

## **I. Bachelors of Business Administration (BBA)**

Length: 4 years degree from TRU

8 Semester, plus 3 Work terms

### **Description:**

The Bachelor of Business Administration is a 4-year degree program, offered by the CIIS, in affiliation with the Thompson Rivers University (TRU).

Upon meeting the admission requirements, students receive a general education in the humanities, social sciences, and sciences in years 1 and 2, as well as a strong grounding in accounting, economics, computing, statistics, and organization behavior. This serves as the foundation for advanced study in business in years 3 and 4.

During their studies, students will receive high quality instruction from accomplished academics and practitioners. Case studies, class presentations, guest speakers, field trips, company reports, simulations, and business competitions are all used extensively to enhance the students' learning experience.

### **Admission Criteria:**

<b>Bachelor of Business Administration (BBA)</b>	<ul style="list-style-type: none"><li>○ <b>Should have 48% and above in 10th Maths or 12th Maths and 12th All Clear.</b></li></ul> <p><b>Should have 72% or above in 12th English or IELTS Score of overall 6.5 Bands with 6 in each or TRU Accuplacer Test score *(L-96, LU-111, RS-115, SM-111, OI- 6, E-6)</b></p>
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- **L- Listening**
- **LU- Language Usage**
- **RS- Reading Skills**
- **SM- Sentence Making**
- **OI- Oral Interview**
- **E- Essay**

### Career Path

The following is the career path for the students who are placed in Level4 and Level5 of the Accuplacer test.

#### Category - ADMIT

SEM1	SEM2		SEM3	SEM 4	
FALL2009	WIN2010	SUM2010	FALL 2010	WIN 2011	SUM2011
ACCT 100	ACCT 101	COOP1	ECON 195	MNGT 240	Coop2
BBUS 137	MNGT 238		MNGT210	MNGT248	
MNGT143	MNGT 131		MNGT230	MNGT 270	
ENGL 181	ENGL 191		MNGT245	MNGT 271	
MNGT 170	BBUS 272		MNGT281	MNGT 293	

#### Category - LEVEL5

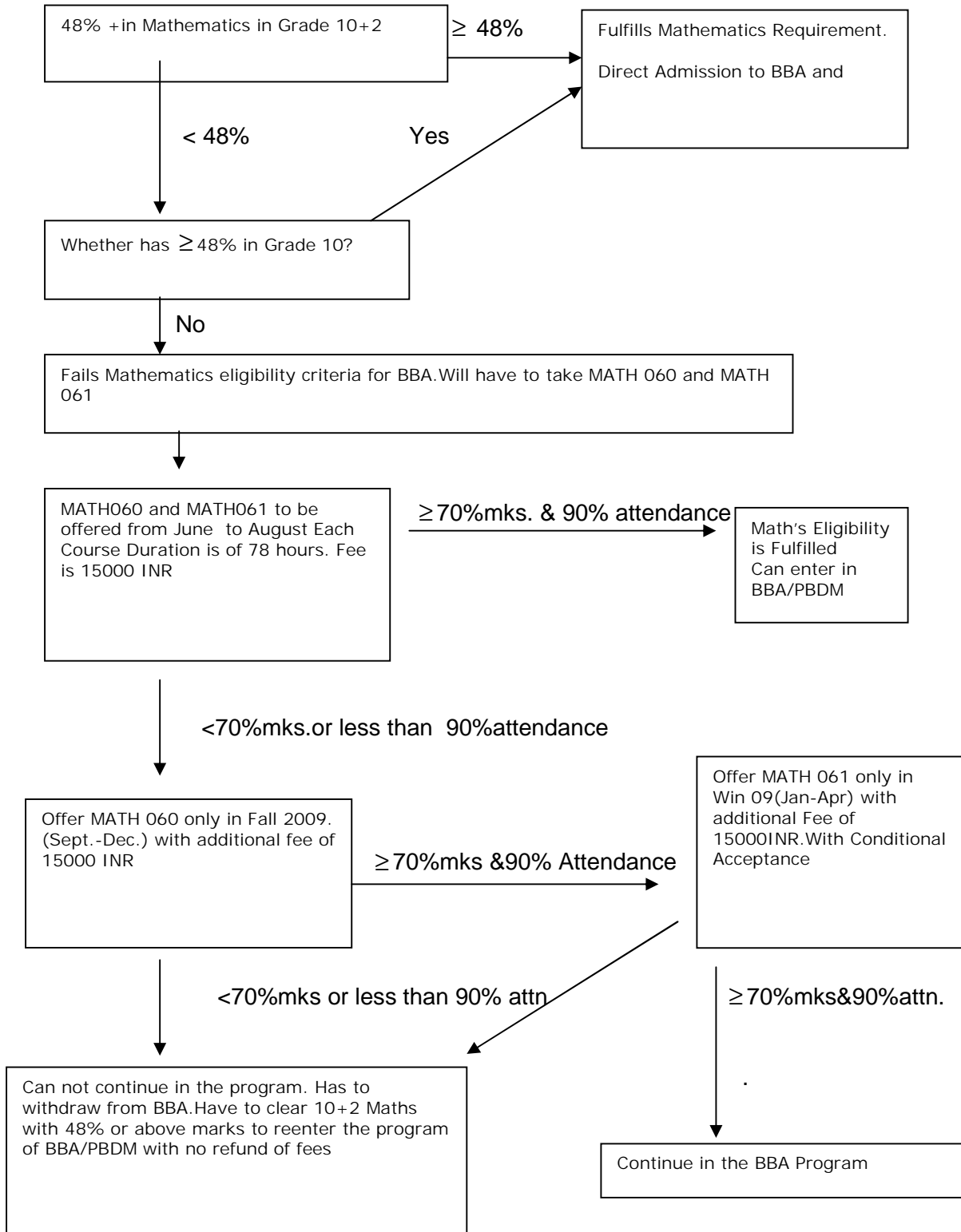
SEM1	SEM2		SEM3	SEM 4	
FALL2009	WIN2010	SUM2010	FALL 2010	WIN 2011	SUM2011
ACCT 100	ACCT 101	MNGT 170	ECON 195	MNGT 240	Co-Op1
BBUS 137	MNGT 238	ENGL191	MNGT210	MNGT248	
MNGT 143	MNGT 131		MNGT230	MNGT 270	
ESAL 57	ENGL181		MNGT245	MNGT 271	
ESAL 58	BBUS 272		MNGT281	MNGT 293	

