

# Capilano University 2016 - 2017 Calendar

**Capilano University 2016 - 2017 Calendar**

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## **Disclaimer**

The online calendar is the official publication of regulations, policies, programs, requirements and course descriptions for the 2016-2017 academic year produced annually by Capilano University. The programs and courses listed in the calendar have been approved by Senate and are expected to be offered this academic year. Students at Capilano University are responsible for knowing and complying with all requirements as stated in the calendar.

## **Changes to Curricula, Regulations, and Services**

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Capilano University reserves the right to make such changes in the Capilano calendar as necessary, including the cancellation or adjustment of programs or courses and changes in fee structure or other regulations or services, without liability for any resulting loss or damage.

Although every effort is made to ensure accuracy at the time of publication, the statements in the calendar do not constitute an irrevocable contract between the student and Capilano University.



# Academic Information

## Academic Schedule

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Please see the current [Academic Schedule and Important Dates](#) .

## Admission and Readmission

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### BECOMING A CAPILANO UNIVERSITY STUDENT

1. **Read the Calendar for more information on your area of interest:**

The table of contents and index will be helpful in finding particular subjects in the Calendar. Contact Enrolment Services at 604.984.4900 to see if there is an information meeting being held for the program you are interested in — information sheets are also available.

Check the Admission Requirements for your program of interest as listed in this publication.

2. **Submit an Application for Admission/Readmission:**

**New Students.** All first time applicants must apply for admission. Apply online via the [Capilano University Apply Now](#) page.

**Returning Students.** All returning Capilano University students who have not attended classes for a major term which is either the Fall term (September to December) or Spring term (January to April) must apply for readmission. Students who wish to change programs must also apply for readmission. Apply online via the [Capilano University Apply Now](#) page.

**Current Students.** All current students who want to change programs must submit a new application.

There are two ways to apply:

- a. **Apply online** via the [Capilano University Apply Now](#) page.
  - **Submit application fee.** You must pay this fee online when you submit the online application. Application fees vary as per the information outlined below:
    - A \$50 non-refundable application fee is required for new or returning students.
    - A \$135 non-refundable application fee for new international students.
  - **Document Submission.** Official high school and post-secondary transcripts are required, if not previously submitted. Supporting documentation may be delivered in-person to the Capilano University Registrar's Office or mailed to:  
  
Registrar's Office, Capilano University  
2055 Purcell Way  
North Vancouver, BC V7J 3H5
- b. **Apply in person or by mail.** Print an [Application for Admission/Readmission](#).

- **Submit application fee.** Follow the instructions on the Application for Admission/Readmission form for submitting payments by mail or in-person. Application fees vary as per the information outlined below:
  - A \$50 non-refundable application fee is required for new or returning students.
  - A \$135 non-refundable application fee for new international students.
- **Document Submission.** Official high school and post-secondary transcripts are required, if not previously submitted. Supporting documentation may be delivered in-person to the Capilano University Registrar's Office or mailed to:

Registrar's Office, Capilano University  
 2055 Purcell Way  
 North Vancouver, BC V7J 3H5

3. **Register:**

- **Arts and Sciences and School of Business Students:** Complete information on how and when to register, as well as a timetable (myCap Schedule) of all the courses to be offered in the coming term will be available online at [www.capilano.ca/current](http://www.capilano.ca/current). This information will be available prior to the commencement of registration.
- **Career/Limited Enrolment Program Students:** If you have been accepted into a specific Career or Limited Enrolment program, consult the department for your timetable and registration procedures.

4. **Pay your tuition:**

- Fees are under review and subject to change without notice. The most current fee information is available online at [www.capilano.ca/fees](http://www.capilano.ca/fees).

5. **Medical Insurance:**

- Students are not covered by Workers' Compensation while attending Capilano University. Students are responsible for acquiring their own Medical Services Plan (MSP) and accident insurance coverage.
- International students must have adequate medical coverage while studying at Capilano University. Students can buy medical insurance for the first 90 days in British Columbia in their home country or at the Capilano Centre for International Experience.
- Any Temporary Resident who stays in British Columbia for 6 months or longer must have the Medical Services Plan (MSP) of British Columbia. Find more details on their [website](#).

## APPLICATION DATES

### Arts and Sciences and School of Business Programs

Applications with all required documentation and the application fee must be submitted by the Document deadline in order to be considered complete.

Term	Application Deadline	Document Deadline
Fall	March 31	May 31
Spring	September 15	October 15
Summer	January 31	February 15

### Career/Limited Enrolment Programs

Applications with all required documentation and the application fee must be submitted by the program deadline in order to be considered complete. Please consult the program section of this calendar for specific program application deadlines.

## ADMISSION REQUIREMENTS

### English Language Requirement

All students must have a level of English sufficient to write assignments, understand class lectures, and take part in class discussions.

If English is not your first language, or you have received your education in another language, you will be required to provide proof of English Language Proficiency in one of the following ways:

#### Ways to Meet the English Language Requirement

##### English Language Assessment Tests

- TOEFL (Test of English as a Foreign Language): 83 (internet-based score), 560 (paper-based score)  
**Contact:**[www.ets.org/toefl](http://www.ets.org/toefl)
- ELA (English Language Assessment Test): 145 **Contact:** Vancouver Community College, King Edward Campus, 1155 East Broadway
- Academic IELTS (International English Language Testing System): 6.5 overall, and no one score less than 6 **Contact:**[www.ielts.org](http://www.ielts.org) or [ielts@sfu.ca](mailto:ielts@sfu.ca)
- CAEL (Canadian Academic English Language Assessment Test): 70 **Contact:**[www.cael.ca](http://www.cael.ca)
- PTE (Pearson Test of English - Academic): 56 **Contact:**[www.pearsonpte.ca](http://www.pearsonpte.ca)

##### Other Ways to Meet the English Language Requirement

- 6 credits of post-secondary English that transfers to Capilano University; or
- English 12 or English 12 First Peoples with a final mark (including provincial exam) of C+ grade or higher and two years of full time high school education in Canada; or
- Advanced Placement English Language/Composition or English Literature /Composition with a minimum mark of 4; or
- International Baccalaureate English Language A Higher Level with a minimum mark of 5; or
- Language Proficiency Index (LPI) Level 4 with an essay score of 26; or
- Capilano University EAP 100 and 101 with minimum mark of B+ (77%) in each course; or
- Four or more consecutive years of full-time education in English in Canada, or in a country other than Canada where English is the principal language\* ; or
- Four or more years at an eligible international high school that uses English as the language of instruction but operates in a country where the primary language is not English; or
- Graduate from a recognized degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language\*.

\*A list of countries that are considered to have English as the principal language for the purpose of satisfying this requirement can be found in the [English Language Requirements](#) section of the Capilano Website.

Students who do not qualify under one of the above measures may submit a Request for a Waiver of the English Language Requirement form to the attention of Admissions in the Registrar's Office (see the [English Language Requirements](#) section of the Capilano Website).

If the University then decides you need additional instruction in English you will be asked to take an English examination suitable to the program area in which you wish to enrol.

#### English for Academic Purposes (EAP) Program

**For students applying only for EAP:** EAP Placement Test, **contact:** EAP Department, Capilano University, 604.986.1911, ext. 4971 or [eap@capilanou.ca](mailto:eap@capilanou.ca) for testing appointment.

## Provincial High School Examinations (all programs)

British Columbia Secondary School students applying to Capilano University will not require optional provincial examination results for admission to the University. However, students must have written provincial exams in any subject where it is mandatory to meet the BC Graduation Program requirements.

## Admission Requirements for Preparatory Programs

Please see the specific program description in the University Calendar for admission requirements.

## Admission Requirements for Career and Limited Enrolment Programs

Please see the specific program description in the University Calendar for admission requirements.

## Admission Requirements for Arts and Sciences Programs

### Admission from BC/Yukon high schools

British Columbia Secondary School Graduation (Grade 12) or equivalent or mature and discretionary student status. A minimum grade point average (GPA) of 2.0 (60%) calculated on English 12 or English 12 First Peoples, and two academic Grade 12 courses selected from the list below:

**English 12 or English 12 First Peoples plus top two subjects from the following list will be used to calculate the admission GPA for BC High School students:**

- All Advanced Placement courses
- All International Baccalaureate courses
- Accounting 12 or Financial Accounting 12
- Applications of Mathematics 12 or Foundations of Mathematics 12
- Applications of Physics 12
- BC First Nations Language 12
- BC First Nations Studies 12
- Biology 12
- Calculus 12
- Chemistry 12
- Communications 12
- Comparative Civilization 12
- Economics 12
- English Literature 12
- Entrepreneurship 12
- French 12 or Français-Langue Seconde 12
- Geography 12
- Geology 12
- German 12
- History 12
- Information Technology 12 or 1 of the following: ICTC 12, ICTM 12, ICTP 12, ICTS 12, ICTX 12

- Japanese 12
- Korean 12
- Law 12
- Mandarin 12
- Marketing 12
- Philosophy and Religion 12 or Philosophy 12
- Physics 12
- Principles of Mathematics 12 or Pre-calculus 12
- Psychology 12
- Punjabi 12
- Social Justice 12
- Spanish 12
- Sustainable Resources 12
- Writing 12

OR

- Successful completion of the BC Adult Dogwood Graduation Diploma; or
- Successful completion of the General Education Diploma (GED); or
- Mature and Discretionary status.

## Admission from the International Baccalaureate (IB) Program

### IB Diploma Applicants

International Baccalaureate students are eligible for admission on the basis of successful completion of the IB Diploma. Capilano University English Language Requirements and program specific requirements must also be met.

For those students who are completing both the IB Diploma and another high school curriculum, Capilano will use the credential which offers the applicant the best advantage.

Transfer credit or advanced standing will be awarded for IB courses. Please see the Transfer Credit section of this calendar for a table of credit awarded for IB course work. Applicants may also consult the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### IB Certificate Applicants

In order to meet admission requirements applicants must successfully achieve high school completion (or the equivalent). Capilano University English Language Requirements and program specific requirements must also be met. For IB students not completing the IB Diploma it should be noted that IB certificate courses at both the standard and higher level can be used for admission in conjunction with another high school curriculum. IB certificate courses will also be considered for transfer credit or advanced standing. Please see the Transfer Credit section of this calendar for a table of credit awarded for IB course work. Applicants may also consult the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### IB Grade Conversion

We will convert your IB exam scores into percentages for purposes of admission and transfer credit. If you are completing an IB course and the related high school course, we will use the higher of the two grades for admission.

IB Exam Grade	% Equivalent
7	96
6	90
5	86
4	76
3	70

## Admission from the Advanced Placement (AP) Program

In order to meet admission requirements applicants must successfully achieve high school completion (or the equivalent). Capilano University English Language Requirements and program specific requirements must also be met. AP courses are eligible for admission consideration and AP course grades may be combined with an approved high school curriculum to meet Capilano's admission requirements. AP courses will also be considered for transfer credit or advanced standing. Please see the Transfer Credit section of this calendar for a table of credit awarded for AP course work. Applicants may also consult the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

## AP Grade Conversion

We will convert your AP scores into percentages for the purpose of admission and transfer credit. If you are completing an AP course and the related high school course, we will use the higher of the two grades for admission.

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

## Arts & Sciences Programs - Admission Requirements from High Schools from Other Canadian Provinces

The admission average is calculated on the required senior English course or courses (i.e. group requirement #1) and on the two best academic courses offered in the other course groups as shown below.

### Admission from Alberta, Nunavut, Northwest Territories High Schools

Applicants must supply evidence of academic grade 12 completion leading to graduation and include at least four - five credit courses, selected as follows:

1. English Language Arts 30-1
2. at least three additional courses selected from: Aboriginal Studies 30, Biology 30, Blackfoot Language and Culture 30, Experimental Psychology 30, Chemistry 30, Chinese Language and Culture 30, Cree Language and Culture 30, Français 30/30-1/30-2, French 30, French 31A/ 31B/31C, French Language Arts 30, German 31, German Language and Culture 30, German Language Arts 30, Italian Language and Culture 30, Japanese Language and Culture 30, Latin 30, Math 30-1, Math 30-2, Math 30-3, Math 31, Macroeconomics 30, Microeconomics 30, Philosophies of Man 30, Physics 30, Punjabi Language and Culture 30, Pure Mathematics 30, Science 30, Social Studies 30/30-1, Spanish Language and Culture 30, Spanish Language Arts 30, Ukrainian Language and Culture 30, Ukrainian Language Arts 30, Western World History 30.

Admission average will be based on English Language Arts 30-1 and the two best 5 credit courses in group two.

### **Admission from Saskatchewan**

Applicants must supply evidence of completion of academic level three (grade 12) leading to graduation, including at least five academic subjects selected as follows:

1. English A30 and B30; and
2. at least three additional 30 numbered courses selected from: Accounting 12, Biology 30, Calculus 30, Chemistry 30, Computer Science 30, Economics 30, English Language Arts A 30 and B 30, Foundations of Mathematics 30, Francais Fransaskois A30 B30, Francais immersion 30, French 30, Geography 30, Geology 30, German 30, History 30, Latin 30, Law 30, Mandarin 30, Native Studies 30, Physics 30, Pre-calculus 30, Psychology 30, Social Studies 30, Spanish 30, Ukrainian 30, Ukrainian Language Arts 30.

Admission average will be based on English A30, B30 and the two best courses in group two.

#### **Note**

English is a double course so this average is over four courses but only three subject areas.

### **Admission from Manitoba**

Applicants must supply evidence of completion of an academic program which will lead to graduation and includes at least four courses selected as follows:

1. English Language Arts 40S (one of Comprehensive, Literary or Transactional focus)
2. at least three additional courses selected from: Biology 40S, Chemistry 40S, Chinese 40S, Computer Science 40S, Deutsch 40S, Economics 40S, Filipino 40S, Francais 40S, French 40S, Geography 40S, German 40S, Global Issues: Citizenship & Sustainability 40S, Hebrew 40S, History: Western Civilization 40S, Icelandic 40S, Italian 40S, Japanese 40S, Latin 40S, Law 40S, Physics 40S, Polish 40S, Portuguese 40S, Pre-calculus 40S, World Issues 40S, Spanish 40S, Ukrainian 40S.

Admission average will be based on English Language Arts 40S and the two best courses in group two.

### **Admission from Ontario**

Applicants must supply evidence of completion of the new Ontario Grade 12 graduation, including the following:

1. ENG4U; and
2. at least three additional 4U/M courses selected from: Advanced Functions (MHF4U), Biology (SBI4U), Chemistry (SCH4U), Canadian and International Law (CLN4U), Canadian and World Politics (CPW4U), Canadian Geography (CGW4U), Earth and Space Science (SES4U), Current Economic Issues (CIA4U), Geomatics (CG\*4M), World Geography (CGW4U), World History (CHY4U), Ancient Greek (LVLGCU), Classical Civilization (LVV4U), Latin (LVLCU), Other Languages (L\*\*DU), Physics (SPH4U), Studies in Literature (ETS4U), The Writer's Craft (EWC4U), Core French (FSF4U), Extended French (FIF4U), French Immersion (FSF4U), Exercise Science (PSE4U), Interdisciplinary (IDC4U & IDP4U) Mathematics and Data Management (MDM4U), Calculus and Vectors (MCV4U), Aboriginal Governance: Emerging Directions (NDG4M), Indigenous Peoples (NDW4M), Science (SNC4M), Religious Education (HRE4M), Technological Design (TDJ4M).

Admission average will be based on English 4U and two acceptable courses from group two.

## Admission from Quebec

CEGEP: Applicants from a CEGEP must present either a completed DEC or at least one year of an approved academic program.

Grade 12: Applicants from Quebec Grade 12 must present the following:

1. English 12; and
2. at least three additional university preparatory grade 12 courses selected from: Biology, Chemistry, Geography, History, Languages, Literature, Mathematics, Physics, Social Sciences.

Admission average will be based on English 12, and the two best courses in group two.

If your first language is French and you have four years or more of full-time study in a Canadian school system and English 12 (or equivalent) is among the courses you have successfully completed you will satisfy the Language Requirement for admission to Capilano University.

## Admission from New Brunswick

Applicants must supply evidence of completion of an academic (i.e. college preparatory) program which will lead to graduation and includes at least four courses as follows:

1. English 121 or 122; and
2. at least three additional grade 12 academic courses selected from: Advanced Mathematics with Intro Calculus 120, Biology 121/122, Calculus 120, Canadian Geography 120, Canadian History 121/122, Canadian Literature 120, Chemistry 121 or 122, Computer Science 120, Economics 120, English 121, English 122, Environmental Science 122, Foundations of Mathematics 120, French 121, French 122, Geography 120, Geology 120, History 120, Language Arts 120, Law 120, Mandarin 120, Mathematics 121, Mathematics 122, Music 120, Music 122, Native Studies 120, Physics 121 or 122, Political Science 120, Pre-calculus B120, Psychology 120, Science 122, Sociology 120, Spanish 120, Trig & 3-Space 121, Trig & 3-Space 122, World History 121, World Issues 120, Writing 110.

Admission average will be based on English 121 or 122 and the two best courses in group two.

## Admission from Prince Edward Island

Applicants must supply evidence of completion of an academic or advanced academic program which will lead to graduation and includes at least four academic and/or advanced academic subjects selected as follows:

1. English 611 or 621; and
2. at least three additional courses numbered 611 or 621 from: Advanced Math & Calculus 611B, Animal Science 621A, Biology 621A, Chemistry 611A, Chemistry 621A, Computer Science 621A, Economics 621A, Exploring Civilizations 621F, Foundations of Math 621A, Francais 621M, Francais 621F, French 621A or French 621M, Global Studies 621A, History 621A, History 621B, Oceans 621A, Physics 621A, Political Science 621A, Pre-calculus 621B, Sociology 621F.

Admission average will be based on English 611 or 621 and the two best courses in group two.

## Admission from Nova Scotia

Applicants must supply evidence of completion of an academic (i.e. University preparatory) program which will lead to graduation, including at least four subjects selected as follows:

1. English 12; and



- at least three additional Grade 12 courses selected from: Advanced Biology 12, Advanced Chemistry 12, Advanced Mathematics 12, Advanced Physics 12, African Heritage Literature 12, Biology 12, Calculus 12, Canadian Literature 12, Chemistry 12, Comparative World Religions 12, Computer-Related Studies 12, Economics 12, Food Science 12, Francais Immersion 12, French - core 12, Gaelic 12, Geography 12, Geology 12, German 12, Global Geography 12, Global History 12, Latin 12, Law 12, Mathematics 12 (Academic or Advanced), Mi'kmaq 12, Philosophy 12, Physics 12, Political Science 12, Pre-calculus Mathematics 12, Sociology 12 (LD - academic), Spanish 12.

Admission average will be based on English 12 and the two best courses in group two.

### **Admission from Newfoundland and Labrador**

Applicants must supply evidence of completion of an academic program which will lead to graduation and includes at least 13 credits as follows:

- English 3201 and
- at least three additional Grade 12 courses selected from: Biology 4221, Chemistry 3202, Chemistry 4222, Computer Technology 3200, Computer Science 4220, Earth Systems 3209, Environmental Science 4225, Environmental Science 3205, European History 3205, Folk Literature 3203, Francais 3202, French 3200/3201/3203/4220, Global Issues 3205, Government and Politics 4227, Histoire Mondiale 3231, Inuktitut 3225, Mathematics 3200/3201/3208, Physics 3204, Physics 4224, World Geography 3202/3208, World History 3201, World History 4224, World Literature 3216, World Religions 3101/3106.

Admission average will be based on English and the two best courses in group two.

### **Admission Requirements for Students from Other Countries (Arts & Sciences)**

International students are eligible for admission to Capilano if they have completed the equivalent of secondary school graduation (Grade 12) in British Columbia. Please refer to the applicable section of the University Calendar for complete admission requirements to each program. Note: some programs require a portfolio, supplemental documents, audition, particular academic subjects, a minimum GPA or have a selective or competitive admission process. For example, Arts and Sciences programs require the equivalent of BC High School graduation as well as a minimum of 3 academic subjects at the grade 12 level with a minimum 2.0 Grade Point Average (60%).

Official, original or school certified transcripts are required for all programs. Transcripts show a list of subjects and grades in each. If graduation is not shown on the official transcript, please provide official proof of graduation as well. These documents must be in the original language of issue and translated into English by a recognized translator, if required.

If you are currently in your final year of secondary school, a mid-term report of grades is acceptable until final graduation grades are submitted.

Vocational streams of secondary school completion will be considered for certain programs.

For the International Equivalence Curricula list, please see the [Arts and Sciences: Students from Other Countries](#) section of the Capilano website.

### **Other Qualifications for Meeting Admission Requirements**

- British Columbia Adult Dogwood Graduation Diploma, or

- General Education Diploma (GED), or
- Mature and Discretionary Student Status

## Concurrent Admission

Secondary students with superior academic records may apply for limited admission which will allow enrolment in one or two Arts and Sciences courses while still attending secondary school.

Students applying under the concurrent admission category must submit a Concurrent Studies Consent Form signed by a parent/guardian and the high school principal or designate a completed and signed Application for Admission/Readmission form, and an official secondary school interim transcript.

Inquiries should be directed to [admissions@capilano.ca](mailto:admissions@capilano.ca).

## Mature Student and Discretionary Admission Status

Applicants who are 20 years of age or older and lack the minimum program admission requirements may apply as mature students. Written requests for admission as a mature student will be considered by the Registrar's Office in consultation with the program coordinator, where applicable. Applicants should provide written details of other qualifications or experiences and an academic transcript of education completed. An interview may be required with an academic advisor or with a program coordinator. Language requirements must still be met.

## Home Schooled Students

- Home schooled applicants must provide proof that they have met secondary school graduation requirements from a recognized educational jurisdiction and also program specific minimum subject and academic admission requirements.
- In addition, all applicants are required to take provincial exams, or equivalent, for all courses in which they are mandatory.
- In cases where applicants do not meet the above-mentioned requirements, they must submit a Letter of Intent outlining the reasons for not being able to meet these requirements and provide SAT scores and/or any other relevant documentation for admission consideration.

## Visiting Students

A student wishing to take a course at Capilano University to transfer back to their home post secondary institution may do so by applying to the University as a visiting student and submitting a letter of permission from their home institution to Capilano University. The Letter of Permission must indicate the course the student is permitted to take at the University and how it will transfer back to the home institution. The Letter of Permission must also specify the term in which the course may be taken. Official transcripts will be requested of Visiting Students depending on the course taken at the University. Permission to register as a Visiting Student must be approved on a term by term basis.

## Transfer Students

Students who have successfully completed 12 or more credits in an academic program at a recognized college or university will be granted admission to the Arts and Sciences program based on the work completed.

## TRANSFER CREDIT

All public B.C. post secondary institutions accept each other's credit upon transfer if applicable to a program at the admitting institution and if there is suitable equivalency.

Transfer credit may be granted for courses completed at other post secondary institutions. Students seeking transfer credit must complete the [Request for Transfer Credit](#) form, attach official transcripts, if not already submitted, or note that transcripts will be sent from another institution, and submit all to the Registrar's Office. For courses completed at out-of-province institutions, detailed course outlines must also be submitted.

All approved transfer credit is noted on the permanent student record. While the credit awarded does not affect the grade point average, the credit will be included in the total number of credits completed and may be used to complete certificate, diploma or degree requirements if applicable.

### Limit of Transfer Credits

For diplomas, associate degrees, certificates, and citations, 50 per cent of the credit required must be completed at Capilano University. This may vary for some programs, and there may be additional course or time restrictions. See specific programs for more information.

For the associate degrees, at least 30 of the 60 credits must be completed at Capilano University within five years preceding the awarding of the degree. (See Associate Degree information).

For bachelor degrees, at least 25 per cent of the credit required must be completed at Capilano University and 24 upper level credits must be Capilano University courses. There may be additional course or time restrictions. Please see specific programs for more information.

Approved transfer credit is relevant at Capilano University only.

## Advanced Placement (AP) Transfer Credit

Official transcripts sent directly from the College Board are required in order for transfer credit to be awarded for Advanced Placement courses. Applicants who have passed an Advanced Placement Examination, administered by the College Entrance Examination board, with a minimum of 4 will receive credit as noted on the [Advanced Placement Search](#) of BC Transfer Guide website.

### Capilano University's Entrance Examination Board Code is 7892

#### Note

Transfer credit granted for Advanced Placement courses will apply to programs at Capilano University. Students should be aware that other universities and colleges may not accept these courses for transfer credit.

## International Baccalaureate (IB) Transfer Credit

Applicants who have completed the International Baccalaureate Diploma with the minimum marks listed will receive credit or waivers for some **higher level** subjects passed as noted on the [International Baccalaureate Search](#) of BC Transfer Guide website.

#### Note

Transfer credit granted for International Baccalaureate courses will apply to programs at Capilano University. Students should be aware that other universities and colleges may not accept these courses for transfer credit.

## General Certificate of Secondary Education (GCSE) and Advanced Levels

Transfer credit may be awarded for completed academic A-Level subjects (no credit for AS-Level or O-Level subjects is awarded). Students who have achieved strong A-level results may receive first year course credit. Capilano University determines credit for A-Level examined subjects on a case-by-case basis.

## Prior Learning Assessment

Prior Learning Assessment (PLA) is a process whereby students may receive university credits for learning acquired in formal and informal situations. This process called Prior Learning Assessment (PLA) is of benefit to mature students who have work and life experiences that equate to courses offered at the University. For example, if you have on-the-job work experience in computers you may be able to receive credits offered in one or more office or business administration courses. You will need to demonstrate that you have acquired the knowledge, skills and values required in the formal courses for which you are requesting credit. This is done by providing evidence of what you have learned. This might include any one or combination of the following: a work site visit, documentation, interview, oral presentation, or portfolio. For more information about whether PLA is an option in the program for which you are applying, please contact the program coordinator.

The regular tuition fee for the course will be required for PLA. Prior Learning Assessment granted will be recorded on the permanent student record and will appear on the student's official university transcript.

Credit for PLA will apply to credentials earned at Capilano University. Students should be aware that other universities and colleges may not grant credit or transfer credit for credit received by PLA.

## Registration

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### RIGHT TO REGISTER

A current Capilano University student who has not maintained satisfactory standing in a program in any term may be denied permission to register in that program in a subsequent term. Individual programs may require a GPA higher than that stated in the Academic Standing Policy to continue enrolment.

Returning Capilano University students who do not attend classes for a Fall or Spring term must apply for readmission. Students who wish to change programs must also apply for readmission. Apply online via [Capilano University Apply Now](#).

**Failure to Pay Fees and Charges.** Students who fail to pay fees by the established deadlines, have library book replacement fees or other university charges, have not repaid emergency loans, or in any other manner have not discharged all financial obligations to the University, will not be issued transcripts or permitted to enrol or re-enrol. They will also not be able to take advantage of some university services.

### INSTRUCTIONAL YEAR

The instructional year is comprised of three terms:

**Fall:** September through December

**Spring:** January through April

**Summer:**

- Session I: May through June
- Session II: July through August
- Full Term: May through August

**Note**

A limited number of courses are offered during the Summer term.

## MATH PLACEMENT TEST (MPT)

The Mathematics and Statistics Department offers placement tests for students who lack the prerequisites for the entry level courses listed in the [Prerequisite Table for Entry Courses](#) in the [Math and Statistics](#) section. For each placement test there is a study guide which provides suggested review material and lists the scheduled test dates. With the exception of the placement test for admission into MATH 097 students are not allowed to rewrite the same level of placement test within a twelve month period. The waiting period to rewrite the placement test for entry into MATH 097 is one month or longer. For more information please contact the Advising Centre or the School of Science, Technology, Engineering & Mathematics (STEM), or visit the Mathematics and Statistics Department website at [www.capilanou.ca/math](http://www.capilanou.ca/math)

Students wanting to enrol in an entry level course must write a placement test if they do not satisfy the prerequisite requirements for the course.

Students with prerequisites that are more than twelve months old are strongly advised to write the MPT and to follow its placement recommendation. MPT results are valid for a one year period.

**Note**

The cost to write a Math Placement Test is \$25. Payment can either be made in person at the Cashier's Office during regular business hours ([www.capilanou.ca/services/Cashiers-Office](http://www.capilanou.ca/services/Cashiers-Office)) or by completing a Math Placement Test Credit Card Payment form found online at [www.capilanou.ca/MPT](http://www.capilanou.ca/MPT), and by either e-mailing a scanned copy of this completed credit card form to the Cashier's Office at [finserv@capilanou.ca](mailto:finserv@capilanou.ca) or by faxing it to 604.984.1723.

## ENGLISH DIAGNOSTIC TEST (EDT)

Students who wish to enrol in English courses must submit the results of the Capilano University English Diagnostic Test (EDT) or the Language Proficiency Index Test (LPI). EDT and LPI results are valid for 5 years from the date of testing.

Students with any one of the following are exempt from this requirement:

1. a final grade of 75% or higher in English 12, English 12 First Peoples or English Literature 12
2. a final grade of 4 or higher in an Advanced Placement course in English Composition or English Literature
3. a final grade of 6 or higher in the International Baccalaureate English A Standard Level, or 5 or higher in the International Baccalaureate English A Higher Level
4. a final grade B+ or higher in BENG 052
5. a final grade of C- or higher in an English transfer course from another university or college
6. a degree from an English-speaking university
7. a C grade or higher in FAL X99 from Simon Fraser University;

**Note**

Successful completion of any EAP course does not qualify a student to directly enter ENGL 010 or ENGL 100.

**Note**

Based on the EDT, students are placed in EAP (English for Academic Purposes), CUP (College & University Preparation) or an ENGL 100 level course.

**Note**

Based on the LPI, students will be placed as follows:

Level	Score	Placement
1	10	EAP
3	18 - 22	English 010
4	24 or higher	English 100 recommended
5	30, 31, 32, 34	Any first-year English course
6	36 - 40	Any first-year English course

Students who wish to enrol in any English course who do not qualify for an exemption must submit the results of the Capilano University English Diagnostic Test (EDT) or the Language Proficiency Index Test (LPI) prior to registration. EDT schedules are available online at [www.capilanou.ca/edt](http://www.capilanou.ca/edt).

**Note**

Students must pay for the EDT through the Cashier's Office, North Vancouver campus. Students may also pay for Sunshine Coast or Squamish sittings of the EDT through those campuses. A fee of \$50 is charged for this exam. Photo ID is required to write the EDT. No dictionaries or electronic devices are allowed in the exam.

## ADD, DROP, WITHDRAWAL PROCEDURES

**Table 1. Add, Drop/Withdrawal Procedures - Full Term Courses Only**

Period	Allowed to			Appears on Transcript
	Add	Drop/Withdraw	Audit/Credit change	
before classes commence	yes	drop	no	add - yes drop - no
add/drop	yes	drop	yes	add - yes drop - no audit - yes
withdrawal	no	withdraw	no	withdraw - yes
post withdrawal deadline	no	no (only for extenuating circumstances)	no	yes (if extenuating withdrawal is granted)

### Procedure for Summer Term

Same process as above (Add/Drop Period and Withdrawal Period) with the following restrictions:

- For Summer courses seven or eight weeks in length:
  1. The Add/Drop Period is the first to the fifth day of the session.
  2. The Withdrawal Period ends on the 15th day of the session.
- For Summer courses 12 to 15 weeks in length the regular Add/Drop/Refund/Withdrawal policies apply.

## Procedure for Condensed Courses/Terms

The deadlines will be prorated to the duration of the intensive courses. Please contact the [Registrar's Office](#) for add, drop and withdrawal dates or visit, [www.capilanou.ca/current/dates](http://www.capilanou.ca/current/dates) for a listing of Non-Standard Add, Drop, and Withdrawal Dates.

## Adding, Dropping or Changing Courses Before Classes Commence

### Course Change Procedure

Students may drop or add courses or change sections following their initial registration. If you registered for your courses via the myCap (Student Information Web Service), you may continue to use this service to drop or add courses or change sections. If you registered for Career, Limited Enrolment, or Foundation courses via a paper Registration form, you must submit another Registration form to the Registrar's Office in order to add or drop a course or change sections.

During this period, instructor signatures are only accepted for changes to Career, Limited Enrolment, and Foundation courses that are submitted via paper Registration form. Career, Limited Enrolment, and Foundation students who registered online can continue to use this service to make changes.

Course drops will not be printed on the Official Transcript of Academic Record, but will be maintained in the permanent student record for accounting and statistical purposes.

## Add/Drop Period

### Full-Term Courses:

- for regular, full-term courses in Fall and Spring term: 1st through 10th day.
- for Summer courses 12-15 weeks in length: 1st through 10th day.
- for Summer courses seven or eight weeks in length: 1st through 5th day of the session.

**All Other Courses:** Please refer to the Capilano University website [www.capilanou.ca/current/dates](http://www.capilanou.ca/current/dates) for add and drop dates for courses with start and end dates that differ from the full-term start and end dates (Non-Standard Add, Drop and Withdrawal Dates).

**Add/Change Sections:** Students will be able to add courses or change sections online during the first week of the add/drop period provided they have a valid Registration time ticket and the courses are available for web registration. All other course adds or section changes will require submission of a signed course Registration form to the Registrar's Office with the instructor's signature.

**Drop:** If you registered for your courses online via the myCap (Student Information Web Service) you may continue to use this service. If you registered for Career, Limited Enrolment, or Foundation courses via paper Registration form, you must submit a Registration form to the Registrar's Office in order to drop a course. The instructor's signature is required on all Registration forms.

**Course drops will not be printed on the Official Transcript of Academic Record during this period;** however, a record for drops will be maintained on the permanent student record for accounting and statistical purposes.



### Note

Failure to attend classes does not constitute a course drop. Students who do not formally drop a course(s) will be assessed tuition fees, refunds will not be made, and a grade of Fail (F) will be noted on the Official Transcript of Academic Record. Requests for late adds or late drops will not be granted simply because the student was unaware of, or neglected to comply with, the University policies and procedures.

**Audit Status:** Only during the Add/Drop Period will you be permitted to register as an audit student, providing space is available and you have the instructor's approval. In order to change from credit to audit or audit to credit during the Add/Drop Period you must submit a Registration form to the Registrar's Office. The instructor's signature are required on all Registration forms. You may not change from credit to audit or audit to credit online via myCap (Student Information Web Service). Audit registrants pay regular tuition and all other assessed student fees.

Audit students do not sit examinations, submit work, papers, lab reports, etc.; however, attendance at lectures, labs and seminars is required. For those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment 'Audit Denied'. Audit status is not calculated in GPA, does not have credit and cannot be used toward the completion of a credential. For more information on Audit enrolment please see the [Academic Policies and Procedures](#) section of the Calendar.

## Withdrawal Period

### Full-Term Courses:

- for regular, full-term courses in Fall and Spring term: 11th through 30th day
- for Summer courses 12-15 weeks in length: 11th through 30th day
- for Summer courses seven or eight weeks in length: 6th through 15th day of the session

**All Other Courses:** Please refer to the Capilano University website [www.capilanou.ca/current/dates](http://www.capilanou.ca/current/dates) for add and drop dates for courses with start and end dates that differ from the full-term start and end dates (Non-Standard Add, Drop and Withdrawal Dates).

## Withdrawal Procedure

You may withdraw from courses during the withdrawal period. If you wish to withdraw from all courses in which you are enrolled, you are strongly encouraged to contact a counsellor or academic advisor before withdrawing.

If you registered for your courses via the myCap (Student Information Web Service) you may continue to use this service to withdraw from courses.

If you registered for Career, Vocational, or Foundation courses via paper Registration form, you must submit a Registration form to the Registrar's Office in order to withdraw from a course. The instructor's signature is required on all Registration forms.

**A withdrawal ("W") will be noted on the Official Transcript of Academic Record.**

## Post Withdrawal Period

### Request for an Application for an Extenuating Withdrawal

Students who have medical or compassionate circumstances may apply for consideration of an extenuating withdrawal. Extenuating withdrawal requests will normally only be reviewed within one year of the course.



The submission of a request does not guarantee that an extenuating withdrawal will be granted. If, in the opinion of the Registrar, the request does not fall under medical or compassionate reasons, or the documentation is insufficient to support the request, the request will be denied. Withdrawal for medical or compassionate reasons will not be granted for lack of academic performance on the part of the student. If a request is granted, the permanent student record will be annotated as Withdrawal for Extenuating Circumstances (WE).

#### To Submit a Request:

1. Print and complete the [Application for Extenuating Withdrawal](#).
2. Attach a letter explaining the reason for your request along with any supporting documentation (e.g. a letter from a physician, an official copy of an accident report, or official documentation of a family emergency, death certificate, and so forth).
3. Submit all documentation to the **Registrar's Office**.

#### Ways to Submit Your Request:

- **In Person:** Requests submitted in person should be brought to the Registrar's Office at Capilano University, Birch Building, Room 230, 2055 Purcell Way, North Vancouver. To confirm the hours of operation for the Registrar's Office, please phone 604.984.4900.
- **By Mail:** Requests submitted by mail should be sent to Capilano University, Registrar's Office, 2055 Purcell Way, North Vancouver, B.C., Canada, V7J 3H5.
- **By Email:** Requests submitted by email should be scanned and emailed to: [registrarassistant@capilanou.ca](mailto:registrarassistant@capilanou.ca).

### Incomplete Grade "I"

1. If the student believes an exceptional circumstance exists which prevents him/her from completing the course during the regular time frame, the student may petition the course instructor for an incomplete ("I") grade.
2. An incomplete ("I") grade may be given where, in the judgment of the instructor, the student should have reasonable expectation of passing the course, but has not completed the required work.
3. An incomplete is assigned only when the instructor and student have arranged for the work to be completed by a specified date within four months of the end of term. If the student does not complete the work by the specified date, the Registrar will automatically assign a predetermined grade reflecting the work not completed.
4. If the student completes the work by the specified time, the instructor will assign the final grade.
5. If this incomplete procedure cannot be applied in the opinion of the instructor, the instructor is directed to contact the Registrar directly for resolution of the issue.

### COURSE OVERLOAD

1. Registration in more than five academic courses or more than the full requirements specified for a career or limited enrolment program constitutes a course overload.
2. Students may choose to register for a course overload (up to a total of 21 credits) as long as they have discussed their need or request for an overload with an academic advisor. Science students, however, are permitted to register for more than 16 credits, as long as the total credits do not exceed 21 credits and registration does not result in more than five courses.
3. Students may not register for a course overload until classes commence.

## COURSE CHALLENGE

Admitted students may request a course challenge whereby an examination for achievement may be awarded for a very specific and limited selection of courses at the institution. Certain courses may not be challenged.

Students interested in this procedure should contact their instructor.

The regular tuition fee must be paid for a challenged course. A course challenged successfully will be recorded on the permanent student record.

### Note

Credit for courses challenged successfully will apply to credentials earned at Capilano University. Students should be aware that other universities and colleges may not grant credit or transfer credit for credit received by course challenge.

## General Education Outcome

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In support of the specific knowledge, understanding, and skills developed in individual programs, the institution has identified seven broad learning outcomes for all students. These institutional student learning outcomes are:

- Self-directed learning, awareness, and responsibility
- Up-to-date information gathering and research skills
- Communication skills
- Quantitative reasoning ability
- Group and social interaction skills
- Creative, critical, and analytical thinking skills
- Community/global consciousness and responsibility

Student achievement of these outcomes will be defined within the context of each program. While different programs of study will have a different emphasis on each of these outcomes and differing levels of expected competence, all programs will be addressing every outcome.

## Graduation

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The formal Convocation ceremony is held in June. However, credentials are issued 3 times per year after each term.

Students who believe they will complete their program of study by the end of their current term of enrolment must submit an Application for Graduation by the deadline listed in the Academic Schedule at the beginning of this calendar. To apply for graduation go to [Application for Graduation Assessment](#) on the Capilano University website.

Students should be advised that for Bachelor's Degree completion at Capilano University, 25% of course work must be completed at this institution. In some cases, the 25% requirement may include specific courses or time restrictions. In addition to the minimum overall GPA of 2.0, for baccalaureate degrees a GPA of 2.0 in upper level courses is required. Also, 24 upper level credits must be Capilano University courses. Please see specific programs in this document for details.

In the case of all other credentials (associate degrees, diplomas, advanced diplomas, certificates, advanced certificates, citations and statements of completion) 50% of all course work must be completed at Capilano University. In some cases, the 50% requirement may include specific courses or time restrictions. Please see specific programs for details.

### Minimum duration and Number of Credits Required for Certificates and Diplomas and Degrees

Associate degrees are provincial credentials that must satisfy specific requirements. These requirements may be found in the [BC Transfer Guide](#)

Baccalaureate Degree	Requires completion of a minimum of 120 credits
Graduate Diploma	Admission requirement: completion of a baccalaureate degree. Requires completion of 30 credits of graduate-level courses (500)
Graduate Certificate	Admission requirement: completion of a baccalaureate degree. Requires completion of 15 credits of graduate-level courses 500)
Post-baccalaureate Diploma	Admission requirement: completion of a baccalaureate degree. Requires completion of 30 credits of primarily upper-level undergraduate courses (300 & 400)
Post baccalaureate Certificate	Admission requirement: completion of a baccalaureate degree. Requires completion of 15 credits of primarily upper-level undergraduate courses (300 & 400)
Advanced Diploma	Requires completion of a minimum of 90 credits
Associate Degree	Provincial credentials that must satisfy specific requirements which may be found in the BC Transfer Guide
Diploma	Requires completion of a minimum of 60 credits
Advanced Certificate	Requires completion of a minimum 45 credits
Certificate	Requires completion of a minimum 15 credits
Citation	Requires completion of 6 to 14 credits
Statement of Completion	Offered for particular contract courses to fulfill Ministry and business requests, and where documentation other than a transcript is required

Grades for transfer credit, equivalence, and so forth, while given credit will not be counted toward the program CGPA. A minimum GPA of 2.0 is required to graduate with any of the above credentials. Some programs require a higher GPA. See specific program requirements.

### APPROVED QUANTITATIVE/ANALYTICAL COURSES FOR CAPILANO UNIVERSITY DEGREES

Quantitative/Analytical courses are defined as courses which have either quantitative (numerical, geometric) or formal (deductive, probabilistic) reasoning as part of their primary subject matter, or make substantial use of such reasoning in practical problem solving, critical evaluation, or analysis. A Quantitative/Analytical course is a requirement of all University baccalaureate degrees as per S2009-03.

The approved quantitative/analytical courses are as follows:

ABA 312	GEOG 114
APSC 278	GEOG 212
ASTR 106	GEOG 214
ASTR 107	HKIN 151

BADM 102	LBST 201
BADM 210	LBST 330
BCPT 223	MATH 101
BIOL 110	MATH 102
BIOL 200	MATH 105
BIOL 208	MATH 107
BIOL 214	MATH 108
BIOL 215	MATH 109
BFIN 141	MATH 116
BFIN 142	MATH 124
BFIN 241	MATH 126
BFIN 244	MATH 152
CHEM 101	MATH 190
CHEM 110	MATH 200
CHEM 111	MATH 204
CHEM 130	MATH 205
CHEM 154	MATH 215
CHEM 200	MATH 224
CHEM 201	MATH 230
CHEM 205	MATH 231
CHEM 206	MATH 235
CHEM 250	MATH 300
CHEM 251	MUS 109
CHEM 252	MT 462
CMNS 260	PHIL 110
COMM 290 with COMM 291	PHIL 120
COMM 291 with COMM 290	PHIL 202
COMM 293	PHYS 104
COMM 294	PHYS 108
COMP 107	PHYS 110
COMP 120	PHYS 111
COMP 121	PHYS 114
COMP 126	PHYS 115
COMP 210	PHYS 116
COMP 211	PHYS 201
COMP 212	PHYS 210 with PHYS 211
COMP 220	PHYS 211 with PHYS 210
ECON 111	PHYS 218 with PHYS 210 & PHYS 211
ECON 112	PHYS 222
ECON 207	PSYC 212
ECON 210	PSYC 213
ECON 250	SCI 410
ECON 290	TXTL 290 OR TXTL 390

ECON 291  
GEOG 112

TOUR 116  
TOUR 125/216  
TOUR 350

## APPLYING TO DO GRADUATE WORK OR PROFESSIONAL STUDIES AFTER COMPLETION OF A DEGREE

Universities in Canada and abroad are autonomous institutions and set their own admission criteria. Applicants are generally considered for admission based on their individual merits according to the admission standards set by the institution, faculty or program. As affirmed by the Council of Ontario Universities (December 7, 2006) "Applicants to provincially assisted universities in Ontario are considered for admission on an individual basis in a process whereby the appropriate range of academic and other relevant evidence is weighed." Students who are interested in further studies after completing degree programs are advised to consult the University's advising service at the institutions to which they are applying about the detailed requirements for admission.

## Academic Policies and Procedures

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### ATTENDANCE (POLICY S1990-01)

Regular class attendance, and participation in course activities and assignments, is expected and likely essential to successfully achieving the course learning outcomes. Students are responsible for any and all content and instructions communicated during scheduled classes, in course handouts, and (if applicable), via course email and web sites. In cases where participation by all students is essential for conducting the planned instructional activities, attendance may be mandatory. In all cases, the attendance expectations and any penalties for missing instructional activities shall be clearly articulated on the course outline.

### ENROLMENT STATUS

**Full-time Student (POLICY S2002-04):** A full-time student at Capilano University is enrolled in nine or more credits in a given term.

Generally, for provincial and federal financial aid purposes, a student registered in a minimum of nine credits will be considered to have met the enrolment requirement for government financial aid. Please verify eligibility with Financial Aid & Awards.

For participation in intercollegiate sports, enrolment in a minimum of nine credits will generally be considered to have met the enrolment requirement.

For most scholarships, the requirement for full-time status is 12 credits. Please refer to individual scholarship applications.

**Audit:** An audit enrolment indicates the student has registered in and will attend a course without writing examinations or submitting work, papers, lab reports, etc. Full fees are required for audit enrolment. Attendance at lectures, labs and seminars is required. For those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment AUDIT DENIED. Audit status in a particular course is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a credential.

Students are permitted to register for audit status in a particular course only as of the first day of classes, on a space available basis, with the instructor's signature. Students may change their registration in a course

from credit to audit or audit to credit on or before the last day of the Add/Drop Period with the instructor's approval and signature.

## ACADEMIC YEAR STANDING

Academic Year Standing is based on the number of credits completed within a program as noted below:

For enrolment verification purposes, Second Year Academic Standing will be assigned based on:

- Arts and Sciences and School of Business: successful completion of 24 credits in that program;
- Career programs: successful completion of 50 percent of the total credits required for a two-year diploma in a specified program, or 30 credits.

For enrolment verification purposes, Third Year Academic Standing will be assigned upon successful completion of 54 credits in a program. Fourth Year Academic Standing will be assigned upon successful completion of 84 credits in a program.

## EXAMINATION PERIOD

The last two weeks of the fall and spring terms are designated as an examination period. If a final examination is to be given, it will take place during the examination period and will be up to three hours in duration. The last week of each summer session is designated as the examination period.

For some Career/Limited Enrolment/Foundation programs, classes will continue as regularly scheduled throughout the examination period. In addition, a special examination schedule may be set. Detailed information is available from instructors or program coordinators.

The examination schedule will be posted by the end of the eighth week of instruction for the fall and spring terms.

## ACCESS TO RECORDS

All official permanent student records are kept in the Registrar's Office, and are considered confidential.

Students may be provided with a copy of their academic record upon written request to the Registrar's Office. Academic record information will only be released upon presentation of photo identification (i.e. valid driver's license, passport, or Capilano University student identification card). Information will not be given to any agency or person other than the student, unless the student has given their permission in writing. Exceptions are as follows:

- For institutional research projects approved by the University
- To government departments or their agents where Capilano University is required by law to provide the requested information
- To respond to a valid court order, search warrant, subpoena, police file, summons, or other legal document served upon the University
- To respond to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals

**Grade statements:** Grade statements are available online via myCap (Student Information Web Service) at the end of each term.

**Transcripts:** Official transcripts are issued by the Registrar's Office, only at the request of the student, and are mailed directly to the institution or agency or to the student in a sealed envelope. Unofficial transcripts can be printed by students from myCap (Student Information Web Service).

## USE OF PERSONAL EDUCATION NUMBER

Personal information on your student record will be used to verify your Personal Education Number (PEN) or to assign one to you. The PEN is a nine digit number assigned to each student as they enter the British Columbia educational system. This identification number follows the student through their K-12 and post-secondary education. The PEN is used for multiple purposes, including the distribution of funding to schools, transition analysis between schools, districts and post-secondary education, exams and student reporting.

The Freedom of Information and Protection of Privacy Act guarantees the privacy of information that is collected, regulates how it is collected, and who has access to it. The PEN program follows the guidelines set out by the Freedom of Information and Protections of Privacy Act ([www.bced.gov.bc.ca/pen/student/penfoi.htm](http://www.bced.gov.bc.ca/pen/student/penfoi.htm)). If you have any questions about the use of PEN, please contact the Privacy Coordinator in writing at: [privacy@capilano.ca](mailto:privacy@capilano.ca) or: Privacy Coordinator, 2055 Purcell Way, North Vancouver, B.C., V7J 3H5.

## PROTECTION OF PRIVACY AND ACCESS TO INFORMATION

Capilano University gathers and maintains information used for the purposes of admission, registration, alumni and other fundamental activities related to being a member of the Capilano University community and attending a public post-secondary institution in British Columbia. In signing an application for admission, or graduation, or a registration form, all applicants are advised that both the information they provide and any other information placed into the student record as per section 35 of the Freedom of Information and Protection of Privacy Act of British Columbia, will be used on a confidential basis, for the purposes of admission, registration, research, alumni development, student association, and other purposes consistent with the mandate of the institution. Capilano University reserves the right for the Registrar to share information with the Ministry of Advanced Education, Training and Technology, or other related government agencies. Any questions concerning the collection and use of this information should be directed to the Privacy Coordinator: [privacy@capilano.ca](mailto:privacy@capilano.ca).

## EXEMPTION, SUBSTITUTION, TRANSFER CREDIT, PRIOR LEARNING ASSESSMENT AND COURSE CHALLENGE

All requests for exemption, substitution or transfer credit must be submitted to the Registrar's Office on the Transfer Credit Request form. A decision will be made with the recommendation of an appropriate program coordinator, if applicable. The credit or action will be noted and approved by the Registrar's Office. Students will be notified in writing of the final decision.

Exemption	An exemption indicates a student is not required to complete a particular course(s) in a program because of successful completion of a combination of post-secondary courses which, overall, constitute equal content. Exemption Standing does not reduce the total number of credits required to complete a credential. Approved Exemption is not noted on the student's Official Transcript of Academic Record.
Substitution	A substitution indicates a Capilano course used in lieu of another Capilano course to complete a program's requirements. Credit must be equal. Approved Substitution is not noted on the student's Official Transcript of Academic Record.
Transfer Credit	Capilano University (Capilano) is a strong supporter of the articulation of transfer of courses and programs between institutions and supports the following principles:

1. The primary purpose for transfer is to increase student accessibility to post-secondary education by facilitating mobility between other institutions and Capilano.
2. In any transfer arrangement the academic integrity of Capilano's courses and programs must be protected and preserved.
3. Canada does not have a national system of accreditation; therefore, the term "recognition" is used in this document. See full policy for more detail: [www.capilano.ca/about/governance/policies/Policies/](http://www.capilano.ca/about/governance/policies/Policies/)

Prior Learning Assessment (PLA)

At Capilano University our mission is to enable student success in current and continuing studies, in a chosen career, in the pursuit of knowledge, and in contributing effectively as responsible citizens in a rapidly changing and diverse global community.

To accomplish its mission, Capilano University strives to provide a dynamic and secure learning environment committed to excellence in education and to equity of access. To ensure "equity of access" Capilano University recognizes that students may have attained significant learning at a post- secondary level from work, training and other experiences outside the formal post-secondary education system. Those who have gained such learning should be able to receive credit for that learning and build on it in pursuing further education at Capilano University. See policy for my detail at: [www.capilano.ca/about/governance/policies/Policies/](http://www.capilano.ca/about/governance/policies/Policies/).

Course Challenge

Admitted students may request a course challenge whereby an examination for achievement may be awarded for a very specific and limited selection of courses at the institution. Certain courses may not be challenged. Students interested in this procedure should contact their instructor.

The regular tuition fee must be paid for a challenged course. A course challenged successfully will be recorded on the permanent student record.

**Note:** Transfer credit, exemption, substitution, PLA, or Course Challenge granted is only relevant for Capilano University. Other institutions to which you may transfer will re-evaluate your credits at the time of application to that institution.

## GRADING SYSTEM

Grade	Numerical Range in % or Definition	Grade Point Equivalent
A+	90-100	4.33
A	85-89	4.00
A-	80-84	3.67
B+	77-79	3.33
B	73-76	3.00
B-	70-72	2.67
C+	67-69	2.33
C	63-66	2.00
C-	60-62	1.67



D	50-59	1.00
F	49 and below	0.00
AU	Audit	Not Calculated
AD	Audit Denied	Not Calculated
CR	Credit Granted	Not Calculated
NC	No Credit Granted	Not Calculated
I	Incomplete	Not Calculated
CON	In Progress. Continues in next term.	Not Calculated
NGR	No Grade Reported	Not Calculated
W	Withdrawn	Not Calculated
WE	Withdrawn with Extenuating Circumstances	Not Calculated
NA	Not Attending. Use of NA was withdrawn as of September 1994.	Not Calculated

## Grade Point Average (GPA)

Grade performance is expressed in terms of a grade point average (GPA). GPAs are reported on each Official Transcript of Academic Record. To calculate the term GPA, the grade point value for each grade is multiplied by the credit hours to produce a number of grade points for each course. For example, an "A" received in a three-credit course would become, for purposes of the calculation:

$$A = 4.00 \times 3\text{cr} = 12 \text{ grade points}$$

To calculate the term GPA, the sum of the grade points is then divided by the number of credit hours taken in one term only. Similarly, the cumulative GPA recorded is the sum of total grade points for all terms, divided by the number of credits for all terms of enrolment.

The minimum grade point average for graduation is 2.00. Some programs require higher or additional grade point average requirements for graduation purposes. Please refer to the relevant program section of the University Calendar for further information.

## Participation

Up to a maximum of 10% of the total grade may be assigned to participation. (A percentage higher than 10% can be assigned with approval of the Dean). Where participation is included in the total grade, the definition of participation will be included in the course outline.

## Audit

An audit indicates the student has registered in, and attended a course without writing examinations or submitting work, papers, lab reports, etc. An Audit status is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a credential.

## Audit Denied

Students registered as audit status are required to attend lectures, labs and seminars. For those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment Audit Denied.

## Withdrawal - Extenuating Circumstances

Withdrawal from a course after the end of the withdrawal period is only granted for exceptional circumstances, which are often related to a medical situation. Information about the documentation required for such withdrawal is available from the Registrar's Office.

## CR or NC Grade

The grades CR or NC are assigned to courses in which a level of mastery is required for successful completion, but is not included in the GPA calculation.

## F Grade

All Fail or 'F' grades recorded on the student's Official Transcript of Academic Record are assigned a value of zero in the calculation of a student's term and cumulative GPA.

## I Grade

An 'I' grade or Incomplete may be assigned in exceptional circumstances when the student can achieve a passing grade by completing one or more units of the course. It is the student's responsibility to determine from the instructor what must be done to complete the course. If an Incomplete is not cleared within four months, the grade will be changed to the evaluation attained at the time the grade was assigned. For further information please see "Incomplete Grade 'I'" in the Registration section of this calendar.

## Academic Appeals (POLICY S2015-03)

This policy applies to appeals on academic or disciplinary matters. In all cases, final appeals will be heard by the Senate Appeals Committee (SAC).

Under this policy, students can appeal from the two following types of University decision-making: academic decisions or discipline.

Academic decisions include:

1. Final grades;
2. Denial of withdrawal under extenuating circumstances;
3. Denial of admission or readmission; and
4. Restriction or discontinuation of enrolment.

Disciplinary decisions include those related to academic and non-academic misconduct.

See full policy for more detail at: [www.capilanou.ca/about/governance/policies/Policies/](http://www.capilanou.ca/about/governance/policies/Policies/).

## Repeated Courses (POLICY S2003-02)

Without the permission of the instructor, a student may take the same course for a second time (withdrawals are included). The grade for each of these two attempts will be recorded, but the higher of the two grades will be used in the calculation of the cumulative grade point average (CGPA).

With the permission of the instructor of the particular course or a designated faculty member, a student may take the same course for a third time. The grade for each of the three attempts will be recorded, but the higher grade of the last two grades will be used in the calculation of the CGPA.

## Academic Honours (POLICY S1989-02)

There are two types of academic honours at Capilano University: term honours and graduation honours.

### Term Honours

#### Dean's List

Students who fulfill the following conditions in a given term will be awarded standing on the Dean's List:

- achieve a minimum of 3.67 on their Term Grade Point Average (TGPA)
- have no "Incompletes", no "No Credit Granted" and no "Fail" grades, and
- complete a minimum of 12 credits for the term

#### Merit List

Students who fulfill the following conditions in a given term will be awarded standing on the Merit List:

- achieve a minimum of 3.67 on both their Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA),
- have no "Incompletes", no "No Credit Granted", and no "Fail" grades, and
- complete fewer than 12 credits for the term

Students who achieve Dean's List or Merit List standing receive a congratulatory letter from the University recognizing their achievement.

Dean's List/Merit List designation is recorded on the permanent student record and shall appear on the student's transcript of academic record.

### Graduation Honours

#### Graduation with Distinction (all credentials except Bachelor Degrees)

Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

- complete a Capilano University credential of 30 or more credits of which no more than 20% of the program's credits can be Credit/No Credit grades
- achieve a minimum CGPA of 3.75, based on courses used to satisfy program requirements,
- have no grade lower than C+ in the program requirements

While credit may be given for transfer, equivalence, and so forth, the associated grades will not be used in calculating the program CGPA.

Graduation with Distinction is recorded on the permanent student record and shall appear on the student's official transcript of academic record and on the parchment.

#### Graduation with Distinction - Bachelor Degrees

Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

- complete a Capilano University Degree in which no more than 20% of the credits can be Credit/No Credit grades
- achieve a CGPA of 3.75, based on 300 and 400 level courses used to satisfy Capilano requirements,
- have no grade lower than C+ in the program requirements at the 300/400 level.

While credit may be given for transfer, equivalence, and so forth, the associated grades will not be used in calculating the program CGPA.

Graduation with Distinction is recorded on the permanent student record and shall appear on the student's official transcript of academic record and on the parchment.

## **Other Honours**

### **The Governor General's Collegiate Bronze Medal**

This award is presented to the graduate from a two-year program diploma or associate degree program who has achieved the highest cumulative grade point average, and who has attained this grade point average on a minimum of 15 credit hours per term, or full program load as outlined in the University Calendar, during attendance at Capilano University.

### **The Lieutenant Governor's Silver Medal**

Awarded for academic excellence and contribution to the University and community to a graduate in a Career/Limited enrolment program of less than two years duration.

## **Academic Standing (POLICY S2003-03)**

This policy is to provide direction regarding the assessment of student academic performance during their studies at Capilano University.

This policy relates to all students who register in credit (academic) courses at Capilano University.

Continuing and Professional Education (CE) courses at Capilano University and the students completing these courses are not subject to this policy.

Academic standing assessment is designed to provide feedback to students at the end of each term in regard to their term/cumulative standing to assist the student in maintaining an awareness of their ongoing academic standing.

Academic standing assessment is not designed to be a punitive tool. Instead, is meant to provide ongoing feedback of student academic standing. The assessment criteria is designed to ensure that students are provided with notification of standing in a fashion that is time sensitive and allows students the opportunity to seek academic assistance, if needed, and maintain or return to Good Academic Standing throughout their studies at Capilano University. To ensure that students have sufficient time to seek assistance, students cannot move more than one step lower in their academic standing in any given term but are able to return to Good Academic Standing over one term.

The Academic Standing Policy outlines the University standard for assessment of academic standing and continuance in University registration. Please note that individual programs, when approved by Senate, may have continuance standards separate from this policy. When program continuance standards are separate from this policy, it is expected that these standards are made available to their prospective and current students through their program web sites and in person.

### **Definitions**

**TGPA** - Term Grade Point Average - the average of the final grades for all credit courses taken within that given term

**CGPA** - Cumulative Grade Point Average - the average of the final grades for all credit courses taken since first admission to the university

**RTW - Required to Withdraw**

**Academic Performance Assessment Criteria**

Capilano University will assess Academic Standing based on the following criteria:

1. Upon completion of 9 credits of course work after the first admission to the university
2. Using only grades assigned by Capilano University
3. Using only standard letter grades A+ through F.

Good Academic Standing	<p>Students at Capilano University are deemed to be in Good Academic Standing if both their TGPA and their CGPA are 1.80 or higher.</p> <p>The notation "Good Academic Standing" is recorded on the student's permanent student record and the student transcript for each term where this standing is granted.</p> <p>Until such time that a student has completed 9 credits at the university there is no Academic Standing evaluation completed for the student and the notation "Good Academic Standing" will be noted on their student record and their student transcript. Academic Standing will be evaluated at the completion of every term after the first standing evaluation occurs.</p>
Academic Alert	<p>Students who achieve a TGPA and/or CGPA of less than 1.80 are placed on Academic Alert. The Academic Alert notation is listed on the student's permanent record but is not noted on the student transcript. Students on Academic Alert will continue to have the notation of Good Academic Standing on their student transcript.</p> <p>The Academic Alert standing is designed to provide students with an early warning regarding the potential shift in the academic standing. This early warning is provided to ensure that students are able to seek out services, both at the university and otherwise, to support their learning.</p>
Academic Probation	<p>Students who achieve a CGPA of less than 1.67 are placed on Academic Probation. The Academic Probation notation is listed on the student's permanent record and is noted on the student academic transcript.</p>
Required to Withdraw	<p>Students on Academic Probation will be RTW if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. The RTW notation is listed on the student's permanent record and is noted on the student academic transcript.</p> <p>Students will be RTW for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that subsequent term and will be refunded their fees in full.</p>
Re-Admission After Required to Withdraw Status	<p>To return to studies students are required to submit an Application for Admission/Readmission with the required application fee. Students who are readmitted are readmitted on Academic Probation and are subject to the conditions of Academic Probation as outlined in the previous sections.</p>

# University Information

## University Policies

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Current University Policies and Procedures can be found on our website: [University Policies & Procedures](#).

## Governance and Administration

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### BOARD OF GOVERNORS

The Capilano University Board of Governors directs the affairs of the university and sets policies in accordance with the [University Act of British Columbia](#). The Board is responsible for the management, administration and control of property revenue, business and affairs of the University.

The Board of Governors is composed of 15 members: the Chancellor; the President; two faculty members elected by the faculty; eight persons appointed by the Lieutenant Governor in Council; two of whom are to be appointed from among persons nominated by the alumni association; two students elected by the students; and one person elected by and from the employees of the university who are not faculty members.

The Board is responsible for the business affairs of the University. It determines the policies by which the University operates and reviews the financial performance of the University. Traditionally, the Board holds public meetings ten times each year to conduct its general business and to fulfil its statutory responsibilities. According to provisions outlined in the University Act, Capilano University Board members do not receive remuneration for their services.

No remuneration is paid to any member of the Board of Governors in respect of their service as a governor.

- **Chancellor**
  - David Fung
- **President and Vice-Chancellor**
  - Paul Dangerfield (effective October 2016)
  - Richard Gale (interim, July-October 2016)
- **Members Appointed by Lieutenant Governor in Council**
  - Nicholas Cartmell
  - Connie DeBoer
  - Christopher Doll
  - Carol Howorth
  - Cherian Itty
  - Soon Kim, Chair
  - Cheryl Nex
  - Jessie Williams
- **Elected Student Representative**
  - Michelle Gervais

- Vacant
- **Elected Faculty Representatives**
  - Michael Fleming
  - Aurelea Mahood
- **Elected Non-Faculty Representative**
  - Chris Clarke

## SENATE

The Senate is established in conformity with the University Act and is responsible for policies concerning student evaluation, withdrawal, academic standing, appeals, grading, awards for excellence and curriculum content. The Board of Governors obtains advice from Senate on a variety of matters. Senate meets monthly to fulfill its responsibilities.

Senate is composed of 26 voting representatives which includes ten Faculty, five Deans, four Students, two Staff, the Chancellor, the President, the Academic Vice-President, the University Librarian and one Alumni Member appointed by the President. In addition there are non-voting members which includes a Board member, the Registrar, representatives from Faculty, Staff and the Student Union, and from each Faculty there is an alternate member that becomes a voting member when a voting member of that Faculty is away.

### ELECTED MEMBERS (Voting)

#### Faculty (3 year term)

- **Faculty of Arts and Sciences**
  - Paul McMillan
  - Sandra Seekins
  - Nanci Lucas (alternate)
- **Faculty of Business and Professional Studies**
  - Debbie Jamison
  - Sharka Stuyt
  - Jorge Ocegura (alternate)
- **Faculty of Fine and Applied Arts**
  - Carol Aitken
  - Michael Thoma
  - Kim Bothen (alternate)
- **Faculty of Education, Health and Human Development**
  - Donald Bentley
  - David Kirk
  - Sylvia Kind (alternate)
- **Faculty of Global and Community Studies**
  - Caroline Depatie
  - Stephanie Wells
  - Emma Russell (alternate)
- **Students (1 year term)**
  - Michelle Gervais

- Alysa Huppler-Poliak
- Emily Solomon
- Vacant
- **Support Staff (3 year term)**
  - Darin Feist
  - Bacel Younan
- **APPOINTED MEMBERS (Voting)**
  - **Chancellor** Dr. David Fung
  - **President** Paul Dangerfield (effective October 2016); Dr. Richard Gale (interim, July-October 2016)
  - **Vice-President, Academic and Provost** Dr. Richard Gale
  - **Dean of Arts and Sciences** Dr. Julia Denholm
  - **Dean of Business and Professional Studies** Dr. Halia Valladares Montemayor
  - **Dean of Fine and Applied Arts** Jennifer Moore
  - **Dean of Education, Health and Human Development** Dr. Brad Martin
  - **Dean of Global and Community Studies** Dr. Chris Bottrill
  - **University Librarian** Grace Makarewicz
  - **Alumni Member** Cheryl Webb
- **APPOINTED MEMBERS (Non-Voting)**
  - **University Board Member** Carol Howarth
  - **Registrar** Karen McCredie
  - **Permanent Guests**
    - **CFA** Brent Calvert
    - **MoveUP** Vacant
    - **CSU** Sacha Fabry

## OFFICE OF DEVELOPMENT & ALUMNI RELATIONS

Capilano University is committed to building life long relationships with alumni, donors and friends of the University. Your continued involvement in the University is a testament to the quality of the experience Capilano University offers students and their impact on the communities in which we live. For more information, please visit [www.capilanou.ca/giving-to-cap](http://www.capilanou.ca/giving-to-cap)

### Contact

Office of Development & Alumni Relations,  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Irene Chanin  
Executive Director, Advancement and Capilano University Foundation  
Phone: 604.984.1765  
E-mail: [irenechanin@capilanou.ca](mailto:irenechanin@capilanou.ca)  
[www.capilanou.ca/giving-to-cap](http://www.capilanou.ca/giving-to-cap)



Sonia Becker  
Program Assistant  
Phone: 604.984.4983  
Fax: 604.984.1758  
E-mail: [soniabecker@capilanou.ca](mailto:soniabecker@capilanou.ca)

Zoë Campbell  
Director, Alumni & Development  
Phone: 604.984.1773  
E-mail: [zoecampbell@capilanou.ca](mailto:zoecampbell@capilanou.ca)

Erin Bartlett  
Senior Development Officer  
Phone: 604.983.7507  
E-mail: [erinbartlett@capilanou.ca](mailto:erinbartlett@capilanou.ca)

Kari Wharton  
Manager, Advancement Services  
Phone: 604.984.4946  
E-mail: [kariwharton@capilanou.ca](mailto:kariwharton@capilanou.ca)

Janis Connolly  
Alumni Relations Advisor  
Phone: 604.990.7968  
E-mail: [jconnoll@capilanou.ca](mailto:jconnoll@capilanou.ca)

Gail Smith  
Stewardship Officer  
Phone: 604.984.1796  
E-mail: [gsmith2@capilanou.ca](mailto:gsmith2@capilanou.ca)

## ADMINISTRATION

President and Vice-Chancellor	Paul Dangerfield, BSc, MBA, PhD Candidate (effective October 2016); Richard Gale, BA, MFA, PhD (interim, July-October 2016)
Vice-President, Academic and Provost	Richard Gale, BA, MFA, PhD
Interim Vice-President, Finance and Administration	Jacqui Stewart, CPA, CGA
Associate Vice-President, Student Success	Cyndi Banks, BA, MA, PhD

## Academic Deans

Dean of Arts and Sciences, and Dean of the Sechelt Campus	Julia Denholm BA, MA, PhD
Dean of Fine and Applied Arts	Jennifer Moore, BA, MFA
Dean of Business and Professional Studies	Halia Valladares Montemayor, BBA, MBA
Dean of Global and Community Studies, and Dean of the Squamish Campus	Chris Bottrill, MSc, BSc, PhD
Dean of Education, Health and Human Development	Brad Martin, BA, MA, PhD

## Student Affairs

Manager	Peter Walsh
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## Bookstore

Manager	Brian Ball, BComm
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## Children's Centre

Manager	Sarah Sutherland
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## Continuing Studies & Executive Education

Director	Karmen Blackwood, BA, MBA
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## Contract Services and Capital Planning

Director	Mark Clifford, CPP
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## Development and Alumni Relations

Executive Director, Advancement	Irene Chanin, BA, MA
Director, Alumni & Development	Zoë Campbell
Manager, Advancement Services	Kari Wharton, BA
Manager, Special Events and Ceremonies	Julie Vanderyagt, BA, Adv. Cert A&E

## Facilities

Director	Susan Doig, MBA, SCMP
Manager, Facilities Building Systems	Jordy Bowen
Manager, Facilities Building Services	Matt Foley
Manager, Security	Graeme Kennedy

## **BOSA Centre for Film and Animation**

Director Murray Stiller, BA, MA, PhD

## **Financial Services**

Director of Finance Mike Proud, BComm, CGA, CPA  
 Manager, Accounting Services Marcia Collier, CGA, CPA  
 Manager, Financial Services Nikta Bayanpour, BSc, CGA  
 Manager, Budget and Analysis Rosarie Lee

## **Human Resources**

Director, Human Resources Mike Knudson, MBA  
 Manager, Employee Relations Melissa Nichol, BBA, CHRP  
 Manager, Human Resources (Staff) Alex Borthwick  
 Manager, HR Services (Faculty) Vacant

## **Institutional Research**

Manager Frank DiPuma, BA, MA, MEd, PhD

## **Centre for International Experience**

Director Donna Hooker, MBA  
 Manager Lana Van Velthuisen  
 Recruitment Manager Christian Cano

## **IT Services**

Chief Information Officer Stephen O'Connor  
 Director, IT Architecture Steve Gallagher  
 Manager, IT Infrastructure Wade Sellers  
 Manager, IT Client Services Neil Harrington  
 Manager, Enterprise Applications Vacant  
 Manager, IT Implementation and Development Cristian Toma  
 Manager, Project Management Office Susan Bush  
 Manager, Web & Instructional Tech Teodora Dotzeva

## **Library**

University Librarian Grace Makarewicz, BA, MLS

## **Marketing and Communications**

Director Victoria Miles, BA

**Blueshore Centre for the Performing Arts**

Manager	Sandra McRae
Associate Managing Director, Presenting and Administration	Fiona Black, BA, BFA

**Purchasing**

Purchasing Manager	Paul Gruber, CPP, CPM
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**Registrar's Office**

Registrar	Karen McCredie, BAH, MA
Associate Registrar, Admissions and Advising	T. Craig Wright, BA
Associate Registrar, Records, Registration and Financial Aid	Jillian Feist, MBA
Associate Registrar, Student Reporting and Project Management	Bacel Younan
Associate Registrar, Systems and Scheduling	Shelly Graff, MA

**Sportsplex and Department of Athletics and Recreation**

Manager	Milt Williams
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# Student Services

## Educational Advice

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### ACADEMIC ADVISING

**Mission Statement:** We focus on student success, offering advice on Capilano University programs and services through a mentoring relationship between student and advisor. We teach students the skills to make informed decisions related to their educational goals and identify opportunities for personal and academic growth. As members of the Registrar's Office, we support students in their pursuit of excellence as they develop their ability to contribute to the greater community through the application of knowledge.

You can expect your advisor to:

- Be accessible to students in-person, by phone or email, and maintain confidentiality
- Provide accurate and knowledgeable information on Capilano programs
- Communicate Capilano policies and procedures and explain university terminology
- Assist with setting and reinforcing realistic goals
- Refer students to appropriate services on and off campus
- Guide students to the tools to be self-reliant
- Empower students to become self-directed learners and decision-makers

Appointments may be made with an Academic Advisor in the Birch building, room 238 or by calling Advising at 604.984.4900. Advice is also available by email (see below).

### Contact

Academic Advising  
Birch building, room 238

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
604.984.4990  
E-mail: [advising@capilanou.ca](mailto:advising@capilanou.ca)

### REGISTRAR'S OFFICE

The Registrar's Office is responsible for student admission, registration and graduation, as well as the administration of University policies pertaining to those areas. The Office evaluates academic standing, assesses and records transfer credit from other institutions, and facilitates the articulation process for faculty and students. The Registrar's Office maintains all permanent student records and prepares information regarding course offerings and exam timetables. The Office responds to requests for course outlines, official transcripts, casual room bookings, and letters and forms. The Registrar's Office takes a lead role in the production of the University calendar.

K. McCREDIE	Registrar, BAH (UBC), MA (SFU)
T. C. WRIGHT	Associate Registrar, BA (SFU)
S. GRAFF	Associate Registrar, MA (Royal Roads)

J. FEIST Associate Registrar, MBA (Asia Pacific International Institute)  
B. YOUNAN Associate Registrar

## **Contact**

Registrar's Office  
Birch building, Room 230

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798  
E-mail: [admissions@capilano.ca](mailto:admissions@capilano.ca)  
E-mail: [registration@capilano.ca](mailto:registration@capilano.ca)

## **KÉXWUSM-ÁYAKN (FIRST NATIONS) STUDENT CENTRE**

The Centre provides a support network for First Nations students at Capilano University while helping First Nations culture to flourish in the university community. The Centre is where First Nations students can gather to study, share, and socialize in a relaxed atmosphere where everyone is welcome. The Centre is located in Library room 196, on the ground floor next to Capilano Student Union Lounge. The Centre offers:

- A safe place for students of Aboriginal ancestry (First Nations, Inuit, Métis) to relax and meet new people
- Information and resources relevant to all First Nations
- A study space, a meeting place and a place to eat lunch
- Computers and printer
- Fridge, microwave and sink
- Telephone for local calls
- Notice board for events
- Cultural workshops
- In resident Elders

## **First Nations Student Services**

The First Nations Student team provides direct services to First Nations students in a variety of ways: assistance with course selection and registration, information concerning Capilano resources, advisor for special programs, liaises with First Nations Band education officers and university instructors, consultation regarding personal and educational matters. The team acts as a resource to the student-based First Nations Issues Committee. First Nations student services offers assistance to First Nations students attending Capilano University in North Vancouver, Sechelt and Mount Currie. The Advisor also coordinates advice provided to the University from its First Nations Advisory Committee, an external advisory group.

## **Faculty**

D. KIRK BSW, MEd (UBC), First Nations Advisor

## **Support Staff**

C. LITTLE First Nations Liaison Officer (North Vancouver)

## Contact

First Nations Student Services Advisor  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1762

First Nations Liaison Officer  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 Local 3067

## Fees and Fee Payment

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### FEES AND FEE PAYMENT

Fees are under review and subject to change without notice. The most current fee information is available on the Capilano website at [www.capilano.ca/fees](http://www.capilano.ca/fees).

## Learning Support Services

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### IT SERVICES

IT Services provides technology and support for Capilano University students. A CapU account is created when applying to Capilano University, and is used to access computing services such as:

- Student Information Web Service: Register for courses [webapps.capilano.ca/login](http://webapps.capilano.ca/login)
- Student Email: @my.capilano.ca email account [webapps.capilano.ca/student/webmail](http://webapps.capilano.ca/student/webmail)
- Moodle: Learning Management System [webapps.capilano.ca/moodle](http://webapps.capilano.ca/moodle)
- Computer Labs: Windows or Mac workstations [www.capilano.ca/it-services](http://www.capilano.ca/it-services)

If a password is forgotten, it can be reset at [webapps.capilano.ca/login](http://webapps.capilano.ca/login)

IT Services provides technology for student use:

- The Library is equipped with computers for student and drop-in-use and pay-for-printing facilities with scanners and photocopiers.
- Computer Labs are available in most buildings equipped with computers for student and faculty use, pay-for-printing facilities and software to support your coursework.

The IT Service Desk is located in LB125 inside the Library. It is the single point of contact for assistance with IT Services. The IT Service Desk can help to solve technology problems such as login issues with CapU accounts, wireless access issues or any issues using the available technology (computers, printers, projectors). The IT Service Desk provides audio-visual loans for cameras, projectors, remotes, and adapters.

