>	
COMM120 (3) <i>Prerequisites: ENGL101 & COMM110</i>	Public Speaking & Presentations
<p>This course aims to provide the training and skills to speak with confidence and to deliver compelling messages through speeches and presentations. Critical thinking and strategic planning are emphasized. Students are encouraged to think through and about the public speaking process and are urged to consider the diversity of audiences, occasions, and speakers and to choose a specific purpose, a relevant topic, and the appropriate material to make their speeches successful.</p>	
EAPP100 (3) <i>Prerequisites: IELTS 6.0 or EAP Level 3</i>	English for Academic Purposes
<p>EAPP 100 is an academic bridge course of studies through which students ensure that their receptive and productive ability is at a standard necessary for successful university degree level studies, and that they understand the level of professional proficiency that will be required of them in the business environment (post-graduation). EAPP 100 is more than a finishing course for competency in English; it also develops and expects productive ability in researched essay writing, critical thinking in responding to texts and lectures, and sound, reasoned delivery in public speaking (presentations).</p>	
ECON121 (3) <i>Prerequisites: BADM120</i>	Microeconomics
<p>This course provides an introduction to the principles of microeconomics in the context of what is happening in Canada and the world. The focus is on the market economy and its operation and on the appropriate role of government and the market in organizing economic activity. Such issues as market successes and market failures, income redistribution, environment, and health care are analyzed throughout the course.</p>	
ECON122 (3) <i>Prerequisites: BADM120</i>	Macroeconomics
<p>The main points included in macroeconomic theory include national income and fiscal policy; money; banking; monetary policy; inflation, unemployment, international economics and trade. This course focuses on the Canadian economy and the government's and the Bank of Canada's policies.</p>	

ENGL101 (3) <i>Prerequisites: English Diagnostic Test</i>	Academic Writing (formerly University Writing)
This course is designed to help students develop university-level academic writing skills. Students will learn strategies for mastering lengthy and often complex scholarly materials. Students will also develop their abilities to construct scholarly arguments including rhetoric, style and arrangement of ideas. In written assignments, students will apply the principles of scholarly argument to organize and explain their ideas and persuade the reader.	
ENGL102 (3) <i>Prerequisites: ENGL101</i>	Academic Essay
This course is designed to help students to extend their critical and analytical skills. Students will use their critical reading skills to develop an awareness of the relationship between style and meaning. Students will be required to read a selection of texts in order to explore some of the forms of the essay and the ways in which different writers use this form to explore a theme and influence the reader.	
FINC101a (3) <i>Prerequisites: ACCT 201a</i>	Financial Management I
This introductory course in Finance builds on the student's accounting and economics knowledge and develops skills in financial analysis, financial forecasting, and financial management as well as knowledge in such financial instruments as stocks, bonds,	
FINC101b (3) <i>Prerequisites: FINC101a</i>	Financial Management II
This course is a continuation of FINC 101a. The course introduces the general theoretical and practical aspects of financial management. Key topics covered include cost of capital, capital budgeting, valuation of stocks and bonds, options, and the use of derivatives in risk management.	
GEOG210 (3) <i>Prerequisites: COMM110</i>	Canadian Urban Regions
This course is designed to help students extend their critical thinking, analytical and research skills and apply them to the study of urban regions in Canada and the world. Given that most students will be international students who arrive in Vancouver and experience primarily the environment of the lower mainland (GRVD), this course is also a means to create an understanding of Canada's transformation from a French/British colony to a vital, dynamic highly urbanized country. The students will explore the growth and changes in Canadian cities over time and their place in the global context. Canada with its small populations and huge geographic extent presents unique challenges to the growth of its urban regions. The study of the transformation of Canadian cities can help students come to understand the wider issues that cities around the world face. Case studies will be examined in depth to gain further insight into the processes of growth and changes within an urban environment. In-class readings will further extend the knowledge about the growth of urban centres around the world.	
HIST201 (3) <i>Prerequisites: ENGL101</i>	Canada in the 21st Century
This course covers the whole of Canadian History and its peoples from pre-contact times to the Present, integrating the social, cultural, political, and economic history into a coherent overarching narrative. Particular emphasis is put on the pre-contact inhabitants of the Canadian land-mass and the French-English struggle for mastery of Canada. The course covers Canada's post-1945 experience, including its policies of bilingualism and multiculturalism and human rights, and the challenges that the Canadian model faces today.	
HIST202 (3) <i>Prerequisites: ENGL101</i>	World Civilization I
This course covers the historical experience and the moral, political and religious values of the different world civilizations and helps students to develop a keen knowledge of, and sensitivity to, various global traditions, experiences, and customs. This course focuses on the modern era, from the Discovery of the New World to the post 9/11 world.	
HIST203 (3) <i>Prerequisites: ENGL101</i>	World Civilization II
This course covers the historical experience and the moral, political and religious values of the different world civilizations and helps students to develop a keen knowledge of and sensitivity to, various global traditions, experiences, and customs. This course focuses on the rise of civilizations across the world from their Prehistoric origins to the End of the Renaissance.	
LBRS099 (0)	Information Literacy, Library & Research Skills (formerly Strategies for Success)