#### Category - LEVEL4

SEM1	SEM2		SEM3	SEM 4	
FALL2009	WIN2010	SUM2010	FALL 2010	WIN 2011	SUM2011
ACCT 100	MNGT131	BBUS 272	ECON 195	MNGT 240	ENGL 191
BBUS 137	ACCT 101	ENGL 181	MNGT210	MNGT248	MNGT170
MNGT143	MNGT238		MNGT230	MNGT 270	
ESAL 47	ESAL57		MNGT245	MNGT 271	
ESAL48	ESAL58		MNGT281	MNGT 293	

1. Level 4 students can clear their IELTS with the overall band of 6.5(6 in each) by 31st December, 2009 and join Level 5 students from January 2010.
2. Students with 2 or less courses would be considered as Part Time students. They will have to pay \$ 630 per course.
3. In a semester not more than 5 courses will be offered. When the student has to do ESAL 47,ESAL48, or ESAL 57 and ESAL 58 these courses would be included in the 5 courses and the student has to pay full semester tuition fee

## Mathematics Requirement for BBA at CIIS for Fall 2009



## **Admission Guidelines**

The admission policy adopted in CIIS is developed to ensure that all applications are considered fairly and equitably.

### **∅ Selection Criteria**

When there are equally qualified applicants than the available seats available in a given program, the institute will use formal selection techniques to determine the final selection. The selection criteria and techniques include academic requirements and performance, information session participation, resumes, reports, portfolios, physical health and age requirements. These techniques may vary from program to program.

### **∅ Conditional Acceptance**

Applicants may be conditionally accepted. All conditions must be met before the final acceptance is granted.

### **∅ Waiting Lists**

Qualified applicants who are not selected initially may be placed on the waiting list. The admission selection procedure will be used to establish the order of waiting list and which applicants will be placed on that list.

## **Student Classification**

### **Full time student**

#### **BBA Programs from TRU:**

The students are considered a full-time student in any semester when they are enrolled in at least 70% of that semester's course hours (which is usually 13 hours of a total of 18 hours per week) and at least 66% of that semester's program course load (which is typically 3 or above). Exempted and withdrawn courses are not considered in the calculation. See individual program outlines for specifics about your course hours and program course load for each semester.

### **v FULL-TIME REGISTRATION**

The program outline and program-tracking sheet identifies the required courses, options available and the graduation requirements for each program. You are registered full-time when you have been assigned a personalized timetable or completed the Course Enrolment Record form, and all fees have been paid or arrangements have been made for payment.