## Contact

IT Service Desk  
Phone: 604.984.4952  
E-mail: [itservicedesk@capilano.ca](mailto:itservicedesk@capilano.ca)  
Web: [www.capilano.ca/it-services](http://www.capilano.ca/it-services)  
Twitter: [@CapUITS](https://twitter.com/CapUITS)

## ACCESSIBILITY SERVICES

### General Information

Intake services for students with disabilities are provided in the Office of Accessibility Services (Birch 284). Admitted students will be referred for classroom and exam accommodations, learning support services and assistive technology and services support when appropriate.

Contact should be made at least four months prior to classes beginning. This will ensure that equipment and accommodation needs can be arranged in a timely fashion. Following admission and receipt of current documentation, a variety of services may be made available for students:

- Accommodation planning
- University orientation
- Registration assistance
- Instructor notifications
- Exam accommodations
- Classroom accommodations
- Alternate format texts
- Interpreting services
- Assistance in accessing equipment and services through the Canada Student Grant (CSG)

For more information and to book an appointment, call Accessibility Services at 604.983.7526.

### Faculty

N. ANDERSON	BA (Minnesota), MEd School Psychology (UBC)
C. KRAMER	BA (UBC), MS (CSUN)

### Support Staff

TBA	Divisional Departmental Assistant
C. WHITWORTH, BCR (U of C)	Accessibility Services Assistant

## Contact

Accessibility Services  
Counselling and Learning Support Department  
Birch building, room 284

Capilano University



2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7526 for an appointment.  
E-mail: [access-serv@capilano.ca](mailto:access-serv@capilano.ca)  
[www.capilano.ca/services/accessibility](http://www.capilano.ca/services/accessibility)

## LANGUAGE RESOURCE CENTRE

The Language Resource Centre (LRC)(Arbutus 117) is used extensively for language instruction or as a drop-in facility where students can practise at their own pace the oral-aural dimension of the language they are studying. The LRC provides students with the opportunity to work individually on a variety of assignments. Language students can also use the facility to meet informally and work on group projects. The LRC is open approximately 20 hours a week and is supervised by Language Associates who will be happy to assist students.

## LEARNING SPECIALIST

The office of the Learning Specialist offers the following services to Capilano students who wish to improve their learning efficiency:

1. Scheduled study skills workshops on topics such as Time Management, Lecture Notetaking, Textbook Reading, Exam Preparation/Exam Writing, and Giving Oral Presentations.
2. At the request of faculty, course-specific, study skills workshops.
3. Introduction to University Success Strategies (USS 100), is a three credit course that will help students adopt attitudes and methods that promote student success.
4. Individual assistance to students with specific academic concerns and difficulties.
5. Support to students with documented learning disabilities in the form of individual learning strategies instruction.
6. Assist students with Attention Deficit Disorder with organization, time management and self-regulation.

## Contact

For more information on the services offered by the Learning Specialist, or to make an appointment, please contact the appropriate campus:

### North Vancouver Campus

Alison Parry  
Learning Specialist  
Counselling and Learning Support Department  
Birch building, room 267  
Phone: 604.984.1744

### Squamish Campus

Currently, Learning Specialist services for Squamish campus students are accessed through the North Vancouver campus.

Phone: 604.885.9310 (local)  
E-mail: [aparry@capilano.ca](mailto:aparry@capilano.ca)

## Sunshine Coast Campus

Currently, Learning Specialist services for the Sunshine Coast campus students are accessed through the North Vancouver campus.

Phone: 604.885.9310 (local)  
E-mail: [aparry@capilano.ca](mailto:aparry@capilano.ca)

## LIBRARY

### Collections

Through the library website, students can access resources such as books, ebooks, journal articles, and streaming videos and music. The library also has a collection of DVDs, magazines, newspapers, and music CDs.

### Research Assistance and Instruction

Librarians offer one-on-one research consultations with students and faculty in person, by phone, by email, and by virtual chat. See [Ask a Librarian](#) for details. Librarians also work to integrate information literacy skills into curriculum at the course and program level. They are available to teach workshops to students as part of any course, from beginner to advanced level. [Subject guides](#) to resources are available online. The [Library](#) website has the most comprehensive coverage of Capilano University Library resources and services.

### Borrower Services

Students are required to present current Capilano University ID to borrow library materials. For loan periods and other policies see [Borrowing Guidelines](#).

#### Note

Late fees are charged on overdue library reserve materials. Please note the due date on each item borrowed and return materials on time.

## Squamish and Sunshine Coast Campuses

Sunshine Coast and Squamish students have full access to the main Library collection through the online catalogue and inter-campus lending, as well as full-text article databases and web resources. A [regional student library guide](#) is available. At the Sunshine Coast campus, the Learning Commons, a group/individual study area with computer workstations and student printing is open Monday to Friday. Librarians are also available to visit all of our regional campuses to teach research skills workshops for students.

## University Librarian

G. MAKAREWICZ BA (USask), MLS (UBC)

### Faculty

T. ALEKSON BA, MLIS (UBC)  
K. HALL BA, MLS (UBC)  
J. HALLMAN BA, MA (SFU), MLIS (UBC)

M. KEMPTHORNE	BA, MLIS (UBC)
K. MINKUS	BA (Ottawa), MLIS (UBC), MA (SFU)
G. VILLAVICENCIO	BA (SFU), MLS (U of A)
S. WONG	BA, MLIS (UBC)

## Staff

H. BOURNE  
D. COTTRELL  
L. ELLAN  
G. GREENLY  
M. HAAVISTO  
J. HODGSON  
E. LIVINGSTONE  
D. SAMBORSKI  
J. SIEMENS  
R. SIEMENS  
D. SWIGART  
M. YU

## Contact

Capilano University Library

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4944

[www.capilanou.ca/services/library](http://www.capilanou.ca/services/library)

## MATHEMATICS LEARNING CENTRE

The Math Learning Centre (MLC), located in the Birch Building (Birch 289), provides individual assistance with mathematical or statistical problems related to any course at the University. The MLC is staffed by faculty from the Department of Mathematics and Statistics. The instructor schedule is posted outside the MLC and on the [MLC website](#).

The MLC has two large study areas: one room where students may work in groups and another room for silent, independent study. In addition, there is a video/computer room equipped with computer stations, a printer and a video station where students may view videos on topics in calculus, precalculus, algebra and statistics. A library of mathematical and statistical reference texts is available for students to use in the MLC or to borrow for a period of time.

## WRITING CENTRE

All students registered at the University are welcome to visit the Writing Centre (Fir 402) for individual help with their writing assignments or writing difficulties. The Centre aims to help students of all levels develop as writers.

In addition to help from instructors, the Centre also offers a wide variety of free handouts; a website ([www.capilanou.ca/writing-centre](http://www.capilanou.ca/writing-centre)) with links to writing resources and an "Ask an Instructor" online service; a regular schedule of workshops; an extensive reference book collection; a computer lab with 21 PCs, a laser printer, and an appealing, quiet workspace.

The Writing Centre is staffed by English faculty. Daily hours of operation are posted outside the door of the Centre and on the Writing Centre website at [www.capilanou.ca/writing-centre](http://www.capilanou.ca/writing-centre).

## Financial Support

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### FINANCIAL AID AND AWARDS

Financial Aid and Awards is committed to supporting students and assisting them in formulating a plan to finance their education while increasing their financial literacy. Our advisors provide students with support in the areas of awards, government student loans, other government-funded programs and student lines of credit, as well as facilitate access to external awards and provide support in budgeting for their education.

### Scholarships, Bursaries, and Awards

The Scholarships, Bursaries, and Awards Guide contains a comprehensive listing of the awards administered by the University, and includes details about award-specific eligibility criteria and how to apply. The Guide is available at [www.capilanou.ca/Awards-Guide](http://www.capilanou.ca/Awards-Guide).

#### Future Students

- A variety of entrance awards are available for new students, including full tuition scholarships that are renewable for up to 4 years of study.
- Information on applications and deadlines is available at [www.capilanou.ca/entrance-awards](http://www.capilanou.ca/entrance-awards).

#### Current Students

- A wide range of scholarships, bursaries, and awards are available for current students, including scholarships that recognize academic achievement and bursaries that support financial need.
- Information on applications and deadlines is available at [www.capilanou.ca/capilano-awards](http://www.capilanou.ca/capilano-awards).

### Workshops, Seminars, Information Sessions

- Topics include financing your education, budgeting, money management, understanding student loans and student loan repayment, and applying for awards.
- Multiple sessions are offered each term; the current schedule is available at [www.capilanou.ca/financial-aid/Events](http://www.capilanou.ca/financial-aid/Events).

### Confidential Student Financial Advising

- Pre-booked appointments and drop-in sessions are available.
- Information on these options is available at [www.capilanou.ca/financial-aid](http://www.capilanou.ca/financial-aid).

## Canadian Student Loans and Grants

- StudentAid BC full-time and part-time student financial assistance programs.
- Out-of-province student financial assistance programs.
- Adult Upgrading Grants (AUG).
- Learning Disability Assessment Bursary.
- Student Lines of Credit.

## U.S. Student Loans, Deferment, and Benefits

- Veterans Affairs Benefits.
- Private U.S. loans.
- Deferment status for prior U.S. Direct Loans.

## Contact

Registrar's Office  
Birch building, Room 230

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798  
E-mail: [finaid@capilanou.ca](mailto:finaid@capilanou.ca)  
[www.capilanou.ca/financial-aid](http://www.capilanou.ca/financial-aid)

## Alternative Learning Formats

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### ONLINE PROGRAMS

Attend a course at anytime, from anywhere. Whether you are working full time, travelling for your business, or prefer to learn at home, there is nothing more convenient than online learning.

For more information, see [webapps.capilanou.ca/moodle](http://webapps.capilanou.ca/moodle).

### CO-OPERATIVE EDUCATION

Co-operative education integrates a period of the classroom learning with periods of work experience to enable students to apply their knowledge and skills. Students alternate periods of full-time study with periods of paid and unpaid employment in business, industry, government and non-profit organizations. The goal is to develop high caliber graduates, better able to assume productive jobs.

Employers may use co-op students to assist in building a work force that meets the short term needs of their organization. Students can undertake special projects and provide relief for permanent staff who may be undertaking other tasks. In the longer term, employers have a cost effective means of evaluating potential future employees.

Co-op education also helps the university to develop contracts with the business community in general, as well as receive immediate feedback on the quality of relevance of our program and the quality of our students.

Obtain valuable hands-on experience. The co-op experience provides students with a superior, well-rounded education enriched by the practical application of their skills.

Capilano University offers the following cooperative education program:

- Tourism Management

## **PRACTICUM AND SHORT-TERM WORK EXPERIENCE**

Several programs include a practicum or a short period of work placement as part of their program requirements.

Programs offering a practicum or short-term work opportunity include:

- Accounting Assistant
- Alternative Career Training
- Applied Behaviour Analysis
- Arts and Entertainment Management
- Business Programs (School of Business)
- Communication Studies
- Costuming for Stage and Screen
- Early Childhood Care and Education
- Education and Employment Access
- Education Assistant
- Healthcare Assistant
- Indigenous Independent Digital Filmmaking
- Legal Administrative Assistant
- Legal Studies/Paralegal
- Music Therapy
- North American Business Management
- Outdoor Recreation Management
- Rehabilitation Assistant
- Technical Theatre
- Tourism Management for International Students
- Visual Communication
- Wilderness Leadership

# Personal Support Services

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## COUNSELLING

### General Information

The counsellors at Capilano are professionals trained to provide a variety of counselling services designed to promote and support students' academic success, identification and achievement of appropriate career goals, and personal growth.

At present, Counselling Services offer the following services to Capilano students:

*Student Success Counselling* helps students explore issues related to academic success such as time management, goal setting, motivation, procrastination and stress management. Students are advised to consult with a counsellor when experiencing academic difficulty.

*Career Counselling* offers help to students who are having trouble deciding on a career, who perhaps feel unsure, confused, or lacking motivation. Counselling and assessment can help students make realistic career plans based on their interests, abilities and values. Students can also use [Career Cruising](#), an online self-directed program to explore career choices.

*Personal Counselling* is available to help students who are experiencing personal difficulties which affect their ability to succeed in post-secondary studies. Counsellors can help students to clarify issues, overcome obstacles and find effective ways of dealing with their problems. Counsellors can also refer students to community agencies for further assistance.

*Workshops and Outreach Programs* designed to help students succeed are offered throughout the term in such areas as career exploration, goal-setting, test anxiety, procrastination, stress management, self-esteem, assertion training and anger management.

*USS 100, Introduction to University Success Strategies*, is a three credit course that teaches students the academic and personal skills necessary to succeed at university.

Counselling is confidential. No information gathered in counselling sessions is released unless authorized by the student or required by law.

### Faculty

M. FEIST	MEd (UBC)
K. LAM	MSW (Washington U), PhD (U of Minnesota)
K. PEARDON	BA (U of Regina), MEd (UBC)
J. ROSS	BA (UBC), MA (Adler)
J. SMITH	BA (Concordia), BEd (UBC), MA (Adler)
S. SOHI	MA (UBC)
S. WALLSTER	BA (Carroll), MEd (Montana State U)

### Support Staff

G. JENKINS	Divisional Departmental Assistant
M. ENG	Receptionist

## Contact

### North Vancouver Campus

Counselling Services  
Counselling and Learning Support Department  
Birch building, room 267

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1744  
E-mail: [counselling@capilanou.ca](mailto:counselling@capilanou.ca)

The Department is open Monday through Friday. Drop-in counselling is also available to accommodate students in crisis or emergency situations, or for short consultations. Summer and holiday hours may vary.

### Squamish Campus

To access services, please contact North Vancouver Campus

Phone: 604.984.1744  
E-mail: [counselling@capilanou.ca](mailto:counselling@capilanou.ca)

### Sunshine Coast Campus

Phone: 604.885.9310

## CHILD CARE

Capilano University offers full-time child care for infants, toddlers and three to five year olds at the Children's Centre on the North Vancouver campus. Some part-time spaces are also available. Child care spaces are first offered to children of Capilano University students, then children of employees. Children of community members may be admitted if space is available. The Centre provides a balance of activities that help children to progress in their social, emotional, physical and cognitive development. Through collaboration with parents the Centre is able to develop a quality child care community that respects and values the uniqueness and contribution of all children and families.

Groups are small and program activities are planned so that children can successfully meet challenges and learn positive ways of interacting with one another. Clear and reasonable limits are set to ensure the safety of each child, the protection of personal rights and protection of property. The daily program includes a regular schedule of indoor and outdoor play, bathroom routines, snack and lunch, rest time and group times.

Because the Centre is located on the beautiful North Vancouver campus of Capilano University, occasional group walks are planned. In addition, the Centre benefits from the services and facilities of the university including availability of campus health services, campus security, emergency preparedness, and facilities maintenance.

The Centre works closely with the Early Childhood Care and Education department. Students in the Early Childhood Care and Education (ECCE) program at the University are learning to be teachers in child care and other pre-school centres. Because practical experience is an essential part of their education, ECCE students observe and participate in Centre activities to learn how classroom techniques apply to a quality



child care program. A limited number of students participate as student assistants for an extended period, working with the staff to provide a program children will enjoy. All student activities are carefully supervised by the staff of the Centre and ECCE instructors, and the needs of the children are always given first consideration.

The Centre is open weekdays except statutory holidays.

Provincial Child Care subsidies are available through the Ministry of Children and Family Development.

Applications for childcare are available at the Children's Centre.

## Contact

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4950

## CONFLICT RESOLUTION ADVISOR

KEIRON SIMONS                              BA, LLB

The primary work of the Conflict Resolution Advisor is to assist campus members to confidentially and informally resolve disputes, including difficult interpersonal situations and harassment issues. This work can include discussing effective responses, facilitating communication between the concerned individuals through coaching, mediation or chairing group meetings, or helping complainants initiate a formal complaint under the University Harassment Policy (see Policies and Procedures in this Calendar). All conversations are confidential and the Advisor will not take any action unless you request it (or if it is legally required).

The advisor also offers presentations and workshops at all campuses on effective communication, resolving conflicts positively, difficult conversations and on harassment, discrimination, and bullying. The advisor and his resource library are available to all student researchers with questions about harassment, conflict resolution and related topics.

See [capilano.ca/Conflict-Resolution-Advisor.html](http://capilano.ca/Conflict-Resolution-Advisor.html) for details on this service, links, resources and FAQs.

## Contact

Conflict Resolution Advisor  
Birch building, room 270a

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7547  
Website: [capilano.ca/Conflict-Resolution-Advisor.html](http://capilano.ca/Conflict-Resolution-Advisor.html)

Appointments may be arranged by calling 604.983.7547

## SECURITY

Capilano University's Campus Security team is committed to providing a safe and secure campus experience for all students, instructors, staff members and visitors. Through our partnerships with key service providers,

emergency responders, and stakeholders, we are prepared to respond in the event of an emergency or security risk.

## Contact

Campus Security  
Arbutus building, room 017 (beside the CapCard Centre)

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1763  
E-mail: [guards@capilano.ca](mailto:guards@capilano.ca)  
[capilano.ca/safety-security/](http://capilano.ca/safety-security/)

## FIRST AID

Campus security provides first aid services 24/7/365. Security guards are all certified in Occupational First Aid Level 2. All first aid care is handed over to BC Ambulance or Fire crews as they arrive on scene. Please note, all first aid incidents are documented.

## Contact

Campus Safety and Security  
Arbutus building, 017 (beside the CapCard Centre)  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1763  
E-mail: [guards@capilano.ca](mailto:guards@capilano.ca)  
[www.capilano.ca/safety-security/](http://www.capilano.ca/safety-security/)

## SAFE WALK

The SafeWalk program ensures all Capilano University students, employees and guests safely arrive at their on-campus destination. Campus Security provides this free, 24-hour service for anyone who wishes to have some extra company on their walk to and from any North Vancouver campus destination.

## Contact

Campus Safety and Security  
Arbutus building, 017 (beside the CapCard Centre)  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1763  
E-mail: [guards@capilano.ca](mailto:guards@capilano.ca)  
[www.capilano.ca/safety-security/](http://www.capilano.ca/safety-security/)

## HEALTH SERVICES

General medical services are available to students at no charge on Tuesdays and Thursdays during the spring and fall terms. Appointments may be made through the receptionist.

### Contact

Health Services  
Birch building, room 249

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4964

## Career Planning Information

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### CAREER SERVICES

#### General Information

Career Services provides up-to-date career success preparation and job search services for all students and alumni, whether looking for a full-time career, part-time employment, or volunteer work. Students may access services through scheduled appointments, drop-in appointments or electronically via the website. All services are available to alumni at no charge. For more information, please see [www.capilanou.ca/career-services](http://www.capilanou.ca/career-services)

General Services include:

- General resource for career and employment-related questions
- Explore and identify your skill strengths
- Learn about the meaning of your skills to your career direction
- Get insight into the world of job markets
- Understand employer expectations
- Resume/cover letter development
- Interview preparation and portfolio development
- LinkedIn profile development
- Job search strategies
- Daily online (full-time, part-time, and volunteer) job listings
- Practicum, co-op and internship support
- Develop skills for workplace success/career advancement
- Dedicated computers for job search exploration
- Educational Application document guidance

### Contact

Career Services  
Birch building, room 270 (All Faculties except Business and Professional Studies)

Cedar building, room 338 (Faculty of Business and Professional Studies)  
Career Services Assistant  
Phone: 604.984.4965  
E-mail: [careerservices@capilano.ca](mailto:careerservices@capilano.ca)

## **CAREER RESOURCE CENTRE**

The Career Resource Centre has computers that allow students to find career and occupational information on the Internet and provides a quiet workspace to work on your career management and job search skills.

### **Contact**

The Career Resource Centre  
Birch building, room 267

Capilano University  
2055 Purcell Way  
North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4965  
E-mail: [careerservices@capilano.ca](mailto:careerservices@capilano.ca)

## **STUDENT VISA REFERRAL**

Students at Capilano University on a student visa are referred to the Centre for International Experience in the Library building for information regarding working in Canada.

## **Campus Activities**

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### **ATHLETICS AND RECREATION**

#### **Athletics**

Capilano University is a full member of the Pacific Western Athletic Association (PACWEST), which is the governing body for all intercollegiate athletics in the province. Provincial championships are determined annually, with winners advancing to national finals. This provides our University's highly skilled student athletes an opportunity to meet with and compete against the best college and university athletes in Canada.

Our Capilano University Blues teams compete in soccer, basketball and volleyball both for men and women. Each year, our many exceptional athletes, working with the experienced Blues coaching staff and managers, have combined to produce both provincial and national championship teams. Capilano University is proud of the accomplishments of its student athletes and of its growing reputation for athletic excellence. For athletes seeking information about their sport status, call the Manager, Milt Williams, at 604.983.7532 or visit our website at [athletics.capilano.ca](http://athletics.capilano.ca)



## Contact

Sportsplex Office  
Sportsplex building, room 114

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4977

## Gym Schedule and Game Times

Phone: 604.984.1737  
Fax: 604.984.1736

## Intramurals, Recreational Programming

Athletics & Recreation Office  
Phone: 604.986.1911 ext. 3404

## STUDENTS' SOCIETY

The Capilano Students' Union (CSU) is a democratic autonomous organization dedicated to advancing the interests of students by working to achieve a system of post-secondary education which is accessible to all. Membership in the student society commences at registration and includes both part-time and full-time students. The society works to protect the rights of students and to advocate wherever decision making affects the quality of life for students at Capilano University. For example, the society appoints student representatives to university committees to ensure that student perspectives are a part of the University's decision making processes. The society also organizes social, political and cultural events and provides a variety of low-cost services to members.

The CSU's Board of Directors coordinate the campaigns, services, and activities of the society. Elections for all vacant or expiring positions on the board are held in the Spring term. Students interested in getting involved with their students' society are invited to drop by the Services Desk in the Library building or stop by the Administration office in the Maple building for an orientation. Students who wish to be involved in the campus community can join committees, participate in planning campaigns and events or relax and socialize in the student lounges.

Several valuable services are provided by the society such as the U-Pass BC, CSU Health & Dental Plan, tutor & housing registry, and more. The CSU Used Book Sale allows students to buy and sell used textbooks and save significantly on their textbook expenses. Students are encouraged to get their free copy of the Capilano Students' Union Handbook and Day Planner, which serves as a guide to the many resources the CSU has to offer. Further information may also be obtained by visiting the CSU's website at [www.csu.bc.ca](http://www.csu.bc.ca)

Office Hours Monday to Thursday 9:30 a.m. to 4:30 p.m. Friday 9:30 a.m. to 3:00 p.m. Hours subject to change during the Summer semester.

## Contact

CSU Services Desk - Library building, room 195  
CSU Administration Office - Maple building, room 121  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4969

Fax: 604.984.4995

[www.csu.bc.ca](http://www.csu.bc.ca)

## SUSTAINABILITY

Capilano University manages its use of energy, water, land and materials to reduce its environmental impact on the planet; achievements to date include reducing climate emissions, paper consumption and landfill waste by more than 50%.

CapUWorks, the flagship, student lead program employs 5 to 7 Student Organizers annually. Organizers engage their peers, employees and non-profit organizations to take action for a more sustainable planet, stronger society and a more sustainable campus.

CapU Works also supports Earth Works, a faculty lead co-curricular lecture series, open to the general public, that hosts current authors, film-makers, and sustainability experts to enable individual environmental action and develop global citizens and sustainability leaders.

## Contact

Sustainability

Facilities Building, room 113

Capilano University

2055 Purcell Way

North Vancouver, B.C. V7J 3H5

Phone: 604.984.1911 ext. 3471

E-mail: [sustainability@capilanou.ca](mailto:sustainability@capilanou.ca)

[capilanou.ca/sustainability/](http://capilanou.ca/sustainability/)

## Campus Publications

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### STUDENT NEWSPAPER

The Capilano Courier is Capilano University's student publication published 24 times throughout the fall and spring semesters. The courier works to cover stories important to students on and off campus. The Courier is run by an independent staff of students, autonomous from the student society and University administration.

Since the Courier is written, organized, and laid out on campus, there is always a need for help. Students are encouraged to take part in news and feature writing, reporting, editing, layout, photography, artwork, desktop publishing, graphic design and advertising.

The Courier welcomes input from the entire University community. Classified ads (which are free to students, staff, and faculty), letters, and other contributions can be submitted to their offices in room 122, Maple building.

## Contact

Capilano Courier Newspaper

Maple building, room 122

Capilano University

2055 Purcell Way

North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4949  
Fax: 604.984.1787

## General Campus Services

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### BOOKSTORE

Located in the southwest corner of the Birch building, the Bookstore offers new and used texts, stationery, clothing, software and sundry items.

A current textbook list is available online where you can purchase books and have them delivered. Go to: [www.capilanou.ca/bookstore](http://www.capilanou.ca/bookstore) then navigate to the Buy Books Online link. In addition, information on the Bookstore's hours of operation, services and sales and promotions can be found here.

The Bookstore also pays cash for used textbooks several times per year. The website will have the times and dates for upcoming buy backs, as well as information on how much you may get for your book.

The Bookstore accepts cash, Visa, MasterCard, Interac and cheques with proper ID.

### CAPCARD (STUDENT PHOTO ID)

The *CapCard* is your official student photo identification, Library card, and Door Access card. All new students need to obtain the *CapCard* after completing the registration process. This card is valid for as long as you are a student at Capilano University; it does not expire. As a Library card, it allows you to borrow material and access online databases, journals, ebooks, and streaming music and videos. Detailed information can be found on the University's [CapCard Centre](#) website.

### FOOD AND BEVERAGE SERVICE

At the North Vancouver campus, all food and beverage services including snack and hot drink vending and catering services are managed by the University's contracted supplier [Chartwells](#)

The Capilano University [Food & Beverage Service](#) website has details about locations, hours of service, weekly menu offerings, seasonal events, catering or to provide feedback on your campus dining experience.

### LOST AND FOUND

Report lost or retrieve found items at the Campus Security Office. We welcome your suggestions on how we can improve our lost and found services. Let us know at: [guards@capilanou.ca](mailto:guards@capilanou.ca)

### Contact

Campus Safety and Security  
Arbutus building, 017 (beside the CapCard Centre)  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1763  
E-mail: [guards@capilanou.ca](mailto:guards@capilanou.ca)  
[www.capilanou.ca/services/safety-security/Lost-and-Found](http://www.capilanou.ca/services/safety-security/Lost-and-Found)



## **PARKING**

Pay parking is in effect at all times, 24 hours a day, 7 days a week, 365 days a year.

Pay parking applies to all parking spaces at the North Vancouver Campus including all those on University roadways. All parking areas are constantly patrolled to ensure compliance with the University's payment and parking requirements.

The administration and operation of pay parking including permit sales, equipment, parking violation notices, courtesy notices and towing is provided by a contracted commercial service provider

Parking at the North Vancouver Campus is on a first-come-first-served basis.

Detailed information including current rates, payment methods, carpooling, application forms, and the parking map can be found on the Capilano University [Parking, Carpool & Transit](#) website.

## **U-PASS BC (COMPASS CARD)**

U-Pass BC is a universal student transit program that provides all eligible Capilano University students with an affordable and sustainable transportation program. The Compass Card is a reloadable fare card that works everywhere in Metro Vancouver. U-Pass BC is offered in partnership with the Capilano Students' Union (CSU), TransLink and the Province of British Columbia. The program is mandatory for all CSU members enrolled in 3 or more credits at Capilano University for courses in Metro Vancouver and the cost is automatically added to fees upon registration.

Detailed information including how to obtain and activate the Compass Card, use of the card, replacement due to loss, eligibility, troubleshooting, and exemptions can be found on our [U-Pass BC](#) website. Additional information is available through [TransLink](#).

# International Education

## International Students

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### GENERAL INFORMATION

The community at Capilano University includes over 8200 students of which nearly 1150 are international students from over 74 countries around the world.

Capilano is a teaching institution rather than a research institution. This means the focus is on students and learning. Graduates of our programs are competitive in the job market because they emphasize real-world relevance.

Capilano University provides a wide variety of educational programs including: (1) post baccalaureate and graduate diplomas (2) four-year degrees, (3) courses in Arts and Sciences for Associate Degrees and university transfer, (4) diplomas and certificates in Career and Cohort areas, (5) English for Academic Purposes (EAP) (6) EAP combined with credit courses in Arts and Sciences or Business, and (7) Early Childhood and Education and Business Administration Pathway programs. Our graduates may choose further studies or entry to the workforce. Either way, their success is the real proof of Capilano quality. We are also recognized by the BC Education Quality Assurance program and we are the first Canadian University to be accredited by the North West Commission on Colleges and Universities (NWCCU).

For more information please see [www.capilanou.ca/international](http://www.capilanou.ca/international)

### GENERAL ADMISSION REQUIREMENTS

All international applicants must meet the admission requirements of the intended programs of study, including the English language requirement. Most academic programs require the equivalent of secondary school graduation (Grade 12) in British Columbia. For those students whose first language is not English, Capilano University offers English for Academic Purposes (EAP) levels and combined EAP/Academic pathways.

### ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAM AREAS

#### To apply for English for Academic Purposes

Applicants must have a basic knowledge of the English language and must have completed the equivalent of secondary school graduation in British Columbia (Grade 12). Level placement is possible for students who have overall IELTS scores from 4.5 (no band under 4) through to IELTS 6.0 (no band under 5.5).

#### To Apply for Arts and Sciences and Degree Programs

Applicants must: (1) have a minimum of two academic courses at a senior high school level or equivalent, (2) have the required prerequisite courses, and (3) meet the English language requirements, which can be met in one of the following ways:

- Official Internet based TOEFL (iBT) score of 83 (Capilano University code is 0505).
- Official paper-based TOEFL (PBT) score of 560.
- Academic IELTS score of 6.5 overall with no score less than 6.0.
- CAEL score of 70.

- ELA (from VCC) with a score of 145.
- PTE score of 56.
- 6 transferable credits of post-secondary English at the 100 level or higher.
- English 12 with a final mark of C+ including provincial exam results and two years of full-time secondary school in Canada.
- Advanced Placement English Language/Composition or English Literature/Composition with a minimum mark of 4.
- International Baccalaureate English Language A Higher Level with minimum mark of 5.
- Language Proficiency Index (LPI) level 4 with an essay score of 26 or higher.
- 4 years of full-time study in English in Canada at high school or post-secondary institution, or in a country other than Canada where English is the principal language.
- Completion of Capilano University's EAP 100 and 101 with a final grade of B+ (77%) in each course.
- Four or more years at an eligible international high school that uses English as the language of instruction but operates in a country where the primary language is not English.
- Graduate from a recognized degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language.

### **To Apply for Career or Limited Enrolment (Cohort) Programs**

Applicants must: (1) have received departmental acceptance, and (2) meet the English language requirements, which can be met in one of the following ways:

- Official Internet based TOEFL (iBT) score of 83 (Capilano University code is 0505).
- Official paper-based TOEFL (PBT) score of 560.
- Academic IELTS score of 6.5 overall with no score less than 6.0.
- CAEL score of 70.
- ELA score of 145.
- PTE score of 56.
- 6 transferable credits of post-secondary English at the 100 level or higher.
- English 12 with a final mark of C+ including provincial exam results and two years of full-time secondary school in Canada.
- Advanced Placement English Language/Composition or English Literature/Composition with a minimum mark of 4.
- International Baccalaureate English Language A Higher Level with minimum mark of 5.
- Language Proficiency Index (LPI) level 4 with an essay score of 26 or higher.
- 4 years of full-time study in English in Canada at high school or post-secondary institution, or in a country other than Canada where English is the principal language.
- Completion of Capilano University's EAP 100 and 101 with a final grade of B+ (77%) in each course.
- Four or more years at an eligible international high school that uses English as the language of instruction but operates in a country where the primary language is not English.
- Graduate from a recognized degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language.

## **INTERNATIONAL STUDENT APPLICATION PROCESS**

### **1. Review the admission criteria for your program**

All program applicants are required to:

- Have equivalency to BC High school graduation
- Meet the English language proficiency requirement

Certain programs also have additional requirements such as interviews, portfolios, special testing, or auditions. Refer to the individual program sections in the Capilano University Calendar for specific details.

## 2. **Apply**

Apply online at [www.capilanou.ca/admission](http://www.capilanou.ca/admission) or complete a paper application from our International Viewbook.

Application deadline dates:

- 31 May 31 for fall (September)
- 15 September for spring (January)
- 31 January for summer (May)

\* It is not necessary to wait until the deadlines. Early applications are encouraged as many programs fill even before application deadlines and some programs admit students year round for the coming intakes.

## 3. **Pay the non-refundable application fee of \$135 CAD**

### 4. **Submit documents**

#### a. Submit unofficial documents

- Students can be conditionally admitted based on unofficial documents. Scanned documents can be sent via email to [inted@capilanou.ca](mailto:inted@capilanou.ca)

#### b. Submit official documents

- Original documents must be received by the Centre for International Experience 30 days prior to the start of your program:
  - Official transcripts and official proof of graduation (stamped and signed by your school), with certified English translation for all secondary and postsecondary institutions attended.
  - English proficiency test score sent directly from the testing agency.
  - Proof of English language proficiency is not required for applications to the EAP program.
  - Irreplaceable documents submitted will be returned to the student upon request after admission to the university.

## 5. **Capilano University acknowledges your application**

You will be assigned a student number and a Capilano WebMail email address. Please check your Capilano WebMail account often for admission updates. You may also check your application status online (MyCAP) using this student number at [www.capilanou.ca/current/](http://www.capilanou.ca/current/)

If your application is incomplete, you will be advised of outstanding document requirements if applicable. Provide these outstanding documents or complete testing as soon as possible to ensure that your application is evaluated for admission.

## 6. **Capilano University makes an offer**

Upon successful completion of admission requirements and selection, you will receive an offer of admission via email and mail.

## 7. **Pay your tuition deposit to accept the offer of admission**

Pay your tuition deposit of \$5,000.00 CAD to accept the offer of admission and receive your immigration letter.

This deposit is only required for your first semester at Capilano University and will enable you to register for courses in priority sequence. The tuition deposit amount will be deducted from your first semester tuition fees. Payments may be made either online, by mail or in person by cash, money order, bank wire transfer, Visa, MasterCard, American Express or debit card. For more information, please visit: [Payment Options](#)

Payment can be made by bank wire transfer to:

Capilano University  
Royal Bank of Canada  
1789 Lonsdale Avenue  
North Vancouver, B.C. V7M 2J6  
Institution #003  
Transit #04000  
Account #1069145  
SWIFT CODE: ROYCCAT2

*\*Please include your name and student number in the information box.*

**8. Apply for your Study Permit**

As an international student you must apply for a [Study Permit from Citizenship and Immigration Canada \(CIC\)](#). You must submit the letter of admission from Capilano University and the immigration letter to apply for a Study Permit.

**9. Follow course registration instructions**

You will receive important information regarding registration with your letter of admission and via your Capilano WebMail account. Follow these instructions to register for courses online. If you have questions about your application, please contact the Centre for International Experience by Email: [inted@capilanou.ca](mailto:inted@capilanou.ca) or phone 604.990.7914.

**10. Prepare for your first semester!**

Prepare for your first semester at Capilano University by visiting the [Centre for International Experience website](#) to register for International Student Orientation, request a mentor and check out options for housing in our beautiful city.

## INTERNATIONAL STUDENT FEES

Please see the [Fees and Fee Payment](#) section of the website.

To be considered a full time, an international student is required to be enrolled in a full-time program of study, which generally means 9-15 credits per semester (3-5 courses or an EAP course). Exceptions will be made for students who are in the final semester of their program and require fewer courses for completion.

If an international student's status changes to that of a Permanent Resident on or after the first day of classes in a semester, the change in tuition fees will occur in the following semester. Students are advised to provide official documentation of the status change from Citizenship and Immigration Canada.

Capilano University reserves the right to change fees and policies without notice.

## MEDICAL INSURANCE

### Mandatory Health Insurance

Mandatory medical insurance is a condition of being a student at Capilano University. Quick Reference Sheet for Health & Dental Plans can be found under [Health Insurance](#).

### Basic Medical Insurance

The province of British Columbia requires all residents, including temporary residents on Study Permit, to purchase BC Medical Service Plan (BC MSP) coverage.

All residents of British Columbia are required by law to enrol with the [Medical Services Plan](#) (MSP) health insurance. 'Resident' is defined as a person who stays in BC longer than six months. Therefore, all international students who stay in BC for longer than six months must enrol in MSP. There is a waiting period of three months before students can be enrolled, but we advise students to apply as soon as they arrive in British Columbia to ensure their application will be processed in a timely fashion. Applications can be obtained from the Centre for International Experience, and must be mailed with a copy of a Study Permit to support the application.

There is a 3 month waiting period for BC MSP. During this period, students are required to purchase private interim coverage provided by Guard.Me. The cost of this plan is \$2.00 per day for a minimum of 90 days.

### Extended Health and Dental

The Extended Health and Dental insurance plan is organized by the Capilano Student Union (CSU) per referendum. The Student Union has created opportunities for part time students and students who will study at the Sechelt or Squamish campuses with an opportunity to opt into this plan. See the CSU for more information or check [www.studentcare.ca/](http://www.studentcare.ca/)

## SATISFACTORY ACADEMIC ACHIEVEMENT

All students who enrol at Capilano University are expected to maintain acceptable standards of academic performance. Students should refer to the section in this Calendar which explains Capilano University's guidelines for acceptable performance. Should an international student begin to fall below the acceptable performance standards, s/he will receive prior warning and should meet with academic advising services. If the student continues to be unable to maintain acceptable standards of academic performance, s/he will be placed on probation and may, if the situation persists, be required to withdraw from the program. Please view: [Policies & Procedures](#).

## INTERNATIONAL EXPERIENCE & SERVICES

Capilano University is committed to building an international community on campus by welcoming international students to Capilano University and encouraging all students to engage in the study abroad experience. Capilano University strives to ensure that all international students are well received and have a positive and successful educational experience.

**Centre for International Experience (Library building, Room 127)** (E-mail: [inted@capilanou.ca](mailto:inted@capilanou.ca))

- The Centre for International Experience is dedicated to providing special services to international students at Capilano University and all students wishing to study abroad. A wide range of services is offered at

the Centre for International Experience including recruitment, advising, admissions, study abroad, student leadership, mentorship and engagement opportunities; guidance is offered with regards to medical insurance, on and off campus work permits, study permit renewal and more.

- The International Student Admissions Advisors (Library building) review and process applications, support international students with registration and other universities services; provide advice on medical insurance, work permits and other unique inquiries to support international students during their studies at Capilano University.
- The Centre for International Experience welcomes new international students to Capilano University with transition activities throughout the first week of classes that begin with the International Orientation or Welcome Dinner. There is no cost for new international students to attend. Visit: [www.capilanou.ca/international](http://www.capilanou.ca/international)
- An International Leadership & Mentorship Program began its operation in the Fall 2012 semester. The program focuses on leadership and mentorship skill development relating to campus life, community engagement, building of social connections and participation in recreational activities and cultural events. For more information visit: [www.capilanou.ca/international](http://www.capilanou.ca/international)
- The Mobility and Partnerships Officer supports students plans to study abroad and works closely with our international partners and faculty to plan exciting exchange programs and field school opportunities for students.

### **Counselling Department**

- The Counseling Department (Birch building, room 267) has professional counselors who provide educational counseling, career counseling, and personal counseling, plus provide workshops and outreach programs. Telephone: 604-984-1744.

## **CENTRE FOR INTERNATIONAL EXPERIENCE PERSONNEL**

V. ADAMEC	International Student Admissions and Recruitment Assistant, BBA (Capilano University)
S. ANDRIC	International Outreach and Events Officer, BBA (SFU)
C. CAMERON	Manager, Centre for International Experience
C. CANO	International Student Recruitment Manager, Dipl (Camosun College)
I. CHAVEZ GARCIA	Divisional Department Assistant, Tourism/Hotel Mgmt (U of Bajio)
S. HE	International Student Admissions Advisor, BA (SFU)
D. HOOKER	Director, Centre for International Experience MBA (Athabasca University)
J. LEE	International Student Admissions Advisor, BA (Seoul U) Bus Dip (Douglas)
A. RUDKO	Mobility and Partnerships Officer, BA (UVic), MA (U/Tilburg)
L. VAN VELTHUIZEN	Manager, Centre for International Experience, BA (SFU), MEd (SFU) (on leave)
TBA	Divisional Department Assistant

## **CONTACT**

Centre for International Experience  
Library Building, Room 127  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Phone: +1.604.990.7914  
Fax: +1.604.983.7576  
E-mail: [inted@capilano.ca](mailto:inted@capilano.ca)

[www.capilano.ca/international](http://www.capilano.ca/international)

## **International Education**

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International education prepares students to work in a multi-cultural and multi-national environment and where geographical boundaries have very little meaning. To accomplish these aims the university encourages diversity in our classrooms, opportunities for Canadian students to learn and work abroad, and programs of study that include language, culture and regional studies. In our classrooms we help students develop resiliency skills, intercultural competence, and a global perspective.

### **INTERNATIONAL LINKAGES**

There are semester study abroad and exchange opportunities for students in almost all of the degree programs offered at Capilano University. Formal linkages and International Exchange Agreements have been developed with a number of colleges and universities worldwide including:

#### **Australia**

- University of Western Sydney, Sydney
- Griffith University

#### **Austria**

- FH Wien University of Applied Sciences of WKW, Vienna
- Management Center Innsbruck, Innsbruck

#### **China**

- Harbin University of Science and Technology
- Lingnan University, Hong Kong
- Sichuan University, Chengdu
- North China Institute of Science and Technology, Beijing
- Tianjin Polytechnic University, Tianjin
- Zhejiang Gongshang University, Hangzhou

#### **Denmark**

- Danish Institute for Study Abroad (DIS), Copenhagen

#### **Finland**

- Arcada Polytechnic, Helsinki



## **France**

- Institute des Hautes Études Économiques et Commerciales Reconnu par L'État INSEEC; Paris, Bordeaux, and Lyon
- Groupe Sup de Co Amiens Picardie, Amiens
- École de Management Normandie

## **Germany**

- Dusseldorf University of Applied Sciences, Dusseldorf
- SRH University of Applied Sciences, Berlin

## **Hungary**

- University of Pécs, Pécs

## **Japan**

- Aichi Gakusen College; Okazaki, Anjo, and Toyota cities
- Kushiro Public University of Economics, Kushiro
- Hokkaido College of Art & Design

## **Mexico**

- Universidad de Guadalajara, Zapopan, Jalisco
- Universidad de Monterrey, San Pedro Garza Garcia

## **The Netherlands**

- Hogeschool Zeeland, Vlissingen

## **Paraguay**

- Universidad Americana, Asuncion
- Universidad Columbia, Asuncion

## **Switzerland**

- Fachhochschule Zentralschweiz, Lucerne
- Applied Sciences University of North Western Switzerland, Olten

## **United Kingdom**

- Hertfordshire University, Hatfield, England

## **United States**

- University of Manoa, Hawaii

## **Vietnam**

- Hanoi Open University, Hanoi

Cooperation with these institutions facilitates student and faculty exchanges, permits collaboration on international development projects in other countries, and enables the delivery of Capilano University courses and training in a variety of locales.

## **INTERNATIONAL DEVELOPMENT PROJECTS**

Capilano University participates in international development projects. The University sees this as a service to Canada to support its objectives in foreign policy and international development assistance. These projects also provide opportunities for students to gain international experience during internships, and they serve to internationalize Capilano's faculty and programs.

Some locations have included China, Vietnam, Sarawak, Malaysia, Lebanon, Jordan, and Thailand.

## **CONSULTING AND HUMAN RESOURCE DEVELOPMENT**

Capilano also provides custom designed training packages, corporate training and consulting in locations worldwide.

Consulting and contract services offered include:

- Technology Transfer
- Needs Assessment
- Institutional Strengthening
- Program and Curriculum Development
- Instructional Design
- Custom-designed training programs
- Management Development

## **CONTACT**

VP International, External Relations & New Initiatives  
Arbutus Building, Room 120

## **INTERNATIONAL PROGRAMS**

### **Short-Term ESL and Canadian Culture Homestay Programs**

These programs can be customized to meet the needs of any organization or group. Please contact the International Education department at [studyabroad@capilano.ca](mailto:studyabroad@capilano.ca) or by telephone at 604.984.4936 for information and pricing.

### **Study Abroad Programs**

Capilano University's International Office offers an opportunity for students to earn university credit while studying at one of our international campuses or at a partner institution in Asia, Europe or the America's. For more information on student exchanges (semester abroad program), academic study tours, and short term summer programs, please check our website at [www.capilano.ca/study-abroad](http://www.capilano.ca/study-abroad) or phone Yvonne Leung at 604.984.4936.

## **Study Tours**

Capilano University, through the Continuing Studies & Executive Education Continuing Studies division offers non-credit study tours in Natural History and Arts and Language in locations throughout Europe, Central and South America. Enquiries can be directed to the Continuing Studies & Executive Education at 604.984.4901.

# Programs by Credential

## Graduate Programs

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Capilano University offers the following graduate programs:

- [International Management Graduate Certificate](#)
- [International Management Graduate Diploma](#)
- [North American and International Management Graduate Diploma](#)

## Post Baccalaureate Programs

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Capilano University offers the following post baccalaureate programs:

- [Applied Behaviour Analysis Post Baccalaureate Diploma](#)
- [Early Childhood Care and Education Post Baccalaureate Diploma](#)
- [North American Business Management Applied Post Baccalaureate Diploma](#)
- [North American Business Management Post Baccalaureate Diploma](#)

## Bachelor Degrees

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Capilano University offers the following bachelor degrees:

- [Bachelor of Arts in Applied Behaviour Analysis \(Autism\)](#)
- [Bachelor of Arts with a major in Liberal Studies](#)
- [Bachelor of Business Administration](#)
- [Bachelor of Communication Studies](#)
- [Bachelor of Design in Visual Communication](#)
- [Bachelor of Early Childhood Care and Education](#)
- [Bachelor of Legal Studies \(Paralegal\)](#)
- [Bachelor of Motion Picture Arts](#)
- [Bachelor of Music in Jazz Studies](#)
- [Bachelor of Music in Jazz Studies - Arranging/Composition](#)
- [Bachelor of Music in Jazz Studies - Education Stream](#)
- [Bachelor of Music Therapy](#)
- [Bachelor of Performing Arts](#)
- [Bachelor of Tourism Management](#)

## Associate Degrees

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Capilano University offers the following associate degrees and associate degree concentrations:

- [Associate of Arts](#)
- [Associate of Arts - Art History Concentration](#)
- [Associate of Arts - Creative Writing](#)
- [Associate of Arts - English Concentration](#)
- [Associate of Arts - Global Stewardship](#)
- [Associate of Arts - Psychology Concentration](#)
- [Associate of Science](#)
- [Associate of Science - Biology Concentration](#)

## Diploma Programs

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Capilano University offers the following diploma programs:

- [2D Animation & Visual Development](#)
- [3D Animation for Film and Games](#)
- [Academic Studies](#)
- [Accounting Assistant](#)
- [Acting for Stage and Screen](#)
- [Arts and Entertainment Management](#)
- [Business Administration](#)
- [Advanced Business Administration - Accounting & Finance](#)
- [Advanced Business Administration - General Management](#)
- [Advanced Business Administration - International Business & Logistics](#)
- [Advanced Business Administration - Marketing](#)
- [Advanced Business Administration - Strategic HR Management](#)
- [Communication Studies](#)
- [Community Leadership and Social Change](#)
- [Costuming for Stage and Screen](#)
- [Digital Visual Effects](#)
- [Early Childhood Care & Education](#)
- [Engineering Transition](#)
- [General Studies](#)
- [Human Kinetics \(Exercise Science Stream\)](#)
- [Human Kinetics \(Physical Education Stream\)](#)
- [Indigenous Independent Digital Filmmaking](#)
- [Jazz Studies](#)
- [Local Government Administration](#)
- [Motion Picture Arts](#)

- [Music](#)
- [Musical Theatre](#)
- [Outdoor Recreation Management](#)
- [Paralegal](#)
- [Rehabilitation Assistant](#)
- [Technical Theatre](#)
- [Tourism Management Co-op](#)
- [Tourism Management for International Students](#)
- [Visual Communication Advanced](#)

## **Certificate Programs**

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Capilano University offers the following certificate programs:

- [Accounting Assistant](#)
- [Acting for Stage and Screen](#)
- [Advanced Arts & Entertainment Management](#)
- [Advanced Wilderness Leadership](#)
- [Business Administration - Advanced](#)
- [Business Administration](#)
- [Business Fundamentals](#)
- [Conducting in Music](#)
- [Documentary](#)
- [Early Childhood Care & Education](#)
- [Early Childhood Care & Education - Infant & Toddler](#)
- [Early Childhood Care & Education - Special Needs](#)
- [Education Assistant](#)
- [Education and Employment Access](#)
- [Health Care Assistant](#)
- [Indigenous Independent Digital Filmmaking](#)
- [Legal Administrative Assistant](#)
- [Lil'wat Nation Language and Culture](#)
- [Local Government Administration](#)
- [Local Government Administration - Advanced](#)
- [Local Government Leadership Development](#)
- [Motion Picture Arts](#)
- [Mountain Bike Operations](#)
- [Paralegal](#)
- [Retail Business Fundamentals](#)
- [Sechelt Nation Language and Culture](#)
- [Squamish Nation Language and Culture](#)
- [Theatre Institute - Directing](#)

- [Theatre Institute - Production](#)

## **Citation Programs**

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Capilano University offers the following citation programs:

- [Animation Fundamentals](#)
- [College and University Preparation](#)
- [Community Capacity Building](#)
- [English for Academic Purposes 3](#)
- [English for Academic Purposes 4](#)
- [Film Institute](#)
- [Tourism Marketing Citation](#)

If you have any questions relating to the programs or courses in this calendar, please contact the [Registrar's Office](#).

# Arts & Sciences

## General Information

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The Faculty of Arts and Sciences (FAS) at Capilano University provides students with a variety of options. Students can select from Bachelor degrees, Associate degrees, and diplomas. Students can enroll in FAS programs on a full or part-time basis. In addition, Arts and Sciences courses serve Capilano degree students in other Faculties as well as students who plan to transfer to other universities.

Academic instruction at Capilano is both disciplinary and interdisciplinary. Capilano carefully reviews the content and the delivery methods of its Arts and Sciences courses to ensure that those courses are current and that they meet university standards.

All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts, other written materials, the instructor's spoken words, and they must be able to write assignments in correct English. Students who are uncertain of their oral and written English should speak to the instructor or to an advisor prior to registering for a course.

For those students who need extra help in basic skills, Capilano offers preparatory courses and academic support services (see Writing Centre, the Learning Specialist and the Math Learning Centre in the Services section of this Calendar).

Capilano library offers online and print collections, and research services to support all courses.

Capilano offers a range of courses in various disciplines which are grouped in three Schools (see below). For a list of Arts and Sciences courses, please see the [Classification of Subjects for Associate Degree](#) section of this Calendar.

- **School of Humanities**
  - [humanities@capilanou.ca](mailto:humanities@capilanou.ca)
  - 604.984.4957
- **School of Science, Technology, Engineering & Mathematics (STEM)**
  - [sciences@capilanou.ca](mailto:sciences@capilanou.ca)
  - 604.984.4955
- **School of Social Sciences**
  - [socsci@capilanou.ca](mailto:socsci@capilanou.ca)
  - 604.984.4953

## DEGREE PROGRAMS

### Bachelor of Arts in Applied Behaviour Analysis (Autism)

Students who enroll in this ABA program on a full-time or part-time basis may earn a Bachelor's degree. This degree, with its coursework and practicum experiences, will enable a graduate of the program to be eligible to write the Behavior Analyst Certification Board® exam and become a Board Certified Assistant Behaviour Analyst (BCaBA).

For more information, please see [Bachelor of Arts in Applied Behaviour Analysis \(Autism\)](#).



## Bachelor of Arts with a major in Liberal Studies

Capilano University's Bachelor of Arts with a major in Liberal Studies is a degree in the Liberal Arts tradition. By completing this degree, students will acquire a broad foundation of knowledge and utilize critical approaches central to the liberal arts. All degree students will take a selection of courses in the Humanities, Social Sciences, and Pure and Applied Sciences during their first two years. This academic foundation will prepare students for the sustained critical inquiries and focused research projects, which are the hallmark of their upper-level coursework. Students' upper-level degree requirements incorporate courses from the Humanities and Social Sciences with recommended further coursework in the Pure and Applied Sciences.

The Bachelor of Arts with a major in Liberal Studies degree requires its graduates to be committed to the focused and sustained in-depth analysis upon which creative and collaborative problem-solving builds. An education in critical thinking and historical and cultural understanding prepares graduates to pursue a large and expanding range of personal, professional, and business opportunities.

For more information, please see [Bachelor of Arts with a major in Liberal Studies Degree](#).

## POST BACCALAUREATE PROGRAM

### Applied Behaviour Analysis (Autism) Post Baccalaureate Diploma

The first program of its kind in Canada, the Applied Behaviour Analysis (Autism) Post Baccalaureate will enable students who have existing Bachelor degrees, and an interest in becoming an autism service provider, to earn a credential in Applied Behaviour Analysis-Autism at the post-graduate level. This program blends rigorous academic training and professional supervised experience; an opportunity not widely available. Students will obtain the required coursework and experiential component that would enable them to be eligible to write an exam for certification as a Board Certified Assistant Behavior Analyst™ (BCaBA). Graduates of the program, who achieve BCaBA certification are able to work in a variety of agency or home-based teams providing services to families with children/youth diagnosed with autism spectrum disorders in partnership with Board Certified Behavior Analysts™.

For more information, please see [Applied Behaviour Analysis \(Autism\) Post Baccalaureate Diploma](#).

## ASSOCIATE DEGREES IN ARTS AND SCIENCE

An Associate Degree is a formal credential that recognizes the successful completion of sixty (60) credits in the Arts and Sciences program. In addition to general Associate of Arts and Associate of Science degrees, Associate degrees with specializations are offered. Specializations within the Associate Degrees include: [Art History](#), [Biology](#), [Creative Writing](#), [English](#) and [Psychology](#).

Some other universities grant full transfer credit (60 credits) and may grant priority admission for associate degree holders.

### Associate of Arts Degree

To be eligible for the Associate of Arts Degree, a student must have

1. Completed 60 credits of courses that have assigned or unassigned Arts and Sciences credit at the 100-level or higher at the University of British Columbia, Simon Fraser University, the University of Victoria, or the University of Northern British Columbia.
2. Completed at least 30 of these 60 credits within five years preceding the awarding of the Associate Degree.

3. Completed at least 30 of these 60 credits at Capilano University within five years preceding the awarding of the degree, of which at least 12 credits are in courses that have assigned or unassigned Arts and Sciences credit at the 200-level or higher.
4. Completed at least six credits in courses that have assigned or unassigned Arts and Sciences credit at the 100-level in English.
5. Completed at least 18 credits in Arts courses (other than English) that have assigned or unassigned university transferable credit at the 100-level; at least six of these credits must be in the Humanities, and at least six of these credits must be in the Social Sciences, and no more than six credits shall be in any one subject area.
6. Completed at least 18 credits in Arts courses that have assigned or unassigned university transferable credit at the 200-level or higher, these credits must be in at least two different subject areas.
7. Completed at least nine credits in Science courses, including at least three credits in Mathematics or Computing Science or Statistics (i.e. any statistics course that transfers to a university as a 100-level or higher Science course; Psychology 213 may be used) and at least three credits in a Laboratory Science course (i.e. any course in the Science's list worth three credits or more and with a lab of at least two hours, but excluding any course in Applied Science or Computing Science).
8. Completed at least nine credits in courses that have assigned or unassigned university transferable credit at the 100-level or higher; credits may be for Arts and Sciences courses in subjects listed under the Classification of Subjects for Associate Degrees section following, or for university transferable courses in other subjects (e.g. Commerce, Business Administration, Communications).
9. Achieved a cumulative grade point average of at least 2.00 over all of the courses counting towards the requirement.

**Note**

*History courses are considered as Humanities credits for the purpose of the Associate Degree.*

**Table 1. General Course Requirements for Associate of Arts Degree**

Courses/Programs	Credits	Conditions
English	6.0	<b>100 Level</b>
<b>Arts Courses</b>		<b>100 Level -only six credits max. in one subject area</b>
Humanities	6.0	-excludes English
Social Sciences	6.0	
Social Sciences or Humanities	6.0	
<b>Arts Courses</b>	18.0	<b>200 Level or Higher</b> - Credits must be in at least two subject areas
<b>Science Courses</b>		<b>100 Level or Higher</b>
Mathematics or Comp. Science or Statistics	3.0	-Psychology 213 may be used
Laboratory Science	3.0	-requires min. two-hr. lab per week and excludes any course in Applied Science or Computing Science
Science Courses	3.0	
<b>Electives<sup>1</sup></b>	9.0	<b>100 Level or Higher</b>
Total Credits	60.0	

<sup>1</sup>May be Arts or Science courses or other subjects, e.g. Business Administration, Communications with university transfer credits.

**Associate of Science Degree**

To be eligible for the Associate of Science Degree, a student must have

1. Completed 60 credits of courses that have assigned or unassigned university transferable credit at the 100-level or higher at the University of British Columbia, Simon Fraser University, the University of Victoria, or the University of Northern British Columbia.
2. Completed at least 30 of these 60 credits within five years preceding the awarding of the Associate Degree.
3. Completed at least 30 of these 60 credits at Capilano University within five years preceding the awarding of the degree, of which at least 12 credits are in courses which have assigned or unassigned Arts and Sciences credit at the 200-level or higher.
4. Completed at least six credits in courses that have assigned or unassigned university transferable credit at the 100-level in English.
5. Completed at least three credits from the following Capilano Calculus courses: Mathematics 108, 109, 116, 126, 230, or 231; plus an additional 3 credits of Math.
6. Completed at least 18 credits in Science courses that have assigned or unassigned university transferable credit at the 100-level; no more than six credits shall be in one subject area.
7. Completed at least 18 credits in Science courses that have assigned or unassigned university transferable credit at the 200-level or higher; these credits must be in at least two subject areas.
8. Completed at least six credits in Arts courses that have assigned or unassigned university transferable credit at the 100-level or higher, excluding English and excluding any course that has university transferable credit in both Arts and Sciences (e.g. Mathematics).
9. Completed at least six credits in courses that have assigned or unassigned university transferable credit at the 100-level or higher; these credits may be for Arts and Sciences courses in subjects listed under the Classification of Subjects for Associate Degrees section following, or for university transferable courses in other subjects (e.g. Commerce, Business Administration, Communications).
10. Achieved a cumulative grade point average of at least 2.0 over all the courses counting towards the requirement.

**Table 2. General Courses Requirements for an Associate of Science Degree**

Courses/Programs	Credits	Conditions
English	6.0	100 Level
Mathematics	3.0	from Mathematics 108, 109, 116, 126, 230 or 231
Mathematics	3.0	additional 3 credits of transferable Mathematics
Science	18.0	100 Level - only six credit max. in one subject area
Science	18.0	200 Level or Higher – must be in at least two subject areas
Arts Elective	6.0	100 Level or Higher – excluding English and courses that have transfer credit in both Arts and Science (e.g. Mathematics)
Electives <sup>1</sup>	6.0	100 Level or Higher
Total Credits	60.0	

<sup>1</sup>May be Arts or Sciences courses or other subjects, e.g. Business Administration, Communications with university transferable credits.

### Classification of Subjects for Associate Degrees

Only those Capilano University courses with university transfer credit at the University of British Columbia, Simon Fraser University, the University of Victoria, or the University of Northern British Columbia will count towards the Associate Degree.

For the purpose of the above requirements, Capilano University courses are categorized as follows:

## ARTS

Humanities	Art History, Chinese, English, French, History, Japanese, Linguistics, Music, Philosophy, Spanish, Theatre, Women's & Gender Studies (100, 111, 204, 230)
Social Sciences	Anthropology, Criminology, Economics, Geography (Human) (100, 101, 102, 106, 200, 201, 202, 205, 208, 210), Political Studies, Psychology, Sociology, Women's & Gender Studies (100, 111, 208, 210, 213, 215, 220, 222, 224, 226, 240, 250)

## SCIENCES

Sciences	Applied Science, Astronomy, Biology, Chemistry, Computing Science, Geography (Physical) (112, 114, 212, 214, 221), Human Kinetics, Mathematics & Statistics, Physics
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### Note

Some courses in the subjects listed above may not carry Arts and Sciences transfer credit and/or satisfy major requirements at a particular university. Please consult the [B.C. Transfer Guide](#), university calendars, or the Advising Centre.

## DIPLOMA IN ACADEMIC STUDIES

To be eligible for a Diploma in Academic Studies, a student must have

1. Completed 60 credits, 50% of which must be completed at Capilano University;
2. Achieved a cumulative grade point average of 2.00 or better;
3. Successfully completed at least 45 credits from the following subject areas (List A and B), including at least six credits from English (100-level or higher), at least six credits from subjects in List A; and at least 15 credits selected from 200-level courses;

List A	Applied Science, Astronomy, Biology, Chemistry, Computing Science, Geography (Physical), Geology, Human Kinetics, Kinesiology, Mathematics and Statistics, Physics
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List B	Anthropology, Art History, Chinese, Commerce, Criminology, Economics, English, French, Geography (Human), German, History, Japanese, Linguistics, Music, Philosophy, Political Studies, Psychology, Sociology, Spanish, Studio Art, Theatre, Women's Studies
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4. All courses must be university transferable courses.

## DIPLOMA IN GENERAL STUDIES

This program does not accept applications, however Capilano University students can work towards earning this credential.

To be eligible for a Diploma in General Studies, a student must have

1. Completed 60 credits at the 100 level or higher, 50% of which must be completed at Capilano University;
2. Achieved a cumulative grade point average of 2.00 or higher.

## TRANSFER

Full information on transfer of specific courses is available from the Registrar's Office, Advising, or in the pertinent instructional division.

The BC Transfer Guide is available online at [www.bctransferguide.ca](http://www.bctransferguide.ca). Students are urged to consult the online transfer guide when establishing their programs of study.

### Transfer to Other Institutions

The Faculty of Arts and Sciences maintains transferability of their courses with other post-secondary institutions. Capilano's representatives meet regularly with those of other institutions to ensure that Capilano's first and second year courses are fully transferable wherever possible.

### Transfer from Other Institutions

There is agreement among all public B.C. post-secondary institutions to accept each other's credits upon transfer, if applicable to a program given in the admitting institution, and given suitable equivalency. Capilano University reserves the right to review individual course credit.

Transfer credits are granted to students on admission for acceptable work done at other institutions; the transfer credits reduce the total number of credits which are required at Capilano University for a certificate, diploma, or Associate Degree. Students wishing transfer credit should present suitable documentation to the Registrar's Office for adjudication by the appropriate faculty. All approved transfer credits are noted on the student's permanent student record.

## Arts and Sciences Course Descriptions

Full descriptions of all Arts and Sciences courses can be found in the alphabetical listings in the course description section of this calendar. Students are urged to carefully read the general discipline information included in each section. Students are responsible for being familiar with the special information needed to select Arts and Sciences courses which transfer to other universities.

## COURSE SELECTION AND ADVISING

Advising and Counselling departments can assist students in selecting the best program of studies. The final responsibility for course selection, however, rests with students. All Arts and Sciences students are advised to see an Academic Advisor to plan their courses of study.

## REQUIREMENTS

### English Entrance Requirements

Students who wish to enrol in English courses must write a placement test *before* registering in any English course if they do not satisfy the prerequisite requirements.

See the Registration section of this calendar for information about the [English Diagnostic Test](#) (EDT).

### Math Entrance Requirements

Students wanting to enrol in MATH 097, 101, 105, 108, 116 or 190 must write a placement test if they do not satisfy the prerequisite requirements for these courses.

Please refer to the Mathematics section of the calendar for the direct entry and placement test requirements for each of these courses.

See the Registration section of this calendar for information about the [Math Placement Test](#) (MPT).

## Lab/Course Relationship

Many courses require that students complete a lab and/or tutorial. Students should ensure that they are aware of lab/tutorial requirements and the timetable for these components. Students should note that it is necessary to pass both labs and lectures to receive credit for the course.

The cost of the lab is included in the tuition fee, except for lab manuals and some field trip costs.

## Interdisciplinary Studies

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### WOMEN'S & GENDER STUDIES PROGRAM

The Women's & Gender Studies program at Capilano University consists of a variety of arts and sciences credit and credit-free courses. These courses are taught from a perspective and with a methodology developed within Women's & Gender Studies.

In addition to the Women's & Gender Studies program courses, there are career and arts and sciences courses in other disciplines of special interest to women.

### CANADIAN STUDIES SPECIALTY

Students who wish to concentrate their studies on Canadian content courses can choose courses from the list below. All courses hold full transfer credit and transfer into the Canadian Studies program at SFU. To qualify for a Canadian Studies Specialty, complete a Capilano University diploma with at least 24 credits from the following list. Choose these credits from courses in at least three different departments. Of the 24 credits you choose, at least six must be numbered 200 or above. For a Canadian Studies Specialty to be applied to a General Studies Diploma, an English or Communications course is required.

Courses that can be taken towards a Canadian Studies specialty are listed below. Please check the timetable each term for course offerings.

- ANTH 204, 205, 206, 208
- BIOL 105
- ENGL 203
- FREN 270, 271
- GEOG 106, 208
- HIST 110, 111, 205, 208, 209
- POL 104, 202, 204, 208
- SOC 200, 201

Course descriptions appear under the appropriate discipline.

Apply to the Registrar's Office to have the Canadian Studies Specialty added to your diploma at the time of graduation.

## SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)

The following options are available from a wide range of options in the School of STEM.

### i. Non-Science Students

Students planning to continue studies at another university are advised to consider the following courses to fulfil their science requirement. Please note that transfer credit for a number of these courses is limited to non-science students. Students should refer to individual discipline areas in this calendar.

- ASTR 106, 107
- BIOL 104, 105, 112, 113
- CHEM 101, 130
- COMP 101, 106
- GEOG 112, 114
- MATH 101, 105, 108, 190
- PHYS 104

Please check the prerequisites given in the individual course descriptions.

### ii. General Science Students

Capilano University's School of STEM offers courses in astronomy, biology, chemistry, computing science, mathematics & statistics, and physics. Many of these science courses satisfy transfer requirements for a wide range of programs, including: pre-medicine, pre-veterinary, pre-dentistry, oceanography, forestry, agriculture, pharmacy, home economics, rehabilitation medicine, and dental hygiene.

### iii. Health Science Students

BIOL 112 and CHEM 030 may fulfil biology and chemistry entrance requirements for Nursing and other programs in Human Health Sciences. BIOL 112/113 are also equivalent to first year human anatomy and physiology in many health science programs. (See the online [B.C. Transfer Guide](#))

### iv. Engineering

#### a. First Year Engineering Transfer Program

Modeled on first-year engineering at the University of British Columbia (UBC), this program is designed for high performing high school students and highly motivated post-secondary transfer students. Students who complete this program will be considered for admission to second-year engineering at UBC provided they satisfy the requirements on the UBC Engineering Transfer program website. Students completing this program can also apply to second-year engineering at other institutions.

#### b. Engineering Transition Program

This program is aimed at mature students as well as recent high school graduates who are missing the prerequisites for a traditional engineering transfer program. Students who complete this program in two academic years with a grade point average of at least 2.8 on the most recent 30 credits as calculated by UBC will be considered for admission to second-year engineering. Students completing this program can also apply to second-year engineering at other institutions.

# Applied Behaviour Analysis Programs

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## GENERAL INFORMATION

The Applied Behaviour Analysis - Autism (ABA-A) programs at Capilano offer a number of options for individuals who are interested in this field:

- **Bachelor of Arts Degree - Applied Behaviour Analysis (Autism).** Students who enroll in this ABA program on a full-time or part-time basis may earn a Bachelor's degree. This degree, with its coursework and practicum experiences, will enable a graduate of the program to be eligible to write the Behavior Analyst Certification Board® exam and become a Board Certified Assistant Behaviour Analyst (BCaBA).
- **Applied Behaviour Analysis (Autism) Post Baccalaureate Diploma.** If you have an existing degree in the Arts or Sciences, you may qualify for admission to the post baccalaureate diploma, which can also be completed on a full-time or part-time basis. This credential, with its coursework and practicum experiences, will also enable a graduate of the program to be eligible to write the Behavior Analyst Certification Board® exam and become a Board Certified Assistant Behaviour Analyst (BCaBA).
- **ABA and Autism Courses.** It is possible to take just a few of the courses offered in the program based on interest and/or need. These university credit courses are extremely helpful to classroom teachers, learning support and resource teachers, education assistants (EAs), early childhood educators, music therapists, current behaviour interventionists and parents. For ABA courses within the ABA program that have been approved by the Teacher Qualification Service (TQS), please contact the ABA Coordinator or the TQS office ([www.tqs.bc.ca](http://www.tqs.bc.ca)).
- **Continuing Education Credits Units (CEU's).** Current Board Certified Behavior Analysts (BCBAs) and Board Certified Assistant Behavior Analysts (BCaBAs) are able to earn Type 1 Continuing Education (CE) credits by taking Capilano ABA courses.
- **BCBA and BCaBA Exam Preparation.** For those preparing to write their BCBA or BCaBA certification exams, we offer an advanced course, ABA 443 Advanced Topics in ABA, which offers excellent exam preparation opportunities.

## BACHELOR OF ARTS IN APPLIED BEHAVIOUR ANALYSIS (AUTISM)

### General Information

Applied Behaviour Analysis - Autism is a unique degree program in British Columbia that has tremendous potential to improve the lives of families who are currently struggling to find competent professionals in the field of behaviour analysis. At present it is estimated that 1 in 68 children meet the criteria for Autism Spectrum Disorder and applied behaviour analysis is the only scientifically validated treatment that has been shown to be effective. Graduates of the program will have the requirements towards eligibility to write the BACB exam to become certified Assistant Behaviour Analysts™ and work under the supervision of Board Certified Behaviour Analysts™.

For more information, please see

[www.capilanou.ca/abaa-stage/Bachelor-of-Arts-in-Applied-Behaviour-Analysis-Autism/](http://www.capilanou.ca/abaa-stage/Bachelor-of-Arts-in-Applied-Behaviour-Analysis-Autism/)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and two academic Grade 12 courses.



- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## Admission/Application Notes

Students with an Associate of Arts Degree or equivalent may be considered for admission into year three of the program. Please contact the ABA department for additional information.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Arts Degree - Applied Behaviour Analysis (Autism)

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
First & Second Years		Course Credits	Required Credits
<i>Required:</i>			30.00
<a href="#">ABA 100</a>	Introduction to Behaviour Principles	3.00	
<a href="#">ABA 101</a>	Observations of ABA in Community Settings	3.00	
<a href="#">ABA 200</a>	A Survey of Applied Behaviour Analytic Applications	3.00	
<a href="#">ABA 201</a>	Observation Practicum	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
	100/200 Level Elective Course	3.00	
	ENGL or CMNS 100 level or higher	3.00	
	PSYC 100 level or higher	3.00	
	PSYC 100 level or higher	3.00	
	Quantitative/Analytical course	3.00	
<i>Required:</i>			30.00
	100/200 Level Elective Course or Related Coursework* *Up to 30 credits of course work in related area of study, such as education assistant, child & youth development, developmental disability, early childhood education,	30.00	

<b>First &amp; Second Years</b>	<b>Course Credits</b>	<b>Required Credits</b>
special needs, applied behaviour analysis autism, behavioural sciences, social work.		
Credits		60.00
<b>Third Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		27.00
<a href="#">ABA 312</a> Single Subject Research Design and Statistics	3.00	
<a href="#">ABA 341</a> Applied Behaviour Analysis I: Principles of Behaviour	3.00	
<a href="#">ABA 342</a> Applied Behaviour Analysis II: Procedures for Behaviour Change	3.00	
<a href="#">ABA 343</a> Ethics and Professional Standards	3.00	
<a href="#">ABA 344</a> Autism Spectrum Disorders - I	3.00	
<a href="#">ABA 346</a> Autism Spectrum Disorders - II	3.00	
<a href="#">ABA 426</a> Assessment and Intervention Planning for Young Children with ASD	3.00	
300 or 400 level Elective	3.00	
300 or 400 level Elective	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ABA</a> 300 or 400 level Elective	3.00	
<a href="#">ABA 313</a> Supporting Individuals with ASD and Their Families Across the Lifespan	3.00	
Credits		30.00
<b>Fourth Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		30.00
<a href="#">ABA 345</a> Behavioural Assessment and Positive Behavioural Support	3.00	
<a href="#">ABA 410</a> Practicum II - Assistant Behavior Analyst®	12.00	
<a href="#">ABA 411</a> Practicum III - Assistant Behavior Analyst®	3.00	
<a href="#">ABA 412</a> Directed Studies in Applied Behaviour Analysis	3.00	
<a href="#">ABA 415</a> Adults with Developmental Disabilities: ABA Interventions	3.00	
<a href="#">ABA 443</a> Advanced Topics in Applied Behaviour Analysis	3.00	
300 or 400 level Elective	3.00	
Credits		30.00
<b>Total Program Credits</b>		<b>120.00</b>

## APPLIED BEHAVIOUR ANALYSIS (AUTISM) POST BACCALAUREATE DIPLOMA

### General Information

The Applied Behavior Analysis - Autism post-baccalaureate program allows students with an existing Bachelor's degree to obtain the necessary coursework and practicum experience to qualify for the Board Certified Assistant Behavior Analyst™ (BCaBA) exam. Under the supervision of Board Certified Behavior Analysts™, BCaBA certified graduates are qualified to work in a variety of agency or home-based teams to provide services to children and youth diagnosed with autism spectrum disorders. Please note that this program does not qualify for government student loan funding.

### Admission Requirements

- Completion of a recognized Bachelor's degree in Arts or Sciences
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview
- One letter of reference. One page letter of interest. It will be necessary to provide documentation of a minimum of 300 hours of experience as a Behaviour Interventionist prior to the September start of the program. Please contact the ABA-A program coordinator for assistance in obtaining work/volunteer experience.

### Admission Notes

The Post Baccalaureate in Applied Behaviour Analysis- Autism is not designed for students who have completed the Bachelor of Arts in Applied Behaviour Analysis as this is a duplication of coursework.

### Application Deadlines

Applications to the program should be completed by the end of April. Successful short-listed candidates will then be contacted in the month of May. If seats remain in the program, applications will be accepted on an ongoing basis. The start date for the diploma program is yearly in September.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Application Notes

The letter of interest and reference letter are to be submitted directly to the ABA Program Coordinator, Richard Stock ([rstock@capilano.ca](mailto:rstock@capilano.ca)).

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Applied Behaviour Analysis (Autism) Post Baccalaureate Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">ABA 312</a>	Single Subject Research Design and Statistics	3.00	
<a href="#">ABA 341</a>	Applied Behaviour Analysis I: Principles of Behaviour	3.00	
<a href="#">ABA 343</a>	Ethics and Professional Standards	3.00	
<a href="#">ABA 344</a>	Autism Spectrum Disorders - I	3.00	
Credits			12.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">ABA 342</a>	Applied Behaviour Analysis II: Procedures for Behaviour Change	3.00	
<a href="#">ABA 346</a>	Autism Spectrum Disorders - II	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ABA 313</a>	Supporting Individuals with ASD and Their Families Across the Lifespan	3.00	
<a href="#">ABA 426</a>	Assessment and Intervention Planning for Young Children with ASD	3.00	
Credits			9.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ABA 345</a>	Behavioural Assessment and Positive Behavioural Support	3.00	
<a href="#">ABA 410</a>	Practicum II - Assistant Behavior Analyst®	12.00	
Credits			15.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">ABA 411</a>	Practicum III - Assistant Behavior Analyst®	3.00	

Fourth Term		Course Credits	Required Credits
<a href="#">ABA 412</a>	Directed Studies in Applied Behaviour Analysis	3.00	
<a href="#">ABA 443</a>	Advanced Topics in Applied Behaviour Analysis	3.00	
	Credits		9.00
	<b>Total Program Credits</b>		<b>45.00</b>

## FACULTY

M. ELFERT	BA (Hons)(SFU), MA (UBC), MEd (UBC), PhD (UBC), BCBA-D
B. FOSSETT	B.Ed (UBC), MA (UBC), PhD (UBC), BCBA-D
R. STOCK	BA (Hons), (U of Manitoba), MS (St. Cloud State U), PhD (UBC), BCBA-D

## CONTACT

Applied Behaviour Analysis - Autism Department

School of Social Sciences

Capilano University

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Phone: 604.986.1911 ext. 2525

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[www.capilano.ca/abaa-stage/Bachelor-of-Arts-in-Applied-Behaviour-Analysis-Autism/](http://www.capilano.ca/abaa-stage/Bachelor-of-Arts-in-Applied-Behaviour-Analysis-Autism/)

# Anthropology

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## GENERAL INFORMATION

Anthropology is the study of humankind, offering views on the human condition from evolutionary and comparative perspectives. By developing an understanding and appreciation of cultural and biological diversity, courses in anthropology should be beneficial to all students. Students who have career aspirations as anthropologists may find work in teaching, research, or museum studies. They may also work as consultants to governments, corporations, and First Nations groups or Indigenous organizations.

Major branches of anthropology are social anthropology, archaeology, and biological anthropology. Students intending to take third and fourth year courses in any of these branches at UBC should take ANTH 121, 123, and any other 200-level anthropology course. Students intending on taking upper level courses in archaeology or biological anthropology at SFU should take ANTH 123, 124, 232 and 233. Those intending on taking third and fourth year courses in social anthropology at SFU should take ANTH 121, and at least one 200-level course numbered from 200-225.

