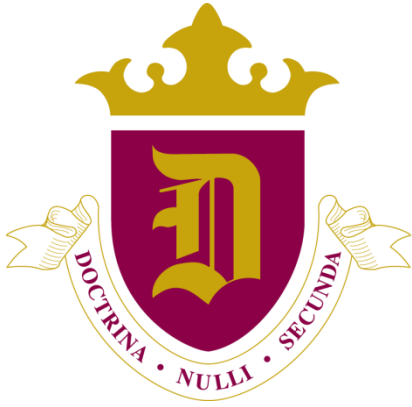




Dorset College
~ Est. 1981 ~



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School Manual

2017-2018

Dorset College

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- Updated: February 2018

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About us

About Dorset

Founded in 1981, a destination of choice, students and faculty come from across the nation and the world to take advantage of Dorset College's unique and diverse community.

Allow us to extend our sincere invitation to all prospective students to come to study at Dorset College, located in the beautiful city of Vancouver, British Columbia, Canada. Dorset places the needs of students first by providing a friendly environment that stresses academic success. Our motto, Excellence in Education, determines the high quality of instruction we offer all our students. Established in 1981, Dorset College is one of the oldest, largest, and most reputable international colleges in Vancouver. Dorset College has for many years provided exceptional post-secondary education to international students from around the globe.

Dorset's main program is its unique University Transfer (UT) program. Students enrolled in this program have the opportunity to transfer course credits towards a Bachelor's or a Master's Degree at one of our partnering Reputable Canadian Universities. Dorset College also offers Academic Preparation Program and the TOEFL Preparation Program to prepare students for success in English- speaking universities and workplaces.

Mission Statement

Dorset College is committed to providing innovative, student-centered teaching to International and Canadian students. Through its programs and its supportive environment, Dorset College offers a unique, high-quality post-secondary learning experience that positions students for academic and career success in the worldwide community.

Credential

Private Training
Institutions Branch –
www.pctia.bc.ca



Dorset College has been accredited by the Private Training Institutions Branch (PTIB). PTIB operates under the authority of the British Columbia Ministry of Advanced Education and grants accreditation to B.C. institutions that meet high quality assurance standards in education as a **Designated Learning Institution**.

Languages Canada
www.languagecanada.ca



Dorset is also an accredited institution with Languages Canada. Languages Canada is a language organization which represents the official language of Canada: English and French.

Education Quality
Assurance
www.bceqa.ca



Dorset has also been approved for the BC Government's EQA (Education Quality Assurance) designation. This designation is British Columbia's brand for quality post-secondary education. The EQA trademark is used around the world to promote high-quality, reputable B.C. post-secondary institutions. In addition to these accreditations.

ETS TOEFL iBT
www.ets.org



Dorset College is an ETS TOEFL iBT Test center.

SAT
www.collegeboard.org



Dorset College inaugurated by the United States as an official SAT test center.

Affiliations

Acadia University
www.acadiu.ca



Bachelor of Business Administration
Master of Business Administration
Bachelor of Science

CBU (Cape Breton University)
www.cbu.ca



Bachelor of Business Administration
Bachelor of Hospitality and Tourism Management
Bachelor of Health Science
Master of Business Administration in CED

Dalhousie University
www.dal.ca



Bachelor of Science

UNBC (University of Northern British Columbia)
www.unbc.ca



Bachelor of Science
Bachelor of Business Administration

University of Fraser Valley
www.ufv.ca



Aircraft Maintenance Engineering
Automotive Service Technician

RRU (Royal Roads University)
www.royalroads.ca



Master of Global Management
Master of Arts in Intercultural and International Communication
Master of Arts in Tourism Management

Why Choose Dorset?

Established in 1981, Dorset College is one of the largest and oldest private colleges in Vancouver. Offering a variety of programs that transfer to Canada's leading public universities, Dorset College is an excellent choice for both local and international students.

Unique University Transfer (Diploma) Program

Dorset College has signed many agreements with various leading Canadian public universities, facilitating Dorset students' completion of both Bachelor's and Master's degree programs. So far all Dorset students have successfully transferred to our partner public Canadian universities through these transfer agreements including, Acadia University, Dalhousie University, Cape Breton University, and other public Canadian universities

PGSA Program for post graduate students (Pre MBA)

Students who successfully complete Dorset's PGSA program can transfer to the Master of Business Administration Program at Cape Breton University.

3 semester systems

Since Dorset has 3 intakes (January, May and September) every year, students will be able to study 3 semesters a year and reduce the length of time to graduate.

IELTS/TOEFL is not required

Upon arrival, students who do not have a sufficient IELTS/TOEFL score will be given a placement test to determine their English level. Qualified students are eligible to transfer to our partnering universities.

If students who not meet admission requirement for the English level, they are able to take Academic Preparation program of English training.

Qualified instructors and staff

Dorset College has a team of dedicated and caring staff. All Dorset teachers are highly qualified, the majority of whom possess either a Master's degree or Ph.D. The Dorset administrative staff provide student counseling for both academic and personal matters. Our multilingual staff members speak English, French, Spanish, Chinese, Japanese, Korean, Filipino, etc.

Student Services

Dorset College provides a great number of student services, including airport pick-up, homestay, orientation for new students, and help with study permit application and extensions.

Off Campus, Co-op work permit

Dorset College students are eligible to work during their studies for 20 hours per week. Student are eligible to work full time during their semester break. Also students are able to obtain work experience as a co-op students.

Work permit upon graduation

Dorset students who complete a diploma/degree at our partnering universities are eligible for a post graduation work permit for up to 3 years.