Prerequisites: None

This course is mandatory for all students in their first term in Acsenda that are not enrolled into the EAP courses. There are two modules in this course. Module 1 introduces students to information literacy and research skills and the use of the physical and online library resources. Students will learn how to research, select, understand, evaluate, and make effective use of information. Module 2 students are introduced to plagiarism, its consequences and the how to properly use APA Citation Style. Successful completion of both modules will give students the necessary skills to be effective in all of ASM's courses.

MUSC100 (3)

Music Appreciation

Prerequisites: None

This course is designed to encourage students to explore alternative ways of thinking, listening and feeling. Students will be introduced to the fundamentals of music, including melody, harmony, rhythm, form and how these elements evolved throughout history shaped by cultures and political events. A sample of composers and their compositions from each music period will be studied: Antiquity (0-1400); Renaissance (1400-1600); Baroque (1600-1760); Classical (1730-1820); Romantic (1815-1910); and Contemporary (1900-2014). Reference to major historical and political events will be shared to provide a broader context in which music evolved.

POLI102 (3)

Introduction to Canadian Politics

Prerequisites: None

This course introduces students to key institutions and processes of Canadian politics. Topics include political culture; the Canadian constitution, including the Charter of Rights and Freedom; the law-making process; and elections. When discussing these topics, students are encouraged to take a critical view to highlight the open-ended and subjective nature of politics.

POLI202 (3)

International Organizations & Corporate Governance

Prerequisites: BIBM 101

This course is designed to explore non-governmental, inter-governmental and financial institutions as well as select foundations such as the World Bank, the World Trade Organization, OPEC, and the Asia Development Bank. It will emphasize, in particular, their *raison-d'être*, and the key challenges they face. Special emphasis would be placed on their alliances such as NAFTA, MERCOSUR, and the EU. This course provides a comprehensive guide to the world body's institutions, procedures, policies, specialized agencies, historic personalities, initiatives, and involvement in world affairs. It presents the UN in its evolving role in this new era since the Cold War and shows its responsibilities for meeting challenges to the global community. The course also studies the corporate Governance provides the structure through which corporations set and pursue their objectives, while reflecting the context of the social, regulatory and market environment

POLI301 (3)

Environmental Law and Policy

Prerequisites: ECON121 & ECON122

This course is designed to introduce students to the most important environmental challenges of our time, with a focus on Canada. The course explores public policy solutions based on environmental economics. Topics discussed include an overview of environmental economics; sustainable development; causes and potential public policy solutions to air and water pollution; and global aspects of pollution.

PSYC101 (3)

Psychology I

Prerequisites: ENGL101

This course is an introduction of the basic concepts of human behaviour. The study will include, but not be limited to: abnormal psychology; applied psychology; concepts of learning; human development; and major personality theories. An emphasis will be placed on: abnormal psychology; human sexuality; intelligence; social psychology and states of consciousness.

SOCI101 (3)

Sociology I

Prerequisites: None

This course explains the major classic and contemporary sociological perspectives to understand the tools of sociology. This course enables the students to describe sociology, the development of sociology, and the four dimensions of culture, symbolic interactionism & stratification, the concepts of racial and ethnic minorities, family and marriage, religion, power and authority within a Canadian context.

TAXN401 (3)

Taxation

Prerequisites: ACCT 332

This course provides students with an introduction to the Canadian income tax system. It offers a good understanding of the general concepts of the Canadian Income Tax Act ("ITA") as encountered by most individual and corporate taxpayers; it develops

professional skills in the application of the ITA principles and concepts to solve tax problems of individuals and corporations; it introduces basic principles of income tax planning and international taxation.