For more information, please see [www.capilano.ca/anthropology](http://www.capilano.ca/anthropology)

## TRANSFER CREDIT

Anthropology courses at Capilano transfer to SFU, UBC, UNBC, and UVic. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## ANTHROPOLOGY (ANTH) COURSES

<a href="#">ANTH 121</a>	Introduction to Social Anthropology
<a href="#">ANTH 123</a>	Introduction to Archaeology
<a href="#">ANTH 124</a>	Introduction to Biological Anthropology
<a href="#">ANTH 200</a>	Intermediate Social Anthropology
<a href="#">ANTH 202</a>	Anthropology and the Environment
<a href="#">ANTH 204</a>	Ethnic Relations
<a href="#">ANTH 205</a>	Multiculturalism
<a href="#">ANTH 206</a>	First Nations of British Columbia
<a href="#">ANTH 208</a>	Indigenous Peoples of North America
<a href="#">ANTH 209</a>	Anthropology of Latin America
<a href="#">ANTH 222</a>	Eating Culture: An Anthropology of Food
<a href="#">ANTH 225</a>	The Anthropology of Music
<a href="#">ANTH 230</a>	Anthropology of Religion
<a href="#">ANTH 232</a>	Archaeology of Africa, Asia and Europe
<a href="#">ANTH 233</a>	Archaeology of the Americas
<a href="#">ANTH 240</a>	Visual Anthropology
<a href="#">ANTH 241</a>	Archaeology Field School
<a href="#">ANTH 249</a>	Comparative Cultures: A Field Study in Anthropology
<a href="#">ANTH 320</a>	Archaeology and Popular Culture
<a href="#">ANTH 323</a>	Learning from the Past: The Relevance of Archaeological Research
<a href="#">ANTH 340</a>	Stuff: The Anthropology of Material Culture
<a href="#">ANTH 342</a>	Life's Passage: The Anthropology of Aging
<a href="#">ANTH 350</a>	Ethnology of a Selected Region
<a href="#">ANTH 420</a>	Contemporary Topics in Anthropology
<a href="#">ANTH 490</a>	Directed Studies

## FACULTY

C. BILL	BA (Hons) (UVic), MA (Trent), PhD (Tulane)
M. BRACEWELL	BA (Hons) (Queen's), MA (UBC)
G. CROWTHER	BSc (Hons) (London), MPhil, PhD (Cambridge)
G. MORRISSEY	BA (SFU), MA (SFU)
R. MUCKLE	BA, MA (SFU)

## CONTACT

Anthropology Department  
Fir building, room 401

Capilano University

2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
 Phone: 604.984.4953  
 E-mail: [socsci@capilano.ca](mailto:socsci@capilano.ca)  
[www.capilano.ca/anthropology](http://www.capilano.ca/anthropology)

## Art History

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### GENERAL INFORMATION

Art history concerns itself with visual culture both past and present. Visual art is explored and analyzed in order to understand how it is composed and constructed and how it functions as a carrier and producer of meaning within society. Analytical tools that promote the critical decoding of images, so relevant in today's world, are emphasized in all art history courses.

For more information, please see [www.capilano.ca/ahis/](http://www.capilano.ca/ahis/)

### TRANSFER CREDIT

Art history courses offered at Capilano University are transferable to UBC, SFU, UNBC, and UVic. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

### ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

### ART HISTORY (AHIS) COURSES

<a href="#">AHIS 100</a>	The History of Art I
<a href="#">AHIS 101</a>	The History of Art II
<a href="#">AHIS 103</a>	First Nations Art of the Northwest Coast
<a href="#">AHIS 104</a>	Introduction to Visual Culture I
<a href="#">AHIS 105</a>	Introduction to Visual Culture II
<a href="#">AHIS 106</a>	Pre-Columbian, African and Northwest Coast Indigenous Art
<a href="#">AHIS 107</a>	The Art of India, China and Japan
<a href="#">AHIS 109</a>	Women and Art History
<a href="#">AHIS 210</a>	History of Modern Art (19th Century)
<a href="#">AHIS 211</a>	History of Modern Art (20th Century)
<a href="#">AHIS 215</a>	Art and Technology
<a href="#">AHIS 220</a>	Early Renaissance Art in Italy
<a href="#">AHIS 221</a>	High Renaissance and Mannerist Art in Italy
<a href="#">AHIS 231</a>	History of Textile Art I
<a href="#">AHIS 232</a>	History of Textile Art II
<a href="#">AHIS 241</a>	Modern Architecture
<a href="#">AHIS 250</a>	Art and Nature Now: Environmental Crisis
<a href="#">AHIS 251</a>	Fortune, Fame, Forgery: Art and Business

<a href="#">AHIS 252</a>	Vancouver Art & Culture: Past and Present
<a href="#">AHIS 305</a>	History of Photography
<a href="#">AHIS 315</a>	Art of the Baroque
<a href="#">AHIS 320</a>	Art, Activism, and Citizenship
<a href="#">AHIS 325</a>	Approaches to Art
<a href="#">AHIS 330</a>	Art and Trauma
<a href="#">AHIS 335</a>	Canadian Content: Art, Land and National Identity
<a href="#">AHIS 410</a>	Museums and Collecting: The Rhetorics and Rituals of Display
<a href="#">AHIS 425</a>	Outcasts and Others in Western Art
<a href="#">AHIS 430</a>	DRAWN! The Art of Graphic Novels, Memoirs, Histories
<a href="#">AHIS 490</a>	Directed Studies

## CONCENTRATION IN ART HISTORY

To qualify for an art history concentration, students must complete an Associate of Arts Degree, including all six courses from List A below, and at least two courses from List B.

**List A (Choose all).** AHIS 100, AHIS 101, AHIS 106, AHIS 107, AHIS 210, AHIS 211

**List B (Choose two).** AHIS 104, AHIS 105, AHIS 109, AHIS 215, AHIS 220, AHIS 221, AHIS 231, AHIS 232

The role played by images and objects in constructions and perceptions of reality are both powerful and profound. This art history concentration within the Associate of Arts degree will provide students with a broad knowledge of art history and will cultivate a critical visual awareness with which to view the art and visual culture of both past and present.

Because the nature of art history is interdisciplinary, it draws not only from aesthetics and history, but also from religion, philosophy, politics, museum and culture studies, media and film studies, feminism and women's studies, and discourses on technology, thus giving students an understanding of the interconnectedness of cultural expressions that will be of value whether they enter the work force or continue on in academic studies.

The course requirements for this concentration include two first year chronological surveys, one that emphasizes the western European perspective and the other the art of the Americas, Africa, India, China, and Japan. This is in addition to the second year offering of a critical approach to the study of art in Europe and North America from the Enlightenment to the 21st century. Electives range in the first year from courses in the Introduction to Visual Culture to Women and Art, and in the second year, from the History of Textiles to Italian Renaissance Art and the Art of Technology.

Apply to the Registrar's Office to have the concentration in art history added to your Associate of Arts Degree at the time of graduation.

## ASSOCIATE OF ARTS DEGREE - ART HISTORY

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Please see Classification of Subjects for Associate Degrees in the University Calendar for clarification of Arts, Humanities, Social Science and Science electives.



<b>English Requirement</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">ENGL</a> English at the 100-Level	6.00	
Credits		6.00
<b>18 Credits at 100-Level (not English) no more than six credits in any one subject area</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">AHIS 100</a> The History of Art I	3.00	
<a href="#">AHIS 101</a> The History of Art II	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Social Science Electives 100-Level	6.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Humanities or Social Science Electives 100-Level	6.00	
Credits		18.00
<b>Arts Courses 200-Level or Higher - 2 subject areas</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">AHIS 106</a> Pre-Columbian, African and Northwest Coast Indigenous Art	3.00	
<a href="#">AHIS 107</a> The Art of India, China and Japan	3.00	
<a href="#">AHIS 210</a> History of Modern Art (19th Century)	3.00	
<a href="#">AHIS 211</a> History of Modern Art (20th Century)	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
200-Level Arts Electives	6.00	
Credits		18.00
<b>Science Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
Laboratory Science Elective (minimum 2 hour lab, excludes Computing Science and Applied Science)	3.00	
Mathematics or Computing Science or Statistics Elective	3.00	
Science Elective	3.00	
Credits		9.00
<b>Electives - 9 credits of assigned or unassigned transfer credit</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">AHIS 103</a> First Nations Art of the Northwest Coast	3.00	
<a href="#">AHIS 104</a> Introduction to Visual Culture I	3.00	
<a href="#">AHIS 105</a> Introduction to Visual Culture II	3.00	
<a href="#">AHIS 109</a> Women and Art History	3.00	
<a href="#">AHIS 215</a> Art and Technology	3.00	
<a href="#">AHIS 220</a> Early Renaissance Art in Italy	3.00	

<b>Electives - 9 credits of assigned or unassigned transfer credit</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">AHIS 221</a>	High Renaissance and Mannerist Art in Italy	3.00	
<a href="#">AHIS 231</a>	History of Textile Art I	3.00	
<a href="#">AHIS 232</a>	History of Textile Art II	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective Credits		3.00	
<b>Total Program Credits</b>			<b>9.00</b>
			<b>60.00</b>

## FACULTY

E. EL-HANANY	BA (Hebrew U), MA, PhD (Indiana)
C. PEARSON	BA (UBC), MA (Courtauld Institute), PhD (Stanford)
S. SEEKINS	BA, MA (UBC)
P. SINGER	BA (George Williams), MFA (Concordia)

## CONTACT

Art History Department  
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[www.capilanou.ca/ahis/](http://www.capilanou.ca/ahis/)

## Astronomy

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### GENERAL INFORMATION

Astronomy is the science that involves the study of celestial bodies and the universe as a whole. Two first-year courses are offered, ASTR 106 (without lab) and ASTR 107 (with lab). These are particularly suitable for meeting the Science and Lab Science requirements of various programs.

For more information, please see [www.capilanou.ca/physics](http://www.capilanou.ca/physics)

### TRANSFER CREDIT

Both courses are transferable to other BC post-secondary institutions. Please refer to the online BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for detailed information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## ASTRONOMY (ASTR) COURSES

<a href="#">ASTR 106</a>	Introduction to Astronomy
<a href="#">ASTR 107</a>	Introductory Astronomy

## FACULTY

L. MOFFATT	BSc, MSc (Alberta), PhD (Windsor)
E. REZAIE	BSc (Hons) (UBC), MSc (SFU)
B. TOMBERLI	BSc (Winnipeg), MSc, PhD (Guelph), <b>Convenor of Physics</b>

## LABORATORY SUPERVISOR

E. REZAIE	BSc (Hons) (UBC), MSc (SFU)
B. SIMSON	BSc (SFU)

## CONTACT

Physics Department  
Fir building, room 471

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Phone: 604.984.4555  
E-mail: [physics@capilanou.ca](mailto:physics@capilanou.ca)  
[www.capilanou.ca/physics](http://www.capilanou.ca/physics)

## Biology

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### GENERAL INFORMATION

Biology is an increasingly exciting and rapidly expanding science. As the science of life, biology not only encompasses the study of the chemicals and cells of which organisms are composed, but extends to the study of global ecosystems and global biodiversity. Genetics, microbiology, cell biology, botany, zoology, ecology, evolution and conservation and restoration ecology are just a few of the fields of study embraced by the science of Biology.

Capilano University's Biology Department offers courses to meet a variety of educational needs. BIOL 104 and 105 meet the laboratory science requirements for Arts students and are general interest Biology courses. BIOL 112 and 113 are equivalent to first year human anatomy and physiology in many Human Health Science programs. (See online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).)

Students planning a major in Biology or another life science, such as botany, cell biology, ecology, genetics, marine biology, microbiology, physiology, oceanography or zoology, should enrol in BIOL 110 and BIOL 111.

A complete selection of second year courses is available which meet the credit transfer requirements of all B.C. universities. Some of these courses may be included in the requirements for pre-professional programs, and for specific life science programs. Students who intend to enter professions such as agriculture, dentistry, medicine and pharmacy should consult the institutions offering the programs to determine the specific biology and other courses they require. \* Not all second year courses are offered each year\*. Students may also earn an Associate of Science Degree with a concentration in Biology. For more information, see [Associate Degrees](#) in Arts and Sciences: General Information.

All biology courses except BIOL 200 and BIOL 202 require weekly laboratory periods and/or field trips. Lab manuals for those courses requiring them must be purchased. Some courses have field trips which have extra costs associated with them. Some courses may have material costs associated with them.

For more information, please see [www.capilanou.ca/biology](http://www.capilanou.ca/biology)

\*Refer to the above website for course offerings.

## TRANSFER CREDIT

All biology courses transfer to B.C. post-secondary institutions. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## BIOLOGY (BIOL) COURSES

<a href="#">BIOL 104</a>	Human Biology
<a href="#">BIOL 105</a>	Environmental Biology
<a href="#">BIOL 106</a>	Introductory Biology I
<a href="#">BIOL 107</a>	Introductory Biology II
<a href="#">BIOL 110</a>	General Biology I
<a href="#">BIOL 111</a>	General Biology II
<a href="#">BIOL 112</a>	Human Anatomy and Physiology I for Health Sciences
<a href="#">BIOL 113</a>	Human Anatomy and Physiology II for Health Sciences
<a href="#">BIOL 200</a>	Genetics I
<a href="#">BIOL 202</a>	Nutrition
<a href="#">BIOL 208</a>	Ecology
<a href="#">BIOL 210</a>	Morphology of Vascular Plants
<a href="#">BIOL 212</a>	Invertebrate Zoology
<a href="#">BIOL 213</a>	Vertebrate Zoology
<a href="#">BIOL 214</a>	Cell Biology
<a href="#">BIOL 215</a>	Biochemistry
<a href="#">BIOL 222</a>	Microbiology
<a href="#">BIOL 305</a>	Ecological Principles for Sustainability

<a href="#">BIOL 350</a>	Natural History of BC
<a href="#">BIOL 351</a>	Global Biogeography
<a href="#">BIOL 352</a>	Evolution of Life
<a href="#">BIOL 353</a>	Brain Health
<a href="#">BIOL 354</a>	Physiology of Disease

## RECOMMENDED SEQUENCE FOR POTENTIAL BIOLOGY MAJORS

### First Year

- BIOL 110 and BIOL 111
- CHEM 110/111
- PHYS 114/115 or 110/111 or 104/114
- MATH 116 and 126
- English (six credits)

### Second Year

A complete selection of second year courses which are transferable to all B.C. universities is available. Consult the Biology Department for the specific requirements to transfer into third year at the university of your choice.

## ASSOCIATE OF SCIENCE DEGREE - BIOLOGY CONCENTRATION

### Associate of Science Degree - Biology

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Please see Classification of Subjects for Associate Degrees in the University Calendar for clarification of Arts, Humanities, Social Science and Science electives.

English requirement	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">ENGL</a> English 100-Level Credits	6.00	6.00
Mathematics requirements	Course Credits	Required Credits
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">MATH 108</a> Calculus I for Business, Social Sciences and Life Sciences	3.00	
<a href="#">MATH 116</a> Calculus I - The Mathematics of Change	4.00	
<i>Required:</i>		3.00

<b>Mathematics requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">MATH</a>	Mathematics	3.00	
Credits			6.00
<b>Biology requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 8.00 credits from the following list:</i>			8.00
<a href="#">BIOL 106</a>	Introductory Biology I	1.50	
<a href="#">BIOL 107</a>	Introductory Biology II	4.00	
<a href="#">BIOL 110</a>	General Biology I	4.00	
<a href="#">BIOL 111</a>	General Biology II	4.00	
Credits			8.00
<b>Chemistry requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			8.00
<a href="#">CHEM 110</a>	Bonding and Structure	4.00	
<a href="#">CHEM 111</a>	Chemical Dynamics and Energetics	4.00	
Credits			8.00
<b>Physics requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 4.00 credits from the following list:</i>			4.00
<a href="#">PHYS 110</a>	General Physics I	4.00	
<a href="#">PHYS 114</a>	Fundamental Physics I	4.00	
Credits			4.00
<b>Biology electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			14.00
<a href="#">BIOL</a>	Biology 200-Level	14.00	
Credits			14.00
<b>Science electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>			6.00
Science at 200-Level		3.00	
Science other than Biology		3.00	
Credits			6.00
<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits of electives:</i>			6.00
University Transferable Electives		6.00	
Credits			6.00

<b>Arts Electives (excluding English and any courses that have transfer credit in both Arts &amp; Science)</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits of electives:</i>		6.00
University Transferable Arts Electives Credits	6.00	6.00
<b>Total Program Credits</b>		<b>64.00</b>

## FACULTY

E. CHIN	BSc (Hons)(SFU), MSc (UBC), PhD (Trent)
E. CHU	
R. CLEARWATER	BA, BSc (Hons), PhD (UC Davis)
M. DE JONG-WESTMAN	BSc (Hons), MSc (UBC), <b>Coordinator of Biology</b>
M. KIRALY	BSc (Hons), MSc (York), PhD (Toronto)
P.A. McMILLAN	BSc, MSc, PhD (Rutgers), <b>Chair, School of STEM</b>

## LABORATORY SUPERVISORS AND TECHNICIANS

B. FESSENDEN	
A. MEITZ	BSc, MSc (UVic), Laboratory Supervisor
E. SIMONS LANE	BSc, MSc (Calgary), Laboratory Technician
L. SMITH	BSc (UVic), Laboratory Technician
K. SORENSEN	BSc (Wisconsin-Madison), MSc (Washington State) Laboratory Supervisor

## CONTACT

Biology Department  
Fir building, room 484

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[www.capilanou.ca/biology](http://www.capilanou.ca/biology)

# Chemistry

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## GENERAL INFORMATION

All chemistry courses include weekly three-hour laboratory periods unless otherwise stated. The cost of the labs is included in the course tuition fee except for lab manuals and safety glasses. Students in second year labs must also have their own lab coats. Students are required to attend their first lab session or risk losing their seat in the course. Students may earn an Associate of Science Degree. For more information, see [Associate Degrees](#) in Arts and Sciences: General Information or [www.capilanou.ca/chemistry](http://www.capilanou.ca/chemistry)

## TRANSFER CREDIT

Most chemistry courses carry transfer credit to other B.C. post-secondary institutions. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## RECOMMENDED SEQUENCE FOR POTENTIAL CHEMISTRY MAJORS

### First Year

- CHEM 110/111
- PHYS 110/111 or 114/115
- MATH 116 and 126
- English (six credits)
- Elective (six credits)

### Second Year

- CHEM 200/201
- Two of: CHEM 204, CHEM 205 or CHEM 206
- MATH 200 and 230
- Electives

#### Note

Students planning to pursue a major or honours program in chemistry should consult a faculty member as requirements differ with individual universities.

## CHEMISTRY (CHEM) COURSES

<a href="#">CHEM 030</a>	Introduction to Chemistry
<a href="#">CHEM 101</a>	Fundamentals of Chemistry
<a href="#">CHEM 110</a>	Bonding and Structure
<a href="#">CHEM 111</a>	Chemical Dynamics and Energetics
<a href="#">CHEM 130</a>	Chemistry In Our World
<a href="#">CHEM 154</a>	Chemical Principles for Engineers
<a href="#">CHEM 200</a>	Organic Chemistry I
<a href="#">CHEM 201</a>	Organic Chemistry II
<a href="#">CHEM 204</a>	Introduction to Physical Chemistry
<a href="#">CHEM 205</a>	Introduction to Bio-inorganic Chemistry
<a href="#">CHEM 206</a>	Introduction to Analytical Chemistry
<a href="#">CHEM 250</a>	Inorganic Chemistry for Engineers
<a href="#">CHEM 251</a>	Physical Chemistry for Engineers



[CHEM 252](#) Organic Chemistry for Engineers  
[CHEM 300](#) Chemistry and Society

## FACULTY

O. BARYSHNIKOVA	BEd (UBC), MSc (A&M) PhD (Alberta)
T. CUSANELLI	BSc, PhD (SFU)
U. DEO-JANGRA	BSc (Ottawa), PhD (Cornell), <b>Coordinator of Chemistry and Physics</b>
S. KHURANA	
Y. LAU	
K.G. TYERS	BSc (Hons), MSc (Western Ontario), PhD (SFU)

## LABORATORY SUPERVISORS AND TECHNICIANS

O. BARABAKH	BSc (Lviv, Ukraine), Laboratory Technician
Y. CHENYAKIN	BSc (Waterloo), MSc (UBC) Laboratory Supervisor
D. FEDIW	RT (BCIT), Laboratory Technician
M. LEPAGE	BSc (TWU), PhD (UBC), Laboratory Supervisor
M. MATZ	BSc (UBC), Laboratory Supervisor
A. SHUKALIAK	BSc (Alberta), MSc (UBC), Laboratory Supervisor

## CONTACT

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## Chinese

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### GENERAL INFORMATION

All courses in Mandarin Chinese consist weekly of two lectures with an instructor plus one hour of conversation practice, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes on a weekly basis).

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. For example, native speakers of Mandarin and/or other Chinese dialects and those who have taken Mandarin courses in high school are not allowed in the first year courses. Students with some knowledge of Chinese must consult with the instructor for placement. University rules governing such students differ within departments, but the Languages department has correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid misunderstanding, students are invited to discuss these problems with the department prior to enrolment.

Students who are not sure of their language level must consult the instructor.

For more information, please see [www.capilanou.ca/languages/chinese](http://www.capilanou.ca/languages/chinese)

## TRANSFER CREDIT

All Chinese courses at Capilano University transfer to other post-secondary institutions in British Columbia. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## CHINESE (CHIN) COURSES

<a href="#">CHIN 100</a>	Beginning Chinese I
<a href="#">CHIN 101</a>	Beginning Chinese II
<a href="#">CHIN 200</a>	Intermediate Chinese I
<a href="#">CHIN 201</a>	Intermediate Chinese II
<a href="#">CHIN 300</a>	Advanced Chinese I

## FACULTY

T. Z. CHOW BA (Hons) (Beijing Foreign Studies U), MA (SFU)

## Instructional Associate

J. LI BA (Hons) (Beijing Foreign Studies U), MA (U of Reading)

## CONTACT

Chinese Department  
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[www.capilanou.ca/languages/chinese](http://www.capilanou.ca/languages/chinese)

## Computing Science

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### GENERAL INFORMATION

Computing Science equips students with the fundamentals to understand digital communications, computation, and programming. We offer a range of courses well-suited to Engineering, Science, and Business students,

and for any student wishing to improve their understanding of the technologies that are transforming our world. COMP 101 offers any student a broad introduction to how computers work and an opportunity to improve their computing skills. Engineering and Science students more interested in programming may choose to start with a hands-on programming course like COMP 106 or COMP 120. COMP 301 is open to all upper level students, and presents a fascinating look at the technologies that are transforming our workplaces, society, and culture. Students enrolled in these courses have excellent access to the University's computing facilities, and computing science courses provide a science credit in a variety of programs.

## Transfer Credit

Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## Prerequisites

Students must earn at least a C- grade in a prerequisite before being permitted to proceed with a subsequent course. Students should note that while a C- is the minimum required to proceed, a better grade is recommended to ensure the best chance of success in the subsequent course and a satisfactory GPA for transfer to a university.

Students will not be allowed to retake a prerequisite once they have completed a subsequent course with a C- grade or better.

## COMPUTING SCIENCE (COMP) COURSES

<a href="#">COMP 101</a>	Computers and their Application
<a href="#">COMP 106</a>	Programming with Robots
<a href="#">COMP 107</a>	Animated 3D Game Programming
<a href="#">COMP 108</a>	Software Applications and Their Customization
<a href="#">COMP 120</a>	Computer Science for Engineers
<a href="#">COMP 121</a>	Fundamentals of Programming
<a href="#">COMP 126</a>	Principles of Software Design
<a href="#">COMP 134</a>	Programming in Java
<a href="#">COMP 165</a>	Introduction to Multimedia and the Internet
<a href="#">COMP 202</a>	Foundations of Computer Science
<a href="#">COMP 210</a>	Data Structures and Abstraction
<a href="#">COMP 211</a>	Computer Design and Architecture I
<a href="#">COMP 212</a>	Computer Design and Architecture II
<a href="#">COMP 213</a>	Introduction to Software Engineering
<a href="#">COMP 220</a>	Data Structures and Algorithms for Engineers
<a href="#">COMP 301</a>	Computing Technologies in a Digital Culture
<a href="#">COMP 320</a>	Database Technologies and Applications
<a href="#">COMP 330</a>	Modern Scripting and OS Automation

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## FACULTY

T. DAKIC	BSc, MSc (Zagreb), PhD (SFU)
J. FALL	BSc (UVic), MRM (SFU)
J. MADAR	BSc, MSc (UBC), <b>Coordinator of Computing Science</b>
J. Z. WANG	BSc, ME (Shandong), MSc (SFU)

## CONTACT

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[www.capilano.ca/cs/](http://www.capilano.ca/cs/)

## Creative Writing

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### ASSOCIATE OF ARTS DEGREE - CREATIVE WRITING

Creative writing involves the study and production of literary and non-literary texts through focused experimentation with language. Proceeding from the idea that good writing is produced at the intersection of expansive reading, informed critical thinking, and participation in a vibrant writing community, the Associate of Arts degree in Creative Writing combines instruction and practice in both creative and critical writing, hosts a literary readings series, supports a student magazine (*The Liar*), and provides internships, scholarships, bursaries, and awards.

Students in the first year of the concentration work in several genres (poetry, fiction, drama, screenwriting, mixed-genre, and new media). At the second-year level, students are expected to focus on poetry, fiction and/or children's literature. Students at all levels are encouraged to develop their work to the point where it would become acceptable for publication.

While the Associate of Arts degree in Creative Writing is designed to stand on its own, students who complete the program will obtain first and second-year transfer credit in both English and Creative Writing, allowing them to major or minor in either subject should they decide to transfer to another university.

For more information, please see [www.capilano.ca/creative-writing/](http://www.capilano.ca/creative-writing/)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and two academic Grade 12 courses.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6,

or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## Associate of Arts Degree - Creative Writing

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
<b>English Requirement</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">ENGL 103</a>	Studies in Contemporary Literature	3.00	
Credits			6.00
<b>Arts Courses 100-Level Electives - six credits maximum in one subject area (excludes English)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 18.00 credits of electives:</i>			18.00
Humanities Electives		6.00	
Humanities or Social Science Electives		6.00	
Social Science Electives		6.00	
Credits			18.00
<b>Arts Courses 200-Level Electives - credits must be in at least two subject areas</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
<a href="#">ENGL 207</a>	Literary Theory and Criticism	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">ENGL 290</a>	Creative Writing: Letter and Line	3.00	
<a href="#">ENGL 291</a>	Creative Writing: Narrative Fictions	3.00	
<a href="#">ENGL 292</a>	Creative Writing: Children's Literature	3.00	
<a href="#">ENGL 293</a>	Creative Writing: Creative Nonfiction	3.00	
<a href="#">ENGL 295</a>	Special Topics in Creative Writing	3.00	
<a href="#">ENGL 296</a>	Creative Writing: Writing for the Stage	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
Humanities or Social Science Elective (excludes English)		3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
Recommended for English Majors: English 200, 201, 203 or 205			
Humanities or Social Science Elective		6.00	
Credits			18.00
<b>Science Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits of electives:</i>			3.00
Mathematics or Computer Science or Statistics Elective 100-Level or higher (PSYC 213 may be used)		3.00	
<i>Choose 3.00 credits of electives:</i>			3.00

<b>Science Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
Laboratory Science (requires minimum 2 hour per week lab and excludes any courses in Applied Science or Computing Science)	3.00	
<i>Choose 3.00 credits of electives:</i>		3.00
Science Elective Credits	3.00	9.00
<b>University Transferable Elective</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">ENGL 190</a> Creative Writing I	3.00	
<a href="#">ENGL 191</a> Creative Writing II	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
Recommended for English Majors: English 200, 201, 203 or 205		
<a href="#">ENGL 107</a> First Nations Literature and Film	3.00	
<a href="#">ENGL 109</a> Contemporary Issues in Literature and Culture	3.00	
<a href="#">ENGL 200</a> English Literature from Beowulf to Paradise Lost	3.00	
<a href="#">ENGL 201</a> English Literature Since 1660	3.00	
<a href="#">ENGL 203</a> Canadian Literature	3.00	
<a href="#">ENGL 205</a> Modern American Literature	3.00	
<a href="#">ENGL 208</a> Studies in Fiction	3.00	
<a href="#">ENGL 213</a> World Literature in English	3.00	
<a href="#">ENGL 217</a> Literature on the Edge	3.00	
<a href="#">ENGL 218</a> The Art of Children's Literature	3.00	
<a href="#">ENGL 219</a> Reel Lit: Literature into Film	3.00	
<a href="#">ENGL 290</a> Creative Writing: Letter and Line	3.00	
<a href="#">ENGL 291</a> Creative Writing: Narrative Fictions	3.00	
<a href="#">ENGL 292</a> Creative Writing: Children's Literature	3.00	
<a href="#">ENGL 293</a> Creative Writing: Creative Nonfiction	3.00	
<a href="#">ENGL 295</a> Special Topics in Creative Writing	3.00	
<a href="#">ENGL 296</a> Creative Writing: Writing for the Stage	3.00	
Credits		9.00
<b>Total Program Credits</b>		<b>60.00</b>

## FACULTY

R. FARR	BA, MA (SFU)
C. HURDLE	BA, MA (UVic)
R. JOHANSON	BA, MA (SFU)
H. KANAGAWA	BA, MFA (SFU)
R. KNIGHTON	BA, MA (SFU)
K. MINKUS	BA (Ottawa), MLIS (UBC), MA (SFU)
A. STONE	BA (Concordia), MA (McGill)

## CONTACT

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[www.capilano.ca/english/](http://www.capilano.ca/english/)

## Criminology

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### GENERAL INFORMATION

Criminology is the study of all aspects of crime from an interdisciplinary and integrative approach. The goal of criminology is to reveal the complexities of criminal behaviour and society's reaction to crime. Criminology also offers both theoretical and practical knowledge of the Canadian criminal justice system.

For more information, please see [www.capilano.ca/criminology](http://www.capilano.ca/criminology)

### ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

### CRIMINOLOGY (CRIM) COURSES

<a href="#">CRIM 101</a>	Introduction to Criminology
<a href="#">CRIM 202</a>	Surveillance and Social Control

### TRANSFER CREDIT

PHIL 140 and 141 transfer to SFU as criminology courses.

CRIM 101 transfers to SFU, UBC, UVic and UNBC. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

### FACULTY

S. ASHLEY	BA, MA, PhD (SFU)
S. ENNS	BA, MA, PhD (UBC)
L. WHITNEY	BA (Hons) (SFU), BEd (Toronto), MA (York)

### CONTACT

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[www.capilano.ca/criminology](http://www.capilano.ca/criminology)

## Economics

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### GENERAL INFORMATION

Economics is the social science concerned with the allocation of scarce resources and the production, distribution and consumption of goods and services.

ECON 100 is an introductory course which raises and explores the kinds of issues that economists deal with. It therefore serves both as a survey course for those students planning to major in other areas of the social sciences and as an introduction to the discipline for those who are undecided about their future plans.

Students who plan to major in economics must complete ECON 111 and 112 before proceeding to second year courses at Capilano or other universities. Students who plan to major in economics at SFU are also advised to complete their second year economics requirements from ECON 210, 211, 212, 250, 252, 255, 290 or 291. ECON 250 and 252 are designed both for students majoring in economics and for other second year social science students who need economic history courses to complement their studies, e.g. political studies.

For more information, please see [www.capilano.ca/economics](http://www.capilano.ca/economics)

### TRANSFER CREDIT

Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for transferability to other B.C. institutions.

### ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

### ECONOMICS (ECON) COURSES

<a href="#">ECON 100</a>	Introduction to Economics
<a href="#">ECON 111</a>	Principles of Microeconomic Theory
<a href="#">ECON 112</a>	Principles of Macroeconomic Theory
<a href="#">ECON 207</a>	Managerial Economics
<a href="#">ECON 210</a>	Money and Banking
<a href="#">ECON 211</a>	Intermediate Microeconomic Analysis
<a href="#">ECON 212</a>	Intermediate Macroeconomic Analysis
<a href="#">ECON 250</a>	Economic History of the Pre-Industrial Era
<a href="#">ECON 252</a>	Economic History of the Industrial Era



<a href="#">ECON 255</a>	Understanding Globalization
<a href="#">ECON 290</a>	Public Policy I
<a href="#">ECON 291</a>	Public Policy II
<a href="#">ECON 342</a>	Economic Growth
<a href="#">ECON 350</a>	Revolutions: Economics and the Economy
<a href="#">ECON 378</a>	Economies of the World
<a href="#">ECON 380</a>	The Chinese Economy: An Analysis of China's Economic Policies
<a href="#">ECON 390</a>	Effects of Public Policy on Business and the Economy
<a href="#">ECON 490</a>	Directed Studies

## FACULTY

C. CHAU	BBA, MA (SFU)
Z. SIDDIQUE	BA, MA, PhD (ABD) (U of Western Ontario)
C. TANIMURA	BA (Lethbridge), MA (SFU)
M. YASERI	BA (Hons) (Thames), MA (Sask.)

## CONTACT

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[www.capilanou.ca/economics](http://www.capilanou.ca/economics)

## Engineering

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### GENERAL INFORMATION

Capilano University is recognized provincially for producing high-quality engineering transfer students. The engineering transfer programs at Capilano are multidisciplinary, integrating the areas of chemistry, computing science, mathematics and physics through lectures, tutorial workshops, laboratories and hands-on projects. Seminars featuring invited speakers from other academic institutions, as well as from industry, are also used to complement the learning environment. Specifically Capilano University offers two engineering transfer programs: (i) the First-Year Engineering Program and (ii) the Engineering Transition Program. Since both programs are university transferable, the student transfers directly into the second year of the engineering program at the receiving institution.

For more information, please see [www.capilanou.ca/engineering](http://www.capilanou.ca/engineering)

### FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## ENGINEERING (APPLIED SCIENCE) (APSC) COURSES

<a href="#">APSC 120</a>	Introduction to Engineering
<a href="#">APSC 130</a>	Technical Drafting and Computer-Aided Design
<a href="#">APSC 140</a>	Engineering Design
<a href="#">APSC 278</a>	Materials Science for Engineers

## FIRST YEAR ENGINEERING PROGRAM

The First-Year Engineering Program at Capilano University, which is modelled after the common first year at the University of British Columbia's engineering programs, provides students with a comprehensive first-year university transfer program in engineering. The program is aimed at strong academic high school graduates and highly motivated post secondary science transfer students.

### University Transfer

#### University of British Columbia (UBC)

The First-Year Engineering Program at Capilano University is modeled after first year engineering at the University of British Columbia (UBC). Students who complete the First-Year Engineering Program are guaranteed admission to second-year engineering at UBC, provided they satisfy the UBC requirements at the [UBC Engineering Transfer Program Admissions website](#). The Faculty of Applied Science at UBC offers programs leading to the Bachelor of Applied Science (B.A.Sc.) degree in the following areas of engineering: Biological and Chemical, Civil, Computer, Electrical, Geological, Integrated, Mechanical, Materials, Mining, and Engineering Physics. Please consult the [UBC Calendar](#) or the [UBC engineering website](#) for more detailed information.

#### Simon Fraser University (SFU)

Students who complete the First Year Engineering Program will be considered for admission to second-year engineering at SFU. The School of Engineering Science at SFU Burnaby offers four-year programs leading to a Bachelor of Applied Science (B.A.Sc.) degree in Biomedical Engineering, Computer Engineering, Electronics Engineering, Engineering Physics and Systems Engineering. Mechatronics Systems Engineering is available at SFU Surrey. Please consult the [SFU Calendar](#) or the [SFU website](#) for more detailed information.

#### University of Victoria (UVic)

Students who complete the First Year Engineering Program will be considered for admission to second year engineering at UVic. The Faculty of Engineering at UVic offers programs leading to the Bachelor of Engineering (B.Eng.) degree in civil, electrical, mechanical, biomedical, software and computer engineering. UVic also offers a Bachelor of Software Engineering (B.S.Eng.) and a Bachelor of Science in Computer Science (B.Sc.) Please consult the [UVic Calendar](#) or the [UVic website](#) for more detailed information.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade of A in Pre-calculus 12, or a minimum grade of B in both Calculus 12 and Pre-calculus 12; and a minimum grade of B in both Physics 12 and Chemistry 12; and a minimum grade of C- in either English 12 or English 12 First Peoples.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6,

or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## Admission/Application Notes

### General

To apply for admission to the First-Year Engineering Program, students must complete the University's Application for Admission form with First-Year Engineering as their program of choice. This can be done in person or online. This form, together with official transcripts and other pertinent documents should be received by the Registrar's Office before the end of April. Entry to the program is limited to the fall term. Enrolment is limited and students are selected on the basis of their academic record. Students who apply to the program after April risk having their applications denied due to a lack of available space.

Qualified candidates are notified of their acceptance into the First-Year Engineering Program by mail. Acceptance begins in May, and continues through June. If you have not heard directly from us by July 1st, it indicates that your application has been reviewed and you have been placed on a waiting list. Depending on the number of applicants who accept or decline, additional offers will be made in July and August. Students must reply to the acceptance letter by a deadline, submitting a non-refundable deposit, to ensure a seat in the program.

### Note

- Applicants who do not meet the minimum math requirement may write the Capilano University Math Placement Test (Calculus MPT) to be considered for admission.
- Students with less than 75% in English 12 or English 12 First Peoples will be required to write the EDT (English Diagnostic Test) or LPI (Language Proficiency Index) prior to registering in an English course.

### Admission from Secondary School

Please see the admission requirements below. In addition, high school students are encouraged to graduate with Calculus 12 and at least one tech course if they intend to study engineering.

### Admission from First Year Science

Students may apply for admission to the First-year Engineering Program after completion of some or all of first-year science. A minimum 2.5 GPA in courses, which transfer as part of the program, is required to be eligible. First-year science transfer students would typically take a mix of first-year engineering and second-year science courses. Students are advised to speak with the Engineering Convenor before applying to discuss program and transfer requirements.

### Admission as Mature Student

Students who have been out of school for a number of years and those who wish to begin their studies towards an engineering degree are encouraged to apply for the Engineering Transition Program (see the relevant section of the Engineering website or the Capilano University Calendar).

### Advancement in the First-Year Engineering Program

Any student whose Fall term GPA is below 1.8 in the core courses of the First-Year Engineering program, or who has failed to achieve the necessary prerequisite for Math 126 by the end of the Fall term will normally be required to withdraw from the First-Year Engineering program.

## Scholarships

A number of scholarships administered by the University are available to engineering students. These include, but are not limited to, the following: Capilano Excellence Scholarships, Capilano Achievement Awards, the Eliza Kuttner Memorial Award, Jack Edson Scholarship, and the Dr. Fiorenza Albert-Howard Scholarship. For further information about award opportunities, visit the [Financial Aid and Awards website](#).

## Engineering

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

First year Engineering University Transfer Program for students entering directly from High School

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		23.00
<a href="#">APSC 120</a> Introduction to Engineering	1.00	
<a href="#">APSC 130</a> Technical Drafting and Computer-Aided Design	3.00	
<a href="#">CHEM 154</a> Chemical Principles for Engineers	4.00	
<a href="#">COMP 120</a> Computer Science for Engineers	4.00	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">MATH 116</a> Calculus I - The Mathematics of Change	4.00	
<a href="#">PHYS 114</a> Fundamental Physics I	4.00	
Credits		23.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		17.00
<a href="#">APSC 120</a> Introduction to Engineering	Continued	
<a href="#">APSC 140</a> Engineering Design	3.00	
<a href="#">MATH 126</a> Calculus II	3.00	
<a href="#">MATH 152</a> Linear Algebra and Differential Equations	4.00	
<a href="#">PHYS 115</a> Fundamental Physics II	4.00	
<a href="#">PHYS 116</a> Fundamental Physics III	3.00	
<i>Choose 3.00 credits of electives:</i>		3.00
University Transferable non-science Elective	3.00	
Credits		20.00
<b>Total Program Credits</b>		<b>43.00</b>

## ENGINEERING TRANSITION PROGRAM

The primary objective of the Engineering Transition Program is to give mature students an opportunity to obtain an applied science degree, and subsequently, to become professional engineers. However, the program will also cater to recent high school graduates who aspire to become engineers but lack the prerequisites for entry into a traditional engineering transfer program.

## Transfer

### University of British Columbia (UBC)

The Engineering Transition program was constructed for transfer to UBC. Completion of this two-year academic program may provide the student a clean transfer to second-year engineering at UBC, and once at UBC, ensures a reduced, manageable, second-year workload. The Faculty of Applied Science at UBC offers programs leading to the Bachelor of Applied Science (B.A.Sc.) degree in the following areas of engineering: Biological and Chemical, Civil, Computer and Electrical, Geological, Integrated, Mechanical, Metals and Materials, Mining, and Engineering Physics. Please consult the [UBC Calendar](#) or the [UBC engineering website](#) for more detailed information.

### Simon Fraser University (SFU)

Students who complete the Engineering Transition program will be considered for admission to second-year engineering at SFU. The School of Engineering Science at SFU Burnaby offers four-year programs leading to a Bachelor of Applied Science (B.A.Sc.) degree in Biomedical Engineering, Computer Engineering, Electronics Engineering, Engineering Physics and Systems Engineering, Mechatronics Systems Engineering is available at SFU Surrey. Please consult the [SFU Calendar](#) or the [SFU website](#) for more detailed information.

### University of Victoria (UVic)

Students who complete the Engineering Transition program will be considered for admission to second-year engineering at UVic. The Faculty of Engineering at UVic offers programs leading to the Bachelor of Engineering (B.Eng.) degree in civil, electrical, mechanical, biomedical, software and computer engineering. UVic also offers a Bachelor of Software Engineering (B.S.Eng.) and a Bachelor of Science in Computer Science (B.Sc.) Please consult the [UVic Calendar](#) or the [UVic website](#) for more detailed information.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade of B in Pre-calculus 12; and successful completion of Chemistry 11; and successful completion of either English 12 or English 12 First Peoples.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## Admission/Application Notes

### General

To apply for admission to the Engineering Transition Program, students must complete the University's Application for Admission form with Engineering Transition as their program of choice. This can be done in person or online. This form, together with official transcripts and other pertinent documents should be received by the Registrar's Office before the end of April. Entry to the program is limited to the fall term. Enrolment is limited and students are selected on the basis of their academic merits and any relevant work experience. Students who apply to the program after April risk having their applications denied due to a lack of available spaces.

Qualified candidates are notified of their acceptance into the Engineering Transition Program by mail. Acceptance begins in May, and continues through June. If you have not heard directly from us by July 1st,

it indicates that your application has been reviewed and you have been placed on a waiting list. Depending on the number of applicants who accept or decline, additional offers will be made in July and August. Students must reply to the acceptance letter by a deadline, submitting a non-refundable deposit, to ensure a seat in the program.

#### Note

- Applicants who do not meet the minimum math requirement may write the Capilano University Math Placement Test (Pre-calculus MPT) to be considered for admission.
- Students with less than 75% in English 12 or English 12 First Peoples will be required to write the EDT (English Diagnostic Test) or LPI (Language Proficiency Index) prior to registering in an English course.

### Admission from Secondary School

High school students are encouraged to graduate with at least one tech course if they intend to study engineering.

### Admission as a Mature Student

Students who have been out of school for at least two years and who wish to begin their studies towards an engineering degree are strongly encouraged to apply. It is expected that mature students successfully admitted into the Engineering Transition Program will have an aptitude for math and science.

### Advancement in the Engineering Transition Program

Any student whose most recent term GPA is below 1.8 in the core courses of the Engineering Transition program, or who has failed to achieve the necessary prerequisite for Math 116 by the end of the Fall term of their first year or who has failed to achieve the necessary prerequisite for Math 126 by the end of the Fall term of the second year, will normally be required to withdraw from the Engineering Transition program.

## Engineering Transition Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

<b>Required Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		35.00

All students must complete the following core Capilano University courses to meet the UBC 1st Year Engineering program requirements:

<a href="#">APSC 120</a>	Introduction to Engineering	1.00
<a href="#">APSC 130</a>	Technical Drafting and Computer-Aided Design	3.00
<a href="#">APSC 140</a>	Engineering Design	3.00
<a href="#">COMP 120</a>	Computer Science for Engineers	4.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00
<a href="#">MATH 116</a>	Calculus I - The Mathematics of Change	4.00
<a href="#">MATH 126</a>	Calculus II	3.00
<a href="#">PHYS 114</a>	Fundamental Physics I	4.00
<a href="#">PHYS 115</a>	Fundamental Physics II	4.00
<a href="#">PHYS 116</a>	Fundamental Physics III	3.00

<b>Required Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
Non-Science University Transferable elective	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">MATH 152</a> Linear Algebra and Differential Equations	4.00	
<a href="#">MATH 200</a> Linear Algebra	3.00	
<i>Choose 4.00 credits from the following list:</i>		4.00
CHEM 154 or both CHEM 110 & 111		
<a href="#">CHEM 110</a> Bonding and Structure	4.00	
<a href="#">CHEM 111</a> Chemical Dynamics and Energetics	4.00	
<a href="#">CHEM 154</a> Chemical Principles for Engineers	4.00	
Credits		42.00
 <b>Other Required Courses</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		7.00
<a href="#">CMNS 250</a> Introduction to Technical Writing	3.00	
<a href="#">COMP 106</a> Programming with Robots	4.00	
Credits		7.00
 <b>Math</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
Any student pursuing Engineering at SFU may replace one of the MATH courses below with MATH 124		
<a href="#">MATH 205</a> Introduction to Probability and Statistics	3.00	
<a href="#">MATH 230</a> Calculus III	3.00	
<a href="#">MATH 235</a> Introduction to Differential Equations	3.00	
Credits		3.00
 <b>Additional courses to make up 61 credit total may be chosen from</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">CHEM 101</a> Fundamentals of Chemistry	4.00	
<a href="#">MATH 105</a> Precalculus Mathematics - Modelling Our World	4.00	
<a href="#">MATH 205</a> Introduction to Probability and Statistics	3.00	
<a href="#">MATH 230</a> Calculus III	3.00	
<a href="#">MATH 235</a> Introduction to Differential Equations	3.00	
<a href="#">PHYS 104</a> Principles of Physics	4.00	
University Transferable elective	3.00	
Credits		9.00
<b>Total Program Credits</b>		<b>61.00</b>

## FACULTY

C. MORGAN	BSc (Hons), MSc, PhD (Memorial), <b>Co-Convenor of Engineering</b>
B. TOMBERLI	BSc (Winnipeg), MSc, PhD (Guelph), <b>Co-Convenor of Engineering</b>

Selected Faculty from Pure and Applied Sciences.

## CONTACT

Engineering Programs  
Fir building, room 471

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Phone: 604.984.4955  
E-mail: [engineering@capilano.ca](mailto:engineering@capilano.ca)  
[www.capilano.ca/engineering](http://www.capilano.ca/engineering)

## English

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### GENERAL INFORMATION

English Studies at Capilano University provide a valuable introduction to the many diverse literatures, languages and cultures that constitute our world. The wide selection of courses and resources available reflect the variety of programs and professional degrees that English as a creditable discipline can facilitate. Presenting students with the principles and techniques of university-level writing and reading, English study remains fundamental to an array of opportunities and professional goals including freelance writing, teaching, publishing, law, art, social work, and business, among many others.

For more information, please see [www.capilano.ca/english](http://www.capilano.ca/english)

### TRANSFER CREDIT

All English courses (except for ENGL 010) transfer to other British Columbia universities. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

For first-year English transfer credit to the universities, students must take two courses of:

ENGL 100, 103, 107 or 109.

For second-year English transfer credit to other universities, English majors should take English 200/201; all other second year students can take any two second-year level English courses.

### ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

### ASSOCIATE OF ARTS DEGREE - ENGLISH CONCENTRATION

The Associate of Arts Degree with a Concentration in English offers small, discussion-oriented classes where students have the opportunity to think critically about English literature written in traditional and experimental modes, in a wide variety of genres and in the context of contemporary issues. Their reading could include Chuck Palahniuk's *Fight Club*, Mary Shelley's *Frankenstein*, George Bowering's *Changing on*



*the Fly*, Kathy Acker's *My Mother: Demonology*, Michael Ondaatje's *The English Patient*, and much more. The concentration is designed to stand alone as a two-year Associate of Arts degree or to facilitate transfer to a minor or major in English at another British Columbia university.

For more information, please see [www.capilanou.ca/english](http://www.capilanou.ca/english)

## Associate of Arts Degree - English

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Please see Classification of Subjects for Associate Degrees in the University Calendar for clarification of Arts, Humanities, Social Science and Science electives.

English Requirement	Course Credits	Required Credits
<i>Required:</i>		3.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ENGL 103</a> Studies in Contemporary Literature	3.00	
<a href="#">ENGL 109</a> Contemporary Issues in Literature and Culture	3.00	
Credits		6.00
<b>Arts Courses 100-Level Electives - six credits maximum in one subject area (excludes English)</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 18.00 credits of electives:</i>		18.00
Humanities (excludes English)	6.00	
Humanities or Social Science Electives (excludes English)	6.00	
Social Science	6.00	
Credits		18.00
<b>Arts Courses 200-Level Humanities or Social Science Electives - credits must be in at least two subject areas</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">ENGL 200</a> English Literature from Beowulf to Paradise Lost	3.00	
<a href="#">ENGL 201</a> English Literature Since 1660	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ENGL 203</a> Canadian Literature	3.00	
<a href="#">ENGL 205</a> Modern American Literature	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ENGL 207</a> Literary Theory and Criticism	3.00	
<a href="#">ENGL 208</a> Studies in Fiction	3.00	
<a href="#">ENGL 213</a> World Literature in English	3.00	
<a href="#">ENGL 217</a> Literature on the Edge	3.00	
<a href="#">ENGL 218</a> The Art of Children's Literature	3.00	

<b>Arts Courses 200-Level Humanities or Social Science Electives - credits must be in at least two subject areas</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENGL 219</a>	Reel Lit: Literature into Film	3.00	
<a href="#">ENGL 291</a>	Creative Writing: Narrative Fictions	3.00	
<a href="#">ENGL 292</a>	Creative Writing: Children's Literature	3.00	
<a href="#">ENGL 293</a>	Creative Writing: Creative Nonfiction	3.00	
<a href="#">ENGL 295</a>	Special Topics in Creative Writing	3.00	
<a href="#">ENGL 296</a>	Creative Writing: Writing for the Stage	3.00	
<i>Required:</i>			6.00
Humanities or Social Science 200-Level Electives Credits		6.00	18.00
<b>Science Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits of electives:</i>			3.00
Math/Computer Science/Statistics Elective 100-Level or higher (PSYC 213 may be used)		3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
Laboratory Science (requires minimum 2 hour per week lab and excludes any courses in Applied Science or Computing Science)		3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
Science Elective Credits		3.00	9.00
<b>University Transferable Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
University Transferable Electives Credits		9.00	9.00
<b>Total Program Credits</b>			<b>60.00</b>

## ENGLISH DIAGNOSTIC TEST (EDT)

Please see [English Diagnostic Test \(EDT\)](#) in the Registration section of this Calendar.

## ENGLISH FOR ACADEMIC PURPOSES

See listing in the [School of Access & Academic Preparation](#) section.

## WRITING CENTRE

Please see [Writing Centre](#) in the Student Services section of this Calendar.

## ENGLISH (ENGL) COURSES

<a href="#">ENGL 010</a>	Language Skills
<a href="#">ENGL 100</a>	Academic Writing Strategies
<a href="#">ENGL 103</a>	Studies in Contemporary Literature

<a href="#">ENGL 104</a>	Contemporary Fiction
<a href="#">ENGL 105</a>	Contemporary Poetry
<a href="#">ENGL 106</a>	Contemporary Drama
<a href="#">ENGL 107</a>	First Nations Literature and Film
<a href="#">ENGL 109</a>	Contemporary Issues in Literature and Culture
<a href="#">ENGL 190</a>	Creative Writing I
<a href="#">ENGL 191</a>	Creative Writing II
<a href="#">ENGL 200</a>	English Literature from Beowulf to Paradise Lost
<a href="#">ENGL 201</a>	English Literature Since 1660
<a href="#">ENGL 203</a>	Canadian Literature
<a href="#">ENGL 205</a>	Modern American Literature
<a href="#">ENGL 207</a>	Literary Theory and Criticism
<a href="#">ENGL 208</a>	Studies in Fiction
<a href="#">ENGL 213</a>	World Literature in English
<a href="#">ENGL 217</a>	Literature on the Edge
<a href="#">ENGL 218</a>	The Art of Children's Literature
<a href="#">ENGL 219</a>	Reel Lit: Literature into Film
<a href="#">ENGL 290</a>	Creative Writing: Letter and Line
<a href="#">ENGL 291</a>	Creative Writing: Narrative Fictions
<a href="#">ENGL 292</a>	Creative Writing: Children's Literature
<a href="#">ENGL 293</a>	Creative Writing: Creative Nonfiction
<a href="#">ENGL 295</a>	Special Topics in Creative Writing
<a href="#">ENGL 296</a>	Creative Writing: Writing for the Stage
<a href="#">ENGL 300</a>	Writing, Rhetoric, Style
<a href="#">ENGL 301</a>	Studies in Rhetoric
<a href="#">ENGL 302</a>	Studies in British Columbian Literature
<a href="#">ENGL 305</a>	Studies in Canadian Literature
<a href="#">ENGL 308</a>	Studies in British Literature
<a href="#">ENGL 311</a>	Studies in American Literature
<a href="#">ENGL 314</a>	Studies in National Literatures
<a href="#">ENGL 317</a>	Traditions in Western Literature
<a href="#">ENGL 320</a>	World Literature in Translation
<a href="#">ENGL 323</a>	Studies in Genre
<a href="#">ENGL 326</a>	Traditions in Poetry
<a href="#">ENGL 329</a>	Literature and Performance
<a href="#">ENGL 332</a>	Literature and Society
<a href="#">ENGL 335</a>	Electronic Literature
<a href="#">ENGL 338</a>	Literature and Media
<a href="#">ENGL 341</a>	Literature and Visual Culture
<a href="#">ENGL 344</a>	Literature and the Environment
<a href="#">ENGL 390</a>	Advanced Poetry and Poetics
<a href="#">ENGL 391</a>	Advanced Narrative Forms
<a href="#">ENGL 395</a>	Special Topics in Creative Writing
<a href="#">ENGL 400</a>	Major Authors
<a href="#">ENGL 410</a>	Topics in Twentieth-Century Literature
<a href="#">ENGL 420</a>	Topics in Literary Theory

[ENGL 490](#) Directed Studies

## INTERDISCIPLINARY STUDIES

In addition to the courses listed above, there are career and/or arts and sciences courses in other disciplines of interest:

WGST 204 Women Write

## FACULTY

T. ACTON	BA (UVic), MA, PhD (U of Calgary)
I.P. CRESSWELL	BA (Hons) (W. London), MA (UBC), MLitt (Oxford), CPE/LPC (Guildford/Chester)
A. DEZIEL	BA (Ottawa), MA (Queen's), PhD (Ottawa)
R. FARR	BA, MA (SFU)
B. GANTER	BA (Syracuse), MA (State University of New York)
B. HOUGLUM	BA (Willamette), MA, PhD (UBC)
C. HURDLE	BA, MA (UVic)
R. JOHANSON	BA, MA (SFU)
H. KANAGAWA	BA (Middlebury), MFA (SFU)
S. KHAN	BC (U of West Indies), MA (Queen's), PhD (Queen's)
R. KNIGHTON	BA, MA (SFU)
K. LEWIS	BA (Queen's), MA (UBC), PhD (UVic)
A. MAHOOD	BA (Hons) (SFU), MA (Toronto), DPhil (Oxford)
K. MINKUS	BA (Ottawa), MLIS (UBC), MA (SFU)
D. MUNTEANU	MA (Bucharest), MA (UBC)
R. NICKOLICHUK	BA (Carleton), MA (UBC)
C. REYES	BA, MA, PhD (Berkeley, CA)
S. ROSS	BA, MA (UBC), PhD (SFU)
V. ROSS	BA (Cambridgeshire), MA (UBC)
A. STONE	BA (Concordia), MA (McGill)
A. WESTCOTT	BA (Alberta), MA (Queen's), PhD (Toronto)

## CONTACT

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[www.capilanou.ca/english](http://www.capilanou.ca/english)

# French

## GENERAL INFORMATION

All courses in French consist of two lectures with an instructor plus one hour of conversation practice, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes on a weekly basis).

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor. There are no course challenges permitted in French.

For more information, please see [www.capilanou.ca/languages/french](http://www.capilanou.ca/languages/french)

## SUMMARY OF OFFERINGS

Level	Courses
Beginning French (0 – Grade 11)	FREN 100/101
Lower Intermediate French (Grade 12)	FREN 120/121
Intermediate French	FREN 204/205
Oral French Practice	FREN 215
Intermediate Composition	FREN 219
Advanced French	FREN 270/271

## TRANSFER CREDIT

All French courses are transferable to other post-secondary institutions in British Columbia. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## FRENCH (FREN) COURSES

<a href="#">FREN 100</a>	Beginning French I
<a href="#">FREN 101</a>	Beginning French II
<a href="#">FREN 120</a>	Lower Intermediate French I
<a href="#">FREN 121</a>	Lower Intermediate French II
<a href="#">FREN 204</a>	Intermediate French I
<a href="#">FREN 205</a>	Intermediate French II
<a href="#">FREN 215</a>	Oral French Practice
<a href="#">FREN 219</a>	Intermediate Composition
<a href="#">FREN 270</a>	Advanced French I
<a href="#">FREN 271</a>	Advanced French II
<a href="#">FREN 315</a>	Studies in French through Cinema
<a href="#">FREN 330</a>	Quebecois Literature and Culture

## FACULTY

L. GAREAU	BA (Laval), MA (SFU)
C. GLOOR	BA (Concordia), BEd (UBC), MA (McMaster)
A. HASHEMI	BA (UBC), MA (UBC)

## Instructional Associate

TBA

## CONTACT

French Department  
Fir building, room 404

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[www.capilano.ca/languages/french](http://www.capilano.ca/languages/french)

## Geography

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### GENERAL INFORMATION

Geography courses are offered for students who are interested in pursuing a career in geography as well as for those students desiring both Arts and Science electives, or for those who wish to have a better understanding of cultural and physical landscapes. The study of geography opens the doors to a wide variety of fields including: teaching, urban planning, forestry, resource management, tourism, recreation, economic consulting, mining, fisheries, geographic information systems, meteorology, and map making. The focus of geography is on the environment in which we live. These courses in geography will provide a whole new perspective on the world.

For more information, please see [www.capilano.ca/geography](http://www.capilano.ca/geography)

### TRANSFER CREDIT

Most geography courses at Capilano transfer to SFU, UBC, UNBC, and UVic. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

### ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## GEOGRAPHY (GEOG) COURSES

<a href="#">GEOG 100</a>	Human Geography: People, Places and Cultures
<a href="#">GEOG 101</a>	Environmental Geography: Understanding the Issues
<a href="#">GEOG 102</a>	Environmental Geography: Global Concerns
<a href="#">GEOG 107</a>	Introduction to North America
<a href="#">GEOG 112</a>	Physical Landscapes I
<a href="#">GEOG 114</a>	Weather and Climate I
<a href="#">GEOG 200</a>	Geographical Approaches to the Global Economy
<a href="#">GEOG 201</a>	Urban Studies
<a href="#">GEOG 202</a>	Urban Field Studies
<a href="#">GEOG 205</a>	Rising Giants: The Global Shift to China and India
<a href="#">GEOG 206</a>	British Columbia: Landscapes in Transition
<a href="#">GEOG 208</a>	Canada: A Nation of Regions
<a href="#">GEOG 210</a>	Natural Hazards
<a href="#">GEOG 212</a>	Physical Landscapes II
<a href="#">GEOG 214</a>	Weather and Climate II
<a href="#">GEOG 221</a>	Map and Airphoto Interpretation
<a href="#">GEOG 249</a>	Selected Regions
<a href="#">GEOG 316</a>	Climate Change: From Science to Sustainability
<a href="#">GEOG 330</a>	Water Changes Everything
<a href="#">GEOG 350</a>	Cities in the Global South
<a href="#">GEOG 360</a>	The Geography of a Sustainable World
<a href="#">GEOG 490</a>	Directed Studies

## FACULTY

C. GRATHAM	BSc, MSc (UBC), EdD (UBC)
C. GREENBERG	BA, MA, (U of Manitoba), PhD (UBC)
K. McILVEEN	BA, MA (SFU)
J. MIKITA	BA, MA (SFU)
S. ROSS	BSc, MSc (UBC)
C. SCHREADER	BSc (Trent), MSc (McMaster)

## CONTACT

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[www.capilano.ca/geography](http://www.capilano.ca/geography)

# History

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## GENERAL INFORMATION

History teaches an understanding of the past that helps people cope with the present and suggests possibilities for the future. Critical thinking and analysis form the core of this discipline and are essential skills in a rapidly changing society.

Students planning to major in history should take at least four history courses at the University. These can be ANY four courses. An intended major should also have a broad sampling of courses in social sciences and humanities. Students planning to major in history at SFU should take six history courses in the first two years. For UBC the requirement is four history courses. Students planning to take honours should acquire a reading knowledge of an appropriate non-English language.

Students who intend to become teachers may need some Canadian history. If you plan to teach history in British Columbia at the secondary level, you must complete your BA with a major in History according to the requirements of the university you attend. If you plan to teach at the elementary level, the requirements also vary by institution. The education program at SFU requires that you have completed 3 credits in Canadian history. UBC requires 3 credits in either Canadian history of Canadian geography, plus a further 3 credits in Canadian studies, which may include Canadian history/geography. UVic asks for 6 credits of Canadian history.

For more information, please see [www.capilano.ca/history/](http://www.capilano.ca/history/)

**Please note that 100 level and 200 level history courses have no prerequisites.**

## TRANSFER CREDIT

100 and 200 level history courses at Capilano (including WGST 220) transfer to SFU, UBC, UNBC and UVic and count as Humanities credit for the Associate Degree. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## HISTORY (HIST) COURSES

<a href="#">HIST 100</a>	History of the Ancient World
<a href="#">HIST 102</a>	Europe from the Reformation to the French Revolution
<a href="#">HIST 108</a>	Issues and Themes in U.S. History: 1607-1877
<a href="#">HIST 109</a>	Issues and Themes in U.S. History: 1865-Present
<a href="#">HIST 110</a>	Canada Before Confederation
<a href="#">HIST 111</a>	Canada Since Confederation
<a href="#">HIST 112</a>	Canadian Military History
<a href="#">HIST 205</a>	British Columbia History
<a href="#">HIST 208</a>	Canadian-American Relations
<a href="#">HIST 209</a>	History of the First Nations of Canada



<a href="#">HIST 222</a>	History of the First World War
<a href="#">HIST 225</a>	History of the Second World War
<a href="#">HIST 230</a>	World History Since 1500
<a href="#">HIST 235</a>	World Civilizations from 1945 to Present
<a href="#">HIST 248</a>	Revolutionary Ideas in Nineteenth Century Europe
<a href="#">HIST 249</a>	Twentieth Century Europe
<a href="#">HIST 250</a>	Thinkers and Thugs: Ancient Greeks and Romans
<a href="#">HIST 305</a>	U.S. History: 1945-2001
<a href="#">HIST 320</a>	Revolutions in History: Special Topics
<a href="#">HIST 325</a>	Mysteries and Conspiracies: Special Topics
<a href="#">HIST 326</a>	Disasters and Catastrophes: Special Topics
<a href="#">HIST 333</a>	History of Slavery and Antislavery
<a href="#">HIST 340</a>	History of Genocide
<a href="#">HIST 380</a>	War and Society: Selected Topics
<a href="#">HIST 390</a>	Murder and Mayhem: Selected Topics
<a href="#">HIST 440</a>	History of Nazi-Germany
<a href="#">HIST 490</a>	Directed Studies

## FACULTY

D. DUBORD	BA (U of A), MA (UVic), PhD (UVic)
N. LUCAS	BA, MA (Sask.)
D. MONTGOMERY	BA (McGILL), MA (UVic), PhD (QueensU, Belfast)
D. MURRAY	BA (Hons), MA (Guelph)

## CONTACT

History Department  
Fir building, room 401

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capilano.ca](mailto:socsci@capilano.ca)  
[www.capilano.ca/history/](http://www.capilano.ca/history/)

## Japanese

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### GENERAL INFORMATION

All courses in Japanese consist of two lectures with an instructor plus one hour of conversation practice, and assignments in the multimedia lab on a drop-in basis (taking approximately 45 minutes on a weekly basis).

In order to provide for the most appropriate student placement, students with Japanese 9, 10 or Beginners 11 credit should register in JAPN 100; students with Japanese 11 credit should register in JAPN 101, not JAPN 100. Students with Japanese 12 credit with a minimum C grade should register in JAPN 200.

Students who have studied Japanese elsewhere **cannot** register in JAPN 100. Students with competence in the language beyond the level of the course in which they are registered will be required to withdraw.

The instructor is available for consultation regarding placements. Students who are not sure of their language level should contact [kmito@capilanou.ca](mailto:kmito@capilanou.ca) prior to registration. For more information, please see [www.capilanou.ca/languages/japanese](http://www.capilanou.ca/languages/japanese)

## TRANSFER CREDIT

All Japanese courses are transferable to other post-secondary institutions in British Columbia. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## JAPANESE (JAPN) COURSES

<a href="#">JAPN 100</a>	Beginning Japanese I
<a href="#">JAPN 101</a>	Beginning Japanese II
<a href="#">JAPN 200</a>	Intermediate Japanese I
<a href="#">JAPN 201</a>	Intermediate Japanese II
<a href="#">JAPN 315</a>	Practical Japanese for the Professions I

## FACULTY

Y. GILLARD	BFA, MA, PhD Candidate (UBC)
K. MITO	BA, MA (UBC)

## Instructional Associate

R. HART	BA (Toronto), MEd (Toronto)
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## CONTACT

Japanese Department  
Fir building, room 404

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [kmito@capilanou.ca](mailto:kmito@capilanou.ca)  
E-mail: [humanities@capilanou.ca](mailto:humanities@capilanou.ca)  
[www.capilanou.ca/languages/japanese](http://www.capilanou.ca/languages/japanese)

# Liberal Studies

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## GENERAL INFORMATION

### Program Overview

The Bachelor of Arts with a major in Liberal Studies is a multidisciplinary undergraduate degree in the liberal arts tradition. Students acquire foundational knowledge and utilize the critical approaches and research methods central to the fields of study associated with the liberal arts.

During their first two years of study, students take required Liberal Studies core courses and courses in the Humanities, Pure and Applied Sciences, and Social Sciences. This academic foundation prepares Liberal Studies students for the sustained critical inquiries and focused research projects central to their upper level coursework.

In addition to their upper level coursework, all Liberal Studies students complete three one credit "exploratory" Tutorials in advance of embarking upon a three or six credit Graduating Project on a research topic of their choice. The Graduating Project functions as a capstone course in which students synthesize their learning and knowledge in an original undergraduate research and/or creative project.

The Bachelor of Arts with a major in Liberal Studies degree fosters the development of the focused analytical skills upon which creative cross-disciplinary collaborative problem-solving builds. A liberal arts education prepares graduates to pursue a wide range of professional, educational, and personal opportunities. Graduates have gone on to pursue careers in education, law, library and information sciences, finance, professional/graduate programs, and other related fields.

For more information, please see [www.capilano.ca/liberal-studies/](http://www.capilano.ca/liberal-studies/).

### Transferring in From Other Programs or Institutions

When transfer arrangements already exist with other institutions, the process of credit transfer is carried out through the Registrar's Office. When no such arrangements exist, students are required to submit a detailed course outline or syllabus containing a statement of the course content, assignment profile, general course objectives, and learning outcomes. These submissions will be made via the Registrar's Office. The documents will be reviewed by faculty in the appropriate department. When equivalency in all of these areas can be found with a particular Capilano University course, equivalent credit may be awarded.

In such cases, the prior course will substitute for a degree requirement. Liberal Studies students may transfer up to 90 credits from other post-secondary institutions. Of the remaining 30 credits, 24 of these credits must be upper-level Capilano courses.

The Faculty of Arts and Sciences recognizes that there are occasions on which applicants may have met some of the program requirements or learning outcomes from sources other than prior post-secondary study. In such case, prior learning assessments may be conducted to grant credit for prior learning as appropriate. Such dispensation will normally be granted only to students seeking entry in years two or three of the Bachelor of Arts degree as it is expected that all students will complete their upper-level credits at Capilano or at a recognized post-secondary institution subject to the limits imposed by the Capilano University residency requirements. (See the Graduation section in this calendar.)

## Further Information

100- and 200-level Arts and Sciences courses can be taken at the North Vancouver and Sechelt campuses. All 300- and 400-level courses are delivered at the North Vancouver campus.

## Who Should Apply?

New and current students may apply for admission to the Bachelor of Arts with a major in Liberal Studies.

Arts and Sciences students may apply for direct admission into the degree in their first year or request a change in program status at any point after admission so long as they remain in good academic standing.

Capilano students originally accepted into other program areas at university who meet the Faculty of Arts and Sciences admissions standards and remain in good academic standing may also apply for admission to the Bachelor of Arts degree.

Applicants who are 20 years of age or older who lack the minimum Arts and Sciences admission requirements may apply as mature students. Written requests for admission as a mature student to the Faculty of Arts and Sciences will be considered by the Admissions Office in consultation with an Academic Advisor and the Liberal Studies Coordinator. Applicants should provide, in writing, details of other qualifications or experiences and an academic transcript of education completed.

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and two academic Grade 12 courses.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## ADMISSION/APPLICATION NOTES

For Capilano University's general admissions information with respect to prospective Faculty of Arts and Sciences students from other provinces and other countries, see [www.capilanou.ca/requirements](http://www.capilanou.ca/requirements)

## WHEN TO APPLY

Full- and part-time degree students are admitted throughout the academic year in the Fall, Spring and Summer terms.

## HOW TO APPLY

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

## FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## BACHELOR OF ARTS WITH A MAJOR IN LIBERAL STUDIES

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

English Requirement	Course Credits	Required Credits
<i>Required:</i>		9.00
<a href="#">ENGL</a> English 100-level	3.00	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">ENGL 300</a> Writing, Rhetoric, Style	3.00	
Credits		9.00

Language Requirement	Course Credits	Required Credits
<i>Required:</i>		6.00

Demonstrated competency in a language other than English. The language requirement is competency based and requires students to reach an advanced beginner level or higher in a language other than English. The language requirement can be satisfied in one of the following ways:

1. successful completion of a Grade 12 course with a minimum B grade in an approved language other than English while in secondary school; or
2. successful completion a secondary immersion program or secondary school at an institution at which the primary language of instruction is not English; or
3. successful completion of a post-secondary credential awarded by institution at which the primary language of instruction is not English; or
4. successful completion of 6.00 credits of post-secondary level courses in a single language other than English; or
5. successful completion of EAP 100 or 101, and 3.00 credits of lower level Arts and Sciences courses.

Note: Only one of EAP 100 or 101 can be used as credit towards the degree.

Note: Students who fulfill this requirement with option 1, 2 or 3 will be required to take 6.00 credits of lower level Arts and Sciences courses in place of the Language Requirement credits.

Credits	6.00
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Lower Level Course Requirements	Course Credits	Required Credits
<i>Required:</i>		9.00
<a href="#">LBST 100</a> Approaching Knowledge	3.00	

<b>Lower Level Course Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">LBST 200</a>	Refocusing Knowledge: Introduction to Research Methods	3.00	
<a href="#">LBST 201</a>	Refiguring Knowledge: Introduction to Research Methods	3.00	
<i>Required:</i>			18.00
Note: May not include English. No more than 6.00 credits in any one subject area.			
Humanities - 100-level (History counts as Humanities)		6.00	
Humanities, Sciences, or Social Sciences - 100-level		6.00	
Social Science - 100-level		6.00	
<i>Required:</i>			12.00
12 credits of Arts courses in at least two subject areas at the 200-level		12.00	
Credits			39.00
<b>Science, Quantitative, Analytical Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
Laboratory Science (Any course in the Science list worth 3.00 credits or more and with a lab of at least 2 hours, but excluding any course in Applied Science or Computing.)		3.00	
Mathematics or Computing Science or Statistics (PSYC 213 may be used)		3.00	
Science		3.00	
Credits			9.00
<b>Upper Level Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			21.00
<a href="#">LBST 330</a>	Methods of Inquiry	3.00	
Humanities (minimum of two subjects; History counts as Humanities)		9.00	
Social Sciences (minimum of two subjects)		9.00	
Credits			21.00
<b>Upper Level Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			21.00
Electives - 300-level or higher		21.00	
Note: No more than 12.00 credits outside of the Faculty of Arts and Sciences.			
Credits			21.00
<b>Lower or Upper Level Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
Electives - 100-level or higher		9.00	
Credits			9.00

<b>Tutorial Requirement</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
After completion of 60 credits:		
<a href="#">LBST 390</a> Tutorial I	1.00	
<a href="#">LBST 391</a> Tutorial II	1.00	
<a href="#">LBST 392</a> Tutorial III	1.00	
Credits		3.00
<b>Graduating Project Requirement</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">LBST 490</a> Graduating Project	3.00	
<a href="#">LBST 495</a> Extended Graduating Project - Part 1	3.00	
<a href="#">LBST 496</a> Extended Graduating Project - Part 2	3.00	
Note: Students who choose to complete the Extended Graduating Project will only need to complete 18.00 Upper Level Electives or 6.00 Lower or Upper Level Electives.		
Credits		3.00
<b>Total Program Credits</b>		<b>120.00</b>

## FACULTY

The Bachelor of Arts with a major in Liberal Studies is housed within the Faculty of Arts and Sciences at Capilano University. All Arts and Sciences faculty teach within this degree program. For more information refer to the Faculty page on the Liberal Studies website: [www.capilano.ca/liberal-studies/Our-Faculty/](http://www.capilano.ca/liberal-studies/Our-Faculty/).

## CONTACT

A. Mahood, Liberal Studies Coordinator  
 Faculty of Arts and Sciences  
 Fir building, room 404  
 Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.986.1911  
 E-mail: [liberalstudies@capilano.ca](mailto:liberalstudies@capilano.ca)

## Linguistics

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### GENERAL INFORMATION

The Linguistics department offers a range of first-year courses including an introduction to grammatical description and practical phonetics. Students interested in language learning or teaching, speech pathology or cognitive science will find linguistics courses a great start. There are no prerequisites for Linguistics courses, however Linguistics 100 & 102 are recommended for second year courses.

For more information, please see [www.capilano.ca/linguistics](http://www.capilano.ca/linguistics)

## TRANSFER CREDIT

LING 100, 101, 102 and 208 transfer to British Columbia universities. LING 206 transfers to most British Columbia universities. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## LINGUISTICS (LING) COURSES

<a href="#">LING 100</a>	Introduction to General Linguistics: Language Structure
<a href="#">LING 101</a>	Introduction to General Linguistics: Language Use
<a href="#">LING 102</a>	Introduction to Practical Phonetics
<a href="#">LING 200</a>	Introduction to Phonology
<a href="#">LING 201</a>	Introduction to Syntax
<a href="#">LING 202</a>	Explorations in English Etymology
<a href="#">LING 206</a>	First Nations Languages of British Columbia
<a href="#">LING 208</a>	Indigenous Languages and Their Speakers

## SQUAMISH NATION LANGUAGE AND CULTURE CERTIFICATE

The Squamish Nation Language and Culture Certificate is designed to give current and future Squamish Language teachers training in the Squamish Language and to provide a range of courses that are relevant to Squamish culture (told from a Squamish perspective).

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Interview with Squamish education officials.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798



## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Squamish Nation Language and Culture Certificate

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Fall	Part-Time
	Off Campus	Spring	Part-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">FNLG 100</a>	The Squamish Language I	3.00	
<a href="#">LING 102</a>	Introduction to Practical Phonetics	3.00	
Credits			9.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">FNLG 101</a>	The Squamish Language II (Skwxwu7mesh Snichim II)	3.00	
<a href="#">LING 100</a>	Introduction to General Linguistics: Language Structure	3.00	
Credits			6.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">ENGL 107</a>	First Nations Literature and Film	3.00	
<a href="#">FNST 100</a>	The Squamish People and Language I	3.00	
Elective - see list below		3.00	
Credits			9.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">FNST 101</a>	Squamish People and Language II (Skwxwu7meshulh Uxwumixw II)	3.00	
Elective - see list below		3.00	
Credits			6.00
<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
<a href="#">AHIS 103</a>	First Nations Art of the Northwest Coast	3.00	

Electives		Course Credits	Required Credits
<a href="#">AHIS 106</a>	Pre-Columbian, African and Northwest Coast Indigenous Art	3.00	
<a href="#">ANTH 202</a>	Anthropology and the Environment	3.00	
<a href="#">ANTH 206</a>	First Nations of British Columbia	3.00	
<a href="#">ANTH 208</a>	Indigenous Peoples of North America	3.00	
<a href="#">ANTH 233</a>	Archaeology of the Americas	3.00	
<a href="#">BIOL</a>	Ethnobiology	3.00 *	
<a href="#">BIOL 104</a>	Human Biology	4.00	
<a href="#">BIOL 105</a>	Environmental Biology	4.00	
<a href="#">ENGL 190</a>	Creative Writing I	3.00	
<a href="#">ENGL 191</a>	Creative Writing II	3.00	
<a href="#">FNLG 106</a>	The Squamish Language III (Skwxwu7mesh Snichim III)	3.00	
<a href="#">FNLG 107</a>	The Squamish Language IV (Skwxwu7mesh Snichim IV)	3.00	
<a href="#">HIST 209</a>	History of the First Nations of Canada	3.00	
<a href="#">LING 101</a>	Introduction to General Linguistics: Language Use	3.00	
<a href="#">LING 206</a>	First Nations Languages of British Columbia	3.00	
<a href="#">LING 208</a>	Indigenous Languages and Their Speakers	3.00	
<a href="#">POL 208</a>	Aboriginal Politics in Canada	3.00	
	Credits		0.00
	<b>Total Program Credits</b>		<b>30.00</b>

\* Under development

## Faculty

The courses in the Squamish Nation Language and Culture certificate are taught by Capilano University faculty, and where possible by Squamish community members.