Program Information

1. Technical Preparatory Program

- **Automotive Service Technician Studies**
 - Automotive Service Technician Diploma - UFV
- **Aircraft Maintenance Studies**
 - Aircraft Maintenance Engineering E - UFV

2. Career program (AH&LA)

- **Conventions & Event Management Co-op Diploma**
- Conventions & Event Management Diploma
- **Tourism & Hospitality Management Co-op Diploma**
- Tourism & Hospitality Management Diploma
- Conventions & Event Management & Planning Certificate
- Hospitality Marketing & Sales Management Certificate
- International Hotel Management Certificate
- Managing Hospitality Operations Certificate
- Rooms Division Management Certificate

3. University Transfer Program

- **Management Diploma**
 - Bachelor of Hospitality & Tourism Management – CBU
- **Business Administration Diploma**
 - Bachelor of Business Administration – CBU
 - Bachelor of Business Administration – Acadia University
 - Bachelor of Business Administration – UNBC
- **Science Diploma**
 - Bachelor of Science – Dalhousie
 - Bachelor of Science – UNBC
 - Bachelor of Science – Acadia University
 - Bachelor of Health Science - CBU

4. Pre MBA-Program

- **Preparation for Graduate School Applicants (PGSA)**
 - Master of Business Administration in Community Economic Development(CED) – CBU
 - Master of Global Management - RRU
 - Master of Arts in Intercultural and International Communication - RRU
 - Master of Arts in Tourism Management - RRU

5. Academic Preparation Program(ESL)

- Beginner Level
- Intermediate Level
- Advanced Level



Technical Preparatory Program

Overview

The Certificate in Automotive Service Technician Studies and Aircraft Maintenance Studies at Dorset College is a 26-week long program that consists of specially designed courses in automotive science, Aviation Science, technical communications, English interactions, and oral English.



This certificate program enables international students to:

- * Strengthen their written and oral English skills
- * Learn basic automotive technical knowledge, Aviation Science knowledge and mechanical reasoning skills
- * Gain preparation before transferring to the AST, AME diploma program at the UFV School of transportation
- * Become familiar with western academic style and culture



Upon successful completion of the Certificate in ASTS, AMS at Dorset College, students are guaranteed transfer to the UFV Automotive Service Technician (AST) Diploma or Aircraft Maintenance Engineering Diploma program.

Admission Requirement

- › High School Graduate or Equivalent
- › English Requirement - Complete one of the Following:
 - (1) Completion of the AP program - Sufficient score on the UT entrance exam or
 - (2) TOEFL – minimum 80 internet based, 213 computer based, 550 paper based or
 - (3) IELTS – minimum 6.0, no band below 5.5
 - (4) English 12: 50%, Communication 12: 67%
- › Possess a valid BC driver's license before entering UFV

Start Date

- Jan 9, 2017 / May 7, 2017 / Jan 2018

Automotive Service Technician Studies

Transfer



Automotive Service Technician Studies Certificate Courses

	Code	Courses	Credits		Code	Courses	Credits
Term 1 13wks		Automotive Science I	3	Term 2 13wks		Automotive Science II	3
		English Interactions I	3			English Interactions II	3
		Oral Fluency I	3			Oral Fluency II	3

Fees

Dorset Program	Fees		Duration	Comment
Automotive Service Technician Studies Certificate	Application fee	\$ 200.00	8 Months	Text Books: Approx \$100/courses. Student must pay UFV Deposit to receive LoA from UFV. UFV Tuition Fees: \$29,500
	Tuition	\$ 10,000.00		
	Student service fee	\$ 200.00		
	Lab fee	\$ 200.00		
	UFV Deposit	\$ 1,000.00		
	Total	\$ 11,600.00		

- **LoA will be issued 2 years include UFV Letter. (2 weeks)**

Licenses and Qualification

Upon successful completion of the AST Diploma, Students are able to gain entry-level skills needed to secure employment in the industry. It will be qualified to take exam **Automotive Service Apprenticeship Level 1**.

Apprenticeship Level 2 ~ 4 requires work experience. **Level 4 Apprenticeship** will grant **Automotive Service Technician Red Seal**

Job Opportunity

Automotive dealerships, repair shops, fleet maintenance, and shops that specialize in exhaust, brakes, drive train, and tune-ups



Aircraft Maintenance Studies Program

Transfer



Dorset College
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AMS Certificate
2 Semester (8Mths)



UNIVERSITY OF THE FRASER VALLEY

AME(Aircraft Maintenance Engineering)
Diploma (67 Weeks)

PGWP
(3 Years)

Courses

Aircraft Maintenance Studies Certificate

	Courses	Credits		Courses	Credits
Term 1 13 wks	Aviation Science I	4	Term 2 13ks	Aviation Science II	4
	Technical Communications I	4		Technical Communications II	4
	Oral Fluency I	4		Oral Fluency II	4

Fees

Dorset Program	Fees	Duration	Comment
Aircraft Maintenance Studies Certificate	Application fee	\$ 200.00	26 wks Text Books: Approx \$100/courses Student must pay UFV Application fee to receive LoA from UFV. UFV Tuition Fees: \$39,500
	Tuition	\$ 10,000.00	
	Student service fee	\$ 200.00	
	Lab Fee	\$ 200.00	
	UFV Deposit	\$ 1,000.00	
	Total	\$ 11,600.00	

- **LoA will be issued 3years include UFV Letter. (2 weeks)**

Licenses and Qualification

The UFV Aircraft Maintenance Engineer M-License program meets the requirements for basic training in aircraft maintenance and is approved by Transport Canada Civil Aviation. Graduates will only require 30 months of work experience to be eligible to hold the Aircraft Maintenance Engineer Category M license.

