

Orientation

WELCOME TO ILACIC!





VANCOUVER TEAM OVERVIEW

Operations

Mariana Moreira
College Director
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Academic

Kim Feuchter
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Student Services

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Co-Op and Career Services

Jihee Jeong
Co-Op Program Lead
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Julie Lin
Co-Op Placement Specialist
Julie.Lin@ilac.com

Namuri Namuri Co-Op Placement Specialist Namuri.Namuri@ilac.com



PROGRAM OVERVIEW



2 Year Diploma with Co-op / 104 Weeks

40 weeks in class + 24 weeks break + 40 weeks of co-op



1 Year Certificate with Co-op / 54 Weeks

24 weeks in class + 6 weeks break + 24 weeks of co-op



1 Year Diploma / 52 Weeks

40 weeks in class + 12 weeks break





Sales & Marketing Programs

Class Schedule: 6:15pm until 9:45pm (+ weekly online discussions & assignments)

Monday	Tuesday	Wednesday	Thursday	Friday
PC	WAC	PC	WAC	No Class
PC	WAC	PC	WAC	No Class

Class Schedules:

- Monday / Wednesday
- Tuesday / Thursday

Sales & Marketing Programs	Length	English Requirement
Sales & Marketing 2 Year Diploma with Co-Op	104 Weeks	PW 2.2 (IELTS 5.5)
Sales & Marketing 1 Year Certificate with Co-Op	54 Weeks	PW 2.2 (IELTS 5.5)
Sales and Marketing 1 Year Diploma	52 Weeks	PW 2.2 (IELTS 5.5)



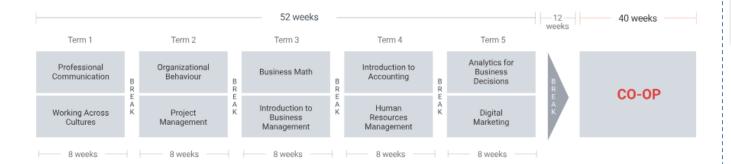


PROGRAM OVERVIEW



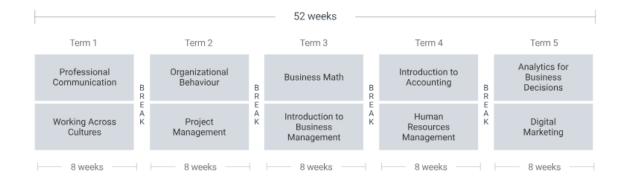
2 Year Diploma with Co-op / 104 Weeks

40 weeks in class + 24 weeks break + 40 weeks of co-op



1 Year Diploma / 52 Weeks

40 weeks in class + 12 weeks break





Business Administration Programs

Class Schedule: 6:15pm until 9:45pm (+ weekly online discussions & assignments)

Monday	Tuesday	Wednesday	Thursday	Friday
PC	WAC	PC	WAC	No Class
PC	WAC	PC	WAC	No Class

Class Schedules:

- Monday / Wednesday
- Tuesday / Thursday

Sales & Marketing Programs	Length	English Requirement
Business Administration 2 Year Diploma with Co-Op	104 Weeks	PW 2.2 (IELTS 5.5)
Business Administration 1 Year Diploma	52 Weeks	PW 2.2 (IELTS 5.5)





PROGRAM OVERVIEW



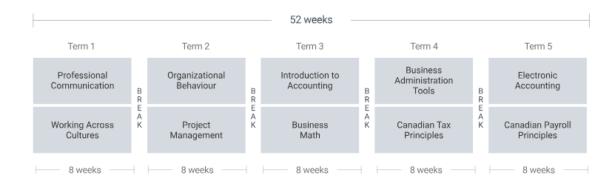
2 Year Diploma with Co-op / 104 Weeks

40 weeks in class + 24 weeks break + 40 weeks of co-op



1 Year Diploma / 52 Weeks

40 weeks in class + 12 weeks break





Canadian Accounting Fundamentals Programs

Class Schedule: 6:15pm until 9:45pm (+ weekly online discussions & assignments)

Monday	Tuesday	Wednesday	Thursday	Friday
PC	WAC	PC	WAC	No Class
PC	WAC	PC	WAC	No Class