## Contact

Squamish Nation Education department  
 Squamish Nation Post-Secondary Counsellor  
 Jessie Williams  
 Phone: 604.980.4553

## LIL'WAT NATION LANGUAGE AND CULTURE CERTIFICATE

The Lil'wat Nation Language and Culture Certificate is designed to give current and future Lil'wat Language teachers training in the Lil'wat Language and to provide a range of courses that are relevant to Lil'wat culture (told from a Lil'wat perspective).

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.

- Interview with Lil'wat education officials

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Lil'wat Nation Language & Culture Certificate

Intakes:	Campus	Terms	Full/Part Time
	Mt. Currie	Fall	Part-Time
	Mt. Currie	Spring	Part-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">FNST 102</a>	Lil'wat People and Language I (Ucwalmicw I)	3.00	
<a href="#">LING 102</a>	Introduction to Practical Phonetics	3.00	
Credits			9.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">FNLG 102</a>	The Lil'wat Language I (Ucwalmicwts I)	3.00	
<a href="#">LING 100</a>	Introduction to General Linguistics: Language Structure	3.00	
Credits			6.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">FNLG 103</a>	The Lil'wat Language II (Ucwalmicwts II)	3.00	
<a href="#">FNST 103</a>	Lil'wat People and Language II (Ucwalmicw II)	3.00	
Elective - see list below		3.00	
Credits			9.00

<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">ENGL 107</a> First Nations Literature and Film	3.00	
Elective - see list below	3.00	
Credits		6.00
<b>Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
<a href="#">AHIS 103</a> First Nations Art of the Northwest Coast	3.00	
<a href="#">AHIS 106</a> Pre-Columbian, African and Northwest Coast Indigenous Art	3.00	
<a href="#">ANTH 202</a> Anthropology and the Environment	3.00	
<a href="#">ANTH 206</a> First Nations of British Columbia	3.00	
<a href="#">ANTH 208</a> Indigenous Peoples of North America	3.00	
<a href="#">ANTH 233</a> Archaeology of the Americas	3.00	
BIOL Ethnobiology	3.00 *	
<a href="#">BIOL 104</a> Human Biology	4.00	
<a href="#">BIOL 105</a> Environmental Biology	4.00	
<a href="#">ENGL 190</a> Creative Writing I	3.00	
<a href="#">ENGL 191</a> Creative Writing II	3.00	
<a href="#">FNLG 104</a> The Lil'wat Language III (Ucwalmícwts III)	3.00	
<a href="#">FNLG 105</a> The Lil'wat Language IV (Ucwalmícwts IV)	3.00	
<a href="#">HIST 209</a> History of the First Nations of Canada	3.00	
<a href="#">LING 101</a> Introduction to General Linguistics: Language Use	3.00	
<a href="#">LING 206</a> First Nations Languages of British Columbia	3.00	
<a href="#">LING 208</a> Indigenous Languages and Their Speakers	3.00	
<a href="#">POL 208</a> Aboriginal Politics in Canada	3.00	
Credits		0.00
<b>Total Program Credits</b>		<b>30.00</b>

\* Under development

## Contact

Sharon Leinweber  
 Advanced Education & Training Director  
 Ts'zil Learning Centre, Lil'wat Nation  
 School of Access and Academic Preparation  
 Phone: 604.984.2300

## Faculty

The courses in the Lil'wat Nation Language and Culture certificate are taught by Capilano University faculty, and by Lil'wat community members.

D. GARDINER BA, MA, PhD (SFU)

MARTINA PIERRE

BA (SFU), MEd (UBC)

## SECHELT NATION LANGUAGE AND CULTURE CERTIFICATE

The Sechelt Nation Language and Culture Certificate is designed to give current and future Sechelt Language teachers training in the Sechelt Language and to provide a range of courses that are relevant to Sechelt culture (told from a Sechelt perspective).

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Interview with Sechelt education officials

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Sechelt Nation Language and Culture Certificate

Intakes:	Campus	Terms	Full/Part Time
	Sunshine Coast	Fall	Part-Time
	Sunshine Coast	Spring	Part-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">FNLG 108</a>	The Sechelt Language I (Sháshíshálhem I)	3.00	
<a href="#">LING 102</a>	Introduction to Practical Phonetics	3.00	
Credits			9.00
Second Term		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">FNLG 109</a>	The Sechelt Language II (Sháshíshálhem II)	3.00	
<a href="#">FNST 104</a>	The Sechelt People and Language I	3.00	
<a href="#">LING 100</a>	Introduction to General Linguistics: Language Structure	3.00	

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		9.00
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">FNLG 110</a> The Sechelt Language III (Sháshíshálhem III)	3.00	
<a href="#">FNST 105</a> The Sechelt People and Language II	3.00	
Credits		6.00
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">ENGL 107</a> First Nations Literature and Film	3.00	
<a href="#">FNLG 111</a> The Sechelt Language IV (Sháshíshálhem IV)	3.00	
Credits		6.00
<b>Total Program Credits</b>		<b>30.00</b>

## Contact

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## Faculty

The courses in the Sechelt Nation Language and Culture certificate are taught by Capilano University faculty, and where possible by Sechelt community members.

## FACULTY

D. GARDINER	BA, MA, PhD (SFU)
R. POULSEN	BA (TRU), PDP (SFU)

## CONTACT

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[www.capilanou.ca/linguistics](http://www.capilanou.ca/linguistics)

## Mathematics and Statistics

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### GENERAL INFORMATION

Patience, problem solving, critical thinking and discipline - these are among the skills that improve when you learn mathematics. Studying mathematics opens doors and benefits future scientists, doctors, teachers, lawyers, sociologists, criminologists and many more. The Mathematics and Statistics department offers first and second-year courses in mathematics and statistics as well as preparatory courses. For more information, see [Associate Degrees](#) in Arts and Sciences: General Information or the website [www.capilanou.ca/math](http://www.capilanou.ca/math)

### ENTRY COURSES

For the prerequisite requirements for each of the following entry courses check the [Mathematics Placement Test](#) (MPT) section and the individual course listing.

#### 1. Preparatory

MATH 097 is a course designed for students who need to improve their algebraic skills in order to prepare for a precalculus course or a course that requires algebraic skills. It serves as a prerequisite for MATH 101 (Introduction to Statistics), Math 105 (Precalculus) and MATH 190 (Mathematics for Elementary School Teachers).

#### 2. Precalculus

MATH105 is a precalculus course designed to prepare students to take calculus. Although MATH 105 is recognized by post-secondary institutions as an equivalent course to Pre-calculus12 taken in high school, it is common for students having taken this high school math course to take MATH 105 in preparation for calculus.

#### 3. Calculus I

MATH 108 is a calculus course designed primarily for students planning to pursue a business or life science program, whereas MATH 116 is oriented to the sciences. Students in programs which require a full year (two terms) of calculus should take Math 116 followed by Math 126.

#### 4. Introductory Statistics

MATH 101 is an introductory statistics course designed primarily for non-science students wanting to fulfil a science or math elective requirement.

#### 5. Mathematics for Elementary Teachers

MATH 190 is a course designed for future elementary school teachers. This course is required by elementary education programs in BC. This course is not normally available for credit to students in science programs.

## MATH PLACEMENT TESTS (MPT)

The Mathematics and Statistics Department offers placement tests for students who lack the prerequisites listed in the Prerequisite Table for entry courses. For each placement test there is a study guide which provides suggested review material and lists the scheduled test dates. With the exception of the placement test for admission into MATH 097 students are not allowed to rewrite the same level of placement test within a twelve month period. The waiting period to rewrite the placement test for entry into MATH 097 is one month or longer. For more information please contact the Advising Centre or the School of Science, Technology, Engineering & Mathematics (STEM), or visit the Mathematics and Statistics department website at [www.capilano.ca/math](http://www.capilano.ca/math)

Students wanting to enrol in an entry level course listed in the table must write a placement test if they do not satisfy the prerequisite requirements for the course. Students with prerequisites that are more than twelve months old are strongly advised to write the MPT and to follow its placement recommendation.

**Table 3. Prerequisite Table for Entry Courses**

Capilano Math Course	Minimum Grade Requirement - Any One of the Courses Listed							
	Pre-calc 11	Pre-calc 12	Found. 11 or 12 or BMTH 048	BMTH 043	BMTH 044	BMTH 054	MATH 097	MATH 105
MATH 097	C+	C			C			
MATH 101	C		C	C+	C-		D	
MATH 105	A	C+			B		C-	
MATH 108		B				C+		C-
MATH 116		A <sup>1</sup>				B		C-
MATH 190	C		C	B	C+		D	

<sup>1</sup>or at least a "B" grade in both Pre-calculus 12 and Calculus 12

## SPECIFIC PROGRAM REQUIREMENTS

Students should use the following three sections as guidelines for selecting math courses at the first-year level. Due to the specialized needs of some programs, the Mathematics and Statistics department advises students to consult an advisor or math instructor for appropriate course selection.

### 1. Science and Engineering

Students planning to pursue science or science related programs are required to take MATH 116 and 126. Engineering students should consult the Engineering section in the Calendar. Common first year courses for science students are:

- MATH 116 and 126
- PHYS 114/115
- CHEM 110/111
- ENGL (6 credits)

### 2. Arts, Social Science

To fulfil a one-year science elective requirement non-science students typically take MATH 101 or 190, although any of the precalculus/calculus combinations also meet this requirement.

### 3. Business, Economics



Students planning to pursue a business or economics program may wish to take MATH 108 (and MATH 105 if the prerequisite requirements for 108 are not met).

## Graphing Calculator

The Mathematics and Statistics department believes that the graphing calculator greatly enhances mathematics instruction and learning. Students enrolling in any course, with the exception of MATH 097, MATH 190, and MATH 300 are required to have a graphing calculator. Specific recommendations on make and model can be found online at: [www.capilano.ca/math](http://www.capilano.ca/math)

## TRANSFER CREDIT

Math courses at Capilano carry transfer credit to other BC post-secondary institutions. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for transferability to other B.C. institutions.

## THE MATHEMATICS LEARNING CENTRE

The Math Learning Centre (MLC), located in the Birch Building (BR289), provides individual assistance with mathematical or statistical problems related to any course at the University. The MLC is staffed by faculty from the Department of Mathematics and Statistics. The instructor schedule is posted outside the MLC and on the [MLC website](#).

The MLC has two large study areas: one room where students may work in groups and another room for silent, independent study. In addition, there is a video/computer room equipped with computer stations, a printer and a video station where students may view videos on topics in calculus, precalculus, algebra and statistics. A library of mathematical and statistical reference texts is available for students to use in the MLC or to borrow for a period of time.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## MATHEMATICS AND STATISTICS (MATH) COURSES

<a href="#">MATH 097</a>	Intermediate Algebra
<a href="#">MATH 101</a>	Introduction to Statistics
<a href="#">MATH 102</a>	Statistical Methods
<a href="#">MATH 105</a>	Precalculus Mathematics - Modelling Our World
<a href="#">MATH 108</a>	Calculus I for Business, Social Sciences and Life Sciences
<a href="#">MATH 109</a>	Calculus II for Business, Social Sciences and Life Sciences
<a href="#">MATH 116</a>	Calculus I - The Mathematics of Change
<a href="#">MATH 124</a>	Discrete Mathematics I
<a href="#">MATH 126</a>	Calculus II
<a href="#">MATH 152</a>	Linear Algebra and Differential Equations
<a href="#">MATH 190</a>	Mathematics for Elementary Teachers
<a href="#">MATH 200</a>	Linear Algebra
<a href="#">MATH 204</a>	Probability and Statistics for Applications
<a href="#">MATH 205</a>	Introduction to Probability and Statistics

<a href="#">MATH 215</a>	Introduction to Analysis
<a href="#">MATH 224</a>	Discrete Mathematics II
<a href="#">MATH 230</a>	Calculus III
<a href="#">MATH 231</a>	Calculus IV
<a href="#">MATH 235</a>	Introduction to Differential Equations
<a href="#">MATH 300</a>	Mathematics and Creative Arts
<a href="#">MATH 335</a>	Discovering Mathematics

## FACULTY

M. ANDERSON	BSc, MSc (SFU)
M. ATAPOUR	BSc (Shahid Bahonar), MSc (Sharif), PhD (Saskatchewan)
D. BAXTER	BSc (SFU), MSc (UBC), <b>Coordinator of Mathematics and Statistics</b>
T. DAKIC	BSc, MSc (University of Zagreb, PhD (SFU)
S. GOL TABAGHI	BSc (Islamic Azad), MSc (Concordia), PhD (SFU)
L. LAJEUNESSE	BMath (Hons) (Waterloo), MSc (Carleton)
C. MORGAN	BSc (Hons), MSc, PhD (Memorial)
P. OTTAWAY	BMath (Waterloo), BEd (Queens), Msc, PhD (Dalhousie)
L. YEN	BSc (Hons) (SFU), PhD (Pennsylvania)

## CONTACT

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[www.capilano.ca/math](http://www.capilano.ca/math)

# Philosophy

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## GENERAL INFORMATION

The word philosophy comes from the Greek word *philo* meaning 'love', and *sophia* meaning 'wisdom.' So philosophy means 'love of wisdom.' Philosophy courses are about the ultimate nature of things, including knowledge, reality, reasoning, the human mind, religious belief, truth, free will, human nature, democracy, as well as ethical issues in biology, medicine, law, politics, and the environment. The Philosophy department at Capilano University offers a wide range of first and second year arts and sciences courses introducing students to most of these issues.

Philosophy is the activity of creating thoughtful answers to many of our most important questions. Philosophy is excellent preparation for any profession, but the most important reason for studying philosophy is to satisfy human curiosity about fundamental problems concerning the nature of reality and how we ought to live. As Socrates said, "The unexamined life is not worth living."

For more information, please see [www.capilano.ca/philosophy](http://www.capilano.ca/philosophy)

## TRANSFER CREDIT

Philosophy courses offered at Capilano University have transfer credit to other universities in B.C. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## PHILOSOPHY (PHIL) COURSES

<a href="#">PHIL 101</a>	Introductory Philosophy: Ethics
<a href="#">PHIL 102</a>	Introductory Philosophy: Knowledge and Reality
<a href="#">PHIL 110</a>	Critical Thinking
<a href="#">PHIL 117</a>	Philosophy of Religion
<a href="#">PHIL 120</a>	Scientific Reasoning
<a href="#">PHIL 140</a>	Philosophy and Law: Introduction to Canadian Law
<a href="#">PHIL 141</a>	Philosophy and Law: Introduction to Criminal Justice System
<a href="#">PHIL 150</a>	History of Philosophy: Ancient and Medieval
<a href="#">PHIL 151</a>	History of Philosophy: Modern
<a href="#">PHIL 200</a>	Political Philosophy: Classic Theories
<a href="#">PHIL 201</a>	Political Philosophy: Problems and Issues
<a href="#">PHIL 202</a>	Introduction to Formal Logic
<a href="#">PHIL 207</a>	Business Ethics
<a href="#">PHIL 208</a>	Environmental Ethics
<a href="#">PHIL 209</a>	Biomedical Ethics
<a href="#">PHIL 211</a>	Metaphysics and Epistemology
<a href="#">PHIL 220</a>	Philosophy in Literature
<a href="#">PHIL 221</a>	Existentialism in Literature
<a href="#">PHIL 222</a>	Philosophy of Culture (Aesthetics)
<a href="#">PHIL 230</a>	Minds, Brains, and Machines
<a href="#">PHIL 240</a>	Philosophy and Gender Relations
<a href="#">PHIL 242</a>	Philosophy of Human Nature
<a href="#">PHIL 301</a>	Ethics and the Meaning of Life
<a href="#">PHIL 302</a>	Knowledge and Truth
<a href="#">PHIL 305</a>	Philosophy Through Film
<a href="#">PHIL 306</a>	Family Ethics
<a href="#">PHIL 309</a>	Neuroethics
<a href="#">PHIL 320</a>	Philosophy of Science
<a href="#">PHIL 401</a>	Morality and Global Justice
<a href="#">PHIL 430</a>	Philosophy of Mind
<a href="#">PHIL 490</a>	Directed Studies

## FACULTY

M. FLEMING	BA, MSocSci (Waikato, N.Z.), PhD (UBC)
S. GARDNER	BA (Hons) (McGill), BPhil (Oxford), PhD (Concordia)
M. GODWYN	BA (Southampton), MPhil (Cambridge), PhD (UBC)
J. JOHNSON	BA (UBC), MA (UBC), PhD (University of California, Berkeley)
K. LAIRD	BA (London), B.Phil (Oxford), PhD (Oxford)
Y. WESTWELL-ROPER	BEd, MA, EdD (UBC), DPhil (Oxford)

## CONTACT

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[www.capilanou.ca/philosophy](http://www.capilanou.ca/philosophy)

## Physics

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### GENERAL INFORMATION

Physics involves the study of matter, energy, space and time over a range of scales from sub-atomic to astronomical. All first-year physics courses except PHYS 116 include a weekly two-hour laboratory period. The cost of labs is included in the course tuition fee except for lab manuals. For more information, please see [www.capilanou.ca/physics](http://www.capilanou.ca/physics)

### TRANSFER CREDIT

Physics courses at Capilano carry transfer credit to other B.C. post-secondary institutions. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

Students with Physics 12 planning to transfer to UBC should take PHYS 114 or PHYS 114 and 115, depending on their plans. Consult the UBC Calendar for specific program requirements.

### ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

### PHYSICS (PHYS) COURSES

<a href="#">PHYS 104</a>	Principles of Physics
<a href="#">PHYS 110</a>	General Physics I
<a href="#">PHYS 111</a>	General Physics II

<a href="#">PHYS 114</a>	Fundamental Physics I
<a href="#">PHYS 115</a>	Fundamental Physics II
<a href="#">PHYS 116</a>	Fundamental Physics III
<a href="#">PHYS 200</a>	Thermal Physics and Waves
<a href="#">PHYS 201</a>	Electricity and Magnetism
<a href="#">PHYS 210</a>	Physics Laboratory I
<a href="#">PHYS 211</a>	Physics Laboratory II
<a href="#">PHYS 218</a>	Computational Physics
<a href="#">PHYS 222</a>	Mechanics

## RECOMMENDED SEQUENCE FOR POTENTIAL PHYSICS MAJORS

### FIRST YEAR

- PHYS 114/115 Students not qualified to take PHYS 114 should first take PHYS 104
- CHEM 110/111
- MATH 116 and 126
- ENGL (six credits)
- Non-science Elective or Geology, Biology or Computing Science (six credits)

Students interested in honours physics should consult Physics instructors.

### FACULTY

L. MOFFATT	BSc, MSc (Alberta), PhD (Windsor)
E. REZAIE	BSc (Hons) (UBC), MSc (SFU)
B. TOMBERLI	BSc (Winnipeg), MSc, PhD (Guelph), <b>Convenor of Physics</b>

### LABORATORY SUPERVISORS

V. MOEN	BSc (SFU), Laboratory Supervisor
E. REZAIE	BSc (Hons) (UBC), MSc (SFU)
B. SIMSON	BSc (SFU), Laboratory Supervisor

### CONTACT

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[www.capilano.ca/physics](http://www.capilano.ca/physics)

# Political Studies

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## GENERAL INFORMATION

Political Studies courses assist students in preparation for careers in journalism, law, business management, international banking, market research, arbitration, urban and regional planning, the foreign service, consulting, labour negotiations, international development, and education. Those hoping to bring about change in their own communities in areas such as health, education and the environment, choose politics as their vocation. That's because political studies is concerned with power — what it is and who gets it, how it is used and how it is abused. Along with understanding power and the role it plays locally, nationally, and internationally, political studies students graduate with excellent research skills and effective oral and written communication skills — all very much in demand in the new global economy.

For more information, please see [www.capilano.ca/political-studies](http://www.capilano.ca/political-studies)

## TRANSFER CREDIT

All Political Studies courses at Capilano are transferable to SFU, UBC, UNBC, and UVic. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## POLITICAL STUDIES (POL) COURSES

<a href="#">POL 100</a>	Introduction to Politics and Government
<a href="#">POL 102</a>	Comparative Government
<a href="#">POL 104</a>	Canadian Government
<a href="#">POL 110</a>	An Introduction to Western Political Thought
<a href="#">POL 111</a>	Contemporary Ideologies
<a href="#">POL 201</a>	International Relations
<a href="#">POL 202</a>	Government and Politics of British Columbia
<a href="#">POL 203</a>	International Organizations
<a href="#">POL 204</a>	Canadian Public Policy
<a href="#">POL 205</a>	Public International Law
<a href="#">POL 206</a>	Scope and Methods of Political Analysis
<a href="#">POL 207</a>	Selected Issues in Contemporary Social and Political Theory
<a href="#">POL 208</a>	Aboriginal Politics in Canada
<a href="#">POL 209</a>	Introduction to the European Union
<a href="#">POL 222</a>	Regional Comparative Politics
<a href="#">POL 250</a>	Global Human Rights
<a href="#">POL 299</a>	Regional Comparative Politics: Field School
<a href="#">POL 305</a>	Advanced Public International Law
<a href="#">POL 308</a>	Advanced Canadian Aboriginal Politics
<a href="#">POL 309</a>	Advanced European Integration

<a href="#">POL 315</a>	Utopias, Dystopias and Political Thought
<a href="#">POL 320</a>	Global Ecopolitics
<a href="#">POL 330</a>	The Political Economy of Globalization
<a href="#">POL 340</a>	Citizenship and Belonging: From Local to Global Perspectives
<a href="#">POL 350</a>	Advanced Global Human Rights
<a href="#">POL 490</a>	Directed Studies

## FACULTY

C. KING	BA (Hons) (Toronto), BEd (SFU), MA (UBC)
E.M. LAVALLE	BComm (UBC), A.M. (Duke), J.D.(UBC), Political Studies Director, EU Study Tour & Internship Program, Labour Educ. Liaison
R. PARAJULEE	BA, MA (Nepal), MSFS (Georgetown), PhD (George Washington)
T. SCHOOLS	BA (Hons) (Alberta), M.Phil (Toronto), PhD (UBC)
C. SYLVESTER	BA (Gonzaga), MA (Notre Dame)

## CONTACT

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[www.capilano.ca/political-studies](http://www.capilano.ca/political-studies)

## Psychology

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### GENERAL INFORMATION

Psychology courses teach students theory and research findings that can help them to understand themselves and others. Students can apply what they learn about parenting, interpersonal skills, problem solving, stress management and emotional intelligence to their lives and their work. Psychology courses also help students think critically about social issues and the claims of pop psychology. Courses in psychology are required for careers in many occupations including teaching, child-care, health care, and business.

As most of our second year courses are offered only once a year, students who wish to major in psychology should be aware of the various first and second year course requirements of SFU, UBC, or other transfer institutions, so they can take the courses they need for entry into third year at other universities.

Talk to any of our faculty about career options, our course offerings, and/or transferability, or see our website for further information: [www.capilano.ca/psychology](http://www.capilano.ca/psychology)

### TRANSFER CREDIT

Psychology courses at Capilano transfer to SFU, UBC, UNBC, and UVic. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## PSYCHOLOGY (PSYC) COURSES

<a href="#">PSYC 100</a>	Introduction to Psychology I
<a href="#">PSYC 101</a>	Introduction to Psychology II
<a href="#">PSYC 200</a>	Social Psychology
<a href="#">PSYC 201</a>	Group Dynamics
<a href="#">PSYC 203</a>	History of Psychology
<a href="#">PSYC 204</a>	Child Development
<a href="#">PSYC 205</a>	Adult Development and Aging
<a href="#">PSYC 206</a>	Adolescent Psychology
<a href="#">PSYC 212</a>	Research Methods in Psychology
<a href="#">PSYC 213</a>	Statistical Methods in Psychology
<a href="#">PSYC 215</a>	The Psychology of Human Sexuality
<a href="#">PSYC 220</a>	Theories of Personality
<a href="#">PSYC 222</a>	Abnormal Psychology
<a href="#">PSYC 225</a>	Biopsychology of Behaviour
<a href="#">PSYC 230</a>	Cognitive Psychology
<a href="#">PSYC 300</a>	Psychology of Interpersonal Relationships
<a href="#">PSYC 320</a>	Applied Psychology
<a href="#">PSYC 325</a>	Health Psychology
<a href="#">PSYC 330</a>	Thinking and Reasoning
<a href="#">PSYC 332</a>	Reconstructing the Past: The Psychology of Memory
<a href="#">PSYC 335</a>	Feelings and Emotions
<a href="#">PSYC 340</a>	Conservation Psychology
<a href="#">PSYC 341</a>	Psychology of Religion and Spirituality
<a href="#">PSYC 342</a>	History of Psychology: Conceptions of Imagination
<a href="#">PSYC 343</a>	Psychology of Anomalous Experiences
<a href="#">PSYC 415</a>	Psychology and the Internet
<a href="#">PSYC 422</a>	Approaches to Treatment and Psychotherapy
<a href="#">PSYC 440</a>	Contemporary Topics in Psychology
<a href="#">PSYC 450</a>	Psychology of Genocide
<a href="#">PSYC 490</a>	Directed Studies

## ASSOCIATE OF ARTS DEGREE - PSYCHOLOGY CONCENTRATION

The concentration of psychology within the Associate of Arts Degree provides students with fundamental knowledge and a critical understanding of the discipline of psychology. The program outlined is designed to stand alone as a two year associate degree or to facilitate transfer to four year institutions, such as Simon Fraser University, and completes the first two years of the four year degree program.



## Associate of Arts Degree - Psychology

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Please see Classification of Subjects for Associate Degrees in the University Calendar for clarification of Arts, Humanities, Social Science and Science electives.

English Requirement	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">ENGL</a> English 100-Level Credits	6.00	6.00

18 Credits at 100-Level (not English) no more than six credits in any one subject area	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">PSYC 100</a> Introduction to Psychology I	3.00	
<a href="#">PSYC 101</a> Introduction to Psychology II	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Humanities Electives (PHIL 101, 110 or 120 recommended)	6.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Humanities or Social Science Electives 100-Level Credits	6.00	18.00

Arts Courses 200-Level or higher - 2 subject areas	Course Credits	Required Credits
<i>Required:</i>		6.00
If PSYC 213 is used to fulfil the Mathematics or Statistics or Computer Science requirement, an additional 3 credits from another 200 level Psychology course is required.		
<a href="#">PSYC 212</a> Research Methods in Psychology	3.00	
<a href="#">PSYC 213</a> Statistical Methods in Psychology	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
If PSYC 225 is used to fulfil the Science course requirement, an additional 3 credits from another 200 level Psychology course is required.		
<a href="#">PSYC 225</a> Biopsychology of Behaviour	3.00	
<a href="#">PSYC 230</a> Cognitive Psychology	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PSYC 200</a> Social Psychology	3.00	
<a href="#">PSYC 204</a> Child Development	3.00	
<a href="#">PSYC 222</a> Abnormal Psychology	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PSYC 203</a> History of Psychology	3.00	
<a href="#">PSYC 220</a> Theories of Personality	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00

<b>Arts Courses 200-Level or higher - 2 subject areas</b>	<b>Course Credits</b>	<b>Required Credits</b>
200-Level Arts Elective (excluding Psychology) Credits	3.00	18.00
<b>Science Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
Laboratory Science Elective (Biology 104 recommended), minimum 2 hour lab, excludes Computing Science and Applied Science; Students should take BIOL 112 if they wish to take BIOL 113)	3.00	
Mathematics or Computer Science or Statistics Elective (If PSYC 213 used for this requirement must obtain additional 3 credits in another 200-level Psychology)	3.00	
Science Elective (Biology 113 recommended; or PSYC 225 - if used for this requirement, students must take an additional 3 credits 200 level Psychology course)	3.00	
Credits		9.00
<b>Electives 9 credits of assigned or unassigned university transferable credit</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits of electives:</i>		9.00
University Transferable Electives Credits	9.00	9.00
<b>Total Program Credits</b>		<b>60.00</b>

## FACULTY

L. GEORGE	BSc (U Toronto), MA, PhD (U of W. Ont)
A. GIRARDI	BA (uOttawa), MA (CarletonU), PhD (CarletonU)
D. LABOSSIÈRE	BA, MA, PhD (U of Manitoba)
L. MACKAY	BA, MA, PhD (SFU)
J. STANLEY	BA, MA, PhD (SFU)
H. TARRY	MA (Oxford), DPhil (Oxford)
S. WALTERS	BA (UBC), MA, PhD (SFU)
J. WATERS	BA, MA, PhD (SFU)

## CONTACT

Psychology Department  
Fir building, room 401

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [psych@capilanou.ca](mailto:psych@capilanou.ca)  
[www.capilanou.ca/psychology](http://www.capilanou.ca/psychology)

# Science

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## GENERAL INFORMATION

An understanding of the science involved in various activities in our lives enriches our appreciation of them. This upper-level SCI course, which assumes no previous science background, is directed to students pursuing Bachelors degrees in non-Science areas, and is suitable for meeting the Science requirements of these programs.

## ADMISSION REQUIREMENTS

### Admission Requirements for the Arts and Sciences Program

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## SCIENCE (SCI) COURSES

[SCI 410](#)          The Science of Sound and Light

## HOW TO APPLY

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## FACULTY

Selected faculty members from the School of Science, Technology, Engineering & Mathematics (STEM).

## CONTACT

School of STEM Fir building, room 471  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4955  
E-mail: [sciences@capilano.ca](mailto:sciences@capilano.ca)  
[www.capilano.ca/arts-sciences](http://www.capilano.ca/arts-sciences)

# Sociology

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## GENERAL INFORMATION

Courses in Sociology will help the student to understand personal and global events in a relevant and meaningful way, and to cope with an increasingly complex society. Sociology challenges many of our everyday assumptions about the world and emphasizes a critical approach towards our most important institutions. A major in Sociology can lead to work in many areas, including: teaching, social work, criminal justice, criminology, industrial sociology, communications, journalism and other media jobs, demography, urban planning, international development, and government research.

For more information, please see [www.capilano.ca/sociology](http://www.capilano.ca/sociology).

## UNIVERSITY TRANSFER CREDIT

All Sociology courses at Capilano transfer to SFU, UBC, UNBC and UVic. All 200 level courses will provide the SFU transfer student with assigned credit toward second-year courses. The UBC transfer student will be provided with unassigned credit towards a major.

Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## SOCIOLOGY (SOC) COURSES

<a href="#">SOC 100</a>	Social Structures
<a href="#">SOC 101</a>	Concepts and Theories of Society
<a href="#">SOC 200</a>	Canadian Society
<a href="#">SOC 201</a>	The Paradox of Plenty: Social Inequality in BC
<a href="#">SOC 210</a>	Current Social Issues
<a href="#">SOC 211</a>	Sociology of the Global South
<a href="#">SOC 222</a>	Sociology of the Arts
<a href="#">SOC 223</a>	Media and Society
<a href="#">SOC 300</a>	The Sociology of Consumer Culture
<a href="#">SOC 301</a>	Social Inequality
<a href="#">SOC 302</a>	Sociology of Climate Change
<a href="#">SOC 330</a>	Sociology of the City: Issues and Processes of Exclusion
<a href="#">SOC 351</a>	Modernism, Postmodernism, and Society
<a href="#">SOC 352</a>	Marxism and Social Theory

## FACULTY

S. ASHLEY	BA, MA, PhD (SFU)
G. COOK	BA (Hons) (UBC), MA (New School for Social Research), PhD (Toronto)

S. ENNS	BA, MA, PhD (UBC)
R. ISOLA	BA, MA (SFU)
L. WHITNEY	BA (Hons) (SFU), BEd (Toronto), MA (York)

## CONTACT

Sociology Department  
Fir building, room 401

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capilano.ca](mailto:socsci@capilano.ca)  
[www.capilano.ca/sociology](http://www.capilano.ca/sociology)

## Spanish

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### GENERAL INFORMATION

All courses in Spanish consist of two lectures with an instructor plus one hour of conversation practice, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes) each week.

SPAN 100 is for students with little or no knowledge of the Spanish language. Students with Spanish 11 credit should register in SPAN 101, and students with Spanish 12 credit should register in SPAN 200.

For beginning students, the sequence of courses is:

- [SPAN 100](#)
- [SPAN 101](#)
- [SPAN 200](#)
- [SPAN 201](#)

Native speakers of Spanish are not allowed to register in first year courses. If they wish to take a second year course, they must consult with a Spanish instructor prior to registration.

Students who are not sure of their language level should contact an instructor.

For more information, please see [www.capilano.ca/languages/Spanish/](http://www.capilano.ca/languages/Spanish/)

### TRANSFER CREDIT

All Spanish courses are transferable to post-secondary institutions in British Columbia. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

### ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## SPANISH (SPAN) COURSES

<a href="#">SPAN 100</a>	Beginning Spanish I
<a href="#">SPAN 101</a>	Beginning Spanish II
<a href="#">SPAN 200</a>	Intermediate Spanish I
<a href="#">SPAN 201</a>	Intermediate Spanish II
<a href="#">SPAN 300</a>	Advanced Spanish I

## FACULTY

E. PEREIRA	BA, MA (UBC)
J. ZAMORANO-MEZA	BSc (Mexico), MSc (Surrey), MA (Mexico), PhD (UBC)

## Instructional Associate

TBA	
K. MATTSON (on leave)	BA (Hons) (SFU), Licenciatura (Barcelona)

## CONTACT

Spanish Department  
Fir building, room 404

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capilanou.ca](mailto:humanities@capilanou.ca)  
[www.capilanou.ca/languages/Spanish/](http://www.capilanou.ca/languages/Spanish/)

## Women's & Gender Studies

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### GENERAL INFORMATION

The Women's & Gender Studies department consists of a variety of arts and sciences, university credit and credit-free courses. These interdisciplinary courses are taught from a feminist perspective in such areas as psychology, history, anthropology, religion, geography, health, law, politics, art history, sociology, cultural studies and literature.

In addition to the Women's & Gender Studies courses, there are career and arts and sciences courses in other disciplines of special interest to women.

For more information, please see [www.capilanou.ca/womens-studies](http://www.capilanou.ca/womens-studies)

### TRANSFER CREDIT

Students who wish to pursue further courses in Women's & Gender Studies are advised that UBC, SFU and UVic have further courses in this field of study. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR THE ARTS AND SCIENCES PROGRAM

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12, or English 12 First Peoples, and two academic Grade 12 courses. Please see the [Admission section](#) of this calendar for a complete list of courses.

## WOMEN'S AND GENDER STUDIES (WGST) COURSES

<a href="#">WGST 100</a>	Introduction to Women's Studies
<a href="#">WGST 111</a>	Introduction to Gender Studies
<a href="#">WGST 204</a>	Women Write
<a href="#">WGST 208</a>	Women and the Law
<a href="#">WGST 210</a>	The Psychology of Women and Gender
<a href="#">WGST 213</a>	Gender, Politics and Policy
<a href="#">WGST 215</a>	The Geography of Gender: Global Perspectives
<a href="#">WGST 220</a>	Women and the Past: A Historical Survey
<a href="#">WGST 222</a>	Cross-Cultural Perspectives on Gender
<a href="#">WGST 224</a>	Women and Health
<a href="#">WGST 226</a>	Women and Religion
<a href="#">WGST 230</a>	Women, Art and Gender
<a href="#">WGST 240</a>	Gender, Science and Technology
<a href="#">WGST 250</a>	Gender and Popular Culture
<a href="#">WGST 302</a>	Jobs and Gender in a Globalized Economy
<a href="#">WGST 360</a>	Contemporary Topics in Women's and Gender Studies

## FACULTY

M. BRACEWELL	BA (Hons) (Queen's), MA (UBC)
E. EL-HANANY	BA (Hebrew University of Jerusalem), MA, PhD (Indiana University)
D. GREYSON	BA (Hons) (Oberlin), MLIS (UBC), PhD (UBC)
S. JHANGIANI	BA, MA, PhD (UBC)
J. MIKITA	BA, MA (SFU)
S. SEEKINS	BA, MA (UBC)
A. WESTCOTT	BA (Alberta), MA (Queen's), PhD (Toronto)
L. WHITNEY	BA (Hons) (SFU), BEd (UofT), MA (York)

## CONTACT

Women's & Gender Studies Department  
Fir building, room 401

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capilano.ca](mailto:socsci@capilano.ca)  
[www.capilano.ca/womens-studies](http://www.capilano.ca/womens-studies)

# **Business & Professional Studies**

## **General Information**

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The world of business is constantly changing, often challenging and always demanding. People with solid business skills are called to every walk of life. They play an integral role, whether they run a small business or a multinational corporation, whether they work in an office of one or a company employing thousands around the globe.

Law offices, professional sports teams, humanitarian organizations and local government – they all need people with a business education. The skills and knowledge gained at Capilano can be applied to any organization or career, regardless of the path you choose.

Capilano offers a variety of employment-related programs. The programs offered are under constant review to make certain that students are taught the latest techniques and skills. Advisory committees, composed of employers, review and recommend content of all programs.

Admission is limited and applicants are considered on the criteria established for each program area. In general, Grade 12 graduation is required for students applying to two year diploma programs or degree programs, although others may be admitted on the basis of their experience and abilities. Due to the timely nature of these programs, requirements and profiles may change.

Contact the individual program areas for current information.

All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts and other written materials, and the instructor's spoken words, and must be able to write assignments in correct English. Students who are uncertain of their oral and written English should speak to the instructor or an advisor before registering for a course.

## **TRANSFER TO AND FROM OTHER INSTITUTIONS**

There is agreement among all public B.C. colleges to accept each other's credits upon transfer, if applicable, to a program given at the admitting college, and given suitable equivalency. Capilano University reserves the right to review individual course credits.

Transfer credits are granted to students for acceptable work done at other institutions. Students wishing transfer credit should present suitable documentation to the Registrar's office for consideration. Full information on transfer of specific courses is available from the Registrar's Office, the advisors, and in the program area.

## **GRADUATE EMPLOYMENT**

Employment opportunities for graduates are excellent; however, Capilano does not guarantee jobs for its graduates.

## **ADMISSION DATES**

Enrolment is limited due to space and equipment limitations. Consequently, those students who contemplate entrance are encouraged to apply early. Applicants may be required to have an interview with the Program Coordinator prior to admission.

Unsuccessful applicants should contact an advisor to determine an appropriate educational alternative.



## **PRACTICUMS**

For some practicums, students may be required to have a Criminal Records Check.

## **STUDENT COURSE AND WORK LOAD**

Full-time programs are designed so that successful completion is a full-time task. Students are advised not to undertake other activities that require large time commitments, including employment, while studying full-time.

## **DIPLOMA IN CAREER PROGRAMS**

To be eligible for a Career program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University;
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a diploma.

## **CERTIFICATE IN CAREER PROGRAMS**

To be eligible for a Career certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University.
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a certificate.

# **School of Business**

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## **GENERAL INFORMATION**

The School of Business at Capilano University stresses a balanced combination of classroom learning and hands-on business education. Our instructors bring practical, up-to-date business knowledge to the classroom, sharing the expertise that has made them successful in the business community. Class sizes are limited, which allows faculty to maintain direct contact with all their students.

In this section you will find information on the following programs:

- [Business Administration Diploma](#)
- [Business Administration-Advanced Diploma](#)
- [Bachelor of Business Administration \(BBA\) Degree](#)
- [International Management Graduate Diploma](#)
- [International Management Graduate Certificate](#)
- [North American and International Management Graduate Diploma](#)
- [North American Business Management Applied Post Baccalaureate Diploma](#)
- [North American Business Management Post Baccalaureate Diploma](#)
- [Evening Certificate Programs](#)
- [Retail Business Fundamentals Certificate](#)
- [Applied Business Programs](#)

We continually review and update our programs according to market needs so that our graduates have the skills employers demand. A review of our programs by our Advisory Board, graduates, students and faculty led us to accentuate our training in problem-solving, written and verbal business presentations, and team work. This gives our graduates an edge in today's highly competitive job market, and gives them the expertise to succeed in the workplace of the future. Our graduates proceed to occupations such as:

- Accountant
- Advertising Account Manager
- Entrepreneur
- Event Producer
- Financial Analyst
- Financial Planner
- Human Resources Manager
- Labour Relations Officer
- Lending Officer
- Operations Manager
- Production Manager
- Project Manager
- Promotion Manager
- Retail Specialist
- Research Coordinator
- Sales Representative/Sales Manager
- Store Manager/Owner
- Training & Development Officer

In the past, many of our graduates have developed careers with large corporations such as Kellogg's, Hershey's, Chevron, ICBC, BBDO Advertising, The Future Shop, Labatt Breweries, Brights Wines, BC Ferries, and BC Hydro. The entrepreneurial skills gained in the program have also led many graduates to administrative jobs in small and medium sized businesses such as Minerva Technologies, Seanix Technology Inc., Western System Controls, and Sierra Consulting.

For more information, please see [www.capilanou.ca/business](http://www.capilanou.ca/business)

## **School of Business Start Dates**

A student can commence studies in the School of Business in the fall (September), spring (January), or summer (May) terms. Most students complete the 60-credit Business Administration diploma program in two years.

## **Mature Student Status**

Applicants who are 20 years of age or older and lack the minimum program admission requirements may apply as mature students. Written requests for admission as a mature student will be considered by the Admissions Office in consultation with an academic advisor or program coordinator. Applicants should provide written details of other qualifications or experiences and an academic transcript of education completed. An interview may be required with an academic advisor or with a program coordinator for other programs.

Mature students with significant business experience may have the option of completing the Business Administration diploma in less than two years. This can be achieved by combining an increased term course

load, by attending school for consecutive terms, or by acquiring credits through the Prior Learning Assessment (PLA) process. PLA Information can be found in the Admission and Readmission section of the University Calendar. A student wishing to complete their diploma in less than two years must consult a business administration faculty advisor for assistance with their program plan.

## **Articulation Agreements**

### **Secondary Schools**

Formalized agreements have been articulated with the Burnaby, Coquitlam, Vancouver, North Vancouver, West Vancouver, and Sunshine Coast school districts whereby:

Students attaining a B or better in Accounting 11 and Financial Accounting 12 can apply for dual credit for Capilano's BFIN 141 Accounting. Application forms are held by high school counsellors and require high school instructor signatures.

### **University**

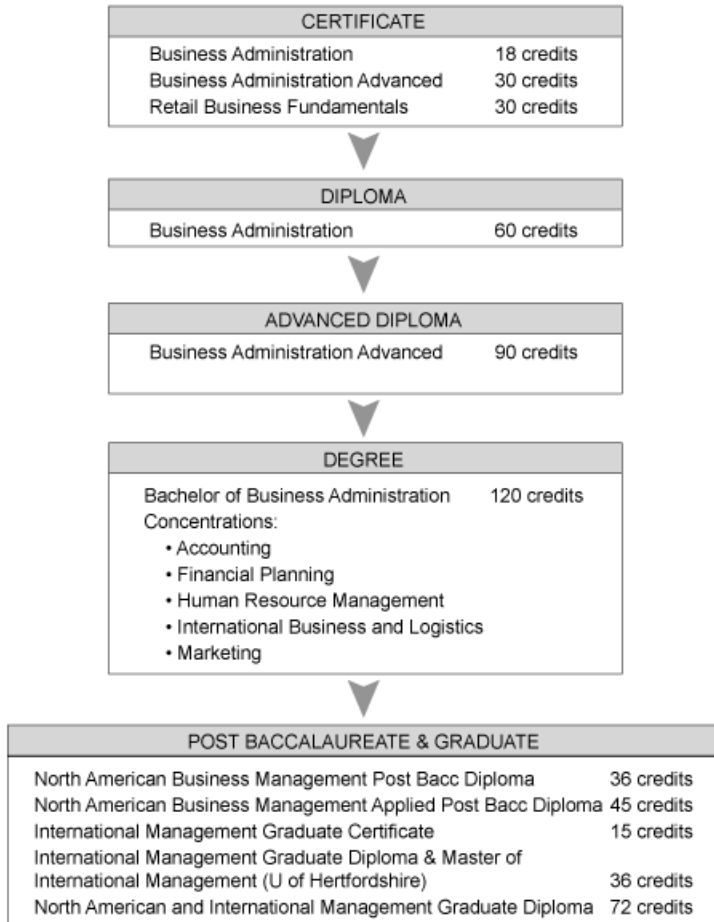
A block transfer agreement of 60 credits exists for students who have completed the Business Administration diploma program, with the following universities: University of Northern British Columbia and Thompson Rivers University - Open Learning. Contact the School of Business for further information.

## **Program Flexibility**

Whether you choose part-time or full-time studies in the School of Business, you will be able to accumulate credits toward a certificate, diploma, or degree. We have designed our programs to suit your needs as well as the needs of employers. The flexibility of our programs allows you to start with Capilano University, build your own educational package today, and continue to learn with us in the future. This "laddering" concept proves your education can be adapted to fit your changing environment and that of industry.

The School of Business at Capilano University offers a variety of programs, from a Bachelor of Business Administration (BBA) degree, Advanced Business or Business Administration diplomas, to numerous certificates. Many courses are transferable from one credential to another, making it easier for students to advance to higher levels.

## School of Business Offerings



## Transferability

Students who have already completed degrees or taken other college or university courses may apply to have those credits transferred towards the Capilano University School of Business. To ensure a smooth transition, please provide the Registrar's Office with transcripts and course outlines when you apply. A student must complete at least:

- 50% of the School of Business requirements at Capilano University to receive a Capilano University business diploma or certificate
- 25% of the School of Business requirements at Capilano University to receive a Capilano University business degree

To receive a Business degree from Capilano University, student transferring more than 60 credits from another institution must complete 30 credits of course work at Capilano, including BADM 460, BADM 470, two 400 - level Business electives and six upper level Business electives or core courses. A minimum of 45 credits at the 300 or 400 level are required.

## Prior Learning Assessment (PLA)

The School of Business is committed to the recognition of prior learning. Prior Learning Assessment (PLA) recognizes demonstrated learning for credits which have been acquired through life or work experiences. You can obtain PLA credits for selected courses. For further information contact the Capilano University School of Business. There is a fee for PLA assessment equal to the regular course costs.

## Study Abroad Programs

The School of Business has developed exchange programs with several universities and colleges around the world, which allows business students the opportunity to take part in a unique educational and cultural experience. When you embark on a study abroad adventure, you will:

- Study at a university or college in a foreign country
- Pay Capilano University tuition fees
- Receive transfer credit for courses completed
- Establish lifelong friendships with people from different countries
- Encounter new education and cultural experiences
- Learn a new language
- Visit museums, galleries and historical sites
- Show future employers that you are open to new experiences and opportunities

## Professionalism at Capilano

Our graduates have achieved an excellent reputation based on professional performance and positive attitude. Our classes stress the importance of maintaining that reputation. As future leaders and business administrators, students must be prepared to model appropriate professional behaviour while engaged in University and University-related activities. This is the type of behaviour expected from a professional manager or leader.

## English Requirement

All Business Administration diploma students must complete the English 100 course, or equivalent, to graduate. To be eligible for English 100 you must have the appropriate prerequisite. See the EDT information in the Registration section in this Calendar. It is preferred that you take the English 100 course in the *first term* or prior to completing your first year as it is a general prerequisite for all second year level courses.

## Accounting/Finance Designations

Many of the courses offered in the Diploma and Degree programs are transferable to the Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA) professional programs. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for more information.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.

V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

Students should be prepared for extra costs other than textbooks in some courses. These may include calculators, computer software, specialized course-related kits, etc.

## **BUSINESS ADMINISTRATION DIPLOMA PROGRAM**

Graduates of the two-year Business Administration diploma program have the skills and knowledge required to be effective managers in a demanding and changing workplace. Our graduates have achieved an excellent reputation based on professional performance and a positive attitude.

Our instructors bring practical, up-to-date business knowledge to the classroom, sharing the expertise that has made them successful in the business community. Class sizes are limited, which allows faculty to maintain direct contact with all their students.

The first year of the diploma program provides a solid foundation in general business knowledge with courses in accounting/finance, communications, marketing, and organizational behaviour. The second year offers the opportunity to concentrate in a particular area. Six of the 10 second-year courses are electives: four business electives and two breadth electives. Use these electives to concentrate your studies, focus on career goals, or broaden your education.

Business electives must be courses offered by the School of Business at Capilano University (BADM, BCPT, BFIN, BMKT, or IBUS courses). You can use the business electives to commence concentration in any of these management areas:

- Accounting
- Financial Planning
- Human Resource Management
- International Business and Logistics
- Marketing

A full-time course load provides a minimum of 20 instructional hours weekly (typically, one course equals four instructional hours). We suggest that at least 40 hours weekly of outside studies and preparation time will be required.

For more information, please see [www.capilanou.ca/business/Business-Administration-Diploma](http://www.capilanou.ca/business/Business-Administration-Diploma)

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English 12 (C+) or English 12 First Peoples (C+) or EDT=ENGL 100 or LPI essay score=24, essay level=4, and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)

- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Credential

Business Administration Diploma (60 credits).

## Business Administration Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Students not planning to take Financial Accounting I (BFIN 142) may take Marketing (BMKT 161) in the first year, first term and Accounting (BFIN 141) in the first year, second term. Students planning to concentrate their studies in accounting must take Financial Accounting I (BFIN 142) during their second term of the first year in place of Business Law I (BADM 107). You will then take BADM 107 in the second year as a business elective. Students wishing to obtain multiple Advanced Diplomas should note that each Advanced Diploma requires 15 unique credits as well as including courses from a minimum of 2 subject areas in the upper level business electives. Breadth Electives are 100 level or higher undergraduate courses (minimum 3 credits each) from disciplines other than business.

First Year	Course	Credits	Required Credits
<i>Required:</i>			24.00
<a href="#">BADM 101</a>	Management	3.00	
<a href="#">BADM 102</a>	Quantitative Methods	3.00	
<a href="#">BADM 106</a>	Organizational Behaviour	3.00	
<a href="#">BFIN 141</a>	Accounting	3.00	
<a href="#">BMKT 161</a>	Marketing	3.00	
<a href="#">CMNS 220</a>	Advanced Business Writing and Editing	3.00	

First Year		Course Credits	Required Credits
<a href="#">ECON 111</a>	Principles of Microeconomic Theory	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BADM 107</a>	Business Law I	3.00	
<a href="#">BFIN 142</a>	Financial Accounting I	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BADM 107</a>	Business Law I	3.00	
<a href="#">BADM 202</a>	People Management	3.00	
<a href="#">BADM 206</a>	Directed Study I	3.00	
<a href="#">BADM 218</a>	Leadership in Teams	3.00	
<a href="#">BADM 268</a>	Entrepreneurship/Small Business Management	3.00	
<a href="#">BADM 270</a>	Business Administration Current Issues I	3.00	
<a href="#">BADM 274</a>	Business Administration Special Topics I	3.00	
<a href="#">BADM 301</a>	Operations Management	3.00	
<a href="#">BADM 302</a>	Human Resource Management	3.00	
<a href="#">BADM 303</a>	Industrial Relations	3.00	
<a href="#">BADM 305</a>	Leadership	3.00	
<a href="#">BADM 306</a>	Directed Study II	3.00	
<a href="#">BADM 307</a>	Advanced Business Law II	3.00	
<a href="#">BADM 310</a>	Quantitative Methods III	3.00	
<a href="#">BADM 318</a>	Project Management	3.00	
<a href="#">BADM 320</a>	Special Topics in Business Administration I	3.00	
<a href="#">BADM 321</a>	Special Topics in Business Administration II	3.00	
<a href="#">BADM 322</a>	Current Issues in Business Administration I	3.00	
<a href="#">BADM 323</a>	Current Issues in Business Administration II	3.00	
<a href="#">BADM 324</a>	Current Issues in Business Administration III	3.00	
<a href="#">BADM 325</a>	Special Topics in Business Administration III	3.00	
<a href="#">BADM 329</a>	Performance Management	3.00	
<a href="#">BADM 332</a>	Managing Not-for-Profit Organizations & Social Enterprises	3.00	
<a href="#">BADM 335</a>	Workplace Development	3.00	
<a href="#">BADM 382</a>	Case Analysis and Decision Making in Human Resources Management	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing - Website Development	3.00	
<a href="#">BCPT 223</a>	Advanced Excel with Visual Basic for Applications	3.00	
<a href="#">BCPT 225</a>	Managing Business Networks and Databases	3.00	
<a href="#">BCPT 305</a>	Management of Information Systems	3.00	
<a href="#">BCPT 325</a>	Business Technology Disaster Recovery and Planning	3.00	
<a href="#">BCPT 326</a>	Advanced Web Design	3.00	
<a href="#">BFIN 142</a>	Financial Accounting I	3.00	
<a href="#">BFIN 244</a>	Managerial Accounting	3.00	
<a href="#">BFIN 246</a>	Financial Accounting II	3.00	
<a href="#">BFIN 249</a>	Accounting Microcomputer Applications	3.00	



<b>First Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BFIN 286</a>	Personal Financial Planning	3.00	
<a href="#">BFIN 331</a>	Assurance & Auditing I	3.00	
<a href="#">BFIN 341</a>	Cost Accounting I	3.00	
<a href="#">BFIN 342</a>	Cost Accounting II	3.00	
<a href="#">BFIN 347</a>	Financial Accounting III	3.00	
<a href="#">BFIN 348</a>	Accounting Information Systems	3.00	
<a href="#">BFIN 350</a>	Advanced Financial Management	3.00	
<a href="#">BFIN 351</a>	Taxation	3.00	
<a href="#">BFIN 353</a>	International Finance	3.00	
<a href="#">BFIN 386</a>	Risk Management and Insurance	3.00	
<a href="#">BFIN 391</a>	Contemporary Issues in Finance and Investment	3.00	
<a href="#">BMKT 261</a>	Advertising	3.00	
<a href="#">BMKT 262</a>	Event Marketing	3.00	
<a href="#">BMKT 263</a>	Professional Selling Skills	3.00	
<a href="#">BMKT 315</a>	e-Business Analysis and Administration	3.00	
<a href="#">BMKT 316</a>	Branding and Innovation	3.00	
<a href="#">BMKT 317</a>	Introduction to Mobile App Marketing & Commercialization	3.00	
<a href="#">BMKT 360</a>	Marketing Research	3.00	
<a href="#">BMKT 364</a>	Consumer Behaviour	3.00	
<a href="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 367</a>	Promotion Strategy and Analysis	3.00	
<a href="#">BMKT 369</a>	Digital Marketing	3.00	
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">IBUS 256</a>	Introduction to Supply Chain Management and Sustainability	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 340</a>	International Trade and Law	3.00	
<a href="#">IBUS 356</a>	Global Distribution and Logistics	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 358</a>	Principles of Quality Management	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">RMCP 172</a>	Retail Technology/Store Management I	3.00	
<a href="#">RMCP 173</a>	Retail Finance/Store Management II	3.00	
<a href="#">RMCP 181</a>	Strategic Retail Buying	3.00	
FDSC Field School (in development)			
Credits			30.00
<b>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">BADM 201</a>	Business Information Systems	3.00	
<a href="#">BADM 204</a>	Introduction to Strategic Management	3.00	
<a href="#">BADM 210</a>	Business Statistics	3.00	

<b>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BFIN 241</a>	Finance for Managers	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<i>Choose 9.00 credits from the following list:</i>			9.00
<a href="#">BADM 107</a>	Business Law I	3.00	
<a href="#">BADM 202</a>	People Management	3.00	
<a href="#">BADM 206</a>	Directed Study I	3.00	
<a href="#">BADM 218</a>	Leadership in Teams	3.00	
<a href="#">BADM 268</a>	Entrepreneurship/Small Business Management	3.00	
<a href="#">BADM 270</a>	Business Administration Current Issues I	3.00	
<a href="#">BADM 274</a>	Business Administration Special Topics I	3.00	
<a href="#">BADM 301</a>	Operations Management	3.00	
<a href="#">BADM 302</a>	Human Resource Management	3.00	
<a href="#">BADM 303</a>	Industrial Relations	3.00	
<a href="#">BADM 305</a>	Leadership	3.00	
<a href="#">BADM 306</a>	Directed Study II	3.00	
<a href="#">BADM 307</a>	Advanced Business Law II	3.00	
<a href="#">BADM 310</a>	Quantitative Methods III	3.00	
<a href="#">BADM 318</a>	Project Management	3.00	
<a href="#">BADM 320</a>	Special Topics in Business Administration I	3.00	
<a href="#">BADM 321</a>	Special Topics in Business Administration II	3.00	
<a href="#">BADM 322</a>	Current Issues in Business Administration I	3.00	
<a href="#">BADM 323</a>	Current Issues in Business Administration II	3.00	
<a href="#">BADM 324</a>	Current Issues in Business Administration III	3.00	
<a href="#">BADM 325</a>	Special Topics in Business Administration III	3.00	
<a href="#">BADM 329</a>	Performance Management	3.00	
<a href="#">BADM 332</a>	Managing Not-for-Profit Organizations & Social Enterprises	3.00	
<a href="#">BADM 335</a>	Workplace Development	3.00	
<a href="#">BADM 382</a>	Case Analysis and Decision Making in Human Resources Management	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing - Website Development	3.00	
<a href="#">BCPT 223</a>	Advanced Excel with Visual Basic for Applications	3.00	
<a href="#">BCPT 225</a>	Managing Business Networks and Databases	3.00	
<a href="#">BCPT 305</a>	Management of Information Systems	3.00	
<a href="#">BCPT 325</a>	Business Technology Disaster Recovery and Planning	3.00	
<a href="#">BCPT 326</a>	Advanced Web Design	3.00	
<a href="#">BFIN 142</a>	Financial Accounting I	3.00	
<a href="#">BFIN 244</a>	Managerial Accounting	3.00	
<a href="#">BFIN 246</a>	Financial Accounting II	3.00	
<a href="#">BFIN 249</a>	Accounting Microcomputer Applications	3.00	
<a href="#">BFIN 286</a>	Personal Financial Planning	3.00	
<a href="#">BFIN 331</a>	Assurance & Auditing I	3.00	
<a href="#">BFIN 341</a>	Cost Accounting I	3.00	

<b>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BFIN 342</a>	Cost Accounting II	3.00	
<a href="#">BFIN 347</a>	Financial Accounting III	3.00	
<a href="#">BFIN 348</a>	Accounting Information Systems	3.00	
<a href="#">BFIN 350</a>	Advanced Financial Management	3.00	
<a href="#">BFIN 351</a>	Taxation	3.00	
<a href="#">BFIN 353</a>	International Finance	3.00	
<a href="#">BFIN 386</a>	Risk Management and Insurance	3.00	
<a href="#">BFIN 391</a>	Contemporary Issues in Finance and Investment	3.00	
<a href="#">BMKT 261</a>	Advertising	3.00	
<a href="#">BMKT 262</a>	Event Marketing	3.00	
<a href="#">BMKT 263</a>	Professional Selling Skills	3.00	
<a href="#">BMKT 315</a>	e-Business Analysis and Administration	3.00	
<a href="#">BMKT 316</a>	Branding and Innovation	3.00	
<a href="#">BMKT 317</a>	Introduction to Mobile App Marketing & Commercialization	3.00	
<a href="#">BMKT 360</a>	Marketing Research	3.00	
<a href="#">BMKT 364</a>	Consumer Behaviour	3.00	
<a href="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 367</a>	Promotion Strategy and Analysis	3.00	
<a href="#">BMKT 369</a>	Digital Marketing	3.00	
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">IBUS 256</a>	Introduction to Supply Chain Management and Sustainability	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 340</a>	International Trade and Law	3.00	
<a href="#">IBUS 356</a>	Global Distribution and Logistics	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 358</a>	Principles of Quality Management	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">RMCP 172</a>	Retail Technology/Store Management I	3.00	
<a href="#">RMCP 173</a>	Retail Finance/Store Management II	3.00	
<a href="#">RMCP 181</a>	Strategic Retail Buying	3.00	
FDSC Field School (in development)			
<i>Choose 6.00 credits of electives:</i>			6.00
Breadth Electives (100 level or higher) from the Approved Breadth Electives list		6.00	
Credits			30.00
<b>Approved Breadth Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
Eligible undergraduate courses (unless specific exclusions or inclusions are listed all courses of 3 credits or more in a subject area are eligible):			

**Approved Breadth Electives**

Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FDSC (in development), FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST

Faculty of Business & Professional Studies CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), FDSC (in development), LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)

Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), FDSC (in development), HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)

Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FDSC (in development), FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX

Faculty of Global & Community Studies FDSC (in development), HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)

Credits

0.00

**Total Program Credits**

**60.00**

## BUSINESS ADMINISTRATION-ADVANCED DIPLOMA PROGRAMS

Until November 30th, 2016, current students may declare their intention to complete an Advanced Diploma in their area of specialization in Accounting & Finance, Marketing, Strategic HR Management, International Business & Logistics or General Management. After which, students will declare their intended concentration.

The 90-credit Advanced diploma requires 30 credits in addition to a Business Administration diploma. The additional 30 credits coincide with the Year 3 requirements of the Bachelor of Business Administration Program and consist of three required courses, a choice of three core courses, a choice of three upper level business electives and one breadth elective.

### Admission Requirements

- Business Administration Diploma or equivalent
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Business Administration - International Business & Logistics Advanced Diploma

Successful completion of the Business Administration Diploma program (60 credits) including IBUS 256 Introduction to Supply Chain Management and Sustainability and 6 credits of a language other than English. If the Advanced Diploma is taken as part of the Bachelor of Business Administration program (120 credits), the courses may be completed in either year three or year four. During the Advanced Diploma program, courses taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306) may be substituted for an upper level business elective. Students wishing to obtain multiple Advanced Diplomas should note that each Advanced Diploma requires 15 unique credits as well as including courses from a minimum of 2 subject areas in the upper level business electives. Breadth Electives are 100 level or higher undergraduate courses (minimum 3 credits each) from disciplines other than business.

<b>Business Administration Diploma</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		60.00
Business Administration Diploma Credits	60.00	60.00
<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BADM 302</a> Human Resource Management	3.00	
<a href="#">ECON 112</a> Principles of Macroeconomic Theory	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BFIN 244</a> Managerial Accounting	3.00	
<a href="#">BFIN 341</a> Cost Accounting I	3.00	
Credits		9.00
<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">IBUS 321</a> International Business	3.00	
<a href="#">IBUS 340</a> International Trade and Law	3.00	

<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BADM 301</a> Operations Management	3.00	
<a href="#">BADM 305</a> Leadership	3.00	
<a href="#">BADM 310</a> Quantitative Methods III	3.00	
<a href="#">BADM 318</a> Project Management	3.00	
<a href="#">BFIN 342</a> Cost Accounting II	3.00	
<a href="#">BFIN 347</a> Financial Accounting III	3.00	
<a href="#">BMKT 315</a> e-Business Analysis and Administration	3.00	
<a href="#">BMKT 360</a> Marketing Research	3.00	
<a href="#">BMKT 364</a> Consumer Behaviour	3.00	
<a href="#">ECON 207</a> Managerial Economics	3.00	
Credits		9.00

<b>Upper Level Business Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">BFIN 353</a> International Finance	3.00	
<a href="#">IBUS 356</a> Global Distribution and Logistics	3.00	
<a href="#">IBUS 357</a> International Marketing	3.00	
<a href="#">IBUS 358</a> Principles of Quality Management	3.00	
Credits		9.00

<b>Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
Breadth Elective (100 level or higher) from the Approved Breadth Electives list	3.00	
Credits		3.00

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
Eligible undergraduate courses (unless specific exclusions or inclusions are listed all courses of 3 credits or more in a subject area are eligible):		
Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FDSC, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST		
Faculty of Business & Professional Studies CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), FDSC, LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)		
Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), FDSC,		

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109) Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FDSC, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX Faculty of Global & Community Studies FDSC, HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)		
Credits		0.00
<b>Total Program Credits</b>		<b>90.00</b>

## Business Administration - General Management Advanced Diploma

Successful completion of the Business Administration Diploma program (60 credits). If the Advanced Diploma is taken as part of the Bachelor of Business Administration program (120 credits), the courses may be completed in either year three or year four. During the Advanced Diploma program, courses taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306) may be substituted for an upper level business elective. Students wishing to obtain multiple Advanced Diplomas should note that each Advanced Diploma requires 15 unique credits as well as including courses from a minimum of 2 subject areas in the upper level business electives. Breadth Electives are 100 level or higher undergraduate courses (minimum 3 credits each) from disciplines other than business.

<b>Business Administration Diploma</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		60.00
<a href="#">BADM</a> Business Administration Diploma	60.00	
Credits		60.00
<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BADM 302</a> Human Resource Management	3.00	
<a href="#">ECON 112</a> Principles of Macroeconomic Theory	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BFIN 244</a> Managerial Accounting	3.00	
<a href="#">BFIN 341</a> Cost Accounting I	3.00	
Credits		9.00
<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">BADM 301</a> Operations Management	3.00	
<a href="#">BADM 305</a> Leadership	3.00	

<b>Core Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 310</a>	Quantitative Methods III	3.00	
<a href="#">BADM 318</a>	Project Management	3.00	
<a href="#">BFIN 342</a>	Cost Accounting II	3.00	
<a href="#">BFIN 347</a>	Financial Accounting III	3.00	
<a href="#">BMKT 315</a>	e-Business Analysis and Administration	3.00	
<a href="#">BMKT 360</a>	Marketing Research	3.00	
<a href="#">BMKT 364</a>	Consumer Behaviour	3.00	
<a href="#">ECON 207</a>	Managerial Economics	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 340</a>	International Trade and Law	3.00	
Credits			9.00

<b>Upper Level Business Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>			9.00

<a href="#">BADM 301</a>	Operations Management	3.00
<a href="#">BADM 303</a>	Industrial Relations	3.00
<a href="#">BADM 305</a>	Leadership	3.00
<a href="#">BADM 306</a>	Directed Study II	3.00
<a href="#">BADM 307</a>	Advanced Business Law II	3.00
<a href="#">BADM 310</a>	Quantitative Methods III	3.00
<a href="#">BADM 318</a>	Project Management	3.00
<a href="#">BADM 320</a>	Special Topics in Business Administration I	3.00
<a href="#">BADM 321</a>	Special Topics in Business Administration II	3.00
<a href="#">BADM 322</a>	Current Issues in Business Administration I	3.00
<a href="#">BADM 323</a>	Current Issues in Business Administration II	3.00
<a href="#">BADM 324</a>	Current Issues in Business Administration III	3.00
<a href="#">BADM 325</a>	Special Topics in Business Administration III	3.00
<a href="#">BADM 329</a>	Performance Management	3.00
<a href="#">BADM 332</a>	Managing Not-for-Profit Organizations & Social Enterprises	3.00
<a href="#">BADM 335</a>	Workplace Development	3.00
<a href="#">BADM 382</a>	Case Analysis and Decision Making in Human Resources Management	3.00
<a href="#">BADM 465</a>	Management Decision Making	3.00
<a href="#">BADM 466</a>	Managing Change	3.00
<a href="#">BADM 475</a>	Negotiation Skills	3.00
<a href="#">BCPT 305</a>	Management of Information Systems	3.00
<a href="#">BCPT 326</a>	Advanced Web Design	3.00
<a href="#">BFIN 244</a>	Managerial Accounting	3.00
<a href="#">BFIN 331</a>	Assurance & Auditing I	3.00
<a href="#">BFIN 341</a>	Cost Accounting I	3.00
<a href="#">BFIN 342</a>	Cost Accounting II	3.00
<a href="#">BFIN 347</a>	Financial Accounting III	3.00
<a href="#">BFIN 350</a>	Advanced Financial Management	3.00



<b>Upper Level Business Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BFIN 351</a>	Taxation	3.00	
<a href="#">BFIN 353</a>	International Finance	3.00	
<a href="#">BFIN 386</a>	Risk Management and Insurance	3.00	
<a href="#">BFIN 391</a>	Contemporary Issues in Finance and Investment	3.00	
<a href="#">BFIN 411</a>	Advanced Financial Accounting	3.00	
<a href="#">BFIN 431</a>	Advanced Management Accounting	3.00	
<a href="#">BMKT 315</a>	e-Business Analysis and Administration	3.00	
<a href="#">BMKT 316</a>	Branding and Innovation	3.00	
<a href="#">BMKT 317</a>	Introduction to Mobile App Marketing & Commercialization	3.00	
<a href="#">BMKT 360</a>	Marketing Research	3.00	
<a href="#">BMKT 364</a>	Consumer Behaviour	3.00	
<a href="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 367</a>	Promotion Strategy and Analysis	3.00	
<a href="#">BMKT 369</a>	Digital Marketing	3.00	
<a href="#">BMKT 401</a>	Applied Marketing Methods	3.00	
<a href="#">BMKT 405</a>	Marketing Projects in Industry	3.00	
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">FDSC</a>	Field School	0.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 340</a>	International Trade and Law	3.00	
<a href="#">IBUS 356</a>	Global Distribution and Logistics	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 358</a>	Principles of Quality Management	3.00	
<a href="#">IBUS 434</a>	Advanced Topics in Cross-Cultural Business	3.00	
<a href="#">IBUS 440</a>	Advanced Topics in International Business	3.00	
<a href="#">SABA 300</a>	Study Abroad Business Administration I	0.00	
<a href="#">SABA 301</a>	Study Abroad Business Administration II	0.00	
<a href="#">SABA 302</a>	Study Abroad Business Administration III	0.00	
<a href="#">SABA 303</a>	Study Abroad Business Administration IV	0.00	
<a href="#">SABA 304</a>	Study Abroad Business Administration V	0.00	
<a href="#">SABA 305</a>	Study Abroad Business Administration VI	0.00	
<a href="#">SABA 306</a>	Study Abroad Business Administration VII	0.00	
<a href="#">SABA 307</a>	Study Abroad Business Administration VIII	0.00	
<a href="#">SABA 308</a>	Study Abroad Business Administration IX	0.00	
<a href="#">SABA 309</a>	Study Abroad Business Administration X	0.00	
Credits			9.00
<b>Breadth Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
Breadth Elective (100 level or higher) from the Approved Breadth Electives list		3.00	
Credits			3.00

**Approved Breadth Electives**

**Course Credits**      **Required Credits**

*Choose from the following list:*

0.00

Eligible undergraduate courses (unless specific exclusions or inclusions are listed all courses of 3 credits or more in a subject area are eligible):

Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FDSC, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST

Faculty of Business & Professional Studies CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), FDSC, LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)

Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), FDSC, HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)

Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FDSC, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX

Faculty of Global & Community Studies FDSC, HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)

Credits

0.00

**Total Program Credits**

**90.00**

**Business Administration - Accounting & Finance Advanced Diploma**

Successful completion of the Business Administration Diploma program (60 credits) including the following business electives: BFIN 142 Financial Accounting I, BFIN 246 Financial Accounting II. If the Advanced Diploma is taken as part of the Bachelor of Business Administration program (120 credits), the courses may be completed in either year three or year four. During the Advanced Diploma program, courses taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306) may be substituted for an upper level business elective. Students wishing to obtain multiple Advanced Diplomas should note that each Advanced Diploma requires 15 unique credits as well as including courses from a minimum of 2 subject areas in the upper level business electives. Breadth Electives are 100 level or higher undergraduate courses (minimum 3 credits each) from disciplines other than business.

**Business Administration Diploma**

**Course Credits**      **Required Credits**

*Required:*

60.00

[BADM](#)      Business Administration Diploma

60.00

Credits

60.00

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">BADM 302</a> Human Resource Management	3.00	
<a href="#">BFIN 341</a> Cost Accounting I	3.00	
<a href="#">ECON 112</a> Principles of Macroeconomic Theory	3.00	
Credits		9.00

<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BFIN 342</a> Cost Accounting II	3.00	
<a href="#">BFIN 347</a> Financial Accounting III	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BADM 301</a> Operations Management	3.00	
<a href="#">BADM 310</a> Quantitative Methods III	3.00	
Credits		9.00

<b>Upper Level Business Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">BFIN 331</a> Assurance & Auditing I	3.00	
<a href="#">BFIN 350</a> Advanced Financial Management	3.00	
<a href="#">BFIN 351</a> Taxation	3.00	
<a href="#">BFIN 353</a> International Finance	3.00	
<a href="#">BFIN 386</a> Risk Management and Insurance	3.00	
Credits		9.00

<b>Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
Breadth Elective (100 level or higher) from the Approved Breadth Electives list	3.00	
Credits		3.00

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00

Eligible undergraduate courses (unless specific exclusions or inclusions are listed all courses of 3 credits or more in a subject area are eligible):

Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FDSC, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST

Faculty of Business & Professional Studies CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), FDSC, LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), FDSC, HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)		
Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FDSC, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX		
Faculty of Global & Community Studies FDSC, HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)		
Credits		0.00
<b>Total Program Credits</b>		<b>90.00</b>

## Business Administration - Marketing Advanced Diploma

Successful completion of the Business Administration Diploma program (60 credits) including two of the following business electives: BMKT 261 Advertising, BMKT 262 Event Marketing, BMKT 263 Professional Selling Skills. If the Advanced Diploma is taken as part of the Bachelor of Business Administration program (120 credits), the courses may be completed in either year three or year four. During the Advanced Diploma program, courses taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306) may be substituted for an upper business elective. Students wishing to obtain multiple Advanced Diplomas should note that each Advanced Diploma requires 15 unique credits as well as including courses from a minimum of 2 subject areas in the upper level business electives. Breadth Electives are 100 level or higher undergraduate courses (minimum 3 credits each) from disciplines other than business.

<b>Business Administration Diploma</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			60.00
<a href="#">BADM</a>	Business Administration Diploma	60.00	
Credits			60.00
<b>Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">BADM 302</a>	Human Resource Management	3.00	
<a href="#">ECON 112</a>	Principles of Macroeconomic Theory	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BFIN 244</a>	Managerial Accounting	3.00	
<a href="#">BFIN 341</a>	Cost Accounting I	3.00	
Credits			9.00

<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BMKT 360</a> Marketing Research	3.00	
<a href="#">BMKT 364</a> Consumer Behaviour	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BADM 318</a> Project Management	3.00	
<a href="#">BMKT 315</a> e-Business Analysis and Administration	3.00	
<a href="#">IBUS 321</a> International Business	3.00	
Credits		9.00

<b>Upper Level Business Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">BMKT 316</a> Branding and Innovation	3.00	
<a href="#">BMKT 365</a> Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a> Professional Sales and Management	3.00	
<a href="#">BMKT 367</a> Promotion Strategy and Analysis	3.00	
<a href="#">BMKT 369</a> Digital Marketing	3.00	
<a href="#">IBUS 357</a> International Marketing	3.00	
Credits		9.00

<b>Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
Breadth Elective (100 level or higher) from the Approved Breadth Electives list	3.00	
Credits		3.00

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
Eligible undergraduate courses (unless specific exclusions or inclusions are listed all courses of 3 credits or more in a subject area are eligible):		
Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FDSC, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST		
Faculty of Business & Professional Studies CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), FDSC, LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)		
Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), FDSC, HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)		

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FDSC, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX		
Faculty of Global & Community Studies FDSC, HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)		
Credits		0.00
<b>Total Program Credits</b>		<b>90.00</b>

## Business Administration - Strategic Human Resources Management Advanced Diploma

Successful completion of the Business Administration Diploma program (60 credits) including two of the following business electives: BADM 202 People Management, BADM 218 Leadership in Teams, BMKT 263 Professional Selling Skills. If the Advanced Diploma is taken as part of the Bachelor of Business Administration program (120 credits), the courses may be completed in either year three or year four. During the Advanced Diploma program, courses taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306) may be substituted for an upper level business elective. Students wishing to obtain multiple Advanced Diplomas should note that each Advanced Diploma requires 15 unique credits as well as including courses from a minimum of 2 subject areas in the upper level business electives. Breadth Electives are 100 level or higher undergraduate courses (minimum 3 credits each) from disciplines other than business.

