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| **Brief Program Description** | *Briefly describe the program’s purpose and what the student will learn in the program.* |
| **Career Occupation\***  (if applicable) | *In respect of career-related programs, list the career occupation for which the program is intended to prepare a student.* |
| **Admission Requirements\*** | **General Admission Requirements**  *List requirements the student must meet to be accepted into the program, e.g. prior education.*  **English Language Proficiency Admission Requirements**  *List the English Language Proficiency requirements the student must meet to be accepted into the program. Specify the names of all English tests to be accepted and the minimum scores for each.* |
| **Learning Objectives\*** | **Upon completion of this program the successful student will have reliably demonstrated the ability to:**  *Learning objectives begin with an action verb and describe something observable or measurable.**State the knowledge, skills and aptitudes that the student will gain through your program.*  *e.g. At the end of this program student will be able to demonstrate a knowledge of management operations in the hospitality industry; including computer applications, financial management, room division management, food and beverage management, marketing and sales.* |
| **Method(s) of Evaluation\*** | *Describe the method of evaluation used to assess a student, if there is any evaluation in addition to those included in the course outlines.*  *e.g. If at a midpoint or at the end of the program students write a cumulative exam, or are tested on skills learned throughout the program, describe this assessment.* |
| **Completion Requirements\*** | *Indicate requirements that a student must meet to complete the program.* |

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| **Program Duration** | | *List the instructional hours and total weeks.* | |
| **Homework Hours** | | *Indicate the number of hours of homework a student can expect to have to complete. These hours are not considered part of the program duration.* | |
| **Delivery Method(s)** | | *Indicate how the program is delivered*  ***In-class instruction:*** *100% hours of instruction delivered in a classroom or other setting, where instructors share the same physical space as students.*  ***Distance education:*** *100% hours of instruction, excluding work experience hours, if applicable, delivered remotely from a BC location.*  ***Combined delivery****: (both in-class and distance): Instruction provided through a combination of in-class and distance delivery. Program may include a work experience component (in-person).* | |
| * **[xx]%** of combined program will be provided by distance (online) delivery.   **If distance or combined delivery is indicated**, the online components are:  **Synchronous**, meaning students attend classes virtually in ‘real time’ with instructors and classmates.  **Asynchronous**, meaning students and instructors do not meet in ‘real time’.  There is no live video lecture portion of the program.  Students in a program or course that is delivered asynchronously may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.  Combination of both **synchronous and asynchronous**.   * Program delivery is **[xx]%** synchronous and **[xx]%** asynchronous. | | | |
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| **Required course materials** | | *List textbooks, equipment, uniform and other educational materials required to complete this program.* | |
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**Program Organization\***

* *List the titles of the courses in this program in the order they are provided and the hours of instruction allotted to each.*
* *If the program is offered by combined delivery, identify the delivery method for each course.*
* *If the program is offered by either distance or combined delivery and is offered through a combination of synchronous and asynchronous delivery, identify in the delivery method description which courses are synchronous versus asynchronous.*
* *If a course is delivered by both synchronous and asynchronous delivery, state the percentage of each.*
* *If a course employs more than one delivery method, the requirements for in-class and synchronous attendance must be clearly outlined.*
* *The method of delivery method column can be removed if the program is delivered through only one method, and any distance courses are all either synchronous or asynchronous.*

*For programs with work experience component(s) list the duration in hours of each work experience component of the program. List the work experience element in the order in which it is provided along with the other courses in the program.*

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| **Course Title/Work Experience Component\***  (in order of delivery) | **# of Hours of Instruction\*** | **Delivery Method**  (In-class, Distance, or Combined) | **Distance/Combined Delivery Description** (Synchronous or Asynchronous) | **Combined Delivery – Description for In-class and Synchronous Attendance** |
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