#### √ **PART TIME STUDENTS**

A student who registers for Georgian programs with less than 1-3 of a regular full program will be classified as a part-time student.

A student who registers for TRU programs with less than 1-2 of a regular full program will be classified as a part-time student.

#### **Pre-requisites /Co-Requisites**

##### √ **PRE-REQUISITES**

Pre-requisites are courses that you must successfully complete before being registered for subsequent courses. If you do not successfully complete a pre-requisite, you cannot officially register in the subsequent courses. You are NOT registered in a course if you are missing its pre-requisite even if you attend classes and receive evaluation results before your absence from the class list is discovered. If you fail, withdraw, or do not complete pre-requisite courses, it is your responsibility to complete any outstanding course(s) in the next semester it is offered (subject to space availability). These courses should take priority should a timetable conflict occur.

##### √ **CO-REQUISITES**

Co-requisites represent two or more courses that must be taken at the same time. If you fail, withdraw, or do not complete co-requisite courses, it is your responsibility to complete outstanding course(s) in the next semester it is offered (subject to space availability). These courses should take priority should a timetable conflict occur.

Note: If you fail one of the co-requisites, you need to repeat the failed co-requisite course only.

##### √ **Transfer Policy**

Transfer Criteria is as under-

1. Students should not be on Probation or Academic Warning.
2. Students should not have more than one Academic Misconduct.
3. Students should have successfully completed one co-op.
4. Students are recommended to have cleared IELTS with a score of 6.5 overall bands.
5. Students should have 65% aggregate in last semester studied at CIIS.

Selection will be based on written request for transfer submitted to CIIS Registration department. Students can take transfer only for the forthcoming academic semester only. They cannot start with a co-op at the parent campus.

### **STEPS TO BE TAKEN IN THE EVENT OF A MISSED TEST/ASSIGNMENT/MID TERM**

In the event a student misses a mid-term examination, the student should:

- Contact the instructor prior to the exam informing the instructor of the particular situation and attempt to reschedule the exam or arrive at another mutually acceptable solution.
- Inform the instructor as soon as possible after the missed mid-term examination and attempt to devise a mutually acceptable resolution.
- Generally a domestic affliction or illness will be accepted as reasons to miss a mid-term examination; however, the instructors have latitude to accept other legitimate reasons.

### **STEPS TO BE TAKEN IN THE EVENT OF A MISSED FINAL EXAMINATION**

- In the event a student misses a final examination for illness or domestic affliction and wishes to seek a remedy, the student shall report this fact to the instructor within two working days from the date of the scheduled final exam, if s/he wishes to seek a remedy.
- In the event a student received prior information that illness or domestic affliction will result in a missed final examination, the student should inform the Program Coordinator immediately.
- In any case in which a student claims that circumstances beyond the student's control have caused the student to miss all or part of a final examination or to miss the deadline for requesting a remedy for a missed final examination, the student shall report these circumstances, in writing, to the Program Coordinator as soon as possible after their occurrence.
- In all cases in which a student seeks remedy for missed final examinations, the Registrar may require a medical certificate or other substantiating documents for validation. When, in the judgment of the Registrar, the student's reason is invalid, the student shall be refused any further remedy.
- Upon receipt of a valid reason for a missed final examination, the Program Coordinator shall notify the Department concerned that an application for remedy has been made.
- In consultation with the instructor and Department Coordinator, the Program Coordinator will either:
- Arrange for a suitable final examination which shall be provided and marked by the appropriate instructional department; or

- In exceptional circumstances and after due consultation with the instructor and Department Coordinator, grant the student a standing in, and full credit for, the course based on the student's achievement.

### **GRADING SYSTEM ADOPTED**

In order to achieve uniform standard and comparability, standard letter grading systems is established. All final official grades shall be assigned and reported according to this letter grade system. The grading system for CIIS programs is as follows –

#### **TRU programs:**

<b>Academic/Career/Developmental Programs</b>			
<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Grade Pts</b>	<b>Letter Grade Definitions</b>
<b>A+ A A-</b>	90 - 100 85 - 89 80 - 84	4.33 4.00 3.67	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
<b>B+ B B-</b>	77 - 79 73 - 76 70 - 72	3.33 3.00 2.67	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
<b>C+ C</b>	65 – 69 60 - 64	2.33 2.00	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
<b>C-</b>	55 – 59	1.67	Pass. Some understanding of principles and facts but with definite deficiencies.
<b>F</b>	0 - 54	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
<b>DNC</b>		0.00	Did not complete the course - no official withdrawal or less than 50% of course work completed.