Job Opportunity

National or regional airlines, Air Transport companies, Aircraft manufacturers, Aviation Services Companies, Part Suppliers, Federal government defense services etc.



Career Program

Tourism & Hospitality Management (Coop) Diploma



The Tourism & Hospitality Management Program includes most of the components required for a successful career in tourism and hospitality, students learn all the different aspects of the hospitality industry and all the departments that form an integral part of the tourism and hospitality industry from Destination Marketing and Development to develop and market a tourism destination, to Rooms Division (Front Office and Housekeeping, Facility Management), Managing Food & Beverage Operations, Marketing & Sales of the hospitality products and Convention

Management & Service. The program pays a special attention to the tourism industry and all the hotels' supporting departments required performance to support the hotel operation (Human Resources, Supervision, Accounting, and Technology) including an interactive learning on how these departments operate, the special requirements needed to pursue a career in each of them, a detailed look at each department operations and understanding these departments' role in a successful Hospitality operation.

Program



Fees

Dorset Program	Fees		Duration	Comment
Tourism & Hospitality Coop Management	Application fee	\$ 150.00	2 Years (96 wks)	Installment payment is available \$8650 \$7200 \$4800 Exam fees include book fees
	Tuition	\$ 19,200.00		
	Book	\$ 1,200.00		
	Lab fee	\$ 100.00		
	Total	\$ 20,650.00		

Admission Requirement

- › High School Graduate or 19 years old
- › English Requirement - Complete one of the Following:
 - (1) Completion of the AP program - Sufficient score on the UT entrance exam or
 - (2) TOEFL – minimum 80 internet based, 213 computer based, 550 paper based or
 - (3) IELTS – minimum 5.5, no band below 5.0

Start Date

- › July 4, Oct, Jan, 2017 (Every 7 Weeks)

Conventions & Events Management Coop (Diploma)

The Conventions & Events Management Program prepares the students for a career in the conventions and events planning and service and accelerate their career in the mentioned fields. Students learn the reasons that make Conventions and Events a major source of revenue for the Tourism & Hospitality sectors in British Columbia, Canada as well as many world destinations. The program prepares the students for a career in Conventions/Events planning and service as a events coordinator, conventions services coordinator, conventions and events marketing assistant. Students receive a firsthand knowledge and training in many service areas in the Conventions and Events service including Banquets and events food & beverage service and set up as a food & beverage server or house person, a front office associate or planner.



Program



Fees

Dorset Program	Fees		Duration	Comment
Convention & Event Management Coop Diploma	Application fee	\$ 150.00	88 wks	Installment payment is available
	Tuition	\$ 16,800.00		
	Book	\$ 1,200.00		
	Lab fee	\$ 100.00		
	Total	\$ 18,050.00		

Admission Requirement

- High School Graduate or Equivalent
- English Requirement - Complete one of the Following:
 - (1) Completion of the AP program - Sufficient score on the UT entrance exam or
 - (2) TOEFL – minimum 80 internet based, 213 computer based, 550 paper based or
 - (3) IELTS – minimum 5.5, no band below 5.0



Start Date

- July 4, Sep, Oct, Jan, 2017 (Every 7 Weeks)

Hotel Management Program Certificates

Conventions & Events Management and Planning (Certificate) - 18 Weeks



The Conventions & Events Management Program prepares the students for a career in the conventions and events planning and service. Students learn the reasons that make Conventions and Events a major source of revenue for the Tourism & Hospitality sectors in British Columbia, Canada as well as many world destinations. The program prepares the students for a career in Conventions/Events planning and service as an events coordinator, conventions services coordinator, conventions and events marketing assistant.

Students receive a firsthand knowledge and training in many service areas in the Conventions and Events service including Banquets and events food & beverage service and set up as a food & beverage server or house person, a front office associate or planner.

Hospitality Marketing & Sales (Certificate) - 18 Weeks

The Hospitality Marketing and Sales certificate program focuses on teaching the students and preparing them for the Marketing and Sales elements of the Hospitality products including guest rooms, banquet/meeting rooms and food functions. Students learn firsthand how to develop and execute a marketing plan, exercise market segmentation drills and how to conduct a successful selling process, students learn all the different aspects of the hospitality industry selling function and the departments that form an integral part of the marketing and sales; Destination Marketing and Development to develop and market a tourism destination, to the Food & Beverage Operations, Marketing & Sales of the hospitality products and Convention Management & Service.

International Hotel Management (Certificate) - 18 Weeks

The International hotel Management Program focuses on international hotel projects and hotel chains' operation, students learn the principles of starting up a hotel in an international destination and its requirements as well as the rooms' division part of their operation. Students learn the basics of franchising, different types of management contracts as well as the business culture in other countries and how it affects the international hotel operations. The program gives the students a hands-on knowledge of the aspects of the hospitality industry from Destination Marketing and Development to developing and marketing a hotel within a tourism destination, to Rooms Division (Front Office), hotels' mergers, acquisitions, franchising, branding and re-branding as well as the aspects of international hotel development and operations.

Rooms Division Management (Certificate) - 18 Weeks

The Rooms Division Management Program qualifies the students to work for different lodging operations starting from entry level and moving up, students learn all the different aspects of the rooms division and its relationship with other lodging operations departments that form an integral part of the hotels, resorts and other lodging operations. Students learn the functions of the Rooms Division (Front Office and Housekeeping, Facility Management), and the different positions in the mentioned departments.

