ACSENDA
SCHOOL OF MANAGEMENT
LYCEUM EDUCATION GROUP

ACADEMIC CALENDAR 2026 – 2027

Effective July 2026

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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.

Accreditation and Recognition

- British Columbia Ministry of Advanced Education, as a degree granting institution: https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution
- Designated Learning Institution List: http://tools.canlearn.ca/cslgs-scpse/cln-cln/reea-mdl/reea-mdl-1-eng.do?nom-name=BC
- British Columbia Council on Admissions and Transfer (BCCAT) as a program member of the B.C. transfer system: http://www.bccat.bc.ca

Message from the President

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 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 decide to come to Acsenda you can be assured of the quality of our programs and our commitment to fostering your success.

Sincerely,

Dr. Neil Mort
President

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LYCEUM EDUCATION GROUP

GENERAL INFORMATON

About Acsenda School of Management

Acsenda School of Management (ASM) is an independent, post-secondary institution located in the vibrant business district of Vancouver, offering degrees in both **business administration and hospitality management.** ASM's programs and learning philosophy emphasize international thinking, a diverse learning environment and an individualized focus in our approach to serving our students. ASM programs are designed to help connect our learners to various sectors of the economy through designation pathways, learning experiences that provide relevant and necessary skills for success and the support to help our learners succeed.

Location

The Acsenda School of Management campus is situated in the centre of the business district in Vancouver, in one of the city's most prestigious buildings. We are located on the traditional, ancestral and unceded territories of the of Coast Salish People including the Musqueam (xʷməθkʷəy̓əm), Squamish (Sḵwx̱wú7mesh Úxwumixw) and Tsleil-Waututh (səl̓ilw̓ətaʔɬ) Nations. Our educational community extends its appreciation that we can share this beautiful area to study, learn, grow, and help make our world a better place.

Vancouver is one of the most dynamic and cosmopolitan cities in the world. It is a city where you can ski in the mountains, hike in the forest, cycle around the seawalls, and swim in the ocean all in the same day. There are also boutiques, high end shopping areas and beautiful side-walk cafés. Vancouver has stunning, modern 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 2nd Floor 666 Burrard Street, Vancouver, BC V6C 2X8. You may email us at info@acsenda.com, call our advisors at 604-430-5111, or go to our website at www.acsenda.com

The Vision, Mission, and Values of ASM

Vision

To be a leading centre for management education, enabling people to connect to professions and achieve life goals through innovative, learner-centred programs that nurture an international mindset, social responsibility and academic excellence.

Mission

We develop the potential in people to be globally minded, resilient, innovative, socially responsible leaders, and skilled in sectors to support our communities' business and management needs.

Values

Learner-Centred: We are student-focused, valuing our learners at all stages of life, and striving to provide an intellectually rewarding educational journey enriched with unique student experiences where students play an active role as participants and partners in the educational process.

Scholarly Excellence: We view learning as a lifelong process and one that is enriched through scholarly collaboration and research.

Academic Freedom: We promote and reinforce intellectual integrity, freedom of inquiry and expression, and the equality and dignity of all community members as the foundation of ethical conduct in teaching and learning, scholarship, and service.

Community Engagement and Partnerships: We collaborate with our community and industry partners to allow students to bridge the gap between theory and practice, to provide them with opportunities to connect with industry, and to boost their career readiness through various experiential learning settings.

Inclusion, Diversity, Equity and Accessibility: We reflect on our diverse and welcoming community and its valuable members with an open mindset, commit to embedding equity in our everyday thinking and actions, and provide equal access to learning and career opportunities for all our community members.

Decolonization and Reconciliation: We foster a working and learning environment that promotes lasting and meaningful reconciliation through the principles of decolonization and indigenous awareness.

Sustainability: We recognize our individual and collective responsibility for our campus, communities, and planet. We advance knowledge about sustainability and climate change through teaching, scholarship, and service.

Creativity and innovation: We value creativity and innovation, from the origins of ideas to applying knowledge to develop new initiatives. We implement teaching strategies to boost higher-order skills among our students and equip them with the skillset needed to develop creative and innovative solutions for their future organizations.

Accountability: We act with integrity and transparency and use evidence-based decision-making. We are responsible for our conduct and actions, globally and locally and deliver upon our respective and reciprocal commitments.

Governing Council

The Board of Directors, through the Governing Council, has oversight of the overall governance, management, and strategic direction of Acsenda School of Management (ASM). The Governing Council's roles include, but are not limited to, oversight and monitoring of the identification, assessment and management of risk, regular monitoring of the financial performance of ASM, and delegating appropriate authority to the President or the Academic Council. For more information, please refer to the website.

Academic Council

The Academic Council has delegated authority from the Board of Directors, through the Governing Council, to exercise academic oversight and quality assurance of Acsenda's academic policy-making and academic administration and can form standing committees and working parties to assist in the monitoring of academic delivery and course development as it sees fit.

The Academic Council retains autonomy, independence, and ultimate responsibility regarding academic programs and policies, for the maintenance of academic standards and quality, and compliance with all obligations under the Degree Authorization Act of the Province of British Columbia and requirements of the British Columbia Ministry of Advanced Education, Skills and Training and the Degree Quality Assessment Board, including the obligations set forth in the Guidelines.

The membership of the Academic Council includes the President (Chair), Vice President Academic (Vice-Chair), faculty, student, alumni, and administrative representatives, reflecting its academic leadership role and its responsibility for developing and enhancing teaching and learning at Acsenda. For more detailed information on the members, please refer to the website.

For more comprehensive information on the Academic Council and its responsibilities, please refer to Policy 2501 – Academic Governance at https://acsenda.com/about-us/academic-council/policies/.

School Administration

The President heads the Senior Management Team. The Senior Management Team manages the activities of ASM and is responsible for maintaining the purpose, viability, and integrity of the School through the implementation and accountability of policies and practices.

Acsenda 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 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: Acsenda School of Management (ASM) "International Thinking, Individual Focus."
Acsenda moves to a new campus located at 1090 West Pender St. 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

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

2018 ASM receives 5 Year renewal of consent to offer the BHM Program
ASM expands and moves to a new campus located at 666 Burrard St. Vancouver
Dr. Neil Mort appointed President

2019 ASM receives consent from the Minister of Advanced Education and Skills Training to offer its BBA degree program for further 5 years
Sir John Daniel is appointed Chancellor

2022 ASM begins to offer 2 new BBA concentrations – Management Information Systems (MIS) and Financial Management (FIN)

2023 ASM introduces the new and improved governing structure comprised of the Board of Directors, Governing Council, and Academic Council
ASM begins to offer a new BBA concentration – Real Estate Management (REM)
ASM receives consent from the Minister of Post-Secondary Education and Future Skills to offer its BHM degree program for further 5 years

2024 Dr. Ross Paul is appointed Chancellor
ASM becomes part of the BPP Education Group following approval from the Minister of Post-Secondary Education and Future Skills
ASM receives consent from the Minister of Post-Secondary Education and Future Skills to offer its BBA degree program for further 3 years

2026 BPP Education Group is rebranded to Lyceum Education Group and ASM receives new logo and marketing materials

ASM Dates and Deadlines

Term 3-2026 (July 06 – September 26, 2026)

Registration Start Date	May 19 (Tuesday)
Payment Deadline	June 12 (Friday)
First Day of Classes	**July 06 (Monday)**
LAST DAY TO REGISTER, Add/Switch Courses	July 14 (Tuesday)
Mid-Term Exam Period	August 10 (Monday) – August 15 (Saturday)
Mid-Term Grades Due	Noon, August 18 (Tuesday)
Last Day to Withdraw from Courses Without Academic Penalty	August 15 (Saturday)
Priority Registration for Term 4 Begins	August 18 (Tuesday)
Final Exam Period	September 21 (Monday) – September 26 (Saturday)
Final Exam Grades Due	Noon, September 29 (Tuesday)
Last Day of Classes	**September 26 (Saturday)**
Campus Closed	
Canada Day	*July 01 (Wednesday)*
BC Day	*August 03 (Monday)*
Labour Day	*September 07 (Monday)*
National Day for Truth and Reconciliation	*September 30 (Wednesday)*

Term 4-2026 (October 05 – December 19, 2026)

Registration Start Date	August 18 (Tuesday)
Payment Deadline	September 11 (Friday)
First Day of Classes	**October 05 (Monday)**
LAST DAY TO REGISTER, Add/Switch Courses	October 13 (Tuesday)
Mid-Term Exam Period	November 09 (Monday) – November 14 (Saturday)
Mid-Term Grades Due	Noon, November 17 (Tuesday)
Last Day to Withdraw from Courses Without Academic Penalty	November 14 (Saturday)
Priority Registration for Term 1 Begins	November 17 (Tuesday)
Final Exam Period	December 14 (Monday) – December 19 (Saturday)
Final Exam Grades Due	Noon, December 22 (Tuesday)
Last Day of Classes	**December 19 (Saturday)**
Campus Closed	
Thanksgiving	*October 12 (Monday)*
Remembrance Day	*November 11 (Wednesday)*
Christmas Day	*December 25 (Friday)*
Boxing Day	*December 26 (Saturday)*
Holiday Break	*December 28, 2026 – January 02, 2027*

Term 1-2027 (January 04 – March 26, 2027)

Registration Start Date	November 17 (Tuesday), 2026
Payment Deadline for T1-2027	December 11 (Friday), 2026
Waitlist Closes	December 15 (Tuesday), 2026
Last day to Drop from Courses Without Financial Penalty	January 03 (Sunday)
First Day of Classes	**January 04 (Monday)**
LAST DAY TO REGISTER, Add/Switch Courses	January 12 (Tuesday)
Mid-term Exam Period	February 08 (Monday) – February 12 (Friday)
Mid-Term Grades Due	Noon, February 16 (Tuesday)
Last Day to Withdraw from Courses Without Academic Penalty	February 12 (Friday)
Priority Registration for Term 2 Begins	February 16 (Tuesday)
Final Exam Period	March 22 (Monday) –March 26 (Friday)
Final Exam Grades Due	Noon, March 30 (Tuesday)
Last day of classes	**March 26 (Friday)**
Campus Closed	
New Year's Day	*January 01 (Friday)*
B.C. Family Day	*February 15 (Monday)*
Good Friday	*March 26 (Friday)*
Easter Monday	*March 29 (Monday)*

Term 2-2027 (April 05 – June 25, 2027)

Registration Start Date	February 16 (Tuesday)
Payment Deadline for T2-2027	March 12 (Friday)
Waitlist Closes	March 16 (Tuesday)
Last day to Drop from Courses Without Financial Penalty	April 04 (Sunday)
First Day of Classes	**April 05 (Monday)**
LAST DAY TO REGISTER, Add/Switch Courses	April 13 (Tuesday)
Mid-term Exam period	May 10 (Monday) – May 14 (Friday)
Mid-Term Grades Due	Noon, May 18 (Tuesday)
Last Day to Withdraw from Courses Without Academic Penalty	May 14 (Friday)
Priority Registration for Term 3 begins	May 18 (Tuesday)
Final Exam period	June 21 (Monday) – June 25 (Friday)
Final Exam Grades Due	Noon, June 29 (Tuesday)
Last Day of Classes	**June 25 (Friday)**
Campus Closed	
Victoria Day	*May 24 (Monday)*

Term 3-2027 (July 05 – September 24, 2027)

Registration Start Date	May 18 (Tuesday)
Payment Deadline for T3-2027	June 11 (Friday)
Waitlist Closes	June 15 (Tuesday)
Last day to Drop from Courses Without Financial Penalty	July 04 (Sunday)
First day of classes	**July 05 (Monday)**
LAST DAY TO REGISTER, Add/Switch Courses	July 13 (Tuesday)
Mid-Term Exam Period	August 09 (Monday) – August 13 (Friday)
Mid-Term Grades Due	Noon, August 17 (Tuesday)
Last Day to Withdraw from Courses Without Academic Penalty	August 13 (Friday)
Priority Registration for Term 4 Begins	August 17 (Tuesday)
Final Exam Period	September 20 (Monday) – September 24 (Friday)
Final Exam Grades Due	Noon, September 28 (Tuesday)
Last Day of Classes	**September 24 (Friday)**
Campus Closed	
Canada Day	*July 01 (Thursday)*
BC Day	*August 02 (Monday)*
Labour Day	*September 06 (Monday)*
National Day for Truth and Reconciliation	*September 30 (Thursday)*

Term 4-2027 (October 04 – December 17, 2027)*

Registration Start Date	August 17 (Tuesday)
Payment Deadline for T4-2027	September 10 (Friday)
Waitlist Closes	September 14 (Tuesday)
Last day to Drop from Courses Without Financial Penalty	October 03 (Sunday)
First Day of Classes	**October 04 (Monday)**
LAST DAY TO REGISTER, Add/Switch Courses	October 12 (Tuesday)
Mid-Term Exam Period	November 08 (Monday) – November 12 (Friday)
Mid-Term Grades Due	Noon, November 16 (Tuesday)
Last Day to Withdraw from Courses Without Academic Penalty	November 12 (Friday)
Priority Registration for Term 1 Begins	November 26 (Tuesday)
Final Exam Period	December 13 (Monday) – December 17 (Friday)
Final Exam Grades Due	Noon, December 21 (Tuesday)
Last Day of Classes	**December 17 (Friday)**
Campus Closed	
Thanksgiving	*October 11 (Monday)*
Remembrance Day	*November 11 (Thursday)*
Holiday Break	*December 27, 2027 – January 03, 2028*

*11-week term

ACSENDA
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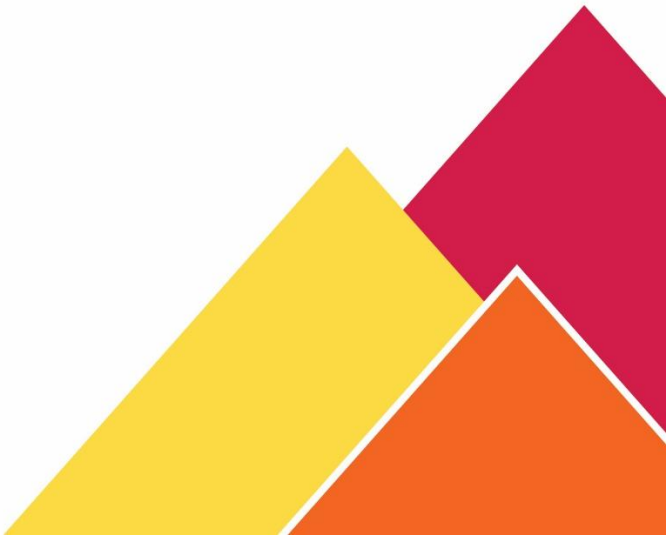
ADMISSIONS



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 are assessed using transparent, consistently applied academic and non-academic criteria that are designed to evaluate their preparedness and likelihood of success. 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, by mail/email to:

The Office of the Registrar
Acsenda School of Management
2nd Floor, 666 Burrard St., Vancouver, BC V6C 2X8
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 Office of the Registrar to determine if and/or how their needs may be accommodated. 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 Office including:

- An online application or a signed application form (if submitted in paper) completed in full.
- A copy of the passport (or other government issued photo identification - domestic applicants only).
- Copies of all your academic transcripts. If in a language other than English, the official document must be accompanied by a certified English translation. (This is sufficient for review. Official transcripts will be required before registration. Official transcripts are defined as being sent directly from the relevant secondary or post-secondary institution to the Office of the Registrar.)
- 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 higher from a recognized college or university.
- For International students:
  - Payment of the tuition deposit 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 registration.
  - English proficiency test scores (if required).
- Other documents as requested by the Office of the Registrar.

Review Process

The Admissions Office will review the application for completeness, document verification and eligibility assessment.

Individualized advising to applicants with non-traditional backgrounds, including Indigenous applicants, to identify appropriate admission pathways and supports, can be provided.

A Letter of Offer (LOO) will be issued once the Admissions Officer has determined eligibility for admission. That letter may specify any conditions or additional documentation required to complete the admission requirements. When the 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 registration.

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

ADMISSIONS

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. However, ASM may accept attested copies provided they are received in the same institution-to-institution manner without interference.

Official transcripts may be waived if the Registrar's Office is able to verify the results using the issuing body's online verification resources.

Official transcripts are required to determine transfer credits from courses completed at the postsecondary level. ASM may also require transcripts from any non-Canadian source to 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 are required to be produced before or upon registration for the academic term.

Applicants who submit fraudulent or misleading documents, records or information will not be admitted, or will be dismissed from ASM. Applicants who are unable to submit official transcripts may file a written statement explaining why they cannot meet this requirement. These petitions will be reviewed by the Registrar.

Applicants 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 is lifted.

Other official documents pertaining to an applicant's credentials such as study permits, visa, language and proficiency tests, refer to the original document. A copy of the original document which is taken by the Registrar's office will serve as an official copy. Registrar and/or the Teaching and Learning Committee reserve the right to specify conditions concerning an individual applicant's admission or re-admission documents 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.

Domestic Secondary Education

Applicants must be a secondary school graduates 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.

Applicants 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.

Applicants 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.

Domestic applicants who completed their secondary education internationally (e.g., outside of Canada) must meet the education requirements for an international applicant (however, they retain their domestic student category for financial purposes) with exceptions to those who meet the transfer requirements of the 'regular' student category.

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.

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.

International Applicants – Secondary Education

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.

Due to 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 if a student is eligible for admission and to determine what transfer credit, if any, may be granted to international applicants with prior post-secondary education.

For more information on transfer credit, refer to Policy 9000-Transfer Credit.

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

Applicants 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. Applicants 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.

International Baccalaureate and Advanced Placement

Domestic or international applicants who are 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 (HL), and three (3) Standard Level (SL) courses including English and Math. If only Certificate courses have been completed, admission will be based on the high school curriculum. For applicants 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 SL Grade	IB HL Grade	IB HL Math Grade	IB Equivalent (%)
--	--	7	100
--	7	6	98
7	6	5	96
6	5	4	90
5	4	3	86
4	3	--	76
3	--	--	70
2	--	--	

AP Grade	Equivalent (%)
5	96
4	86
3	80
2	70

Applicants who have completed the IB diploma are eligible for up to a maximum of 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. Applicants 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.

Post-Secondary Education

Applicants must disclose all post-secondary education for courses where credit can be earned, regardless of achievement. This includes education at institutions inside Canada and internationally, and whether the applicant completed the program in full or partially. Applicants with post-secondary education must have a minimum CGPA of 2.0 or higher from their most recent post-secondary transcript (regardless of full or partial completion).

Credits earned from a previous undergraduate level programs may be applied to meet the requirements for a degree at ASM. Transfer credits will be assessed on a case-by-case basis as per the conditions outlined in 'Policy 9000 – Transfer Credit'.

ASM reserves the right to refuse admission to applicants who are determined will not satisfy the minimum residency requirements as outlined in 'Policy 9003 – Residency Requirements'.

ASM reserves the right to withdraw an applicant's offer or acceptance if it is learned the applicant has previous post-secondary education which was not disclosed at the point of submission.

Mathematics Proficiency Standards for Admission

Undergraduate applicants who do not satisfy the minimum mathematics admission requirement or equivalency to college level business math with a grade equivalent to C (60%), as defined by ASM, will be admitted under the admissions 'Access' category and placed into Basic Math (BMTH100) upon admission. This course focuses on improving academic mathematic skills to the level necessary to succeed in a business degree program. This entry level is also intended for applicants who completed their post-secondary degree without requiring equivalency to college business math to graduate but show potential to be successful in undergraduate studies.