Class Schedules:

- Monday / Wednesday
- Tuesday / Thursday

Sales & Marketing Programs	Length	English Requirement
Canadian Accounting Fundamentals 2 Year Diploma with Co-Op	104 Weeks	PW 2.2 (IELTS 5.5)
Canadian Accounting Fundamentals 1 Year Diploma with Co-Op	52 Weeks	PW 2.2 (IELTS 5.5)





PROGRAM OVERVIEW



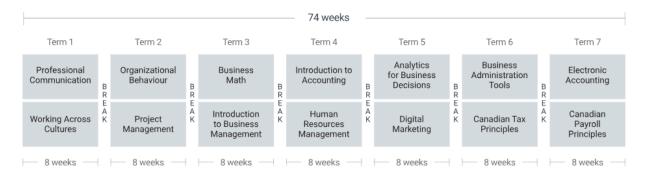
2.5 Year Diploma with Co-op / 142 Weeks | Dual Diploma

56 weeks in class + 30 weeks break + 56 weeks of co-op



1.5 Year Diploma / 74 Weeks | Dual Diploma

56 weeks in class + 18 weeks break





Business Administration & Canadian Accounting

Class Schedule: 6:15pm until 9:45pm (+ weekly online discussions & assignments)

Monday	Tuesday	Wednesday	Thursday	Friday
PC	WAC	PC	WAC	No Class
PC	WAC	PC	WAC	No Class

Class Schedules:

- Monday / Wednesday
- Tuesday / Thursday

Sales & Marketing Programs	Length	English Requirement
Business Administration & Canadian Accounting Fundamentals 2.5 Year Dual Diploma with Co-Op	142 Weeks	PW 2.2 (IELTS 5.5)
Business Administration & Canadian Accounting Fundamentals 1.5 Year Dual Diploma with Co-Op	74 Weeks	PW 2.2 (IELTS 5.5)







Class Schedule				
In-class Component	6:15pm – 9:45pm (Monday to Thursday)			
Online Component	3 hours per week/per course			

	Term Start Date	Term End Date	
	January 13 th , 2025	March 7 th , 2025	
	READIN	G WEEK	
tes	March 17 th , 2025	May 9 th , 2025	
Dat	READING V	WEEK (2X)	
Ę	May 26 th , 2025	July 18 th , 2025	
Ter	READING V	WEEK (3X)	
2025 Term Dates	August 11 th , 2025	October 3 rd , 2025	
20	READING Y	WEEK (2X)	
	October 20 th , 2025	December 12 th , 2025	
	READING V	NEEK (4X)	
	Term Start Date	Term End Date	
	January 12 th , 2026	March 6 th , 2026	
	January 12 th , 2026 READIN		
tes			
Dates	READIN	G WEEK May 8th, 2026	
m Dates	READIN March 16 th , 2026	G WEEK May 8th, 2026	
Term Dates	READING NEADING NEADING NEADING N	G WEEK May 8 th , 2026 WEEK (2X) July 17 th , 2026	
26 Term Dates	READING March 16 th , 2026 READING May 25 th , 2026	G WEEK May 8 th , 2026 WEEK (2X) July 17 th , 2026	
2026 Term Dates	READIN March 16 th , 2026 READING V May 25 th , 2026	May 8 th , 2026 WEEK (2X) July 17 th , 2026 WEEK (3X) October 2 nd , 2026	
2026 Term Dates	March 16 th , 2026 READING V May 25 th , 2026 READING V August 10 th , 2026	May 8 th , 2026 WEEK (2X) July 17 th , 2026 WEEK (3X) October 2 nd , 2026	



Online Component

 Students will be completing 3 hours per week / per course of online learning as part of their courses, monitor and guided by their instructors.

Each week students will be given a task which they need to post to the discussion board to be awarded points

towards their final grades.



- To post your assignment, please "reply" to the assignment posted in the discussion section on Moodle.
- Students need to post their weekly assignments by Wed/Thu of each week.
- Once your course begins, the teacher will explain the online component further.
- By the end of the week, instructors will check the discussion board for students' submissions.