Fees

Dorset Program	Fees		Duration	Comment
18 Weeks - Certificates	Application fee	\$ 150.00	18 weeks	
	Tuition	\$ 5,400.00		
	Book	\$ 500.00		
	Lab fee	\$ 100.00		
	Total	\$ 6,150.00		

Managing Hospitality Operations (Certificate) - 24 Weeks

The Hospitality Operations program includes most of the components required for a successful career in hospitality operations, students learn all the different aspects of the hospitality industry and all the departments that form an integral part of the tourism and hospitality industry from Destination Marketing and Development to develop and market a tourism destination, to Rooms Division (Front Office and Housekeeping, Facility Management), Managing Food & Beverage Operations, Marketing & Sales of the hospitality products and Convention Management & Service. The program pays a special attention to the tourism industry and all the hotels' supporting departments required performance to support the hotel operation (Human Resources, Supervision, Accounting, and Technology) including an interactive learning on how these departments operate, the special requirements needed to pursue a career in each of them, a detailed look at each department operations and understanding these departments' role in a successful Hospitality operation.

Fees

Dorset Program	Fees		Duration	Comment
24 Weeks - Certificates	Application fee	\$ 150.00	24 weeks	
	Tuition	\$ 7,200.00		
	Book	\$ 600.00		
	Lab fee	\$ 100.00		
	Total	\$ 8,050.00		



University Transfer program (UT)

Overview

Students in this program have the opportunity to transfer course credits toward a **Bachelor's or Master's degree** at one of our partnering Canadian public universities:

1. Acadia University
2. Cape Breton University
3. Dalhousie University
4. University of Northern British Columbia
5. Royal Roads University
6. University of the Fraser Valley University

All of our partner universities are ranked by Maclean's magazine. UT students have the following university options after completing the required Dorset courses:

Dorset Program	Duration	Comment
Business Administration Diploma, Science Diploma, Management Diploma, PGSA Diploma	1 year ~2 year 2 semester ~ 4 semester	\$1,350/course(3credits) 4 courses per semester Text Books: Approx \$100/courses



Acadia University	Dalhousie University	Cape Breton University(CBU)	University of Northern British Columbia (UNBC)
Bachelor of Business Administration (BBA) Bachelor of Science	Bachelor of Science	Bachelor of Business Administration (BBA), Bachelor of Hospitality and Tourism Management Bachelor of Public Health Science	Bachelor of Science Bachelor of Business Administration

Admission Requirement

- › High School Graduate or Equivalent
- › Complete One of the Following:
 - Completion of the AP program
 - Sufficient score on the UT entrance exam
 - Sufficient score on one of the following
 - (1) TOEFL – minimum 80 internet based, 213 computer based, 550 paper based
 - (2) IELTS – Minimum 6.0, no band below 5.5
 - (3) BC High School Grade 12 – English 12 - 50%, Communication 12 - 67%

Start Date

- › January 9, 2017, May 2017, September 2017 (Every 4 months)

Management Diploma

This program is designed to position the student on a leadership track in the Hospitality and Tourism sectors. The program exposes students to a variety of core courses and allows students to specialize in specific academic areas such as tourism management and practical managerial skills. The program also helps develop the student's communication skills and business decision-making capability. This program includes two compulsories, six-month (540-hour) paid industry internships. An internship coordinator will arrange all the internship placements for the students.

The Dorset College transfer program in management is a one and half year program. Students who successfully complete the 45-credit program requirement with sufficient GPA will be eligible to transfer to the third year at one of our partnering universities.

Transfer



Management Diploma Courses

	Code	Courses	Credits		Code	Courses	Credits
Term 1/2	COMP 100	Computer Usage I	3	Term 3/4	ACCT 200	Financial Accounting	3
	ECON 100	Microeconomics	3		ACCT 250	Managerial Accounting	3
	ECON 150	Macroeconomics	3		COMM 200	Business Communications	3
	ENGL 100	Writing & Research I	3		MARK 200	Fundamentals of Marketing	3
	ENGL 150	Writing & Research II	3		MGMT 200	Management & Organizational Theory	3
	PHIL 100	Critical Thinking (Philosophy)	3		MGMT 250	Management Sciences	3
	SOCI 100	Sociology I	3		STAT 200	Statistics I	3
	SOCI 150	Sociology II	3				

Fees

Dorset Program	Fees		Duration	Comment
Management Diploma	Application fee	\$ 200	1.5 years	\$1,350/course(3credits) – 4 courses per semester Text Books: Approx \$100/courses Install payment is available
	Tuition	\$ 20,250		
	Student service fee	\$ 400		
	Lab Fee	\$ 400		
	Total	\$ 21,250		

- **Conditional LoA will be issued without payment (1st two semesters \$14,100)**

Transfer Requirement (60 credits)

- Dorset College Grade - **Required 70%, GPA 2.67 and Minimum**
Each course minimum 60%, English 100 65%, English 150 65%

Designated University

CAPE BRETON
UNIVERSITY

Business Studies Diploma

This program is designed to give a broad knowledge of the functional aspects of a company and their interconnection, while also allowing for specialization in a particular area. The programs expose students to a variety of "core subjects" and allow students to specialize in a specific academic area. The degree also develops the student's practical managerial skills, communication skills and business decision-making capability. During the program, students have the opportunity to study in the following areas:

Accounting, Finance, Marketing, International Business, Economics

The Dorset College transfer program in Business Studies is a one-year program in which the students successfully complete the 30 units program requirement with sufficient GPA will be eligible to transfer to 2nd year of our partnering universities.