All students are required to complete a Mathematics Proficiency Assessment during the first week of their studies in their mathematics course. The assessment is designed to confirm that a student's math placement corresponds to the level determined by the Admissions Office at the time of admission. Assessment results are used to confirm or adjust a student's mathematics placement. Based on the results, the student may remain in their assigned course or be moved to a more appropriate mathematics level.

ASM reserves the right to require additional mathematics preparation or to deny admission to applicants who have not demonstrated the minimum mathematical competencies necessary for admission.

ADMISSIONS

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. In this case, applicants must provide official transcripts to demonstrate the following:

- Completion of at least 18 credits for academic courses 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.

Transfer

Applicants who receive a minimum of 18 transfer credits for undergraduate level studies towards an undergraduate degree program at ASM from another recognized post-secondary institution will be classified as a Transfer Student. A transfer student's admission will be based on their post-secondary academic record.

Provisional

This category of admission applies to applicants when official documentation, such as official transcripts, are pending. If these documents, as specified in the Letter of Acceptance, are not received upon registration, the applicant will be required to sign a declaration to submit these documents by a required date under penalty of withdrawal. Provisional admission also applies to applicants 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 applicant'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). ASM reserves the right to withdraw the provisional admission where the applicant does not meet the conditions for admission.

Access

This category of admission applies to applicants who are currently enrolled, or were recently enrolled, at a Canadian post-secondary institution and are on an academic probation and/or have been required to withdraw due to their academic standing. Applicants are still required to satisfy the minimum academic eligibility requirements from a previous secondary and/or post-secondary institution, as well as the English language requirements.

These applicants are given the opportunity to be admitted to ASM on probationary status with the intention of improving their grades and providing ASM the opportunity to evaluate their ability. Students admitted under this category will be assessed on their attendance, engagement in courses, and will be required to participate in additional seminars or advising sessions as identified by the Director. Access students must pass all courses attempted in their first term with a minimum GPA of 2.0.

Admission through this category is reserved for exceptional circumstances at the discretion of the admission department and/or the Registrar. Applicants under this category will be required to provide a statement of purpose that includes at a minimum, why they are choosing to change their school, an explanation of their prior academic performance or reason(s) for withdrawal, how their current situation has changed that would suggest an academic improvement, what their plan to ensure academic success at Acsenda is, and any additional supporting documentation that supports the applicants request.

Mature Student

This category of admission applies to domestic applicants who completed their secondary studies in Canada but did not graduate from Grade 12. They must be 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 processes may apply. The decision to admit must be approved by the Director of the program.

ADMISSIONS

Acsenda School of Management reserves the right to determine whether an applicant can be considered admissible or classified as a mature applicant. Once admitted under the 'mature' category these applicants 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 Office of 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 Office of the Registrar confirming that the student is in good standing at his or her home institution. Applicants in this category 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.

Exchange

An exchange student is one who is participating in an official academic exchange program between ASM and another recognized institution where there is an existing exchange relationship.

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 Director 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.

Unclassified

These are applicants who only wish to take some courses with ASM and students are not intending to pursue a degree at ASM (non-degree seeking). This can include those who are interested in pursuing courses for professional development. Unclassified students normally may complete up to 12 credits. Admission as an unclassified student does not guarantee that a student will be able to register for any course offered, nor does it imply future admission as a regular student.

This category applies to interest or career purposes (e.g., to meet the requirements for professional designation). Applicants must demonstrate that they have the knowledge or experience in the subject area that would be equivalent to meeting the pre-requisites for the course. Enrolment in courses under this category will be subject to approval of SVP Academic. Students registered in this category are not earning a credential at ASM.

Indigenous

Indigenous applicants may be considered for admission on an individual basis through an assessment that may include, but is not limited to educational background, cultural knowledge, life experience, academic goals, and personal achievements.

Indigenous refers to First Nations, Métis, and Inuit peoples of Canada. Candidates seeking admission consideration under this category must self-identify as an Indigenous applicant. Indigenous applicants include status and non-status First Nations, Métis, or Inuit. Documentation of Indigenous heritage can include, but is not limited to a First Nations, Inuit, or Métis status card. It can also include official letters from Indigenous organizations, or written or oral statements from Elders, or other relevant information identified by the applicant.

Deferred and 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 who are denied admission or readmission based on either academic or non-academic assessments may appeal the decision if they can demonstrate extenuating circumstances or provide new information that was not included in their original application. Appeals must be submitted using the appropriate appeal form within 30 calendar days of the admission denial letter. Initially, the Admission Officer is responsible for reviewing the application and, if admission is granted, continues to support the applicant through the remainder of the admissions process.

For both academic and non-academic appeals, the Registrar reviews the appeal, consulting the Admissions Committee when necessary. If an academic appeal is denied, the applicant may submit a further appeal to the SVP Academic, whose decision is final. If a non-academic appeal is denied, the applicant may appeal to the President or designate, whose decision is final. When admission is granted through an appeal process, responsibility for the applicant's admission, including application completeness and program suitability, rests with the Registrar and the appropriate academic authority (Director/Associate Director or SVP Academic) for academic appeals, or with the Registrar and the President/designate for non-academic appeals.

Notification of New Admission Criteria or Course Prerequisites

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

English Language Proficiency Standards for Admission

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. 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.
2. 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).
3. 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 (see Appendix A of Policy 9010 – Admissions).
4. Successful completion of three (3) credits of post-secondary English course in the past 5 years at an accredited Canadian post- secondary institution with a C+. Students studying in British Columbia are encouraged to consult the BC Transfer Guide for course transferability.
5. 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.
6. 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) – Overall Band 6.5 (no Band below 6.0)
    - Test of English as a Foreign Language (TOEFL) iBT – Total Score 90 (Writing minimum 22, other Skills minimum 18)

      Test of English as a Foreign Language (TOEFL) iBT – New 1–6 Scale – Overall Score 4.5 (with no Skill below 4.0)
    - Canadian Academic English Language Assessment (CAEL) – Band 70 (no Skill below 60)

- Pearson Test of English (PTE - Academic) – Overall Score 60 (no Skill below 55)
- Cambridge Advanced English Test (CAE) – Result C
- ASM's English Proficiency Test – Overall Score 80
- 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
- Duolingo English Test (DET) – Overall Score 120 (temporary test)
- Michigan English Test – Result 58-61 (with no skill below 57)
- LanguageCert – Overall score 70 (with no skill below 65)

In situations where an applicant has met two or more of the above means, ASM will consider the applicant's most recent evidence of English proficiency for admissions purposes.

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.

Supplemental English Language Development for Undergraduate Program Students

Applicants who do not meet the minimum English language requirements for admission may be admitted conditionally prior to enrolling in ENGL101. Students must complete one of two streams. There are three English Development courses:

EAPP090 is designed to improve the core English language skills of students, supporting students' academic English language skills development in their degree program. The entry requirement for EAPP090 is IELTS (Academic) Overall Band 5.5 with no Band below 5.0 (or equivalent). EAPP090 is a full-time, one term (12 weeks) course and includes 8.5 hours of instructional contact per week with a minimum of 7.5 hours of classroom-based learning and 1 hour of instructor facilitated online work. Credit for completing EAPP090 does not count towards an undergraduate degree. Students of EAPP090 must successfully complete the course with a grade of C+ to progress to ENGL103 & ENGL104.

ENGL103 & ENGL104 are three (3) credit courses each designed to support students' academic English language skills development in their degree program. The English language proficiency requirement to enrol in ENGL103 & ENGL104 is IELTS (Academic) Overall Band 6.0 with no Band below 5.5 (or equivalent). Students are evaluated on their particular English language skill area requiring development. Students requiring additional listening/speaking development will be enrolled in ENGL103. Those requiring additional reading/writing development will be enrolled in ENGL104. These courses are one term (12 weeks) in length and have 6 hours of instructional contact per week with a minimum of 5 hours of classroom-based learning and 1 hour of instructor facilitated online work. Three (3) academic credits are awarded for each course, which can be applied as elective credit towards their degree. ENGL103 and ENGL104 are taken concurrently with at least one other eligible credit course, and students must maintain a full-time course load of 9 credits.

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
Belize	Lesotho	Grenadines
Botswana	Liberia	Trinidad & Tobago
British Virgin Islands	Malta	Tanzania
Canada	Mauritius	Turks & Caicos Islands
Cayman Islands	Montserrat	Uganda
Dominica	New Zealand	United Kingdom
Falkland Islands	Nigeria	USA
Fiji	Philippines	US Virgin Islands
Gambia	Seychelles	Zambia
Ghana		Zimbabwe

English Placement Test

The English Placement Test (EPT) is offered by ASM as an option for applicants to demonstrate their English proficiency level. The objective of EPT is to determine whether applicants qualify for admission directly or if they need to complete the EAPP090 and/or the ENGL103/4 course(s). This test is conducted on campus.

The test is composed of three sections. The computer segment assesses candidates' general English proficiency in the four different skills of Listening, Reading, Writing, and Speaking. This is then followed by a written component where candidates produce a timed academic essay. The third part of the test is a Speaking interview focusing on both language and critical thinking skills.

Math Diagnostics Test

Acsenda 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 (BMTH100). 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 BMTH100 so that they may be prepared to pass BADM120 and other quantitative courses in the program.

Transfer Credits

Applicants must be accepted for admission to a program at ASM before their transcripts are reviewed for 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 according to the conditions outlined in 'Policy 9000 – Transfer Credit'.

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 grade higher than the minimum passing grade from all post-secondary institutions attended by the student has been obtained. Once transfer credit has been granted for a course it cannot be used for transfer credit for another course. Official transcripts are required before transfer credits are recorded in the student's program of study.

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 Acsenda 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 must be in a sealed envelope to be qualified 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 Acsenda 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 Acsenda 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. Please consult Admissions for more information.

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 consistent with 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 agreement and the policy on Transfer Credit. Otherwise, requests for transfer credit will be referred to the Director of the program. Course articulation agreements between ASM and other institutions that are part of the British Columbia (BC) transfer system can be viewed on the BC Transfer Guide website at www.bctransferguide.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 the currency of courses in certain subject areas where it is appropriate.

Information Availability

1. The Office of the Registrar shall update course articulations that are part of the BC Transfer System on the BC Transfer Guide website.
2. The Office of 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 Office of the Registrar 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 submitting the Transfer Credits Appeal Form online through their MyASM account 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 make a further appeal to the Director of their academic program. The Director's decision on transfer credit appeals is final.

Prior Learning Assessment and Recognition

Prior learning assessment (PLA) credit will be awarded only to those students who have applied for and have been accepted into undergraduate or graduate degree programs. Prior Learning Assessment and Recognition (PLAR) is an integral part of ASM's life-long learning philosophy. PLA and 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 assessments. The Director will determine which of these assessment tools is appropriate:

1. **Challenge Assessment:** Written or oral test as determined appropriate by the Department/ Program. Course challenges are developed by the department/ program in which credit is sought.

2. **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 shall provide documented evidence of the

basis for the experiences (e.g. employment records, affidavits, reference letters, etc.).

3. **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 naturalistic and comprehensive way, showing learning connections and levels of competence.

4. **Blended assessment:** assessment including a combination of any of the previously listed assessments.

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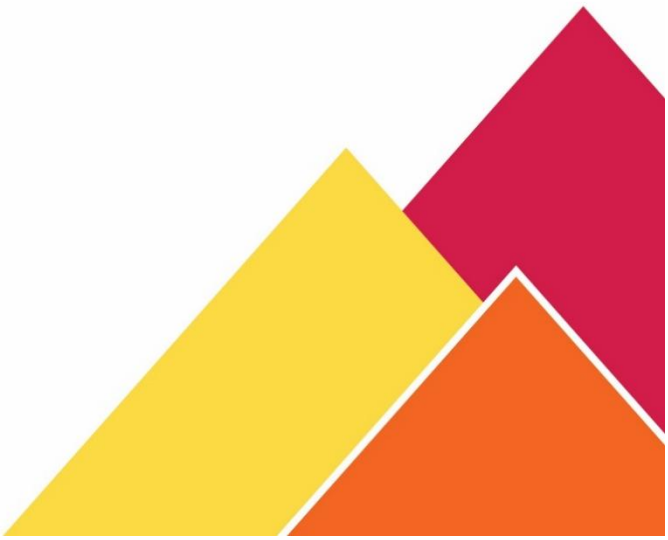

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Tuition and Other Fees

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.

Please refer to the website for the details on tuition and other fees: https://acsenda.com/admissions/tuition-and-fees/

Student ID Card

Students who register with ASM are issued a student ID card, which is valid for three years. Students will be asked to present their ID card during their registration period, at any meetings with the Director of their program, or during final examinations. Students must present their ID cards to security if attending classes on a Saturday. There is a replacement fee (for loss or damage) of $20 for the ID card.

Medical Insurance

All students in BC on a study permit are required to be enrolled in the BC Medical Services Plan (BCMSP) and provide proof of active medical insurance to Acsenda School of Management. New International students will automatically be enrolled into a medical coverage plan for 90 days on the first day of their first term unless they can provide proof of existing BCMSP coverage. **The cost of the insurance plan will be added to students' first invoice**.

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 B.C.
- 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.

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

Payment Plans

Students who are in good standing may apply for a payment plan. The payment plan allows students to pay their fees for the Academic term in installments. Students must apply for a Payment Plan by submitting a Payment Plan Request Form online through their MyASM account. An application fee will apply for approved payment plans.

Several Payment Schedules are available (Weekly, Biweekly, Triweekly, and Monthly), Payments are automated via a nominated Credit or Debit Card and must be made in accordance with the established schedule. Payments received after the scheduled due date are subject to a late penalty.

System Access and Course Content may be restricted for students who fail to adhere to the payment terms and conditions.

Application Fees and Penalty Charge can be found - here.

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Payment Methods

No **CASH** payments are accepted.
Debit Card: Debit Cards are accepted as payment at the campus.
Credit Cards: We accept major credit cards (e.g., VISA, Master Card). 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 Admissions 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.

Online: Payments can be processed via the MyASM portal using a Credit or Debit Card
(MyRecords >> Financial Statements >> Make a Payment >> Pay by Credit Card).
Payments processed via VISA or MasterCard will be free for all students. **No Transaction Fees will apply**.

Flywire: Payments can be processed via the Flywire platform. **Processing Fees may apply on some transactions**. With Flywire, students can pay in their home currency — via international bank transfer or international credit and debit cards (additional local payment options may be available depending on the country you are paying from, such as Alipay in China).
If a payment is processed via Flywire for a scheduled payment plan installment, it is recommended to be processed five business days before the installment due date to avoid overdue payment plans.

Non-Payment

If a student's account is in arrears after the payment deadline, they will be placed on financial hold and a late payment fee will be applied. This may result in restrictions on attending classes, taking mid-term or final exams, issuing student letters and transcripts, and registering for 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, which may impact a student's credit file.

Refunds in Cases of Withdrawal or Dismissal

A student who registers and fails to attend classes in the first week of a term may, at the Director or Registrar's discretion, have the student's seat in that course given to another student, regardless of prior 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 the 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 entirely from Acsenda may receive a refund based on the "Refund Policy (#3011)."

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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. For more detailed information, please refer to the Refund Policy (#3011) which can be found on our website: https://acsenda.com/about-us/academic-council/policies/

Refund Policies for International Students

REFUND POLICY TABLE (Effective Oct. 1, 2020)	
WITHDRAWAL from the Program BEFORE AN APPLICANT HAS REGISTERED FOR CLASSES IN HIS/HER FIRST TERM	
International students who have paid the required tuition deposit and received a Letter of Acceptance	
Status of Study Permit	**Amount RETAINED by ASM**
RECEIVED	100% of the deposit quoted in the LOO
DENIED (Must provide proof of Study Permit denial Letter)	Administrative and Application Fees
AFTER REGISTRATION 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 fees under contract including textbooks, health insurance and applicable fees
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 session of a registered class	30% of total tuition and term fees under contract plus applicable fees, fines or dues owing.
After the first session of a registered class	100% of total tuition and term fees under contract (No refund)
• Note: Application fee, student fees, textbooks, fines, dues owing, financial penalties and taxes are non-refundable. Outstanding tuition fees owing will be deducted from the amount refunded.	

FINANCE

Refund Policies for Domestic Students

REFUND POLICY TABLE	
AFTER STUDENTS HAVE SIGNED AN ENROLMENT CONTRACT FOR A GIVEN TERM	
Withdrawal Period / Student Dismissal	**Amount RETAINED by ASM**
After the Enrolment Contract has been signed and before the first session of a registered class	30% of total tuition and term fees under contract plus applicable fees, fines or dues owing.
AFTER THE START OF THE TERM	
Withdrawal Period / Student Dismissal	**Amount RETAINED by ASM**
After the Enrolment Contract has been signed and before the first session of a registered class	30% of total tuition and term fees under contract plus applicable fees, fines or dues owing.
After the first session of a registered class	100% of total tuition and term fees under contract (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.

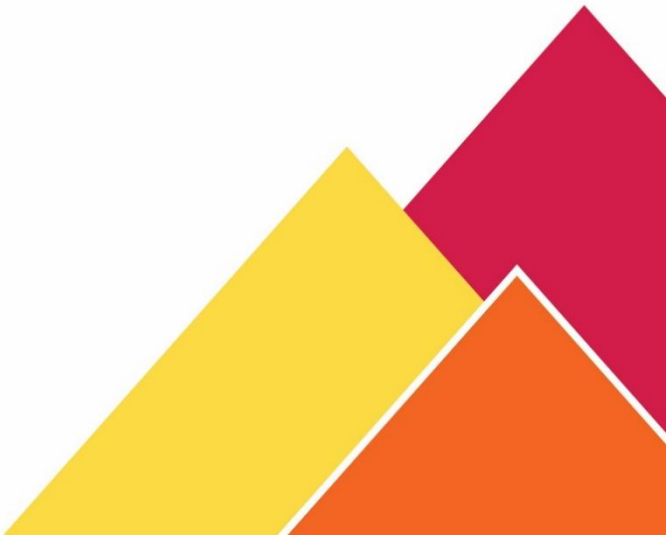
Refunds for students or applicants who paid by credit card are subject to an administrative fee of 2% of the total amount paid.

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.

ACSENDA
SCHOOL OF MANAGEMENT
LYCEUM EDUCATION GROUP

ACADEMIC REGULATIONS



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 mature individuals 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 free from discrimination and harassment.

Academic Freedom

The Academic Freedom policy outlines the process for addressing concerns about academic freedom. Academic freedom applies to all faculty and students who are conducting scholarly research, teaching, or who are engaged in learning. The right to academic freedom is balanced by the professional standards of the research discipline and by the obligations of the ASM to organize and manage institutional resources in achievement of the mission and mandate of the institution.

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.

ASM adheres to the latest edition of APA, currently the 7th edition. All work submitted by students must be in accordance with APA standards, including approved ASM formatting customizations. The details of these standards are covered progressively in English Studies courses, particularly ENGL101 and ENGL102. In addition, the ASM library hosts numerous APA and Plagiarism tools and resources for students and faculty and is available for individual help session upon request.