<b>Business Administration Diploma</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		60.00
<a href="#">BADM</a> Business Administration Diploma	60.00	
Credits		60.00
<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BADM 302</a> Human Resource Management	3.00	
<a href="#">ECON 112</a> Principles of Macroeconomic Theory	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BFIN 244</a> Managerial Accounting	3.00	
<a href="#">BFIN 341</a> Cost Accounting I	3.00	
Credits		9.00
<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">BADM 305</a> Leadership	3.00	
<a href="#">BADM 318</a> Project Management	3.00	

<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IBUS 321</a> International Business Credits	3.00	9.00

<b>Upper Level Business Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00

<a href="#">BADM 303</a> Industrial Relations	3.00	
<a href="#">BADM 307</a> Advanced Business Law II	3.00	
<a href="#">BADM 329</a> Performance Management	3.00	
<a href="#">BADM 335</a> Workplace Development	3.00	
<a href="#">BADM 382</a> Case Analysis and Decision Making in Human Resources Management	3.00	
<a href="#">BMKT 366</a> Professional Sales and Management Credits	3.00	9.00

<b>Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
Breadth Elective (100 level or higher) from the Approved Breadth Electives list	3.00	
Credits		3.00

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00

Eligible undergraduate courses (unless specific exclusions or inclusions are listed all courses of 3 credits or more in a subject area are eligible):

Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FDSC, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST

Faculty of Business & Professional Studies CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), FDSC, LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)

Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), FDSC, HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)

Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FDSC, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX

Faculty of Global & Community Studies FDSC, HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR



<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
(only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)		
Credits		0.00
<b>Total Program Credits</b>		<b>90.00</b>

## **Contact**

For general information or to have information mailed to you on the Advanced Diploma programs, please contact the School of Business reception at 604.984.4960.

### **Advanced Diploma Accounting Program**

Sue Hogan, Accounting/Finance Convenor  
School of Business  
Cedar building, room 316

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 2215  
Fax: 604.984.1734  
E-mail: [shogan@capilanou.ca](mailto:shogan@capilanou.ca)

### **Advanced Diploma International Business Studies Program**

Anne Watson, International Business Convenor  
School of Business  
Cedar building, CE368

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 2341  
E-mail: [awatson@capilanou.ca](mailto:awatson@capilanou.ca)

### **Advanced Diploma General Management Program and Strategic HR Management Program**

Carolyn Stern, General Management and Strategic HR Management Convenor  
School of Business  
Cedar building, room 333a

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 2360  
Fax: 604.984.1734  
E-mail: [cstern@capilanou.ca](mailto:cstern@capilanou.ca)



## **Advanced Diploma Marketing Program**

Richard Hill, Marketing Convenor  
The School of Business  
Cedar building, room 369  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 3470  
Fax: 604.984.1734  
E-mail: [rhill2@capilano.ca](mailto:rhill2@capilano.ca)

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE PROGRAM**

Capilano University Business diploma graduates have the option of pursuing the Bachelor of Business Administration degree.

For more information, please see [www.capilano.ca/business/Bachelor-of-Business-Administration](http://www.capilano.ca/business/Bachelor-of-Business-Administration)

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English 12 (C+) or English 12 First Peoples (C+) or EDT=ENGL 100 or LPI essay score=24, essay level=4, and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Business Administration Degree

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Students planning to concentrate their studies in accounting should take Financial Accounting I (BFIN 142) during their second term of the first year in place of Business Law I (BADM 107). You must then take BADM 107 in the second year as a business elective.

Students transferring more than 60 credits from another institution must complete the following courses at Capilano University: BADM 460 and 470, two 400 level core business electives and six upper level business electives (300 and 400 level) and/or 300 level core courses. A minimum of 45 credits at the 300 or 400 level are required. Breadth Electives are 100 level or higher undergraduate courses (minimum 3 credits each) from disciplines other than business.

Students may obtain a concentration by completing 15.00 upper-level credits in one of the following areas. Students wishing to obtain multiple concentrations should note that each concentration requires 15.00 unique upper level credits from those listed below.

- Accounting Concentration: BFIN 342 and 347; one of BFIN 331, BFIN 350 or BFIN 351; two of BFIN 411, BFIN 412 or BFIN 431

- Financial Planning Concentration: BFIN 351 and BFIN 368; one of BFIN 350 or BFIN 353; BFIN 441 and BFIN 486

- Human Resource Management Concentration: BADM 305 and BADM 318; one of BADM 303, BADM 307, BADM 329, BADM 335 or BADM 382; two of BADM 465, BADM 466 or BADM 475

- International Business and Logistics Concentration: IBUS 321 and IBUS 340; one of IBUS 341, IBUS 356, IBUS 357, IBUS 358 or BFIN 353; two of IBUS 405, IBUS 434 or IBUS 440

- Marketing Concentration: BMKT 360 and BMKT 364; one of BMKT 316, BMKT 365, BMKT 366, BMKT 367, BMKT 369, IBUS 357; two of BMKT 401, BMKT 405 or BMKT 408

First Year	Course	Credits	Required Credits
<i>Required:</i>			24.00
<a href="#">BADM 101</a>	Management	3.00	
<a href="#">BADM 102</a>	Quantitative Methods	3.00	
<a href="#">BADM 106</a>	Organizational Behaviour	3.00	
<a href="#">BFIN 141</a>	Accounting	3.00	
<a href="#">BMKT 161</a>	Marketing	3.00	
<a href="#">CMNS 220</a>	Advanced Business Writing and Editing	3.00	
<a href="#">ECON 111</a>	Principles of Microeconomic Theory	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BADM 107</a>	Business Law I	3.00	
<a href="#">BFIN 142</a>	Financial Accounting I	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00

<b>First Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
Business Elective - A course at the 100, 200 or 300 level from the prefixes below, or ECON 210, or RMCP 172 & 173, or RMCP 181.		
<a href="#">BADM</a> Business Administration		
<a href="#">BCPT</a> Business Computing		
<a href="#">BFIN</a> Business Finance		
<a href="#">BMKT</a> Business Marketing		
<a href="#">ECON 210</a> Money and Banking	3.00	
<a href="#">IBUS</a> International Business		
<a href="#">RMCP</a> RMCP 172 &173		
<a href="#">RMCP 181</a> Strategic Retail Buying	3.00	
Credits		30.00

<b>Second Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">BADM 201</a> Business Information Systems	3.00	
<a href="#">BADM 204</a> Introduction to Strategic Management	3.00	
<a href="#">BADM 210</a> Business Statistics	3.00	
<a href="#">BFIN 241</a> Finance for Managers	3.00	
<a href="#">IBUS 255</a> Cross-Cultural Business	3.00	

<i>Choose 9.00 credits of electives:</i>		9.00
Business Elective - A course at the 100, 200 or 300 level from the prefixes below, or ECON 210, or RMCP 172 & 173, or RMCP 181.		
<a href="#">BADM</a> Business Administration		
<a href="#">BCPT</a> Business Computing		
<a href="#">BFIN</a> Business Finance		
<a href="#">BMKT</a> Business Marketing		
<a href="#">ECON 210</a> Money and Banking	3.00	
<a href="#">IBUS</a> International Business		
<a href="#">RMCP</a> RMCP 172 &173		
<a href="#">RMCP 181</a> Strategic Retail Buying	3.00	
<i>Choose 6.00 credits of electives:</i>		6.00
Breadth Electives (100 level or higher) from the Approved Breadth Electives list	6.00	
Credits		30.00

<b>Third Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BADM 302</a> Human Resource Management	3.00	
<a href="#">ECON 112</a> Principles of Macroeconomic Theory	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BFIN 244</a> Managerial Accounting	3.00	
<a href="#">BFIN 341</a> Cost Accounting I	3.00	

<b>Third Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
Core Courses:		
<a href="#">BADM 301</a> Operations Management	3.00	
<a href="#">BADM 305</a> Leadership	3.00	
<a href="#">BADM 310</a> Quantitative Methods III	3.00	
<a href="#">BADM 318</a> Project Management	3.00	
<a href="#">BFIN 342</a> Cost Accounting II	3.00	
<a href="#">BFIN 347</a> Financial Accounting III	3.00	
<a href="#">BMKT 315</a> e-Business Analysis and Administration	3.00	
<a href="#">BMKT 360</a> Marketing Research	3.00	
<a href="#">BMKT 364</a> Consumer Behaviour	3.00	
<a href="#">ECON 207</a> Managerial Economics	3.00	
<a href="#">IBUS 321</a> International Business	3.00	
<a href="#">IBUS 340</a> International Trade and Law	3.00	
<i>Choose 9.00 credits of electives:</i>		9.00
Business Elective - Courses at the 300 or 400 level from the prefixes below or ECON 210.		
<a href="#">BADM</a> Business Administration		
<a href="#">BCPT</a> Business Computing		
<a href="#">BFIN</a> Business Finance		
<a href="#">BMKT</a> Business Marketing		
<a href="#">ECON 210</a> Money and Banking	3.00	
<a href="#">IBUS</a> International Business		
<a href="#">SABA</a> Study Abroad - Business Admin		
<i>Choose 3.00 credits of electives:</i>		3.00
Breadth Elective (100 level or higher) from the Approved Breadth Electives list	3.00	
Credits		30.00

<b>Fourth Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BADM 460</a> Business and Society	3.00	
<a href="#">BADM 470</a> Business Policy and Strategy	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Core Courses:		
<a href="#">BADM 465</a> Management Decision Making	3.00	
<a href="#">BADM 466</a> Managing Change	3.00	
<a href="#">BADM 475</a> Negotiation Skills	3.00	
<a href="#">BFIN 411</a> Advanced Financial Accounting	3.00	
<a href="#">BFIN 412</a> Assurance & Auditing II	3.00	
<a href="#">BFIN 431</a> Advanced Management Accounting	3.00	
<a href="#">BFIN 441</a> Investment Strategies	3.00	
<a href="#">BFIN 486</a> Retirement and Estate Planning	3.00	
<a href="#">BMKT 401</a> Applied Marketing Methods	3.00	

Fourth Year		Course Credits	Required Credits
<a href="#">BMKT 405</a>	Marketing Projects in Industry	3.00	
<a href="#">BMKT 408</a>	Product Development	3.00	
<a href="#">IBUS 405</a>	Applied Projects in Supply Chain and Logistics	3.00	
<a href="#">IBUS 434</a>	Advanced Topics in Cross-Cultural Business	3.00	
<a href="#">IBUS 440</a>	Advanced Topics in International Business	3.00	

Choose 9.00 credits of electives: 9.00

Business Elective - Courses at the 300 or 400 level from the prefixes below or ECON 210.

<a href="#">BADM</a>	Business Administration	
<a href="#">BCPT</a>	Business Computing	
<a href="#">BFIN</a>	Business Finance	
<a href="#">BMKT</a>	Business Marketing	
<a href="#">ECON 210</a>	Money and Banking	3.00
<a href="#">IBUS</a>	International Business	
<a href="#">SABA</a>	Study Abroad - Business Admin	

Choose 3.00 credits of electives: 3.00

Breadth Elective (100 level or higher) from the Approved Breadth Electives list 3.00

Choose 6.00 credits of electives: 6.00

Breadth Electives (300 level or higher) from the Approved Breadth Electives list 6.00

Credits 30.00

Approved Breadth Electives	Course Credits	Required Credits
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Choose from the following list: 0.00

Eligible undergraduate courses (unless specific exclusions or inclusions are listed all courses of 3 credits or more in a subject area are eligible):

Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST

Faculty of Business & Professional Studies CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)

Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), FDSC, HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)

Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX

<b>Approved Breadth Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
Faculty of Global & Community Studies HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)		
Credits		0.00
<b>Total Program Credits</b>		<b>120.00</b>

## **INTERNATIONAL MANAGEMENT GRADUATE DIPLOMA PROGRAM AND MASTERS OF INTERNATIONAL MANAGEMENT (UNIVERSITY OF HERTFORDSHIRE)**

### **General Information**

Today, over 35% of Canada's jobs relate to international trade. In the future, the continued globalization of trade will have a significant impact on Canada's role on the world stage. These factors make an international business education very valuable in the business world. This program offers undergraduate business students an opportunity to specialize in the area of international business management.

The program aim is to provide a range of subject matter and learning experiences that both meet the needs of a diverse student group and offer opportunities for multicultural interaction. The program is a contemporary, critical, integrated and applied program of study offered at a graduate level.

During this one year program students expand their international learning experience and complete 6 months of the program abroad at [Hertfordshire University](http://www.hertfordshire.ac.uk) in England. There students benefit from an international study abroad experience as well as learn from international faculty. This provides an excellent opportunity to create lifelong connections with students from around the world. During the final summer term students complete their final integrated international business plan or research report.

The structure of the program is designed such that students can consolidate their understanding of a wide range of business-related disciplines, and of the relationships between functions within organizations, while building up specialist knowledge of the distinctive challenges of communicating, operating and marketing effectively across international borders.

A wide range of skills are developed during the program including international business strategy, international finance, global e-business, working with multicultural teams, and developing an awareness of differences in the cultural, socio-economic and political context of business operations. Students develop the ability to critically analyse complex international business problems and generate and evaluate options leading to effective solutions.

### **Admission Requirements**

- Completion of a Bachelor of Business Administration at Capilano University with a cumulative GPA (CGPA) of 3.0 or higher; or completion of a NA Business Post Baccalaureate Diploma at Capilano University with a CGPA of 3.0 or higher; or completion of a 4 year undergraduate business degree, economics degree or equivalent from a recognized institution with a CGPA of 3.0 or higher; or a degree equivalent professional qualification with a CGPA of 3.0 or higher approved by the Programme Chair.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6,

or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

- For non-Capilano University graduates, a personal interview will be conducted before acceptance into the program if the student is residing in Canada. A phone or Skype interview will be conducted if the student is living abroad.
- 2 page letter of intent; Recommended: Resume or experience summary.

## Admission/Application Notes

The English Language proficiency requirements will be considered met for students who have completed the North American Business Management Post Baccalaureate Diploma at Capilano University.

## Who should apply?

This program is designed for students with a business undergraduate degree, or a degree that is closely related to a business degree. If you wish to pursue a career in companies where international activities play an important role, this one year program will provide you with an opportunity to gain valuable high level business skills that are beneficial to an international career in any industry or sector. Unlike many MBA programs, this program is open to students who have little or no work experience.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Application Deadlines/Admission Dates

Enrolment is limited. Applications to the program should be completed by the end of April and November. The start date for the program is September and January. Enquiries and applications are accepted at any time throughout the year.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## International Management Graduate Diploma

<b>Intakes:</b>	<b>Campus</b> North Vancouver	<b>Terms</b> Fall	<b>Full/Part Time</b> Full-Time
<b>Required Courses (Capilano University)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i> <a href="#">INMA 500</a>	International Business Strategy	3.00	15.00



Required Courses (Capilano University)		Course Credits	Required Credits
<a href="#">INMA 505</a>	International and Comparative Human Resource Management	3.00	
<a href="#">INMA 510</a>	Managing in International Business	3.00	
<a href="#">INMA 515</a>	Marketing Across Cultures	3.00	
<a href="#">INMA 525</a>	The Global Economy	3.00	
SABA 500/INMA 5XX (See note under Second Year (University of Hertfordshire))		0.00	
<i>Choose 9.00 credits from the following list:</i>			9.00
<a href="#">INMA 530</a>	International Business Report	9.00	
<a href="#">INMA 535</a>	International Business Plan	9.00	
Credits			24.00

Required Courses (University of Hertfordshire)		Course Credits	Required Credits
<i>Required:</i>			12.00
Note: Transfer credit will be given for the following courses and will be listed on the Capilano University transcript as INMA 5XX 12 credits.			
Business Research Methods		3.00	
Elective (i.e. Global Logistics and Transport, Managing a Small Business, Global eBusiness or Human Resource Mgmt)		3.00	
Finance for International Business		3.00	
International Supply Chain Management		3.00	
Credits			12.00
<b>Total Program Credits</b>			<b>36.00</b>

## Graduation Requirements

- During the second term of this program students are required to study abroad for up to 6 months at the University of Hertfordshire in England.
- In the research component of the program (Term 3), students have the option to write a business plan or to undertake a supervised and integrated research report focused on a 'live case' business problem. The research component is at a level of rigor expected of Masters students, and provides sufficient flexibility so that students can engage in meaningful research in a rapidly changing world.

## Credentials

International Management Graduate Diploma - Capilano University

Masters in Science, International Business (MSc) - University of Hertfordshire

## Career & Educational Opportunities

Graduates of this program are equipped for careers in a wide range of international organizations, including the not for profit sector, small and medium-sized enterprises seeking to expand internationally, and firms with home bases in Asia, Africa, Eastern Europe and Latin America, as well as established Western multi-national companies.



## **Further Information**

The School of Business at Capilano University stresses a balanced combination of classroom learning and hands-on business education. Class sizes are limited which allows faculty to maintain direct contact with students. Lectures are supported by guest speakers, group projects and current readings.

## **Faculty**

The Capilano University School of Business faculty teaching in this program have extensive expertise in their area of discipline. They bring current international business knowledge to the classroom, sharing their many years of international business and teaching experience.

## **Contact**

Graduate Programs Office  
The School of Business

Capilano University  
Cedar Building  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 7238  
E-mail: [busgrad@capilanou.ca](mailto:busgrad@capilanou.ca)

# **INTERNATIONAL MANAGEMENT GRADUATE CERTIFICATE PROGRAM**

## **Admission Requirements**

- Completion of a Bachelor of Business Administration at Capilano University with a cumulative GPA (CGPA) of 3.0 or higher; or completion of a NA Business Post Baccalaureate Diploma at Capilano University with a CGPA of 3.0 or higher; or completion of a 4 year undergraduate business degree, economics degree or equivalent from a recognized institution with a CGPA of 3.0 or higher; or a degree equivalent professional qualification with a CGPA of 3.0 or higher approved by the Programme Chair.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- For non-Capilano University graduates, a personal interview will be conducted before acceptance into the program if the student is residing in Canada. A phone or Skype interview will be conducted if the student is living abroad.
- 2 page letter of intent; Recommended: Resume or experience summary

## **Admission/Application Notes**

The English language proficiency requirement will be waived if the student has successfully completed an undergraduate degree at a university in Canada, or another country acceptable to the University, where study was in English and the student was based in that university's home country during study.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## International Management Graduate Certificate

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both
<b>Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">INMA 500</a>	International Business Strategy	3.00	
<a href="#">INMA 505</a>	International and Comparative Human Resource Management	3.00	
<a href="#">INMA 510</a>	Managing in International Business	3.00	
<a href="#">INMA 515</a>	Marketing Across Cultures	3.00	
<a href="#">INMA 525</a>	The Global Economy	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>15.00</b>

## Further Information

The School of Business at Capilano University stresses a balanced combination of classroom learning and hands-on business education. Class sizes are limited which allows faculty to maintain direct contact with students. Lectures are supported by guest speakers, group projects and current readings.

## Faculty

The Capilano University School of Business faculty teaching in this program have extensive expertise in their area of discipline. They bring current international business knowledge to the classroom, sharing their many years of international business and teaching experience.

## Contact

Graduate Programs Office  
The School of Business

Capilano University

Cedar Building  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 7238  
E-mail: [busgrad@capilano.ca](mailto:busgrad@capilano.ca)

## **NORTH AMERICAN BUSINESS MANAGEMENT POST BACCALAUREATE DIPLOMA PROGRAM**

This one year post-baccalaureate diploma program provides international students as well as recent immigrants to Canada with the foundational management knowledge, skills and decision-making tools needed to do business in an often diverse and turbulent North American economic environment. Managers in countries around the world who want to do business with Canadian or U.S. companies must be able to respond to rapid changes in technology, resource allocation, structural shifts in the economy, geographic differences, changes in consumer preferences, competitive approaches, and shifts in the employment market.

This program focuses on a broad set of topic areas within the business field. Subjects include advanced Canadian communications and interactions, businesses structure and operation, business performance and strategy, North American corporate law, finance and cross border strategic human resource management. Students will study Canadian multiculturalism, effective North American business management practices and project management. In addition, students learn about team leadership, social responsibility and corporate ethics.

The program concludes with a two-month work practicum which helps students increase their knowledge and confidence and enables a hands-on experience in a North American work environment. This also provides an excellent networking opportunity to support students in pursuing a future business career locally or internationally.

### **Further Information**

International students are expected to maintain a minimum course load of 9 credits per semester.

The School of Business at Capilano University stresses a balanced combination of classroom learning and hands-on business education. Class sizes are limited which allows faculty to maintain direct contact with students. Lectures are supported by guest speakers, group projects and current readings. Faculty have extensive experience and expertise in their subject area.

### **Career & Educational Opportunities**

Upon completion of this one year program, students will increase their ability to:

- Secure employment with a North American company;
- Work with a North American based company operating abroad; or
- Assist an international company expand their services, products or operations to North America;
- Be prepared to successfully enter into a Masters level business program such as an MBA or MSc in International Business.

Graduates of this program will gain the qualities and transferable skills necessary for successful employment in North America or abroad.

## **Transferability/Transfer Credit/PLA**

Graduates of this North American Business Management Post Baccalaureate Diploma with a CGPA of 3.0 or higher may ladder into the International Management Graduate Diploma. Some may also choose to continue on to an MBA program in Canada or elsewhere.

## **Admission Requirements**

- Completion of an undergraduate degree from a recognized institution with a cumulative GPA (CGPA) of 2.0 or higher with preference given to students with a 2.5 or higher on your final two years of study. Students with backgrounds other than business degrees, economics degrees or the equivalent will be required to complete a Business Essentials course.
- Students must produce evidence of their English Language Proficiency. See Admission/Application notes for exceptions. The standard required is an overall score of 6.0 or better and no one score less than 5.5 and a min score of 6.0 in writing on the IELTS test, EAP 090 with a min B+ or equivalent.
- Two page letter of intent. The letter must be written by the applicant, and will be evaluated for thoughtfulness of response and quality of writing. Resume or experience summary.

## **Admission/Application Notes**

This program is not designed for students who have completed the Capilano University Bachelor of Business Administration degree as this is a duplication of coursework.

The English Language proficiency requirements will be waived if the student has successfully completed an undergraduate degree at a university where study was in English and the student was based in that university's home country during study.

Students may also meet the English Language Requirement by submitting one of the following tests as an alternative to IELTS: PTE Academic=50, or TOEFL internet=75, or CAEL=60.

## **Who Should Apply?**

The North American Business Management Post-Baccalaureate Diploma offered by Capilano University's School of Business is designed to prepare students for work in and with North American organizations. It is designed for students who are graduates of recognized undergraduate degree programs in a variety of disciplines from universities around the world. No prior work experience is required.

This program is for international undergraduate students as well as international students studying in B.C. International students applying will have completed an undergraduate degree in their home country, at Capilano (non-BBA) or other institution. Recent immigrants to Canada with an undergraduate degree may also be interested in adding this additional year of study to gain North American Business expertise.

This post-baccalaureate diploma is specifically valuable to international students wishing to gain in-depth knowledge of the North American management culture.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## North American Business Management Post Baccalaureate Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both

Students may obtain a concentration by completing 9.00 elective credits in one of the following areas:

Marketing: BMKT 365 and 6.00 credits from BMKT 316, BMKT 364 or IBUS 357; or

Human Resources: BADM 305, BADM 329 and BADM 475; or

International Strategy and Entrepreneurship: IBUS 368 and 6.00 credits from BADM 321, BADM 465 or IBUS 440.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		27.00
<a href="#">CMNS 305</a> Advanced International Interactions I	3.00	
<a href="#">NABU 318</a> Project Management	3.00	
<a href="#">NABU 330</a> Cross Border Issues in Strategic Human Resource Management	3.00	
<a href="#">NABU 334</a> Leadership & Teams in Cross Cultural Business Settings	3.00	
<a href="#">NABU 335</a> North American Law & Effective Business Communications	3.00	
<a href="#">NABU 340</a> North American Financial Management	3.00	
<a href="#">NABU 470</a> North American Business Policy & Strategy	3.00	
<a href="#">NABU 480</a> North American Business Practicum Work Experience I	3.00	
<a href="#">NABU 504</a> Strategic Management, Value Chain and Social Sustainability	3.00	
Credits		27.00

Elective Courses	Course Credits	Required Credits
<i>Choose 9.00 credits from the following list:</i>		9.00

Note: Students may take any combination of courses from the following list to complete the elective requirements or students wishing to specialize should select their 9.00 elective credits as outlined in the concentrations listed above.

<a href="#">BADM 305</a> Leadership	3.00
<a href="#">BADM 321</a> Special Topics in Business Administration II	3.00

<b>Elective Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 329</a> Performance Management	3.00	
<a href="#">BADM 465</a> Management Decision Making	3.00	
<a href="#">BADM 475</a> Negotiation Skills	3.00	
<a href="#">BFIN 353</a> International Finance	3.00	
<a href="#">BMKT 316</a> Branding and Innovation	3.00	
<a href="#">BMKT 364</a> Consumer Behaviour	3.00	
<a href="#">BMKT 365</a> Marketing Strategies and Decisions	3.00	
<a href="#">IBUS 357</a> International Marketing	3.00	
<a href="#">IBUS 368</a> International Entrepreneurship	3.00	
<a href="#">IBUS 440</a> Advanced Topics in International Business	3.00	
Credits		9.00
<b>Total Program Credits</b>		<b>36.00</b>

## Contact

Graduate Programs Office  
The School of Business

Capilano University  
Cedar Building  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 7238  
E-mail: [busgrad@capilanou.ca](mailto:busgrad@capilanou.ca)

## NORTH AMERICAN BUSINESS MANAGEMENT APPLIED POST BACCALAUREATE DIPLOMA PROGRAM

### General Information

This accelerated two year applied post-baccalaureate diploma program provides international students as well as recent immigrants with the foundational management knowledge, skills and decision-making tools needed to do business in an often diverse and turbulent North American economic environment. The condensed delivery of this program allows students to complete this 2 year program in 4 terms (16 months).

Today's North American business environment is highly dynamic. Managers who want to do business with Canadian or U.S. companies must be able to respond to rapid changes in technology, resource allocation, structural shifts in the economy, geographic differences, changes in consumer preferences, competitive approaches, and shifts in the employment market. This program focuses on a broad set of topic areas within the business field. Subjects include advanced Canadian communications and interactions, businesses structure and operation, business performance and strategy, North American corporate law, finance and cross border strategic human resource management.

Students study Canadian multiculturalism, effective North American business management practices and project management. In addition students learn about team leadership, social responsibility and corporate ethics.

The program provides an extensive opportunity for students to gain hands-on experience working with one or more Canadian companies. After 10 months of course work the program concludes with a two-month applied work practicum in July and August followed by a second full term practicum allowing students to increase their knowledge and confidence working in a North American business environment. This also provides an excellent networking opportunity to support students in pursuing their future business career goals locally or internationally. Students have an extended opportunity to apply their new North American business management skills and knowledge in a Canadian work environment.

## **Further Information**

International students are expected to maintain a minimum course load of 9 credits per semester.

The School of Business at Capilano University stresses a balanced combination of classroom learning and hands-on business education. Class sizes are limited which allows faculty to maintain direct contact with students. Lectures are supported by guest speakers, group projects and current readings.

## **Career & Educational Opportunities**

Upon completion of this two year program, students will increase their ability to:

- Secure employment with a North American company;
- Work with a North American based company operating abroad; or
- Assist an international company expand their services, products or operations to North America.
- Be prepared to successfully enter into a Masters level business program such as an MBA or MSc in Business.

Graduates of this program will possess the qualities and transferable skills necessary for successful employment in North America or abroad.

## **Transferability/Transfer Credit/PLA**

Graduates of the North American Business Management Applied Post Baccalaureate Diploma will be prepared to ladder into the Joint International Management Graduate Diploma and MSc International Business the following year if they have a 3.0 CGPA.

## **Admission Requirements**

- Completion of an undergraduate degree from a recognized institution with a cumulative GPA (CGPA) of 2.0 or higher with preference given to students with a 2.5 or higher on your final two years of study. Students with backgrounds other than business degrees, economics degrees or the equivalent will be required to complete a Business Essentials course.
- Students must produce evidence of their English Language Proficiency. See Admission/Application notes for exceptions. The standard required is an overall score of 6.0 or better and no one score less than 5.5 and a min score of 6.0 in writing on the IELTS test, EAP 090 with a min B+ or equivalent.
- Two page letter of intent. The letter must be written by the applicant, and will be evaluated for thoughtfulness of response and quality of writing. Resume or experience summary.

## **Admission/Application Notes**

This program is not designed for students who have completed the Capilano University Bachelor of Business Administration degree as this is a duplication of coursework.

The English Language proficiency requirements will be waived if the student has successfully completed an undergraduate degree at a university where study was in English and the student was based in that university's home country during study.

Students may also meet the English Language Requirement by submitting one of the following tests as an alternative to IELTS: PTE Academic=50, or TOEFL internet=75, or CAEL=60.

## Who Should Apply?

The North American Business Management Applied Post-Baccalaureate Diploma offered by Capilano University's School of Business is designed to prepare students for work in and with North American organizations. It is designed specifically for two types of students 1) international students who are graduates of recognized undergraduate degree programs in a variety of disciplines from universities around the world who want to gain North American business knowledge and experience and 2) new immigrants or permanent residents who want to earn a Canadian based credential in a condensed time frame and upgrade their knowledge and understanding of North American business culture and practices.

This applied Post-Baccalaureate Diploma is specifically valuable to students wishing to increase their prospects of a business related career in Canada or abroad working for a Canadian or international company or wishing to do business with Canada.

Students applying will have recently completed an undergraduate degree in their home country, at Capilano (non-BBA) or other institution. Recent immigrants to Canada with an undergraduate degree may be interested in adding this additional 16 months of study to gain North American Business specific expertise.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## North American Business Management Applied Post Baccalaureate Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both

Students may obtain a concentration by completing 9.00 elective credits in one of the following areas:  
Marketing:

BMKT 365 and 6.00 credits from BMKT 316, BMKT 364 or IBUS 357; or



Human Resources: BADM 305, BADM 329 and BADM 475; or

International Strategy and Entrepreneurship: IBUS 368 and 6.00 credits from BADM 321, BADM 465, or IBUS 440

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		36.00
<a href="#">CMNS 305</a> Advanced International Interactions I	3.00	
<a href="#">NABU 318</a> Project Management	3.00	
<a href="#">NABU 330</a> Cross Border Issues in Strategic Human Resource Management	3.00	
<a href="#">NABU 334</a> Leadership & Teams in Cross Cultural Business Settings	3.00	
<a href="#">NABU 335</a> North American Law & Effective Business Communications	3.00	
<a href="#">NABU 340</a> North American Financial Management	3.00	
<a href="#">NABU 470</a> North American Business Policy & Strategy	3.00	
<a href="#">NABU 480</a> North American Business Practicum Work Experience I	3.00	
<a href="#">NABU 490</a> North American Business Practicum Work Experience II	9.00	
<a href="#">NABU 504</a> Strategic Management, Value Chain and Social Sustainability	3.00	
Credits		36.00
 <b>Elective Courses</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>		9.00
Note: Students may take any combination of courses from the following list to complete the elective requirements or students wishing to specialize should select their 9 elective credits as outlined in the concentrations listed above.		
<a href="#">BADM 305</a> Leadership	3.00	
<a href="#">BADM 321</a> Special Topics in Business Administration II	3.00	
<a href="#">BADM 329</a> Performance Management	3.00	
<a href="#">BADM 465</a> Management Decision Making	3.00	
<a href="#">BADM 475</a> Negotiation Skills	3.00	
<a href="#">BFIN 353</a> International Finance	3.00	
<a href="#">BMKT 316</a> Branding and Innovation	3.00	
<a href="#">BMKT 364</a> Consumer Behaviour	3.00	
<a href="#">BMKT 365</a> Marketing Strategies and Decisions	3.00	
<a href="#">IBUS 357</a> International Marketing	3.00	
<a href="#">IBUS 368</a> International Entrepreneurship	3.00	
<a href="#">IBUS 440</a> Advanced Topics in International Business	3.00	
Credits		9.00
<b>Total Program Credits</b>		<b>45.00</b>

## **Contact**

Graduate Programs Office  
The School of Business

Capilano University  
Cedar Building  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 7238  
E-mail: [busgrad@capilanou.ca](mailto:busgrad@capilanou.ca)

## **NORTH AMERICAN AND INTERNATIONAL MANAGEMENT GRADUATE DIPLOMA PROGRAM**

### **General Information**

The North American and International Management Graduate diploma is a two year graduate diploma program which provides international students with foundational management knowledge skills and decision-making tools needed to do business in an often diverse and turbulent North American and International economic environment. Today's global business environment is highly dynamic. Managers in countries around the world who want to do business with Canadian or U.S. companies must be able to respond to rapid changes in technology, resource allocation, structural shifts in the economy, geographic differences, changes in consumer preferences, competitive approaches, and shifts in the employment market.

The program aim is to provide a range of subject matter and learning experiences that both meets the needs of a diverse student group and offers opportunities for multicultural interaction. The program is a contemporary, critical, integrated and applied program of study offered at a graduate level within the area of North American and International Business. Students also complete a 2 month work practicum in Canada between the first and second year of study.

The first year of this program focuses on North American specific business issues and trends. A broad set of topic areas within the business field are explored. Subjects include advanced Canadian communications and interactions, North American businesses structure and operation, business performance and strategy, North American corporate law, finance and cross border strategic human resource management. Students study Canadian multiculturalism, effective North American business management practices and project management. In addition, students learn about team leadership, social responsibility and corporate ethics.

During the second year of the program, students specialize in international business strategy and international finance, and develop an awareness of differences in the cultural, socio-economic and political context of business operations. Students develop and apply the ability to critically analyze complex international business problems and generate and evaluate options leading to effective solutions.

In year two of the program, students expand their international learning experience by completing a 6 month term at the University of Hertfordshire in England. There, students benefit from an international study abroad experience as well as learn from international faculty. This is an excellent opportunity to create lifelong connections with students from around the world who aspire to become leaders in international business.

The structure of the program is designed such that students can consolidate their understanding of a wide range of business-related disciplines, and of the relationships between functions within organizations, while building specialist knowledge of the distinctive challenges of communicating, operating and marketing

effectively in North America and across international borders. This joint masters program requires a final research component in the area of international business.

Lectures are supported by guest speakers, group projects and current readings. Classes are offered face to face and mixed mode.

## **Admission Requirements**

- Completion of an undergraduate degree from a recognized institution with a cumulative GPA (CGPA) of 2.0 or higher with preference given to students with a 2.5 or higher on your final two years of study. Students with backgrounds other than business degrees, economics degrees or the equivalent will be required to complete a Business Essentials course.
- Students must produce evidence of their English Language Proficiency. See Admission/Application notes for exceptions. The standard required is an overall score of 6.0 or better and no one score less than 5.5 and a min score of 6.0 in writing on the IELTS test, EAP 090 with a min B+ or equivalent.
- Two page letter of intent. The letter must be written by the applicant, and will be evaluated for thoughtfulness of response and quality of writing. Resume or experience summary.

## **Admission/Application Notes**

This program is not designed for students who have completed the Capilano University Bachelor of Business Administration degree as this is a duplication of coursework. International graduates from Capilano University will require special permission and alternate course approval from the School of Business.

The English Language proficiency requirements will be waived if the student has successfully completed an undergraduate degree at a university where study was in English and the student was based in that university's home country during study. Students may also meet the English Language Requirement by submitting one of the following tests as an alternative to IELTS: PTE Academic=50, or TOEFL internet=75, or CAEL=60.

## **Who Should Apply?**

International students applying will have completed an undergraduate degree in their home country, at Capilano (non-BBA) or other institution. Those who have studied business in their home country and are currently living abroad or in Canada will be most interested in this program. This 2 year graduate program is primarily designed for international undergraduate students from around the world and international students studying in B.C. Recent immigrants to Canada with an undergraduate degree in a related discipline may also be interested in this two year program to gain North American Business and International Management specific expertise. International students who have graduated from a North American business degree program may be eligible for advanced standing to this program. This program is NOT for students who have completed the Capilano University Bachelor of Business Administration as this is a duplication of coursework, and should apply for the one year International Management Graduate Diploma instead.

International students wishing to gain in-depth knowledge of the North American management culture and who wish to pursue a career in companies where international activities play an important role will most benefit from this program. The program provides individuals with an opportunity to gain valuable high level North American specific and international business skills that are beneficial to a business career in any industry or sector. Unlike many graduate or masters level programs, this program is open to students who have no work experience.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Application Deadlines/Admission Dates

Enrolment is limited. Applications to the program should be completed by the end of April or end of November. The start date for the program is September and January. Enquiries and applications are accepted at any time throughout the year.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## North American and International Management Graduate Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time
	North Vancouver	Spring	Full-Time

Students may obtain a concentration by completing 9.00 elective credits in one of the following areas:  
Marketing:

BMKT 365 and 6.00 credits from BMKT 316, BMKT 364 or IBUS 357; or

Human Resources: BADM 305, BADM 329 and BADM 475; or

International Strategy and Entrepreneurship: IBUS 368 and 6.00 credits from BADM 321, BADM 465 or IBUS 440

First Year Required Courses		Course Credits	Required Credits
<i>Required:</i>			27.00
<a href="#">CMNS 305</a>	Advanced International Interactions I	3.00	
<a href="#">NABU 318</a>	Project Management	3.00	
<a href="#">NABU 330</a>	Cross Border Issues in Strategic Human Resource Management	3.00	
<a href="#">NABU 334</a>	Leadership & Teams in Cross Cultural Business Settings	3.00	
<a href="#">NABU 335</a>	North American Law & Effective Business Communications	3.00	
<a href="#">NABU 340</a>	North American Financial Management	3.00	
<a href="#">NABU 470</a>	North American Business Policy & Strategy	3.00	

<b>First Year Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">NABU 480</a>	North American Business Practicum Work Experience I	3.00	
<a href="#">NABU 504</a>	Strategic Management, Value Chain and Social Sustainability	3.00	
Credits			27.00

<b>First Year Elective Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>			9.00

Note: Students may take any combination of courses from the following list to complete the elective requirements or students wishing to specialize should select their 9 elective credits as outlined in the concentrations listed above.

<a href="#">BADM 305</a>	Leadership	3.00	
<a href="#">BADM 321</a>	Special Topics in Business Administration II	3.00	
<a href="#">BADM 329</a>	Performance Management	3.00	
<a href="#">BADM 465</a>	Management Decision Making	3.00	
<a href="#">BADM 475</a>	Negotiation Skills	3.00	
<a href="#">BFIN 353</a>	International Finance	3.00	
<a href="#">BMKT 316</a>	Branding and Innovation	3.00	
<a href="#">BMKT 364</a>	Consumer Behaviour	3.00	
<a href="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">IBUS 440</a>	Advanced Topics in International Business	3.00	
Credits			9.00

<b>Second Year (Capilano University)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">INMA 500</a>	International Business Strategy	3.00	
<a href="#">INMA 505</a>	International and Comparative Human Resource Management	3.00	
<a href="#">INMA 510</a>	Managing in International Business	3.00	
<a href="#">INMA 515</a>	Marketing Across Cultures	3.00	
<a href="#">INMA 525</a>	The Global Economy	3.00	
SABA 500/INMA 5XX (See note under Second Year (University of Hertfordshire))		0.00	
<i>Choose 9.00 credits from the following list:</i>			9.00
<a href="#">INMA 530</a>	International Business Report	9.00	
<a href="#">INMA 535</a>	International Business Plan	9.00	
Credits			24.00

<b>Second Year (University of Hertfordshire)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00

**Second Year (University of Hertfordshire)**

	<b>Course Credits</b>	<b>Required Credits</b>
Note: Transfer credit will be given for the following courses and will be listed on the Capilano University transcript as INMA 5XX 12 credits.		
Business Research Methods	3.00	
Elective (i.e. Global Logistics and Transport, Managing a Small Business, Global eBusiness or Human Resource Mgmt)	3.00	
Finance for International Business	3.00	
International Supply Chain Management	3.00	
Credits		12.00
<b>Total Program Credits</b>		<b>72.00</b>

**Graduation Requirements**

- During the second term of the second year of this program, students are required to do a full study abroad semester at the University of Hertfordshire in England.
- In the research component of the program (term 6), students have the option to write a business plan or to undertake a supervised and integrated research report. The research component is at a level of rigor expected of Masters students, it provides sufficient flexibility so that students can engage in meaningful research in a rapidly changing world.

**Credentials**

North American and International Management Graduate Diploma - Capilano University

Masters in Science, International Business (MSc) - University of Hertfordshire

**Career & Educational Opportunities**

The program includes a two-month work practicum after year one which helps students increase their knowledge and confidence with hands-on experience in a North American work environment. This also provides an excellent networking opportunity to support students in pursuing their future business career goals locally or internationally.

Graduates of this program are equipped for careers in a wide range of international organizations, including the not for profit sector, small and medium-sized enterprises seeking to expand internationally, and firms with home bases in Canada and the U.S. As well students will have the skills required to work with multi-national companies based in Asia, Africa, Eastern Europe and Latin America, as well as other established Western multi-national companies.

**Further Information**

International students are expected to maintain a minimum course load of 9 credits per semester.

The School of Business at Capilano University stresses a balanced combination of classroom learning and hands-on business education. Class sizes are limited which allows faculty to maintain direct contact with students. Lectures are supported by guest speakers, group projects and current readings.

## **Faculty**

The Capilano University School of Business faculty teaching in this program have extensive expertise in their area of discipline. They bring current international business knowledge to the classroom, sharing their many years of international business and teaching experience.

## **Contact**

Graduate Programs Office  
The School of Business

Capilano University  
Cedar Building  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 7238  
E-mail: [busgrad@capilano.ca](mailto:busgrad@capilano.ca)

## **RETAIL BUSINESS FUNDAMENTALS CERTIFICATE**

This program offers the student some unique options for those interested in the retail marketing side of business and can be a stand-alone pathway to an exciting career in retail marketing or it can also be used as 24 credits toward the Business Administration diploma program.

Our instructors bring practical, up-to-date business knowledge to the classroom, sharing the expertise that has made them successful in the business community. Class size is limited, which allows faculty to maintain direct contact with all of their students. This program integrates classroom study with related on-the-job experience and skills.

Upon successful completion of the Retail Business Fundamentals program, a student could then go on to complete the Business Administration Diploma requirements taking the courses listed in year two of the Business Administration diploma program. Upgrade of Math or English may be required.

Students who ladder into the Business Administration diploma program from the Retail Business Fundamentals certificate program will be required to take three additional School of Business credits if they continue on to years 3 and 4 of the Bachelor of Business Administration degree program.

For more information, please see [www.capilano.ca/retail-business](http://www.capilano.ca/retail-business)

## **Career Opportunities**

- Managing your own business
- Store Manager - Independent or Chain
- Department Manager
- Wholesale Sales Representative
- Manufacturer's Sales Representative
- Manufacturer's Agent
- Marketing Research - Field Operator
- Sales Manager
- Buyer - Department Store or Chain

- Sales Representative Consumer Products

While some of the above positions may be secured shortly after graduation, others may require more experience.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Preference given to students with a minimum C grade in Math 11 and a minimum C+ grade in either English 12 or English 12 First Peoples.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview may be required.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Retail Business Fundamentals Certificate

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
First Term		Course Credits	Required Credits
<i>Required:</i>			12.00
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BTEC 117</a>	Accounting Procedures I	3.00	
<a href="#">CMNS 152</a>	Business Communications Basics	3.00	
<a href="#">RMCP 172</a>	Retail Technology/Store Management I	3.00	
	<i>Choose 3.00 credits from the following list:</i>		3.00

If the following mathematics levels are met, an eligible elective may be taken in place of BTEC 115. Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048



<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
(C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass).		
<a href="#">BTEC 115</a> Business Systems and Procedures	3.00	
Elective (see Eligible Electives list below)	3.00	
Credits		15.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">BADM 101</a> Management	3.00	
<a href="#">BADM 106</a> Organizational Behaviour	3.00	
<a href="#">BMKT 161</a> Marketing	3.00	
<a href="#">BTEC 217</a> Accounting Procedures II	3.00	
<a href="#">RMCP 173</a> Retail Finance/Store Management II	3.00	
Credits		15.00
<b>Eligible Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose electives:</i>		0.00
Unless specific exclusions or inclusions are listed, all 100 level or higher undergraduate courses of 3 credits or more in a following subject area are eligible:		
Faculty of Arts & Sciences AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST		
Faculty of Business & Professional Studies BADM, BFIN, BMKT, BCPT, IBUS, RMCP, CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112)		
Faculty of Education, Health & Human Development EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)		
Faculty of Fine & Applied Arts ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX		
Faculty of Global & Community Studies HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)		
Credits		0.00
<b>Total Program Credits</b>		<b>30.00</b>

## **EVENING CERTIFICATE PROGRAMS**

The courses in these programs will teach the student basic managerial skills that are of practical value in a wide variety of jobs. Classes are conducted by department faculty and industry specialists and offered Monday through Thursday evenings. Evening courses commence in the fall term (September), spring term (January), and summer term (May/June) each year.

You can select from courses that interest you to courses that enhance your career. A variety of 100, 200, and 300 level business administration courses are offered in the evenings during the fall, spring, and summer terms. (Only a limited number of 300 level business courses are available during the summer term.)

Credits from this certificate program can ladder into the business administration diploma and degree programs.

For more information, please see [www.capilano.ca/business/Business-Administration-Certificate](http://www.capilano.ca/business/Business-Administration-Certificate)

## **Admission Requirements for the Business Administration Certificate Program**

### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## **Admission Requirements for the Business Administration Advanced Certificate Program**

### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status or completion of Business Administration Certificate Program with upgrading in Math and/or English as required.
- English 12 (C+) or English 12 First Peoples (C+) or EDT=ENGL 100 or LPI essay score=24, essay level=4, and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Conditional acceptance for Mature Student status with successful completion of testing and/or upgrading in English and Math skills.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Business Administration Certificate

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both
	Squamish Learning Centre	Fall	Part-Time
	Squamish Learning Centre	Spring	Part-Time
	Sunshine Coast	Fall	Part-Time
	Sunshine Coast	Spring	Part-Time

Successful completion of one required, two required specialty, and three business elective (3-credit) courses chosen from the Business Administration course offerings. Substitution may be allowed at the discretion of the Business Administration Certificate Program Coordinator.

Required Course	Course Credits	Required Credits
<i>Required:</i>		3.00
<a href="#">BADM 101</a> Management	3.00	
Credits		3.00

Required Specialty Courses	Course Credits	Required Credits
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">BADM 102</a> Quantitative Methods	3.00	
<a href="#">BADM 106</a> Organizational Behaviour	3.00	
<a href="#">BADM 107</a> Business Law I	3.00	
<a href="#">BFIN 141</a> Accounting	3.00	
<a href="#">BMKT 161</a> Marketing	3.00	
Credits		6.00

<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 9.00 credits from the following list:</i>			9.00
<a href="#">BADM 102</a>	Quantitative Methods	3.00	
<a href="#">BADM 106</a>	Organizational Behaviour	3.00	
<a href="#">BADM 107</a>	Business Law I	3.00	
<a href="#">BADM 201</a>	Business Information Systems	3.00	
<a href="#">BADM 202</a>	People Management	3.00	
<a href="#">BADM 204</a>	Introduction to Strategic Management	3.00	
<a href="#">BADM 210</a>	Business Statistics	3.00	
<a href="#">BADM 218</a>	Leadership in Teams	3.00	
<a href="#">BADM 268</a>	Entrepreneurship/Small Business Management	3.00	
<a href="#">BADM 301</a>	Operations Management	3.00	
<a href="#">BADM 302</a>	Human Resource Management	3.00	
<a href="#">BADM 303</a>	Industrial Relations	3.00	
<a href="#">BADM 305</a>	Leadership	3.00	
<a href="#">BADM 307</a>	Advanced Business Law II	3.00	
<a href="#">BADM 310</a>	Quantitative Methods III	3.00	
<a href="#">BADM 318</a>	Project Management	3.00	
<a href="#">BADM 320</a>	Special Topics in Business Administration I	3.00	
<a href="#">BADM 321</a>	Special Topics in Business Administration II	3.00	
<a href="#">BADM 322</a>	Current Issues in Business Administration I	3.00	
<a href="#">BADM 323</a>	Current Issues in Business Administration II	3.00	
<a href="#">BADM 324</a>	Current Issues in Business Administration III	3.00	
<a href="#">BADM 325</a>	Special Topics in Business Administration III	3.00	
<a href="#">BADM 329</a>	Performance Management	3.00	
<a href="#">BADM 332</a>	Managing Not-for-Profit Organizations & Social Enterprises	3.00	
<a href="#">BADM 335</a>	Workplace Development	3.00	
<a href="#">BADM 382</a>	Case Analysis and Decision Making in Human Resources Management	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing - Website Development	3.00	
<a href="#">BCPT 223</a>	Advanced Excel with Visual Basic for Applications	3.00	
<a href="#">BCPT 225</a>	Managing Business Networks and Databases	3.00	
<a href="#">BCPT 305</a>	Management of Information Systems	3.00	
<a href="#">BCPT 325</a>	Business Technology Disaster Recovery and Planning	3.00	
<a href="#">BCPT 326</a>	Advanced Web Design	3.00	
<a href="#">BFIN 141</a>	Accounting	3.00	
<a href="#">BFIN 142</a>	Financial Accounting I	3.00	
<a href="#">BFIN 241</a>	Finance for Managers	3.00	
<a href="#">BFIN 244</a>	Managerial Accounting	3.00	
<a href="#">BFIN 246</a>	Financial Accounting II	3.00	
<a href="#">BFIN 249</a>	Accounting Microcomputer Applications	3.00	
<a href="#">BFIN 286</a>	Personal Financial Planning	3.00	
<a href="#">BFIN 331</a>	Assurance & Auditing I	3.00	

Electives		Course Credits	Required Credits
<a href="#">BFIN 341</a>	Cost Accounting I	3.00	
<a href="#">BFIN 342</a>	Cost Accounting II	3.00	
<a href="#">BFIN 347</a>	Financial Accounting III	3.00	
<a href="#">BFIN 348</a>	Accounting Information Systems	3.00	
<a href="#">BFIN 350</a>	Advanced Financial Management	3.00	
<a href="#">BFIN 351</a>	Taxation	3.00	
<a href="#">BFIN 353</a>	International Finance	3.00	
<a href="#">BFIN 386</a>	Risk Management and Insurance	3.00	
<a href="#">BFIN 391</a>	Contemporary Issues in Finance and Investment	3.00	
<a href="#">BMKT 161</a>	Marketing	3.00	
<a href="#">BMKT 261</a>	Advertising	3.00	
<a href="#">BMKT 262</a>	Event Marketing	3.00	
<a href="#">BMKT 263</a>	Professional Selling Skills	3.00	
<a href="#">BMKT 315</a>	e-Business Analysis and Administration	3.00	
<a href="#">BMKT 316</a>	Branding and Innovation	3.00	
<a href="#">BMKT 317</a>	Introduction to Mobile App Marketing & Commercialization	3.00	
<a href="#">BMKT 360</a>	Marketing Research	3.00	
<a href="#">BMKT 364</a>	Consumer Behaviour	3.00	
<a href="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 367</a>	Promotion Strategy and Analysis	3.00	
<a href="#">BMKT 369</a>	Digital Marketing	3.00	
<a href="#">CMNS 152</a>	Business Communications Basics	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 256</a>	Introduction to Supply Chain Management and Sustainability	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 340</a>	International Trade and Law	3.00	
<a href="#">IBUS 356</a>	Global Distribution and Logistics	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 358</a>	Principles of Quality Management	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
FDSC Field School			
Credits			9.00
<b>Total Program Credits</b>			<b>18.00</b>

## Business Administration Advanced Certificate

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Successful completion of one required, two required specialty, and seven business electives (3 credit) courses chosen from the Business Administration course offering. Substitution may be allowed at the discretion of the Advanced Certificate Program Coordinator.

<b>Required Course</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">BADM 101</a> Management	3.00	
Credits		3.00

<b>Required Specialty Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">BADM 102</a> Quantitative Methods	3.00	
<a href="#">BADM 106</a> Organizational Behaviour	3.00	
<a href="#">BADM 107</a> Business Law I	3.00	
<a href="#">BFIN 141</a> Accounting	3.00	
<a href="#">BMKT 161</a> Marketing	3.00	
Credits		6.00

<b>Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 21.00 credits from the following list:</i>		21.00
<a href="#">BADM 102</a> Quantitative Methods	3.00	
<a href="#">BADM 106</a> Organizational Behaviour	3.00	
<a href="#">BADM 107</a> Business Law I	3.00	
<a href="#">BADM 201</a> Business Information Systems	3.00	
<a href="#">BADM 202</a> People Management	3.00	
<a href="#">BADM 204</a> Introduction to Strategic Management	3.00	
<a href="#">BADM 210</a> Business Statistics	3.00	
<a href="#">BADM 218</a> Leadership in Teams	3.00	
<a href="#">BADM 268</a> Entrepreneurship/Small Business Management	3.00	
<a href="#">BADM 301</a> Operations Management	3.00	
<a href="#">BADM 302</a> Human Resource Management	3.00	
<a href="#">BADM 303</a> Industrial Relations	3.00	
<a href="#">BADM 305</a> Leadership	3.00	
<a href="#">BADM 307</a> Advanced Business Law II	3.00	
<a href="#">BADM 310</a> Quantitative Methods III	3.00	
<a href="#">BADM 318</a> Project Management	3.00	
<a href="#">BADM 320</a> Special Topics in Business Administration I	3.00	
<a href="#">BADM 321</a> Special Topics in Business Administration II	3.00	
<a href="#">BADM 322</a> Current Issues in Business Administration I	3.00	
<a href="#">BADM 323</a> Current Issues in Business Administration II	3.00	
<a href="#">BADM 324</a> Current Issues in Business Administration III	3.00	
<a href="#">BADM 325</a> Special Topics in Business Administration III	3.00	
<a href="#">BADM 329</a> Performance Management	3.00	

<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 332</a>	Managing Not-for-Profit Organizations & Social Enterprises	3.00	
<a href="#">BADM 335</a>	Workplace Development	3.00	
<a href="#">BADM 382</a>	Case Analysis and Decision Making in Human Resources Management	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing - Website Development	3.00	
<a href="#">BCPT 223</a>	Advanced Excel with Visual Basic for Applications	3.00	
<a href="#">BCPT 225</a>	Managing Business Networks and Databases	3.00	
<a href="#">BCPT 305</a>	Management of Information Systems	3.00	
<a href="#">BCPT 325</a>	Business Technology Disaster Recovery and Planning	3.00	
<a href="#">BCPT 326</a>	Advanced Web Design	3.00	
<a href="#">BFIN 141</a>	Accounting	3.00	
<a href="#">BFIN 142</a>	Financial Accounting I	3.00	
<a href="#">BFIN 241</a>	Finance for Managers	3.00	
<a href="#">BFIN 244</a>	Managerial Accounting	3.00	
<a href="#">BFIN 246</a>	Financial Accounting II	3.00	
<a href="#">BFIN 249</a>	Accounting Microcomputer Applications	3.00	
<a href="#">BFIN 286</a>	Personal Financial Planning	3.00	
<a href="#">BFIN 331</a>	Assurance & Auditing I	3.00	
<a href="#">BFIN 341</a>	Cost Accounting I	3.00	
<a href="#">BFIN 342</a>	Cost Accounting II	3.00	
<a href="#">BFIN 347</a>	Financial Accounting III	3.00	
<a href="#">BFIN 348</a>	Accounting Information Systems	3.00	
<a href="#">BFIN 350</a>	Advanced Financial Management	3.00	
<a href="#">BFIN 351</a>	Taxation	3.00	
<a href="#">BFIN 353</a>	International Finance	3.00	
<a href="#">BFIN 386</a>	Risk Management and Insurance	3.00	
<a href="#">BFIN 391</a>	Contemporary Issues in Finance and Investment	3.00	
<a href="#">BMKT 161</a>	Marketing	3.00	
<a href="#">BMKT 261</a>	Advertising	3.00	
<a href="#">BMKT 262</a>	Event Marketing	3.00	
<a href="#">BMKT 263</a>	Professional Selling Skills	3.00	
<a href="#">BMKT 315</a>	e-Business Analysis and Administration	3.00	
<a href="#">BMKT 316</a>	Branding and Innovation	3.00	
<a href="#">BMKT 317</a>	Introduction to Mobile App Marketing & Commercialization	3.00	
<a href="#">BMKT 360</a>	Marketing Research	3.00	
<a href="#">BMKT 364</a>	Consumer Behaviour	3.00	
<a href="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 367</a>	Promotion Strategy and Analysis	3.00	
<a href="#">BMKT 369</a>	Digital Marketing	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	



<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 256</a>	Introduction to Supply Chain Management and Sustainability	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 340</a>	International Trade and Law	3.00	
<a href="#">IBUS 356</a>	Global Distribution and Logistics	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 358</a>	Principles of Quality Management	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
FDSC Field School (in development)			
Credits			21.00
<b>Total Program Credits</b>			<b>30.00</b>

## **APPLIED BUSINESS UNIT**

### **Accounting Assistant Programs**

#### **Accounting Assistant Certificate**

##### **General Information**

The Accounting Assistant Certificate program is a full-time, eight month program offered in September. This program provides students with training in accounting, general office procedures, and computer applications. A two-week work practicum is included in this training program.

Graduates find employment as accounting assistants, accounts receivable or payable clerks, accountants for small and medium-sized firms, or they perform accounting functions in their own businesses. In addition, graduates of this program who are wanting to take more advanced courses leading towards a diploma, degree or a professional accounting designation are encouraged to contact our School of Business as they will receive credit for some courses.

Students who achieve a minimum grade of B in the following courses will receive credit from the School of Business:

- BTEC 252 may substitute for BADM 106
- BTEC 117 and 217 may substitute for BFIN 141
- BTEC 125 and 126 may substitute for BCPT 123 and a business computing elective
- upon completion of the Accounting Assistant program, BTEC 211 may substitute for CMNS 220

For more information, please see [www.capilanou.ca/accounting-assistant](http://www.capilanou.ca/accounting-assistant)

##### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- SLEP (Secondary Level English Proficiency) test for EAP students (post-secondary level required).
- Applicants are required to attend an information meeting or make an appointment with a faculty member or program convenor.



### Admission/Application Notes

While a student might meet the English requirements for the Accounting Assistant program, other departments or programs within the University might require a TOEFL, EDT or LPI.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Accounting Assistant Certificate

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
Students must achieve a minimum of a "B" grade in the final exam of BTEC 117 to continue in this program.			
<a href="#">BTEC 111</a>	Business English I	3.00	
<a href="#">BTEC 115</a>	Business Systems and Procedures	3.00	
<a href="#">BTEC 117</a>	Accounting Procedures I	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">BTEC 124</a>	Comprehensive Computer Applications	6.00	
<a href="#">BTEC 125</a>	Comprehensive Computer Applications I	3.00	
<a href="#">BTEC 126</a>	Comprehensive Computer Applications II	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">BTEC 149</a>	Financial Computer Applications	3.00	
<a href="#">BTEC 211</a>	Business Writing	3.00	
<a href="#">BTEC 217</a>	Accounting Procedures II	3.00	
<a href="#">BTEC 220</a>	Accounting Procedures III	1.50	
<a href="#">BTEC 252</a>	Organizational Behaviour	3.00	
<a href="#">BTEC 300</a>	Accounting Assistant Practicum	1.50	
Credits			15.00

<b>Optional Course</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		
<a href="#">BTEC 112</a> Language Skill Development	1.50	0.00
Credits		0.00
<b>Total Program Credits</b>		<b>30.00</b>

## **Accounting Assistant Diploma**

### **General Information**

Graduates of the two-year Accounting Assistant Diploma program have the skills and knowledge required to be effective employees in entry level accounting positions in a demanding and changing workplace. Our graduates have the necessary practical accounting skills, computer skills and basic management skills that ensure success at the workplace.

Our instructors bring practical, up-to-date business knowledge to the classroom, sharing the expertise that has made them successful in the business community.

In the first year of the diploma program, students will gain an understanding of both manual and computerized accounting systems, the ability to apply this knowledge to business situations, and an appreciation of the importance of organizational behaviour skills. In the second year, students will gain a solid foundation in general business knowledge with courses in management, quantitative methods, business law, finance, economics, and communications.

The first year of the Accounting Assistant Diploma program is eight months of full-time coursework. The students are scheduled together creating a cohesive and supportive learning community. Flexibility is a key feature of the second year of the program. Students have the option of completing the second year of the Accounting Assistant Diploma on a full-time basis, or work and complete the courses part-time in either the day or evening.

### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English 12 (C+) or English 12 First Peoples (C+) or EDT=ENGL 100 or LPI essay score=24, essay level=4, and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Applicant must attend an information meeting or make an appointment with a faculty member or program convenor.

### **Admission Notes**

Students who meet the following criteria may be considered for admission to the second year of the program:

- Completion of the Accounting Assistant Certificate program with a cumulative overall GPA of 2.0 and successful completion of all courses; and

- Minimum grade of B- in BTEC 115; and
- English Diagnostic Test = ENGL 100

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Accounting Assistant Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">BTEC 111</a>	Business English I	3.00	
<a href="#">BTEC 115</a>	Business Systems and Procedures	3.00	
<a href="#">BTEC 117</a>	Accounting Procedures I	3.00	
<a href="#">BTEC 125</a>	Comprehensive Computer Applications I	3.00	
<a href="#">BTEC 126</a>	Comprehensive Computer Applications II	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">BTEC 149</a>	Financial Computer Applications	3.00	
<a href="#">BTEC 211</a>	Business Writing	3.00	
<a href="#">BTEC 217</a>	Accounting Procedures II	3.00	
<a href="#">BTEC 220</a>	Accounting Procedures III	1.50	
<a href="#">BTEC 252</a>	Organizational Behaviour	3.00	
<a href="#">BTEC 300</a>	Accounting Assistant Practicum	1.50	
Credits			15.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">BADM 101</a>	Management	3.00	
<a href="#">BADM 102</a>	Quantitative Methods	3.00	

<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 201</a>	Business Information Systems	3.00	
<a href="#">BMKT 161</a>	Marketing	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
Credits			15.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">BADM 107</a>	Business Law I	3.00	
<a href="#">BADM 204</a>	Introduction to Strategic Management	3.00	
<a href="#">BADM 210</a>	Business Statistics	3.00	
<a href="#">BFIN 241</a>	Finance for Managers	3.00	
<a href="#">ECON 111</a>	Principles of Microeconomic Theory	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>60.00</b>

## Contact

Accounting Assistant Program  
Cedar building, room 333E

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capilanou.ca](mailto:abt@capilanou.ca)  
[www.capilanou.ca/business/accounting-assistant-diploma](http://www.capilanou.ca/business/accounting-assistant-diploma)

## Business Fundamentals Program

### General Information

The Business Fundamentals program is a four-month program that may be taken during the fall term. The Business Fundamentals program has been designed for students who require basic business skills training or who need to upgrade their skills. Many students take this program as a stepping stone to a more advanced program of study.

Students who achieve a grade of B- in BTEC 115 may be considered to have acquired the minimum math prerequisite for entry into a course of studies in the School of Business.

Students who receive a minimum of B in the following will receive credit from Business Administration:

- BTEC 125 and BTEC 126 may substitute for BCPT 123 and a business elective

For more information, please see [www.capilanou.ca/business-fundamentals](http://www.capilanou.ca/business-fundamentals)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- SLEP (Secondary Level English Proficiency) test for EAP students (post-secondary level required).

- Applicants are required to attend an information meeting or make an appointment with a faculty member or program convenor.

## Admission/Application Notes

While a student might meet the English requirements for the Business Fundamentals program, other departments or programs within the University might require a TOEFL, EDT or LPI.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Business Fundamentals Certificate

Required Courses	Course Credits	Required Credits
<i>Required:</i>		9.00
<a href="#">BTEC 111</a> Business English I	3.00	
<a href="#">BTEC 115</a> Business Systems and Procedures	3.00	
<a href="#">BTEC 117</a> Accounting Procedures I	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">BTEC 124</a> Comprehensive Computer Applications	6.00	
<a href="#">BTEC 125</a> Comprehensive Computer Applications I	3.00	
<a href="#">BTEC 126</a> Comprehensive Computer Applications II	3.00	
Credits		15.00
Optional Course	Course Credits	Required Credits
<i>Choose from the following list:</i>		0.00
<a href="#">BTEC 112</a> Language Skill Development	1.50	
Credits		0.00
<b>Total Program Credits</b>		<b>15.00</b>

## Contact

Business Fundamentals Program  
Cedar building, room 333E

Capilano University

2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capilanou.ca](mailto:abt@capilanou.ca)  
[www.capilanou.ca/business-fundamentals](http://www.capilanou.ca/business-fundamentals)

## **FACULTY**

D. AMOS	Adv. Dipl. In Retail/Marketing (Ryerson University), MBA (Ivey Business School, Western University)
M. BEGG	BA, LLB (Victoria), LLM (UBC)
C. BOOTH	BA, MA (Carleton)
R. BRUCE	BCom (UBC), CA
A. CEDERHOLM	BComm, B Ed. CGA
J. CHARLEY	BA (UNSW, Australia), MBA (SFU)
M. CHARLESON	BA (Waterloo), MBA (Seattle)
B. CLIPSHAM	BA (UBC), MA (Antioch U), CHRP
L. CROWE	BSc (U of Connecticut) MBA (Northeastern University, Boston)
C. DENTON	BBA (SFU)
R. DIAB	MA, (U of Western Ontario), LLB (UBC)
B. F. DIXON	BComm (Honours), MBA (Manitoba)
A. EBY	BPE (McMaster), MPE (Ottawa)
A. FRASER	MA (Royal Roads)
R. FURBY	BA (Hons in Tourism Business Management, De Montfort University, UK), MSc (Leisure Tourism & the Environment, Anglia Ruskin University, UK)
N. GENOWAY	BA (Calgary), MA (UBC)
A. GHASEMINEJAD	MSc in CE (Sharif U of Technology), MCDBA, MCSE, MCSA (Microsoft), A+, Network+ (Compt TIA)
M. GIOVANNETTI	B.Ed (Mt. St. Vincent), MA (SFU)
L. GLENDAY	BSc (Waterloo), MBA (Royal Roads)
C. HARDCASTLE	BA, LLB (UBC)
C. HILL	BA (Santa Clara)
R. HILL	BBA (Hons) Marketing (U of Manitoba)
D. HILLEBRAND	Dip T, PID, BComm, CPA, CGA
S. HOGAN	BComm (Toronto), CPA, CA (Ont.)
P. HOLDEN	BA (UBC), LLB (U of Ottawa), MBA (UBC)
D. JONES	BSc (Guelph), MBA (UBC) CIM, PMP
M. KIAMANESH	BArch, MEng (NUI), MASA (UBC), CIS (UBC), PMP, Cert. ConfRes
S. MARSHALL	CMA, CIMA, CGMA
R. MCBLANE	BEd, MEd (U of A)
D. McMICHAEL	BBA (SFU), B.Ed (UBC), CPA, CA
L. MICHAELS	BSc, BEd, MEd (U of A)
J. MOLENDYK	BTech (BCIT)
M. MOLSON	BA (UBC), LLB (Osgoode Hall Law School, University), BEd (UBC)

V. NATH	DipT (BCIT), BCom (Laurential), CGA
T. NEWFIELD	MSc Japanese Business Studies/Chominade (University Hi, USA), (Sophia University, Japan), BComm (U of Calgary)
G. NIKOLOV	UDE (Sofia), PhD (U of London)
N. NOWLAN	BA (Queen's University), MA, MEd, (UBC)
J. OCEGUERA	EMBA (IPADE), Bsc in Engineering (UNAM), M Ed. (UBC), CPF (IAF)
K. OKUN	BA (UBC)
H. PLUME	CMA, ACSM (Capilano College)
J. RAYCRAFT	BA (Wilford Laurier U), MA (Royal roads), CMA
S. ROMEO-GILBERT	BSc (West Indies), MEng (London)
E. ROBINSON	Mktg Co-op Dipl (Capilano College), BBA (TRU), Post Bac (Community Economic Development) Dipl (SFU)
J. SARREAL	BSc (U of Philippines), MSc (U of Florida), PhD (N. Carolina State U), ACSM, (Capilano)
D. SAUER	BA (SFU), MBA (UBC)
A. SHAFAI	BCom (Dalhousie), MBA (St. Mary's)
P. SIMONS	BA, LLB (UBC)
C. STERN	BComm, BEd (UBC), MA in Leadership (Royal Roads)
S. STUYT	BBA, MBA (SFU), Certified Executive Coach (Royal Roads)
I. SURJANOVIC	MA (U of Belgrade), PhD (U of Novi Sad)
K. TAFT	BA (U of Calgary), MA (fielding), CHRP
T. TOWILL	MBA (Asia Pacific Institute), CPA, FCMA, ACMA (UK)
L. VILLALBA	BSC (U of Maryland), MA (U of Kansas), MAT ( Piedmont College, USA), MDL (ISEAD – Madrid, Spain), OCT
A. WATSON	BA (U of C), AIBC, MBA (Asia Pacific Institute)
J. WATSON	BAdmin (Hons) (Brock), CMA, FCMA, MEd (UBC)
G. WAUGH	BA (Reading), MA (UBC), Standard Teaching Credentials (UK), BC Registered Psychologist
S. WELLS	BPR (Mount Saint Vincent), MSc (Leicester)
J. WILSON	BComm (UBC), TBDL (UBC), CPA CA, ICD. D, ATMS (Pension)
R. WONG	BCom (UBC), CGA, CFP
D. YASINSKI	BFA (U of M), MEd (SFU)
A. ZHU	BComm (BCUEB), MSc (UBC), CPA (Canada)

## **SUPPORT STAFF**

C. GENCAY	Department/Divisional Assistant
B. GRISACK	Department/Divisional Assistant
S. HUZEK	Receptionist
M. KUMATA	Department/Divisional Assistant
Y. LEUNG	International Partnership Officer
S. MENU	Divisional Supervisor
N. TRAN	Career Development Officer

## **CONTACT**

### **For General Information**

School of Business  
Cedar Building

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1734  
E-mail: [bba@capilanou.ca](mailto:bba@capilanou.ca)

[www.capilanou.ca/business](http://www.capilanou.ca/business)

### **For Advising Information**

Bachelor of Business Administration  
E-mail: [bba@capilanou.ca](mailto:bba@capilanou.ca)

Business Administration Diploma  
E-mail: [bba@capilanou.ca](mailto:bba@capilanou.ca)

Study Abroad Opportunities  
Phone: 604.986.1911  
Fax: 604.984.1734  
E-mail: [studyabroad@capilanou.ca](mailto:studyabroad@capilanou.ca)

## **School of Communication**

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### **GENERAL INFORMATION**

The School of Communication offers degree and diploma programs in a wide variety of areas related to professional communication practice. Bridging the gap between theory and application, the communication programs are designed to guide students in the development of key communication skills and abilities and to give them the critical and analytic skills required of communication professionals. The following programs are available through the School of Communication:

- [Bachelor of Communication Studies](#) (120 credits)
- [Communication Studies Diploma](#) (60 credits)

For more information, please see [www.capilanou.ca/cmns](http://www.capilanou.ca/cmns)

### **Information for Prospective Students**

Communication programs are designed for the differing needs of students. Our Bachelor's degree builds on both critical, analytic and applied communication skills and provides advanced study in areas of professional communication leading to a variety of careers. For those with an academic focus, the



Communication Studies diploma is a 2-year transfer program leading into year 3 of Simon Fraser University's bachelor's degree.

Students wishing to enrol in a communication program should write directly to the School of Communication after applying for general admission to the university. Please write to: School of Communication, Capilano University, 2055 Purcell Way, North Vancouver, BC, V7J 3H5, or telephone 604.990.7939. The email address is [cmns@capilanou.ca](mailto:cmns@capilanou.ca).

Many communication courses are university transfer courses. Students wishing to enrol in open sections of communication courses must meet general university admission requirements.

## **COMMUNICATIONS COURSES**

Communication courses cover a wide variety of subjects from writing, editing and public speaking skills, to critical analyses of digital media, to how to put together an effective public relations campaign. Our lower level courses serve as an introduction to both applied communication skills and the critical study of media, communication and culture. Our upper level courses focus on specific areas of professional practice and development and involve intensive study of communication issues as well as the application of professional principles to communication projects.

The School of Communication also designs and delivers courses tailored to the needs of various career and professional programs. Among the programs we serve are Business Administration, Outdoor Recreation and Tourism Management, and Legal Administrative Assistant. Students admitted to these programs can register for the required communication courses. By special request, students may be able to register in these courses even if they are not admitted to a particular program.

Many communication courses carry credit as electives for students in Arts & Science, and Business programs, and many of our courses are open for general registration, particularly at the upper (300/400) level. However, please note that the School of Communication cannot guarantee seats in program courses to students not registered in a communication program.

## **University Transfer**

Most communication program courses transfer to one or more British Columbia universities. All courses in the Communication diploma transfer to Simon Fraser, and many professional writing courses are university transferable at the first- or second-year level. As university transfer status changes over time, students are advised to consult the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for the most up-to-date information.

## **Communications (CMNS) Courses**

<a href="#">CMNS 105</a>	International Interactions I
<a href="#">CMNS 110</a>	Communications for the Medical Assistant
<a href="#">CMNS 112</a>	Introduction to Communication Studies
<a href="#">CMNS 115</a>	Communications for Animation
<a href="#">CMNS 117</a>	Exploring Popular Culture Through the Media: An Interactive Course for International Students
<a href="#">CMNS 120</a>	Professional Writing for Artists
<a href="#">CMNS 123</a>	Fundamentals of Communication for Artists and Designers
<a href="#">CMNS 131</a>	Business Writing for Documentary
<a href="#">CMNS 132</a>	Explorations in Mass Media
<a href="#">CMNS 133</a>	Business Writing for Digital Visual Effects

<a href="#">CMNS 152</a>	Business Communications Basics
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism
<a href="#">CMNS 159</a>	Communications for the Legal Administrative Assistant
<a href="#">CMNS 164</a>	Advanced Communication and Interactions for Tourism Management International Students
<a href="#">CMNS 174</a>	Wilderness Leadership Communications
<a href="#">CMNS 185</a>	Presentation Skills for Public Speaking
<a href="#">CMNS 190</a>	Magazine Article Writing
<a href="#">CMNS 191</a>	Writing for Magazines
<a href="#">CMNS 205</a>	International Interaction II
<a href="#">CMNS 209</a>	History of Media
<a href="#">CMNS 220</a>	Advanced Business Writing and Editing
<a href="#">CMNS 222</a>	Communication and Ideology
<a href="#">CMNS 223</a>	Communications Skills, Applications and Contexts for Design and Art Direction
<a href="#">CMNS 231</a>	Cultural Industries in Canada
<a href="#">CMNS 235</a>	Understanding News
<a href="#">CMNS 236</a>	Understanding Television
<a href="#">CMNS 241</a>	Software for Magazine Publishing
<a href="#">CMNS 250</a>	Introduction to Technical Writing
<a href="#">CMNS 253</a>	Society and New Media
<a href="#">CMNS 255</a>	Interpersonal Communication
<a href="#">CMNS 260</a>	Applied Communication Research Methods
<a href="#">CMNS 261</a>	Interpreting Communication Documents
<a href="#">CMNS 262</a>	Qualitative Research Methods in Communication Studies
<a href="#">CMNS 270</a>	Visual Communication
<a href="#">CMNS 280</a>	Fiction Techniques for Professional Writers
<a href="#">CMNS 285</a>	Advanced Presentation Skills
<a href="#">CMNS 295</a>	The Culture of Advertising
<a href="#">CMNS 302</a>	Advanced International Interactions II
<a href="#">CMNS 305</a>	Advanced International Interactions I
<a href="#">CMNS 322</a>	Videogames: Culture, Theory and Criticism
<a href="#">CMNS 330</a>	Communication Ethics
<a href="#">CMNS 331</a>	Communication Policy and Law
<a href="#">CMNS 333</a>	Conflict and Communication
<a href="#">CMNS 345</a>	Web Content Development
<a href="#">CMNS 351</a>	Magazine Editing
<a href="#">CMNS 352</a>	Organizational Communication
<a href="#">CMNS 353</a>	Communication Technology in the Workplace and Everyday Life
<a href="#">CMNS 354</a>	Advanced Communications Skills for Tourism Management
<a href="#">CMNS 355</a>	Intercultural Communication
<a href="#">CMNS 360</a>	Strategic Communication
<a href="#">CMNS 370</a>	Photography as Communication: Fact and Fiction
<a href="#">CMNS 371</a>	Foundations of Design, Layout and Production for Magazines
<a href="#">CMNS 380</a>	Applied Cultural Criticism
<a href="#">CMNS 390</a>	Publishing for the 21st Century
<a href="#">CMNS 395</a>	Public and Media Relations
<a href="#">CMNS 400</a>	Magazine Practicum

<a href="#">CMNS 412</a>	Special Topics in Communication Studies
<a href="#">CMNS 431</a>	Project Group Communication Policy and Law
<a href="#">CMNS 433</a>	Project Group in Risk and Crisis Communication
<a href="#">CMNS 453</a>	Project Group in Communication and New Media
<a href="#">CMNS 462</a>	Advanced Communication Research Practice
<a href="#">CMNS 490</a>	Project Group in Publishing
<a href="#">CMNS 495</a>	Project Group in Media Campaigns
<a href="#">CMNS 498</a>	Communication Practicum
<a href="#">CMNS 499</a>	Undergraduate Thesis

## **BACHELOR OF COMMUNICATION STUDIES DEGREE**

### **General Information**

The Bachelor of Communication Studies (BCS) combines the critical analysis of communication, media and culture with applied communication skills. It directs these towards both scholarly investigation of and practical experience in specific areas of professional communication, including:

- Public and media relations
- Communication ethics, policy and law
- Critical media and communication studies
- Professional writing, editing and publishing
- Negotiation, mediation and crisis communication
- Intercultural, organizational and interpersonal communication

The general aim of the BCS is to supply its students with the professional competencies and critical thinking perspectives necessary for diverse careers or graduate-level study in communication fields.