Transfer



Business Studies Diploma

	Code	Courses	Credits		Code	Courses	Credits
Term 1	COMM 250	Business Writing II	3	Term 2	FINA 200	Corporate Finance	3
	ECON 100	Microeconomics	3		MARK 200	Fundamentals of Marketing	3
	ECON 150	Macroeconomics	3		MGMT 200	Management & Org. Theory	3
	ENGL 100	Writing & Research I	3		STAT 200	Statistics I	3
	ENGL 150	Writing & Research II	3		STAT 250	Statistics II	3

Fees

Dorset Program	Fees		Duration	Comment
Business Studies Diploma	Application fee	\$ 200	1 year	\$1,350/course(3credits) – 4 courses per semester Text Books: Approx \$100/courses Install payment is available
	Tuition	\$ 13,500		
	Student service fee	\$ 300		
	Lab Fee	\$ 300		
	Total	\$ 14,300		

Transfer Requirement (60 credits)

- Dorset College Grade - **Required 70%, GPA 2.67 and Minimum**
Each course minimum 60%, English 100 65%, English 150 65%

Designated University

CAPE BRETON
UNIVERSITY

Business Administration Diploma

This program is designed to give a broad knowledge of the functional aspects of a company and their interconnection, while also allowing for specialization in a particular area. The programs expose students to a variety of "core subjects" and allow students to specialize in a specific academic area. The degree also develops the student's practical managerial skills, communication skills and business decision-making capability. During the program, students have the opportunity to study in the following areas:

Accounting, Finance, Marketing, Human Resources, International Business, Economics

The Dorset College transfer program in Business Administration is a two-year program in which the students successfully complete the 60 units program requirement with sufficient GPA will be eligible to transfer to third year of our partnering universities.

Transfer



Business Administration Diploma Courses

	Code	Courses	Credits		Code	Courses	Credits
Term 1/2/3	COMP 100	Computer Usage I	3	Term 4/5/6	ACCT 200	Financial Accounting	3
	ECON 100	Microeconomics	3		ACCT 250	Managerial Accounting	3
	ECON 150	Macroeconomics	3		COMM 200	Business Communications	3
	ENGL 100	Writing & Research I	3		COMP 200	Computer Usage II	3
	ENGL 150	Writing & Research II	3		FINA 200	Corporate Finance	3
	MATH 100	Calculus	3		MARK 200	Fundamentals of Marketing	3
1 st Year	MATH 150	Matrices for Management	3	MGMT 200	Management & Organizational Theory	3	
	PHIL 100	Critical Thinking(Philosophy)	3	MGMT 250	Management Sciences	3	
	SOCI 100	Sociology I	3	STAT 200	Statistics I	3	
	SOCI 150	Sociology II	3	STAT 250	Statistics II	3	

Fees

Dorset Program	Fees		Duration	Comment
Business Administration Diploma	Application fee	\$ 200	2 years	\$1,350/course(3credits) – 4 courses per semester Text Books: Approx \$100/courses Install payment is available
	Tuition	\$ 27,000		
	Student service fee	\$ 600		
	Lab Fee	\$ 600		
	Total	\$ 28,400		

Conditional LoA will be issued (1st two semesters \$14,100)

Transfer Requirement

Dorset College Grade - **Required 60%, GPA 2.0 and Minimum**

- Each course 60%, English 100 65%, English 150 65%, SCIE 100 65%

Designated University



Science Diploma

The student studying sciences programs can choose from a wide selection of courses including Computer Science, Economics, Mathematics, Physics etc. The first year of Science program would provide students the “core subjects” and allow student to choose their specialization in a specific area in the senior year.

During the program, students have the opportunity to specialize in the following areas:

Computer Science, Biology, Mathematics, Chemistry, Psychology, Statistics, Economics, Public Health, Nursing

The Dorset College transfer program in Science is a four-year program in which the students successfully complete the 30 credits program requirement with sufficient GPA will be eligible to transfer to second year of out partnering universities.

Transfer



Courses

Diploma in Science (10 courses – 1 year)

	Code	Mandatory Courses	Credits
Term 1/2/3	MATH 100	Differential and Integral Calculus I	4
	MATH 155	Differential and Integral Calculus II	4
	PHYS 100	Introduction to Physics I (Optional)	4
	PHYS 150	Introduction to Physics II (Optional)	4
	COMP 150	Computer Science I	4
	COMP 155	Computer Science II	4
	ECON 100	Principles of Microeconomics	4
	ECON 150	Principles of Macroeconomics	4
	PSYO 100	Introduction to Psychology I	4
	PSYO 150	Introduction to Psychology II	4
	* ENGL 100	Writing and Research I	4
	* SCIE 100	Elements of Writing	4

- **Conditional LoA will be issued without payment**

Transfer Requirement

Dorset College Grade - Required 70%, GPA 2.0 and Minimum

- Each course 60%, English 100 70%, SCIE 100 70%

Designated University



This Program is intended for international students who have already completed an undergraduate degree in their home country and are now planning to do a Master's degree in Canada or the United States. This program provides students with an opportunity to improve their English skills while preparing students for entrance into a graduate program at a North American university.

Transfer



Courses

Preparation for Graduate School Applicants Diploma (8 courses)

	Code	Courses	Credits		Code	Courses	Credits
Term 1	ENGL 099	University Writing Skills	4	Term 2	ENGL 100	Writing & Research I	4
	ACCT 200	Financial Accounting	4		GMAT 100	GMAT Preparation	4
	CMNS 100	Oral Communication I	4		CMNS 150	Oral Communication II	4
	CABS 100	Canadian Business	4		SBMG 100	Small Business Management	4

Fees

Dorset Program	Fees		Duration	Comment
PGSA	Application fee	\$ 200	8 months	\$1,350/course(3credits) – 4 courses per semester Text Books: Approx \$100/courses
	Tuition	\$ 10,800		
	Student service fee	\$ 200		
	Lab Fee	\$ 200		
	Total	\$ 11,400		

- **Conditional LoA will be issued without payment**

Transfer Requirement

Completion of Dorset program with minimum of 70% GPA.