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 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 school policy.

Intellectual Property Rights

- Work created during the creator's employment with ASM will be owned by ASM, unless there is an agreement to the contrary.
- The copyright in works prepared by learners in fulfillment of ASM course requirements is owned by the learner. The learner has the right to control further uses of his/her work. Learner's work may not be used for purposes other than for which it was assigned by the faculty member teaching their courses(s) namely, for evaluation purposes, without the written permission of the learner.
- ASM facilities and equipment will not be used in activities, such as copying, transmitting objects or documents, or breaking digital locks, which would contravene legislation, license agreements, or guidelines.
- It is the responsibility of the individual using copyrighted material to ensure, if necessary, that appropriate permission has been obtained and/or royalties paid prior to its use.

ACADEMIC REGULATIONS

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. 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 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 free from all forms of harassment, however it occurs. Every student is entitled to a learning environment that is free of 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.

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 non-academic offenses and grounds for disciplinary action can be found in the Student Code of Conduct policy (#5655). https://acsenda.com/about-us/academic-council/policies/

Disciplinary Actions

Non-academic offenses confirmed or alleged will be reported to the Director (or in the absence of the Director to the Registrar). Non-academic offenses normally will result in disciplinary actions including, but not necessarily limited to, the following:

- Exclusion of the student from the class in which the offense occurred.
- Written or verbal warning.
- Formal written reprimand.
- Exclusion from or restricted access to our use of ASM facilities, services, activities or programs.
- Payment of costs or compensation for any loss, damage or injury as a result of misconduct.
- Probation period where student will be required to fulfill certain conditions or redress, and to demonstrate good behaviour.
- Suspension from the program and/or Acsenda School of Management for a specified period of time.
- Expulsion from Acsenda School of Management.

Appeals

If the student believes that he/she was not provided with due process or appropriate process was not followed, he/she may appeal a decision regarding non-academic misconduct. Please refer to Policy #7510 Non-Academic Appeals for all matters concerning non-academic appeals.

Leave of Absence

Acsenda School of Management currently offers classes on a quarterly system of four, 12-week terms per year. The four-term 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 Form" online through their MyASM account and receive approval prior to taking a leave of absence. Students who are on a Leave of Absence may not be eligible for work privileges, and they should consult Canada Immigration. Upon approval students may be permitted to extend their Leave of Absence for up to one year. Should students desire to return following a one-year period of Leave of Absence,

they will be required to apply for re-admission. 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

An Academic Break is a terminology used by Canada Immigration in relation to eligibility for working privileges. Students who are on a designated Academic Break may be eligible for special work privileges as outline on the Canada Immigration website. (https://www.canada.ca/en/services/immigration-citizenship.html)

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 Break Form" at least one (1) week 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 Registrar's Office.

2. Students taking approved term break may also register as a part time student. A part time student is one taking less than three (3) courses in a given term.

3. Students taking a term break should consult with the Registrar's Office about how the break may affect their program plan and course selection.

4. International students who have maintained full-time status for the duration of their program of study, and who only require a part-time course load in their final academic session in order to complete their program of study will be considered as a full-time status. Students under this condition will not be eligible for an approved term break.

Standard Full Time Course Load

A standard full-time course load is 9 credits (3 courses) per term. Students may take up to 4 courses. All students are expected to make a reasonable progress towards their degree in order to maintain student status at ASM.

Students whose grades fall below the accepted minimum GPA of 2.0 (average C grade) may be required to take fewer courses per term, with the approval of the Program Director.

Course Overload

Requests by students to exceed the standard workload may be approved by the Director 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 Director of each program.

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 Director may permit as many as six (6) courses.

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 VPA'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.

Attendance

ASM maintains high expectations regarding attendance, punctuality, leaves of absence and approved term breaks to ensure effective learning outcomes, student progress, and compliance with ASM policies and government regulations including those related to student financial aid and Canada Immigration and Citizenship requirements for international students.

ACADEMIC REGULATIONS

At the beginning of each course, the instructor will inform students of the requirements for class attendance. 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 and/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 Canada Immigration and Citizenship (CIC) regarding students who do not attend classes as per their study permit requirements. Instructors are required to report attendance for each class using an on-line system (MyASM/Moodle). Attendance must be reported on the same day of the class.

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.

Participation

Students are expected to actively participate in and contribute to their own learning experience both as a whole class and in smaller groups/breakout rooms as applicable. Participation means providing relevant comments, questions and contributions during various class activities which advance the learning process for that learner and/or other learners in the course. Participation includes responding to questions and issues posed by the instructor and by other learners. Be advised that the instructor may refuse a student admission to class because of lateness, lack of attendance, or inattention. See Attendance and Participation Policy (5650) at: https://acsenda.com/about-us/academic-council/policies/ for details.

Academic Integrity

Academic integrity is the foundation upon which the context of true academic discourse rests. Academic integrity demands that the pursuit of scholarly activity is free from fraud, deception and unauthorized collaboration with others. ASM expects integrity, ethical conduct, and intellectual and academic honesty from its students. Any violation of academic honesty is treated as a serious offence with consequences that are commensurate with the severity and frequency of the offense. An individual alleged to have committed an act of academic misconduct will be the subject of a full investigation with fairness and without bias. Please see the full Academic Integrity Policy (5600) at https://acsenda.com/about-us/academic-council/policies/ for details.

AI Usage Guidelines at ASM

Ethical usage of AI is acceptable and encouraged where applicable. Such usage must be permitted by the instructor and include APA in-text citations, References, and an Appendix A – AI Usage. This addendum will specify the AI tool(s) used and include all prompts, settings, usage logs and/or any other requirements specified by the instructor.

As a matter of course, it is still the instructor who will decide whether the final product fulfills the requirements of the assigned task and will grade the work accordingly. Furthermore, AI responses cannot be considered students' authentic work and may include errors, inaccuracies, discrimination, and plagiarism. While AI is a useful supplemental tool, students are always responsible for its accuracy and ethical use in their work.

Instructors may use supplemental assessments to confirm the authenticity of any submitted work.

APA Guidelines

ASM follows the Publication Manual of the American Psychological Association (APA), 7th ed. All assignments must be submitted with the correct APA formatting and all sources cited according to APA standards. The ASM Library provides resources and reference materials for students and faculty to utilize in order that their work meets APA standards. For more information, please refer to the ASM Library APA Resources available at: https://ascenda.libguides.com/apa-resources.

Turnitin Statement

Written work for this course may be submitted via Turnitin, a third-party service licensed for use by Acsenda School of Management. Turnitin is used for originality checking to help detect plagiarism. Students will be required to submit their course work via Turnitin within the course, on the terms stipulated in the agreement between the student and Turnitin. This agreement includes the retention of your submitted work as part of the Turnitin database. Any student with a concern about using the Turnitin service may opt to use an anonymous identity in their interactions with Turnitin. Students retain the copyright of papers submitted to the Turnitin service and Turnitin attests that no personally identifiable information such as name, email or school is sent by Turnitin to any third-party services. If you are concerned with your information being held in the Turnitin database, prepare your paper with only the last four digits of your student number on the header of the first page and do not include any other personal information including your name, email

address or full student number. It is the responsibility of any student using the anonymous option to inform the instructor, such that the instructor can match the anonymous identity with the student if necessary.

Guidelines for Student Conduct in Learning Spaces

ASM is committed to fostering a respectful, inclusive, and supportive learning environment where all members of our community can thrive. To uphold these values, students are expected to follow the **Guidelines for Student Conduct in Learning Spaces**, which outline the standards of behavior for in-person and online classes, as well as in the library and learning commons. These guidelines help ensure a positive learning experience for everyone.

All students are expected to review the full guidelines here: https://www.myasm.ca/cms/?p=3848.

Information Privacy and Security

At ASM, we are committed to providing our students, employees, alumni, donors, research participants, retirees, and others with exceptional service. As providing this service involves the collection, use, and disclosure of some personal information about our students, employees, alumni, donors, research participants, retirees, and others (subsequently referred to as members), protecting their personal information is one of our highest priorities.

We are committed to excellence in the management of this information. We will inform our members of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

The Personal Information Protection Policy outlines the principles and practices we will follow in protecting members' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our members' personal information and allowing our students, employees, alumni, donors, research participants, retirees, and others to request access to, and correction of, their personal information.

ASM upholds the definition of personal information as specified under the Personal Information Protection and Electronic Document Act (PIPEDA) and the BC Provincial Information Protection Act (PIPA). To access the official policy please follow this link: https://acsenda.com/wp-content/uploads/2021/03/6751-Information-Privacy-and-Security.pdf

Academic Accommodation

Academic Accommodation 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 Directors can grant concessions for circumstances or events that impact more than one test result.

The Director 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. Unless otherwise specified for a course requirement, a passing grade for a course is 50%. However, certain courses may require a minimum grade to meet the pre-requisite requirement for advancement to a higher-level courses and certain courses may require a minimum grade to meet professional designation requirements.

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 for Acsenda's 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.

PL (Prior Learning Assessment): This designation is used to identify recognition for credit assessed through prior learning assessment.

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 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.

ACADEMIC REGULATIONS

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. Students must achieve a passing grade of 50% or higher to meet the prerequisite requirement. However, students receiving a grade of less than 60% may be required to complete additional remedial work.

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 but not more than two times. 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.

English for Academic Purposes (EAPP090): This course requires a minimum grade of C+ (64%) to be able to advance to the next academic English level, ENGL103 and ENGL104.

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** week of the academic term	- Student is removed from class list with no academic penalty.
After the **2nd** and before the **6th week** of the academic term	- Student receives a grade of "WD" with no academic penalty.
After **week 7** of the academic term.	- Student receives a final grade based on work completed to date

Examinations and Assessments

Acsenda School of Management requires written final assessments in all courses except those in which grades are determined solely on the presentation of seminars or other speeches, submission of essays, portfolios or other research reports or participation in projects where progress can be measured by the instructor. Assessments including examinations are given during assessment weeks scheduled during the 6th week (Mid-Terms) and 12th week (Finals) of classes during the term. The final assessment closes the work of a particular course. Because of the value in bringing about a general view of the whole subject, no student is excused from any final assessment for any reason. The detailed Examinations and Assessments policy can be accessed here: https://acsenda.com/wp-content/uploads/2024/05/5660-Academic-Examinations-and-Assessments-v.6.pdf

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 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, Director, or Registrar. All final examination papers are the property of the School and retained by the Instructors for auditing purposes. Students may appeal final grades through the normal appeal process.

Academic 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 in the Academic Appeals policy (#5010). https://acsenda.com/about-us/academic-council/policies/

Academic Standing

Students are required to maintain a good academic standing so that they can progress towards the completion of their degree. This includes both maintaining a satisfactory grade point average and following ASM codes of conduct. ASM will support students who face academic challenges with a developmental approach to identify appropriate support and resources. Students who do not maintain a good standing may be face disciplinary action including a warning, probation, suspension, or dismissal. Students may also be required to complete remedial work or attend additional workshops as a condition of their continuation of their studies.

Students who registered in degree courses or programs at Acsenda School of Management are required to maintain acceptable standards of academic performance. With respect to academic performance at the end of each term, an Acsenda School of Management student will fall into one of the following categories which are recorded on the student transcript:

a. Good Standing
b. President's Honour List
c. Dean's Honour List
d. Academic Warning
e. Academic Probation
f. Academic Suspension (Required to Withdraw)
g. Dismissal
h. Academic Accommodations (not recorded on transcript)

Good Standing: Students must achieve a term grade point average (TGPA) and maintain a cumulative grade point average (CGPA) of 2.0 (letter grade of C) or higher to be classified as students in good standing.

President's Honour List: After two terms of full-time enrollment, students that earn an average grade of 85% (TGPA of 4.0) or higher, with no failing grades, will be placed on the President's Honour List.

Dean's Honour List: After two terms of full-time enrollment, students who have earned an average grade of 80% (TGPA of 3.67) or higher with no failing grades, will be placed on the Dean's Honour List.

Academic Warning: Students who obtain either a TGPA and a CGPA of less than 2.0 in any term may be placed on Academic Warning.

Academic Probation: Students may 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.

Academic Suspension (Required to Withdraw): A student may be suspended from studies after failure to meet the terms of academic probation, a serious academic infraction or have three terms (in succession) of academic performance below that established to be the minimum acceptable GPA.

Dismissal: A student with four or more terms with a CGPA of less than 2.0 or a serious academic infraction, may be dismissed from Acsenda School of Management. Additionally, any student that has been readmitted following an Academic Suspension may be dismissed if their CGPA falls below 2.0 for two consecutive terms.

Academic Accommodations: Academic Accommodations are special considerations given to students due to extenuating circumstances that include but not limited to medical, bereavement, and accidents.

Graduation

Residency Requirements

Students must normally take a minimum of 60 credits at ASM to be eligible to graduate from an undergraduate degree program. While students may receive more than 60 transfer credits toward an ASM degree program, including both transfer credits and credits for PLAR (Prior Learning Assessment and Recognition), only 60 of those credits may be applied to their program. Students must satisfy both the minimum residency requirement of 60 credits and all specified courses for the degree program in which they are enrolled. Degree programs may have particular program requirements specific to the concentration or degree which will be outlined in the program syllabi and displayed on each student's academic plan in the student information system. Exceptions to the above residency requirement may be made in cases where an official articulation agreement is in place which specifies otherwise, or otherwise approved by the Program Director.

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 60 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 60 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).

In addition to achieving a minimum CGPA of 2.0, Students must achieve a minimum 'C' grade in all required all upper-level core concentration courses.

Application for Graduation

Students who have completed all academic requirements for their undergraduate or graduate degree 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 Director 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 or library hold, until all academic fees and other financial indebtedness have been resolved.

Authorization

Degrees are awarded by the authorization of Academic Council upon the recommendation of the Registrar.

Pre-Authorization of Degrees

An exception to the standard procedure of Academic Council granting approval for conferring bachelor's degrees upon candidates who have satisfied all program requirements may be exercised if in the judgment of the President and 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 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.

ACADEMIC REGULATIONS

Degree Recognition

Acsenda School of Management shall provide all graduates with a formal degree parchment that provides the following information:

- Name of the Institution
- Name of recipient
- Credential obtained
- Granting Authority
- Signature of Granting Authority
- Date attained

Convocation

Conferring of degree parchments to students who have been awarded a degree 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.
b) **"With High Distinction"** -- for students with a graduation GPA of 4.20 to 4.33.

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

For detailed graduation procedures, please see the Graduation Policy (#9072) at https://acsenda.com/about-us/academic-council/policies/.

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, if Acsenda School of Management would close, ASM will work with students to provide a suitable agreement which could include:

1. A teach out arrangement for the program at ASM.
2. Transfer to another suitable program within ASM.
3. Support and assistance to transfer to a suitable program at another institution.
4. Refund of any unused prepaid tuition fees in accordance with the ASM Refund Policy

For detailed procedures, please see the Teach Out policy (#2005) at https://acsenda.com/about-us/academic-council/policies/.

ACSENDA
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STUDENT SERVICE SUPPORT

STUDENT SUPPORT SERVICES

Student Support Services

ASM strives to provide well-rounded and holistic programming and events to create a positive student experience and, ultimately, student success. Programming is determined by a review of academic research, student feedback, and an evaluation of interest/attendance. The Student Services department prides itself on adjusting to the needs and wants of the students while ensuring they receive the support; they need to be successful. The Student Services Program includes a balanced range of activities, programs, and services to support overall student wellness. Following Hettler's Student Wellness Model[i]; these include:

- Intellectual
- Physical
- Emotional
- Interpersonal and Social
- Spiritual
- Occupational

One of the most significant additions to the ASM community is the expansion of student leadership opportunities. A Student Ambassador program was created to allow top-performing students to be leaders to other students and the campus in general. Approximately 20 high achieving students hold positions that are seen as an extension of student services. They assist with events, plan events, provide peer mentoring to new students, and often serve as volunteer tutors. Their influence with the general student population is invaluable and has directly impacted student engagement. Recently, we also created a mentoring program and tutoring program as an additional option for student leadership. The addition of this program has dramatically expanded the reach and offerings of the Student Services department and provides valuable leadership experience to ASM students.

There are several programming and events that ASM has been useful concerning student engagement. Events occur on an average of one per week. The most popular and widely attended events involve cultural holidays such as Diwali, Christmas, and Halloween. The international students of ASM must be introduced to the culture and celebrations of the Canadian people to integrate more smoothly into their new country. The focus on Canadian culture and cross-cultural awareness and appreciation has focused on on-campus events.

Additionally, on-campus events allow students to meet each other and the faculty and staff of Acsenda outside of the classroom. Student clubs also serve as a connection for students. The student clubs at ASM are extremely active and have provided students with a plethora of opportunities. The clubs allow students to gather with a focus on a collective interest such as leadership, sports, or communication. It is also an opportunity for student leaders as they run each club with the support and guidance of Student Services.

The Aspire and Achieve guest speaking series at ASM has been a highlight of student programming. Individuals from various backgrounds and organizations speak to our students on many topics, from interview skills to identifying and getting help for someone suffering from addiction. The speaking series intends to provide the students connections to professions and career opportunities, guidance on immigration, and instruction on general life skills. This is also a time when we like to bring back alumni to speak on their experiences since graduation.

Finally, a comprehensive Students-at-Risk program has been implemented. This program intends to provide appropriate academic or personal interventions for students struggling to maintain good academic standing or have a term in which they are do not perform as they would like. Through proactive and reactive strategies, any student considered at-risk is evaluated by the Learning Specialist and provided the necessary support to aid in their academic achievement. Additionally, students can make one-on-one appointments with the Learning Specialist and/or other faculty and staff to develop an individualized plan no matter their current academic standing. This additional academic support is vital in the retention and graduation of students.

Career Services

In addition to engagement initiatives, events, and activities, Student Services at ASM supports students through a robust Career Services department. Students receive assistance with resume building, mock interviews, career exploration, and one-on-one career advising sessions, along with access to relevant workshops. ASM also offers career coaching opportunities, hosts job fairs, and shares job postings from industry partners through JobsConnect platform managed by ASM. The Career Services team actively builds industry partnerships aligned with program concentrations and regularly invites alumni from various sectors to speak as guest speakers, enriching students' career readiness and industry exposure.

STUDENT SUPPORT SERVICES

ASM Learning Commons (LC)

The ASM Learning Commons (LC) located in room 225 serves as a central hub for academic support, collaboration, and resources, helping students build the academic and professional skills essential for success. The LC offers services in academic advising, library and research support, English and mathematics support, peer tutoring, and academic onboarding. These services foster a culture of personalized learning, student success, and scholarly engagement. The LC is available for both face-to-face and virtual sessions to ensure all students are able to take advantage of the services. Students, faculty, and staff members can reach out to the Learning Commons via email at learning.commons@acsenda.com.

Library

The Acsenda School of Management Library offers a wide range of services, resources, and research support to all ASM students, faculty, and staff. ASM library plays a vital role in the institution's commitment to information and digital literacy as well as academic integrity.

Library resources are accessed via Acsenda's website and can be accessed remotely 24 hours a day or through the Library's workstations. A reading room is located on the Vancouver campus, with a professional librarian to provide reference help in person, by phone, and by email. Wi-Fi access is available in the Library and throughout the campus.