Course Evaluations

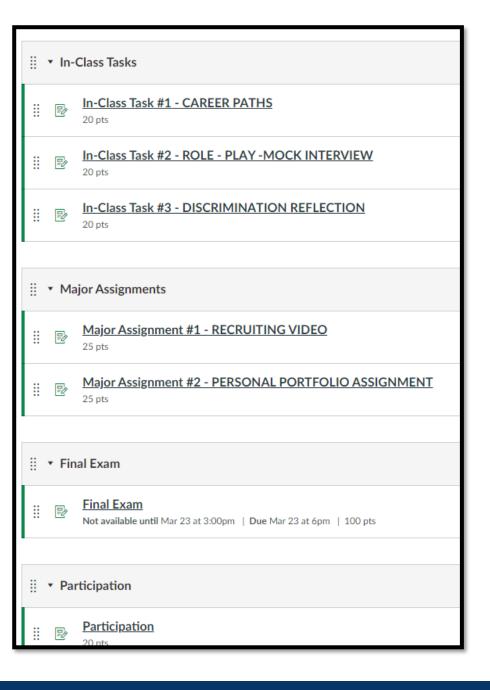








In Class Tasks	Assignments	Final Exam	Participation
15%	50%	25%	10%
3 In-class Tasks	2 Major Assignments	End of course	IOET & Online Tasks



^{*70%} attendance is required for students to pass each course

^{**}Final Exam: students need to achieve a minimum of 60% in the final exam.





- Attendance requirements: 70% each term.
- Students are required to maintain **70%** attendance in each subject and **70%** of the program overall.
- To receive program **certification**, <u>all</u> course and co-op requirements must be successfully completed.
- A passing grade in each course is **70%**. Students need to achieve a minimum of **60%** in the **final exam**.

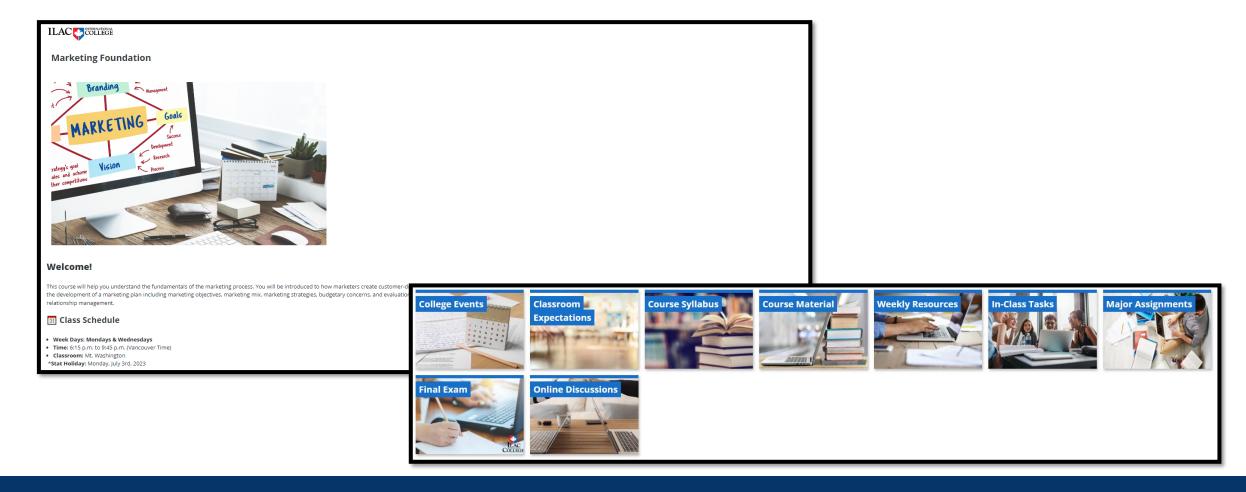


Course Materials - Moodle



What is Moodle?

Moodle is our **Learning Management System**. Through Moodle you will have access to the courses you are taking.