CBU accepts that as proof of English language proficiency.

Applicants with the equivalent of two years' work experience are preferred.

Applicants fulfill the standard CBU application requirements, including a satisfactory score on GMAT, a B average in their Bachelor degree program, an essay, and three letters of reference.

Designated University



Master of Business Administration in Community Economic Development(CED)



Master of Global Management
Master of Arts in Intercultural and International Communication
Master of Arts in Tourism Management



Dorset College

– Est. 1981 –

Academic Preparation (ESL) Program

Overview

In Dorset's Academic Preparation program students have the opportunity to gain the skills necessary for success in an **English language university** and/or **IELTS Preparation**. The program consists of three levels: Beginner, Intermediate, and **Advanced (IELTS 5.5~6.0)**. Students enter the program at their level of skill. Upon entering Dorset College, students are given an English Placement Test and placed in the appropriate level. Each level of the program can be completed within one semester (3.25 month); the full program can be completed in three semesters (1 year). Classes are Monday to Friday and deliver 25 instructional hours per week for 13 weeks. Students are awarded a Certificate upon the successful completion of each level

Admission Requirement

- High School Graduate or Equivalent

Start Date

- January, May, September (Every 4 months)

Catalogue Description:

This is the Reading and Writing component of Dorset's Academic Preparation course. This course is meant to help students gain the skills necessary for success in an English language university and/or work environment.

Learning Outcomes:

At the completion of this course, each student will be able to:

- * Process new vocabulary and construct sentences using new words
- * Read for main idea, details, context clues and inferences
- * Apply reading skills in reading any English text
- * Make predictions and discuss reactions to readings
- * Compare and contrast various information / topics from the reading text
- * Recognize parts of speech, basic sentence structure, and verb tenses
- * Review, introduce and apply grammar concepts
- * Recognize and write simple and compound sentence structure
- * Produce well-organized and focused paragraphs with clear topic sentences
- * Express their ideas, thoughts, and opinions freely within predictable contexts in English
- * **IELTS (Advanced)**



ESL (Academic Preparation Sample curriculum)

Course Content:

The Reading and Writing course of the Academic Preparation program is composed of reading, writing and grammar theory and practice. The main focus of this course is developing skills for reading from a variety of sources and writing for specific purposes in an academic environment.

Instructional Methods:

Instructional approaches in this course will include lectures, class discussion, in-class group and individual work.

Evaluation:

Grade Breakdown

Class Participation	15%	A+ = 90 – 100%	A = 85 – 89%	A- = 80 – 84%
Quizzes and Tests	25%	B+ = 77 - 79%	B = 73 – 76%	B- = 70 – 72%
Writing Assignments	25%	C+ = 65 – 69%	C = 60 – 64%	C- = 55 – 59%
Midterm Exam	15%	D = 50 – 54%	F = 0 – 49%	
Final Exam	20%			

Expectations:

* Regular attendance

Regular attendance is expected as lectures and class activities are crucial to your understanding of the course material. Attendance is taken at the beginning of each class and those who arrive late or leave early will be noted as such. If a student misses a class, he or she is responsible for any missed assignments or handouts. If a student misses an exam or quiz he or she will be assigned a mark of zero on that exam or quiz. Note that exceptions are likely only if a valid reason and proof (such as a doctor's note) is provided.

* Handing in assignments on time unless prior arrangements have been made

Late Assignments or projects will only be accepted with the permission of the instructor and may result in a deduction of marks at the discretion of the instructor.

* Participating in discussions and activities

* Working in a collegial manner in groups

* Completing assigned readings prior to class

* Academic Honesty

The principle of academic honesty requires that all work submitted for evaluation and course credit be the original, unassisted work of the student. Cheating or plagiarism including borrowing, copying, purchasing or collaborating on work, except for group projects arranged and approved by the instructor, or otherwise submitting work that is not the student's own violates this principle and will not be tolerated. Instances of academic dishonesty, including assisting another student to cheat, will be penalized as detailed in the Dorset Student Handbook.

Students who have any questions regarding whether or not specific circumstances involve a breach of academic honesty are advised to discuss them with their instructor before submitting the assignment in question.