In years 1 and 2, students are introduced to key theoretical frameworks and critical traditions as well as to foundational communication skills (writing, editing and public speaking). In year 3, students take advanced seminars that explore areas of strategic communication practice. In year 4, students enrol in project-based courses that bridge the classroom and the real world and through which they can build experience in communication as a professional practice. Students also complete either a capstone internship or graduating project.

### **Further Information**

All courses in the BCS are delivered on the North Vancouver campus of Capilano University. Students enrolled in full-time study (5 courses per semester) can expect to complete the program within 4 calendar years. Students may elect to enrol part-time, with the expectation that it will take longer to complete the program, depending on the course load students are willing to take on.

Students should expect to spend about 1 hour of preparation (not including assignments) for every hour of class time (approximately 8 hours per week per course). Courses often include both individual and group assignments and it is expected that students exercise a degree of professionalism in completing such assignments, including showing initiative in the co-ordination and management of course work.

### **Career & Educational Opportunities**

The Bachelor of Communication Studies prepares students for careers in:

- Public relations
- Media relations
- Publishing, writing, & editing
- Communication research and policy analysis
- Journalism
- Communication co-ordination & management

It also supplies a rigorous academic foundation for students interested in pursuing graduate level study in communication or cognate areas such as sociology, cultural studies, political studies, journalism or literary studies.

## **Transferability/transfer credit/PLA**

Students are able to enter the BCS at three points – at first, second, or third year. Students transferring into the BCS at a stage later than direct first year admission must meet the general admission requirements noted below, and (if they completed post-secondary studies at an institution other than Capilano) initiate the credit transfer process described in the next paragraph. Such students should consult with a program advisor to determine their stage in the degree curriculum and to plan course selection to ensure timely completion of degree requirements.

Students wishing to transfer credits from other post-secondary institutions must ensure that the courses they seek equivalency for correspond in substance to program requirements in the BCS. The transfer process is initiated by the students through the Capilano Registrar's Office. For courses taken at other British Columbia post-secondary institutions, please refer to the ([www.bctransferguide.ca](http://www.bctransferguide.ca)) to check transferability.

The School of Communication at Capilano University recognises that there are occasions on which applicants may have met program objectives or outcomes in ways other than through recent prior post-secondary study. In such cases, prior learning assessments may be conducted to grant credit for prior learning as appropriate.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English 12 or English 12 First Peoples or equivalent with a minimum grade of "B"
- For students with previous post-secondary experience, a minimum cumulative GPA of 2.5 (on a scale of 4.33) or equivalent.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- A letter of intent and resume must be submitted by all students with previous post-secondary experience, and may be requested of other applicants.

## **Admission/Application Notes**

- Please note that the admission requirements are minimum requirements. Admission is competitive.
- ENGL 100 is a required course in the Bachelor of Communication Studies. In order to enroll in any English course, students must submit the results of the Capilano University English Diagnostic Test (EDT) or the Language Proficiency Index Test (LPI) unless they meet the EDT/LPI exemptions listed in the university calendar or on the Capilano website at [www.capilanou.ca/english/English-Diagnostic-Test](http://www.capilanou.ca/english/English-Diagnostic-Test).

The Bachelor of Communication Studies runs over eight semesters, with core courses and communication electives generally being offered in Fall and Spring semesters. A limited number of communication courses are offered in the Summer, so students wishing to continue their studies in the Summer semester are encouraged to take non-communication elective credits.

Admissions to the BCS are competitive, based on a maximum total annual intake of approximately 100 students. Applications remain open until the program is full. We begin reviewing applications in February of each year, and we encourage interested applicants to apply starting in January. Applications are reviewed individually by program faculty and admissions are granted on a first come-first served basis. We reserve a percentage of seats annually for students applying directly from high school. Students will be notified by email and post of the outcomes of the application process.

Students who meet the BCS admission requirements but apply after the program intake has been reached are encouraged to apply to General Arts & Sciences and to reapply in a subsequent year as a transfer student. Courses taken in Arts & Science can generally count as electives towards the Bachelor of Communication Studies.

Information meetings are generally held in March, April, May and October. Students should consult the School of Communication web pages for details: [www.capilano.ca/cmns](http://www.capilano.ca/cmns).

## **Who Should Apply?**

The BCS is designed for those interested in a range of communication professions, and will enable and support their interest by establishing, broadening, and diversifying their academic knowledge and professional skills. The program is of interest to those embarking on careers in the communication fields, or those with work experience seeking professional advancement or a career change.

## **Application Deadlines/Admission Dates**

The BCS admits students on a first come-first served basis until the program is full. The total annual intake is approximately 100 students. We do not have any formal application deadlines, but we begin considering applications in February and continue until all seats are taken. Applications for Fall admission are best sent in between January and May. We reserve a number of seats for students applying directly from high school, since such applications cannot be fully considered until interim grades are posted in May.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Communication Studies Degree

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
First Year		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">CMNS 112</a>	Introduction to Communication Studies	3.00	
<a href="#">CMNS 132</a>	Explorations in Mass Media	3.00	
<a href="#">CMNS 185</a>	Presentation Skills for Public Speaking	3.00	
<a href="#">CMNS 190</a>	Magazine Article Writing	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<i>Choose 15.00 credits of electives:</i>			15.00
See Elective list below		15.00	
Credits			30.00
Second Year		Course Credits	Required Credits
<i>Required:</i>			3.00
<a href="#">CMNS 220</a>	Advanced Business Writing and Editing	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS 260</a>	Applied Communication Research Methods	3.00	
<a href="#">CMNS 261</a>	Interpreting Communication Documents	3.00	
<a href="#">CMNS 262</a>	Qualitative Research Methods in Communication Studies	3.00	
<i>Choose 15.00 credits from the following list:</i>			15.00
<a href="#">CMNS 209</a>	History of Media	3.00	
<a href="#">CMNS 222</a>	Communication and Ideology	3.00	
<a href="#">CMNS 231</a>	Cultural Industries in Canada	3.00	
<a href="#">CMNS 235</a>	Understanding News	3.00	
<a href="#">CMNS 236</a>	Understanding Television	3.00	
<a href="#">CMNS 241</a>	Software for Magazine Publishing	3.00	
<a href="#">CMNS 253</a>	Society and New Media	3.00	
<a href="#">CMNS 255</a>	Interpersonal Communication	3.00	
<a href="#">CMNS 270</a>	Visual Communication	3.00	
<a href="#">CMNS 285</a>	Advanced Presentation Skills	3.00	
<a href="#">CMNS 295</a>	The Culture of Advertising	3.00	
<i>Choose 9.00 credits of electives:</i>			9.00
See Elective list below		9.00	
Credits			30.00
Third Year		Course Credits	Required Credits
<i>Required:</i>			6.00

<b>Third Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 318</a>	Project Management	3.00	
<a href="#">CMNS 360</a>	Strategic Communication	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS 260</a>	Applied Communication Research Methods	3.00	
<a href="#">CMNS 261</a>	Interpreting Communication Documents	3.00	
<a href="#">CMNS 262</a>	Qualitative Research Methods in Communication Studies	3.00	
<i>Choose 9.00 credits from the following list:</i>			9.00
<a href="#">CMNS 322</a>	Videogames: Culture, Theory and Criticism	3.00	
<a href="#">CMNS 330</a>	Communication Ethics	3.00	
<a href="#">CMNS 331</a>	Communication Policy and Law	3.00	
<a href="#">CMNS 333</a>	Conflict and Communication	3.00	
<a href="#">CMNS 351</a>	Magazine Editing	3.00	
<a href="#">CMNS 352</a>	Organizational Communication	3.00	
<a href="#">CMNS 353</a>	Communication Technology in the Workplace and Everyday Life	3.00	
<a href="#">CMNS 355</a>	Intercultural Communication	3.00	
<a href="#">CMNS 370</a>	Photography as Communication: Fact and Fiction	3.00	
<a href="#">CMNS 371</a>	Foundations of Design, Layout and Production for Magazines	3.00	
<a href="#">CMNS 380</a>	Applied Cultural Criticism	3.00	
<a href="#">CMNS 390</a>	Publishing for the 21st Century	3.00	
<a href="#">CMNS 395</a>	Public and Media Relations	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS 412</a>	Special Topics in Communication Studies	3.00	
<a href="#">CMNS 431</a>	Project Group Communication Policy and Law	3.00	
<a href="#">CMNS 433</a>	Project Group in Risk and Crisis Communication	3.00	
<a href="#">CMNS 453</a>	Project Group in Communication and New Media	3.00	
<a href="#">CMNS 490</a>	Project Group in Publishing	3.00	
<a href="#">CMNS 495</a>	Project Group in Media Campaigns	3.00	
<i>Choose 9.00 credits of electives:</i>			9.00
See Elective list below		9.00	
Credits			30.00
<b>Fourth Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS 322</a>	Videogames: Culture, Theory and Criticism	3.00	
<a href="#">CMNS 330</a>	Communication Ethics	3.00	
<a href="#">CMNS 331</a>	Communication Policy and Law	3.00	
<a href="#">CMNS 333</a>	Conflict and Communication	3.00	
<a href="#">CMNS 351</a>	Magazine Editing	3.00	
<a href="#">CMNS 352</a>	Organizational Communication	3.00	



<b>Fourth Year</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<a href="#">CMNS 353</a>	Communication Technology in the Workplace and Everyday Life	3.00	
<a href="#">CMNS 355</a>	Intercultural Communication	3.00	
<a href="#">CMNS 370</a>	Photography as Communication: Fact and Fiction	3.00	
<a href="#">CMNS 371</a>	Foundations of Design, Layout and Production for Magazines	3.00	
<a href="#">CMNS 380</a>	Applied Cultural Criticism	3.00	
<a href="#">CMNS 390</a>	Publishing for the 21st Century	3.00	
<a href="#">CMNS 395</a>	Public and Media Relations	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
Note: CMNS 462 is the prerequisite for CMNS 499.			
<a href="#">CMNS 412</a>	Special Topics in Communication Studies	3.00	
<a href="#">CMNS 431</a>	Project Group Communication Policy and Law	3.00	
<a href="#">CMNS 433</a>	Project Group in Risk and Crisis Communication	3.00	
<a href="#">CMNS 453</a>	Project Group in Communication and New Media	3.00	
<a href="#">CMNS 462</a>	Advanced Communication Research Practice	3.00	
<a href="#">CMNS 490</a>	Project Group in Publishing	3.00	
<a href="#">CMNS 495</a>	Project Group in Media Campaigns	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
Note: Students choosing to take CMNS 499 must have completed CMNS 462 as a prerequisite and are required to complete one additional 400-level CMNS elective course from the above list to meet the total program credit requirements.			
<a href="#">CMNS 462</a>	Advanced Communication Research Practice	3.00	
<a href="#">CMNS 498</a>	Communication Practicum	6.00	
<a href="#">CMNS 499</a>	Undergraduate Thesis	3.00	
<i>Choose 15.00 credits of electives:</i>			15.00
See Elective list below		15.00	
Credits			30.00
<b>Electives</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
42 elective credits, no more than 18 of which are to come from any single subject area and at least 12 of which must be upper level credits. Students must take a minimum of 3 credits designated as Quantitative/Analytical.			
6 credits of a single foreign language			
Credits			0.00
<b>Total Program Credits</b>			<b>120.00</b>

## Approved Quantitative/Analytical Courses for Capilano University Degrees

Please refer to the [Graduation](#) section of the calendar for a complete listing of approved quantitative and analytical courses.



## COMMUNICATION STUDIES DIPLOMA PROGRAM

### General Information

Communication Studies is a new and growing field whose central concern is to examine the role played by communication practices, processes and media in human societies. Communication studies promotes a critical exploration of connections between the structures of human communication (media technologies, industries, and policies) and their impacts on meaning-making, social relationships, cultural practices, power and the economy.

The Communication Studies Diploma is a 60-credit program consisting of 10 communications courses – all of which transfer to SFU's Communication BA program – plus 10 academic electives.

Learning outcomes include the ability to think discerningly about communication issues; the development of critical media literacy; an understanding of key historical and contemporary social and ethical issues in media and communication; and an awareness of the various ways in which communication practices support social life and culture.

For more information, please see [www.capilano.ca/cmns/Communication-Studies-Diploma/](http://www.capilano.ca/cmns/Communication-Studies-Diploma/)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 or English 12 First Peoples or equivalent with a minimum grade of "B"
- For students with previous post-secondary experience, a minimum cumulative GPA of 2.5 (on a scale of 4.33) or equivalent.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- A letter of intent and resume must be submitted by all students with previous post-secondary experience, and may be requested of other applicants.

### Admission/Application Notes

- Please note that the admission requirements are minimum requirements. Admission is competitive.
- ENGL 100 is a required course in the Communication Studies diploma. In order to enroll in any English course, students must submit the results of the Capilano University English Diagnostic Test (EDT) or the Language Proficiency Index Test (LPI) unless they meet the EDT/LPI exemptions listed in the university calendar or on the Capilano website at [www.capilano.ca/english/English-Diagnostic-Test](http://www.capilano.ca/english/English-Diagnostic-Test).

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Communication Studies Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
<b>Core CMNS Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">CMNS 112</a>	Introduction to Communication Studies	3.00	
<a href="#">CMNS 132</a>	Explorations in Mass Media	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS 231</a>	Cultural Industries in Canada	3.00	
<a href="#">SOC 223</a>	Media and Society	3.00	
Credits			9.00
<b>Choice</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS 209</a>	History of Media	3.00	
<a href="#">CMNS 253</a>	Society and New Media	3.00	
Credits			3.00
<b>Choice</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">CMNS 222</a>	Communication and Ideology	3.00	
<a href="#">CMNS 235</a>	Understanding News	3.00	
<a href="#">CMNS 236</a>	Understanding Television	3.00	
Credits			6.00
<b>Choice</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">CMNS 260</a>	Applied Communication Research Methods	3.00	
<a href="#">CMNS 261</a>	Interpreting Communication Documents	3.00	
<a href="#">CMNS 262</a>	Qualitative Research Methods in Communication Studies	3.00	
Credits			6.00

<b>Choice</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">CMNS 209</a> History of Media	3.00	
<a href="#">CMNS 222</a> Communication and Ideology	3.00	
<a href="#">CMNS 235</a> Understanding News	3.00	
<a href="#">CMNS 236</a> Understanding Television	3.00	
<a href="#">CMNS 253</a> Society and New Media	3.00	
<a href="#">CMNS 270</a> Visual Communication	3.00	
<a href="#">CMNS 353</a> Communication Technology in the Workplace and Everyday Life	3.00	
<a href="#">CMNS 360</a> Strategic Communication	3.00	
<a href="#">CMNS 370</a> Photography as Communication: Fact and Fiction	3.00	
Credits		6.00
 <b>Electives</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<i>Choose 27.00 credits from the following list:</i>		27.00
Note: At least 3 credits must be designated as Quantitative/Analytical.		
Humanities (Art History, History, English, Foreign languages, Linguistics, Philosophy, Studio or Performing Arts) credits	9.00	
Science/Applied Science (Astronomy, Biology, Chemistry, Computing Science, Engineering, Geography, Geology, Math, Physics or Kinetics) credits	6.00	
Social Science (Anthropology, Criminology, Economics, Geography, Political Science, Psychology, Sociology {except SOC 223} and Women's Studies), Business or Commerce credits	12.00	
Credits		30.00
<b>Total Program Credits</b>		<b>60.00</b>

## FACULTY

D. BEAVER	MA (RRU)
S. BELL	BBA, MEd (SFU)
T. BRIDGE	BA (Fairhaven College), MFA Candidate
C. CAMPBELL	BFA (UBC)
M. CARDIN	BA, MA
S. DRITMANIS	BFA (UBC), MEd (SFU) <b>(Co-Chair)</b>
E. HAMILTON	PhD (SFU) <b>(Co-Chair)</b>
C. HOPPENRATH	BA, MEd (UBC)
M. MARKWICK	PhD (SFU)
C. MULLALY	Dip. Commercial Art (Capliano College)
K. OKUN	BA (UBC)
E. RAINS	MA (Carlton)

E. REZAIE	MSc
C. STECKLER	BA, MEd
K. STEWART	MA (SFU)
W. VAN LUVEN	BA, MFA (UBC)
L. WALKER	PhD (SFU)
L. WATSON	MEd, TESL (UBC)
S. WELLS	BPR (Mt. St. Vincent), MSc (RRU)
K. WIGHT	BA (ECAD), MFA (SFU)
C. WOLF	BFA (SFU)

## CONTACT

School of Communication  
Alison Bailey, Divisional Assistant  
Capilano University Fir building, room 502  
2055 Purcell Way North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7939  
E-mail: [abailey@capilano.ca](mailto:abailey@capilano.ca)  
[www.capilano.ca/cmns](http://www.capilano.ca/cmns)

## School of Legal Studies

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### GENERAL INFORMATION

Capilano University's Paralegal Program was designed to meet the needs of the legal community by providing substantive and skills-based legal education for paralegals. The first Diploma (full-time) and Certificate (part-time) options were developed in 1976. The curriculum and course content were designed in consultation with the BC Law Society and mirrored the American Bar Association requirements for paralegal education. In 2010, a four year full-time degree option was added. The School of Legal Studies is a member of the British Columbia Paralegal Association and the American Association for Paralegal Education.

There are three Paralegal program options offered at Capilano University:

1. The full-time two-year [Diploma](#) option is designed for people who may not have current legal experience, but who have two years post-secondary education or equivalent learning experience.
2. The part-time [Certificate](#) option is designed for people currently employed in a legal setting and who have at least two years legal administrative assistant experience or equivalent learning experience (see below under Paralegal Certificate, Admission Requirements).

There are two delivery options:

- a) Evening and Saturday (summer term only) option for those living locally.
  - b) Online option for those living outside of the Greater Vancouver area.
3. The full-time four-year [Degree](#) option is designed for those who have no post-secondary education or legal experience. It will also appeal to students with some post-secondary education, perhaps even

another degree, who would like to have a degree in this field. High school graduates with high academic standing are eligible.

For more information, please see [www.capilanou.ca/paralegal](http://www.capilanou.ca/paralegal)

## **What is a Paralegal?**

A paralegal is a person qualified by education, who is employed by a lawyer, corporation, or government agency and who performs specifically delegated substantive legal work, for which a lawyer is responsible.

Some examples of work performed by paralegals are:

1. interviewing clients and witnesses
2. drafting pleadings, wills, probate, intellectual property, conveyance and corporate documents
3. legal research
4. file management
5. assisting in trial preparation

## **Career Opportunities**

Paralegals find careers in different areas, including:

- Interviewing clients
- Personal injury
- Corporate and commercial
- Family law
- Wills and estates
- Insurance law
- Real property
- Intellectual property
- Aboriginal law
- Collections

Paralegals work in:

- Private law firms ranging in size from large international or national firms to medium-sized firms to small firms and sole practitioners
- Corporate legal departments including energy companies such as BC Hydro, telecommunications companies, and mining companies
- Government offices, such as the federal Department of Justice and BC's Ministry of Attorney General
- Non-profit agencies and societies.

For more information, please see [www.capilanou.ca/paralegal/](http://www.capilanou.ca/paralegal/).

## **Policy for Challenging Courses**

Capilano University's Academic Policies and Procedures provide for five methods for challenging courses: Exemption, Substitution, Transfer Credit, Prior Learning Assessment and Course Challenge. These procedures are not available for all courses in the Paralegal Program. For explanations of these methods, see the Academic Policies on the Capilano University [Policies & Procedures webpage](#).

Please [contact](#) the department for further details or with any questions.

## **BACHELOR OF LEGAL STUDIES (PARALEGAL) DEGREE**

The Bachelor of Legal Studies (Paralegal) is a four-year, full time degree designed for high school graduates who are interested in the law and becoming a paralegal. It will also appeal to students with some post-secondary education, perhaps even another degree who would like to have a degree in this field.

Students in this option attend classes during the day at Capilano University's North Vancouver campus. They complete courses in substantive law, procedural law and legal skills. Courses offered are preset and require students to attend classes during the fall and spring terms (from September through April) for four consecutive years.

Upon completion of the four-year course of studies, students must complete a practicum under the supervision of a lawyer. Students are paid by their employer during this practicum.

At the end of a successful practicum, the student is eligible for graduation. Faculty work closely with students and with the legal community to assist students in obtaining successful practicum placements.

For further information about the Degree option, please visit the School of Legal Studies website at [www.capilano.ca/paralegal/Bachelor-of-Legal-Studies-Paralegal/](http://www.capilano.ca/paralegal/Bachelor-of-Legal-Studies-Paralegal/).

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or Mature Student status or equivalent education or experience.
- High School with an 80% average through Grades 11 and 12 (in English 12 or English 12 First Peoples and at least four other academic courses).
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- The School of Legal Studies will review applications once the application package is complete. The applicant may be called for an interview if they meet the admission requirements.
- Resume || Short handwritten essay (three pages, double-spaced) entitled, "Why I Want to Become a Paralegal" || Two letters of reference (preferably from high school teachers and/or non-family members who work in a business or professional setting).

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Admission/Application Notes

Letters of reference should be submitted directly to the School of Legal Studies:

Paralegal Program, Capilano University, Fir building, room 502  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5

Please call 604.983.7594 or email [legalstudies@capilano.ca](mailto:legalstudies@capilano.ca) if you have any questions regarding the admission or application process.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Legal Studies (Paralegal) Degree

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Non-LAW courses may be taken in terms other than the suggested terms in the profile.

Continuation Requirement: Any student whose cumulative grade point average falls below 2.0 (C) will not be permitted to continue in the program.

Graduation Requirement: Students must complete all courses in the curriculum and achieve a cumulative grade point average of 3.0 (B) or higher in order to graduate.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">LAW 101</a> Introduction to Law	3.00	
<a href="#">LAW 110</a> Legal Analysis	3.00	
<a href="#">LAW 115</a> Legal Document Processing	3.00	
General Elective 100 level or higher	3.00	
Credits		15.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">LAW 130</a> Criminal Law	3.00	
<a href="#">LAW 140</a> Family Law and Procedures	3.00	
General Electives 100 level or higher	6.00	
Organizational Behaviour 100 level or higher (BADM 106 is recommended)	3.00	
Credits		15.00

<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ENGL</a> English Elective 100 level or higher	3.00	
<a href="#">LAW 200</a> Torts I	3.00	
<a href="#">LAW 210</a> Legal Research	3.00	
<a href="#">LAW 220</a> Litigation Procedures I	3.00	
General Elective 100 level or higher	3.00	
Credits		15.00
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">LAW 201</a> Torts II	3.00	
<a href="#">LAW 230</a> Evidence	3.00	
<a href="#">LAW 240</a> Estates and Procedures	3.00	
General Elective 100 level or higher	3.00	
Quantitative/Analytical elective 100 level or higher (as approved)	3.00	
Credits		15.00
 <b>Fifth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">LAW</a> Legal Elective 300 or 400 level	3.00	
<a href="#">LAW 300</a> Contracts I	3.00	
<a href="#">LAW 310</a> Legal Drafting	3.00	
<a href="#">LAW 315</a> Legal Interviewing	3.00	
General or Legal Elective 300 or 400 level	3.00	
Credits		15.00
 <b>Sixth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">LAW</a> Legal Elective 300 or 400 level	6.00	
<a href="#">LAW 301</a> Contracts II	3.00	
<a href="#">LAW 340</a> Company Law	3.00	
<a href="#">LAW 342</a> Corporate Procedures	1.50	
General or Legal Elective 300 or 400 level	3.00	
Credits		16.50
 <b>Seventh Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">LAW</a> Legal Elective 300 or 400 level	6.00	
<a href="#">LAW 400</a> Insurance Law I	3.00	
<a href="#">LAW 440</a> Real Property	3.00	
<a href="#">LAW 442</a> Conveyancing Procedures	1.50	



<b>Seventh Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
General or Legal Elective 300 or 400 level Credits	3.00	16.50

<b>Eighth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">LAW</a> Legal Elective 300 or 400 level	3.00	
<a href="#">LAW 420</a> Litigation Procedures II	3.00	
<a href="#">LAW 425</a> Law Office Procedures	1.50	
<a href="#">LAW 450</a> Intellectual Property	3.00	
<a href="#">LAW 498</a> Practicum	4.50	
Credits		15.00

<b>Legal Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00

Legal electives may be chosen from any of the legal electives offered by the School of Legal Studies (see below), and regardless of whether those legal electives existed or were available at the time the student commenced the degree. Please note that legal electives are offered on a rotating basis factoring in demand for particular courses, and will not necessarily be available every year.

<a href="#">LAW 305</a> Arts and Entertainment Law	3.00	
<a href="#">LAW 308</a> Sports and Recreation Law	3.00	
<a href="#">LAW 317</a> Conflict Resolution	3.00	
<a href="#">LAW 318</a> Meditation in Law and Business	3.00	
<a href="#">LAW 320</a> Creditors' Remedies and Procedures	3.00	
<a href="#">LAW 330</a> Administrative Law	3.00	
<a href="#">LAW 335</a> Environmental Law	3.00	
<a href="#">LAW 341</a> Securities Law	3.00	
<a href="#">LAW 344</a> Elder Law	3.00	
<a href="#">LAW 360</a> Labour and Employment Law	3.00	
<a href="#">LAW 370</a> Modern Themes in Canadian Law	3.00	
<a href="#">LAW 389</a> Directed Study I	3.00	
<a href="#">LAW 401</a> Insurance Law II	3.00	
<a href="#">LAW 410</a> Legal Advocacy	3.00	
<a href="#">LAW 415</a> Legal Ethics	3.00	
<a href="#">LAW 430</a> Aboriginal Law	3.00	
<a href="#">LAW 460</a> International Law	3.00	
<a href="#">LAW 462</a> International Human Rights Law	3.00	
<a href="#">LAW 464</a> International Women's Rights Law	3.00	
<a href="#">LAW 466</a> International Criminal Law	3.00	
<a href="#">LAW 470</a> Philosophy of Law	3.00	
<a href="#">LAW 489</a> Directed Study II	3.00	
Credits		0.00

**General Electives**

<b>Course Credits</b>	<b>Required Credits</b>
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*Choose from the following list:*

0.00

General electives may be chosen from any of the Faculties at Capilano University. The following courses are excluded: academic preparation courses (e.g., EAP courses), legal courses in the Legal Administrative Assistant or Paralegal programs that are or were part of the core curriculum in those programs, and practicum, internship or co-operative education courses.

Credits

0.00

**Total Program Credits**

**123.00**

## **Approved Quantitative/Analytical Courses for Capilano University Degrees**

Please refer to the [Graduation](#) section of the calendar for a complete listing of approved quantitative and analytical courses.

### **Contact**

School of Legal Studies

Sandi Hamson, Divisional Assistant

Fir building, room 502

Capilano University

2055 Purcell Way

North Vancouver, B.C. V7J 3H5

Phone: 604.985.7594

Fax: 604.990.7808

E-mail: [sandihamson@capilanou.ca](mailto:sandihamson@capilanou.ca)

[www.capilanou.ca/paralegal](http://www.capilanou.ca/paralegal)

## **PARALEGAL DIPLOMA**

Students in the full-time two-year Diploma option attend classes during the day at Capilano University's North Vancouver campus. They complete course studies in substantive law, procedural law and legal skills. Courses offered are preset and require students to attend classes during the fall and spring terms (from September through April) for two consecutive years.

Upon completion of the two-year course of studies, students must complete a six-month practicum under the supervision of a lawyer. Students are paid by their employer during this practicum.

At the end of a successful practicum, the student is eligible for graduation. Faculty work closely with students and with the legal community to assist students in obtaining successful practicum placements.

For further information about the Diploma option, please visit the School of Legal Studies website at [www.capilanou.ca/paralegal/Paralegal-Diploma](http://www.capilanou.ca/paralegal/Paralegal-Diploma)

### **Admission Requirements**

- BC secondary school graduation (Grade 12) or equivalent, or mature student status.

- One of the following: 2 years full-time post-secondary education (with an academic focus); 1 year full-time post-secondary education (with an academic focus) plus relevant life/work experience; or relevant life/work learning experience at the discretion of the department.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- The School of Legal Studies will review applications once the application package is complete. The applicant may be called for an interview if they meet the admission requirements.
- English 100 level or higher course (B- or higher), CMNS 159 (B+ or higher) or LPI exam [www.lpitest.ca](level 5 or higher – please note that in the School of Legal Studies the EDT is not accepted in place of the LPI).
- Resume || Short handwritten essay (three pages, double-spaced) entitled, “Why I Want to Become a Paralegal” || Two letters of reference (preferably from past employers or college/university instructors) || Although not required, work experience in an office setting and a good working knowledge of computers are highly recommended.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Admission/Application Notes

Supporting documents (resume, essay and letters of reference) should be submitted directly to the School of Legal Studies:

Paralegal Program, Capilano University, Fir building, room 502  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5

Please call 604.983.7594 or email [legalstudies@capilanou.ca](mailto:legalstudies@capilanou.ca) if you have any questions regarding the admission or application process.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Paralegal Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Continuation Requirement: Any student whose cumulative grade point average falls below 2.0 (C) will not be permitted to continue in the program.

Graduation Requirement: Students must complete all courses in the curriculum and achieve a cumulative grade point average of 3.0 (B) or higher in order to graduate.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		18.00
<a href="#">LAW 101</a> Introduction to Law	3.00	
<a href="#">LAW 110</a> Legal Analysis	3.00	
<a href="#">LAW 115</a> Legal Document Processing	3.00	
<a href="#">LAW 200</a> Torts I	3.00	
<a href="#">LAW 210</a> Legal Research	3.00	
<a href="#">LAW 220</a> Litigation Procedures I	3.00	
Credits		18.00
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">LAW 130</a> Criminal Law	3.00	
<a href="#">LAW 140</a> Family Law and Procedures	3.00	
<a href="#">LAW 201</a> Torts II	3.00	
<a href="#">LAW 230</a> Evidence	3.00	
<a href="#">LAW 240</a> Estates and Procedures	3.00	
Credits		15.00
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">LAW 300</a> Contracts I	3.00	
<a href="#">LAW 310</a> Legal Drafting	3.00	
<a href="#">LAW 315</a> Legal Interviewing	3.00	
<a href="#">LAW 400</a> Insurance Law I	3.00	
<a href="#">LAW 440</a> Real Property	3.00	
<a href="#">LAW 442</a> Conveyancing Procedures	1.50	
Credits		16.50
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		19.50
<a href="#">LAW 301</a> Contracts II	3.00	
<a href="#">LAW 340</a> Company Law	3.00	
<a href="#">LAW 342</a> Corporate Procedures	1.50	
<a href="#">LAW 420</a> Litigation Procedures II	3.00	
<a href="#">LAW 425</a> Law Office Procedures	1.50	
<a href="#">LAW 450</a> Intellectual Property	3.00	
<a href="#">LAW 498</a> Practicum	4.50	

<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		19.50
<b>Total Program Credits</b>		<b>69.00</b>

## Contact

School of Legal Studies  
 Sandi Hamson, Divisional Assistant  
 Fir building, room 502  
 Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5

Phone: 604.985.7594

Fax: 604.990.7808

E-mail: [sandihamson@capilano.ca](mailto:sandihamson@capilano.ca)

[www.capilano.ca/paralegal](http://www.capilano.ca/paralegal)

## PARALEGAL CERTIFICATE

The Paralegal Certificate is a part-time option designed for students who are working in a law office, legal department or other legal setting. Students study substantive law and legal skills courses while gaining their procedural law skills on the job. Some procedural law courses, such as Litigation Procedures, are available as electives.

The Paralegal Certificate is available in two delivery modes: onsite and online. The curriculum is the same for both; the only difference is the method of delivery. For registration purposes, we use two names to describe this program option based on delivery mode. **Paralegal Certificate** refers to regular onsite delivery where students attend lectures in person at a set time. Onsite courses are held in the evening at a downtown Vancouver location - currently the BCIT campus on Seymour Street (with the exception of LAW 210 Legal Research, which takes place at the North Vancouver campus on Saturdays).

**Paralegal Certificate (Online)** refers to online delivery where students learn at a distance without physically attending classes. For admission to the Paralegal Certificate (Online) option, preference is given to students living outside the Greater Vancouver area. Local students are generally expected to register in the Paralegal Certificate; however, they may be able to register in online courses in the event of seat availability or exceptional circumstances.

The Certificate (Online) option was the first fully online credential for paralegals available in Canada, and it has been a source of paralegal education for students in BC, across Canada, and around the world for over a decade (including the US, Cayman Islands, Virgin Islands, Czech Republic, Netherlands, New Zealand and United Arab Emirates).

Please note that the credential obtained after completing all the credit requirements is the same - Paralegal Certificate - regardless of the delivery method of your courses and the name used to describe the program option when you registered. The following information applies to both the onsite and online versions of the Certificate option, unless otherwise noted.

For more information, please see [www.capilano.ca/paralegal/Paralegal-Certificate](http://www.capilano.ca/paralegal/Paralegal-Certificate)

## Admission Requirements

- BC secondary school graduation (Grade 12) or equivalent, or mature student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- English 100 level or higher course (B- or higher), CMNS 159 (B+ or higher) or LPI exam [[www.lpitest.ca](http://www.lpitest.ca)](level 5 or higher – please note that in the School of Legal Studies the EDT is not accepted in place of the LPI).
- Resume || Letter from employer confirming current legal employment || One of the following: 1) two years legal admin work experience; 2) graduation from Cap U's Legal Admin Assistant (LAA) program with B+ or higher (other LAA programs may be considered); 3) graduation from Cap U's online LAA program with B+ or higher (other online LAA programs may be considered) plus one year legal admin work; or 4) relevant life/work experience with or without legal admin work experience (some limitations)

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Admission/Application Notes

Supporting documents (resume and employer's letter) should be submitted directly to the School of Legal Studies:

Paralegal Program, Capilano University, Fir building, room 502  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5

Please call 604.983.7594 or email [legalstudies@capilanou.ca](mailto:legalstudies@capilanou.ca) if you have any questions regarding the admission or application process.

## Further Information

Students are required to take LAW 101, 110, and 210 **before** enrolling in the remaining core courses or electives. Students start with either LAW 101 (September), LAW 110 (January), or LAW 210 (May) in their first year cycle. If after completing these three required courses, the remaining required courses, LAW 200 and LAW 300, are not available in the terms immediately following, students may enroll in electives until they become available.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Paralegal Certificate

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Fall	Part-Time
	Off Campus	Spring	Part-Time
	Off Campus	Summer	Part-Time

Certificate requirements must be completed within five years of commencing the program. The five-year period may be extended in exceptional circumstances.

Continuation Requirements: Any student whose cumulative grade point average falls below 3.0 (B) after completing LAW 101, LAW 110 and LAW 210 may be required to withdraw from the program in consultation with the Chair. Any student whose cumulative grade point average falls below 2.0 (C) will not be permitted to continue in the program.

Graduation Requirements: Students must complete all courses in the curriculum (the five required courses and 15 credits of electives) and achieve a cumulative grade point average of 3.0 (B) or higher in order to graduate. Students who complete the course requirements without being admitted in the certificate option (for instance, by taking the courses in the degree or diploma option, or transferring in credits from other institutions) and without two or more years of legal work experience will not be eligible to graduate automatically. In these circumstances students must complete up to two years full-time relevant work experience in consultation with the Chair before being eligible to graduate.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">LAW 101</a> Introduction to Law	3.00	
<a href="#">LAW 110</a> Legal Analysis	3.00	
<a href="#">LAW 200</a> Torts I	3.00	
<a href="#">LAW 210</a> Legal Research	3.00	
<a href="#">LAW 300</a> Contracts I	3.00	
Credits		15.00
<b>Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 15.00 credits of electives:</i>		15.00
<a href="#">LAW 115</a> Legal Document Processing	3.00	
<a href="#">LAW 130</a> Criminal Law	3.00	
<a href="#">LAW 140</a> Family Law and Procedures	3.00	
<a href="#">LAW 201</a> Torts II	3.00	
<a href="#">LAW 220</a> Litigation Procedures I	3.00	
<a href="#">LAW 230</a> Evidence	3.00	
<a href="#">LAW 240</a> Estates and Procedures	3.00	
<a href="#">LAW 301</a> Contracts II	3.00	
<a href="#">LAW 305</a> Arts and Entertainment Law	3.00	
<a href="#">LAW 308</a> Sports and Recreation Law	3.00	

<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">LAW 310</a>	Legal Drafting	3.00	
<a href="#">LAW 315</a>	Legal Interviewing	3.00	
<a href="#">LAW 317</a>	Conflict Resolution	3.00	
<a href="#">LAW 318</a>	Meditation in Law and Business	3.00	
<a href="#">LAW 320</a>	Creditors' Remedies and Procedures	3.00	
<a href="#">LAW 330</a>	Administrative Law	3.00	
<a href="#">LAW 335</a>	Environmental Law	3.00	
<a href="#">LAW 340</a>	Company Law	3.00	
<a href="#">LAW 341</a>	Securities Law	3.00	
<a href="#">LAW 342</a>	Corporate Procedures	1.50	
<a href="#">LAW 344</a>	Elder Law	3.00	
<a href="#">LAW 360</a>	Labour and Employment Law	3.00	
<a href="#">LAW 370</a>	Modern Themes in Canadian Law	3.00	
<a href="#">LAW 400</a>	Insurance Law I	3.00	
<a href="#">LAW 401</a>	Insurance Law II	3.00	
<a href="#">LAW 410</a>	Legal Advocacy	3.00	
<a href="#">LAW 415</a>	Legal Ethics	3.00	
<a href="#">LAW 420</a>	Litigation Procedures II	3.00	
<a href="#">LAW 430</a>	Aboriginal Law	3.00	
<a href="#">LAW 440</a>	Real Property	3.00	
<a href="#">LAW 442</a>	Conveyancing Procedures	1.50	
<a href="#">LAW 450</a>	Intellectual Property	3.00	
<a href="#">LAW 460</a>	International Law	3.00	
<a href="#">LAW 462</a>	International Human Rights Law	3.00	
<a href="#">LAW 464</a>	International Women's Rights Law	3.00	
<a href="#">LAW 466</a>	International Criminal Law	3.00	
<a href="#">LAW 470</a>	Philosophy of Law	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>30.00</b>

## Paralegal Certificate

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	Online	Fall	Part-Time
	Online	Spring	Part-Time
	Online	Summer	Part-Time

Certificate requirements must be completed within five years of commencing the program. The five-year period may be extended in exceptional circumstances.

Continuation Requirements: Any student whose cumulative grade point average falls below 3.0 (B) after completing LAW 101, LAW 110 and LAW 210 may be required to withdraw from the program in consultation with the Chair. Any student whose cumulative grade point average falls below 2.0 (C) will not be permitted to continue in the program.



Graduation Requirements: Students must complete all courses in the curriculum (the five required courses and 15 credits of electives) and achieve a cumulative grade point average of 3.0 (B) or higher in order to graduate. Students who complete the course requirements without being admitted in the certificate option (for instance, by taking the courses in the degree or diploma option, or transferring in credits from other institutions) and without two or more years of legal work experience will not be eligible to graduate automatically. In these circumstances students must complete up to two years full-time relevant work experience in consultation with the Chair before being eligible to graduate.

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">LAW 101</a> Introduction to Law	3.00	
<a href="#">LAW 110</a> Legal Analysis	3.00	
<a href="#">LAW 200</a> Torts I	3.00	
<a href="#">LAW 210</a> Legal Research	3.00	
<a href="#">LAW 300</a> Contracts I	3.00	
Credits		15.00

<b>Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 15.00 credits of electives:</i>		15.00

Electives may be chosen from any of the LAW courses offered by the School of Legal Studies as electives in the certificate option (see below), and regardless of whether those courses existed or were available as electives at the time the student commenced the certificate. Please note that legal electives are offered on a rotating basis factoring in demand for particular courses, and will not necessarily be available every year.

<a href="#">LAW 115</a> Legal Document Processing	3.00
<a href="#">LAW 130</a> Criminal Law	3.00
<a href="#">LAW 140</a> Family Law and Procedures	3.00
<a href="#">LAW 201</a> Torts II	3.00
<a href="#">LAW 220</a> Litigation Procedures I	3.00
<a href="#">LAW 230</a> Evidence	3.00
<a href="#">LAW 240</a> Estates and Procedures	3.00
<a href="#">LAW 301</a> Contracts II	3.00
<a href="#">LAW 305</a> Arts and Entertainment Law	3.00
<a href="#">LAW 308</a> Sports and Recreation Law	3.00
<a href="#">LAW 310</a> Legal Drafting	3.00
<a href="#">LAW 315</a> Legal Interviewing	3.00
<a href="#">LAW 317</a> Conflict Resolution	3.00
<a href="#">LAW 318</a> Meditation in Law and Business	3.00
<a href="#">LAW 320</a> Creditors' Remedies and Procedures	3.00
<a href="#">LAW 330</a> Administrative Law	3.00
<a href="#">LAW 335</a> Environmental Law	3.00
<a href="#">LAW 340</a> Company Law	3.00
<a href="#">LAW 341</a> Securities Law	3.00
<a href="#">LAW 342</a> Corporate Procedures	1.50
<a href="#">LAW 344</a> Elder Law	3.00
<a href="#">LAW 360</a> Labour and Employment Law	3.00
<a href="#">LAW 370</a> Modern Themes in Canadian Law	3.00

<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">LAW 400</a>	Insurance Law I	3.00	
<a href="#">LAW 401</a>	Insurance Law II	3.00	
<a href="#">LAW 410</a>	Legal Advocacy	3.00	
<a href="#">LAW 415</a>	Legal Ethics	3.00	
<a href="#">LAW 420</a>	Litigation Procedures II	3.00	
<a href="#">LAW 430</a>	Aboriginal Law	3.00	
<a href="#">LAW 440</a>	Real Property	3.00	
<a href="#">LAW 442</a>	Conveyancing Procedures	1.50	
<a href="#">LAW 450</a>	Intellectual Property	3.00	
<a href="#">LAW 460</a>	International Law	3.00	
<a href="#">LAW 462</a>	International Human Rights Law	3.00	
<a href="#">LAW 464</a>	International Women's Rights Law	3.00	
<a href="#">LAW 466</a>	International Criminal Law	3.00	
<a href="#">LAW 470</a>	Philosophy of Law	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>30.00</b>

## Contact

School of Legal Studies  
 Susan Perley, Legal Studies Assistant  
 Fir building, room 502  
 Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5

Phone: 604.985.7594  
 Fax: 604.990.7808  
 E-mail: [sperley@capilano.ca](mailto:sperley@capilano.ca)  
[www.capilano.ca/paralegal](http://www.capilano.ca/paralegal)

## LEGAL ADMINISTRATIVE ASSISTANT PROGRAMS

### Legal Administrative Assistant Certificate Program

#### General Information

This eight-month career program covers five main areas of law providing a fundamental understanding of the legal system in B.C. Students are trained in legal terminology and procedural rules. They will review relevant legislation and acquire necessary skills in the formatting and handling of legal documents. Typing, legal office procedures, hands-on computer technology and a two-week legal office work practicum are included in the curriculum.

A Capilano University certificate is granted upon successful completion of the program.

For more information, please see [www.capilano.ca/paralegal/legal-admin-assistant](http://www.capilano.ca/paralegal/legal-admin-assistant)

## **Career Opportunities**

The exacting field of law offers excellent career opportunities for students graduating as legal administrative assistants.

This very specialized program provides intense training in traditional administrative assistant skills as well as legal procedural courses including: civil litigation, wills and probate, corporate law, conveyancing and mortgaging, family, legal office procedures and basic securities procedures. Upon completion of the program, students find employment in specialized, as well as general, law offices.

Once working in the legal field, many graduates of the Legal Administrative Assistant program proceed to the part-time Paralegal Certificate program, available evenings and also as an online option for those outside the Vancouver area.

Legal Administrative Assistant program graduates who have achieved a cumulative B+ average and who have obtained employment in a law firm, government law department or corporate law department are now eligible to enter the Paralegal Certificate part-time program. This allows them to further their education in the evening while earning a salary and gaining valuable experience in the legal support field.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview
- LGST English Diagnostic Test (31/50 required)
- Applicants must submit a resume and reference letter. 45 wpm keyboarding (touch typing), SLEP (Secondary Level English Proficiency) test for EAP students (post-secondary level required).

## **Admission/Application Notes**

Interested applicants are invited to call the School of Legal Studies at 604.986.1911 ext. 3536 for more information. An evaluation of keyboarding speed and English language proficiency will be conducted during the interview at an information session.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Legal Administrative Assistant Certificate

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time
	North Vancouver	Spring	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">CMNS 159</a>	Communications for the Legal Administrative Assistant	3.00	
<a href="#">LGST 110</a>	Corporate Procedures	3.00	
<a href="#">LGST 112</a>	Basic Conveyance and Mortgage Procedures	3.00	
<a href="#">LGST 116</a>	Introduction to the Legal System	1.50	
<a href="#">LGST 124</a>	Organizational Behaviour	3.00	
<a href="#">LGST 127</a>	Computer Applications for the Legal Office I	3.00	
Credits			16.50
Second Term		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">LGST 108</a>	Family Law Litigation Procedures	1.50	
<a href="#">LGST 109</a>	Basic Litigation Procedures	3.00	
<a href="#">LGST 114</a>	Wills and Probate Procedures	1.50	
<a href="#">LGST 119</a>	Practicum	1.50	
<a href="#">LGST 125</a>	Virtual Legal Office	3.00	
<a href="#">LGST 126</a>	Basic Securities Procedures	1.50	
<a href="#">LGST 128</a>	Computer Applications for the Legal Office II	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>31.50</b>

## Graduation Requirement

A minimumm GPA of 2.0 is required to graduate with the above credential.

## Faculty

T. BANGAYAN	BCom (UBC), Paralegal Cert. (Capilano)
M. GIOVANNETTI	BSA (St. F.X.), BEd (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
D. JAMISON	BA (UBC), LGAS Diploma (Capilano)
M. MOLSON	BA (UBC), LLB (Osgoode), BEd (UBC)
L. STARTUP (on leave)	BComm (UBC), LLB (UVic), LLM (Cambridge)
L. TUCKER	BHK (UBC), Paralegal Diploma (Capilano)
G. WAUGH	BA (Reading), MA (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist
K. YIP	BA, LLB (UBC)

## Contact

Legal Administrative Assistant Program  
Susan Perley, Legal Studies Assistant  
Fir building, room 502

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 ext. 3536  
E-mail: [sperley@capilano.ca](mailto:sperley@capilano.ca)  
[www.capilano.ca/paralegal/legal-admin-assistant](http://www.capilano.ca/paralegal/legal-admin-assistant)

## CRIMINAL LAW PRACTICE AND PROCEDURE CITATION

The **Criminal Law Practice and Procedure Citation** is offered in partnership with other organizations or government departments, such as the Ministry of Justice. This nine-credit citation consists of three courses (three credits each): Introduction to Law (LAW 101), Criminal Law (LAW 130) and a work practicum. There are currently no plans to run it this year.

Please contact us at 604.983.7594 or [legalstudies@capilano.ca](mailto:legalstudies@capilano.ca) if you have any questions regarding the admission or application process relating to this program.

## FACULTY

M. BEGG	BA, LLB (UVic), LLB (UBC), PhD Candidate (UBC)
W. ENWRIGHT	MFA, BFA (UBC), LLB (McGill)
J. FAIRLIE	BMus, LLB (UBC), LLM, <b>Department Chair</b>
M. FOLLETT	BA (U of T), LLB (U of Calgary)
T. FOLLETT	BA, LLB (Queens)
A. HAN	BA (Hons) (UBC), JD (UVic), BIDP
D. JAMISON	BA Psych (UBC), LGAS Dip. (Capilano College)
K. LUI	AB (Harvard), LLB (Osgoode)
L. STARTUP (on leave)	BComm (UBC), LLB (UVic), LLM (Cambridge) (on leave)
C. THIESSEN	BA (SFU), LLB (UBC)
L. TUCKER	BHK (UBC), LGAS Dip (Capilano College)
E. VAN ECK	LGAS Dip. (Capilano College), B. Juris (S. Africa)
K. YIP	BA, LLB (UBC)

## CONTACT

School of Legal Studies  
Sandi Hamson, Divisional Assistant  
Fir building, room 502  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Phone: 604.983.7594

Fax: 604.990.7808

E-mail: [sandihamson@capilano.ca](mailto:sandihamson@capilano.ca)

[www.capilano.ca/paralegal](http://www.capilano.ca/paralegal)

# Global & Community Studies

## School of Global Stewardship

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### ASSOCIATE OF ARTS DEGREE - GLOBAL STEWARDSHIP

#### General Information

The two-year Global Stewardship Associate of Arts degree program was initially designed for young people pursuing careers in the not-for-profit sector, either internationally or in Canada. But over the years, graduates of the program have gone into a wide variety of careers, including international development, social work, journalism, teaching, law and even nursing. Students in the program study in cohort (that is, together) a wide range of courses in world politics, environmental biology, geography, economic history, anthropology, world history, languages, literature and philosophy as a means to understanding the global forces at play today. They also take management courses, and partake in seminars delivered by leaders in the not-for-profit sector in order to hone their leadership, teamwork, communication, budgeting and time-management skills. They also gain hands-on service learning experience volunteering with a non-government organization, either locally or overseas. Graduates receive an Associate of Arts degree, which is easily transferable to any university in B.C. and recognized by a number of universities across Canada.

For more information, please see [www.capilano.ca/global-stewardship](http://www.capilano.ca/global-stewardship).

#### Career Opportunities

According to the Voluntary Sector Human Resources Council, nearly 900,000 Canadians work for pay in the voluntary sector, about the same number that work in the construction, mining, and oil and gas industries combined. The number of people working internationally for non-governmental organizations is unknown, but they most certainly number in the millions. Graduates of the Global Stewardship Program enter this network of not-for-profit employees early in their academic career. Those who want to pursue such a career will most certainly go on to complete their bachelor's degree, and possibly a masters in the future. Other graduates of the Global Stewardship Program are pursuing careers in teaching, social work, nursing, and international law. Graduates of the Global Stewardship Program are eligible for the paid internship positions supported by CIDA.

#### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three academic Grade 12 courses.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview
- Letter of intent and letters of recommendation.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Admission/Application Notes

You must also submit a supplemental application to the Global Stewardship program directly. Requirements for this supplemental application are found on the [Global Stewardship](#) website.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Global Stewardship (GLBS) Courses

<a href="#">GLBS 100</a>	Global Stewardship Seminar I: Preparing to Volunteer for a NFP
<a href="#">GLBS 101</a>	Global Stewardship Seminar II: Volunteering for a Not-For-Profit Organization
<a href="#">GLBS 110</a>	Introduction to Global Studies
<a href="#">GLBS 200</a>	Global Stewardship Seminar III: Preparing for Group NFP Volunteering
<a href="#">GLBS 201</a>	Global Stewardship Seminar IV: Volunteering in a Group for Not-For-Profits

## Associate of Arts Degree - Global Stewardship

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both

Students who have received a certificate of completion from Katimavik, Free the Children/Me to We, Canada World Youth, Youth Challenge International, or Latitude Canada after high school graduation are not required to complete GLBS 101 and GLBS 201 and will graduate with 64 rather than 67 credits. The original certificate must be supplied to the Registrar's Office for an official copy to be placed in the student's file.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		10.50
<a href="#">GEOG 100</a>	Human Geography: People, Places and Cultures 3.00	
<a href="#">GLBS 100</a>	Global Stewardship Seminar I: Preparing to Volunteer for a NFP 1.50	
<a href="#">PHIL 110</a>	Critical Thinking 3.00	
<a href="#">POL 100</a>	Introduction to Politics and Government 3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<i>Choose 6 credits from the courses listed in the Other Requirements below</i>	6.00	
<b>Credits</b>		<b>16.50</b>



<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		11.50
<a href="#">ANTH 121</a> Introduction to Social Anthropology	3.00	
<a href="#">BIOL 105</a> Environmental Biology	4.00	
<a href="#">GLBS 101</a> Global Stewardship Seminar II: Volunteering for a Not-For-Profit Organization	1.50	
<a href="#">GLBS 110</a> Introduction to Global Studies	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Choose 6 credits from the courses listed in the Other Requirements below	6.00	
Credits		17.50
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		10.50
<a href="#">BADM 305</a> Leadership	3.00	
<a href="#">ECON 100</a> Introduction to Economics	3.00	
<a href="#">GLBS 200</a> Global Stewardship Seminar III: Preparing for Group NFP Volunteering	1.50	
<a href="#">HIST 230</a> World History Since 1500	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Choose 6 credits from the courses listed in the Other Requirements below	6.00	
Credits		16.50
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		10.50
<a href="#">ENGL 213</a> World Literature in English	3.00	
<a href="#">GLBS 201</a> Global Stewardship Seminar IV: Volunteering in a Group for Not-For-Profits	1.50	
<a href="#">PHIL 207</a> Business Ethics	3.00	
<a href="#">POL 203</a> International Organizations	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Choose 6 credits from the courses listed in the Other Requirements below	6.00	
Credits		16.50
 <b>Other Requirements</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
<a href="#">ENGL</a> English 100-level (excludes ENGL 190 and 191)	3.00	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">MATH</a> Math/Comp Sci/Statistics requirement (recommended - MATH 101 Introduction to Statistics)	3.00	
200-Level Arts/Science electives	6.00	
Languages	6.00	
Science	3.00	
Credits		0.00

Other Requirements	Course Credits	Required Credits
Total Program Credits		67.00

## Faculty

M. BRACEWELL	BA (Hons) (Queen's), MA (UBC)
J. MIKITA	BA, MA (SFU)
C. SYLVESTER	BA (Gonzaga), MA (Notre Dame), <b>Program Convenor</b>

## Support Staff

Dawn Morrison	Divisional Supervisor
Shari Bergman	DDA

## Contact

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Maureen Bracewell, Program Convenor  
Phone: 604.986.1911 ext. 2498  
E-mail: [mbracewe@capilanou.ca](mailto:mbracewe@capilanou.ca)  
[www.capilanou.ca/global-stewardship](http://www.capilanou.ca/global-stewardship)

# School of Human Kinetics

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## HUMAN KINETICS DIPLOMA PROGRAM

### General Information

Capilano University offers a two-year Human Kinetics diploma program designed for students planning to transfer to the University of British Columbia for completion of a degree in human kinetics. This program offers two streams of study.

The Exercise Science stream is designed for students interested in developing a body of knowledge primarily in the biological and physical sciences and applying this knowledge to the study of human movement. This will prepare students for specific study in exercise physiology, biomechanics, psycho-motor control, exercise psychology and exercise management.

The Physical Education stream is designed for students interested in developing a body of knowledge primarily in the sociological, pedagogical, concepts of teaching and coaching. This stream of study will prepare students in coaching, physical education, fitness instruction, recreation programming and leadership.

For more information, please see [www.capilanou.ca/human-kinetics](http://www.capilanou.ca/human-kinetics)

## Transfer Credit

The Capilano University Human Kinetics diploma program is modeled after the degree program offered by the University of British Columbia. Graduates of our program can apply to UBC for entry into third year studies in the Kinesiology and Health Science, Physical and Health Education, or Human Kinetics Interdisciplinary stream

Several of the courses offered in the Capilano University Human Kinetics program may be transferable to comparable programs of study offered at Simon Fraser University and the University of Victoria. Please refer to the online B.C. Transfer guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three academic Grade 12 courses.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Two letters of reference and a letter of interest giving reasons why the applicant is interested in the study of Human Kinetics and a brief description of career goals.

## Admission/Application Notes

Applications to the program will only be considered for students seeking full-time (minimum 12 credits of study per term) status. Interested students must complete the University's application for admission form identifying Human Kinetics as their choice of study. A letter of interest giving the reasons why the applicant is interested in the study of Human Kinetics, the chosen stream of study (Exercise Science or Physical Education), a brief description of career goals must accompany the University application form, and two personal letters of reference to be completed by professionals.

The Human Kinetics program is limited to 80 students. The application deadline for this program is March 15th. The document deadline is March 31st.

Students selected for the program will be notified by mail.

### Note

1. Exercise Science students are required to complete 12 credits of first year science courses in three of the following areas: biology, chemistry, math and physics.
2. Students planning to enter the Faculty of Education at UBC should meet with an advisor to plan an appropriate course of study and choose those elective credits which comply with the requirements of the Faculty of Education.

## Human Kinetics (HKIN) Courses

<a href="#">HKIN 103</a>	Active Health
<a href="#">HKIN 112</a>	Health and Human Nutrition
<a href="#">HKIN 116</a>	Performance Analysis of Selected Individual Sports and Activities I
<a href="#">HKIN 117</a>	Performance Analysis of Selected Individual Sports and Activities II

<a href="#">HKIN 151</a>	Biomechanics I
<a href="#">HKIN 161</a>	Leisure and Sport in Society
<a href="#">HKIN 190</a>	Anatomy and Physiology I
<a href="#">HKIN 191</a>	Anatomy and Physiology II
<a href="#">HKIN 205</a>	Principles of Strength and Conditioning
<a href="#">HKIN 216</a>	Performance Analysis of Selected Team Sports/Activities I
<a href="#">HKIN 217</a>	Performance Analysis of Selected Team Sports/Activities II
<a href="#">HKIN 230</a>	Human Motor Behaviour I
<a href="#">HKIN 231</a>	Mental Theories in Sport and Exercise
<a href="#">HKIN 241</a>	Care and Prevention of Sports Injuries
<a href="#">HKIN 252</a>	Contemporary Health Issues
<a href="#">HKIN 261</a>	Health, Policy and Society
<a href="#">HKIN 275</a>	Exercise Physiology
<a href="#">HKIN 284</a>	Human Growth and Development

## Human Kinetics Diploma - Exercise Science

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Students need to complete twelve credits of first year sciences in three of the four subject areas (Biology, Chemistry, Math, Physics) in order to graduate from Human Kinetics.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">HKIN 103</a> Active Health	3.00	
<a href="#">HKIN 190</a> Anatomy and Physiology I	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">BIOL</a> Biology 100-Level	3.00	
<a href="#">CHEM</a> Chemistry 100-Level	3.00	
<a href="#">MATH</a> Math 100-Level	3.00	
<a href="#">PHYS</a> Physics 100-Level	3.00	
Credits		15.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">HKIN 151</a> Biomechanics I	3.00	
<a href="#">HKIN 161</a> Leisure and Sport in Society	3.00	
<a href="#">HKIN 191</a> Anatomy and Physiology II	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">BIOL</a> Biology 100-Level	3.00	
<a href="#">CHEM</a> Chemistry 100-Level	3.00	
<a href="#">MATH</a> Math 100-Level	3.00	
<a href="#">PHYS</a> Physics 100-Level	3.00	

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		15.00
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">HKIN 230</a> Human Motor Behaviour I	3.00	
<a href="#">HKIN 275</a> Exercise Physiology	3.00	
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">HKIN 241</a> Care and Prevention of Sports Injuries	3.00	
<a href="#">HKIN 252</a> Contemporary Health Issues	3.00	
University Transferable 100 or 200-Level Electives	3.00	
Credits		15.00
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">HKIN 231</a> Mental Theories in Sport and Exercise	3.00	
<a href="#">HKIN 261</a> Health, Policy and Society	3.00	
<a href="#">HKIN 284</a> Human Growth and Development	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">HKIN 112</a> Health and Human Nutrition	3.00	
<a href="#">HKIN 205</a> Principles of Strength and Conditioning	3.00	
University Transferable 100 or 200-Level Electives	3.00	
Credits		15.00
<b>Total Program Credits</b>		<b>60.00</b>

## Human Kinetics Diploma - Physical Education

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">ENGL 100</a> Academic Writing Strategies		3.00	
<a href="#">HKIN 103</a> Active Health		3.00	
<a href="#">HKIN 116</a> Performance Analysis of Selected Individual Sports and Activities I		3.00	
<a href="#">HKIN 190</a> Anatomy and Physiology I		3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective		3.00	
Credits			15.00

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">HKIN 117</a> Performance Analysis of Selected Individual Sports and Activities II	3.00	
<a href="#">HKIN 151</a> Biomechanics I	3.00	
<a href="#">HKIN 161</a> Leisure and Sport in Society	3.00	
<a href="#">HKIN 191</a> Anatomy and Physiology II	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">HKIN 112</a> Health and Human Nutrition	3.00	
University Transferable Elective	3.00	
Credits		15.00
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">HKIN 216</a> Performance Analysis of Selected Team Sports/Activities I	3.00	
<a href="#">HKIN 230</a> Human Motor Behaviour I	3.00	
<a href="#">HKIN 275</a> Exercise Physiology	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">HKIN 241</a> Care and Prevention of Sports Injuries	3.00	
<a href="#">HKIN 252</a> Contemporary Health Issues	3.00	
University Transferable 100 or 200-Level Electives	3.00	
Credits		15.00
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">HKIN 217</a> Performance Analysis of Selected Team Sports/Activities II	3.00	
<a href="#">HKIN 231</a> Mental Theories in Sport and Exercise	3.00	
<a href="#">HKIN 261</a> Health, Policy and Society	3.00	
<a href="#">HKIN 284</a> Human Growth and Development	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">HKIN 205</a> Principles of Strength and Conditioning	3.00	
University Transferable 100 or 200-Level Elective	3.00	
Credits		15.00
<b>Total Program Credits</b>		<b>60.00</b>

## Faculty

J. GENZ	BSc (SFU), DC (CMCC)
K. GUAY	MSc (CalU), BHK (UBC), CSCS (NSCA)
D. PERRY	BA (UCFV), MSc (WWU), CSEP-CPT-CC, RCC
A. RANDHAWA	BPT, MSc (SFU), PhD Candidate (SFU)

E. RUSSELL	BHK (UBC), BEd (UBC), MA (UBC)
C. SIMPSON	BHK (UBCO), MSc (UBCO)
C. SOO	BSc KIN (SFU), Dipl. Prosthetics & Orthotics (BCIT), MSc (SFU)
H. MACLEOD WILLIAMS	BPE (UBC), MPE (UBC)

## Contact

School of Human Kinetics  
Capilano University, Fir Bldg., room 517a  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Phone:

Human Kinetics Coordinator - 604.986.1911, ext. 3493

School of Human Kinetics - 604.990.7966

Fax: 604.990.7842

E-mail: [hkin@capilanou.ca](mailto:hkin@capilanou.ca)

Website: [www.capilanou.ca/human-kinetics](http://www.capilanou.ca/human-kinetics)

# School of Outdoor Recreation Management

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## GENERAL INFORMATION

The School of Outdoor Recreation Management at Capilano University stresses practical, field-based, outdoor learning, combined with academic study in the classroom. Our instructors are experienced in the outdoor recreation industry and help students turn their passion for the outdoors into rewarding careers in this vibrant industry. Our class sizes are limited, allowing students to benefit from direct contact with their instructors. All School of Outdoor Recreation Management certificates and the diploma can be laddered into the Bachelor of Tourism Management.

In this section you will find information on the following programs:

- [Advanced Wilderness Leadership Certificate Program](#)
- [Mountain Bike Operations Certificate Program](#)
- [Outdoor Recreation Management Diploma Program](#)

Our programs are continually updated to ensure that students learn the latest skills and techniques needed by outdoor recreation employers. On-going consultations with employers, graduates, students and faculty, allow us to ensure the content of our programs is relevant to current and emerging industry needs.

Graduates from the School of Outdoor Recreation have developed careers in a variety of areas, including:

- Outdoor education
- Wilderness guiding and instructing (e.g. rafting, hiking, canoeing, sea kayaking, professional scuba diving, mountain biking)
- Parks (e.g. interpreters, wardens, information hosts, programmers)
- Trail design and building
- Managing outdoor-based businesses
- Outdoor business ownership

- Municipal recreation coordination/programming
- Consulting in outdoor recreation
- Employment with non-profit organizations

Admission into our programs is limited and applicants are considered on the criteria established for each program area. In general, Grade 12 graduation is required for students applying to two year Diploma Programs, although others may be admitted on the basis of their experience and abilities. Due to the timely nature of these programs, requirements and profiles may change.

For more information, please see [www.capilano.ca/global-community](http://www.capilano.ca/global-community)

All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts and other written materials, and the instructor's spoken words, and must be able to write assignments in correct English. Students who are uncertain of their oral and written English should speak to the instructor or an advisor before registering for a course.

## **Transfer to and from Other Institutions**

There is agreement among all public B.C. colleges to accept each other's credits upon transfer, if applicable, to a program given at the admitting college, and given suitable equivalency. Capilano University reserves the right to review individual course credits.

Transfer credits are granted to students for acceptable work done at other institutions. Students wishing transfer credit should present suitable documentation to the Registrar's office for consideration. Full information on transfer of specific courses is available from the Registrar's Office, the advisors, and in the program area.

## **Graduate Employment**

Employment opportunities for graduates are excellent; however, Capilano does not guarantee jobs for its graduates.

## **Admission Dates**

Enrolment is limited due to space and equipment limitations. Consequently, those students who contemplate entrance are encouraged to apply early. Applicants may be required to have an interview with the Program Coordinator prior to admission.

Unsuccessful applicants should contact an advisor to determine an appropriate educational alternative.

## **Practicums**

For some practicums, students may be required to have a Criminal Records Check.

## **Co-operative Education**

Some Career programs include a co-op education option. Co-operative education integrates a period of classroom learning with periods of work experience to enable students to apply their knowledge and skills. Students alternate periods of full-time study with periods of paid employment in business, industry, government and non-profit organizations. The goal is to develop high calibre graduates, better able to assume productive jobs. For more information, see [www.capilano.ca/global-community](http://www.capilano.ca/global-community).



## Student Course and Work Load

Full-time programs are designed so that successful completion is a full-time task. Students are advised not to undertake other activities that require large time commitments, including employment, while studying full-time.

## Diploma in Career Programs

To be eligible for a Career program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University;
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a diploma.

## Certificate in Career Programs

To be eligible for a Career certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University.
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a certificate.

## ADVANCED WILDERNESS LEADERSHIP CERTIFICATE PROGRAM

### General Information

Adventure tourism is one of British Columbia's fastest growing industries. With backcountry adventures becoming increasingly popular, there is a need for quality training in outdoor activities and for skilled outdoor leaders to fill positions locally and globally.

To meet this need, the Advanced Wilderness Leadership Certificate program offers a combination of essential outdoor leadership skills and activity instruction set against the breathtaking beauty of one of British Columbia's most famous adventure travel destinations.

The Advanced Wilderness Leadership Certificate program is taught by experienced and qualified Capilano University faculty and experts from the outdoor adventure industry. You will acquire a diverse set of leadership-oriented skills in this intensive program. Expect to be challenged physically, mentally and emotionally as we inspire you to learn more about yourself and others.

For more information, please see [www.capilanou.ca/wilderness](http://www.capilanou.ca/wilderness)

### Program Location

The Advanced Wilderness Leadership Certificate program is based out of the Capilano University Squamish campus (known as the outdoor recreation capital of Canada). Squamish is located half way between Vancouver and Whistler, in the heart of the sea to sky corridor.

The outdoor adventure opportunities in this area are among the best in the world. Excellent canoeing, whitewater kayaking, sea kayaking, river rafting, backpacking, rock climbing, mountaineering and skiing are all easily accessible. The rich biodiversity of the area's coastline, old growth forests, subalpine ecosystems and high alpine ecosystems creates a natural classroom for learning about the outdoor environment.

## Industry Certifications

In some skill areas, examinations for certification offered by professional associations may be arranged for competent students.

The skills areas include:

- Wilderness First Aid
- Canoeing
- Sea Kayaking
- River Rafting
- Nordic Skiing
- Avalanche Safety
- Sailing
- Radio Operations

## Information Meetings

- [Program information meetings](#) are held in January, February, March, April, and May each year.
- Call 604.892.5322 or e-mail [wlp@capilanou.ca](mailto:wlp@capilanou.ca) to receive notification of the exact dates.
- Interview appointments can be arranged at the information meeting.

## Program Overview

Length of Program: 1 year

Start Date: August

Finish Date: June

An Advanced Wilderness Leadership Certificate will be awarded upon successful completion of all core courses plus 16 credits of select Wilderness Leadership Skills with a minimum C (2.00) cumulative GPA. Students are expected to maintain satisfactory performance in all core and Wilderness Leadership skills courses. Students falling below this satisfactory level may be asked to leave the program depending on the circumstances.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the program coordinator for students who are at least 18 years of age.
- English 12 (C) or English 12 First Peoples (C) or equivalent
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview
- Submission of resume and references. Physically able to meet the challenges of the program. Medical certificate of Health may be required.

## Admission/Application Notes

Please attend an information session held in either Squamish or North Vancouver. These are held monthly in January, February, March or April. If you are not able to attend an information session, please familiarize yourself with our program through our website.

After applying to Capilano University (see How to Apply), submit the following directly to the program in Squamish.

- Current resume
- Cover letter explaining what you hope to achieve through this program
- Two work/volunteer letters of reference

Mail this package to:

Wilderness Leadership Program  
 Capilano University  
 PO Box 1538  
 Squamish, BC  
 Canada  
 V8B 0B1

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Advanced Wilderness Leadership Certificate

Intakes:	Campus	Terms	Full/Part Time
	Squamish Learning Centre	Summer	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			16.00
<a href="#">REC 107</a>	Interpreting the Outdoor Environment	3.00	
<a href="#">REC 156</a>	Natural History for Outdoor Leaders	3.00	
<a href="#">REC 157</a>	Wilderness Skills	3.00	
<a href="#">REC 263</a>	Wilderness First Aid	4.00	
<a href="#">WLP 153</a>	Guiding Leadership	3.00	

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 10.00 credits from the following list:</i>		10.00
<a href="#">WLP 124</a> Winter Skills	2.00	
<a href="#">WLP 125</a> Ski Touring	2.00	
<a href="#">WLP 126</a> Backpacking	2.00	
<a href="#">WLP 127</a> Mountaineering	2.00	
<a href="#">WLP 128</a> Rock Climbing I	2.00	
<a href="#">WLP 129</a> Rock Climbing II	2.00	
<a href="#">WLP 130</a> Rock Rescue Clinic	1.00	
<a href="#">WLP 131</a> Nordic Skiing I	2.00	
<a href="#">WLP 132</a> Nordic Skiing II	2.00	
<a href="#">WLP 133</a> Canoeing I	2.00	
<a href="#">WLP 134</a> Canoeing II	2.00	
<a href="#">WLP 135</a> Rafting I	2.00	
<a href="#">WLP 136</a> Rafting II	2.00	
<a href="#">WLP 137</a> Sea Kayaking I	2.00	
<a href="#">WLP 138</a> Sea Kayaking II	2.00	
<a href="#">WLP 139</a> River Kayaking Clinic	1.00	
<a href="#">WLP 140</a> River Rescue Clinic	1.00	
<a href="#">WLP 141</a> Telemark Clinic	1.00	
<a href="#">WLP 142</a> Sailing	2.00	
<a href="#">WLP 144</a> Sailing II	2.00	
<a href="#">WLP 145</a> Mountain Biking	2.00	
<a href="#">WLP 147</a> River Kayak I	2.00	
<a href="#">WLP 148</a> Snow Boarding	2.00	
<a href="#">WLP 171</a> Nordic and Biathlon Officiating	2.00	
<a href="#">WLP 183</a> Selected Clinics in Outdoor Recreation	1.00	
<a href="#">WLP 184</a> Selected Courses in Outdoor Recreation	2.00	
Credits		26.00

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		11.00
<a href="#">CMNS 174</a> Wilderness Leadership Communications	3.00	
<a href="#">REC 111</a> Introduction to Commercial Outdoor Recreation	3.00	
<a href="#">TOUR 208</a> Risk Management for Tourism and Outdoor Recreation	3.00	
<a href="#">WLP 152</a> Wilderness Leadership Work Practicum	2.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">WLP 124</a> Winter Skills	2.00	
<a href="#">WLP 125</a> Ski Touring	2.00	
<a href="#">WLP 126</a> Backpacking	2.00	
<a href="#">WLP 127</a> Mountaineering	2.00	
<a href="#">WLP 128</a> Rock Climbing I	2.00	
<a href="#">WLP 129</a> Rock Climbing II	2.00	
<a href="#">WLP 130</a> Rock Rescue Clinic	1.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">WLP 131</a>	Nordic Skiing I	2.00	
<a href="#">WLP 132</a>	Nordic Skiing II	2.00	
<a href="#">WLP 133</a>	Canoeing I	2.00	
<a href="#">WLP 134</a>	Canoeing II	2.00	
<a href="#">WLP 135</a>	Rafting I	2.00	
<a href="#">WLP 136</a>	Rafting II	2.00	
<a href="#">WLP 137</a>	Sea Kayaking I	2.00	
<a href="#">WLP 138</a>	Sea Kayaking II	2.00	
<a href="#">WLP 139</a>	River Kayaking Clinic	1.00	
<a href="#">WLP 140</a>	River Rescue Clinic	1.00	
<a href="#">WLP 141</a>	Telemark Clinic	1.00	
<a href="#">WLP 142</a>	Sailing	2.00	
<a href="#">WLP 144</a>	Sailing II	2.00	
<a href="#">WLP 145</a>	Mountain Biking	2.00	
<a href="#">WLP 147</a>	River Kayak I	2.00	
<a href="#">WLP 148</a>	Snow Boarding	2.00	
<a href="#">WLP 171</a>	Nordic and Biathlon Officiating	2.00	
<a href="#">WLP 183</a>	Selected Clinics in Outdoor Recreation	1.00	
<a href="#">WLP 184</a>	Selected Courses in Outdoor Recreation	2.00	
Credits			17.00
<b>Total Program Credits</b>			<b>43.00</b>

## Support Staff

Tammy MacDonald	Regional Operations Officer
Carolyn Grass	Receptionist
Gina Jenkins	Regional Operations Officer

## Contact

Wilderness Leadership Program  
 Capilano University  
 PO Box 1538  
 Squamish, B.C.  
 Canada  
 V8B 0B1  
 Phone: 604.892.5322  
 Fax: 604.892.9274  
 E-mail: [wlp@capilanou.ca](mailto:wlp@capilanou.ca)  
[www.capilanou.ca/wilderness](http://www.capilanou.ca/wilderness)

## MOUNTAIN BIKE OPERATIONS CERTIFICATE PROGRAM

### General Information

In your courses, you will learn about the tourism industry, risk management, event management, guiding and leadership skills, wilderness first aid, environmental stewardship and communications skills necessary for you to succeed in the mountain biking industry. A main focus of the program will be on sustainable park and trail design and building. In the design and building courses students will have the opportunity to gain practical skills and knowledge by working with expert trail builders. The program is geared to students who are passionate about mountain biking and who are interested in being involved in this fast-paced growing industry. With its renowned mountain biking trail systems and its leadership role in the development of youth mountain biking programs (ie. Sprockids), the Sunshine Coast community is the perfect environment for you to learn and be immersed in the fascinating and increasingly popular field of mountain biking.

For more information, please see [www.capilanou.ca/mbo](http://www.capilanou.ca/mbo)

### Program Overview

Ride into your dream job. The Capilano University Mountain Bike Operations Certificate program is the only program of its kind in North America and around the world. This program, highly supported by industry professionals, will provide you with the introductory knowledge and skills to work in the following sectors related to mountain biking:

- Mountain Resorts
- Government (i.e. municipal and provincial)
- Non-profit (i.e. clubs, national and provincial sport organizations, etc.)
- Consulting or private business

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade point average of 2.0 (60%).
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview by phone or face-to-face. Own mountain bike with suspension, safety gear and repair kit.
- Basic mountain bike riding skills.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Mountain Bike Operations Certificate

First Term		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">REC 111</a>	Introduction to Commercial Outdoor Recreation	3.00	
<a href="#">REC 175</a>	Guiding and Teaching for Mountain Biking	4.50	
<a href="#">TOUR 170</a>	Mountain Bike Park/Trail Design and Building I	4.50	
Credits			15.00
Second Term		Course Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">REC 152</a>	Environmental Stewardship I	3.00	
<a href="#">TOUR 112</a>	Tourism Marketing	3.00	
<a href="#">TOUR 172</a>	Mountain Bike Park/Trail Design and Building II	4.50	
<a href="#">TOUR 208</a>	Risk Management for Tourism and Outdoor Recreation	3.00	
<a href="#">TOUR 220</a>	Special Events - Tourism Generators	3.00	
Credits			16.50
<b>Total Program Credits</b>			<b>31.50</b>

## Contact

Capilano University  
 5627 Inlet Avenue  
 PO Box 1609  
 Sechelt, B.C. V0N 3A0  
 Phone: 604.986.1911 ext. 5900  
 E-mail: [mtbo@capilanou.ca](mailto:mtbo@capilanou.ca)  
[www.capilanou.ca/mbo](http://www.capilanou.ca/mbo)

## OUTDOOR RECREATION MANAGEMENT DIPLOMA PROGRAM

### General Information

This 16-month, full-time diploma program is delivered in BC's "super natural" environment. The Outdoor Recreation program builds on the Mind, Body and Spirit of the student to meet the growing demand in the dynamic and challenging nature-based tourism industry.

The curriculum includes adventures into BC's wilderness areas, such as backpacking experiences in the Coast Mountains, sea kayaking on the West Coast of Vancouver Island and sailing through the Gulf Islands. Field trips emphasize environmental studies and the development of leaders.

Our program has earned an excellent reputation for its top-quality management and technical skills, and employment contacts. Over the past three decades, we have expanded our network of practicum placements, both locally and overseas, keeping us in touch with the latest developments and providing access to exciting career prospects.