Course Materials - Moodle



- Course outlines
- Textbook
- Calendars
- Assignments/in-class tasks/final exams
- Grades
- Lecture recordings
- PowerPoint presentations
- Class discussions
- Instructor/student communication
- Online discussion forum



- ▶ ☐ <u>Assignment Guide</u>
- ▶ ☐ <u>Instructor Guides</u>
- ▶ 🗅 <u>Lesson Plan Guides</u>
- ▶ □ PowerPoints
- ► □ <u>Supplementary Materia</u>
- ▶ □ <u>Uploaded Media</u>

Note: Students have received a separate email with their Microsoft 365 account information.

How can I log into Moodle?

- 1- You will receive an email with your Microsoft 365 account information.
- 2- Please create a unique Microsoft 365 account with the credentials provided
- 3- ILACIC email address: 123456@student.ilacic.com







Student Number: 000000

Dear Student full name,

Thank you for choosing ILAC International College!

You have made a great choice, and we can't wait to help you discover the ILACIC experience.

As an ILACIC student, we have created a unique <u>Microsoft 365 Account</u> which will provide you with a set of applications that will support your studies. In addition, your access to the <u>ILACIC Learning Management System</u> (LMS) will be created before your classes start. The LMS is the platform we use to manage our courses' delivery, and it will include curriculum, assignments, course announcements and more.

ILACIC Microsoft 365 Account Username and Password are:

Microsoft 365 URL: Microsoft 365 Account

Username: Student email (123456@student.ilacic.com)

Password:

Your ILACIC LMS Username and Password are:

LMS URL: ILACIC Learning Management System

Please click on the OpenID Connect button to log in.

Use your Microsoft 365 Account Username and Password to access the LMS.

In order to access your unique ILACIC Microsoft 365 account, we ask you to please only use the credentials provided in this email. If you already have a Microsoft 365 account, please ensure to log out and log back in using your ILACIC credentials.

Thank you.

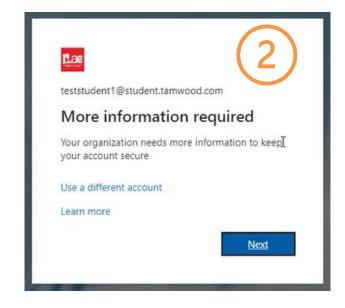
ILACIC Team!

Microsoft Multifactor Authenticator



- 1. You will be prompted to change your temporary password.
 - Password must be 8 digits long (upper case, lower case, number and symbol).
- 2. You will be prompted to set up the MFA.
- 3. Please download the Microsoft Authenticator App on your phone



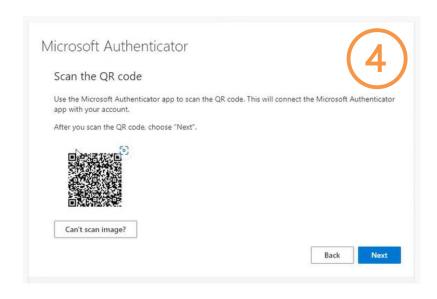


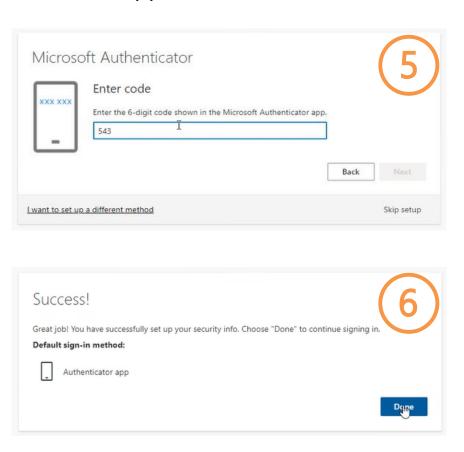


Microsoft Multifactor Authenticator



- 4. Please use the Microsoft Authenticator App on your phone to scan the QR code
- 5. Enter the 6-digit code shown in the Microsoft Authenticator App
- 6. Success! ◎



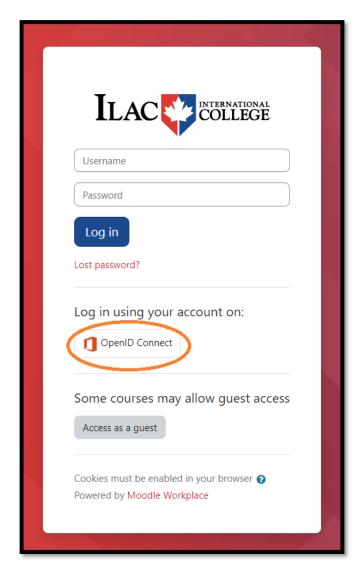


How can I log into Moodle?