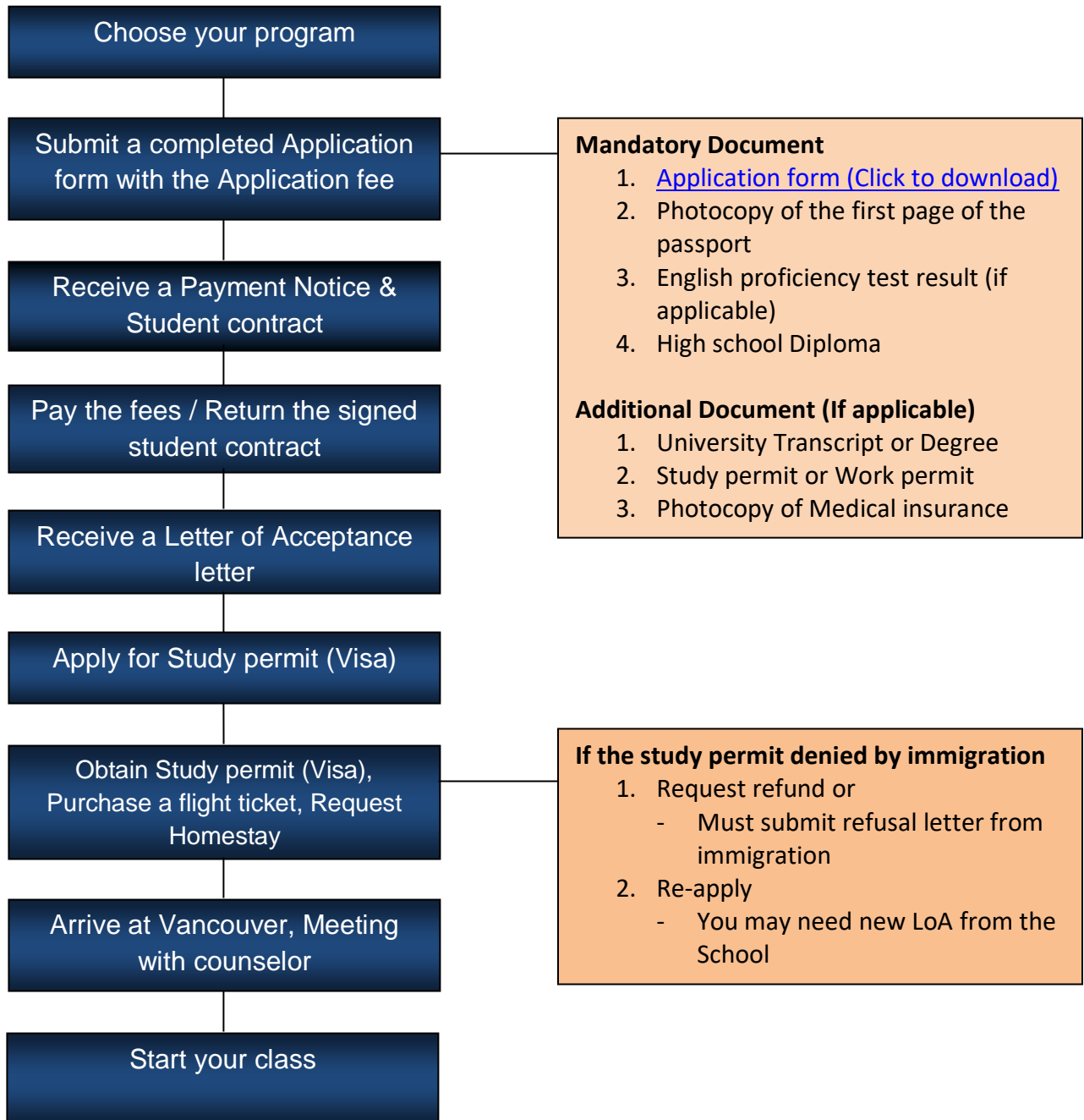
Course Schedule - Sample:



Week	Topic	Content	Assignment & Quiz
1	Getting Acquainted	Reading: Make prediction, Scan for main idea Writing: Introduce journal writing Grammar: Diagnostic Test	Diagnostic Test
2	Unit 1 “Finding the Ideal Job”	Reading: Make prediction, Scan for main idea Writing: Practice free writing, Write topic sentence Grammar: Descriptive and Possessive adjective	Writing Assignment #1: Describing your ideal job Quiz #1 IELTS sample assessment
3	Unit 2 “Country Life vs. City Life”	Reading: Scan for details, Identify supporting information Writing: Add supporting details, Write about past events Grammar: Simple past tense, Past progressive, “used to”	Writing Assignment #2: Describing a place (country or city) Quiz #2 IELTS sample assessment
4	Unit 3 “Making Money”	Reading: Understand pronouns, Synthesize information from two texts Writing: Make comparison with adjectives Grammar: Comparative adjective, Superlative adjective	Writing Assignment #3: Comparing real and counterfeit products Quiz #3 IELTS sample assessment
5	Unit 4 “A Different Path to Justice”	Reading: Classify descriptions and examples, Organize and synthesize information from the reading Writing: Write a persuasive e-mail, organize ideas Grammar: <i>Should, ought to, and shouldn’t</i> for giving advice	Writing Assignment #4: Writing a letter to save an endangered animal Quiz #4 IELTS sample assessment
6	Unit 5 “Subway Etiquette”	Reading: Guess vocabulary from the context, Compare and Contrast similar concepts between texts, read a newspaper Writing: Write responses to letters in an advice column Grammar: Imperative sentences	Writing Assignment #5: Writing a technology used for communication Quiz #5 IELTS sample assessment
7	Mid-term Review	Review for Midterm exam Midterm Exam	Mid-term Exam
8	Unit 6 ““Serious Fun”	Reading: Guess vocabulary from the context, identify main ideas, identify and match details, Read a timeline Writing: Write a review of a game Grammar: Expressing habitual present with <i>when-</i> clauses	Writing Assignment #6: Writing personal opinion to a proverb Quiz #6 IELTS sample assessment
9	Unit 7 “The Best Produce There is”	Reading: Read pricing labels and a recipe, Guess the meaning of words, Read a newspaper column Writing: Write opinions in response to a reading Grammar: <i>Wh-</i> questions in the simple present tense	Writing Assignment #7: Writing a restaurant review Quiz #7 IELTS sample assessment
10	Unit 8 “I’ll Take the Train, Thanks.”	Reading: Read a map & a bus schedule Writing: Practice charting, write an outline, connect ideas with <i>but, and, so, too, either, neither</i> Grammar: Superlative form of adjectives	Writing Assignment #8: Writing advantages and disadvantages of different ways of travel Quiz #8 IELTS sample assessment
11	Unit 9 “What’s Your Medicine?”	Reading: Predict content, identify inaccurate details, Make inferences Writing: Write a personal narrative paragraph, use time words to establish the order of events Grammar: Adverbs of manner	Writing Assignment #9: Writing an advertisement for a health product Quiz #9 IELTS sample assessment
12	Unit 10 “Endangered Cultures”	Reading: Draw examples from one text to support broad themes in another, identify main ideas & supporting details Writing: Create an outline from the reading information, write a concluding sentence, Write interview questions Grammar: Express predictions and future plans with the simple future, <i>be going to</i> , and the present progressive	Writing Assignment #10: Writing a prediction concerning endangered languages Quiz #10 IELTS sample assessment
13	Final Review	Review for Final Exam Final Exam	Final Exam



Admission procedure





Tuition Refund Policy for Students

A student may withdraw from a program by providing written notice to the institution. All institutions, at a minimum, should follow the requirements outlined below.