### **Grades - Calculation of Grade Point Average**

- For each course taken the grade point value of the mark is multiplied by the credit value of that course.
- The total number of grade points is divided by the total number of credits to obtain the grade point average (GPA).
- The GPA is calculated only on the courses taken for credit.
- A course or grade may not be deleted from the permanent record.
- However, if the student repeats a course only the highest grade will be used in the calculations for total grade point average. Students can view their most current grades using TRU's Web services "TRU Online (<http://www.cariboo.bc.ca/admreg/ucconline.html>)". If you have any questions concerning your official online grade record, contact the Admissions/Registration Office.
- No statement of grades, diploma or certificate will be issued until the student has cleared up all obligations to TRU in the way of fees, overdue library books, or outstanding fines and loans.
- **Attendance Policy**

Students with less than 80 % attendance may face sanctions.

Minimum attendance for all CIIS students is 80%

### **Withdrawal Policy**

CIIS recognizes that students may withdraw from their courses for a wide variety of reasons. Because of the possible impact on their educational future, students are urged to seek counseling before making a decision to withdraw from a course or program. In the event a student decides to withdraw from a course or program, the following deadlines apply:

The withdrawal date is the last day of the eighth instructional week for one-semester courses

Students who miss either of the deadlines listed above will receive a grade of 'F' or 'DNC' unless they can satisfy the Registrar that they have suffered illness or domestic affliction or circumstances beyond their control, which have prevented them from withdrawing from their courses within the relevant deadline. This decision of the Registrar is subject to appeal. The last day to change from a semester section of a course to an independent study section of the same course is eight weeks into the semester

## **ACADEMIC RIGHTS AND RESPONSIBILITIES**

### **v Students Academic Responsibilities**

Students are responsible for conducting themselves in a manner that brings credits to themselves and the college community. The responsibilities are as follows:

#### **1. Always tell the truth**

You will not lie, cheat, or steal in your academic endeavors. You will forthrightly oppose each and every instance of academic dishonesty. You will let your conscience guide the decision to communicate directly with any person or persons you believe to have been dishonest in academic work. You will report breaches of academic integrity to the appropriate faculty or Principal.

#### **2. Protect your Work and Know your rights**

Do not allow anyone access to the work you prepare for evaluation, whether test, examination or assignments, etc. You are only one who should receive credit for what you know, unless prior agreement has been reached with your instructor that group work (and group credit) will be allowed. Your rights in the academic, human and legal arenas are important to ensure a smooth path. Do not let anyone diminish the values of your achievements by taking unfair means.

#### **3. Acknowledge your Sources**

While writing a paper, report or other evaluated work, you must use your own ideas. In case you are using ideas other than your own, use quotation marks/ summarize/ paraphrases. It is imperative to cite your sources with an in-text citation and include a list of references. Use Cites and Sources (copy available in LRC) standard of writing, as your model.

## **DISHONESTY AND MISCONDUCT**

The following six areas constitute the major types of academic dishonesty and are subject to penalties and constitute Misconduct.

### **v CHEATING**

Cheating is the use of inappropriate or unacknowledged materials, information or aids in any academic work. Students will not request others to conduct research or prepare any work for them. Students will not submit identical work or portions for credit or honors more than once without prior approval.

### **v FABRICATION**

Fabrication is the falsification or invention of any information or citation in an academic work. Invented information will not be used in any laboratory experiment or other

academic work without the prior authorization of the instructor. It is dishonest, for instance, to analyze one sample in an experiment and invent data based on that single experiment for several more required analyses. The actual and original source of the information must be acknowledged in the citation. A book review, for instance, cannot be quoted and presented as a quotation from the original book itself.

√ **PLAGIARISM**

Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified and properly cited in the text. Acknowledgment is required when material from another source in print, electronic or other medium is quoted, paraphrased or summarized in whole or in part, even when put into your own words. Please note that plagiarism of any part of a work is academic misconduct; there is no partial responsibility or penalty. Plagiarism can be subtle, so should be discussed with the instructor.