Library Collection

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 programs. Our physical collection includes books, newspapers, magazines and a modest amount of equipment. The digital collection includes access to thousands of electronic journals, ebooks, digital images, digital videos, and company profiles, author profiles and biographies, online dictionaries and encyclopedias, 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.

For further details on ASM Library's Collections please refer to the Collection Development Policy (#6001).

If you wish to donate to the library, please refer the Library Gifts policy for guidelines and procedures (#6003).

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

Information and Reference: Under the guidance of an expert librarian, 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, faculty and staff 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. 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 work stations, Wi-Fi and study space. The Library provides an area of individual or quiet group study. In addition, students can photocopy, print, and scan materials in the Library. Please note that all copying of materials must comply with Canadian Copyright laws and standards.

Library Instruction: The Library provides library instruction through the course LBRS099, which is mandatory for all students. The course covers the basics of library usage, research skills and information literacy. ASM Library via the Learning Commons also provides workshops on a variety of topics and subjects. The Library supports teaching, learning, and research through access to resources and assistance by an expert librarian. These workshops are available upon request. Faculty may also request sessions to be held in their classroom. All students and faculty can contact the Library and make suggestions for new topics.

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. For more details, please refer to the Library Circulation policy (#6008) at https://acsenda.com/about-us/academic-council/policies/.

Library Cards

A valid library card is required to borrow material. Currently, the student's ASM student ID card is the library card for students. Faculty and staff can use their ASM ID card as well. Only active ASM students, faculty, and staff members can borrow library materials. For security and privacy reasons, Library users should not share their library account information with anyone or use it for any purpose not expressly permitted by the ASM Library. If library account details are shared with another patron, the account holder is responsible for all fines, fees, and damages unless they provide sufficient evidence proving they did not consent to the access.

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.

Most items are eligible for at least 2 renewals of 2 weeks each before having to be returned to the library. Renewals can be done in person, by phone or online via the user's library account. Course reserve items cannot be 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.

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

Fines

Bills and/or accruing fines reaching or exceeding $20.00 will result in the student's account being suspended. All fines and damaged/lost fees can be paid at the Front Desk.
Students must pay all outstanding library fines 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.

Information Literacy, Library and Research Skills (LBRS099)

LBRS099 introduces students to research work, the evaluation of information resources and the use of the physical and online Library resources. Students learn how to start their research, select, understand, evaluate, and make effective use of information. Students also, acquire the skills needed to effectively use Acsenda's Library online databases and those needed to successfully evaluate other online resources.

This course is mandatory for all incoming students to Acsenda. It is a co-requisite with ENGL101. It is taught in ana asynchronous format through online modules for a total of 1.5 classroom hours. While this course is not awarded ant credit towards a Degree Program**, it is a requirement for graduation**. It does appear on the students' transcripts as a Pass/Fail completion.

Academic Integrity Workshop (AIW099)

The Academic Integrity Workshop is intended to introduce incoming students to the concepts of academic integrity. It is an introduction for students to the concepts of plagiarism, cheating and the consequences of engaging in such unethical behaviour while at Acsenda and beyond. These concepts will continue to be built upon throughout their program while they study at Acsenda.

Students will learn what academic integrity is, what constitutes a violation, the consequences they can expect to face and how to avoid these situations. They will be introduced to the Turnitin Software and how it is used here at Acsenda as well as paraphrasing and patchwriting, and the ethical use of AI. Students will also learn about various places they can go to get help with these issues.

The course is taught through online modules and can be completed in 2 hours. While this course is not awarded any credit towards a degree program, it is a requirement for graduation. It does appear on the students' transcripts as a Pass/Fail completion.

STUDENT SUPPORT SERVICES

English Language Support

EAPP090, ENGL103, and ENGL104

English for Academic Purposes (EAPP090) and Academic Literacy Oral/Written (ENGL103/4) are designed for students who want to study at Acsenda but do not yet meet the English proficiency requirement for direct program entry into ENGL101. These courses focus on improving students' English language and academic study skills to the level necessary to succeed in a business degree program.

Depending on the level of English on entry, these courses can be completed in 3 to 6 months. The programs involve from 5 to 7.5 hours of class/contact time (2 to 3 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.

Entrance Placement Table

You must meet one of the following English requirements:

ASM Level		ASM Minimum Entry Requirements										
	ASM's EPT	**CAEL**	**Cambridge**	**IELTS Academic**	**PTE Academic**	**TOEFL iBT (old scale)**	**TOEFL iBT (new scale)**	**TOEFL PBT**	**CLB**	**Duolingo Overall Score**	**Michigan English Test**	**Language Cert**
EAPP090	**60**	**Band 50** No Skill < 40	**PET** Grade A	**5.5** No Band < 5.0	**40** No Skill < 35	**60** R/L > 6 S > 15 W > 16	**Overall 3.5** (no skill below 3.0)	**525**	**6**	**95**	**49-52** No skill <44	**60-64** No skill< 54
ENGL103/4	**70**	**Band 60** No Skill < 50	**FCE** Grade B	**6** No Band < 5.5	**50** No Skill < 45	**75** R/L/ > 11 S > 16 W > 19	**Overall 4.0** (no skill below 3.5)	**550**	**7**	**110**	**53-57** No skill <52	**65-69** No Skill < 60
ENGL101	**80**	**Band 70** No Skill < 60	**CAE/CPE** Grade C	**6.5** No Band < 6.0	**60** No Skill < 55	**90** R/L > 18 S > 18 W > 22	**Overall 4.5** (no skill below 4.0)	**575**	**8**	**120**	**58-61** No skill <57	**70** No skill <65

You must also meet either the domestic or international general admission requirements for all 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 the Director of English or English Studies Coordinator.

ENGL090: Academic Writing - Remedial

This eight-week course serves as a supporting tool for ENGL101, Academic Writing – Fundamentals. It aims to provide students with the supplementary language and academic skills essential for success in academic writing. The course focuses on grammar, paragraph/essay composition, effective paragraph structuring, and the proper application of APA 7th referencing style. In tandem with their weekly work in ENGL101 and with individual assistance from the instructor, students will complete a variety of asynchronous activities and assessments specifically designed to enhance their writing skills, particularly the ability to create well-structured, coherent academic essays.

Currently, students with borderline EPT results (76-79%) are required to take ENGL090 mandatorily. However, the course is available and strongly recommended to all ENGL101 students who are either at risk or interested in boosting their ENGL101 grade through an 8% bonus mark offered to those who complete the course successfully (with a passing grade of 50%).

Students who do not complete ENGL101 successfully will be required to enroll in ENGL090 along with ENGL101 in the following term. Please refer to the enrolment contract for tuition amounts.

ENGL092: Academic Writing Success

This eight-week course serves as a supporting tool for ENGL102, Academic Writing-Advanced. It aims to provide students with the supplementary research, analytical, and academic writing skills essential for success in upper-level academic writing. The course focuses on research question development, abstract writing, argumentative essay structure, academic style, and the proper application of APA 7th referencing guidelines. In tandem with their weekly work in ENGL102 and with individual assistance from the instructor, students will complete a variety of asynchronous activities and assessments specifically designed to strengthen their research literacy and argumentative writing skills, particularly the ability to construct well-supported, coherent academic essays and reports.

Students who fail ENGL102 will be required to take ENGL092 mandatorily in the following term. However, the course is available and strongly recommended to all ENGL102 students who are either at risk or interested in reinforcing their academic research and writing abilities through structured, guided practice. Students must achieve a minimum final grade of 50% to pass the course.

Please refer to the enrolment contract for tuition amounts.

ACSENDA
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ACADEMIC PROGRAMS

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 job requirements in their chosen fields of specialization.

Program Scope

BBA students study all 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 15-30 upper-level credit hours in one of eight concentrations: General Business Management, Marketing Management, Human Resources Management, International Business Management, Accounting, Financial Management, Management Information Systems, and Real Estate Management.

Program Length

The BBA degree program is a 120-credit, four-year degree program. Each course is three credits for a total of forty (40) 3-credit courses and two (2) non-credit courses required for graduation. Classes are offered every quarter, year-round. Students can normally take three to 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

Specialty Concentration	General Management	Marketing	Human Resources	International Business	Accounting	Financial Management	Management Information Systems	Real Estate
General Education	**9 courses**	**9 courses**	**9 courses**	**9 courses**	**9 courses**	**9 courses**	**9 courses**	**9 courses**
Business Core	**21 courses**	**21 courses**	**21 courses**	**21 courses**	**21 courses**	**21 courses**	**21 courses**	**21 courses**
Lower Division (100-200 Level)	10	10	10	10	10	10	10	10
Upper Division (300-400 Level)	11	11	11	11	11	11	11	11
Business Concentration	**6 courses**	**6 courses**	**6 courses**	**5 courses**	**10 courses**	**5 courses**	**5 courses**	**5 courses**
Electives	**6 courses**	**6 courses**	**6 courses**	**7 courses**	**2 courses**	**7 courses**	**7 courses**	**7 courses**
Lower Division	3	3	3	3	1	3	3	3
Upper Division	3	3	3	4	1	4	4	4
TOTAL	**42**	**42**	**42**	**42**	**42**	**42**	**42**	**42**
All BBA courses are 3 credits each								

All General Education and Business Core courses are common amongst the 8 concentrations.

General Education Courses		**9 courses required**
Subject	**Title**	**Prerequisites**
LBRS099	Information Literacy, Library and Research Skills (Non-credit)	NONE
AIW099	Academic Integrity Workshop (Non-credit)	NONE
ENGL101	Academic Writing - Fundamentals	NONE
ENGL102	Academic Writing - Advanced	ENGL101
BADM110	Business Communications	ENGL101 (Co-req.)
BADM120	Business Math	ENGL101 (Co-req.)
BADM221	Fundamentals of Economic and Business Statistics	BADM120

BUSI101	Canadian Business Environment	ENGL101(Co-req.) or ENGL103 (Co-req.) or ENGL104 (Co-req.)
COMP101	Computer Literacy	NONE

Business Core Courses		**21 courses required**
Lower Division Business Core Courses (All 10 courses listed below are required)		
Subject	**Title**	**Prerequisites**
ACCT201	Managerial Accounting I	ACCT211
ACCT211	Financial Accounting I	BADM120, ENGL101 (Co-req.)
BADM130	Management Information Systems	ENGL101 (Co-req.)
BADM202	Operations Management	BADM221 and ENGL101
BHRM231	Introduction to Human Resources Management	ENGL101 (Co-req.)
BIBM101	International Business Management	ENGL101 (Co-req.)
BMRK231	Marketing	ENGL101 (Co-req.)
ECON121	Microeconomics	BADM120 and ENGL101
ECON122	Macroeconomics	BADM120 and ENGL101
FINC211	Financial Management I	ACCT201
Upper Division Business Core Courses (All 11 courses listed below are required)		
BADM301	Business Law	ENGL102
BADM302	Organizational Behaviour in the Global Workplace	BHRM231 and ENGL102 (Co-req.)
BADM304	Business Society, Ethics and Sustainability	ENGL102 (Co-req.)
BADM311	Business Analytics and Decision Making	BADM221, ENGL102 (Co-req.)
BADM320	Managing Decolonization and Diversity*	BADM302, BADM221
BADM322	Business and Marketing Research	BADM221, BMRK231 and BIBM101
BADM330	Global Entrepreneurship and Venture Management	45 Credits Business Core Courses
BADM430	Negotiation and Conflict Management	60 Credits Business Core Courses
BADM432	Project Management	BADM202
BADM434	Organizational Development and Change	45 Credits Business Core Courses and Credit in: BHRM231 and BADM302
BADM490	Business Strategy	90 Credits; BADM304 (Co-req.); BADM322 (Co-req.); BADM302 or BADM301; BADM432 or BADM430
FINC311	Financial Management II**	FINC211

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

**Not required for BBA – Financial Management Concentration. BADM320 can be taken as Elective for this Concentration.*

***Required as Upper Division Business Core Course exclusively for BBA - Financial Management Concentration.*

BBA - 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 six courses with two courses from Marketing, two courses from Human Resources Management and two courses from International Business Management.

General Business Management Concentration Courses		**6 courses required (18 credits)**
Choose TWO from the following BHRM Concentration Courses		
BHRM331	Strategic Planning for Human Resources	ENGL101, BHRM231
BHRM332	Recruitment and Selection	ENGL101, BHRM231
BHRM403	Employee Relations, Workplace Safety and Wellness	BADM221, ENGL101, BHRM231
BHRM432	Compensation Management	BHRM331 and ENGL102 (Co-req.)
BHRM434	IDEA, Culture and Global Human Resources Management	BADM302 and BHRM332
Choose UP TO TWO from the following BMRK Concentration courses		
BMRK302	Social Media and Digital Marketing	BMRK231, ENGL102 (Co-req.)
BMRK433	International Marketing Management	ENGL101, BIBM101 and BMRK231
BMRK434	Effective Selling and Sales Management	ENGL101, BMRK231
BMRK437	Advanced Digital Marketing	BMRK231, BMRK302 and ENGL101
BMRK438	Marketing Analytics	BMRK231 and ENGL101
Choose UP TO TWO from the following BIBM Concentration Courses		
BIBM331	International Trade Management	ENGL101, BIBM101, ECON122 and BADM322
BIBM332	International Finance	ENGL101, BIBM101 and FINC211
BIBM432	Global Supply Chain Management and Logistics	ENGL101, BIBM101 and BADM202
Choose UP TO TWO from the following ACCT Concentration Courses		
ACCT311	Financial Accounting II	ACCT211
ACCT301	Managerial Accounting II	ACCT201
FINC311	Financial Management II	FINC211
ACCT331	Intermediate Financial Accounting I: Assets	ACCT311
ACCT332	Int. Financial Accounting II: Liabilities and Equity	ACCT331
ACCT431	Advanced Financial Accounting	ACCT332
ACCT432	Advanced Managerial Accounting	BADM221 and ACCT301
ACCT433	External Auditing I	ACCT332
ACCT435	Accounting Theory and Practice	FINC311 and ACCT332
TAXN401	Taxation	ACCT332 (Co-req.)
Choose UP TO TWO from the following FM Concentration Courses		
BIBM332	International Finance	BIBM101, FINC211 and ENGL101
FINC331	Investment Management	FINC211, BADM311 and ECON122
FINC402	Fixed Income Analysis	FINC211, BADM311, ECON122 and FINC331
FINC432	Corporate Finance	FINC211, BADM311, ECON122 and FINC331
Choose UP TO TWO from the following MIS Concentration Courses		
MIS331	Technology Enabled Business Process Management	BADM130, BADM221 and BUSI101
MIS332	Systems Development Using Advanced Software Tools	BADM130, BUSI101 and ENGL102
MIS402	Advanced MIS for e business	BADM130, BUSI101 and ENGL102
MIS432	Information System Security Management	BADM130, BUSI101 and ENGL102
Choose UP TO TWO from the following REM Concentration Courses		
REES331	Foundations of Real Estate Appraisal	BUSI101, BADM130, ENGL102 and ECON121
REES332	Canadian Real Estate Law and Ethics	BUSI101, BADM130 and BADM301
REES402	Real Estate Development and Management	REES331 and REES433

REES431	Commercial Real Estate Property Management	REES331
REES433	Real Estate Investment Analysis and Advanced Income Appraisal	REES331
Electives		**6 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 3 courses. See page 59 for options.)		

BBA - 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 can expect to find work opportunities as a 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 researcher. Career options in the 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 Acsenda BBA in Marketing integrates real business examples into the learning experience. 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.

Effective Term 1, 2025

Marketing Concentration Courses		**6 courses required**
Subject	**Title**	**Prerequisites**
BMRK302	Social Media and Digital Marketing	BMRK231 and ENGL102 (Co-req.)
BMRK433	International Marketing Management	BIBM101, BMRK231 and ENGL101
BMRK434	Effective Selling and Sales Management	BMRK231 and ENGL101
BMRK437	Advanced Digital Marketing	BMRK231, BMRK302 and ENGL101
BMRK438	Marketing Analytics	BMRK231 and ENGL101
BMRK490 OR **BMRK491**	Marketing Management and Strategy Marketing Management Strategies and Practicum	BADM490 and 15 credits of BMRK courses (BMRK231, BMRK302, BMRK431, BMRK433 and BMRK434)
Electives		**6 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 3 courses. See page 59 for options.)		

For those admitted in Term 4, 2024 or earlier

Marketing Concentration Courses		**5 courses required**
Subject	**Title**	**Prerequisites**
BMRK302	Social Media and Digital Marketing	BMRK231 and ENGL102 (Co-req.)
BMRK431	Marketing Communications	BMRK231 and ENGL101
BMRK433	International Marketing Management	BIBM101, BMRK231 and ENGL101
BMRK434	Effective Selling and Sales Management	BMRK231 and ENGL101
BMRK490 OR **BMRK491**	Marketing Management and Strategy Marketing Management Strategies and Practicum	BADM490 and 15 credits of BMRK courses (BMRK231, BMRK302, BMRK431, BMRK433 and BMRK434)
Electives		**7 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 4 courses. See page 59 for options.)		

BBA - 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, headhunters, 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 labor 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 labor relations, health and safety and organizational development and change. https://cphrbc.ca/cphr/become-a-cphr/the-cphr-path/

Acsenda is partnered with CPHR BC & YK, the pre-eminent association of professional Human Resources practitioners in Western Canada, and which has the sole ability to grant the national CPHR in BC and the Yukon. This partnership facilitates student pursuit of the CPHR professional designation upon graduation.

Human Resources Concentration Courses		**6 courses required**
Subject	**Title**	**Prerequisites**
BHRM331	Strategic Planning for Human Resources	BHRM231 and ENGL101
BHRM332	Recruitment and Selection	BHRM231 and ENGL101
BHRM434	IDEA, Culture and Global Human Resources Management	BHRM332 and BADM302
BHRM403	Employee Relations, Workplace Safety and Wellness	BADM221, ENGL101, BHRM231
BHRM432	Compensation Management	BHRM331 and ENGL102 (Co-req.)
BHRM490 **OR** **BHRM491**	HR Management Strategies and Workforce Development Practices HR Management Strategies and Practicum	BADM490 and 18 credits of BHRM courses (BHRM231, BHRM331, BHRM332, BHRM434, BHRM403 and BHRM432)
Electives		**7 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 3 courses. See page 59 for options.)		

BBA - 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.

Forum for International Trade Training (FITT)

FITT offers training, resources and certifications for those interested in pursuing a career in International Business. Acsenda's International Business Concentration allows students to meet the educational requirements for the CITP designation.

https://acsenda.com/wp-content/uploads/2021/03/ASM-FITT-Equivalency_Chart-2020-1-converted.pdf

Canadian Institute of Traffic and Transportation (CITT)

Canadian Institute of Traffic and Transportation (CITT) CITT is industry's preferred source for logistics courses, certification and expertise in supply chain management.

CITT offers Acsenda's students a faster path to earning their Certified Logistics Professional designation.

https://www.citt.ca/courses/AcademicPartners.html

International Business Management Concentration Courses		**5 courses required**
Subject	**Title**	**Prerequisites**
BIBM331	International Trade Management	ENGL101, BIBM101, ECON122 and BADM322
BIBM332	International Finance	BIBM101, FINC211, ENGL101
BIBM432	Global Supply Chain Management and Logistics	BIBM101, ENGL101, BADM202
BMRK433	International Marketing Management	BIBM101, ENGL101, BMRK231
BIBM490 OR BIBM491	Global Business Strategy Practicum	BADM490 and 15 credits of BIBM courses (BIBM101, BIBM331, BIBM332, BIBM432 and BIBM433)
Electives		**7 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 4 courses. See page 59 for options.)		