- 1. After setting up your ILACIC Microsoft 365, please log into your account.
- 2. Go to: https://learn.ilacic.com/
- 3. Click on OpenID Connect

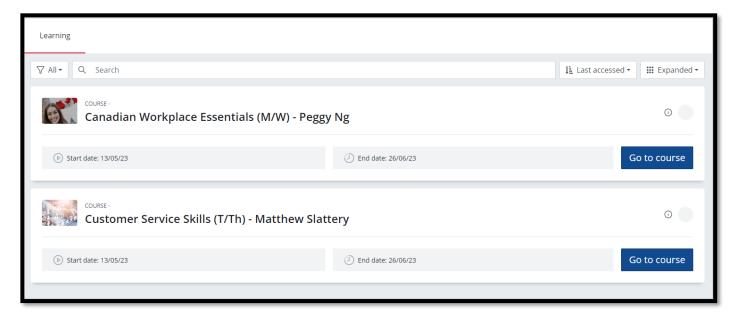






How to access your Textbook?

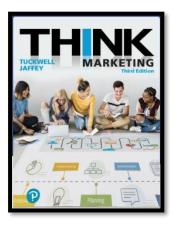
1- Log in into your **Moodle account** and click on Go to course

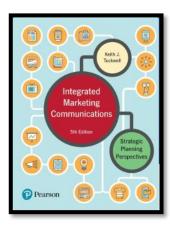


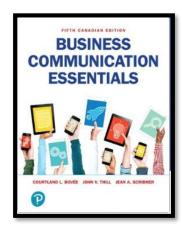
2- Click on Course Material

















Please explore the Co-op class in your Moodle portal!

- Overview of the Co-Op component
- Co-Op orientations
- Resume resources
- Cover letter resources
- Career coaching resources
- Job interview tips
- How to start the Co-Op
- Frequently asked questions





Ongoing Co-Op Support



- Resume
- Cover Letter
- LinkedIn
- Professional Headshot
- Resume Clinics
- Initial Orientation
- Weekly Job Opportunities

Academic Term

Ongoing Support

- Interview Practice
- Bi-Weekly Workshops
- Monthly Co-Op Calendar
- Monthly Resources
- Career Placement Support
- Job Fairs

- Final Orientation
- Ongoing Feedback
- Weekly Hours Report
- Employer Communication
- Paperwork Guidance
- Conflict Resolution

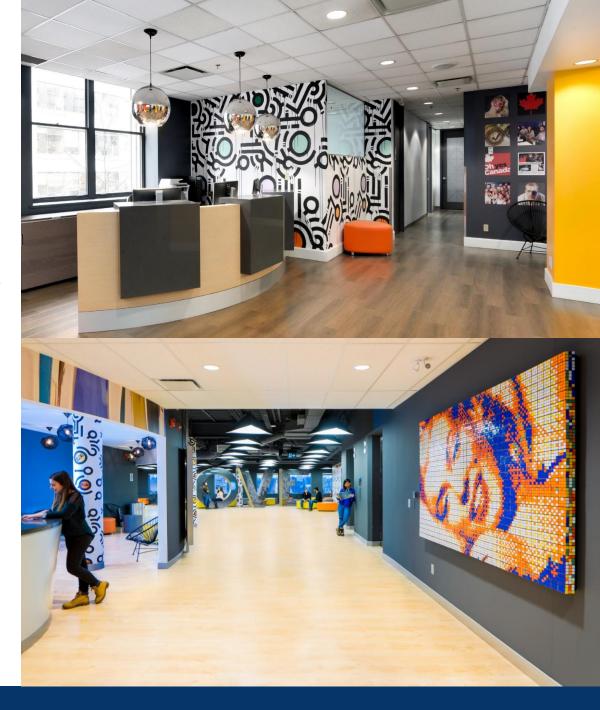
Co-Op Term

Campus Information

• <u>Campus Location</u>:

HB Building: 688 W. Hastings – 2nd and 3rd Floors

- When entering/exiting the building, kindly follow the signage
- We ask students to please arrive between 5:45pm and 6:00pm
- Kindly check the Welcome Email for your class information







- Students will receive a welcome email two days prior to the beginning of their classes.
- Please check your welcome email to ensure you know where your class is located.