1) Refunds before the program of study begins:

- (a) If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
- (b) If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
- (c) If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition due under the contract to a maximum of \$1300.

2) Refunds after the program of study starts:

- (a) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition.
- (b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition.
- (c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

3) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

Consumables and Technical Equipment

4) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.

5) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:

- (a) The student must return the equipment unopened or as issued within 14 calendar days; and
- (b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

Information for International Students:

6) If a student did not complete the Study Permit by the start date in the Letter of Acceptance, the student must notify the institution and the institution may issue a second Letter of Acceptance for a later start date. In that case, the institution may charge an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should a student fail to advise the institution that he/she did not complete the Study Permit application, the refund policy set out in Part 1 above will apply.

7) If a student advises the institution in writing, prior to the start date, he/she was denied a Study Permit and provides a copy of the Study Permit denial letter issued by Citizenship and Immigration Canada, the institution may retain the lesser of 10% of the total fees due under the contract or \$400. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Part 1 above will apply.

Refunds owed to students must be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.

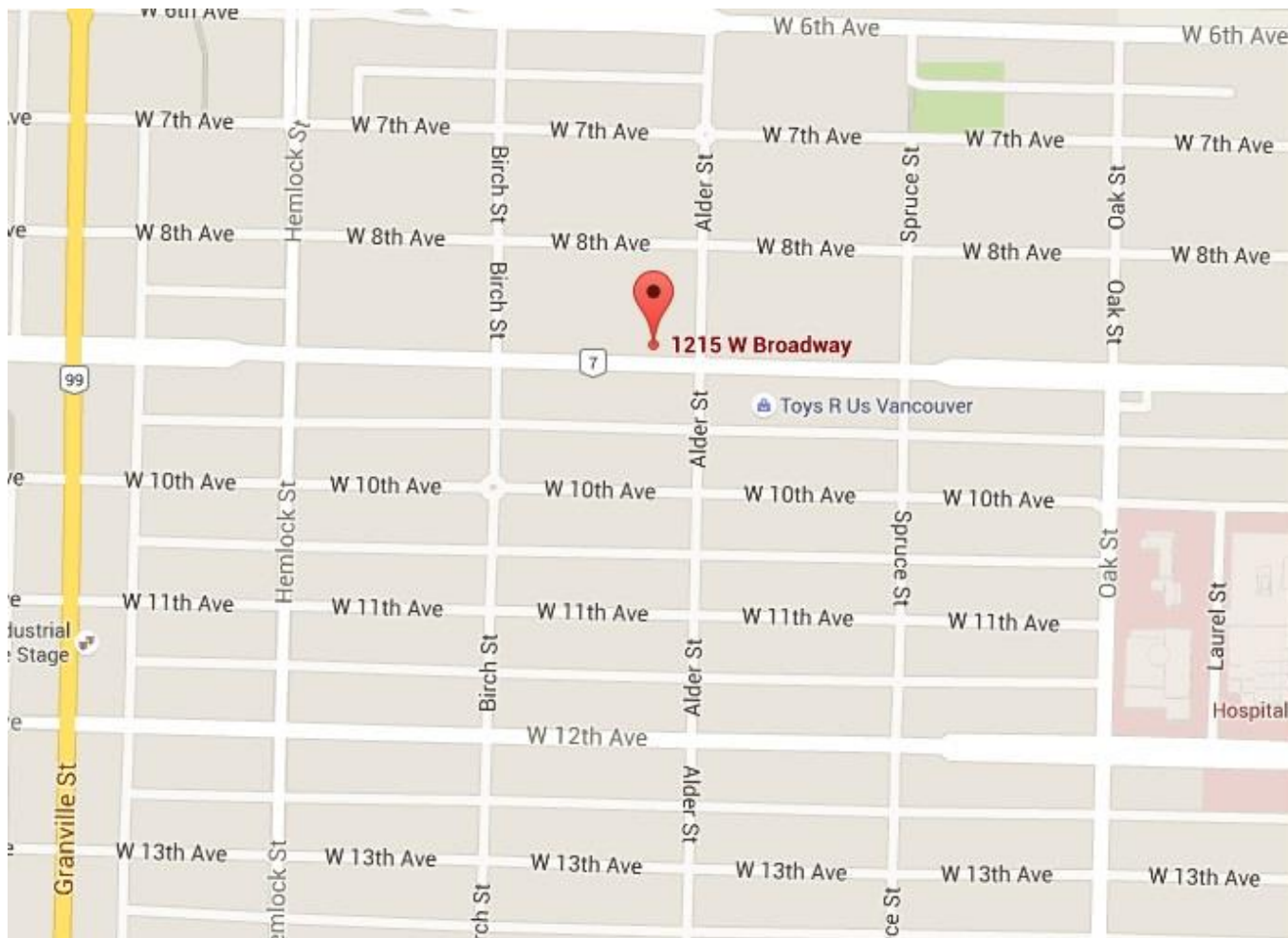
This is a summary of Bylaw 37.5. For more information on refunds, please refer to the [PCTIA Bylaws](#) or contact the PCTIA Student Support Coordinator at studentsupport@pctia.bc.ca.



Dorset College

- Est. 1981 -

Contact Us



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