BBA - 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. For more information, visit https://acsenda.com/wp-content/uploads/2023/08/Transfer-Credit-Guide_BC.pdf.

Accounting Concentration Courses		**10 courses required**
Subject	**Title**	**Prerequisites**
ACCT311	Financial Accounting II	ACCT211
ACCT301	Managerial Accounting II	ACCT201
FINC311	Financial Management II	FINC211
ACCT331	Intermediate Financial Accounting I: Assets	ACCT311
ACCT332	Int. Financial Accounting II: Liabilities and Equity	ACCT331
ACCT431	Advanced Financial Accounting	ACCT332
ACCT432	Advanced Managerial Accounting	BADM221 and ACCT301
ACCT433	External Auditing I	ACCT332
ACCT435	Accounting Theory and Practice	FINC311 and ACCT332
TAXN401	Taxation	ACCT332 (Co-req.)
Electives		**2 courses required**
Lower Division Electives (Select a minimum of 1 course. See page 59 for options.)		
Upper Division Electives (Select a minimum of 1 course. See page 59 for options.)		

BBA – Financial Management Concentration

Finance is vital to the formation and orderly operation of just about any business. The financial management concentration helps an organization determine all facets of its business and is extremely influential in decision-making.

Financial Management is a niche major in the business and management fields which prepares future graduates for various financial roles to guide individuals, corporations, government agencies and other firms or organizations through financial struggles and uncertainty but also with short-term and long-term planning responsibilities such as organizing operations, managing cash flow, strategizing funding, outlining short term and long term goals, and sustaining business growth.

Acsenda students will complete a balance of theoretical and practical courses in a myriad of areas including general management, marketing, human resource management, accounting, international business, supply chain, and MIS to gain a deep understanding of the complex interrelationships among the world economies in terms of the flow of goods, services, and funds, the functions and operations of various departments within organizations, and the interactions among them in a globalized context.

Completion of the program requirement will prepare Acsenda students for the Certified Financial Planner and the Qualified Associate Financial Planner certification exams. Contact us if you have further questions about the financial management concentration.

Financial Management Concentration Courses		**5 courses required**
Subject	**Title**	**Prerequisites**
BIBM332	International Finance	BIBM101, FINC211 and ENGL101
FINC331	Investment Management	FINC211, BADM311 and ECON122
FINC402	Fixed Income Analysis	FINC211, BADM311, ECON122 and FINC331
FINC432	Corporate Finance	FINC211, BADM311, ECON122 and FINC331
FINC490 OR FINC491	Financial Management Strategy Financial Management Strategy Practicum	BADM490 and 15 credits of Financial Management courses (FINC211, FINC331, FINC402, FINC432 and BIBM332)
Electives		**7 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 4 courses. See page 59 for options.)		

BBA – Management Information Systems Concentration

Businesses need professionals who can set performance standards and alert the management to deviations from those standards in order to take corrective actions.

The Acsenda School of Management (ASM) BBA program in Management Information Systems is designed to develop students' skills at managing a company's information systems and technology to improve the development, production, and distribution of its products and services. Students will learn how to apply information systems concepts to real business issues.

Management Information Systems Concentration Courses		**5 courses required**
Subject	**Title**	**Prerequisites**
MIS331	Technology Enabled Business Process Management	BADM130, BADM221 and BUSI101
MIS332	Systems Development Using Advanced Software Tools	MIS331
MIS402	Advanced MIS for e business	BADM130, BUSI101 and ENGL102
MIS432	Information System Security Management	BADM130, BUSI101 and ENGL102
MIS490 OR **MIS491**	Management Information Systems Strategy Management Information Systems Practicum	BADM490 and 12 credits of MIS courses (MIS331, MIS332, MIS402 and MIS432)
Electives		**7 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 4 courses. See page 59 for options.)		

BBA – Real Estate Management Concentration

Real Estate Management (REM) is a niche major in business and management that prepares students for managing and leading change in organizations by designing, implementing, and managing corporate resources and business processes.

A BBA degree in REM at Acsenda is interdisciplinary. It aims to provide students with a balance of theoretical and practical courses in various areas, including general management, marketing, human resource management, accounting, international business, MIS, and financial management. The REM degree develops in-depth knowledge and skills in applying real estate and management principles to business issues. It constitutes varied theoretical and practical concepts that can support strategic decisions relating to financial management, corporate governance, sales, marketing, insurance, trade, engineering construction, business, marketing, and property management and drive high performance in organizations.

Real Estate Management Concentration Courses		**5 courses required**
Subject	**Title**	**Prerequisites**
REES331	Foundations of Real Estate Appraisal	BUSI 101, BADM 130, ENGL102 and ECON 121
REES332	Canadian Real Estate Law and Ethics	BUSI 101, BADM 130 and BADM301
REES402	Real Estate Development and Management	REES 331 and REES 433
REES431	Commercial Real Estate Property Management	REES331
REES433	Real Estate Investment Analysis and Advanced Income Appraisal	REES331
Electives		**7 courses required**
Lower Division Electives (Select a minimum of 3 courses. See page 59 for options.)		
Upper Division Electives (Select a minimum of 4 courses. See page 59 for options.)		

BBA – Elective Courses

Students are required to take six to seven elective courses depending on their concentration, with the exception of the Accounting concentration which allows only two elective courses due to the higher number of concentration courses required for graduation.

Lower Division Electives		
Subject	**Title**	**Prerequisites**
BADM201	Managerial Skills	ENGL101 (Co-req.)
BADM222	Management Science	BADM221
BHMT250	Wine and Oenology	NONE
BIBM201	Managing Transportation Systems	BIBM101 and BADM221
BIBM202	Logistics Management	BIBM201
BMTH100	Basic Math	ENGL101 (Co-req.) or ENGL103/4 (Co-req.)
COMM110	Critical Thinking	ENGL101 (Co-req.)
COMM120	Public Speaking and Presentations	ENGL101
ECON201	Transportation Economics	BIBM201, ECON121 and ECON122
GEOG210	Urban Geography	ENGL101 (Co-req.)
GEOG211	Geographic Information Systems	BUSI101, BADM130 and ENGL101
HIST201	Canada in the 21st Century	ENGL101 (Co-req.)
HIST202	World Civilization I	ENGL101 (Co-req.)
MIS205	Introduction to Artificial Intelligence (AI) and Machine Learning (ML)	COMP101 and BADM130
MUSC100	Music Appreciation	NONE
POLI102	Introduction to Canadian Politics	ENGL101 (Co-req.)
PSYC101	Intro to Psychology	ENGL101 (Co-req.)
SOCI101	Sociology	ENGL101 (Co-req.)
Upper Division Electives		
Subject	**Title**	**Prerequisites**
ACCT390	Sage Computerised Accounting	BUSI101, ENGL101 and ACCT211
BADM306	Creativity and Design Thinking in Business	BUSI101 and ENGL102 (Co-req.)
BHMT305	Events Management in Hospitality	BMRK231 and BUSI101
BHRM401	Quality Management and Organizational Excellence	BHRM231, BADM302 and ENGL102 (Co-req.)
BHRM402	ABC'S of Human Resources - AI, Big Data, Cloud and Security	BHRM231 and BHRM331 or BHRM332
BIBM301	Transportation Law	BIBM201
BIBM322	Integrated Logistics and Supply Chain Management	BIBM201and BIBM202
MIS335	Computer Programming	COMP101, BADM130 and BADM221
POLI301	Environmental Law and Policy	ECON121 and ECON122
REES432	Residential Real Estate Property Management	REES331

Note: In addition to the elective courses listed above, students have the freedom to choose from a wide range of courses that are part of other BBA concentrations or those that are part of the Bachelor of Hospitality program, provided they meet the course prerequisites.

Bachelor of Hospitality Management (BHM)

Acsenda School of Management (ASM) offers the Bachelor of Hospitality Management (BHM) is a four-year undergraduate degree program approved by the Ministry of Advanced Education and Skills Training in British Columbia, Canada under the Degree Authorization Act and the Degree Quality Assurance Board.

A strong combination of 41 courses (123 credits) offers general and academic English courses, BBA courses and hospitality core courses. Students have the option to complete their degree on a fast-track basis within two years and 6 months of transferring their credits and Prior Learning Assessment Recognition (PLAR).

The program provides hospitality management students with knowledge and an understanding of the fundamental roles within the hospitality industry. It is designed to develop core skills in both the subject area and in general undergraduate level academic areas.

The BHM program offers seven (7) compulsory courses in general education in their first year. The twelve (12) business core courses from the lower and upper levels help students understand the business environment in a real-life context. The students will have an opportunity to choose six (6) electives from various areas where the learners will develop their comprehensive academic knowledge. In the third (3) year, students will have an opportunity to complete fourteen (14) courses from lower and upper-level hospitality-related courses where the learners can develop their solid knowledge and understanding of the hospitality industry. In the final year, students will take the six (6) credit-hour course, BHMT 440 (Internship), for hands-on working practice in the hospitality industry for six (6) months. An optional, six (6) credit-hour research project course, BHMT 441 (Research Project), is available for students unable to participate in internship work experience.

The Management Integrated Speciality Courses provide direct industry work experience via the internship program (6 months paid internship). 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. Finally, students will complete BHMT 490 (Capstone Hospitality and Business Strategy II) and 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 to think strategically about the complex and competitive environment. Students will scan the environment and utilize their findings to appraise contemporary strategic decisions made by the industries' leading corporations.

Summary of Course Requirements – **Effective Term 3, 2025**

			Courses	Credits
I	**General Education Courses**	7	7 (including 2 non-credit courses)	15
II	**Business Core Courses**		12	36
	a. Lower Division	8		
	b. Upper Division	4		
III	**Electives**		6	18
	a. Lower Division	3		
	b. Upper Division	3		
IV	**Hospitality Core Courses**		14	42
	a. Lower Division	6		
	b. Upper Division	8		
V	**Hospitality Management Integrated Specialty Courses**		2	12
	a. Internship	1		
	b. Capstone	1		
		TOTAL	**41** (including 2 non-credit courses)	**123**

General Education Courses		**7 courses required**
Subject	**Title**	**Prerequisites**
LBRS099	Information Literacy, Library and Research Skills (Non-credit)	NONE
AIW099	Academic Integrity Workshop (Non-credit)	NONE
ENGL101	Academic Writing - Fundamentals	IELTS6.5

ENGL102	Academic Writing - Advanced	ENGL101
BADM120	Business Math	ENGL101 (Co-req.)
BADM221	Fundamentals of Economic and Business Statistics	BADM120
BUSI101	Canadian Business Environment	ENGL101(Co-req.)
Business Core Courses		**12 courses required**
Lower Division Business Core Courses (All 8 courses listed below are required)		
Subject	**Title**	**Prerequisites**
BADM103	Digital Literacy in Business	ENGL101
FINC210	Financial Literacy	BADM120 and BADM221
BADM130	Management Information Systems	ENGL101 (Co-req.)
BHRM231	Introduction to Human Resources Management	ENGL101 (Co-req.)
BMRK231	Marketing	ENGL101 (Co-req.)
ECON101	Principle of Economics	BADM120
BADM101	Principles of Management	BUSI101
BADM203	Professional & Personal Development	BUSI101
Upper Division Business Core Courses (All 4 courses listed below are required)		
BADM302	Organizational Behaviour in the Global Workplace	BHRM231 and BADM110 or ENGL103/4 and ENGL101 or ENGL102 (Co-req.)
BADM304	Business Society, Ethics and Sustainability	ENGL102 (Co-req.)
BADM320	Managing Decolonization and Diversity	BADM221 and BADM302
BMRK434	Effective Selling and Sales Management	ENGL101 and BMRK231
Hospitality Management Core Courses		**14 courses required**
Lower Division Hospitality Core Courses (All 6 courses listed below are required)		
Subject	**Title**	**Prerequisites**
BHMT101	Introduction to Hospitality Management	ENGL101 (Co-req.)
BHMT201	Food and Beverage I	BHMT101
BHMT202	Food and Beverage II	BHMT201 and FINC210 or FINC211
BHMT203	Accommodations Management	BHMT101
BHMT204	Cost Control	BHMT201 and FINC210 or FINC211
BHMT260	Hospitality Managing Change	BMRK231
Upper Division Hospitality Core Courses (All 8 courses listed below are required)		
BHMT301	Technology and Information Management	BMRK231 andBADM130
BHMT302	Facility and Security Management	BHMT101
BHMT303	Hospitality Operations and Supply Chain Management	BHMT101 and FINC210 or FINC211
BHMT304	Innkeepers Law	ENGL101 and BHMT203
BHMT306	Sustainable Development Corporate Responsibility	BHMT203 and BHMT302
BHMT 401	Revenue Management	BHMT203 and FINC210 or FINC211
BHMT402	Creating Value in the Hospitality Economy	81 credits
BHMT403	Revenue Management Analysis	BHMT401 and FINC210 or FINC211
Internship and Capstone Courses (2 courses- BHMT440 or BHMT441 with BHMT490)		**2 courses required**
Subject	**Title**	**Prerequisites**
BHMT440(a+b) **OR** **BHMT441(a+b)**	Internship- Hospitality Management Research Project	90 credits including BHMT201; BHMT203; BHMT401; and BADM203 or BHMT260 90 credits including ENGL102; BADM221; BHMT306; and BADM203 or BHMT260
BHMT490	Capstone Hospitality and Business Strategy II	90 credits including BHMT440a or BHMT441a
Electives		**6 courses required**
Lower Division Electives (Select a minimum of 3 courses listed below)		
Subject	**Title**	**Prerequisites**
BADM110	Business Communications	ENGL101
BHMT250	Wine and Oenology	NONE
BIBM101	International Business Management	ENGL101 (Co-req.)
BIBM201	Managing Transportation Systems	BIBM101 and BADM221

BIBM202	Logistics Management	BIBM201
BMTH100	Basic Math	ENGL101 (Co-req.) or ENGL103/4 (Co-req.)
COMM110	Critical Thinking	ENGL101 (Co-req.)
COMP101	Computer Literacy	NONE
HIST202	World Civilization	ENGL101 (Co-req.)
GEOG210	Urban Geography	ENGL101 (Co-req.)
MUSC100	Music Appreciation	NONE
POLI102	Introduction to Canadian Politics	ENGL101 (Co-req.)
ACCT201	Managerial Accounting I	ACCT211 and ENGL101
ACCT211	Financial Accounting	BADM120 and ENGL101 (Co-req.)
ECON121	Microeconomics	BADM120 and ENGL101
ECON122	Macroeconomics	BADM120 and ENGL101
FINC211	Financial Management I	ACCT201
BHMT205	Transportation and Tourism	BHMT101
Upper Division Electives (Select a minimum of 3 courses listed below)		
BADM306	Creativity and Design Thinking in Business	BUSI101 and ENGL102 (Co-req.)
BADM311	Business Analytics and Decision Making	BADM221, ENGL102 (Co-req.)
BADM330	Global Entrepreneurship and Venture Management	45 Credits Business Core Courses
BHRM331	Strategic Planning for HR	ENGL101, BHRM231
BHRM332	Recruitment and Selection	ENGL101, BHRM231
BHRM432	Compensation Management	BHRM331 and ENGL102 (Co-req.)
BHRM434	IDEA Cultural & Global Human Resources Management	BHRM332 and BADM302
BIBM331	International Trade Management	ENGL101, BIBM101, ECON122 and BADM322
BIBM332	International Finance	BIBM101, FINC211, ENGL101
BMRK332	Consumer Behaviour	BMRK231
BMRK433	International Marketing Management	BMRK231, BIBM101, ENGL101
BADM322	Business and Marketing Research	BADM221 and BMRK231
BHMT305	Events Management in Hospitality	BUSI101 and BMRK231
BHMT307	Cruise Operations Management	BUSI101 and BADM221
BHMT308	Training and Development in the Hospitality and Service Sector	BHRM231 and BADM203
BHMT309	Event Marketing Management	BUSI101 and BMRK231

Summary of Course Requirements – **Effective Term 4, 2024**

			Courses	Credits
I	**General Education Courses**	7	7 (including 2 non-credit courses)	15
II	**Business Core Courses**		13	39
	a. Lower Division	8		
	b. Upper Division	5		
III	**Electives**		5	15
	a. Lower Division	2		
	b. Upper Division	3		
IV	**Hospitality Core Courses**		14	42
	a. Lower Division	6		
	b. Upper Division	8		
V	**Hospitality Management Integrated Specialty Courses**		2	12
	a. Internship	1		
	b. Capstone	1		
		TOTAL	**41** (including 2 non-credit courses)	**123**

General Education Courses		**7 courses required**
Subject	**Title**	**Prerequisites**
LBRS099	Information Literacy, Library and Research Skills (Non-credit)	NONE
AIW099	Academic Integrity Workshop (Non-credit)	NONE
ENGL101	Academic Writing - Fundamentals	IELTS6.5
ENGL102	Academic Writing - Advanced	ENGL101
BADM120	Business Math	ENGL101 (Co-req.)
BADM221	Fundamentals of Economic and Business Statistics	BADM120
BUSI101	Canadian Business Environment	ENGL101(Co-req.)
Business Core Courses		**13 courses required**
Lower Division Business Core Courses (All 8 courses listed below are required)		
Subject	**Title**	**Prerequisites**
BADM103	Digital Literacy in Business	ENGL101
FINC210	Financial Literacy	BADM120 and BADM221
BADM130	Management Information Systems	ENGL101 (Co-req.)
BHRM231	Introduction to Human Resources Management	ENGL101 (Co-req.)
BMRK231	Marketing	ENGL101 (Co-req.)
ECON101	Principle of Economics	BADM120
BADM101	Principles of Management	BUSI101
BADM203	Professional & Personal Development	BUSI101
Upper Division Business Core Courses (All 5 courses listed below are required)		
BADM302	Organizational Behaviour in the Global Workplace	BHRM231 and BADM110 or ENGL103/4 and ENGL101 or ENGL102 (Co-req.)
BADM304	Business Society, Ethics and Sustainability	ENGL102 (Co-req.)
BADM320	Managing Decolonization and Diversity	BADM221 and BADM302
BADM490	Business Strategy	90 Credits BADM304 (Co-req.), BADM322 (Co-req.), and BADM301 or BADM302 and BADM430 or BADM432
BMRK434	Effective Selling and Sales Management	ENGL101 and BMRK231
Hospitality Management Core Courses		**14 courses required**
Lower Division Hospitality Core Courses (All 6 courses listed below are required)		
Subject	**Title**	**Prerequisites**