Instructor Name	Instructor Email	Course Name	Course Schedule	Classroom Location
Diana Wang	D.Wang@ilacic.com	Professional Communication	Mondays/Wednesdays	HB 208
Allen Jimenez	A.Jimenez@ilacic.com	Working Across Cultures	Tuesdays/Thursdays	HB 208

Class Schedule:

- 6:15pm until 9:45pm (+weekly online discussions & assignments)
- Mondays/Wednesdays
- Tuesdays/Thursdays
- Along with the classroom information, students will also a **Moodle guideline** and **Campus Information**.
- Please have your welcome email handy once you arrive on campus.





1. Bullying, Harassment and Discrimination

ILACIC has zero tolerance towards bullying, harassment and discrimination. Bullying, harassment and discrimination are serious forms of misconduct which may result in disciplinary action including suspension or dismissal of a student.

2. Smoking

Students are not allowed to smoke in front of the building. We ask students to please smoke 7 meters away from the access door. Students caught smoking in front of the building will receive a \$250 fine.

3. Drugs & Alcohol

ILACIC has a zero-tolerance policy regarding the use of alcohol or drugs before or during class times. Any student who is caught violating this policy will be immediately dismissed from their program.

4. Dispute Resolution

a) Academic Dispute

Most complaints are resolved informally with the instructor. If there is disagreement with a grade received, please email the Student Services Co-Ordinator (Luis Saltos <u>Luis Saltos@ilacic.com</u>). Students have 5 business days from the day they receive the grade to request a reassessment.

b) Non-Academic Dispute

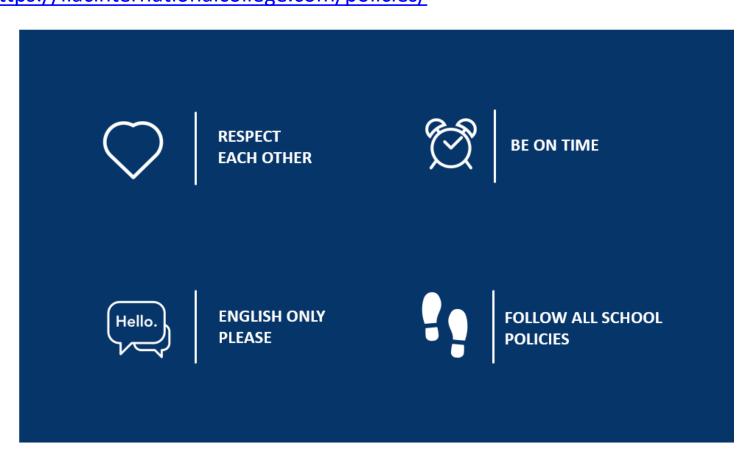
When a concern arises, please attempt to address it with the individual most directly involved. If the outcome is unsatisfactory, please send an email to the Student Services Co-Ordinator (Luis Saltos <u>Luis.Saltos@ilacic.com</u>). If the problem persists, please send an email to the College Director (Mariana Moreira <u>Mariana.Moreira@ilac.com</u>).

Policies and Procedures Website: https://ilacinternationalcollege.com/policies/

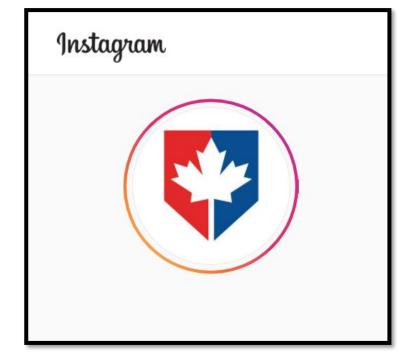
Policies and Procedures

Please take some time to review our policies and procedures available on our website: https://ilacinternationalcollege.com/policies/





Follow us on Instagram for the latest news & updates!