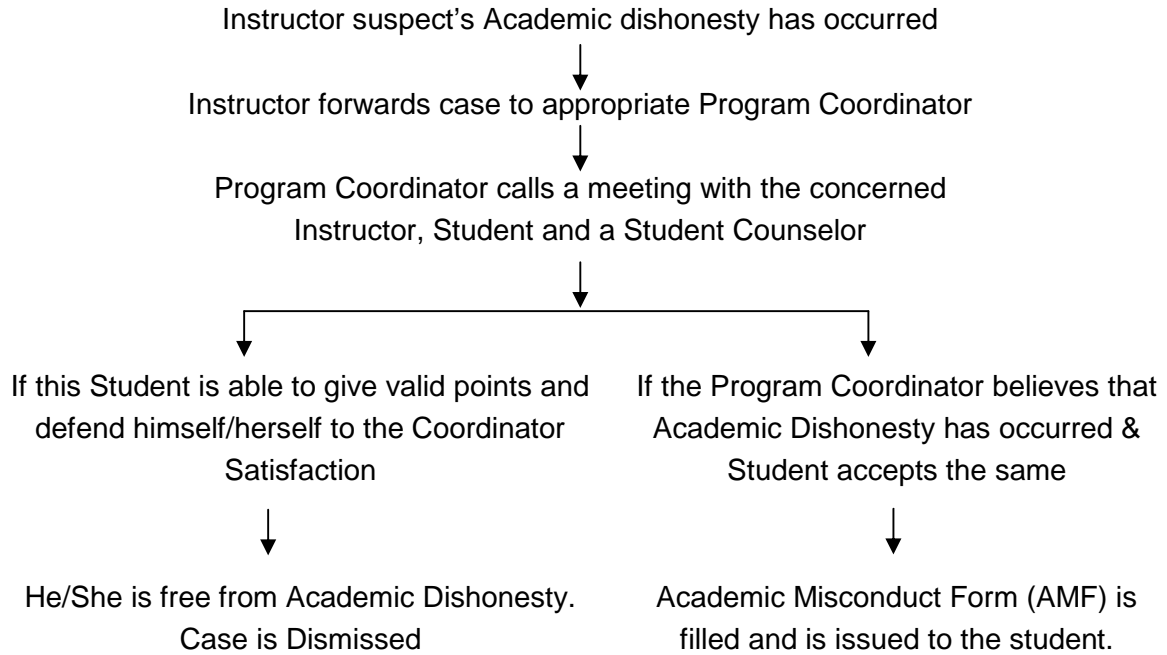
√ **FACILITATING ACADEMIC DISHONESTY**

Student who knowingly or negligently allow their work or portions of their work or drafts of their work to be used by other students or who otherwise aid others in committing academic dishonesty are violating academic integrity. This applies to students who hide, misrepresent or falsify information related to an incident of academic dishonesty. Such students are held guilty who receive and use the material or is involved in the incident directly, even though they may not themselves benefit from that act of dishonesty.

√ **DENYING ACCESS TO INFORMATION OR MATERIAL**

It is a breach of academic integrity to deny others access to academic resources or to deliberately impede the progress of another student or scholar. This would include giving other students false or misleading information, making library or shared resource material unavailable to others by stealing, deliberately misplacing, defacing or destroying any of these resources, including computer files that are not your own.

**Academic Misconduct Process**



**a) Academic Penalties**

<b>INSTANCE OF OFFENSE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>First</b>	Mark of "0" in the work evaluated	Immediate dismissal from the college for the current plus one subsequent semester.
<b>Second</b>	Mark of "0" in the course where misconduct occurred, plus immediate involuntary withdrawal from all other courses that semester.	Immediate dismissal from the college for 3 years
<b>Third</b>	Mark of "0" in the course where cheating occurred, plus immediate involuntary withdrawal from all other courses that semester, plus dismissal from the College for one calendar year from the end of the present semester.	Immediate dismissal from the college for 5 years.

### **b) Academic Appeal Process**

In any academic activity at the institute, students are responsible and accountable for academic integrity. Academic misconduct will be disciplined according to the severity of the offences

A committee of Student Counselor and Program Coordinator can frame the penalty dues upon intensity of the misconduct.

You can appeal for a mark in the following:

- Ø Assignment
- Ø Test
- Ø Examination or Practical Experience
- Ø A Final mark for the Course
- Ø Missing/ incorrect Assessment Information on the Grade Report/Transcript.

**Note: No fees are refunded to students who are dismissed from the college for misconduct**

### **c) Academic Appeal**

	<b>HEARING</b>	<b>TIME LIMIT</b>
<b>FIRST</b>	Course Instructor	Appeal within 5 Working Days
<b>SECOND</b>	Program Coordinator	Appeal Within next 3 Working Days
<b>THIRD</b>	Principal	Within three working days of meeting with Program Coordinator

If the issue remains unresolved, the student may submit a written appeal to the Principal within the next three working days and determine the next step with the student, the teacher and the Coordinator. The Principal will either uphold the teacher's decision or suggest other options. The decision of the Principal will be final.