BHMT101	Introduction to Hospitality Management	ENGL101 (Co-req.)
BHMT201	Food and Beverage I	BHMT101
BHMT202	Food and Beverage II	BHMT201 and FINC210 or FINC211
BHMT203	Accommodations Management	BHMT101
BHMT204	Cost Control	BHMT201 and FINC210 or FINC211
BHMT260	Hospitality Managing Change	BMRK231
Upper Division Hospitality Core Courses (All 8 courses listed below are required)		
BHMT301	Technology and Information Management	BMRK231 andBADM130
BHMT302	Facility and Security Management	BHMT101
BHMT303	Hospitality Operations and Supply Chain Management	BHMT101 and FINC210 or FINC211
BHMT304	Innkeepers Law	ENGL101 and BHMT203
BHMT306	Sustainable Development Corporate Responsibility	BHMT203 and BHMT302
BHMT 401	Revenue Management	BHMT203 and FINC210 or FINC211
BHMT402	Creating Value in the Hospitality Economy	81 credits
BHMT403	Revenue Management Analysis	BHMT401 and FINC210 or FINC211
Internship and Capstone Courses (2 courses- BHMT440 or BHMT441 with BHMT490)		**2 courses required**
Subject	**Title**	**Prerequisites**
BHMT440(a+b) **OR** **BHMT441(a+b)**	Internship- Hospitality Management Research Project	90 credits including BHMT201; BHMT203; BHMT401; and BADM203 or BHMT260 90 credits including ENGL102; BADM221; BHMT306; and BADM203 or BHMT260
BHMT490	Capstone Hospitality and Business Strategy II	90 credits including BHMT440a or BHMT441a
Electives		**5 courses required**
Lower Division Electives (Select a minimum of 2 courses listed below)		
Subject	**Title**	**Prerequisites**
BADM110	Business Communications	ENGL101
BHMT250	Wine and Oenology	NONE
BIBM101	International Business Management	ENGL101 (Co-req.)
BIBM201	Managing Transportation Systems	BIBM101 and BADM221
BIBM202	Logistics Management	BIBM201
BMTH100	Basic Math	ENGL101 (Co-req.) or ENGL103/4 (Co-req.)
COMM110	Critical Thinking	ENGL101 (Co-req.)
COMP101	Computer Literacy	NONE
HIST202	World Civilization	ENGL101 (Co-req.)
GEOG210	Urban Geography	ENGL101 (Co-req.)
MUSC100	Music Appreciation	NONE
POLI102	Introduction to Canadian Politics	ENGL101 (Co-req.)
ACCT201	Managerial Accounting I	ACCT211 and ENGL101
ACCT211	Financial Accounting	BADM120 and ENGL101 (Co-req.)
ECON121	Microeconomics	BADM120 and ENGL101
ECON122	Macroeconomics	BADM120 and ENGL101
FINC211	Financial Management I	ACCT201
BHMT205	Transportation and Tourism	BHMT101
Upper Division Electives (Select a minimum of 3 courses listed below)		
BADM306	Creativity and Design Thinking in Business	BUSI101 and ENGL102 (Co-req.)
BADM311	Business Analytics and Decision Making	BADM221, ENGL102 (Co-req.)
BADM330	Global Entrepreneurship and Venture Management	45 Credits Business Core Courses
BHRM331	Strategic Planning for HR	ENGL101, BHRM231
BHRM332	Recruitment and Selection	ENGL101, BHRM231
BHRM432	Compensation Management	BHRM331 and ENGL102 (Co-req.)
BHRM434	IDEA Cultural & Global Human Resources Management	BHRM332 and BADM302
BIBM331	International Trade Management	ENGL101, BIBM101, ECON122 and BADM322
BIBM332	International Finance	BIBM101, FINC211, ENGL101

BMRK332	Consumer Behaviour	BMRK231
BMRK433	International Marketing Management	BMRK231, BIBM101, ENGL10
BADM322	Business and Marketing Research	BADM221 and BMRK231
BHMT305	Events Management in Hospitality	BUSI101 and BMRK231
BHMT307	Cruise Operations Management	BUSI101 and BADM221
BHMT308	Training and Development in the Hospitality and Service Sector	BHRM231 and BADM203
BHMT309	Event Marketing Management	BUSI101 and BMRK231

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:

ACCT211 (3): Financial Accounting I: ACCT represents the subject code for accounting; 211 is the course number; (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
AIW/LB	Library, Research, Academic	**FINC**	Financial Management
BADM	Business Administration	**GEOG**	Geography
BHMT	Hospitality Management	**HIST**	History
BHRM	Human Resources Management	**MIS**	Management Information
BIBM	International Business	**MUSC**	Music
BMRK	Marketing Management	**POLI**	Political Science
BMTH	Basic Mathematics	**PSYC**	Psychology
BUSI	Business	**REES**	Real Estate Management
COMM	Communication	**SOCI**	Sociology
ECON	Economics	**TAXN**	Corporate Taxation

ACCT201 (3) (ACCT201a prior to Sept 30th, 2017) **Managerial Accounting I**
Prerequisites: ACCT211

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.

ACCT211 (3) (ACCT101a prior to January 2020) **Financial Accounting I**
Prerequisites: BADM120 and ENGL101 (Co-req.)

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.

ACCT301 (3) (ACCT 201b prior to Sept 30th, 2017) **Managerial Accounting II**
Prerequisites: ACCT201

A continuation of ACCT 201. 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.

ACCT311 (3) (ACCT101b prior to January 2020) **Financial Accounting II**
Prerequisites: ACCT211

This course is a continuation of ACCT211 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.

ACCT331 (3) **Intermediate Financial Accounting I Assets**
Prerequisites: ACCT311

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 and Equity**
Prerequisites: ACCT311

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.

ACCT390 (3) **Sage Computerised Accounting**
Prerequisites: BUSI101, ENGL101 and ACCT211

Students will learn to use an ERP accounting system (Sage) to create accounts, define settings, record transactions, perform periodic processing and reporting within the general ledger, accounts payable, accounts receivable, payroll, and inventory. Students will also learn to transfer the results of accounting system reports to excel to analyze data in support of business decision making.

ACCT431 (3) **Advanced Financial Accounting: Consolidations and 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: ACCT301 and 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 311 and 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.

AIW099 (0) **Academic Integrity Workshop**
Prerequisites: None

The Academic Integrity Workshop is intended to introduce incoming students to the concepts of academic integrity. It is an introduction for students to the concepts of plagiarism, cheating and the consequences of engaging in such unethical behaviour while at Acsenda and beyond. These concepts will continue to be built upon throughout their program while they study at Acsenda.
Students will learn what academic integrity is, what constitutes a violation, the consequences they can expect to face and how to avoid these situations. They will be introduced to Turnitin and how it is used here at Acsenda as well as paraphrasing, patchwriting, and the ethical use of AI. Students will also learn about various places they can go to get help with these issues.
The course is taught through online modules over three weeks and can be completed in 2 hours. While this course is not awarded any credit towards a degree program, it is a requirement for graduation. It does appear on the students' transcripts as a Pass/Fail completion..

BADM101 (3) **Principles of Management**
Prerequisites: BUSI101

This course aims to impart the basic management knowledge, and skills to the students to enhance their managerial capabilities and enable them to apply in the practical business operations. The course focuses on providing students with analytical, developmental, managerial and technical skills that relate to managerial positions in organizations. This course is an introduction to the critical management skills involved in planning, organizing, controlling, leading and decision making in an organization. It provides a framework for understanding issues involved in both managing and being managed, and it will help students be a more effective contributor to organizations that they join. This course develops a "systems" view of organizations that examines organizations as part of a broader context, including but not limited to environment, strategy, structure, tasks, people and output.

BADM103 (3) **Digital Literacy in Business**
Prerequisites: ENGL101

This course focuses on how to conduct project-based inquiry using a variety of digital tools, texts and technologies to create challenging and engaging learning opportunities for students. The intent is to help students integrate technology and digital literacy-related activities into their classroom practice and to provide some basis for the development of assessment tools for the digital literacy competencies. All students must have regular opportunities to use technology to develop skills set that encourage personal productivity, creativity, critical thinking, and collaboration in the classroom and in daily life.

BADM110 (3) **Global Business Communications**
Prerequisites: ENGL101 (Co-req.)

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 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: ENGL101 (Co-req.)

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: ENGL101 (Co-req.)

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, hardware and software, visualization, and customer service. Service Level Agreements and Integration Challenges, Information Technology, Asset Management, Information Technology Audit, and Implications Information, Technology Project Risk Management.

BADM201 (3) **Managerial Skills**
Prerequisites: ENGL101 (Co-req.)

The course is designed so that students understand the essential characteristics of effective managers and become self-aware regarding principles and behaviours from course material and examination of relevant and real world examples and scenarios. Students will learn and acquire key managerial competencies through research, analysis and practice in the class and through other individual and team assignments and role plays.

BADM202 (3) **Operations Management**
Prerequisites: BADM221 and ENGL101

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.

BADM203 (3) **Professional and Personal Development**
Prerequisites: BUSI101

This Professional and Personal Development (PPD) course aims to guide students through the process of self-assessment of skills and competencies, personal career planning, and the application of different learning and development approaches working within business/hospitality/tourism sectors. This course will also give students direction on how to prepare for job applications and interviews in a formalized manner, with the aim to improve career prospects. Students are expected to undertake a practical interview arranged, role-play, ad-hoc critics and guided by the tutor.

BADM221 (3) **Fundamentals of Economic and Business Statistics**
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.

BADM222 (3) **Management Science**
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.

BADM301 **Business Law**
Prerequisites: ENGL102

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, labor, bailment, sale of goods, restrictive trade, and insurance), real property, and debtor-creditor relationships.

BADM302 (3) **Organizational Behaviour in the Global Workplace**
Prerequisites: BHRM231 and ENGL102 (Co-req.)

This course surveys the field of organizational behaviour (OB) and provides frameworks for analyzing people and their attitudes and behaviours in organizations. It further examines individual motivation, decision making, values, attitudes and interpersonal and group phenomena such as leadership, group norms, power and influence, as well as job design and reward system.

BADM304 (3) **Business Society, Ethics and Sustainability**
Prerequisites: ENG102 (Co-req.)

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.

BADM306 (3) **Creativity and Design Thinking in Business**
Prerequisites: BUSI101 and ENGL102 (Co-req.)

Creativity is widely recognized as the most crucial life and work skill for individuals, businesses, and societies for globalized economies of the 21st century. This course guides students to combine their thinking, knowledge, and skills in imaginative ways, develop key creative behaviors and build their personal and professional creative confidence. Students will explore the role of design thinking in the creative process. Through a combination of active lectures and immersive in-class activities, students will engage in creative ways to see business problems and opportunities in new ways and develop solutions unseen and unimagined by others. The course is applicable to a wide range of professional areas.

BADM311 (3) **Business Analytics and Decision Making**
Prerequisites: ENG102 and BADM221

In this course, students will learn to identify and analyze business analytics opportunities that create value. Students will use data to develop insights and predictive capabilities using various models and optimization techniques to support decision making while given large numbers of alternatives and constraints. Students will learn to use business analytics to improve organizational performance and support decision systems. Introduction to PowerBI – Generating and interpreting reports Introduction to Tableau – Data visualization and visual analytics.

BADM320 (3) **Managing Decolonization and Diversity**
Prerequisites: BADM302 and BADM221

Studies found that effective diversity management in organizations has a direct and positive impact on economic productivity and intergroup relationships in society. Included is the need to appreciate the history and legacy of residential schools, the UN Declaration on the Rights of Indigenous Peoples, and the need for decolonization of our culture and business practices. This requires skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism. This course reviews various theories and research findings in social and organizational psychology and creates foundational knowledge relating to decolonization and diversity management and examines how these factors take place across multiple levels -- at the organizational, group or team, and interpersonal and individual levels. An integral part of the course includes reviewing relevant empirical findings and considers how the dynamics of workgroup relations are affected by various decolonization and diversity dimensions among group members. Also, it entails looking at leadership variables that impact on the design and implementation of policies and practices for inclusive organizations.

BADM322 (3) **Business and Marketing Research**
Prerequisites: BADM221, BMRK231 and 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, analyze 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.

BADM330 (3) **Global Entrepreneurship and Venture Management**
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.

BADM430 (3) **Negotiation and Conflict Management**
Prerequisites: 20 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 union and non-union 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 and Credit in: BHRM231 and BADM302

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; BADM304 (Co-req.); BADM322 (Co-req.); BADM302 or BADM301; BADM432 or BADM430

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.

BADM491 (3) **Practicum**
Prerequisites: 102 credits

This is a capstone course designed to help students apply their Concentration area understanding of theory and practice, to real situations. A level of knowledge beyond familiarity with the sub-disciplines of each Concentration area is expected. The nature of work of the Practicum will be such to favour knowledge and practical experience development in a real business setting for the student and it not meant to replace current employee responsibilities of the employer. As much as possible, work duties will be structured into discreet projects and approved by both the Instructor and employer e.g. Build an HRM decision support dashboard for an organization; Develop a training course for a company; Assess supply chain benefits and make recommendations for improvements; Develop a marketing plan for a specific product etc. Students will further develop interpersonal skills, and oral and written communication skills with colleagues in a real company as well as course peers and the Instructor. Students will develop practical on-the-job skills and develop Concentration knowledge through such course assignments as electronic dashboards for decision support, electronic portfolios for knowledge building, professional self-evaluation, and critical reflection; and assignments directed at synthesizing company assessments and improvements. Overall, students will seek to advance their Concentration knowledge and improve and add value to the organizations that have provided opportunities for applied skill development by providing useful analysis, recommendations, and feedback in the project area.

BHMT101 (3) **Introduction to Hospitality Management**
Prerequisites: ENGL101 (Co-req.)

This course is a survey of the hospitality and tourism industry, with a focus on British Columbia, Canada. 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 a focus on understanding the scope of the industry involves understanding the major players in the Hospitality and Tourism sectors Students gain an understanding of how work is performed and how activities are coordinated within and between departments. An emphasis will be placed on the development and management of resources, sustainability, and environmental stewardship pertaining to tourism and hospitality. Students will explore the tourism and hospitality labor market and career management tactics, and tools and strategies to successfully complete work experience.

BHMT201 (Formerly BHMT202a) (3) **Food and Beverage I**
Prerequisites: BHMT101

This course prepares students with the knowledge to oversee the provision of quality dining service and to meet the challenges facing professional managers. Students will be introduced to responsible alcohol service, menu development, sanitation, safety, security, health, and legal issues as well as labor and revenue control considerations. In addition, students will be given an insight into the major market segments of onsite food and beverage operations. This course introduces students to fundamental concepts, practices, and terminology of today's food service industry. Students will learn culinary theoretical knowledge, which complements on-the-job demands of food service managers. Ingredients, techniques and culinary applications, cost factors, and other elements will be explored to ensure complete understanding of this complex area. These comprehensive areas of study will prepare future managers for involvement in all sectors of food service operations.

BHMT202 (Formerly BHMT202b) (3) **Food and Beverage II**
Prerequisites: BHMT201 and FINC210 or FINC211

This course prepares students with the knowledge to oversee the provision of quality dining service and to meet the challenges facing professional managers. Students will be introduced to responsible alcohol service, menu development, sanitation, safety, security, health, and legal issues as well as labor and revenue control considerations. In addition, students will be given an insight into the major market segments of onsite food and beverage operations. This course introduces students to fundamental concepts, practices, and terminology of today's food service industry. Students will learn culinary theoretical knowledge, which complements on-the-job demands of food service managers. Ingredients, techniques and culinary applications, cost factors, and other elements will be explored to ensure complete understanding of this complex area. These comprehensive areas of study will prepare future managers for involvement in all sectors of food service operations.

BHMT203 (3) **Accommodations Management**
Prerequisites: BHMT101

This course is a study of the nature of unit operations in the various sectors of the lodging industry. It focuses on functions of brands, and brand systems with a comprehensive examination of all aspects of hotel administration from the viewpoint of the hotel general manager. The intent of this course is to explore and analyze the principles and practices of lodging management and related activities. The management of and interaction among departmental divisions are addressed, including general management, front office, human resource, housekeeping, food and beverage, sales and marketing, and controller: accounting and finance. Focus of the course is on communication both within and among departments, divisions, and most importantly, with customers. Topics will include the importance of human resources in the labor-intensive hotel industry and hotel management in a global environment.

BHMT204 (3) **Cost Control**
Prerequisites: BHMT201 and FINC210 or FINC211

This course will cover most areas of cost-controls in a hotel, restaurants, convention centers, 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.

BHMT205 (3) **Transportation and Tourism**
Prerequisites: FINC211, BHMT202a

This course focuses on the significance that the transportation sector has on the tourism industry. Emphasis will be placed on various modes of transportation and their role in the industry. Transportation modes will be defined, and the different types of transportation available within each mode, as well as their particular use within the tourism industry, will be explained from a mainly North American and European perspective.

BHMT250 (3) **Wine and Oenology**
Prerequisites: None

This course is specifically designed for those students who have a professional interest in learning about wines. 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. It deals with wine appreciation but also covers production, storage, delivery, and supply chain and service aspects of the wine within the hospitality industry. Students will learn about wine regions and winemaking methods and understand how these factors influence the quality of wine or spirits. Students will also be able to interpret the labels of the major wines and spirits of the world and give basic guidance on appropriate selection and service, as well as understand the principles of wine tasting and evaluation. The fundamental concept of wines and spirits are easy to grasp for those who have little or no previous knowledge of the broad range of wines and spirits. It is suitable wherever a sound but simple level of product knowledge is required to underpin job skills and competencies for example, in the customer service and sales functions of the hospitality, retailing and wholesaling industries. It is also useful for those who have a general interest in the subject.

BHMT260 (3) **Hospitality Managing Change**
Prerequisites: BMRK231

The main aim of this course is to equip students with the knowledge and an understanding of the various dimensions of consumer behavior contemporary issues and future trends within the hospitality industry. The course will enable students to engage, review and explain key contemporary aspects of the hospitality industry and their relationship with society and culture. The course provides a theoretical and practical understanding of consumer behavior and the many roles it plays in the various sub-sectors of the hospitality industry.

This course touches on lessons learned post-COVID-19, and the implications the pandemic may have on consumer behavior relating to hospitality offerings and its workforce.

BHMT301 (3) **Technology and Information Management**
Prerequisites: BMRK231 and BADM130

The course examines the links between information systems and technology solutions that are critical to the hospitality industry. It emphasizes the changing role of the Internet and social media marketing in shaping marketing communication. As the big five-star hotel conglomerates expand worldwide, emphasizing new markets, this course introduces the complexities of operating globally and identifying obstacles/solutions that are available for developing and managing a corporate image. With the dramatic increase in the role of Social Media Marketing and the importance of third-party distribution channels, Customer Information Management, Customer Relationship Management, and Management Information Systems are critical. Students will design, evaluate and integrate effective interfaces that increase benefits to the organization and optimize customer value opportunities. Students will work with the different media and promotional tools that are available, they examine the impact of technology upon individuals and organizations; consider the competitive and organizational implications, technology evolution, and the quality control of information systems sources and related services.

BHMT302 (3) **Facility and Security Management**
Prerequisites: BHMT101

The aim of this course is to introduce students to the role facilities play in the hospitality industry, how building systems work, and how buildings are put together. The facilities section covers the topics of different building systems, components, issues, and trends, as well as construction and renovation projects. The purpose of the security component of the course is to introduce students to the concepts of risk assessment, staffing, and training for security, compliance with the accessibility requirements, both, in the US and Canada, and also covers various topics of security policies and physical security of hospitality establishments. Therefore, the course provides comprehensive and well-rounded information that is an essential knowledge component for hospitality managers of any level.