Here are ILAC's core health and safety principles:

- If you are sick, please stay home. If you have a fever, cough, sore throat, etc. then stay home and come back to school when you feel better. You can access your class materials in Moodle (please note we do not offer online classes).
- If you need to miss multiple classes, please contact a member of our Student Services Team. A dated doctor's note will be needed to have your attendance excused.
- There are masks available at the front desk if you aren't feeling well and want to wear a mask.
- Wash and sanitize your hands often.







For non-emergency medical advice, Health Link BC is available 24 hours a day, 7 days a week at: 811

For **medical or other emergencies**, call **911** immediately or visit the closest hospital emergency room.

Health Link BC: https://www.healthlinkbc.ca/contact-us

Mental Help Support in BC

<u>Crisis Center</u> Support



Don't leave your cell phone or other valuables unattended.

Don't carry much cash on you.

Be careful when looking for accommodation and a job.

Keep your passport in a safe place at home. Carry a **copy** of your **passport** and another ID.

Health Care Information

ILAC COLLEGE

At ILAC's Health Care Team, we understand that being an international student comes with its unique challenges.

Please reach out to healthcare@ilac.com if you need help with:

- Referrals to Specialists when needed
- Support with personal and academic development
- Issues that might affect your academic performance
- Social and behavioral problems
- Counseling
- Educational Workshops







We hope to see you in many of the activities that are offered each month!

If you would like to join an activity, here is how you can sign up:

- 1- Online at www.ilac.com/activities
- **2- In-person** with the Activities Department Team
- HB Building (688 W. Hastings Street 3rd floor) from 10am until 6pm
- CB Building (1168 W. Cordova Street) from 10am until 2pm





Important Documents



- Valid work and study permits (including extensions)
- SIN Number
- BC Health Insurance until the end of their program









To obtain a SIN (Social Insurance Number), you can apply online, by mail or in-person.

1- If you are applying **online**, please find instructions on how to apply here: https://www.canada.ca/en/employment-social-development/services/sin/apply.html#online

2- If you are applying by **mail**, please send your complete application and original documents (photocopies are not accepted) to **Service Canada**.

Service Canada Social Insurance Registration Office PO Box 7000 Bathurst NB E2A 4T1

3- If you are applying in-person, please visit a Service Canada location

Sinclair Center, Office 125 757 West Hastings Street Monday to Friday from 8:30am until 4:00pm

For more information:

www.servicecanada.gc.ca

You need to have:

- Your passport
- Your study permit and work permit
- Letter of Acceptance (LOA) from ILACIC





The law in British Columbia sets standards for payment, compensation and working conditions in most workplaces. The standards promote open communication, fair treatment, and work-life balance for employees.

- Effective June 1st, 2024, **minimum wage** is **CAD \$17.40** per hour.
- Employees must be paid **twice per month** (pay periods cannot be longer than 16 days). Wages must be paid in Canadian currency.
- An employee that reports to work must be paid at least **2 hours** (even if they worked less than 2 hours).
- Effective Jan 1st, 2022, eligible employees can take up to **5 paid days** and **3 unpaid days** of illness or injury leave (sick leave).
- Employees can quit their job at any time. If an employee quits their jobs, they are not paid for length of employment.
- Employers can end an employee's job by giving written working notice or pay (called compensation for length of service).

 They can also choose to give a combination of both notice and pay.
- To contact the Employment Standards Branch, please click <u>here</u>

For more information:

While You are Studying in British Columbia - Work while you study https://www.welcomebc.ca/study-in-b-c/while-you-are-studying-in-b-c
Employment Standards and workplace safety https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice

How to apply for MSP Health Insurance



Please apply as soon as you arrive in Canada. It may take 3 months to get coverage.

You will receive a Card as proof of your coverage. The card will have your Personal Health Number (PHN).

Check your orientation email. A document with detailed information on how to apply for MSP has been attached.

- 1. Applications for your MSP card can be done online: https://my.gov.bc.ca/msp/enrolment/check-eligibility
- 2. Application can also be done through **mail** using a paper application form. https://www2.gov.bc.ca/assets/gov/health/forms/102fil.pdf

Applicants should mail the completed application form to:

Health Insurance BC
Medical Services Plan
PO Box 9678 Stn Prov Govt
Victoria - BC
V8W 9P7
Canada







ILACIC's Accommodation Department will provide you with several housing options that fit your profile and lifestyle and support you before and during your stay at one of our homestays or residences.