For more information, please see [www.capilano.ca/outdoor](http://www.capilano.ca/outdoor)

## Career Opportunities

The well-established Outdoor Recreation Management program provides excellent training for a wide range of careers in parks, resorts, community recreation, adventure tourism, and environmental education. Careful practicum placements and an increasing variety of career opportunities ensure that graduates readily find employment in the field.

## Transfer to the Bachelor of Tourism Management Degree

The intent of the degree is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry. The degree requirements include core business, tourism and outdoor recreation foundation courses, general education requirements, specified and elective courses at the upper level, and a number of defined elective credits. The credits earned in the Outdoor Recreation Management diploma satisfy most core business, tourism and outdoor recreation foundation courses, and elective requirements. For a detailed brochure about the degree, please contact Capilano University at 604.984.4960 or see the [Bachelor of Tourism Management Degree](#) section of the Calendar.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 (C) or English 12 First Peoples (C); and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or Applications of Math 12 (pass) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview
- Letter of interest, resume, two letters of reference, completion of a medical self-declaration form.

## Admission/Application Notes

Students should be aware that this is a physically challenging program and students should be able to meet the challenges of the program.

The Application for Admission must be submitted to the Registrar's Office, together with official transcripts and other pertinent documents.

Please bring a portfolio consisting of the following documentation to your interview:

- At least two letters of reference
- A résumé of past experiences
- A letter of interest



## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Outdoor Recreation Management Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time
Required Courses		Course Credits	Required Credits
<i>Required:</i>			51.00
<a href="#">REC 107</a>	Interpreting the Outdoor Environment	3.00	
<a href="#">REC 111</a>	Introduction to Commercial Outdoor Recreation	3.00	
<a href="#">REC 149</a>	Computer Applications for Outdoor Recreation and Tourism	3.00	
<a href="#">REC 152</a>	Environmental Stewardship I	3.00	
<a href="#">REC 156</a>	Natural History for Outdoor Leaders	3.00	
<a href="#">REC 157</a>	Wilderness Skills	3.00	
<a href="#">REC 225</a>	Entrepreneurship in Commercial Outdoor Recreation	3.00	
<a href="#">REC 245</a>	Organizational Leadership for Outdoor Recreation Programs	3.00	
<a href="#">REC 255</a>	Outdoor Recreation Practicum	6.00	
<a href="#">TOUR 112</a>	Tourism Marketing	3.00	
<a href="#">TOUR 113</a>	Human Resource Management in Tourism	3.00	
<a href="#">TOUR 116</a>	Financial Planning in Tourism I	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	3.00	
<a href="#">TOUR 208</a>	Risk Management for Tourism and Outdoor Recreation	3.00	
<a href="#">TOUR 233</a>	Cross Cultural Tourism	3.00	
<a href="#">TOUR 253</a>	Adventure Tourism Operations	3.00	
	<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">CMNS 174</a>	Wilderness Leadership Communications	3.00	
	Credits		54.00

<b>Elective</b>		<b>Course Credits</b>	<b>Required Credits</b>
	<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">REC 252</a>	Project Change: How to Think and Act Like a Changemaker	3.00	
<a href="#">TOUR 104</a>	Marine Tourism and Interpretation	3.00	
<a href="#">TOUR 135</a>	Hospitality Operations	3.00	
<a href="#">TOUR 151</a>	Service Management in Tourism	3.00	
<a href="#">TOUR 200</a>	Revenue Management for Tourism	3.00	
<a href="#">TOUR 201</a>	Tourism and Technology	3.00	
<a href="#">TOUR 202</a>	Strategic Marketing Management - Case Study Approach	3.00	
<a href="#">TOUR 205</a>	Tourism Sales	3.00	
<a href="#">TOUR 206</a>	Directed Study in Tourism I	3.00	
<a href="#">TOUR 220</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 221</a>	Conference Services	3.00	
<a href="#">TOUR 227</a>	Heritage, Cultural and Arts Planning for Tourism	3.00	
<a href="#">TOUR 232</a>	Tourism Planning	3.00	
<a href="#">TOUR 255</a>	Adventure Leadership	3.00	
<a href="#">TOUR 256</a>	Adventure Education and Recreation Programming	3.00	
<a href="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			6.00

<b>Wilderness Leadership Skills Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
	<i>Choose 2.00 credits from the following list:</i>		2.00
A selection of Wilderness Leadership Skills Courses from the list below is offered in any given year.			
<a href="#">WLP 124</a>	Winter Skills	2.00	
<a href="#">WLP 125</a>	Ski Touring	2.00	
<a href="#">WLP 126</a>	Backpacking	2.00	
<a href="#">WLP 127</a>	Mountaineering	2.00	
<a href="#">WLP 128</a>	Rock Climbing I	2.00	
<a href="#">WLP 129</a>	Rock Climbing II	2.00	
<a href="#">WLP 130</a>	Rock Rescue Clinic	1.00	
<a href="#">WLP 131</a>	Nordic Skiing I	2.00	
<a href="#">WLP 132</a>	Nordic Skiing II	2.00	
<a href="#">WLP 133</a>	Canoeing I	2.00	
<a href="#">WLP 134</a>	Canoeing II	2.00	
<a href="#">WLP 135</a>	Rafting I	2.00	
<a href="#">WLP 136</a>	Rafting II	2.00	
<a href="#">WLP 137</a>	Sea Kayaking I	2.00	
<a href="#">WLP 138</a>	Sea Kayaking II	2.00	
<a href="#">WLP 139</a>	River Kayaking Clinic	1.00	
<a href="#">WLP 140</a>	River Rescue Clinic	1.00	
<a href="#">WLP 141</a>	Telemark Clinic	1.00	
<a href="#">WLP 142</a>	Sailing	2.00	

<b>Wilderness Leadership Skills Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">WLP 144</a>	Sailing II	2.00	
<a href="#">WLP 145</a>	Mountain Biking	2.00	
<a href="#">WLP 147</a>	River Kayak I	2.00	
<a href="#">WLP 148</a>	Snow Boarding	2.00	
<a href="#">WLP 171</a>	Nordic and Biathlon Officiating	2.00	
<a href="#">WLP 183</a>	Selected Clinics in Outdoor Recreation	1.00	
<a href="#">WLP 184</a>	Selected Courses in Outdoor Recreation	2.00	
Credits			2.00
<b>Study Abroad Elective Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose electives:</i>			0.00
<a href="#">SATO 201</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 202</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 203</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 204</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 205</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 206</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
Credits			0.00
<b>Total Program Credits</b>			<b>62.00</b>

## Graduation Requirements

During their time in the Outdoor Recreation Management program, students are required to pursue one skill activities in their particular area of interest. These selective skills help our graduates to find work in the outdoor recreation, adventure travel and nature-based tourism industries.

## Support Staff

Dawn Morrison	Divisional Supervisor
Shari Bergman	Departmental Assistant
Sylvia Huzek	Receptionist

## Contact

Outdoor Recreation  
Cedar building, room 342

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [outdoor@capilanou.ca](mailto:outdoor@capilanou.ca)  
[www.capilanou.ca/outdoor](http://www.capilanou.ca/outdoor)

## FACULTY

S. BELL	Convenor	MEd (SFU), <b>Convenor, Tourism Management for International Students</b>
C. BONIFACE		BSc, PGCE (Birmingham), MSc (SFU)
D. BUTLER		
C. CAROALE		BTM (Capilano), MA (UVic - in progress), <b>Convenor, Outdoor Recreation Management</b>
H. CHOW		BComm (Alberta), BA (Toronto), MA (RRU)
J. CLARKE		BComm (Ryerson), MBA (UBC)
C. D'ALMEIDA		BA (Macau), MSc (Surrey)
C. DEPATIE		MA, PPE, <b>Convenor, Mountain Bike Operations</b>
R. DAVIES		ReMech (RNZN)
C. DODDS		DMATP, BA (SDSU), MA (RRU), Dip. Tourism Management (Capilano), <b>Co-operative Education Coordinator</b>
W. DRAEGESTEIN		CHRP, Dipl International Business and Management, MA (LMU, Germany)
S. DRITMANIS		BFA (UBC)
C. EVANS		MA (RRU)
N. GENOWAY		BA (U of Calgary), MA (UBC)
G. GJERDALEN		BA (SFU), APMCP (Capilano), MRM (SFU)
C. GREENBERG		BA (U of Manitoba), MA (U of Manitoba), PhD (UBC)
S. HALSALL		BA (SFU), MBA (McGill)
S. HOGAN		BComm (U of Toronto), CA (Ontario)
P. HOLDEN		BA (UBC), MBA (UBC), LLB (U of Ottawa)
C. HOPPENRATH		BA (UBC), MEd (UBC)
R. JANTZEN		WLP, Outdoor Rec. Dipl. (Capilano), MA (RRU)
J. JOHNSTON		BPSc, MBA (UVic)
J. KAPIO		BA (Hons) (Wilfred Laurier), CMA
J. KELLY		BSc, MSc (UBC), PhD (SFU)
J. KRANTZ		CMIC Level 1 Guide, NCCP Level 1 Coaching
C. LAWRENCE		Mountain Guide (ACMG/IFMGA)
R. LEMON		BC (UBC)
A.J. MAHEU		Primary Care Paramedic (JI)
D. MATTHEWS		BEng, MEng (Royal Military College of Canada)
G. MCCRACKEN		Platinum PADI Director (Ocean Quest Watersports)
K. MCLEOD		BA, MRM (SFU) <b>Chair, School of Outdoor Recreation Management and School of Tourism Management</b>
P. MCSORLEY		Alpine and Rock Guide (ACMG)
J. NILES		Certified Mountain Guide (IFMGA), BA
G. NIKOLOV		BA (Wye College), MSc (U of National and World Economy - Sofia), PhD (U of London)
A. PHILLIPS		Master Instructor (Recreational Canoeing Association of BC)
J. REILLY		BTM (TRU), MRM (SFU)

J. ROSSI	BSc, MSc, Convenor, Professional Scuba Dive Instructors Program
D. SARKANY	Ski guide certification (ACMG)
D. SCOTT	BA Landscape Architecture, Mountain Bike Operations Certificate
R. SNOWDON	B Outdoor Rec. (Hons), BSc. (Lakehead)
K. SHERBININ	CMIC Level 1 Guide, NCCP Level 2 Coaching
T. TOWILL	CMA, MBA APMCP (Capilano)
R. TUCK	BIB (Carleton), MSC (EDHEC Business School, France), MBA (U of Alberta)
P. VALLEE	BA (Carleton), MA (U of Waterloo)
B. VAN LUVEN	BA, MFA (UBC)
C. WALKER	BBA, (SFU), CMA
R. WARNATSCH	Master Instructor (Recreational Canoeing Association of BC)
L. WATSON	Dip ORM Capilano, BA MEd (UBC)
D. WEBSTER	Adventure Travel Guide Diploma, BTM (TRU), <b>Convenor, Advanced Wilderness Leadership</b>
S. WELLS	BPR (Mt. St. Vincent), MSc (RRU), <b>Convenor, Bachelor of Tourism Management, Tourism Management Co-op Education Diploma</b>
B. WILSON	BA (Queens U), Dip. Outdoor Recreation Management (Capilano), MA (RRU)
L. WOOLNER	BKin (U of Waterloo)
K. YIP	BA, LLB (UBC)

## School of Tourism Management

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### GENERAL INFORMATION

Programs within the School of Tourism Management are on the leading edge of tourism education in British Columbia. In an industry that is ever evolving with the increasing global demand for innovative tourism experiences, Capilano University's tourism programs deliver the knowledge and skills graduates need for rewarding and successful careers in this dynamic industry. Our experienced instructors help students turn their passion into vibrant careers in this global industry. Our class sizes are limited, allowing students to benefit from direct contact with their instructors.

In this section you will find information on the following programs:

- [Bachelor of Tourism Management Program](#)
- [Tourism Management Co-op Diploma Program](#)
- [Tourism Management for International Students Diploma Program](#)
- [Tourism Marketing Citation Program](#)

Our programs are continually updated to ensure that students learn the latest skills and techniques needed by tourism employers. On-going consultations with our Industry Advisory Committee, as well as with employers, graduates, students and faculty, allow us to ensure the content of our programs is relevant to current and emerging industry needs.

Graduates from the School of Tourism Management have developed careers in a variety of areas. Examples of jobs our graduates have achieved include:

- Sales manager, destination marketing organization
- Managing director, inbound tour company
- General manager, tourism attraction
- Manager, sales and marketing, tour company
- Manager, food & beverage, international 5-star hotel
- Manager, sales & operations, tour operator
- Human resources supervisor, ski resort
- Program coordinator, special events company
- Events manager, golf course
- Tourism information officer, chamber of commerce
- Airline attendant, major international carrier
- Frontline staff, cruise ship

Admission into our programs is limited and applicants are considered on the criteria established for each program area. In general, Grade 12 graduation is required for students applying to two year Diploma Programs, although others may be admitted on the basis of their experience and abilities. Due to the timely nature of these programs, requirements and profiles may change.

For more information, please see [www.capilano.ca/global-community](http://www.capilano.ca/global-community)

All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts and other written materials, and the instructor's spoken words, and must be able to write assignments in correct English. Students who are uncertain of their oral and written English should speak to the instructor or an advisor before registering for a course.

## **Transfer to and from Other Institutions**

There is agreement among all public B.C. colleges to accept each other's credits upon transfer, if applicable, to a program given at the admitting college, and given suitable equivalency. Capilano University reserves the right to review individual course credits.

Transfer credits are granted to students for acceptable work done at other institutions. Students wishing transfer credit should present suitable documentation to the Registrar's office for consideration. Full information on transfer of specific courses is available from the Registrar's Office, the advisors, and in the program area.

## **Graduate Employment**

Employment opportunities for graduates are excellent; however, Capilano does not guarantee jobs for its graduates.

## **Admission Dates**

Enrolment is limited due to space and equipment limitations. Consequently, those students who contemplate entrance are encouraged to apply early. Applicants may be required to have an interview with the Program Coordinator prior to admission.

Unsuccessful applicants should contact an advisor to determine an appropriate educational alternative.

## **Practicums**

For some practicums, students may be required to have a Criminal Records Check.

## Co-operative Education

Some Career programs include a co-op education option. Co-operative education integrates a period of classroom learning with periods of work experience to enable students to apply their knowledge and skills. Students alternate periods of full-time study with periods of paid employment in business, industry, government and non-profit organizations. The goal is to develop high calibre graduates, better able to assume productive jobs. For more information, see see [www.capilano.ca/global-community](http://www.capilano.ca/global-community).

## Student Course and Work Load

Full-time programs are designed so that successful completion is a full-time task. Students are advised not to undertake other activities that require large time commitments, including employment, while studying full-time.

## Diploma in Career Programs

To be eligible for a Career program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University;
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a diploma.

## Certificate in Career Programs

To be eligible for a Career certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University.
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a certificate.

## BACHELOR OF TOURISM MANAGEMENT PROGRAM

### General Information

#### Program Overview

In 2011, there were 983 million international tourism arrivals. British Columbia alone hosts more than 5.6 million international overnight visitors a year through the services of almost 18,000 tourism related companies.

Capilano University's Bachelor of Tourism Management program prepares students for management positions within the tourism industry. The program emphasizes business skills and knowledge, in a framework of sustainability, community engagement and global consciousness, and engaged and experiential learning. Students cover a broad variety of topics including specific skill areas such as human resources, marketing and promotions, accounting and finance, product development, risk management, strategic planning and project management.

In addition, students gain practical experience working in the tourism industry through their certified co-op work placement and also receive a variety of opportunities to network and build connections with the tourism industry throughout the program, both of which contribute to being job-ready on graduation.

This program is designed to accommodate full-time and part-time students. All courses needed for degree completion are offered at Capilano University.

## **Tourism Career Opportunities**

Our degree graduates possess a skill set that allows them to move into career positions that are permanent, year-round, and have clear opportunities for advancement. They are prepared for supervisory or management positions with a high level of responsibility and contribution. Graduates also have the skills needed to make a foray into small business ownership as an entrepreneur in the tourism industry. In addition, graduates may choose to pursue graduate studies in tourism or related fields.

Our graduates work in a variety of tourism sectors, including accommodations, activities, tour operators, travel services, attractions, destination marketing organizations, transportation and tourism services within governments. Recent graduates are in a variety of management positions, and more specialized positions such as:

- Director of Sales & Marketing
- Event or Program Coordinator
- Travel Designer or Consultant
- Account Executive for Regional Sales, Corporate Relations or Meeting and Conventions Sales
- Business Development Manager

## **Transferring in From Other Programs**

Students who have already completed degrees or taken other college or university courses may apply to have those credits transferred towards the Capilano University Faculty of Tourism and Outdoor Recreation programs. To ensure a smooth transition, please provide the Registrar's Office with transcripts and course outlines when you apply. A student must complete at least:

- 50% of the Faculty of Tourism and Outdoor Recreation requirements at Capilano University to receive a Capilano University diploma or certificate.
- 25% of the Faculty of Tourism and Outdoor Recreation requirements at Capilano University to receive a Capilano University Tourism Management degree. For students transferring 60 credits or more from another institution to receive a Bachelor of Tourism Management degree from Capilano University, the student must complete 30 credits of course work at Capilano, including TOUR 440 or TOUR 435, and nine 300/400 - level Tourism required or elective courses.

Students who have completed a Capilano University citation, certificate or diploma from the School of Tourism Management or the School of Outdoor Recreation Management are eligible to ladder into the BTM program with up to 60 credits. All admission requirements must be met - completion of a citation, certificate or diploma that ladders in is not a guarantee of admission.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 (C) or English 12 First Peoples (C); and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.



- A letter of intent describing your background, interests and goals in Tourism Management and how you feel a Bachelor of Tourism Management Degree will help you fulfill those goals.

## Admission/Application Notes

- High school or post-secondary education transcripts
- A letter of intent is required as part of your application. The letter should be a professional, well-written letter that expresses (1) why you are interested in this program, (2) what your career goals are, (3) how this program will help you achieve them, and (4) how your experiences have prepared you for success in this program. The letter must be written by you (the applicant), and will be evaluated for thoughtfulness of response and quality of writing.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Tourism Management Degree

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both
	North Vancouver	Summer	Both

Students may obtain a concentration by completing 24.00 credits in one of the following areas:

- Adventure Concentration: 9.00 lower-level credits: TOUR 253, 255, 256; 15.00 upper-level credits: TOUR 356, 344, 455, 456, 457

- Hotel and Resort Concentration: 12.00 lower-level credits: TOUR 205, 221, 251, 252; 12.00 upper-level credits: TOUR 400, 404, 416, 451

60 Credits	Course Credits	Required Credits
		60.00

Choose 60.00 credits from the following list:

Completion of one of the following Diploma programs (60 credits) Outdoor Recreation Management, Tourism Management Co-op Education, Destination Resort Management, Tourism Management for International Students programs OR complete 48 credits of Lower Level Required courses and 12 credits of Lower Level Tourism electives, including the required credits for one of the concentration options, if selected. In the event that the English language requirement was waived for the diploma program, the language requirement

**60 Credits**

must be achieved before acceptance into the BTM program. Students who have not completed all of the lower level required courses as part of their diploma program will need to take these credits in addition to general education and upper level degree requirements.

Lower Level Required Courses: CMNS 154, ENGL 100, REC 152, TOUR 48.00  
111 or REC 111 or TOUR 160, TOUR 112, 113, 116, 133, 149, 208, 216,  
233, 250, REC 225 or TOUR 225, and choose 6.00 credits from TOUR  
140, 150 or REC 255,

Lower Level Tourism Electives: Choose 12.00 credits from REC, TOUR, 12.00  
WLP

Credits

**Course  
Credits**

**Required  
Credits**

60.00

**General Education Required Courses**

**Course  
Credits**

**Required  
Credits**

*Choose 9.00 credits from the following list:*

9.00

Any 9.00 credits from outside REC, TOUR or WLP at the 100 level or  
higher

9.00

*Choose 3.00 credits from the following list:*

3.00

[BADM 210](#) Business Statistics 3.00  
[MATH 101](#) Introduction to Statistics 3.00  
[TOUR 350](#) Quantitative Methods for Tourism Management 3.00  
Statistics at the 100 level or higher 3.00

*Choose 3.00 credits from the following list:*

3.00

[ECON](#) Economics at the 100 level or higher 3.00

Credits

15.00

**Upper Level Required Courses**

**Course  
Credits**

**Required  
Credits**

*Required:*

24.00

Note: Students who have successfully completed TOUR 212 at Capilano University are required to take an additional upper level elective from the approved list in place of TOUR 312.

[CMNS 354](#) Advanced Communications Skills for Tourism  
Management 3.00

[TOUR 312](#) Tourism Marketing II 3.00

[TOUR 316](#) Financial Management for Tourism 3.00

[TOUR 327](#) Research Methods and Applications in Tourism 3.00

[TOUR 335](#) Strategic Management in Tourism 3.00

[TOUR 422](#) People Management - Human Relations in Tourism 3.00

[TOUR 423](#) Tourism Planning and Policy 3.00

[TOUR 450](#) Tourism Operations II 3.00

*Choose 3.00 credits from the following list:* 3.00

[TOUR 307](#) Tourism and Climate Change 3.00

[TOUR 342](#) Environmental Stewardship: Advanced Principles and  
Applications 3.00

*Choose 3.00 credits from the following list:* 3.00

[TOUR 435](#) Applied Project Management in Tourism 3.00

<b>Upper Level Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">TOUR 440</a>	Applied Research in Tourism	3.00	
Credits			30.00
<b>Upper-Level Tourism Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 15.00 credits from the following list:</i>			15.00
<a href="#">TOUR 301</a>	Business Law in Tourism	3.00	
<a href="#">TOUR 306</a>	Directed Study in Tourism II	3.00	
<a href="#">TOUR 307</a>	Tourism and Climate Change	3.00	
<a href="#">TOUR 321</a>	Organizational Leadership in Tourism	3.00	
<a href="#">TOUR 326</a>	Advanced Topics in Cross-Cultural Tourism	3.00	
<a href="#">TOUR 328</a>	International Destination Marketing	3.00	
<a href="#">TOUR 331</a>	Regional Topics in Tourism	3.00	
<a href="#">TOUR 341</a>	Advanced Tourism Product Development	3.00	
<a href="#">TOUR 342</a>	Environmental Stewardship: Advanced Principles and Applications	3.00	
<a href="#">TOUR 343</a>	Cultural Tourism Management	3.00	
<a href="#">TOUR 344</a>	International Ecotourism	3.00	
<a href="#">TOUR 351</a>	Tourism Consumer Behaviour	3.00	
<a href="#">TOUR 356</a>	Adventure Sport Event Management	3.00	
<a href="#">TOUR 400</a>	Revenue Management and Advanced Sales in Tourism	3.00	
<a href="#">TOUR 404</a>	Travel Distribution Management	3.00	
<a href="#">TOUR 406</a>	Directed Study in Tourism III	3.00	
<a href="#">TOUR 416</a>	Applied Hotel Financial Management	3.00	
<a href="#">TOUR 435</a>	Applied Project Management in Tourism	3.00	
<a href="#">TOUR 440</a>	Applied Research in Tourism	3.00	
<a href="#">TOUR 450</a>	Tourism Operations II	3.00	
<a href="#">TOUR 451</a>	Hotel Operations II	3.00	
<a href="#">TOUR 455</a>	Adventure Tourism Community-based Economic Development	3.00	
<a href="#">TOUR 456</a>	Land Use and Tourism Operations	3.00	
<a href="#">TOUR 457</a>	Adventure Advanced Risk Management and Tourism Law	3.00	
Credits			15.00
<b>Study Abroad</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
<a href="#">SATO 301</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 302</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 303</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 304</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 305</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
Credits			0.00
<b>Total Program Credits</b>			<b>120.00</b>

## **Support Staff**

Dawn MORRISON	Divisional Supervisor
Shari BERGMAN	Departmental Assistant
Sylvia HUZEK	Receptionist

## **Contact**

Faculty of Tourism & Outdoor Recreation  
Cedar building, room 342

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [btm@capilano.ca](mailto:btm@capilano.ca)  
[www.capilano.ca/tourism-management/degree/Bachelor-of-Tourism-Management](http://www.capilano.ca/tourism-management/degree/Bachelor-of-Tourism-Management)

## **TOURISM MANAGEMENT CO-OP DIPLOMA PROGRAM**

### **General Information**

#### **Program Overview**

In 2011, there were 983 million international tourism arrivals. British Columbia alone hosts more than 5.6 million international overnight visitors a year through the services of almost 18,000 tourism related companies.

Completing a Tourism Management Diploma provides graduates with a theoretical and practical introduction to tourism industry. It stresses career entry skills, as well as provides a foundation of business skills and knowledge. Students gain experience working in the tourism industry through their certified co-op work placement and also receive a variety of opportunities to network and build connections with the tourism industry throughout the program, both of which contribute to being job-ready on graduation.

The program emphasizes business skills and knowledge, in a framework of sustainability, community engagement and global consciousness, and engaged and experiential learning. Students cover a broad variety of topics including specific skill areas such as human resources, marketing and promotions, accounting and finance, product development, risk management, strategic planning and project management. Graduates of this program may ladder into the third year of the Bachelor of Tourism Management degree.

This program is designed to accommodate full-time and part-time students. All courses needed for diploma completion are offered at Capilano University.

#### **Tourism Career Opportunities**

Career opportunities on graduation include a variety of front line-positions, which is where most people begin their tourism career. These positions require a basic understanding of the industry and the ability to anticipate, respond to, and satisfy customer needs. The knowledge gained through the Tourism Management Co-op Diploma allows students in these front line positions to be strategically positioned in order to move into higher level positions as they gain experience.

Our graduates work in a variety of tourism sectors, including accommodations, activities, tour operators, travel services, attractions, destination marketing organizations, transportation and tourism services within governments. Recent graduates are in a variety of positions such as:

- Guest Services Agent
- Tour Guide
- Visitor Information Counselor
- Front Desk Agent
- Travel Consultant
- Concierge

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 (C) or English 12 First Peoples (C); and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or Applications of Math 12 (pass) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Letter of intent.

## **Admission/Application Notes**

A letter of intent is required as part of your application. The letter should be a professional, well-written letter that expresses (1) why you are interested in this program, (2) what your career goals are, (3) how this program will help you achieve them, and (4) how your experiences have prepared you for success in this program. The letter must be written by you (the applicant), and will be evaluated for thoughtfulness of response and quality of writing.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Tourism Management Co-operative Education Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both
	North Vancouver	Spring	Both

<b>Lower Level Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
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<i>Required:</i>			21.00
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">TOUR 111</a>	Tourism Introduction: Theory and Practice	3.00	
<a href="#">TOUR 112</a>	Tourism Marketing	3.00	
<a href="#">TOUR 113</a>	Human Resource Management in Tourism	3.00	
<a href="#">TOUR 116</a>	Financial Planning in Tourism I	3.00	
<a href="#">TOUR 149</a>	Computer Applications in Tourism	3.00	
Credits			21.00

<b>Lower Level Specialty Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
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<i>Required:</i>			24.00
<a href="#">REC 152</a>	Environmental Stewardship I	3.00	
<a href="#">TOUR 133</a>	Tourism Career Management	3.00	
<a href="#">TOUR 140</a>	Tourism Co-op Work Experience	6.00	
<a href="#">TOUR 208</a>	Risk Management for Tourism and Outdoor Recreation	3.00	
<a href="#">TOUR 216</a>	Financial Planning in Tourism II	3.00	
<a href="#">TOUR 225</a>	Small and Medium Enterprise Entrepreneurship in Tourism	3.00	
<a href="#">TOUR 233</a>	Cross Cultural Tourism	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00

Students must either take TOUR 251 and 252, or TOUR 250 and a Lower Level Tourism Elective, or TOUR 253 and a Lower Level Tourism Elective.

<a href="#">TOUR 250</a>	Tourism Operations I	3.00	
<a href="#">TOUR 251</a>	Hotel Operations I: Food and Beverage	3.00	
<a href="#">TOUR 252</a>	Hotel Operations I: Rooms Division	3.00	
<a href="#">TOUR 253</a>	Adventure Tourism Operations	3.00	
Lower Level Tourism Elective (see list below)		3.00	
Credits			30.00

<b>Lower Level Tourism Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
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<i>Choose 9.00 credits from the following list:</i>			9.00
<a href="#">REC 252</a>	Project Change: How to Think and Act Like a Changemaker	3.00	
<a href="#">TOUR 104</a>	Marine Tourism and Interpretation	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	3.00	
<a href="#">TOUR 135</a>	Hospitality Operations	3.00	

<b>Lower Level Tourism Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">TOUR 151</a>	Service Management in Tourism	3.00	
<a href="#">TOUR 200</a>	Revenue Management for Tourism	3.00	
<a href="#">TOUR 201</a>	Tourism and Technology	3.00	
<a href="#">TOUR 202</a>	Strategic Marketing Management - Case Study Approach	3.00	
<a href="#">TOUR 205</a>	Tourism Sales	3.00	
<a href="#">TOUR 206</a>	Directed Study in Tourism I	3.00	
<a href="#">TOUR 220</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 221</a>	Conference Services	3.00	
<a href="#">TOUR 227</a>	Heritage, Cultural and Arts Planning for Tourism	3.00	
<a href="#">TOUR 232</a>	Tourism Planning	3.00	
<a href="#">TOUR 255</a>	Adventure Leadership	3.00	
<a href="#">TOUR 256</a>	Adventure Education and Recreation Programming	3.00	
<a href="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			9.00

<b>Study Abroad</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
<a href="#">SATO 201</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 202</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 203</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 204</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 205</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
<a href="#">SATO 206</a>	Study Abroad/Student Exchange (Tourism/OREC)	0.00	
Credits			0.00
<b>Total Program Credits</b>			<b>60.00</b>

## Support Staff

Dawn Morrison	Divisional Supervisor
Shari Bergman	Departmental Assistant
Sylvia Huzek	Receptionist

## Contact

Tourism Department  
Cedar building, room 342

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2055 Purcell Way  
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Phone: 604.984.4960  
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E-mail: [tourism@capilano.ca](mailto:tourism@capilano.ca)

[www.capilano.ca/tourism-management/diploma/Tourism-Management-Co-operative-Education-Diploma](http://www.capilano.ca/tourism-management/diploma/Tourism-Management-Co-operative-Education-Diploma)

# TOURISM MANAGEMENT FOR INTERNATIONAL STUDENTS DIPLOMA PROGRAM

## General Information

### Program Overview

The Tourism Management for International Students Diploma educates students in the tourism and management skills necessary for a successful career in large and small travel businesses, including hotels and resorts, attractions, entertainment, conferences, and special events.

The "culture" of Capilano University's School of Tourism Management is truly enjoyed with courses such as Cross Cultural Tourism, Tourism Policy and Planning, Adventure Eco-Tourism, and Special Events Planning.

In addition, there is a strong business and management focus, with special tourism courses in communications, marketing, revenue management, financial planning, computer applications, human resource management, and product development.

Practical Canadian work experience is acquired by our international students through an 8-week practicum program. A special "Practicum Preparation" course is offered to our students before this work experience, to ensure that students enjoy their opportunity to work in Canada.

The diploma program offers:

- Field trips, guest speakers, and other "hands on " tourism activities
- High quality, intensive, full-time instruction
- Experienced instructors in tourism
- Eight-week work experience in Canada
- Access to the Bachelor of Tourism Management degree program offered by Capilano University for those who successfully complete the diploma and meet Bachelor of Tourism Management degree admission requirements
- International credential in tourism management
- Blended classes with Canadian and international tourism students
- Support from Capilano University's Centre for International Experience
- Academic writing support
- Student success coaching
- Connections to tourism industry professionals

For more information, please see [www.capilanou.ca/tourism-international](http://www.capilanou.ca/tourism-international)

### Tourism Career Opportunities

Recent graduates of the program have made the following exciting career choices:

- Continuation of their studies in the Bachelor of Tourism Management Degree program at Capilano University
- Product Coordinator, inbound tour packaging company
- Senior Sales Manager for a major hotel
- Manager, Sales and Operations, tour operator



- Provincial Coordinator, national tourism training programs
- Customer Services Agent, Princess Cruises, Vancouver
- Base Manager, regional airline
- Program Coordinator, special events company
- Tourism Information Officer, Chamber of Commerce
- Project Manager, tourism bureau, Europe
- Operations Manager, Greyhound Coach, Vancouver
- Tour Manager, Pagoda Travel, Vancouver
- Front Desk Associate, Rosewood Hotel Georgia, Vancouver
- Front Desk Associate, Holiday Inn Hotel, North Vancouver
- Management Trainee, Enterprise Car Rental, Downtown Vancouver
- Supervisor, Food and Beverage, international hotel, Whistler BC
- Tour Guide, Vancouver tour company
- Public Relations Associate
- Account Manager, financial systems company, Japan
- Coordinator, Purchasing and Reservations, large international travel service business
- Canadian Tourist Offices Worldwide or National Tourist Offices
- Concierge, first-class hotel, Japan

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=520, internet=67, or English Language Assessment (ELA)=114, or International English Language Testing System (IELTS)=5.5 overall, and no one score less than 5.0, or Canadian Academic English Language Assessment (CAEL)=40, or Pearson Test of English (PTE Academic)=47 or Capilano University EAP 080 with a minimum B grade
- Resume, two letters of reference and a personal statement.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Tourism Management for International Students Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time
	North Vancouver	Spring	Full-Time

<b>Lower Level Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
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*Required:* 27.00

<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00
<a href="#">CMNS 164</a>	Advanced Communication and Interactions for Tourism Management International Students	3.00
<a href="#">TOUR 111</a>	Tourism Introduction: Theory and Practice	3.00
<a href="#">TOUR 112</a>	Tourism Marketing	3.00
<a href="#">TOUR 113</a>	Human Resource Management in Tourism	3.00
<a href="#">TOUR 114</a>	Organizational Behaviour in Tourism	3.00
<a href="#">TOUR 116</a>	Financial Planning in Tourism I	3.00
<a href="#">TOUR 149</a>	Computer Applications in Tourism	3.00
<a href="#">TOUR 190</a>	Destination Canada	3.00

Credits 27.00

<b>Lower Level Specialty Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
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*Required:* 27.00

<a href="#">TOUR 145</a>	Tourism Work Practicum Preparation	3.00
<a href="#">TOUR 150</a>	Tourism Practicum	6.00
<a href="#">TOUR 200</a>	Revenue Management for Tourism	3.00
<a href="#">TOUR 201</a>	Tourism and Technology	3.00
<a href="#">TOUR 205</a>	Tourism Sales	3.00
<a href="#">TOUR 216</a>	Financial Planning in Tourism II	3.00
<a href="#">TOUR 233</a>	Cross Cultural Tourism	3.00
<a href="#">TOUR 250</a>	Tourism Operations I	3.00

Credits 27.00

<b>Lower Level Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
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*Choose 6.00 credits of electives:* 6.00

<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00
<a href="#">REC 252</a>	Project Change: How to Think and Act Like a Changemaker	3.00
<a href="#">TOUR 104</a>	Marine Tourism and Interpretation	3.00
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	3.00
<a href="#">TOUR 202</a>	Strategic Marketing Management - Case Study Approach	3.00
<a href="#">TOUR 220</a>	Special Events - Tourism Generators	3.00
<a href="#">TOUR 221</a>	Conference Services	3.00
<a href="#">TOUR 227</a>	Heritage, Cultural and Arts Planning for Tourism	3.00

Lower Level Electives		Course Credits	Required Credits
<a href="#">TOUR 232</a>	Tourism Planning	3.00	
<a href="#">TOUR 255</a>	Adventure Leadership	3.00	
<a href="#">TOUR 256</a>	Adventure Education and Recreation Programming	3.00	
<a href="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			6.00
<b>Total Program Credits</b>			<b>60.00</b>

## Support Staff

Dawn MORRISON	Divisional Supervisor
Shari BERGMAN	Departmental Assistant
Sylvia HUZEK	Receptionist

## Contact

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2055 Purcell Way  
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[www.capilanou.ca/tourism-international](http://www.capilanou.ca/tourism-international)

## TOURISM MARKETING CITATION PROGRAM

### General Information

The Tourism Marketing Citation introduces students to a career in the tourism industry, focusing on basic skills required in sales and marketing roles. It is designed for individuals seeking a career in tourism who wish to further develop their skills prior to laddering into the Bachelor of Tourism Management or Tourism Management Co-op Diploma.

Students complete introductory courses in computers, business communication, and the tourism industry, as well as two specific marketing courses, and may select one elective from a variety of offerings. Students may enroll in the Tourism Marketing Citation while upgrading Math and English grades for admission into other programs.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Preference will be given to students with English 12 (C) or English 12 First Peoples (C); and Principles of Math 11 (C) or Pre-calculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or Applications of Math 12 (pass) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass) or BTEC 115 (B-)

- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview may be required.
- Letter of intent.

## Admission/Application Notes

A letter of intent is required as part of your application. The letter should be a professional, well-written letter that expresses:

1. why you are interested in this program;
2. what your career goals are;
3. how this program will help you achieve them; and
4. how your experiences have prepared you for success in this program.

The letter must be written by you (the applicant), and will be evaluated for thoughtfulness of response and quality of writing.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Tourism Marketing Citation

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Part-Time
	North Vancouver	Spring	Part-Time
Lower Level Required Courses		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">TOUR 111</a>	Tourism Introduction: Theory and Practice	3.00	
<a href="#">TOUR 112</a>	Tourism Marketing	3.00	
<a href="#">TOUR 149</a>	Computer Applications in Tourism	3.00	

<b>Lower Level Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">TOUR 205</a>	Tourism Sales	3.00	
Credits			15.00
<b>Lower Level Tourism Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">REC 252</a>	Project Change: How to Think and Act Like a Changemaker	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	3.00	
<a href="#">TOUR 202</a>	Strategic Marketing Management - Case Study Approach	3.00	
<a href="#">TOUR 220</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 221</a>	Conference Services	3.00	
<a href="#">TOUR 227</a>	Heritage, Cultural and Arts Planning for Tourism	3.00	
<a href="#">TOUR 232</a>	Tourism Planning	3.00	
<a href="#">TOUR 250</a>	Tourism Operations I	3.00	
<a href="#">TOUR 251</a>	Hotel Operations I: Food and Beverage	3.00	
<a href="#">TOUR 252</a>	Hotel Operations I: Rooms Division	3.00	
<a href="#">TOUR 253</a>	Adventure Tourism Operations	3.00	
<a href="#">TOUR 255</a>	Adventure Leadership	3.00	
<a href="#">TOUR 256</a>	Adventure Education and Recreation Programming	3.00	
<a href="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			3.00
<b>Total Program Credits</b>			<b>18.00</b>

## Contact

Tourism Department  
Cedar building, room 342

Capilano University  
2055 Purcell Way  
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Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [tourism@capilanou.ca](mailto:tourism@capilanou.ca)

## FACULTY

S. BELL	Convenor	MEd (SFU), <b>Convenor, Tourism Management for International Students</b>
C. BONIFACE		BSc, PGCE (Birmingham), MSc (SFU)
C. CAROVALE		BTM (Capilano), MA (UVic - in progress), <b>Convenor, Outdoor Recreation Management</b>
H. CHOW		BComm (Alberta), BA (Toronto), MA (RRU)
J. CLARKE		BComm (Ryerson), MBA (UBC)

C. D'ALMEIDA	BA (Macau), MSc (Surrey)
C. DEPATIE	MA, PPE, <b>Convenor, Mountain Bike Operations</b>
R. DAVIES	ReMech (RNZN)
D. DODDS	DMATP, BA (SDSU), MA (RRU), Dip. Tourism Management (Capilano), <b>Co-operative Education Coordinator</b>
W. DRAEGESTEIN	CHRP, Dipl International Business and Management, MA (LMU, Germany)
S. DRITMANIS	BFA (UBC)
C. EVANS	MA (RRU)
N. GENOWAY	BA (U of Calgary), MA (UBC)
M. GIOVANETTI	BA, BEd (Mt. St. Vincent), MA (SFU)
G. GJERDALEN	BA (SFU), APMCP (Capilano), MRM (SFU)
C. GREENBERG	BA (U of Manitoba), MA (U of Manitoba), PhD (UBC)
S. HALSALL	BA (SFU), MBA (McGill)
S. HOGAN	BComm (U of Toronto), CA (Ontario)
C. HOPPENRATH	BA (UBC), MEd (UBC)
J. JANTZEN	WLP, Outdoor Rec. Dipl. (Capilano), MA (RRU)
J. JOHNSTON	BPSc, MBA (UVic)
J. KAIPIO	BA (Hons) (Wilfred Laurier), CMA
J. KELLY	BSc, MSc (UBC), PhD (SFU)
R. LEMON	BC (UBC)
K. MCLEOD	BA, MRM (SFU), <b>Chair, School of Outdoor Recreation Management and School of Tourism Management</b>
G. NIKOLOV	BA (Wye College), MSc (U of National and World Economy - Sofia), PhD (U of London)
J. REILLY	BTM (TRU), MRM (SFU)
J. ROSSI	BSc, MSc, <b>Convenor, Professional Scuba Dive Instructors Program</b>
T. TOWILL	CMA, MBA APMCP (Capilano)
R. TUCK	BIB (Carleton), MSC (EDHEC Business School, France), MBA (U of Alberta)
P. VALLEE	BA (Carleton), MA (U of Waterloo)
B. VAN LUVEN	BA, MFA (UBC)
D. WEBSTER	Adventure Travel Guide Diploma, BTM (TRU), <b>Convenor, Advanced Wilderness Leadership</b>
S. WELLS	BPR (Mt. St. Vincent), MSc (RRU), <b>Convenor, Bachelor of Tourism Management, Tourism Management Co-op Education Diploma</b>
B. WILSON	BA, (Queens U), Dip. Outdoor Recreation Management (Capilano), MA (RRU)
K. YIP	BA, LLB (UBC)

# School of Public Administration

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## GENERAL INFORMATION

The certificate, advanced certificate, and diploma programs are designed with and for professionals currently employed by municipalities, First Nations governments, regional districts, improvement districts, and supporting agencies in British Columbia. They are designed so that the students can combine their full-time professional responsibilities with part-time studies.

The purpose of these programs are to provide opportunities for participants to gain increased knowledge of the political and organizational realities of local governments in B.C. as well as to critically assess opportunities for change within these systems. It is expected that participants will be more effective managers, leaders and change agents as a result of their involvement in the program.

All PADM courses are developed with senior practitioners in the field and educators familiar with current issues facing local governments. Each course offers participants extensive opportunities for skill building, discussion and interaction with a widely diverse group of leading academic and local government figures. For more information, please see [www.capilano.ca/local-govt/](http://www.capilano.ca/local-govt/)

## Local Government Programs

- [Local Government Administration Certificate](#)
- [Local Government Leadership Development Certificate](#)
- [Local Government Administration Advanced Certificate](#)
- [Local Government Administration Diploma](#)

## LOCAL GOVERNMENT ADMINISTRATION PROGRAMS

### Local Government Administration Certificate

#### General Information

The certificate consists of four required courses and one elective course. All courses are in-person seminars, providing opportunities to learn through group exercises, presentations, discussion and direct interaction with experts from the field. On completion of the program requirements, successful candidates will be eligible to receive a Local Government Administration certificate.

Capilano also offers five "MATI" (Municipal Administration Training Institute) courses in partnership with the Local Government Management Association of BC (LGMA):

- MATI Leadership in Local Government Organizations (PADM 204)
- MATI Advanced Communications for Local Government Professionals (PADM 205)
- MATI Managing People in Local Government Organizations (PADM 207)
- MATI Community Planning for Local Government Professionals (PADM 208)
- MATI The Successful CAO - Local Government Advanced Management (PADM 308)

These courses (except PADM 308) satisfy the elective requirement of the Local Government Administration certificate.

## Further Information

On successful completion of the Local Government Administration certificate, students can pursue further studies in Local Government Administration with Capilano University, the Provincial Board of Examiners, Thompson Rivers University or the University of Victoria.

The Local Government Administration certificate program ladders into the Local Government Administration advanced certificate and diploma programs (see information below) and to Thompson River University's Bachelor of Public Administration.

The four core courses in the Local Government Administration certificate are recognized by the provincial Board of Examiners and are transferable for credit toward their certificates, which are recognized by Local Government employers across BC. For more details about the Board of Examiners Certificate Programs and Scholarships, see [www.cscd.gov.bc.ca/lgd/gov\\_structure/board\\_examiners](http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners) or call 604.356.0954.

Students who have successfully completed the Local Government Administration certificate (with a minimum C+ grade) may apply for block transfer credit to the University of Victoria's Diploma in Local Government Management. Students will be allowed transfer credit for three unspecified courses (9 credits).

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the program coordinator.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Current employment in a municipality, regional district, First Nation Government, Improvement District or supporting agency.

## Admission/Application Notes

Complete the Student Information form found at:  
[www.capilano.ca/local-govt/Applying-to-Local-Government-Programs](http://www.capilano.ca/local-govt/Applying-to-Local-Government-Programs)

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).



## Local Government Administration Certificate

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Fall	Part-Time
	Off Campus	Spring	Part-Time
	Off Campus	Summer	Part-Time

Required Courses	Course Credits	Required Credits
<i>Required:</i>		12.00
<a href="#">PADM 200</a> Local Government Administration in BC	3.00	
<a href="#">PADM 201</a> Local Government Services in BC	3.00	
<a href="#">PADM 202</a> Municipal Finance in BC	3.00	
<a href="#">PADM 203</a> Municipal Law in BC	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PADM 204</a> Leadership in Local Government Organizations	3.00	
<a href="#">PADM 205</a> Advanced Communication Skills - Local Government Professionals	3.00	
<a href="#">PADM 207</a> Managing People in Local Government Organizations	3.00	
<a href="#">PADM 208</a> Community Planning for Non-Planners: Planning Skills for Local Government Professionals	3.00	
<a href="#">PADM 209</a> Fundamentals of Local Government Corporate Administration	3.00	
<a href="#">PADM 305</a> Problem Solving and Decision Making Skills: Policy Analysis for Local Government Professionals	3.00	
<a href="#">PADM 306</a> Project Management Skills for Local Government Professionals	3.00	
<a href="#">PADM 307</a> Ethics and the Responsible Local Government Professional	3.00	
Post Secondary Elective Credits	3.00	15.00
<b>Total Program Credits</b>		<b>15.00</b>

## Local Government Administration Advanced Certificate

### General Information

The Local Government Administration advanced certificate is a multi-disciplinary program which builds upon the foundation of the Local Government Administration certificate by enhancing individual knowledge and skills. Through the program students will learn to be more effective in their current and future roles as leaders and change agents in municipalities, regional districts, First Nations governments, improvement districts and related agencies throughout British Columbia.

Students successfully completing the Local Government Administration advanced certificate will improve their understanding of current local government issues, public policy development, and corporate administration, while also improving their research, communication and management skills. Students will choose among elective courses in local government leadership, human resources/managing people and community planning in addition to other post-secondary electives from a wide variety of subject areas. All courses in the program can be applied toward the Provincial Board of Examiners certificates.

The advanced certificate is best suited to students who:

- Wish to continue their studies beyond the certificate level and enhance their knowledge and skills
- Are able to take courses offered in a six day residential format (MATI)
- Have taken other post-secondary courses from Capilano University or another institution that can be considered for transfer credit

The program consists of 7 required courses (21 credits) and 8 elective courses (24 credits). At least one elective course (3 credits) must be from Capilano University's Public Administration program. This program is based upon existing courses currently offered by Capilano University and a minimum of 8 courses (24 credits) must be completed at Capilano University.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the program coordinator.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Current employment in a municipality, regional district, First Nation Government, Improvement District or supporting agency.

### Admission/Application Notes

Complete the Student Information form found at:

[www.capilano.ca/local-govt/Applying-to-Local-Government-Programs](http://www.capilano.ca/local-govt/Applying-to-Local-Government-Programs)

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Local Government Administration Advanced Certificate

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Fall	Part-Time
	Off Campus	Spring	Part-Time
	Off Campus	Summer	Part-Time

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		21.00
<a href="#">PADM 200</a> Local Government Administration in BC	3.00	
<a href="#">PADM 201</a> Local Government Services in BC	3.00	
<a href="#">PADM 202</a> Municipal Finance in BC	3.00	
<a href="#">PADM 203</a> Municipal Law in BC	3.00	
<a href="#">PADM 205</a> Advanced Communication Skills - Local Government Professionals	3.00	
<a href="#">PADM 209</a> Fundamentals of Local Government Corporate Administration	3.00	
<a href="#">PADM 305</a> Problem Solving and Decision Making Skills: Policy Analysis for Local Government Professionals	3.00	
Credits		21.00
<b>Elective Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PADM 204</a> Leadership in Local Government Organizations	3.00	
<a href="#">PADM 207</a> Managing People in Local Government Organizations	3.00	
<a href="#">PADM 208</a> Community Planning for Non-Planners: Planning Skills for Local Government Professionals	3.00	
<a href="#">PADM 306</a> Project Management Skills for Local Government Professionals	3.00	
<a href="#">PADM 307</a> Ethics and the Responsible Local Government Professional	3.00	
<a href="#">PADM 308</a> The Successful CAO - Local Govt Advanced Management	3.00	
<i>Choose 21.00 credits of electives:</i>		21.00
Business or Commerce credits (including Accounting, General Management, Marketing, Human Resources Management, International Business, Applied Business Technology)		
Humanities credits (including English, Communications, Foreign Languages, History, Linguistics, Philosophy, Technical Writing)		
Other Public Administration credits (including Public Management, Local Government Law, Strategic Planning, Project Management, Program Evaluation, Performance Management, Leading and Managing in the Non-Profit Sector, Ethics, Economic Development, Corporate Administration, First Nations - Local Government Relations)		
Science/Applied Science credits (including Architecture, Biology, Chemistry, Computing Science, Engineering, Geography, Geology, Landscape Architecture, Math, Physics, Human Kinetics, Kinesiology)		
Social Science credits (including Anthropology, Criminology, Economics, Geography, Law, Political Science, Psychology, Sociology, Women's and Gender Studies, Community Planning)		
Credits		24.00
<b>Total Program Credits</b>		<b>45.00</b>

## Local Government Administration Diploma

### General Information

The Local Government Administration diploma is a multi-disciplinary and applied program which builds on the Local Government Administration certificate and advanced certificate. The diploma is designed for professionals currently working in local government who wish to achieve more in depth understanding, knowledge, and skills in this field. The program is designed so that the students can combine their full-time professional responsibilities with part-time undergraduate studies over three to five years.

Students successfully completing the Local Government Administration diploma will gain a thorough understanding of a wide range of local government issues. They will be able to identify, analyze and recommend solutions to workplace challenges while also strengthening their research, communication and management skills. Students will complete all currently offered PADM courses in addition to other post-secondary electives from a wide variety of subject areas.

The diploma is best suited to students who:

- Wish to continue their studies beyond the certificate level and enhance their knowledge and skills
- Are able to take courses offered in a six day residential format (MATI)
- Have taken other post-secondary courses from Capilano University or another institution that can be considered for transfer credit

The program consists of 9 required courses (27 credits) and 11 elective courses (33 credits). This program is based upon existing courses which are currently offered by Capilano University. A minimum of 10 courses (30 credits) must be completed at Capilano University.

All courses in the program can be applied toward the Provincial Board of Examiners certificates, which are recognized by local government employers across British Columbia.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the program coordinator.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Current employment in a municipality, regional district, First Nation Government, Improvement District or supporting agency.

### Admission/Application Notes

Complete the Student Information form found at:

[www.capilanou.ca/local-govt/Applying-to-Local-Government-Programs](http://www.capilanou.ca/local-govt/Applying-to-Local-Government-Programs)

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

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 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Local Government Administration Diploma

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Fall	Part-Time
	Off Campus	Spring	Part-Time
	Off Campus	Summer	Part-Time

Required Courses	Course Credits	Required Credits
<i>Required:</i>		27.00
<a href="#">PADM 200</a> Local Government Administration in BC	3.00	
<a href="#">PADM 201</a> Local Government Services in BC	3.00	
<a href="#">PADM 202</a> Municipal Finance in BC	3.00	
<a href="#">PADM 203</a> Municipal Law in BC	3.00	
<a href="#">PADM 205</a> Advanced Communication Skills - Local Government Professionals	3.00	
<a href="#">PADM 209</a> Fundamentals of Local Government Corporate Administration	3.00	
<a href="#">PADM 305</a> Problem Solving and Decision Making Skills: Policy Analysis for Local Government Professionals	3.00	
<a href="#">PADM 307</a> Ethics and the Responsible Local Government Professional	3.00	
English, Communications or equivalent Credits	3.00	27.00

Elective Courses	Course Credits	Required Credits
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">PADM 204</a> Leadership in Local Government Organizations	3.00	
<a href="#">PADM 207</a> Managing People in Local Government Organizations	3.00	
<a href="#">PADM 208</a> Community Planning for Non-Planners: Planning Skills for Local Government Professionals	3.00	
<a href="#">PADM 306</a> Project Management Skills for Local Government Professionals	3.00	
<a href="#">PADM 308</a> The Successful CAO - Local Govt Advanced Management	3.00	
<i>Choose 27.00 credits of electives:</i>		27.00

<b>Elective Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
Business or Commerce credits (including Accounting, General Management, Marketing, Human Resources Management, International Business, Applied Business Technology)		
Humanities credits (including English, Communications, Foreign Languages, History, Linguistics, Philosophy, Technical Writing)		
Other Public Administration credits (including Public Management, Local Government Law, Strategic Planning, Project Management, Program Evaluation, Performance Management, Leading and Managing in the Non-Profit Sector, Economic Development, Corporate Administration, First Nations - Local Government Relations)		
Science/Applied Science credits (including Architecture, Biology, Chemistry, Computing Science, Engineering, Geography, Geology, Landscape Architecture, Math, Physics, Human Kinetics, Kinesiology)		
Social Science credits (including Anthropology, Criminology, Economics, Geography, Law, Political Science, Psychology, Sociology, Women's and Gender Studies, Community Planning)		
Credits		33.00
<b>Total Program Credits</b>		<b>60.00</b>

## LOCAL GOVERNMENT LEADERSHIP DEVELOPMENT CERTIFICATE

### General Information

The new Local Government Leadership Development Certificate program addresses the growing demand for a new program designed specifically for local government management professionals who seek to improve their leadership skills and equip themselves for more senior positions. Through this program, local government professionals will gain the knowledge, skills, and abilities they need to be effective managers and leaders in their organization.

The Local Government Leadership Development Certificate program is designed for professionals who work for a British Columbia municipality, regional district, First Nation government or related organizations, with at least two years in a management or supervisory role. On completion of the program, graduates can ladder into the Local Government Administration Advanced Certificate and Diploma Programs at Capilano University, pursue related degrees at Capilano or other post-secondary institutions and also certificates granted by the Provincial Board of Examiners.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the program coordinator.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Current employment in a municipality, regional district, First Nation Government, Improvement District or supporting agency (or permission of Program Chair), with at least two years in a management or supervisory role.

## Admission/Application Notes

Complete the Student Information form found at:

[www.capilano.ca/local-govt/Applying-to-Local-Government-Programs](http://www.capilano.ca/local-govt/Applying-to-Local-Government-Programs)

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230

2055 Purcell Way, North Vancouver, B.C.

V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Local Government Leadership Development Certificate

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Fall	Part-Time
	Off Campus	Spring	Part-Time
	Off Campus	Summer	Part-Time

Required Courses	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">PADM 204</a> Leadership in Local Government Organizations	3.00	
<a href="#">PADM 307</a> Ethics and the Responsible Local Government Professional	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">CMNS 220</a> Advanced Business Writing and Editing	3.00	
<a href="#">PADM 205</a> Advanced Communication Skills - Local Government Professionals	3.00	
Credits		9.00

Elective Courses	Course Credits	Required Credits
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PADM 305</a> Problem Solving and Decision Making Skills: Policy Analysis for Local Government Professionals	3.00	
<a href="#">PADM 306</a> Project Management Skills for Local Government Professionals	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">PADM 207</a> Managing People in Local Government Organizations	3.00	

Elective Courses	Course Credits	Required Credits
<a href="#">PADM 208</a> Community Planning for Non-Planners: Planning Skills for Local Government Professionals	3.00	
<a href="#">PADM 209</a> Fundamentals of Local Government Corporate Administration	3.00	
<a href="#">PADM 305</a> Problem Solving and Decision Making Skills: Policy Analysis for Local Government Professionals	3.00	
<a href="#">PADM 306</a> Project Management Skills for Local Government Professionals	3.00	
<a href="#">PADM 308</a> The Successful CAO - Local Govt Advanced Management	3.00	
Credits		9.00
<b>Total Program Credits</b>		<b>18.00</b>

## FACULTY

L. ADAMS	BSc
J. BERRY	BSc, MPA
S. FLEMING	BA, MA
A. HABKIRK	BA, MA (Planning), MPA
A. McNEIL	BA, BEd, MA (Planning)
D. NELSON	BBA, MPA
T. PUGH	BA, MPA
L. ZWARN	BA, LLB, Registered Parliamentarian

## CONTACT

Local Government Administration Programs  
 Anna Delaney, Divisional Assistant  
 Cedar building, room 324  
 Alison McNeil, Program Coordinator  
 Cedar building, room 322

Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
 Phone: 604.990.7907 or 604.990.7976  
 E-mail: [amcneil@capilano.ca](mailto:amcneil@capilano.ca)

[www.capilano.ca/local-govt](http://www.capilano.ca/local-govt)



# **Education, Health & Human Development**

## **General Information**

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The Faculty of Education, Health & Human Development offers a diverse spectrum of programs ranging from preparatory studies to post baccalaureate certificates. Our learners are as diverse as our programs. Whether studying in early childhood, English for Academic Purposes, adult upgrading, music therapy, health studies or other programs, the focus is on providing current, relevant content to ensure graduates are well prepared for the next level of study or for employment.

Admission is limited and applicants are considered on the criteria established for each program area. In general, Grade 12 graduation is required for students applying to two year Diploma Programs, although others may be admitted on the basis of their experience and abilities. Due to the timely nature of these programs, requirements and profiles may change.

Contact the individual program areas for current information.

## **TRANSFER TO AND FROM OTHER INSTITUTIONS**

There is agreement among all public B.C. post secondary institutions to accept each other's credits upon transfer, if applicable, to a program given at the admitting institution, and given suitable equivalency. Capilano University reserves the right to review individual course credits.

Transfer credits are granted to students for acceptable work done at other institutions. Students wishing transfer credit should present suitable documentation to the Registrar's office for consideration. Full information on transfer of specific courses is available from the Registrar's Office, the advisors, and in the program area.

## **GRADUATE EMPLOYMENT**

Employment opportunities for graduates are excellent; however, Capilano does not guarantee jobs for its graduates.

## **ADMISSION DATES**

Enrolment is limited due to space and equipment limitations. Consequently, those students who contemplate entrance are encouraged to apply early. Applicants may be required to have an interview with the Program Coordinator prior to admission.

Unsuccessful applicants should contact an advisor to determine an appropriate educational alternative.

## **PRACTICUMS**

Students are required to have a Criminal Records Check.

## **STUDENT COURSE AND WORK LOAD**

Full-time programs are designed so that successful completion is a full-time task. Students are advised not to undertake other activities that require large time commitments, including employment, while undertaking full-time studies.

## **DIPLOMA IN CAREER PROGRAMS**

To be eligible for a diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University;
2. Achieved a cumulative grade point average of 2.00 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a diploma.

## **CERTIFICATE IN CAREER PROGRAMS**

To be eligible for a certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University.
2. Achieved a cumulative grade point average of 2.00 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a certificate.

# **School of Education & Childhood Studies**

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## **GENERAL INFORMATION**

The School of Education and Childhood Studies offers students the opportunity to focus on school based support (Education Assistant) or study the early years (Early Childhood Care and Education). The programs in the School of Education and Childhood Studies promote critical thinking and inquiry and provide students with a strong emphasis in theory and practice that reflects pedagogies of social equity, justice, diversity and support for those who present with a wide range of abilities. The programs support the provision of meaningful learning experiences for all children from birth to grade 12.

## **Application Deadlines, Admission Dates**

Applications are accepted all year round as courses are offered in Fall, Spring, and Summer terms.

## **International Opportunities**

In conjunction with Capilano University's International Joint Partnership Projects and Study Abroad, several international opportunities have been offered for ECCE students and alumni. These include Kindergarten work placements in locations such as Beijing, China and study abroad courses in locations such as England, Sweden and Finland.

Currently there are no active Study Abroad or exchange programs being offered. For more information call 604.984.4960.

## **Regional Campuses**

All courses are offered at the North Vancouver campus. Select courses may be offered online or at the Squamish and Sechelt campuses.

For information on program offerings at the Squamish and Sunshine Coast campuses please contact the respective campus directly or the ECCE Department: [ecce@capilanou.ca](mailto:ecce@capilanou.ca)

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Credentials Awarded

- Bachelor of Early Childhood Care and Education Degree
- Early Childhood Care and Education Diploma
- Early Childhood Care and Education Post Baccalaureate Diploma
- Early Childhood Care and Education Certificate
- Infant and Toddler Certificate
- Special Needs Certificate

## BACHELOR OF EARLY CHILDHOOD CARE AND EDUCATION DEGREE

A Bachelor of ECCE provides students with advanced competencies and knowledge required to work with children under the age of five, including those children who require extra support, in licensed preschools and daycare centres. Graduates will be prepared to assume leadership roles as advocates, policy specialists, administrators, researchers and early childhood educators. Courses offer students further opportunities to pursue their understandings of the changing global context of child care, education, families, and childhood. They offer advanced perspectives on ECCE practice, encouraging graduates to continue to develop their abilities as outstanding educators and partners in children's lives.

- Four-year degree offered full and part time

## Career & Educational Opportunities

Graduates of the programs have found rewarding careers such as:

- Working with children and families in a broad range of early learning settings, including licensed childcare and Strong Start programs
- Community Care Licensing Assessor
- Working in supported child development agencies
- Supervising staff and management positions in childcare organizations
- Guiding and sustaining organizations that influence policy
- Director of Family Programming in community organizations
- Leadership role in advocacy for children, families, and early childhood education

Degree graduates may choose to pursue graduate studies or continue to complete a Professional Development Program to obtain a licence to teach in the school system.

For more examples and further information, please see [www.capilano.ca/ecce](http://www.capilano.ca/ecce)

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three Academic Grade 12 courses. Admissions preference may be given to students with English Lit 12 as one of the three academic Grade 12 courses.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## **Application/Admission Notes**

Information meetings will be held throughout the year; attendance at a meeting is strongly encouraged. Information regarding the programs offered and details about the application procedure will be provided at these meetings. Please visit the department website [www.capilano.ca/ecce](http://www.capilano.ca/ecce) or contact the department to register for an information meeting: [ecce@capilano.ca](mailto:ecce@capilano.ca).

The department website also includes application information and details on meeting the academic admission requirements for applicants who have some ECCE courses (Capilano or Transfer) or ECCE Licence(s) to Practice issued from the ECCE Registry or relevant university courses.

## **Supplemental Documentation**

Prior to registration in any practicum, students are required to submit additional documentation (for example: criminal record check, medical exam, first aid certificate) as required by the Child Care Regulation, Community Care and Assisted Living Act.

## **Laddering from Diploma to Degree**

All students in the diploma program at Capilano University are required to take 52.5 credits of 100, 200, and directed 300 level ECCE courses. A student in the diploma program may choose to apply to the degree program and all of the Capilano University ECCE courses taken as part of the diploma will be applied towards their ECCE degree. For more information please refer to the list of degree and diploma courses.

## **Continuation in the Program**

Continuation in each term of the programs is dependent upon the demonstration of satisfactory interpersonal, academic, and teaching/guiding skills. 2.67 is the minimum cumulative GPA acceptable for continuation in the degree.

## **Bachelor of Early Childhood Care and Education Degree**

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both

<b>ECCE 100 Level Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			27.00
<a href="#">EDUC 121</a>	Introduction to Centre Administration	3.00	
<a href="#">EDUC 159</a>	Working with Young Children in Inclusive Group Settings	3.00	
<a href="#">EDUC 166</a>	Child Development I	3.00	
<a href="#">EDUC 168</a>	Child Development II	3.00	
<a href="#">EDUC 173</a>	Curriculum Development I	3.00	
<a href="#">EDUC 178</a>	Caring & Learning in Early Years Settings	3.00	
<a href="#">EDUC 179</a>	Guiding Young Children	3.00	
<a href="#">EDUC 183</a>	Curriculum Development II	3.00	
<a href="#">EDUC 190</a>	Observing & Recording: Thinking with the E.L.F.	3.00	
Credits			27.00
<b>ECCE 200 Level Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.50
<a href="#">EDUC 240</a>	Advanced Child Development	3.00	
<a href="#">EDUC 244</a>	Theoretical Perspectives	3.00	
<a href="#">EDUC 251</a>	Centre Operations	3.00	
<a href="#">EDUC 276</a>	Applied Theory - Practicum I	3.00	
<a href="#">EDUC 277</a>	Applied Theory - Practicum II	3.50	
<a href="#">EDUC 281</a>	Family, School and Community	3.00	
Credits			18.50
<b>ECCE 300 Level Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">EDUC 373</a>	Inquiry-Based Learning in ECCE	3.00	
<a href="#">EDUC 375</a>	Early Childhood: Children, Culture and Globalization	3.00	
<a href="#">EDUC 376</a>	Global Perspectives on Literature and Literacy	3.00	
<a href="#">EDUC 379</a>	Role of the Pedagogista in ECCE	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">EDUC 380</a>	Advanced Studies of the Pedagogista	3.00	
<a href="#">EDUC 383</a>	Curriculum - Outdoor Environments	3.00	
<a href="#">EDUC 384</a>	Curriculum: Numeracy in the Early Years	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">EDUC 348</a>	Program Planning, Physical Care and Safety for Infants and Toddlers	3.00	
<a href="#">EDUC 354</a>	Planning for Inclusive Practice	3.00	
Up to 6 non-EDUC credits. Department approval required. No more than 3 credits at the 100 level.			
<i>Choose 10.00 credits from the following list:</i>			10.00
<a href="#">EDUC 349</a>	Applied Theory Infant/Toddler Practicum	5.00	
<a href="#">EDUC 381</a>	Applied Theory: Advanced Practice in Early Years I	5.00	

<b>ECCE 300 Level Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">EDUC 382</a>	Applied Theory: Advanced Practice in Early Years II	5.00	
<a href="#">EDUC 390</a>	Applied Theory: Inclusive Practice Practicum	5.00	
Credits			31.00
<b>ECCE 400 Level Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 15.00 credits from the following list:</i>			15.00
<a href="#">EDUC 470</a>	Issues and Perspectives on Young Children, Families & ECCE	3.00	
<a href="#">EDUC 471</a>	Leadership, Advocacy and Policy in ECCE	3.00	
<a href="#">EDUC 472</a>	Contemporary Issues in ECCE	3.00	
<a href="#">EDUC 473</a>	Teacher as Researcher	3.00	
<a href="#">EDUC 474</a>	Social Justice and Ethics in ECCE	3.00	
<a href="#">EDUC 476</a>	Studio Research in ECCE: The Practice of Artistic Inquiry	3.00	
<a href="#">EDUC 477</a>	Young Children and the Arts	3.00	
<a href="#">EDUC 483</a>	Curriculum: Outdoor Environments II	3.00	
<i>Required:</i>			6.00
<a href="#">EDUC 475</a>	Graduating Seminar	6.00	
Credits			21.00
<b>Breadth Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			24.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
ENGL or CMNS 100-level or higher		3.00	
Quantitative/Analytical course		3.00	
University-level Elective		15.00	
Credits			24.00
<b>Total Program Credits</b>			<b>121.50</b>

## Approved Quantitative/Analytical Courses for Capilano University Degrees

Please refer to the [Graduation](#) section of the calendar for a complete listing of approved quantitative and analytical courses.

## EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA

An ECCE diploma provides students with the competencies and knowledge required to work with children under the age of five in licensed preschools and daycare centres. It offers students an opportunity to examine historical and contemporary understandings of child care, education, families, and childhood. It will provide students with a practical and theoretical foundation as partners in children's lives. Graduates will be prepared to assume leadership roles as early childhood educators and advocates.

- Two-year program offered full and part time

A student in the diploma program may choose to apply to the degree program and all of the Capilano University ECCE courses taken as part of the diploma will be applied towards their ECCE degree.

## **Career & Educational Opportunities**

Graduates of the programs have found rewarding careers such as:

- Working with children and families in a broad range of early learning settings, including licensed childcare and Strong Start programs
- Community Care Licensing Assessor
- Working in supported child development agencies
- Supervising staff and management positions in childcare organizations
- Guiding and sustaining organizations that influence policy
- Director of Family Programming in community organizations
- Leadership role in advocacy for children, families, and early childhood education

Diploma graduates may choose to apply to the degree program and all of the Capilano University ECCE courses taken as part of the diploma will be applied towards their ECCE degree.

For more examples and further information, please see [ecce@capilanou.ca](mailto:ecce@capilanou.ca)

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 or English 12 First Peoples. Recommended but not required: A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three academic Grade 12 courses. Admissions preference may be given to students with English Lit 12 as one of the three academic Grade 12 courses.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## **Application/Admission Notes**

Information meetings will be held throughout the year; attendance at a meeting is strongly encouraged. Information regarding the programs offered and details about the application procedure will be provided at these meetings. Please visit the department website [www.capilanou.ca/ecce](http://www.capilanou.ca/ecce) or contact the department to register for an information meeting: [ecce@capilanou.ca](mailto:ecce@capilanou.ca).

The department website also includes application information and details on meeting the academic admission requirements for applicants who have some ECCE courses (Capilano or Transfer) or ECCE Licence(s) to Practice issued from the ECCE Registry or relevant university courses.

## **Supplemental Documentation**

Prior to registration in any practicum, students are required to submit additional documentation (for example: criminal record check, medical exam, first aid certificate) as required by the Child Care Regulation, Community Care and Assisted Living Act.

## Laddering from Diploma to Degree

All students in the diploma program at Capilano University are required to take 52.5 credits of 100, 200, and directed 300 level ECCE courses. A student in the diploma program may choose to apply to the degree program and all of the Capilano University ECCE courses taken as part of the diploma will be applied towards their ECCE degree. For more information please refer to the list of degree and diploma courses.

## Continuation in the Program

Continuation in each term of the programs is dependent upon the demonstration of satisfactory interpersonal, academic, and teaching/guiding skills. C- is the minimum acceptable grade in all courses within the diploma and certificates.

## Early Childhood Care and Education Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
	Sunshine Coast	Fall	Both

ECCE 100 Level Courses	Course Credits	Required Credits
<i>Required:</i>		27.00
<a href="#">EDUC 121</a> Introduction to Centre Administration	3.00	
<a href="#">EDUC 159</a> Working with Young Children in Inclusive Group Settings	3.00	
<a href="#">EDUC 166</a> Child Development I	3.00	
<a href="#">EDUC 168</a> Child Development II	3.00	
<a href="#">EDUC 173</a> Curriculum Development I	3.00	
<a href="#">EDUC 178</a> Caring & Learning in Early Years Settings	3.00	
<a href="#">EDUC 179</a> Guiding Young Children	3.00	
<a href="#">EDUC 183</a> Curriculum Development II	3.00	
<a href="#">EDUC 190</a> Observing & Recording: Thinking with the E.L.F.	3.00	
Credits		27.00

ECCE 200 Level Courses	Course Credits	Required Credits
<i>Required:</i>		18.50
<a href="#">EDUC 240</a> Advanced Child Development	3.00	
<a href="#">EDUC 244</a> Theoretical Perspectives	3.00	
<a href="#">EDUC 251</a> Centre Operations	3.00	
<a href="#">EDUC 276</a> Applied Theory - Practicum I	3.00	
<a href="#">EDUC 277</a> Applied Theory - Practicum II	3.50	
<a href="#">EDUC 281</a> Family, School and Community	3.00	
Credits		18.50

ECCE 300 Level Courses - Infant Toddler/Special Needs	Course Credits	Required Credits
<i>Choose 3.00 credits from the following list:</i>		3.00



<b>ECCE 300 Level Courses - Infant Toddler/Special Needs</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">EDUC 348</a>	Program Planning, Physical Care and Safety for Infants and Toddlers	3.00	
<a href="#">EDUC 354</a>	Planning for Inclusive Practice	3.00	
<i>Choose 5.00 credits from the following list:</i>			5.00
<a href="#">EDUC 349</a>	Applied Theory Infant/Toddler Practicum	5.00	
<a href="#">EDUC 390</a>	Applied Theory: Inclusive Practice Practicum	5.00	
Note: Students are required to take a total of 8.00 credits from either the Infant Toddler stream or the Special Needs stream. Only courses from one stream will be accepted as credit towards the diploma.			
Credits			8.00
<b>Breadth Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
ENGL or CMNS 100-level or higher		3.00	
University-level Elective		3.00	
Credits			9.00
<b>Total Program Credits</b>			<b>62.50</b>

## EARLY CHILDHOOD CARE AND EDUCATION POST BACCALAUREATE DIPLOMA

The ECCE post baccalaureate diploma allows students with undergraduate degrees to study and earn a credential in Early Childhood Care and Education at the post-graduate level; an opportunity that is not widely available. The diploma allows students to gain new skills and broaden their knowledge in order to advance their career, change career direction, and deepen their understanding of Early Childhood politics and pedagogy.

The post baccalaureate diploma offers students further opportunities to pursue their understandings of the changing global context of child care, education, families, and childhood. It offers advanced perspectives on ECCE practice and teaching, encouraging graduates to continue to develop their abilities as outstanding educators, teachers, and partners in children's lives.

- Two-year program offered full and part time

**Please note: the post baccalaureate diploma is most relevant to those holding a Professional Teaching Certificate with the BC Ministry of Education.**

### Who should apply?

Individuals holding a Professional Certificate with the BC Ministry of Education who wish to pursue further studies in early childhood education.

### Admission Requirements

- Completion of a recognized Bachelor's degree (or equivalent) with a minimum graduation grade point average of 2.0.

- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Applicants may be required to attend an interview
- Letter of Interest/Intent, maximum 500 words (guidelines for letter of interest/intent = the philosophies that currently shape your teaching practice and your professional curiosities, questions, and inquires that may guide your research and learning.

## Application/Admission Notes

Students in ECCE Bachelor degree cannot take the Post Baccalaureate diploma as this program is an integral part of their undergraduate degree. Post Baccalaureate means different courses completed after the undergraduate degree. Please contact the department or email [ecce@capilano.ca](mailto:ecce@capilano.ca) to receive information on applying to the program.

Please visit the department website for application details: [www.capilano.ca/ecce](http://www.capilano.ca/ecce)

## Continuation in the Program

Continuation in each term of the programs is dependent upon the demonstration of satisfactory interpersonal, academic, and teaching/guiding skills. 2.67 is the minimum cumulative GPA acceptable for continuation in the Post Baccalaureate diploma.

## Early Childhood Care and Education Post Baccalaureate Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
Courses		Course Credits	Required Credits
<i>Choose 30.00 credits from the following list:</i>			30.00
<a href="#">EDUC 350</a>	Advanced Child Development	3.00	
<a href="#">EDUC 352</a>	Centre Operations	3.00	
<a href="#">EDUC 354</a>	Planning for Inclusive Practice	3.00	
<a href="#">EDUC 373</a>	Inquiry-Based Learning in ECCE	3.00	
<a href="#">EDUC 374</a>	Curriculum Development (Advanced)	3.00	
<a href="#">EDUC 375</a>	Early Childhood: Children, Culture and Globalization	3.00	
<a href="#">EDUC 376</a>	Global Perspectives on Literature and Literacy	3.00	
<a href="#">EDUC 379</a>	Role of the Pedagogista in ECCE	3.00	
<a href="#">EDUC 380</a>	Advanced Studies of the Pedagogista	3.00	
<a href="#">EDUC 470</a>	Issues and Perspectives on Young Children, Families & ECCE	3.00	
<a href="#">EDUC 471</a>	Leadership, Advocacy and Policy in ECCE	3.00	
<a href="#">EDUC 472</a>	Contemporary Issues in ECCE	3.00	
<a href="#">EDUC 473</a>	Teacher as Researcher	3.00	
<a href="#">EDUC 474</a>	Social Justice and Ethics in ECCE	3.00	
<a href="#">EDUC 475</a>	Graduating Seminar	6.00	

<b>Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		30.00
<b>Total Program Credits</b>		<b>30.00</b>

## Early Childhood Care and Education Certificates

ECCE students have the opportunity to complete the following credentials:

- Basic ECCE Certificate, and
- Infant Toddler Certificate and/or Special Needs Certificate.

## EARLY CHILDHOOD CARE AND EDUCATION CERTIFICATE

### Early Childhood Care and Education Certificate

This certificate is embedded within the Degree and Diploma programs in North Vancouver.

Continuation in each term of the programs is dependent upon the demonstration of satisfactory interpersonal, academic, and teaching/guiding skills. C- is the minimum acceptable grade in all courses within the Diploma and Certificates. 2.67 is the minimum GPA acceptable for continuation in the Degree.