BHMT303 (3) **Hospitality Operations & Supply Chain Management**
Prerequisites: BHMT101 and FINC210 or FINC211

In this course, students will learn how to analyze, manage, and improve service processes throughout the value chain in the hospitality industry. The course will enable students to apply the tools needed and measure the impacts of these tools for decision-making (including new investments in value creation) processes in operations management's key drivers: sourcing and buying products, 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. Students will learn how to create Standard Operating Procedure (SOP) that aligns with Brand Standards to enhance productivity, appropriateness, and competitive advantages.

BHMT304 (Formerly BADM301h) (3) **Innkeepers Law**
Prerequisites: ENGL101 and BHMT203

This course is designed to introduce students to business law topics that are important in managing a hospitality business. The course will make use of case studies in which students have the opportunity to apply their legal knowledge to common business situations. Topics covered include contract law, corporate law, partnership law, negligence, and employment law. We will also cover topics that are unique to the hospitality sector, such as the rights and responsibilities of accommodation businesses and their guests.

BHMT305 (3) **Event Management in Hospitality**
Prerequisites: BUSI101 and BMRK231

This course explores and develops ideas and concepts utilizing a linear or cyclical planning model and focuses on the details required when planning is a special event. Emphasis is placed on the planning of events with research into selecting the right event, event themes, site selection, task and responsibility checklists, organizational committee structures, budgeting and finance, advertising and promotion and event administration.

BHMT306 (3) **Sustainable Development Corporate Responsibility**
Prerequisites: BHMT203 and BHMT302

The hospitality and tourism industry is growing exponentially throughout the world. However, 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 the hospitality and tourism industries in Brazil, Russia, India, China, and South Africa (BRICS) countries.

BHMT307 (3) **Cruise Operations Management**
Prerequisites: BUSI101 and BADM221

This course introduces learners to the major aspects of cruise operations and management including history, global cruise market, cruise products, economic significance, geography of cruising, itinerary design, anatomy of a cruise ship, operations, sales and marketing procedures, passenger services, event planning and management, and career opportunities. This course is designed to provide students with an essential understanding of elements relating to life and work on a cruise ship.

BHMT308 (3) **Training and Development in the Hospitality and Service Sector**
Prerequisites: BHRM231 and BADM203

This course allows students to explore the foundations of employee training and development in an applied manner. The course describes how trained and motivated employees are essential to the success of business. Workforce composition, employee skill improvement, career development, organizational productivity and competitiveness, and company culture are some of the major areas influenced by the training and development processes and activities of a company. Students will have an opportunity to actively develop their training and development competencies by applying tools and techniques to important hospitality and service sector cases and examples.

BHMT309 (3) **Event Marketing Management**
Prerequisites: BUSI101 and BMRK231

In a post-pandemic world, the event marketing management field has become increasingly complex given greater focus on technology platforms, health and safety concerns, IDEA, and sustainability. The event marketing management field is one that presents special challenges to practitioners in that it also interacts with many business-related fields such as marketing, project management, revenue generation, and logistics. While it is a challenging field, it is also extremely exciting as the concepts students learn in this course can be applied to a wide variety of event types: music and film festivals, art shows, sporting competitions, PR events, community gatherings, and cultural celebrations.

Major topics related to event marketing management to be covered include (but are not limited to), project management concepts related to the planning of all event marketing activities – before, during, and after the event itself; management accounting concepts related to event marketing such as setting ticket prices, managing marketing budgets, and managing promotional costs; and market research principles related to pre- and post-event surveys. Other important topics to be addressed include recruitment of the required staff, event proposal creation, various marketing concepts related to aspects of pre-event planning, and risk management.

BHMT401 (Formerly BHMT401a) (3) **Revenue Management**
Prerequisites: BHMT203 and FINC210 or FINC211

Hotels, restaurants, and event spaces are heavily vested in revenue management. An understanding of how rate and occupancy within market segments affect the bottom line will be examined. The revenue manager will review distribution channels and leading forecasting plus revenue management programs for effectiveness in the decision-making. 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, the feasibility of departmental promotions, and monitoring accountability will be learned.

The main aim of this course is the examination, research, and analysis of various factors in the creation of economic value through marketing functions in the hospitality industry. The course will enable students to evaluate the impact of marketing decisions on the future evolution of monetary flow, in terms of risks and profitability, in order to guarantee the sustainability of the organization and the satisfaction of the shareholders' demands. Students will learn the importance of innovation in creating economic value, as well as strategic thinking and leadership that create and enhance value through differentiation strategies. Students will evaluate changing markets and consumer behavior in order to identify value opportunities for the next 5-10 years. Students will be able to identify and prioritize value opportunities through Information Management (IM) and market research and transform them into value-added and innovative hospitality concepts through profitable customer experiences. The course will also explore the subject of environmental changes (most recently – the global pandemic), leading to changes in consumer behavior, confidence, and perception of value.

BHMT402 (3) **Creating Value in the Hospitality Economy**
Prerequisites: 81 credits of core and foundation courses

The main aim of this course is the examination, research, and analysis of various factors in the creation of economic value through marketing functions in the hospitality industry. The course will enable students to evaluate the impact of marketing decisions on the future evolution of monetary flow, in terms of risks and profitability, in order to guarantee the sustainability of the organization and the satisfaction of the shareholders' demands. Students will learn the importance of innovation in creating economic value, as well as strategic thinking and leadership that create and enhance value through differentiation strategies. Students will evaluate changing markets and consumer behavior in order to identify value opportunities for the next 5-10 years. Students will be able to identify and prioritize value opportunities through Information Management (IM) and market research and transform them into value-added and innovative hospitality concepts through profitable customer experiences. The course will also explore the subject of environmental changes (most recently – the global pandemic), leading to changes in consumer behavior, confidence, and perception of value.

BHMT403 (Formerly BHMT401b) (3) **Revenue Management Analysis**
Prerequisites: BHMT401 and FINC210 or FINC211

This simulation-based course will integrate all revenue centers, for example, spas, parking, communications, laundry, and valet. Students will analyze and gain a full understanding of how these revenue centers 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 that are suitable for decision-making in hotel or restaurant chains. The students will learn how to integrate revenue management analysis and decisions into hotel management, using revenue management software. 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. The students will also be able to apply problem-solving and team-building skills that will broaden the understanding of hotel and restaurant metrics.

BHMT440 (a+b) (Formerly BHMT440) (6) **Internship – Hospitality Management**
Prerequisites: 90 credits including BHMT201; BHMT203; BHMT401; and BADM203 or BHMT260

Hospitality Internship is a 6 credit, 6 months paid work placement. 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. During the internship, the students must demonstrate understanding of the recruitment process and management roles and functions acquired as a trainee or team leader or supervisor or manager on duty or by shadowing a manager. Key learning outcomes of the internship program include modelling the importance of guest service, problem resolving skills and guests and customers retention skills goal setting, team building, organizational culture in the workplace and skills for professional development and career planning.

BHMT441 (a+b) (Formerly BHMT441) (6) **Research Project**
Prerequisites: 90 credits including ENGL102; BADM221; BHMT306; and BADM203 or BHMT260

This course provides students the opportunity to identify and investigate an issue or topic within the hospitality and tourism industries. The purpose of this module is to support students in their academic development and to equip them with the necessary research skills to produce an initial research proposal and final dissertation. The skill the students will learn within this module is highly transferable to other areas of their academic program and professional career. In particular, the module will help students develop expertise and knowledge in problem-solving, critical thinking, effective writing and communication, project management and management research, all of which underpin successful management and leadership performance for professional development and career planning.

BHMT490 (6) **Capstone Hospitality and Business Strategy II**
Prerequisites: 90 credits including BHMT440a or BHMT441a

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 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) **Introduction to Human Resources Management**
Prerequisites: ENGL101 (Co-req.)

This is a course that introduces students 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 and ENGL101

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 and ENGL101

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.

BHRM401(3) **Quality Management and Organizational Excellence**
Prerequisites: BHRM231, BADM302 and ENGL102 (Co-req.)

This course analyzes and uses various process management techniques, continuous improvement tools, and strategies to improve quality. Students will learn how to become effective quality managers and decision makers while continually developing the quality of people, processes, products, and the work environment. Students will gain the knowledge and skills they need to achieve organizational excellence. The course covers the following topics: an overview of quality, global competitiveness, strategic alliances, establishing a culture of quality in a work environment, customer satisfaction and quality, employee empowerment, leadership and change management, team building and teamwork, education and training for quality, overcoming internal politics and conflict, quality methodologies (ex: lean, six sigma), problem solving and decision making, quality function deployment, continual improvement, benchmarking, quality implementation.

BHRM402(3) **ABC'S of Human Resources - AI, Big Data, Cloud and Security**
Prerequisites: BHRM231, BHRM331 or BHRM332 (Co-req

This course explores the transformative impact of AI, Big Data, Cloud computing, and Security in the field of Human Resources. Students will learn how these technologies enhance HR practices and drive strategic decision-making. Emphasis is placed on inclusion, diversity, equity, accessibility (IDEA), integrating Indigenous perspectives, and the use of creative solutions in HR systems and processes.

BHRM403 (3) *formerly BADM403 **Employee Relations, Workplace Safety and Wellness**
Prerequisites: BADM221, ENGL101, BHRM231

This course covers the concepts, theories and real-life business situations that underscore employee relations within organizations including occupational health and safety (OHS) and engagement policies and practices that support the employment life cycle from onboarding to separation. The modern issues – unions, employee engagement, legal rights of workers, globalization, free trade, deregulation, privatization, and industrial reorganization are woven into topic areas.

BHRM432 (3) **Compensation Management**
Prerequisites: BHRM331 and ENGL102 (Co-req.)

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) — **IDEA, Culture and Global Human Resources Management**
Prerequisites: BADM302, BHRM332

This course will explore how MNEs apply Human Resource Management (HRM) best practices, including inclusion, diversity, equity and accessibility (IDEA), to support their internationalization strategies and their ability to control and coordinate business operations in diverse geographical, legislative and cultural settings. Various HR strategies, policies, practices and systems will be explored. Students completing the course will be fluent with key issues in inclusion, diversity, equity, and accessibility and how culture applies in cross-border business and international people management. They will critically examine key HR tools, systems, processes and techniques to be effective in diverse socio-cultural and institutional contexts.

BHRM490 (3) — **Human Resources Management Strategy and Workforce Development Practices**
Prerequisites: BADM490 and 18 credits of BHRM courses (BHRM231, BHRM331, BHRM332, BHRM434, BHRM403 and BHRM432)

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, union management relations, training methods, development, and implementation.

BHRM491 (3) — **Human Resources Management Strategy and Workforce Development Practices and Practicum**
Prerequisites: BADM490 and 18 credits of BHRM courses (BHRM231, BHRM331, BHRM332, BHRM434, BHRM403 and BHRM432)

This is a capstone course designed to help students apply their Concentration area understanding of theory and practice, to real situations. A level of knowledge beyond familiarity with the sub-disciplines of each Concentration area is expected.

a. The nature of work of the Practicum will be such to favour knowledge and practical experience development in a real business setting for the student and it not meant to replace current employee responsibilities of the employer. As much as possible, work duties will be structured into discreet projects and approved by both the instructor and employer e.g., Build an HRM decision support dashboard for an organization; Develop a training course for a company; Assess supply chain benefits and make recommendations for improvements; Develop a marketing plan for a specific product etc.
b. Students will further develop interpersonal skills, and oral and written communication skills with colleagues in a real company as well as course peers and the Instructor.
c. Students will develop practical on-the-job skills and develop Concentration knowledge through such course assignments as electronic dashboards for decision support, electronic portfolios for knowledge building, professional self-evaluation, and critical reflection; and assignments directed at synthesizing company assessments and improvements.

Overall, students will seek to advance their Concentration knowledge and improve and add value to the organizations have provided opportunities for applied skill development by providing useful analysis, recommendations, and feedback in the project area.

BIBM101 (3) — **International Business Management**
Prerequisites: ENGL101(Co-req.)

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.

BIBM202 (3) — **Logistics Management**
Prerequisites: BIBM201

This course is designed to introduce the students to conceptual approaches for integrating logistics as a core competency within the supply chain web. It allows students to sharpen their skills in managing various functions in logistics and supply chains including customer service, inventory management, warehousing and storage, plant and warehouse site selection, order processing and materials handling. It also emphasizes the relationships among these various elements and how effective management of them leads to achieving a competitive advantage in our global economy.

BIBM201 (3) **Managing Transportation Systems**
Prerequisites: BIBM101, BADM221

This course introduces learners to the fundamental principles of transportation systems, transportation types, components and networks, key stakeholders involved, the hard infrastructure required and the human capital and the institutions that cultivate the transportation process.

BIBM301 (3) **Transportation Law**
Prerequisites: BIBM201

This course is designed to introduce students to transportation law topics that are applicable to various modes in the transportation sector, particularly to managers who play a key role in compliance, or who are involved in the development, execution or fulfillment of contracts.

BIBM322 (3) **Integrated Logistics and Supply Chain Management**
Prerequisites: BIBM201and BIBM202

Integrated logistics and Supply Chain Management is a holistic view of a company's efforts to source, procure, receive, store, and deliver products. It is considered a vital competitive tool for companies to provide differential value to their customers, and to be profitable by making continuous improvements in levels of efficiency, productivity, quality and flexibility in their supply chain management.

BIBM331 (3) **International Trade Management**
Prerequisites: ENGL101, BIBM101, ECON122 and BADM322

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 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 for product development and regulatory compliance, 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 to be a successful global trader.

BIBM332 (3) **International Finance**
Prerequisites: ENGL101, BIBM101 and FINC211

This course provides a comprehensive overview of international finance. Topics include multi-national financial management, international monetary system, foreign exchange markets, international parity conditions, foreign currency derivatives and swaps, transaction exposure, exchange and hedging, balance of payments, foreign exchange rate determination, translation exposure, operating exposure, global cost and availability of capital, multi-national capital budgeting, international trade finance, and corporate governance.

BIBM432 (3) **Global Supply Chain Management and Logistics**
Prerequisites: ENGL101, BIBM101 and 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: BADM490 and 15 credits of BIBM courses (BIBM101, BIBM331, BIBM332, BIBM432 and BIBM433)

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, leadership and growth, legal requirements, business ethics and triple bottom line, management issues and problems, viewing them from the global perspective.

BIBM491 (3) **Practicum**
Prerequisites: BADM490 and 15 credits of BIBM courses (BIBM101, BIBM331, BIBM332, BIBM432 and BIBM433)

This is a capstone course designed to help students apply their Concentration area understanding of theory and practice, to real situations. A level of knowledge beyond familiarity with the sub-disciplines of each Concentration area is expected. Students will develop practical on-the-job skills and develop Concentration knowledge through such course assignments as electronic dashboards for decision support, electronic portfolios for knowledge building, professional self-evaluation, and critical reflection; and assignments directed at synthesizing company assessments and improvements. Overall, students will seek to advance their Concentration knowledge and improve and add value to the organizations that have provided opportunities for applied skill development by providing useful analysis, recommendations, and feedback in the project area.

BMRK231 (3) **Marketing**
Prerequisites: ENGL101 (Co-req.)

This introductory marketing course covers the basic components of a marketing system including product, price, promotion and distribution decisions (place). 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.

BMRK302 (3) **Social Media and Digital Marketing**
Prerequisites: BMRK231, ENGL102

This course examines how the practical application of digital promotional tools is used in a larger strategy to bolster Business to Consumer and Business to Business channels. The tools learned in this course will propel students and forward-thinking organizations to leverage the power of digital promotions and social media in a strong combination. Key areas include mobile, social, content marketing, and promotions.

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 and ENGL101

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 communications; 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: ENGL101, BIBM101 and 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 and 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.

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.

BMRK434 (3) **Effective Selling and Sales Management**
Prerequisites: BMRK231 and ENGL101

This course covers the basic concepts of sales and sales management including systems of selling, relationship building, product strategies, sales force planning, ethics, and forecasting. The student will gain an understanding and mastery of the key elements of a sales strategy, including: developing a sales presentation, networking and building sales leads, the steps required in the selling process, the process of recruiting and training sales personnel, and how to leverage CRM (Customer Relationship Management) tools to grow an organization.

BMRK437 (3) **Advanced Digital Marketing**
Prerequisites: BMRK231, BMRK302 and ENGL101

The Advanced Digital Marketing course focuses on two key pillars of digital marketing: Search Engine Optimization (SEO) and Search Engine Marketing (SEM). Students will delve deep into the strategies, techniques, and best practices of SEO and SEM, gaining the necessary skills to optimize digital content, improve search engine rankings, and drive targeted traffic to websites. In addition to SEO and SEM, the course covers content marketing, social media marketing, and website design and development, providing a comprehensive understanding of the digital marketing landscape.

BMRK438 (3) **Marketing Analytics**
Prerequisites: BMRK231 and ENGL101

This course allows students to gain practical and hands-on experience in marketing and business analytics. It goes beyond theoretical topics and enables students to acquire practical knowledge and skills in data analysis by learning, implementing, and practicing related topics in Microsoft Excel. This course introduces students to the fundamental concepts of marketing analysis and data mining using Excel. Students will learn how to utilize Excel tools and functions to analyze marketing data, understand marketing problems, conduct market research, and make informed business decisions.

BMRK490 (3) **Marketing Management and Strategy**
Prerequisites: BADM490 and 15 credits of BMRK courses (BMRK231, BMRK302, BMRK431, BMRK433 and BMRK434)

This is a capstone course in marketing designed to show students how companies become market driven and guide their strategies based on a shared understanding of markets and competition. The market and the customers that comprise the market are the starting point for marketing strategy formulation. Students will have an opportunity to develop strategy analysis, planning and control skills by applying marketing strategy concepts and methods in class discussions, through case analysis and through the creation of a marketing plan for a product or service. Superior marketing strategies are essential for business success as the world's economies continue to change, so this course will serve as a foundation for learning concepts such as: creating customer value, building strong brands, shaping market offerings, and communicating value.

BMRK491 (3) **Marketing Management Strategies and Practicum**
Prerequisites: BADM490 and 15 credits of BMRK courses (BMRK231, BMRK302, BMRK431, BMRK433 and BMRK434)

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.

This is a capstone course designed to help students apply their Concentration area understanding of theory and practice, to real situations. A level of knowledge beyond familiarity with the sub-disciplines of each Concentration area is expected.

- The nature of work of the Practicum will be such to favour knowledge and practical experience development in a real business setting for the student and it not meant to replace current employee responsibilities of the employer. As much as possible, work duties will be structured into discreet projects and approved by both the instructor and employer e.g., Build a marketing decision support dashboard for an organization; conduct fundamental market research; determine the optimal target market for a new product; or develop a marketing plan for a specific product.
- Students will further develop interpersonal skills, and oral and written communication skills with colleagues in a real company as well as course peers and the instructor.
- Students will develop practical on-the-job skills and develop Marketing Concentration knowledge through such course assignments as electronic dashboards for decision support, electronic portfolios for knowledge building, professional self-evaluation, and critical reflection; and assignments directed at synthesizing company assessments and improvements.
- Overall, students will seek to advance their Marketing Concentration knowledge and improve and add value to the organizations that have provided opportunities for applied skill development by providing useful analysis, recommendations, and feedback in the project area.

BMTH100 (3) **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 graph.