If you are in an **ILAC Homestay or residence** and would like to request further support, please contact our Homestay Department:

- By submitting this form: https://forms.office.com/r/V5vtE7n2iA
- By visiting their office in-person
 - 950 1111 Melville Street Monday to Friday (except Wednesdays) from 10am until 4pm
 - 688 West Hastings Street on the 3rd floor Wednesdays from 10am until 4pm

More information on ILAC's Homestay is available at www.ilac.com/homestay





Living on your own in a new country can be an overwhelming experience, with many new rules, responsibilities and terminology involved. Make sure you know your rights!

Review information on renting in Canada, tenancy agreements, tenants' rights, and dealing with landlords:

- Residential Tenancy Act: These are the rules for landlords and tenants in residential tenancies.
- Know your rights and responsibilities when <u>Starting a Tenancy</u>, <u>During a Tenancy</u> and <u>Ending a Tenancy</u>.
- Solving problems: Sometimes problems can occur when renting a home. Explore your options to <u>resolving</u> <u>problems</u>.
- Avoid <u>Scams</u>



Independent Accommodation



Finding a place

The following sites are provided as a resource for students. ILAC IC does not endorse them or their rental listings.

- Liv.rent
- Global Education City
- Rentsline
- Craigslist
- Apartment Love
- PadMapper
- Rentseeker.ca
- Sparrow
- RentRadar

Older buildings can often have bed bugs. Check to see if there are bed bugs in your neighborhood of interest by reviewing the <u>bed bug registry map</u>.





After you find a place

Inspection

• Before signing a tenancy agreement, inspect the unit (or have someone you trust inspect it for you). Make sure appliances and taps work and that there are locks on all the doors.

Deposit and Documentation

- Get details of your tenancy agreement (also called a lease or rental agreement) in writing.
- **Take photos** to document any existing damage or repairs needed before you move in. If the landlord says something will be repaired or cleaned before you move in, write this down in the agreement.
- Make sure both you and your landlord have a copy of all the agreements you have signed. If you make any
 changes to the documents, both you and your landlord should initial next to each change.
- Prove that you paid. Pay by cheque or money order or get a receipt if you pay in cash.
- A tenancy agreement should always outline **the terms**, **conditions**, **and duration** of the rental agreement. It is important to review all 3 before signing.
- <u>Tenancy agreements</u> are typically one year or two years. Some short-term tenancy agreements are usually three-months or six-months terms. Typically, when a fixed-term tenancy agreement in BC ends, it automatically turns into a month-to-month tenancy agreement that has no end date.





Although the current average asking price for rental housing is challenging to determine, several rental listing websites offer rent reports for the Vancouver market based on active listings on their websites. Rents vary for furnished and unfurnished apartments.

- <u>Liv.rent Vancouver rent report</u>
- Rentals.ca Vancouver rent report
- Zumper.com Vancouver rent report

Additional costs

Additional costs of renting an apartment can include:

- Utilities (e.g., heat, water, electricity)
- Internet
- Cable TV
- Security deposit (one-time cost)
- Pet deposit (one-time cost)
- Apartment furnishings
- Laundry
- Parking
- Renter's insurance

For more information: https://www.costofliving.workbc.ca/





Compass Card

Compass Card is a convenient, reloadable fare card that can be used when taking transit within **Metro Vancouver**. It is easy-to-use and secure. Load fare products onto one card and tap in and out across the entire system.

Compass Cards are widely available for a **\$6 refundable deposit**. Click <u>here</u> to know where to buy it.

The price of your trip depends on when, where, and how you are travelling, please check the pricing and fare zones here.



Check out our website & Follow us on Instagram!







Following

1,135 followers

233 following

ILAC International College Build your future. Your journey begins in Canada ca Share your experience using #ilacic to win prizes. Campuses in Toronto & Vancouver ilacic.com

Followed by anakarina_105 and mariialano















Any Questions?