BUSI101 (3) **Canadian Business Environment**
Prerequisites: ENGL101 (Co-req.) or ENGL103/4 (Co-req.)

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. The course includes insights into the key economic and business developments that shape the future. The integration of business practices, incorporating technology in business, globalization and global management skills, sustainable business, changing Canadian demographics, corporate ethical standards, managing multinational cultures in the workplace, virtual teams and corporations, nurturing knowledge workers, and entrepreneurship.

COMM110 (3) **Critical Thinking**
Prerequisites: ENGL101 (Co-req.)

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.

COMM120 (3) **Public Speaking and Presentations**
Prerequisites: ENGL101

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.

COMP101 (3) **Computing for Business Success**
Prerequisites: None

This course is designed to give students a strong foundation of basic computer skills through guided activities and will allow them to learn fundamental concepts and skills for applying Technology. The course will introduce students to basic knowledge of computer components including the internal hardware, operating system, and software applications. Students will gain practice in using productivity applications including Microsoft Word, Microsoft Excel, and Microsoft Power Point and help them foster connection skills such as collaboration, problem solving and self-direction using multimedia, technology tools and resources. The course will also introduce students to various social, legal, and ethical implications and issues regarding the internet, information, and security.

EAPP090 (non-credit) **English for Academic Purposes**
Prerequisites: IELTS 5.5

This course is designed to help students take the first steps toward their academic preparation. Students are trained in all the four skills of Listening, Speaking, Reading, and Writing, covering a series of fundamental academic topics including lecture notetaking, oral presentations, group discussions, formal emails, sentence structure, and simple paragraphs. All tasks and activities revolve around themes related to students' future business studies enhanced by the Academic Word List (AWL).

ECON101 (3) **Principles of Economics**
Prerequisites: BADM120

This course provides an introduction to economic concepts, theories and analytical techniques. It considers both microeconomics - the analysis of choices made by individual decision-making units (households and firms) - and macroeconomics - the analysis of the external economy. The use of a market model, supply and demand, principles of micro and macro environments will be incorporated in this course. Production and market structure will be analyzed at the firm level. Macroeconomic issues regarding the interaction of goods and services markets, labor and money at an aggregate level will be modelled. The role of government policy the microeconomic market failures and macroeconomic objectives will be examined.

ECON121 (3) **Microeconomics**
Prerequisites: ENGL101 and BADM120

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.

ECON122 (3) **Macroeconomics**
Prerequisites: ENGL101 and BADM120

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.

ECON201 (3) **Transportation Economics**
Prerequisites: BIBM201, ECON121 and ECON122

This course uses active learning approaches to cover the scope and breadth of transportation economics and public policy and develop the relevant economic theory that is applicable to the transportation industry in Canada. The main topics covered include transport demand, private and social transport costs, market structures, competition, efficient pricing and investment in transportation markets, implications in international commerce and trade, environmental impact and policy.

ENGL090 (0) **Academic Writing - Remedial**
Prerequisites: Grade 12 or Equivalent

This course is designed to help students further develop language and academic skills needed to produce academic writing in conjunction with Academic Writing – Fundamentals (ENGL101). The course focuses on grammar for writing, paragraph/essay writing, effective paragraphing, and APA7th referencing.

ENGL092 (0) **Academic Writing Success (Support for ENGL102)**
Prerequisites: Grade 12 or Equivalent

This eight-week course serves as a supporting tool for ENGL102, Academic Writing-Advanced. It aims to provide students with the supplementary research, analytical, and academic writing skills essential for success in upper-level academic writing. The course focuses on research question development, abstract writing, argumentative essay structure, academic style, and the proper application of APA 7th referencing guidelines.

ENGL101 (3) **Academic Writing - Fundamentals**
Prerequisites: IELTS 6.5

This course is designed to help students develop university-level writing skills. Students improve their critical reading, grammatical/lexical accuracy and oral presentation skills while learning strategies for researching, planning, drafting, composing, and editing analytical essays in the APA 7th edition format. A range of academic essays are explored, including Response Paper, Problem-Solution, Compare-Contrast, and Cause-Effect. Students also learn how to summarize and paraphrase texts effectively, avoiding plagiarism.

ENGL102 (3) **Academic Writing - Advanced**
Prerequisites: ENGL101

This course is designed to help students extend their critical thinking, analytical and research skills and apply them to academic writing. Students explore common types of research, annotations and abstracts using two major assignments: a case study report and a research paper in the form of an argumentative essay based on extensive secondary research in their area of business interest written in APA 7th edition format. Students also consolidate their findings and explorations through oral presentations in teams and individually.

ENGL103 (3) **Academic Literacy - Oral**
Prerequisites: IELTS 6.0

This course ensures that students' academic listening and speaking levels in English is at a standard necessary for successful university degree level studies and is specifically tailored toward today's business environments. The course is designed to develop students' ability in taking advanced lecture notes, thinking critically in response to academic lectures, delivering academic oral presentations, participating in academic debates, delivering academic oral presentations, and understanding the diverse workplace and Indigenous cultures in Canada.

ENGL104 (3) **Academic Literacy Written**
Prerequisites: IELTS 6.0

This course ensures that students' Academic Reading and Writing levels in English is at a standard necessary for successful university degree level studies and is specifically tailored toward today's business environments. The course is designed to develop students' ability in actively using academic vocabulary, thinking critically in response to academic texts, conducting primary research, creating survey reports, writing simple essays, crafting professional emails, creating professional e-portfolios, and working efficiently in teams.

FINC210 (3) **Financial Literacy**
Prerequisites: BADM120 and BADM221

Financial Literacy focuses on building a foundation of financial literacy for the business /hospitality professionals. This course will help students understand what accounting is, learn its terminology, rules, and the principles of financial literacy. The first part of the course is focused on covering the accounting cycle, revenues and expenses recognitions, transactions analysis and recording, accruals, cash flows, financial reporting, and financial statements. The second part of the course is focused on understanding fundamental concepts in finance, the primary objective of the corporation, analysis of financial statements, financial planning, and forecasting, and how to increase shareholders' wealth. Finally, students will learn capital budgeting, investment opportunities (stocks, bonds), financing options (issuing shares vs. issuing bonds) and application of critical and analytical skills throughout case analysis that contributes to a company long-term business growth and success.

FINC211 (3) **Financial Management I**
Prerequisites: ACCT201

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, convertibles, and warrants as they are used in the financial markets of Canada.

FINC311 (3) **Financial Management II**
Prerequisites: FINC211

This course is a continuation of FINC211. 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.

FINC331 (3) **Investment Management**
Prerequisites: FINC 211, BADM 311 and ECON122

FINC 331 Investment Management is a course that examines financial markets from an investment decision-making perspective. It introduces a set of conceptual frameworks and analytical tools and provides students with an opportunity to apply them to investments across companies, securities, and institutions and to contribute to managerial decision making while exploring the competitive dynamics among investment organizations, products, and markets.

FINC402 (3) **Fixed Income Analysis**
Prerequisites: FINC 211, BADM 311, ECON 122 and FINC331

FINC 402 Fixed Income Analysis is a course that examines an advanced treatment of investments in the field of fixed income analysis and focuses on fixed income securities, fixed income portfolio management, and fixed income derivatives. Topics include securitization, the term structure of interest rates and portfolio management strategies, such as duration, convexity, and immunization, bond analysis, term structure of interest rates, management of interest rate risk, and mortgage-backed securities.

FINC432 (3) **Corporate Finance**
Prerequisites: FINC 211, BADM 311, ECON 122 and FINC331

FINC 432 Corporate Finance is designed to empower students with the analytical skills for making corporate investment with regards to financial decisions and risk analysis. This course will introduce various theories including present value, the opportunity of cost capital, discounted cash flow analysis, valuation techniques, risk and return, capital asset pricing model, capital budgeting, corporate capital structure, dividend policy, short and long term investment management, and investment and financial decisions in a global context.

FINC490 (3) **Financial Management Strategy**
Prerequisites: BADM490 and 15 credits of Financial Management courses (FINC211, FINC331, FINC402, FINC432 and BIBM332)

This course introduces the techniques used in financial and strategic decision making as well as the impact of both the financial decisions and strategy on the company's overall financial performance. Students investigate the key financial choices of a corporation and their impact on the overall strategy of the firm, including financial analysis, capital structure choice, payout policy, value creation, mergers and acquisitions and restructuring.

FINC491 (3) **Financial Management Strategy Practicum**
Prerequisites: BADM490 and 15 credits of Financial Management courses (FINC211, FINC331, FINC402, FINC432 and BIBM332)

This capstone course aims to facilitate the practical application of Financial Management theory and best practices to real-world scenarios, enabling students to enhance their on-the-job skills and deepen their understanding of Financial Management concepts. Through a series of assignments, such as Equity Valuation and Cost of Capital, Capital Budgeting and Cash Flow, Dept Valuation and Cost of Capital, key Financial Performance indicators and Financial ratios, engaging in critical reflection, and assessing and proposing financial improvements for companies, students will actively contribute to enhancing the organization's financial outlook and adding value to its operations. The Financial Management practicum project will serve as a platform for students to develop and apply their skills by conducting comprehensive analyses, offering recommendations, and providing valuable feedback in their respective project areas.

GEOG210 (3) **Urban Geography**
Prerequisites: ENGL101 (Co-req.)

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.

GEOG211 (3) **Geographic Information Systems**
Prerequisites: BUSI101, BADM130 and ENGL101

This course introduces the fundamental concepts, techniques, and applications of Geographic Information Systems (GIS) using the ArcGIS software package. Students learn the essential skills of spatial data acquisition, metadata development, editing, geodatabase design, spatial query, analysis and reporting, modeling, cartographic mapping, and dynamic visualization for enhanced management and decision-making for businesses.

HIST201 (3) **Canada in the 21st Century**
Prerequisites: ENGL101 (Co-req.)

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 Indigenous inhabitants of the Canadian landmass 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) **World Civilization I**
Prerequisites: ENGL101 (Co-req.)

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.

LBRS099 (0) **Information Literacy, Library and Research Skills (formerly Strategies for Success)**
Prerequisites: ENGL101 (Co-req.)

LBRS099 introduces students to research skills, the evaluation of information and the use of the physical and online library resources. The course equips students with the skills required to effectively use Acsenda Library's databases and to critically select and evaluate online Information, thereby preparing them to begin their own research.
This course is mandatory for all incoming students to Acsenda. It is a co-requisite with ENGL101. It is taught in an asynchronous format through online modules for a total of 1.5 classroom hours over seven weeks. While this course is not awarded credit towards a Degree Program, it is a requirement for graduation. It does appear on the students' transcripts as a Pass/Fail completion..

MIS205 (3) — **Introduction to Artificial Intelligence (AI) and Machine Learning (ML)**
Prerequisites: COMP101 and BADM130

This course provides an introduction to generative Artificial Intelligence (AI) and Machine Learning (ML) techniques and applications. Students will learn the fundamental concepts, algorithms, and practical implementation of generative AI and ML in various domains. The course includes hands-on exercises, projects, and discussions to enhance understanding and application.

MIS331 (3) — **Technology Enabled Business Process Management**
Prerequisites: BUSI101, BADM130 and BADM221

MIS331 Technology Enabled Business Process Management is a course that develops the student's basic understanding of the principles of technology-enhanced management with an emphasis on business processes. Students develop competencies in the use of appropriate methods, technological tools and techniques of process modeling, analysis, improvement, configuration, enactment, and redesign, to ensure organizational efficiency and effectiveness, and to deliver lean and customer focused business processes using Business Process Model Notation (BPMN).

MIS332 (3) — **Systems Development Using Advanced Software Tools**
Prerequisites: MIS331

MIS332 Systems Development Using Advanced Software Tools is designed to empower students with the knowledge and understanding of systems analysis, design, and implementation of computer systems with modern management software development tools. It introduces the students to Object-Oriented tools and frameworks including IntelliJ, Visual Studio, Android Studio, or MVC. It emphasizes the design of models for system designs, including architecture and user-system interaction and provides students with a strong foundation in database management and application of use-cases, Unified Modeling Language (UML), and various programming languages and Application Programming Interfaces (API) during the software development process.

MIS335 (3) — **Computer Programming**
Prerequisites: COMP101, BADM130 and BADM221

This course is designed to introduce students to the fundamentals of computer programming using programming language. Through a combination of lectures, hands-on coding exercises, and projects, participants will gain a strong foundation in programming concepts, problem-solving skills, and the ability to write Python code for various applications.

MIS402 (3) — **Advanced MIS for e business**
Prerequisites: BADM130, BUSI101 & ENGL102

MIS402 Advanced MIS for e-business is a course that explores the concepts, technology, and applications of electronic business (e-Business). Students will gain insights into the use of major technologies used to support e-business operations leading to efficiency and high performance. It provides students with the strategic management mindset to create a successful e business plan and to formulate e-strategies to gain a competitive edge in the market using advanced technology solutions. Students not only learn to design an efficient enterprise architecture for electronic communications and trading, but they also learn to evaluate various procurement methods, their benefits, and risks and to assess different options for integration of organizations' information systems with e-procurement suppliers while managing suitable technologies to protect the various e-business operations through various controls and special defense mechanisms.

MIS432 (3) — **Information System Security Management**
Prerequisites: BADM130, BUSI101 & ENGL102

The course is designed to empower students with the knowledge and skill sets required to assume the overall responsibilities of administration and management of security of a company's information system and networks. Topics include information-security risk management, security policies, laws related to information security and management of operational systems, security standards, security planning, ethical and legal issues in information, privacy, traceability, and cyber-evidence.

MIS490 (3) — **Management Information Systems Strategy**
Prerequisites: BADM490 and 12 credits of MIS courses (MIS331, MIS332, MIS402 and MIS432)

MIS490 Management Information Systems Strategy is a capstone in the MIS concentration. It builds on the conceptual knowledge and practical skills acquired in prior MIS courses and integrates various concepts associated with managing information systems (IS) as a function and other informational resources. The course addresses issues related to defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organization. The themes developed and cultivated in this course are intended to provide an enduring perspective that can help managers provide strategic information systems solutions in an increasingly globalized and technology intensive business environment.

MIS491 (3) **Management Information Systems Strategy Practicum**
Prerequisites: BADM490 and 12 credits of MIS courses (MIS331, MIS332, MIS402 and MIS432)

This capstone course aims to facilitate the practical application of Management Information Systems theory and best practices to real-world scenarios, enabling students to enhance their on-the-job skills and deepen their understanding of Management Information Systems concepts. Through a series of assignments, such as designing electronic dashboards for decision support, creating electronic portfolios for knowledge building, conducting professional self-evaluations, engaging in critical reflection, and assessing and proposing improvements for companies, students will actively contribute to enhancing the organization's technology presence and adding value to its operations. The MIS practicum project will serve as a platform for students to develop and apply their skills by conducting comprehensive analyses, offering recommendations, and providing valuable feedback in their respective project areas.

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: ENGL101 (Co-req.)

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.

POLI301 (3) **Environmental Law and Policy**
Prerequisites: ECON121 and 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) **Intro to Psychology**
Prerequisites: ENGL101 (Co-req.)

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.

REES331 (3) **Foundations of Real Estate Appraisal**
Prerequisites: BUSI101, BADM130 and BADM301

REES 331 - Foundations of Real Estate Appraisal introduces the principles of real estate property appraisal theory and practice. It provides a first exposure to the steps and techniques of real property valuation and describes the importance of a highest and best use analysis in an appraisal. It introduces the underlying theory for the three approaches to value (direct comparison, cost, and income) and explains the strengths and weaknesses of each approach. Students apply the reconciliation process and complete the reconciliation to express an opinion of final value or value range and learn how to report their analysis and findings in an appraisal report using an appropriate format.

REES332 (3) **Canadian Real Estate Law and Ethics**
Prerequisites: BUSI101, BADM130, ENGL102 and ECON121

REES 332 - Canadian Real Estate Law and Ethics covers the legal implications that a real estate professional in Canada must consider each time a real estate transaction occurs. It uses BC cases to demonstrate the entire process of the real estate transaction from the initial purchase and sale contract to the registration and protection of legal interests, including mortgages. Topics include the rights and duties of the parties typically involved in the purchase, sale and finance of real estate that arise mainly from the law of contract along with regulatory requirements set out by statute. Students will also be introduced to the concepts relevant to the ongoing ownership and management of land such as principles of tort law that apply to real estate, the law of leasing from both a residential and a commercial perspective, the law relating to strata properties, as well as other legal issues such as expropriation, environmental considerations, and taxation.

REES402 (3) **Real Estate Development and Management**
Prerequisites: REES331 and REES433

REES 402 - Real Estate Development and Management introduces the real estate interdisciplinary development process and provides students with an overview of real estate development cycle from the project idea to the cursory feasibility and planning phases which involve research analysis, design, and evaluation. They also gain a comprehensive understanding of the organizational structures, contractual agreements, planning, procurement, performance management, locational factors, and leadership ethos. The course incorporates in-depth case studies in different types of real estate projects from across Canada to show the dynamic world of development and the impact of ineffective and poor management practices and are evaluated from economic, social, political, and environmental perspectives. The course concludes with the development of a strategic real estate development plan which includes an economic feasibility study, approval process and approval protocol, project financing and management, and marketing plan.

REES431 (3) **Commercial Real Estate Property Management**
Prerequisites: REES331

REES 431 - Commercial Property Management is intended to build upon the basic principles of real estate management introduced in previous courses while placing a special emphasis on the principles and practices of commercial, industrial, and retail property management. Topics include property types, law, management agreements, marketing, leases, maintenance and security, budgets and controls, insurance, assessment and taxation, special use properties such as medical, industrial parks, commercial strata, personnel management, and tenant relations. At the end of the course, students will also be able to offer valuable recommendations and ask relevant questions that will improve the commercial asset's physical functionality and enhance the business' financial performance.

REES432 (3) **Residential Real Estate Property Management**
Prerequisites: REES331

REES 432 - Residential Property Management is intended to build upon the basic principles of real estate management introduced in previous courses while placing a special emphasis on the principles and practices of residential property management. Topics include property types, licensing and trust accounts, the Residential Tenancy Act, the Strata Property Act, management agreements, rental marketing, tenancy applications and agreements, budgets and controls, maintenance and security planning, insurance, and employee relations. At the end of the course, students will also be able to offer recommendations and manage various projects which would involve property managers, building managers, and apartment building owners as key stakeholders.

REES433 (3) **Real Estate Investment Analysis and Advanced Income Appraisal**
Prerequisites: REES331

REES 433 - Real Estate Investment Analysis and Advanced Income Appraisal is intended to build upon the foundations of appraisal course taught at ASM. Students will be introduced to the theory and techniques in the analysis of income real estate investments and the appraisal process. Topics covered in this course include cash flow analysis, leasing, taxation, appraisal, and risk management.

SOCI101 (3) **Sociology**
Prerequisites: ENGL101 (Co-req.)

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 (Co-req.)

This first level taxation course is aimed at providing students with introduction to the Canadian income tax system. It aims to:
a. Ensure a good understanding of the general principles and concepts of the Canadian Income Tax Act ("ITA") as encountered by most individual and corporate taxpayers.
b. Develop professional skills in the application of ITA principles and concepts to solve tax problems of individuals and corporations.
c. Introduction to basic principles of income tax planning
d. Introduction to the Goods and Services Tax