<b>ECCE 100 Level Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		18.00
<a href="#">EDUC 144</a> Theoretical Perspectives	3.00	
<a href="#">EDUC 166</a> Child Development I	3.00	
<a href="#">EDUC 173</a> Curriculum Development I	3.00	
<a href="#">EDUC 178</a> Caring & Learning in Early Years Settings	3.00	
<a href="#">EDUC 179</a> Guiding Young Children	3.00	
<a href="#">EDUC 190</a> Observing & Recording: Thinking with the E.L.F.	3.00	
Credits		18.00
<b>ECCE 200 Level Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		18.50
<a href="#">EDUC 221</a> Introduction to Centre Administration	3.00	
<a href="#">EDUC 256</a> Working with Young Children in Inclusive Group Settings	3.00	
<a href="#">EDUC 267</a> Child Development II	3.00	
<a href="#">EDUC 273</a> Curriculum Development II	3.00	
<a href="#">EDUC 276</a> Applied Theory - Practicum I	3.00	
<a href="#">EDUC 277</a> Applied Theory - Practicum II	3.50	
Credits		18.50
<b>ECCE 300 Level Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">EDUC 371</a> Family, School and Community	3.00	

ECCE 300 Level Courses	Course Credits	Required Credits
Credits		3.00
<b>Breadth Requirements</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
Credits		3.00
<b>Total Program Credits</b>		<b>42.50</b>

## INFANT & TODDLER CERTIFICATE

### Early Childhood Care and Education - Infant and Toddler Certificate

This program does not accept applications. However, Early Childhood Care and Education students in the diploma or degree programs can work towards earning this credential.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		12.00
<a href="#">EDUC 348</a> Program Planning, Physical Care and Safety for Infants and Toddlers	3.00	
<a href="#">EDUC 350</a> Advanced Child Development	3.00	
<a href="#">EDUC 352</a> Centre Operations	3.00	
<a href="#">EDUC 371</a> Family, School and Community	3.00	
<i>Choose 5.00 credits from the following list:</i>		5.00
<a href="#">EDUC 349</a> Applied Theory Infant/Toddler Practicum	5.00	
<a href="#">EDUC 356</a> Applied Theory Infant and Toddler Practicum A	2.50	
<a href="#">EDUC 357</a> Applied Theory Infant and Toddler Practicum B	2.50	
Credits		17.00
<b>Total Program Credits</b>		<b>17.00</b>

## SPECIAL NEEDS CERTIFICATE

### Early Childhood Care and Education - Special Needs Certificate

This program does not accept applications. However, Early Childhood Care and Education students in the diploma or degree programs can work towards earning this credential.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">EDUC 256</a> Working with Young Children in Inclusive Group Settings	3.00	
<a href="#">EDUC 350</a> Advanced Child Development	3.00	
<a href="#">EDUC 352</a> Centre Operations	3.00	
<a href="#">EDUC 354</a> Planning for Inclusive Practice	3.00	

Required Courses	Course Credits	Required Credits
<a href="#">EDUC 371</a> Family, School and Community	3.00	
<i>Choose 5.00 credits from the following list:</i>		5.00
<a href="#">EDUC 358</a> Applied Theory Special Needs Practicum A	2.50	
<a href="#">EDUC 359</a> Applied Theory Special Needs Practicum B	2.50	
<a href="#">EDUC 390</a> Applied Theory: Inclusive Practice Practicum	5.00	
Credits		20.00
<b>Total Program Credits</b>		<b>20.00</b>

## EARLY CHILDHOOD EDUCATOR ASSISTANT

This program offers students the opportunity to be eligible to apply for a licence as an Early Childhood Educator Assistant as defined by the Child Care Licensing Regulations.

### Who should apply?

Students wishing to take on Early Childhood Education course to be eligible to apply for a licence to practice as an early Childhood Education Assistant should apply.

### Career & educational opportunities

To work as a licence Early Childhood Assistant in licensed preschools and child care centres in the province of British Columbia.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 or English 12 First Peoples
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

### Application/Admission Notes

Information meetings will be held throughout the year; attendance at a meeting is strongly encouraged. Information regarding the programs offered and details about the application procedure will be provided at these meetings. Please visit the department website for further information:

[www.capilanou.ca/ecce/Early-Childhood-Educator-Assistant](http://www.capilanou.ca/ecce/Early-Childhood-Educator-Assistant) or contact the department to register for an information meeting: [ecce@capilanou.ca](mailto:ecce@capilanou.ca).

## Early Childhood Educator Assistant

Course Selection	Course Credits	Required Credits
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">EDUC 166</a> Child Development I	3.00	
<a href="#">EDUC 179</a> Guiding Young Children	3.00	

Course Selection		Course Credits	Required Credits
<a href="#">EDUC 221</a>	Introduction to Centre Administration	3.00	
<a href="#">EDUC 267</a>	Child Development II	3.00	
	Credits		3.00
	<b>Total Program Credits</b>		<b>3.00</b>

## EDUCATION ASSISTANT CERTIFICATE PROGRAM (EA)

### General Information

The Education Assistant (EA) evening/weekend program prepares students to work in inclusive educational settings with children and adolescents, Kindergarten to Grade 12, who have diverse learning needs. EA students are trained to support children and youth who present with a wide range of abilities so that these children can participate fully as members of a community of learners.

Education Assistants work under the direction of classroom teachers or resource teachers and give special attention to students with physical, learning or emotional needs by:

- implementing individualized or group instruction in communication skills, life skills, behaviour management techniques and adaptive physical education
- assisting in the modification of curriculum, assignments and tests to accommodate students' special needs
- attending to and providing personal assistance to students in toileting, positioning, mobility, feeding, grooming and dressing
- transferring and assisting students to and from wheelchairs, desks, special equipment and work areas
- supporting all students in inclusive classroom environments

This program prepares students for a variety of para-professional duties in school, and includes theoretical studies and practical applications for working with children and adolescents who need extra support.

For more information, please see [www.capilano.ca/sea](http://www.capilano.ca/sea)

### Who Should Apply?

Successful EA applicants have an aptitude for working with children or adolescents, are patient, interested in education and learning, consider schools to be interesting and exciting places, and show initiative while working in a world of rapidly changing ideas.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 or English 12 First Peoples, and Apprenticeship & Workplace Math 11 or Foundations of Math 11 or Pre-Calculus 11.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Applicants are required to attend an information session and will be assessed on the basis of an interview with faculty, past academic experience and relevant experience working with children and adolescents.

Submission of a covering letter (stating reasons for wishing to apply to this program), resume, three reference letters and clear criminal records search are required.

- Standard First Aid certificate, CPR certificate, TB test.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Admission/Application Notes

Indicate summer term when applying.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Education Assistant Certificate

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Summer	Part-Time

Continuation requirement: a student who fails any course may not be allowed to continue in the program.

Graduation requirement: students must pass all courses and practicum achieving a CGPA of B or better.

The courses for any Sunshine Coast intake are identical but may be offered in different terms from those at North Vancouver.

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			1.50
<a href="#">SEA 102</a>	Interpersonal Skills for Education Assistants	1.50	
Credits			1.50
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">SEA 100</a>	History, Philosophy and Issues in Special Education	1.50	
<a href="#">SEA 101</a>	Working in Schools	1.50	
<a href="#">SEA 105</a>	Exploring Diverse Learners in Schools	3.00	
Credits			6.00

<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">SEA 103</a> Challenging Behaviours & Mental Health Concerns	3.00	
<a href="#">SEA 110</a> Supporting Students with Autism Spectrum Disorders	3.00	
Credits		6.00
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">SEA 107</a> Strategies 1: Supporting Students in High Incidence Areas	3.00	
Credits		3.00
<b>Fifth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		4.50
<a href="#">SEA 106</a> Supporting Students with Technology and AAC Systems	3.00	
<a href="#">SEA 108</a> Strategies 2: Supporting Students in Low Incidence Areas	1.50	
Credits		4.50
<b>Sixth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">SEA 109</a> Practicum for Education Assistants	6.00	
Credits		6.00
<b>Elective Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">EDUC 166</a> Child Development I	3.00	
<a href="#">PSYC 100</a> Introduction to Psychology I	3.00	
Social Sciences 100 level or higher	3.00	
Credits		3.00
<b>Total Program Credits</b>		<b>30.00</b>

## Graduation Requirements

Students must pass all courses and complete the practicum achieving a GPA of 2.67 or better.

## Faculty

S. ALTMAN	BA, MA
L. KAMP	BA, MA
D. KOCH	BEd (Sp.Ed.) MEd, <b>Coordinator</b>
J. MOSS	BPhEd, MEd
K. NEILL	BA, MSc, SLP(C)



A. STEVENS

BEd, MEd, EDD

D. WALSH

BA ( Sp.Ed.), MEd, RCC

## Contact

Cedar Building Reception

Phone: 604.984.4960

E-mail: [sea@capilano.ca](mailto:sea@capilano.ca)

Capilano University

2055 Purcell Way

North Vancouver, B.C. V7J 3H5

Diane Koch, Coordinator

Phone: 604.986.1911, ext. 2209

E-mail: [dkoch@capilano.ca](mailto:dkoch@capilano.ca)

[www.capilano.ca/sea](http://www.capilano.ca/sea)

## FACULTY

J. BLACK

BA (University of Western Ontario), MBA (Athabasca U), ECE Cert.

M. BROUGHTON

BSc Home Economics (U of A), MSc Population and Public Health (UBC), RD (Registered Dietitian)

S. DE LA RUE BROWN

REHO (Registered Environmental Health Officer), Dip. Bus (U of Saskatchewan)

A. CANT

BA (Romania), BA Pedagogy (Romania), MA (SFU), PhD Candidate (SFU)

C. DELGADO

BA and MEd (University of Sienna, Italy), PhD Candidate (UBC)

C. HAYWARD

BEd (U of Alberta), MEd (U of Bristol, UK), PhD (UBC), ECE Cert.

V. JESSEN

BA (SFU), MEd (ECE-UVic), ECE Cert.

S. KIND

BFA (UVic), MA, PhD (UBC), Montessori Cert.

K. KUMMEN

BA, Cert. Ed, MEd (U of Manitoba), PhD Candidate (UVic), ECE Cert., I/T Cert., SN Cert., **Coordinator**

B. MATHIESON

BEd (SFU), MEd (UBC)

J. MOSES

BA, BSW (McMaster), MEd (UBC), ECE Cert.

R. ROSEN (on leave)

MA (U of London, UK), ECE Cert.

T. SMITH

BA, MA (Pacific Oaks College), Dip. ECE

## CONTACT

Cedar Reception

Capilano University

2055 Purcell Way

North Vancouver, B.C. V7J 3H5

Phone: 604.984.4960

E-mail: [ecce@capilano.ca](mailto:ecce@capilano.ca)

[www.capilano.ca/ecce](http://www.capilano.ca/ecce)

## School of Allied Health

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### GENERAL INFORMATION

When you choose a career in the health care you open the door to many rewarding possibilities: from the newborn to the elderly, you provide care and support to those with a range of abilities and challenges. It's a vocation for those who value dignity, trust, respect, responsibility and collaboration. At Capilano you can choose from several areas of study from a four year degree to a six month certificate. Each program offers students an integrated learning experience combining theoretical study with practical applications of new skills in real life settings.

### HEALTH CARE ASSISTANT CERTIFICATE

#### General Information

The Health Care Assistant program is a 745 hour certificate program recognized throughout B.C. Graduates of the program are qualified to work in any level of continuing care, including home support, adult day-care, assisted living, and complex care (including special care units).

The program integrates health care theory with 270 hours of practice in actual care settings. Students learn to provide person-centered care with the goal of promoting and maintaining the physical, emotional, cognitive, social and spiritual well-being of clients/residents. Clinical practicums take place in a variety of continuing care facilities, home support agencies, and/or assisted living sites.

#### Program Intakes

Up to two programs may be offered each year in North Vancouver and on the regional campuses. For current offerings please see the program website: [www.capilano.ca/hca](http://www.capilano.ca/hca).

#### Admission Requirements

- Applicants must either: have BC Secondary School graduation; or be a minimum of 18 years of age with a minimum of Grade 10 English; or, obtain Mature Student Status.
- Applicants must meet the English Language Competency requirements as specified by the BC Care Aide and Community Health Worker Registry. See the Admission Notes on the program website for a complete listing of the English Language Competency requirements for this program: <http://www.capilano.ca/hca/Health-Care-Assistant-Certificate-Admission-Requirements/>.
- Applicants may be required to attend an interview.
- Covering letter (stating reasons for wishing to apply to this program), resume and 3 written reference letters. Criminal record check required, see Admission Notes.

#### Admission/Application Notes

- All students who are interested in the HCA program are strongly encouraged to attend an information session.
- Capilano University is required by the Ministry of Public Safety and Solicitor General to carry out a Criminal Record Check under the Criminal Records Review Program for all applicants. The required Criminal Record Check is arranged by Capilano University. There will be a nominal fee payable by the applicant. Details will be provided at the information session or by request to the Department.

- After acceptance to the program, students will be required to submit additional documentation as required by relevant health authorities in order to participate in a practicum. Students must complete the practicum to be eligible for program completion. At minimum, this includes the following:
  - Standard first aid including CPR (level C) with Automated External Defibrillator (AED);
  - TB skin test and/or chest x-ray to rule out active TB;
  - Successful completion of Food Safe Level 1 within 3 years prior to program commencement.
  - Up to date Immunizations in accordance with Practice Education Guidelines of BC.
- The activities of the HCA program involve bending, lifting up to 23 Kg (50 lbs), squatting, standing, and walking for extended periods (can be up to 8 hours). Additionally, during clinical practicums, students will care for clients who are at end of life and some who may be aggressive due to their cognitive status.
- The following are recommended:
  - WHMIS certification
  - 40 hours of volunteer work at a Complex Care Unit.

## **Graduation Requirements**

Graduation requirement: Students must obtain at least a B- grade in each theory course (HCA 100, 101, 102, 103, 104 and 105) and a credit in HCA 106, 110 and 112.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Career Opportunities**

The number of people needing continuing health care, home care and support in assisted living in our community is increasing, and there is an ever-growing demand for qualified men and women to work full-time, part-time or as a casual care provider in this field.

## **Graduate Employment**

Graduates of this program are qualified to work with clients/residents in any level of continuing care, including home support, adult day-care, assisted living, and complex care (including special care units). The potential for employment is excellent. Employers require a criminal record check and ask applicants to complete an English placement test.

For more information on this program please see [www.capilanou.ca/programs/health-care](http://www.capilanou.ca/programs/health-care).

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Health Care Assistant Certificate

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring	Full-Time
	Sunshine Coast	Fall	Full-Time

Graduation requirement: Students must obtain at least a B- grade in each theory course (HCA 100, 101, 102, 103, 104 and 105) and a credit in HCA 106, 110 and 112.

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		30.00
<a href="#">HCA 100</a> Lifestyle and Choices	1.50	
<a href="#">HCA 101</a> Health and Healing: Concepts for Practice	3.00	
<a href="#">HCA 102</a> Interpersonal Communications	3.00	
<a href="#">HCA 103</a> Caring for Individuals: Common Health Challenges	4.50	
<a href="#">HCA 104</a> Health Care Assistant: Introduction to Practice	1.50	
<a href="#">HCA 105</a> Caring for Individuals:Cognitive or Mental Health Challenges	3.00	
<a href="#">HCA 106</a> Personal Care Nursing Skills	3.00	
<a href="#">HCA 110</a> Practice Experience in Multi-level and/or Complex Care	9.00	
<a href="#">HCA 112</a> Practice Experience in Home Support and/or Assisted Living	1.50	
Credits		30.00
<b>Total Program Credits</b>		<b>30.00</b>

## Contact

Cedar Reception  
 Phone: 604.984.4960  
 E-mail: [hca@capilano.ca](mailto:hca@capilano.ca)  
 Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5

## BACHELOR OF MUSIC THERAPY PROGRAM

### General Information

The Music Therapy program at Capilano offers the third and fourth years leading to the Bachelor of Music Therapy. This degree program is designed so that students may enter third year with a variety of backgrounds: music, general arts, education, or nursing etc. All four years may be completed at Capilano University.

This program provides students with the opportunity to gain knowledge and develop competencies in such areas as music therapy and practice; clinical disorders; assessment, planning and intervention; improvisation and music of many eras and cultures; interpersonal skills and group dynamics; basic research, and documentation.

The program blends academic and experiential course work. Students deepen their experience of music, creative expression and the role of the arts. They are encouraged to explore their values, beliefs, feelings and communication patterns, to increase their effectiveness in the field. They have field work in a different setting for each of the four terms, in which they are given increasing responsibility to design, implement and evaluate their own treatment programs, under clinical supervision.

Continuance in the Music Therapy program will be contingent upon an adequate level of personal, academic and clinical skills as jointly evaluated each term by the Music Therapy faculty. Music therapy is a helping profession in which music therapists work with clients who are in a state of disability. In the therapist/client relationship, there is an assumption that the therapist is in a well enough state of health and well-being to mediate client difficulties with an appropriate clinical approach. In other words, the therapist must function in clinically suitable ways, be emotionally stable and able to respond generally vis-a-vis the client's needs. The therapist is the helper. The role of the Music Therapy program, in addition to student education, is to safeguard the standards of practice of the professional music therapy community through monitoring student readiness to work with members of the community-at-large who are at risk because of disability, disease, cultural and social deprivation, and otherwise disadvantaged. Safety of clients is essential.

Music therapists use the creative process inherent in musical participation to assist individuals and groups to improve their mental, physical and emotional functioning. Music therapists work with deep emotions in special therapeutic programs, run exercise and dance programs, lead choirs, instrumental ensembles and music appreciation groups as they contribute to therapeutic goals. Music therapy is increasingly identified by health care professionals as an effective catalyst for client motivation, stimulation and communication.

Graduates of the Capilano University Music Therapy program receive a Bachelor of Music Therapy.

For more information, please see [www.capilanou.ca/music-therapy](http://www.capilanou.ca/music-therapy)

## **Career Opportunities**

Graduates of the program work with all age groups, with a wide range of physiological, cognitive and emotional disorders, in a variety of clinical settings or in private practice. They are trained to work as part of a health care team.

## **Accreditation**

This course work fulfils the educational requirements for professional accreditation by the Canadian Association for Music Therapy.

A supervised internship is also required before graduation, to fulfil the accreditation requirement for clinical work.

## **Admission Requirements**

- 45 specific university transfer course credits as listed in the Basis of Admission section of the program requirements.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Audition and portfolio

## Application/Admission Notes

For admission requirements to the **first** year, consult the entrance requirements for the Music Diploma program. An interview will also be required with the Music Therapy faculty; however, acceptance to the first year does not guarantee acceptance to the third year.

### Additional Requirements

A complete Information and Application Package, including audition and interview information, is available from the Music department office. Phone: 604.984.4951.

The Music Therapy Information and Application Package is recommended to assist you in preparing for entry to third year, including information on the portfolio, audition and interview process. As part of the audition and interview process the following skills will be assessed: basic guitar skills (folk style), volunteer or work experience with people with special needs, computer skills (word processing) and piano skills. Please contact the Music department office or send your mailing address to [mtherapy@capilano.ca](mailto:mtherapy@capilano.ca)

### Application Deadlines

Portfolio submission deadline: April 15th.

## How to Apply

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2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

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## Bachelor of Music Therapy Degree

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time
Basis of Admission		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">PSYC 100</a>	Introduction to Psychology I	3.00	
<a href="#">PSYC 101</a>	Introduction to Psychology II	3.00	
<a href="#">PSYC 204</a>	Child Development	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">ENGL 103</a>	Studies in Contemporary Literature	3.00	

Basis of Admission		Course Credits	Required Credits
<a href="#">ENGL 104</a>	Contemporary Fiction	3.00	
<a href="#">ENGL 105</a>	Contemporary Poetry	3.00	
<a href="#">ENGL 106</a>	Contemporary Drama	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">PSYC 200</a>	Social Psychology	3.00	
<a href="#">PSYC 203</a>	History of Psychology	3.00	
<a href="#">PSYC 205</a>	Adult Development and Aging	3.00	
<a href="#">PSYC 206</a>	Adolescent Psychology	3.00	
<a href="#">PSYC 220</a>	Theories of Personality	3.00	
<a href="#">PSYC 225</a>	Biopsychology of Behaviour	3.00	
<a href="#">PSYC 230</a>	Cognitive Psychology	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
Any University Transferable Elective 100-level or higher		3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BIOL 104</a>	Human Biology	4.00	
<a href="#">MATH</a>	Math Elective	3.00	
<a href="#">PSYC 225</a>	Biopsychology of Behaviour	3.00	
Natural Science Elective		3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
Humanities 100-Level or higher		3.00	
Music 100-Level or higher		3.00	
Social Science 100-Level or higher		3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 130</a>	Theory of Tonal Music and Jazz I	3.00	
<a href="#">MUS 100</a>	Theory I	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 131</a>	Theory of Tonal Music and Jazz II	3.00	
<a href="#">MUS 101</a>	Theory II	3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">JAZZ 184</a>	Ear Training/Sight Singing I	1.50	
<a href="#">MUS 112</a>	Ear Training and Sight Singing I	1.50	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">JAZZ 185</a>	Ear Training/Sight Singing II	1.50	
<a href="#">MUS 113</a>	Ear Training and Sight Singing II	1.50	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 174</a>	Jazz History I	1.50	
<a href="#">JAZZ 175</a>	Jazz History II	1.50	
<a href="#">JAZZ 271</a>	Music History I	3.00	
<a href="#">MUS 120</a>	Music History I	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 274</a>	Studies in Music History I	1.50	
<a href="#">JAZZ 275</a>	Studies in Music History II	1.50	
<a href="#">MUS 121</a>	Music History II	3.00	

<b>Basis of Admission</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		45.00
<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">MT 320</a> Improvisation I	1.50	
<a href="#">MT 330</a> Clinical Skills	3.00	
<a href="#">MT 350</a> The Influence of Music	3.00	
<a href="#">MT 360</a> Music Therapy I	3.00	
<a href="#">MT 364</a> Health Conditions of Adulthood	3.00	
<a href="#">MT 380</a> Counselling and Interpersonal Skills	1.50	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PMI</a> Private Music Instruction - Concentration	2.00	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
Credits		18.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.50
<a href="#">MT 361</a> Music Therapy II	3.00	
<a href="#">MT 370</a> Health Conditions of Childhood	1.50	
<a href="#">MT 391</a> Practicum I	4.00	
<a href="#">MT 420</a> Improvisation II - Guitar	1.00	
<a href="#">PSYC 222</a> Abnormal Psychology	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PMI</a> Private Music Instruction - Concentration	2.00	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
Credits		15.50
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		11.50
<a href="#">MT 450</a> Music and the Creative Arts I	1.50	
<a href="#">MT 460</a> Music Therapy III	3.00	
<a href="#">MT 490</a> Practicum II	4.00	
<a href="#">PSYC 201</a> Group Dynamics	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PMI</a> Private Music Instruction - Concentration	2.00	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
Credits		14.50
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		13.00
<a href="#">MT 451</a> Music and the Creative Arts II	1.50	



<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">MT 461</a>	Music Therapy IV	3.00	
<a href="#">MT 462</a>	Principles of Research for Music Therapy Students	3.00	
<a href="#">MT 480</a>	Improvisation III	1.50	
<a href="#">MT 491</a>	Practicum III	4.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">PMI</a>	Private Music Instruction - Concentration	2.00	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			16.00
<b>Post Basic Program Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">MT 511</a>	Pre-Professional Practicum	15.00	
Credits			15.00
<b>Total Program Credits</b>			<b>124.00</b>

## Faculty

S. BAINES	BMus (U of Calgary), BMT (Wilfrid Laurier), MA (NYU), FAMI, MTA
E. BOTMAN	BSc (PT) (McGill), MEd (Manitoba)
K. BURKE	BA (Antioch), Dip. MT (Capilano), MTA
L. GEORGE	BSc (U of Toronto), MA, PhD (U of Western Ontario)
R. GURR	
M. HOWARD	BMT (OUBC), MA (Simon Fraser University), MTA
K. KIRKLAND	BMUS (U of Alberta), BMT (Capilano), MA (California State University), PhD (University of BC)
N. MCMASTER	BA (UBC), Dip. MT (Nordoff & Robbins), MA (NYU), FAMI, MTA
H. MOHAN VAN HEERDEN	BMT (Wilfrid Laurier), MMT (BCOU), PhD (SFU), RCC, MTA
M. SOCHOR	BMT (Capilano), MTA
S. SUMMERS	BPE, BEd, Dip. SpEd (U of Calgary), Dip. MT (Capilano), MMT (OUBC), MTA
H. TARRY	BA, MA, DPhil (Oxford)
E. TENG	BMus (UBC), MMT (City University, London), MTA
E. THANE	BMT (BCOU), MTA
J. WATERS	BA, MA (SFU), PhD (SFU)
S. WILLIAMS	BMus (Toronto), MCAT (Hahnemann), MTA, <b>Program Coordinator</b>

## Support Staff

Alexandra Webb	Departmental Assistant
Shannon Zanon	Receptionist
Sarah Altenburg	Stores Clerk
John McMurray	Stores Clerk

## **Contact**

Bachelor of Music Therapy Program  
Fir building, room 101

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4951  
Fax: 604.983.7559  
E-mail: [mtherapy@capilano.ca](mailto:mtherapy@capilano.ca)  
[www.capilano.ca/music-therapy](http://www.capilano.ca/music-therapy)

## **REHABILITATION ASSISTANT DIPLOMA PROGRAM**

### **General Information**

A Rehabilitation Assistant, also known as an "OTA/PTA/SLPA" or "RA", is a para-professional who works as a member of the health care team under the supervision of and in collaboration with occupational therapists, physiotherapists and speech-language pathologists to support patients or clients of all ages who have experienced disease or injury. This work, most frequently in the areas of gerontology, neurology and orthopaedics, may be carried out in a variety of settings including hospitals, rehabilitation clinics, extended care facilities and in the community in which we live.

The two year Rehabilitation Assistant Diploma program at Capilano University is designed to provide students with opportunities to develop the knowledge, skills, values and attitudes necessary to provide a vital supporting role in delivering efficient and effective rehabilitation services within the public and private health care delivery system. Working closely with peers and instructors, the program prepares students to be well-rounded RA's by delivering an integrated approach consisting of scientific knowledge, professional skills, rehabilitation theory and practical skills, case study integration and clinical fieldwork. Students will also learn how to apply the principles and practices of Rehabilitation Assistance in their everyday work

Graduates of the program will:

- demonstrate professional behaviour
- promote optimal client independence
- develop, implement and modify treatment plans with clinical supervision
- provide training which enables clients to develop, maintain or restore physical, psychosocial, cognitive and/or communication skills according to the plan
- train clients/significant others in a variety of mobility, communication, self-care, work and leisure activities
- apply strategies to manage cognitive and psychosocial skills
- observe and report to the clinician and team on services delivered
- provide administrative and operational support to a rehabilitation service such as scheduling clients, managing inventory and treatment information, manufacturing and assembling special equipment and wheelchairs.

For more information, please see [www.capilano.ca/radp](http://www.capilano.ca/radp)

### **Who Should Apply?**

Successful RAs are people who have a positive attitude, care about people and who are motivated to enable people to help themselves. Those who have a strong interest in rehabilitation and who see themselves as

"team players" will do well in this program. Flexibility in working in a demanding health care environment and ability to communicate well with managers, peers and people of all ages, backgrounds, attitudes and beliefs are definite assets for any candidate entering the field of health care.

The Rehabilitation Assistant Diploma program is limited to 20 students. Students selected for the program will be notified by mail

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 or English 12 First Peoples and at least 1 science (Biology 12, Physics 12 or Chemistry 12). Must have basic computer skills for PC system as evidenced by letter from employer or teacher who can verify computer skill level.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Attend an information session. Applicants assessed on the basis of an interview, academic experience, relevant work experience, individual objectives & areas of interest. Submit a resume, a handwritten letter of interest describing why you want to work in rehabilitation and why you would be an excellent candidate, 3 letters of reference from employers or responsible persons in the community one of which must certify the completed work experience. A current criminal record check is required.
- Applicants must demonstrate the ability to communicate effectively in spoken and written English. A program English placement test will be required.
- Successful completion of a minimum of 50 hrs of volunteer or paid work experience with people compromised in activity or participation by disease or injury. Applicants must be in good physical health, including the ability to lift & transfer 50 lbs, as confirmed by a confidential letter from their physician. To qualify for fieldwork placements, students must have a Standard First Aid & CPR level "C" certification and TB test.

## **Graduation Requirements**

Graduates from Capilano University's Rehabilitation Assistant Diploma Program will be able to meet changing employer demands and be able to demonstrate mastery of the OTA/PTA/SLPA competencies required to meet national and provincial professional competencies and/or guidelines. Students must obtain a minimum B average in all courses and successfully complete all clinical fieldwork in order to graduate with the RA Diploma.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Rehabilitation Assistant Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">RADP 100</a>	Rehabilitation and Professional Skills in Health Care	3.00	
<a href="#">RADP 111</a>	Rehabilitation Principles and Practices: OT/OTA	2.25	
<a href="#">RADP 112</a>	Rehabilitation Principles and Practices: PT/PTA	2.25	
<a href="#">RADP 120</a>	Growth and Development for Rehabilitation Assistants	0.50	
<a href="#">RADP 121</a>	Functional Anatomy, Theory and Skills: OTA/PTA	3.00	
<a href="#">RADP 130</a>	Disease, Injury and Intervention: Musculoskeletal Systems	1.00	
<a href="#">RADP 131</a>	Musculoskeletal Theory and Skills: OTA	2.25	
<a href="#">RADP 132</a>	Musculoskeletal Theory and Skills: PTA	2.25	
Credits			16.50
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">RADP 101</a>	Effective Therapeutic Communication in Rehabilitation	1.50	
<a href="#">RADP 113</a>	Rehabilitation Principles and Practices: SLP/SLPA	2.00	
<a href="#">RADP 114</a>	Rehabilitation Principles and Practices: RA	1.00	
<a href="#">RADP 122</a>	Physiology and Cardio-Respiratory Theory and Skills: PTA	1.00	
<a href="#">RADP 140</a>	Disease, Injury and Intervention: Psychosocial/Cognitive Systems	1.50	
<a href="#">RADP 141</a>	Psychosocial/Cognitive Theory and Skills: OTA/PTA	2.00	
<a href="#">RADP 190</a>	Practicum: Fieldwork I	6.00	
Credits			15.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">RADP 210</a>	Administrative Support Systems for Rehabilitation Assistants	1.50	
<a href="#">RADP 230</a>	Disease, Injury and Intervention: Neurological System	1.50	
<a href="#">RADP 231</a>	Neurology Theory and Skills: OTA	3.00	
<a href="#">RADP 232</a>	Neurology Theory and Skills: PTA	3.00	
<a href="#">RADP 233</a>	Neurology Theory and Skills: SLPA	1.50	
<a href="#">RADP 290</a>	Practicum: Fieldwork II	6.00	

<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		16.50
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">RADP 201</a>	Advanced Communications in Rehabilitation 1.50	
<a href="#">RADP 211</a>	Recreation Techniques for Rehabilitation Assistants 1.50	
<a href="#">RADP 240</a>	Gerontology Theory and Skills: OTA/PTA 2.00	
<a href="#">RADP 243</a>	Audiology Theory and Skills: SLPA 1.00	
<a href="#">RADP 250</a>	Community Integration Theory and Skills: OTA/PTA 3.00	
<a href="#">RADP 291</a>	Practicum: Fieldwork III 6.00	
Credits		15.00
<b>Total Program Credits</b>		<b>63.00</b>

## Contact

Cedar Reception  
 Phone: 604.984.4960  
 E-mail: [rehab@capilano.ca](mailto:rehab@capilano.ca)

Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
[www.capilano.ca/radp](http://www.capilano.ca/radp)

Diane Koch, Co-coordinator  
[dkoch@capilano.ca](mailto:dkoch@capilano.ca)

Tracy Dignum, Co-coordinator  
[tdignum@capilano.ca](mailto:tdignum@capilano.ca)

## School of Access & Academic Preparation

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### GENERAL INFORMATION

The School of Access and Academic Preparation offers adult learners the opportunity to complete prerequisites for entry to a wide range of programs both at Capilano and other colleges and universities. Our focus is on a student centered experience where you study in small classes with knowledgeable instructors who understand the diverse needs and experiences that adult learners bring to their studies. Programs are offered at all three of the university campuses as well as in many community locations around the lower mainland and in our regional communities. The Adult Basic Education program, the English for Academic Purposes program and the College and University Preparation program are designed to prepare students who lack course prerequisites for university transfer and career/vocational programs. The Access Work Experience programs provide practical knowledge and support for students who have barriers to employment.

Many of these courses are taught in 1.5 hour classes that meet twice a week for an academic term (15 weeks). In addition, considerable independent study is required outside of the formal instruction period. Certain courses offered in the Faculty of Arts and Sciences departments may also satisfy the student's upgrading needs.

Some courses in the School of Access and Academic Preparation have no tuition fees for Canadian citizens or landed immigrants. International students pay International student fees (please see the [Fees & Fee Payment](#) section of the website).

For more information, please see [www.capilanou.ca/education-health-development](http://www.capilanou.ca/education-health-development)

## **ADULT BASIC EDUCATION**

### **General Information**

The Adult Basic Education (ABE) program enables students to upgrade their knowledge of English, mathematics, biology, chemistry, physics, history, social studies and computers. Students may select from one to five subjects, depending upon their educational and occupational goals. Students can pursue any of the following goals:

- academic studies (including university and college programs)
- preparation for employment
- personal desire to upgrade or refresh mastery of a subject
- secondary school qualifications demanded by employers
- vocational training (including apprenticeships)
- career training
- technical training

The program operates from September to June, offering instruction in 1.5 hour classes. Both self-paced and term-paced classes are offered. Placement in courses is based on pre-registration assessment of academic background.

Many students benefit by enrolling in ABE courses while registered in university transfer or career/vocational programs at the University.

Students who need more than four months to complete a course may re-register if they are attending and progress is satisfactory. Students who finish a course before the end of the term may immediately register for the next higher course in the given subject.

For more information, please see [www.capilanou.ca/abe](http://www.capilanou.ca/abe)

#### **Class times are as follows:**

Morning classes:	8:30 a.m., 10 a.m., and 11:30 a.m.
Afternoon classes:	1 p.m., and 2:30 p.m.
Evening classes:	6 p.m.

## **Admission Requirements**

Students should be at least 18 years old and preferably out of the public school system for a minimum of one year. Exceptions will only be made with departmental approval. Students should apply at least three months prior to anticipated date of entry. Students with English as a second language may be referred to the English for Academic Purposes department before enrolling in ABE classes.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

### **Note**

All students must participate in an assessment/interview before registration in order to determine the course(s) or program which best meets their educational goals. Students may not be accepted into the program if, after assessment and interview, it is determined that their learning needs will not be met by the program. Call (604) 983-7578 to book an assessment/interview.

Offerings and procedures at the Sunshine Coast campus are slightly different. Contact the local campus reception desk or ABE coordinator.

## **Registration**

**Regular attendance and satisfactory progress** are conditions for re-registration in ABE courses. Students may be directed to other programs if their attendance and performance in ABE does not match their stated educational goals.

### **Note**

Offerings and procedures at the Sunshine Coast campus are slightly different. Contact the local campus reception desk or ABE coordinator.

## **ABE Certificates & Diploma**

To be eligible for a diploma or a certificate, a student must have achieved a cumulative grade point average of 2.00 or higher.

**The B.C. Adult Dogwood Graduation Diploma**, issued by the Ministry of Education, Skills and Training, provides an alternate route for adults to achieve a Grade 12 standing to post-secondary institutions in B.C.

**Intermediate & Advanced Certificates** are issued by Capilano University and provide prerequisites for career and vocational programs throughout the province.

**Fundamental** level instruction provides basic reading and writing skills and number skills.

ABE certificates/diploma also satisfies most employers' high school requirements. Certain high school courses may qualify as transfer credit toward ABE certificates.

Advanced and Provincial level ABE courses may be used for transfer credit towards a B.C. Regular or Adult Dogwood Certificate.

The ABE program offers courses at four levels as outlined in the chart below.

### Adult Basic Education - Levels of Instruction

Courses	Fundamental	Intermediate	Advanced	Provincial Level
BENG	011 and/or 021*	031*	040 or 041*	053 and 054*
BMTH	021*	033 and 034	(043 and 044)*or (047 and 048)*	053 and 054
BCHM		036	043 and 044	053 and 054
BPHY		036	043 and 044	053 and 054
BBIO		036	043 and 044	053 and 054
BHST				052
BSOC			041	
BCMP		031	041	051 or 052

\*Required for certificate or diploma

Advanced math is a requirement for B.C. Adult Dogwood Graduation Diploma. For further details, please arrange an assessment/interview by phoning 604.983.7578.

When courses are linked by "and", students must take both courses to complete the level.

Not all courses are offered every term or at every campus.

\*Choose 3 or any 2 PLUS an advanced Social Science

\*Choose 2

### Adult Basic Ed.- Biology (BBIO) Courses

<a href="#">BBIO 036</a>	ABE Intermediate Biology
<a href="#">BBIO 043</a>	ABE Advanced Biology I
<a href="#">BBIO 044</a>	ABE Advanced Biology II
<a href="#">BBIO 053</a>	ABE Provincial Biology I
<a href="#">BBIO 054</a>	ABE Provincial Biology II

### Adult Basic Ed.- Chemistry (BCHM) Courses

<a href="#">BCHM 036</a>	ABE Intermediate Chemistry
<a href="#">BCHM 043</a>	ABE Advanced Chemistry I
<a href="#">BCHM 044</a>	ABE Advanced Chemistry II
<a href="#">BCHM 053</a>	ABE Provincial Chemistry I
<a href="#">BCHM 054</a>	ABE Provincial Chemistry II

### Adult Basic Ed.- Computers (BCMP) Courses

<a href="#">BCMP 021</a>	Fundamental Level - Introduction to Micro Computers
<a href="#">BCMP 031</a>	ABE Intermediate Level Computer Studies
<a href="#">BCMP 041</a>	ABE Advanced Level Computer Studies
<a href="#">BCMP 051</a>	ABE Provincial Level Computer Studies
<a href="#">BCMP 052</a>	ABE Provincial Level Computer Studies
<a href="#">BCMP 053</a>	ABE Provincial Computer Studies, Online & Current Technology



## Adult Basic Ed. - Fund English (BENF) Courses

<a href="#">BENF 001</a>	ABE Fundamental English 1
<a href="#">BENF 002</a>	ABE Fundamental English 2
<a href="#">BENF 003</a>	ABE Fundamental English 3
<a href="#">BENF 004</a>	ABE Fundamental English 4
<a href="#">BENF 005</a>	ABE Fundamental English 5
<a href="#">BENF 006</a>	ABE Fundamental English 6

## Adult Basic Ed.- English (BENG) Courses

<a href="#">BENG 011</a>	Basic Literacy Level English
<a href="#">BENG 021</a>	Fundamental Level English: Writing Skills, Spelling, Word Attack
<a href="#">BENG 031</a>	Intermediate Level English
<a href="#">BENG 040</a>	Advanced Level English: Short Report Writing
<a href="#">BENG 041</a>	Advanced Level English: Advanced Report Writing
<a href="#">BENG 043</a>	ABE Advanced Level English Part 1
<a href="#">BENG 044</a>	ABE Advanced Level English Part 2
<a href="#">BENG 052</a>	Provincial Level English - Critical Reading and Writing
<a href="#">BENG 053</a>	ABE Provincial Level English Part 1
<a href="#">BENG 054</a>	ABE Provincial Level English Part 2

## Adult Basic Ed. - History (BHST) Courses

<a href="#">BHST 052</a>	Provincial Level History
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## Adult Basic Ed. - Fund Math (BMAF) Courses

<a href="#">BMAF 001</a>	ABE Fundamental Mathematics 1
<a href="#">BMAF 002</a>	ABE Fundamental Mathematics 2
<a href="#">BMAF 003</a>	ABE Fundamental Mathematics 3
<a href="#">BMAF 004</a>	ABE Fundamental Mathematics 4
<a href="#">BMAF 005</a>	ABE Fundamental Mathematics 5
<a href="#">BMAF 006</a>	ABE Fundamental Mathematics 6

## Adult Basic Ed. - Math (BMTH) Courses

<a href="#">BMTH 011</a>	Whole Numbers and Decimals
<a href="#">BMTH 021</a>	Fundamental Level Mathematics
<a href="#">BMTH 033</a>	Introductory Algebra
<a href="#">BMTH 034</a>	Intermediate Algebra and Geometry
<a href="#">BMTH 041</a>	Advanced Level Business Math
<a href="#">BMTH 043</a>	Advanced Algebra I
<a href="#">BMTH 044</a>	Advanced Algebra II and Trigonometry
<a href="#">BMTH 047</a>	Advanced Foundations Mathematics 1
<a href="#">BMTH 048</a>	Advanced Foundations Mathematics 2

<a href="#">BMTH 053</a>	Precalculus I
<a href="#">BMTH 054</a>	Precalculus II

## Adult Basic Ed. - Physics (BPHY) Courses

<a href="#">BPHY 036</a>	ABE Intermediate Physics
<a href="#">BPHY 043</a>	ABE Advanced Physics I
<a href="#">BPHY 044</a>	ABE Advanced Physics II
<a href="#">BPHY 053</a>	ABE Provincial Physics I
<a href="#">BPHY 054</a>	ABE Provincial Physics II

## Adult Basic Ed.- Science (BSCI) Courses

<a href="#">BSCI 021</a>	Fundamental Level General Science
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## Adult Basic Ed.-Social Studies (BSOC) Courses

<a href="#">BSOC 031</a>	Intermediate Level Social Studies
<a href="#">BSOC 041</a>	Advanced Level Social Studies

## Faculty

L. ARGATOFF	BA (Toronto), MA (Toronto), PID (BC)
A. BELSHAW	BSc, (UBC), MA (Princeton)
D. BENTLEY	BTech (Hons), Computer Systems (BCIT)
T.R. BRAND	BSc (SFU), BEd (UBC), B.C. Teacher's Cert.
M.C. CAIRNS	BSc (Math) (U of Calgary), AB Teacher's Cert.
D. DHAMMI	BSc (Hons), (U of Brighton), Cert. Teacher Training (England)
C. GILKER	BA (Lethbridge), MA (UBC), PhD (U of Sask)
M. GUNNESS	BSc (University of Western Ontario), MSc (Carleton)
P. HODGSON	BA (Hons), BEd (Queen's) MEd (UBC)
C. HOOGE	BSc, MSc (McGill)
W. KERSHAW	BSc (McGill), MSc (Concordia)
R. KIM	BSc, BEd, MET (UBC)
M. LEBEAU	BA (SFU)
S. LEBLANC	BA (York)
C.B. MACLEAN	BEd (SFU), MEd (UBC), B.C. Teacher's Cert.
G.B. RUDOLPH	BSc, (Ed. 5th yr. trans. prog.), MEd (UBC)
C. SCHOEN	BA (Carleton), MEd (McGill)
S. TRUDEL	BSc (Hons), MEd (U of Ottawa)
R. WAYTE	B. Assoc. (OLA), P.I.D. (VCC)

## Contact

### North Vancouver Campus

Adult Basic Education  
Birch building, room 344

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7578  
E-mail: [iwilliam@capilano.ca](mailto:iwilliam@capilano.ca)

### Squamish Campus

Phone: 604.892.5322  
E-mail: [cgilker@capilano.ca](mailto:cgilker@capilano.ca)  
[www.capilano.ca/abe](http://www.capilano.ca/abe)

### Sunshine Coast Campus

Phone: 604.885.9310  
E-mail: [bwayte@capilano.ca](mailto:bwayte@capilano.ca)  
[www.capilano.ca/abe](http://www.capilano.ca/abe)

## ACCESS WORK EXPERIENCE

### General Information

Education Employment Access combines classroom activities with practical work experience opportunities for students with barriers to employment. The classroom component includes courses geared towards helping the student gain the knowledge, skills and attitude needed to be an employee.

These courses include essential skills, employability strategies, communication and interpersonal skills. Some of the methods used are: discussion, hands-on practical skill assessment and development, oral presentation, interview techniques, group work, case studies and field trips.

The work experience component provides practical training opportunities in a variety of work settings. Employers have the workplace and the employee management expertise that allow students to grow and improve their knowledge of worksite skills, behaviours and expectations.

University supervisors understand each student's unique strengths and limitations and have knowledge of potential strategies to make workplace accommodations. Both the employer and the university contribute essential support and insight that can make a positive difference in each student's growth.

For more information, please see [www.capilano.ca/access](http://www.capilano.ca/access)

## Education and Employment Access Certificate Program

### General Information

The Education and Employment Access program provides both technical knowledge and personal and practical skills training through a combination of classroom theory and on-the-job experience. Class instruction

emphasizes the development and maintenance of skills which may be used in employment situations with an emphasis on customer service. Students meet with faculty to discuss an individual plan.

For more information, please see [www.capilano.ca/access/Education-Employment](http://www.capilano.ca/access/Education-Employment)

## Student Profile

Students who will find the Education and Employment Access program beneficial are those with disability issues which may include learning disabilities, physical disabilities and barriers to employment that still allow them to meet employment requirements.

## Admission Requirements

- Interview

## Admission/Application Notes

Interested applicants are invited to contact the department directly. A paper application will be completed during the interview process.

Interviews take place between May and September each year.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Education and Employment Access Certificate

<b>Intakes:</b>	<b>Campus</b> North Vancouver	<b>Terms</b> Fall	<b>Full/Part Time</b> Full-Time
<b>Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			25.50
<a href="#">EEA 001</a>	Assessment	3.00	
<a href="#">EEA 002</a>	Portfolio	3.00	
<a href="#">EEA 003</a>	Employability Skills	4.50	
<a href="#">EEA 004</a>	Practical Communication Skills for Employment and Education	3.00	
<a href="#">EEA 005</a>	Work Experience Practicum	6.00	
<a href="#">EEA 006</a>	Transition Skills	3.00	
<a href="#">USSD 090</a>	Foundations for Student Success	3.00	
Credits			25.50
<b>Total Program Credits</b>			<b>25.50</b>

## Contact

Education and Employment Access Program  
Birch building, room 357

Capilano University  
2055 Purcell Way

North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1711  
E-mail: [awe@capilanou.ca](mailto:awe@capilanou.ca)  
[www.capilanou.ca/access/Education-Employment](http://www.capilanou.ca/access/Education-Employment)

## **Faculty**

A. HALE	BA (UBC), MA (Gonzaga) (Washington)
K. MOSCRIP	BA (UBC)
L. THOMPSON	BA (SK), PDP (SFU), MEd (Lesley U)

## **COLLEGE AND UNIVERSITY PREPARATION PROGRAM**

### **General Information**

The object of the program is to improve the participation and success rates of students who are planning to attend post-secondary institutions. The program helps students to gain confidence at college and university by developing academic skills while gaining academic qualifications.

Typical students in the program include those who want to:

- try school again after at least one year away;
- refresh their skills and improve their GPA before entering a college or university program;
- upgrade high school courses in a supportive learning environment;
- develop skills for participating in computer-based/online courses, but would like to be introduced to this technology with the help of a teacher in the classroom;
- explore career and education choices before selecting a further program of study.

Students may start the program in either September or January. The program is full-time (classroom activities Monday through Thursday, plus online activities) for 15 weeks. Students should begin the application process as soon as possible prior to the start of classes.

The program makes extensive use of computers. In addition to two computer courses, the English, Math and Career Planning courses use computers for portions of the course content. Learners do not need strong computer skills to enter the program, just the desire to improve their skills using computers.

There is a computer lab dedicated to the program, and there is one computer for each student. These are instructor-led classes supported by a computerized Learning Management System. Attendance and participation are keys to student success. The maximum class size is 20 students.

For more information, please see [www.capilanou.ca/cup](http://www.capilanou.ca/cup)

### **Program Objectives**

Students will gain confidence working in a post-secondary setting, and acquire life and academic skills useful for pursuing:

- career and vocational programs at a university, college or technical institute;
- university or university transfer programs at a university/college;
- skills to become a successful online student;
- further academic upgrading to pursue a chosen course of study.

At the completion of the program, students will have created their own personal educational plan to guide and assist them in reaching their educational and career goals.

## Program Content

### Required Courses (Course Credits)

At least one level in each of the following subjects:

- BCMP - Computer Studies
- BENG - English
- BMTH - Basic / Business Mathematics
- EDCP - Education and Career Planning

The above courses have multiple levels. Students are placed in a level best suited to their abilities. All courses in the program are articulated with Adult Basic Education, and may be used towards The B.C. Adult Dogwood Graduation Diploma.

### Typical Schedule

The students' schedule will be similar to the following:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	
10:00-11:30		Study Skills/Career Planning		English	
11:30-1:00	English		Computers	English	
1:30-2:30	English	Math	Computers	Math	
2:30-4:00		Math		Math	

### Admission Requirements

- Grade 10 or permission of the department.
- Must have completed some ESL course work. Level and grade requirement to be determined by Department.
- Interview
- 18 years age and out of high school for a year or department approval. Students must contact the program assistant or coordinator to schedule an interview and an English, math and computer assessment. A program application is also required.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Admission/Application Notes

Please contact the program assistant or coordinator to schedule an assessment and interview.

## Registration

Students are given an assessment interview before registering in the program. The assessment and interview are to help place the student at their correct levels for the various courses.

## Attendance

Regular attendance is essential to ensure student success. Regular attendance, participation and satisfactory progress in all subject areas are requirements for continued enrolment in the program. Students may be directed to other programs if their attendance and progress does not meet either the program's stated goals, or the students' stated educational goals.

## Citation Requirements

In order to receive a citation from the College and University Preparation program, students must successfully complete one course from each of the four areas of study (Education and Career Planning, Mathematics, Computers, English).

## College and University Preparation Citation

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time
	North Vancouver	Spring	Full-Time

Program Requirements	Course Credits	Required Credits
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">BCEP 021</a> Basic Education and Career Planning Fundamental	1.00	
<a href="#">BCEP 041</a> Basic Education and Career Planning Advanced	1.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">BCMP 031</a> ABE Intermediate Level Computer Studies	2.00	
<a href="#">BCMP 041</a> ABE Advanced Level Computer Studies	2.00	
<a href="#">BCMP 051</a> ABE Provincial Level Computer Studies	2.00	
<a href="#">BCMP 052</a> ABE Provincial Level Computer Studies	2.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">BENG 031</a> Intermediate Level English	2.00	
<a href="#">BENG 041</a> Advanced Level English: Advanced Report Writing	2.00	
<a href="#">BENG 052</a> Provincial Level English - Critical Reading and Writing	2.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">BMTH 021</a> Fundamental Level Mathematics	1.00	
<a href="#">BMTH 033</a> Introductory Algebra	1.00	
<a href="#">BMTH 034</a> Intermediate Algebra and Geometry	1.00	
<a href="#">BMTH 041</a> Advanced Level Business Math	2.00	
<a href="#">BMTH 043</a> Advanced Algebra I	1.00	
<a href="#">BMTH 044</a> Advanced Algebra II and Trigonometry	1.00	

Program Requirements	Course Credits	Required Credits
<a href="#">BMTH 053</a> Precalculus I	1.00	
<a href="#">BMTH 054</a> Precalculus II	1.00	
Credits		6.00
<b>Total Program Credits</b>		<b>6.00</b>

## Faculty

L. ARGATOFF	BA (Toronto), MA (Toronto), PID (BC)
D. BENTLEY	BTech (Hons) Computer Systems (BCIT)
T.R. BRAND	BSc (SFU), BEd (UBC), BC Teacher's Cert
C. GILKER	BA (Lethbridge), MA (UBC), PhD (U of Sask)
S. TRUDEL	MEd, BSc (Hons), (U of Ottawa), <b>Coordinator</b>

## First Nations Advising

David Kirk  
Phone: 604.986.1911, ext. 1762  
E-mail: [dkirk@capilanou.ca](mailto:dkirk@capilanou.ca)

Clay Little  
Phone: 604.986.1911, ext. 3067  
E-mail: [clittle@capilanou.ca](mailto:clittle@capilanou.ca)

## Contact

Ingrid Williams  
Phone: 604.983.7578  
Fax: 604.984.1718  
E-mail: [iwilliam@capilanou.ca](mailto:iwilliam@capilanou.ca)

Sylvie Trudel, Coordinator  
Phone: 604.986.1911, ext. 3021  
Fax: 604.984.1718  
E-mail: [strudel@capilanou.ca](mailto:strudel@capilanou.ca)

Don Bentley  
Phone: 604.986.1911, ext. 2588  
Fax: 604.984.1718  
E-mail: [dbentley@capilanou.ca](mailto:dbentley@capilanou.ca)

[www.capilanou.ca/cup](http://www.capilanou.ca/cup)

## COMMUNITY LEADERSHIP AND SOCIAL CHANGE DIPLOMA

### General Information

The Community Leadership and Social Change Diploma is an innovative program that prepares students for rewarding careers in the community development and non-profit sector in Canada. The curriculum and class room environment reflect the principles of community development, social change and social justice.



Students gain an in-depth and critical understanding of the history, theory and current practice of CD in North America. They develop skills in applying leading edge community development research and planning methods in various community settings. Through experiential learning opportunities, they become facilitators of community processes that build consensus and foster non-violent and collaborative dialogue. In their final term, students take a leadership role in a Capstone Project, applying their knowledge and skills in a particular role in a specific community sector such as literacy, food security, health promotion etc. But most importantly, students will form deep and lasting relationships with people from all sectors, cultures, and classes and with organizations serving all parts of our community in all aspects of community life.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status, OR completion of the Community Capacity Building Citation
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview
- Active as a volunteer in the community

## **Who Should Apply**

Do you care about your community and want to make a difference? Are you a community volunteer who enjoys working in a collaborative way with others? Do you want to be a leader in creating social change to create a safe, healthy, equitable, sustainable and just world? Then you are the perfect person to apply for this program!

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Application Notes**

Information sessions will be held throughout the year in the community. Attendance at an information session is strongly recommended. Information about the application process will be provided at those meetings. Visit our website at [www.capilanou.ca/cdo/CLSCdiploma/](http://www.capilanou.ca/cdo/CLSCdiploma/) or contact the department directly to get more information: 604-984-1759.

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Graduate Employment

The National Survey of Non-profit and Voluntary Organizations (NSNVO), last conducted in 2003, indicates that there are approximately 161,000 non-profit and voluntary organizations in Canada with over 2 million employees and revenues exceeding \$112 billion. British Columbia's non-profit and voluntary organizations employed 113,000 people not including those who worked in hospitals, universities and colleges; a workforce larger than the total employment in the forestry, fishing, and mining, oil and gas. Twenty five percent of organizations experienced difficulty attracting qualified staff and as many as 50% had difficulty securing qualified volunteers.

In this program students develop working relationships with staff, management and volunteers in various community organizations in their community. Successful graduates may find employment as program coordinators, fundraisers, volunteer coordinators, settlement workers, health promotion workers, or food network coordinators. They will develop a personal pathway to leadership in community development that could involve transferring to a degree program, working in the non-profit sector, being active as a leader in their community or working independently as a project consultant.

## Program Location

Two required courses - CLSC 100 and CLSC 105 - will be offered only at a community location in Vancouver on Wednesday evening. The remaining required courses will be offered at Capilano University, North Vancouver Campus, during the weekday.

## Service Learning

Two service learning courses provide students with an opportunity to gain credits for doing what they love: volunteering in their community. In addition to required community volunteering, these courses will include faculty support, coaching and specific thematic seminars. A Capstone course can also be used to earn credit and undertake a specific community project.

## Community Leadership and Social Change Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring	Both
<b>First Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			30.00
<a href="#">CLSC 100</a>	Introduction to Community Development	3.00	
<a href="#">CLSC 101</a>	Leadership for Community Building	3.00	
<a href="#">CLSC 102</a>	Facilitation for Community Development Practitioners	3.00	
<a href="#">CLSC 103</a>	Service Learning in Neighbourhood Context	3.00	
<a href="#">CLSC 105</a>	Foundation Skills in Community Development	3.00	
<a href="#">CLSC 200</a>	Digital Tools for Social Change	3.00	
	Breadth Requirements (see list below)	12.00	
	Credits		30.00
<b>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			30.00
<a href="#">CLSC 201</a>	Community-Based Research	3.00	



## COMMUNITY CAPACITY BUILDING PROGRAM

### General Information

Designed in collaboration with community organizations and funders, the Community Capacity Building program is ideal for those who volunteer with community organizations and who are considering a part-time or full-time career in this work.

This citation program consists of two 3-credit courses and will provide students with a background in the concepts of community development and the practical skills required in entry-level community positions, such as:

- peer volunteer coordinator,
- outreach worker,
- recreational activity coordinator,
- wellness worker,
- support group facilitator, or
- community research assistant.

Classes are offered in community settings and emphasize interaction, reflection, and practical experience under the guidance of instructors who have many years of experience in community work.

### Registration

Students are referred to the Project Manager before registration to establish an educational plan and confirm eligibility for the program. For more information, contact Kathy Coyne at 604.986.1911, local 7885.

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Interview

### Community Capacity Building Citation

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Part-Time
	Sunshine Coast	Fall	Part-Time

Required Courses	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">CLSC 100</a> Introduction to Community Development	3.00	
<a href="#">CLSC 105</a> Foundation Skills in Community Development	3.00	
Credits		6.00
<b>Total Program Credits</b>		<b>6.00</b>

## Faculty

K. COYNE	EdD (UBC), MEdes (U of Calgary)
S. GOVENDER	BA (McGill), MSc (London School of Economics)
D. TWISS	BA, MA (Guelph), BEd (Nipissing)

## Contact

### North Vancouver Campus

Community Capacity Building program  
Kathy Coyne  
Birch building, room 328

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7885

## ENGLISH FOR ACADEMIC PURPOSES

### General Information

The English for Academic Purposes (EAP) department offers permanent residents and international students a variety of intermediate, advanced and post-secondary preparatory English courses to help them improve their competency in English for work, daily life, and post-secondary study. Courses cover reading, writing, grammar, speaking and listening skills.

EAP courses are offered part-time and full-time.

For more information, please see [www.capilanou.ca/eap](http://www.capilanou.ca/eap)

### Programs

The four month terms begin January, May and September. There are two different programs:

#### Full-Time Intensive Program

The full-time intensive program is designed for students who wish to improve their English skills rapidly and who wish to pursue academic studies. These courses consist of integrated language skills: reading, writing, speaking, listening, grammar, pronunciation and vocabulary. Please note that EAP 050, 060, 070 and 080 are 15 credits each. EAP 090 is 12 credits. EAP 100 and 101 are three credits each. Maximum class size is 18 - 20 students. International students should register to study in the full-time intensive program to obtain the utmost benefit from their experience at Capilano University.

Depending on the results of the EAP Placement Test, students may enter at one of five full-time levels:

Level	Courses	Hours/Week
English for Academic Purposes Foundation 1	EAP 050	20
English for Academic Purposed Foundation 2	EAP 060	20
English for Academic Purposes 1	EAP 070	20
English for Academic Purposes 2	EAP 080	20

Level	Courses	Hours/Week
English for Academic Purposes 3	EAP 090	16
English for Academic Purposes 4A	EAP 100	4
English for Academic Purposes 4B	EAP 101	4
Reading and Writing Support for Academic Courses	EAP 099	4

At the EAP 090 and EAP 100 and 101 levels, students may be allowed to take a combination of EAP and University/School of Business courses at the same time, depending on the results from EAP 080 and EAP 090 or external tests such as ELA, TOEFL, IELTS or CAEL.

International students who need additional reading and writing support at the EAP 090-100 levels may take EAP 099. This course can also be taken concurrently with all other 100 level academic courses at Capilano University to support academic success.

### Part-Time Program

Domestic students may enrol in part-time evening courses at a variety of levels depending on their EAP Placement Test (EPT) results. Each course consists of four hours of instruction per week. Please note part-time evening courses may not be offered every term.

Level	Speaking & Listening	Reading & Vocabulary	Writing & Grammar
Lower Intermediate	ESL 031	ESL 038	ESL 039
Upper Intermediate	ESL 041	ESL 048	ESL 049
Lower Advanced	ESL 051	ESL 058	ESL 059
Upper Advanced	ESL 061	ESL 068	ESL 069
Capilano Preparatory	ESL 071	ESL 078	ESL 079

### Capilano Academic English Preparation

At Capilano University, students can begin their academic studies while completing their EAP studies.

- When students complete EAP 080 with a B, they are permitted to register in EAP 090 plus 1 (one) Arts and Sciences or Business course.
- When they complete EAP 090 with a B, they are permitted to register in EAP 100 and 101 plus 2 (two) Arts and Sciences or Business courses.
- When they complete EAP 100 and 101 with a B+ in each course, they may enrol in a full-time Arts and Sciences or Business program.

#### Note

No other test (e.g. TOEFL) score is needed for students who follow this route to Arts and Sciences or Business.

### Placement Testing of EAP Students

English for Academic Purposes (EAP) students may submit ONE of following English assessment tests to ensure placement at the appropriate EAP level:

1. The Capilano University EAP Placement Test. The EAP Department will contact you about testing dates and times.

2. The English Language Assessment test (ELA), which is available only in Vancouver. A letter allowing you to take this test is available from the Centre for International Experience at Capilano University, or the Registrar's Office.

For full entry into Arts and Sciences/School of Business courses, students must provide proof of English proficiency if English is not their first language. Students must do ONE of the following:

1. Achieve a grade of B+ in EAP 100 and 101, **OR**
2. Take an external language test. Students require:
  - A TOEFL\* score of 560 (paper-based score) or 83 (internet-based score), or
  - An IELTS score of 6.5 overall with no score less than 6, or
  - A CAEL score of 70, or
  - An English Language Assessment test (ELA) score of 145. The ELA is available only in Vancouver. A letter allowing you to take this test is available from the International Student Centre at Capilano University, or the Registrar's Office.
  - PTE score of 56

\* **Capilano University TOEFL code=0505**

See the [English Language Requirement](#) section of the calendar for other ways to meet this requirement.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- The following is required: a valid English Language Assessment (ELA) test score of a minimum of 32 OR the EAP Placement Test.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Admission/Application Notes

Once all documents and records have been received, we will consider your application. If you are admitted, the University will send you an official letter of acceptance by mail.

Once students are accepted, they will be contacted by the EAP Department to come in to write the EAP placement test. Students who wish to enrol in EAP as well as other courses in University Transfer, Career, Vocational, or Adult Basic Education should refer to the General Information – Admission section in this Calendar.

## Application Deadlines

### For International Students\*

- Fall Term (September to December): April 30
- Spring Term (January to April): August 31
- Summer Term (May to August): January 15

\*For international students, late applications will be accepted provided that time remains to apply for the Study Permit.

### For Permanent Residents\*\*

- Fall Term (September to December): June 30
- Spring Term (January to April): September 30
- Summer Term (May to August): January 31

\*\*Late applications may be accepted if time and space permit.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## English for Academic Purposes 3 Citation

To receive a citation, the student must complete EAP 090 with a minimum B grade. This program does not accept applications. However, students can work towards earning this credential.

Required Course	Course Credits	Required Credits
<i>Required:</i>		12.00
<a href="#">EAP 090</a> English for Academic Purposes 3	12.00	
Credits		12.00
<b>Total Program Credits</b>		<b>12.00</b>

## English for Academic Purposes 4 Citation

To receive a citation, the student must complete EAP 100 and EAP 101 with a minimum B+ grade in each course. This program does not accept applications. However, students can work towards earning this credential.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">EAP 100</a> English for Academic Purposes 4A	3.00	
<a href="#">EAP 101</a> English for Academic Purposes 4B	3.00	
Credits		6.00
<b>Total Program Credits</b>		<b>6.00</b>



## Business Administration Pathway

### General Information

The Business Administration Pathway is a program designed to assist students in EAP who plan to continue their studies in Business Administration. The program consists of 8 months (two semesters), combining English for Academic Purposes with Business Administration courses. Students in the Pathway take all courses in a term together as a cohort. During each term, Business Administration courses are taken concurrently with EAP support courses. The EAP course content directly relates to and supports the course content of one of the Business Administration courses being taken. EAP instructors collaborate with the Business Administration course instructors to meet the specific needs of the students. Students in the program must successfully complete EAP 090 with a minimum B grade to continue into the second term. Students who successfully complete EAP 100 and EAP 101 with a minimum B+ grade in both courses will continue with the Bachelor of Business Administration and/or the Business Administration Diploma coursework until they are eligible for their Business credential.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent.
- Principles of Math 11 (C) or Foundations of Math 11 (C) or Applications of Math 12 (B) or Apprenticeship & Workplace Mathematics 12 (B) or BTEC 115 (B-)
- Students must produce evidence of their English Language proficiency. The standard required is: Test of English as a Foreign Language (TOEFL): paper=520, internet=67, or English Language Assessment (ELA)=114, or International English Language Testing System (IELTS)=5.5 overall, and no one score less than 5.0, or Canadian Academic English Language Assessment (CAEL)=40, or Pearson Test of English (PTE Academic)=47 or Capilano University EAP 080 with a minimum B grade.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Business Administration Pathway

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time

The Business Administration Pathway will consist of 8 months (two semesters), combining English for Academic Purposes with Business Administration and other courses. Students in the program must successfully complete EAP 090 with a minimum B grade to continue into the second term. Students who successfully complete EAP 100 and EAP 101 with a minimum B+ grade in both courses will continue with the Bachelor of Business Administration and/or the Business Administration Diploma coursework until they are eligible for their Business credential.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		33.00
<a href="#">EAP 090</a> English for Academic Purposes 3	12.00	
<a href="#">EAP 100</a> English for Academic Purposes 4A	3.00	
<a href="#">EAP 101</a> English for Academic Purposes 4B	3.00	
100 level BADM, BCPT, BFIN, BMKT courses as defined by the program	9.00	
100 level courses as defined by the program	6.00	
Credits		33.00
<b>Total Program Credits</b>		<b>33.00</b>

## Early Childhood Care and Education Pathway

### General Information

The Early Childhood Care and Education Pathway is a program designed to assist students in EAP who plan to continue their studies in Early Childhood Care and Education (ECCE). The program consists of 8 months (two semesters), combining English for Academic Purposes with ECCE courses. Students in the Pathway take all courses in a term together as a cohort. During each term, ECCE courses are taken concurrently with EAP support courses. The EAP course content directly relates to and supports the course content of one of the ECCE courses being taken. EAP instructors collaborate with the academic course instructors to meet the specific needs of the students. Students in the program must successfully complete EAP 090 with a minimum B grade to continue into the second term. Students who successfully complete EAP 100 and EAP 101 with a minimum B+ grade in both courses will continue with the ECCE Certificate, Diploma or Degree program coursework until they are eligible for their ECCE credential.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent.
- Students must produce evidence of their English Language proficiency. The standard required is: Test of English as a Foreign Language (TOEFL): paper=520, internet=67, or English Language Assessment (ELA)=114, or International English Language Testing System (IELTS)=5.5 overall, and no one score less than 5.0, or Canadian Academic English Language Assessment (CAEL)=40, or Pearson Test of English (PTE Academic)=47 or Capilano University EAP 080 with a minimum B grade.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Early Childhood Care and Education Pathway

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

The Early Childhood Care and Education Pathway will consist of 8 months (two semesters), combining English for Academic Purposes with ECCE and one other 100-level course. Students in the program must successfully complete EAP 090 with a minimum B grade to continue into the second term. Students who successfully complete EAP 100 and EAP 101 with a minimum B+ grade in both courses will continue with the ECCE Certificate, Diploma or Degree program coursework until they are eligible for their ECCE credential.

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		30.00
<a href="#">EAP 090</a> English for Academic Purposes 3	12.00	
<a href="#">EAP 100</a> English for Academic Purposes 4A	3.00	
<a href="#">EAP 101</a> English for Academic Purposes 4B	3.00	
<a href="#">EDUC 173</a> Curriculum Development I	3.00	
<a href="#">EDUC 178</a> Caring & Learning in Early Years Settings	3.00	
<a href="#">EDUC 221</a> Introduction to Centre Administration	3.00	
100 level course as defined by the program	3.00	
Credits		30.00
<b>Total Program Credits</b>		<b>30.00</b>

### Faculty

M. ACIMOVIC	BA (Belgrade), TESL Cert. (George Brown College), MEd (OISE/UT)
V. CHEN	BA (SFU), TESOL Dip. (VCC), MA Applied Linguistics and TESOL (University of Leicester)
N.J. COLLINS	BA (London), MA, B.C. Professional Teacher's Cert. (UBC)
S. CULHANE	BA (UBC), BEd (UBC), MA Curriculum and Instruction (UBC), B.C. Professional Teacher's Cert. (UBC), PhD Language and Literacy Education (UBC)
N. GOPAUL	BA, CELTA, MEd
S. HALSALL	BA (SFU), MBA (McGill)
C. HOPPENRATH	BA, MEd (UBC)
W. HUGHES	BIS (Waterloo), MFA (UBC), TESL Cert. (VCC)
D. JOHNSTONE	BA, MA -TESOL (American University in Cairo)
C. JUNG	BA, TESL Cert., MA (UBC)
C. MUENCH	BA (Southeast Missouri State), MA French Linguistics (Indiana University), MA TESL (Indiana University)
C. OSTLER	BA (UVic), MA TESL (UBC)
S. PEAKE	TESL, BA, MSc
M. REAGH	BA (Dalhousie University, King's College), MA TESOL (SIT Vermont), Vermont Professional Teaching Cert.
L. RENES	BA, MA (UT), TESL Cert. (George Brown College)
J. RITCHIE	BA, MA Adult Education (St.F.X.)

A. SEDKY	BA, MA, PhD (Ain Shams University)
H. SLOAT	BA (Queen's), TESL Cert. (UVic), MA –TESL (Concordia)
D. SMITH	BA, MEd
A. SOUZA	BA, MA (UBC)
C. STECKLER	BA (SFU), MEd (Western Washington)
E. WITKOWSKI	MA (Jaqiellonian)
L. ZHANG	BA, MA (Nanjing), MEd (U of Alta.), B.C./Alberta Professional Teacher's Cert.

## **Contact**

English for Academic Purposes  
Birch building, room 344

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4971  
Fax: 604.984.1718  
E-mail: [eap@capilanou.ca](mailto:eap@capilanou.ca)  
[www.capilanou.ca/eap](http://www.capilanou.ca/eap)

## **PRE-UNIVERSITY TRANSFER LEVEL COURSES**

For students who do not have some of the course prerequisites for Arts and Sciences or Career programs, the University offers the following pre-university level courses. Students interested in registering for the following pre-university level arts and sciences courses must apply and be admitted to the Arts and Sciences program.

- CHEM 030 Introduction to Chemistry
- ENGL 010 Language Skills
- MATH 091 Introductory Algebra
- MATH 096 Intermediate Algebra with Functions

### **Note**

Credits for pre-university level courses will not be considered for student loans.

## **CAREER ACCESS CENTRE**

### **General Information**

The Career Access Centre (CAC) makes courses available that may be offered at the North Vancouver and regional campuses, as well as in community settings. Site-specific CAC courses are made available for our community-partnered programs as required and are a part of the ongoing programs being offered there. Students enroll in on-campus CAC courses either as additional support for existing programs, or combined to provide a full-time cohort program. These courses provide support and bridging for low-income learners accessing Capilano University services and preparatory programs.

Available components include English and Math upgrading, English as a Second Language (beginner), computer literacy, transition skills, orientation/ coaching, and student success. Each course can be customized to fit the needs of the learners within the program.

## **Registration**

Students are referred to the Project Manager before registration to establish an educational plan and confirm eligibility for the program. For more information, contact 604.986.1911, local 3679.

## **Faculty**

M. ACIMOVIC	BA (Belgrade), TESL Cert. (George Brown College), MEd (OISE/UT)
L. ALDERSON	BA (Trent), MEd, Adult Education (UBC)
B. BEECHING	BA, Applied Linguistics (UVic)
J. BROOKS	BA (SFU)
M. FEIST	MEd (UBC) <i>Squamish</i>
C. JUNG	BA, TESL Cert., MA (UBC)
M. LEBEAU	BA (SFU)
C. LERNER	Industrial Eng. Degree (UBA, Argentina), P.I.D. (VCC), Family Literacy Cert. (VCC)
S. MIDDLETON	BA (UBC) <i>Sunshine Coast</i>
C. SCHOEN	BA (Carlton), MEd (McGill)
S. WALLSTER	MEd (Montana)

## **Contact**

### **North Vancouver Campus**

Career Access Centre  
Milica Acimovic  
Birch building, room 364

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911, local 3679

### **Sunshine Coast Campus**

Phone: 604.885.9310  
Phone: 604.986.1911, local 5900 (Toll Free)

## **UNIVERSITY SUCCESS STRATEGIES CREDIT COURSES**

### **General Information**

University Success Strategies courses are intended for students who wish to increase their learning efficiency and develop attitudes and skills that will help them to be successful students. For more information, please see [www.capilanou.ca/university-success-strategies](http://www.capilanou.ca/university-success-strategies)

Students may not take USS 100 and USSD 105 in the same term.

## Capilano Success Family Focus (CSFF) Courses

[CSFF 010](#) Capilano Success Family Focus

## University Success Strat-Couns (USS) Courses

[USS 100](#) Introduction to University Success Strategies

## University Success Strat-Found (USSD) Courses

[USSD 090](#) Foundations for Student Success

[USSD 105](#) University and College Reading, Study and Online Management Skills

[USSD 110](#) Reading Dynamics

## Faculty

### CSFF courses

M. FEIST	MEd (UBC)
C. SHOEN	BA (Carlton), MEd (McGill)
S. WALLSTER	BA (Carroll), MEd (Montana U)

### USS courses

M. FEIST	MEd (UBC)
D. FRANKEL	BA (Concordia), MEd (McGill)
K. LAM	BA (University of Texas) MSW (Washington University), PhD (Minnesota)
Y. McCOLL	BA (Simmons), MEd (Harvard)
S. MITCHELL	BSEd (N. Illinois), MA (UVic)
A. PARRY	BA (York), MEd (SFU)
K. PEARDON	BA (University of Regina), MEd (UBC)
S. SOHI	MA (UBC)
S. WALLSTER	BA (Carroll), MEd (Montana U)

### USSD courses

D. TWISS	BA, MA (Guelph), BEd (Nipissing)
D. VOLLBRECHT	BA (Regina), B.C. Professional Teacher's Cert. (UBC)
R. SCHUSTER	Mount Currie, BA (Michigan State University), MA (Michigan State University)
L. SAMPSON	Mount Currie, BA (SFU), MEd. (UNBC)

## **Contact**

### **For CSFF courses**

Phone: 604.983.7577(Community Development and Outreach (CDO) department)

### **For USS courses**

Phone: 604.984.1744(Counselling department)

### **For USSD courses**

Phone: 604.983.7577(Community Development and Outreach (CDO) department)

[www.capilanou.ca/university-success-strategies](http://www.capilanou.ca/university-success-strategies)

# **Fine & Applied Arts**

## **General Information**

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Capilano offers a variety of employment-related fine and applied arts programs in media, motion picture, visual and performing arts.

The highly trained faculty of artists active in their fields makes certain that students are taught the timeless traditions of their chosen craft as well as the latest techniques and skills. Relevancy is ensured by advisory committees composed of employers, alumni, and other experts who review and recommend content of all programs.

Programs range from short certificates to four year degrees. A limited number of students are selected for each program. Applications are considered based on the criteria established for each program area, which may include an interview, audition or portfolio review. In general, Grade 12 graduation is required for applicants, although some students may be admitted on the basis of experience and ability.

Contact the individual program areas for current information as requirements and profiles may change due to the continual assessment within these programs.

All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts, other written materials and the instructor's spoken words, and they must be able to write assignments in correct English. Students who are uncertain of their oral and written English should speak to the instructor or an advisor before applying for a program.

## **TRANSFER TO AND FROM OTHER INSTITUTIONS**

There is agreement among all public B.C. post secondary institutions to accept each other's credits upon transfer, if applicable, to a program given at the admitting institution, and given suitable equivalency. Capilano University reserves the right to review individual course credits.

Transfer credits are granted to students for acceptable work done at other institutions. Students wishing transfer credit should present suitable documentation to the Registrar's Office for consideration. Full information on transfer of specific courses is available from the Registrar's Office, the advisors, and in the program office.

## **GRADUATE EMPLOYMENT**

Employment opportunities for graduates are excellent.

## **ADMISSION DATES**

Students contemplating entrance are encouraged to apply early as enrolment may be limited because of space and equipment limitations. Applicants may be required to have an interview, a portfolio review, and/or an audition prior to admission.

Unsuccessful applicants should contact an advisor to determine an appropriate educational alternative.



## **PRACTICUMS**

Several programs include a practicum or short period of work placement as part of their program requirements. Students gain relevant experience in their area of interest through the practical application of the knowledge and skills learned in the classroom.

For some practicums, students may be required to have a Criminal Records Check.

## **STUDENT COURSE AND WORK LOAD**

Students are advised not to undertake other activities that require large time commitments, including employment, while undertaking the full-time studies of this program.

## **CERTIFICATE PROGRAMS**

To be eligible for a certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University.
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a certificate.

## **DIPLOMA PROGRAMS**

To be eligible for a diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano University;
2. Achieved a cumulative grade point average of 2.0 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a diploma.

# **IDEA School of Design**

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## **GENERAL INFORMATION**

The IDEA School of Design offers a full-time 4-year degree program in Visual Communication, with an embedded full-time 3-year advanced diploma.

- Bachelor of Design in Visual Communication (124 credits)
- Visual Communication Advanced Diploma (93 credits)

## **BACHELOR OF DESIGN IN VISUAL COMMUNICATION**

### **General Information**

Built on the highly successful 3-year IDEA diploma program in illustration and graphic design, the Bachelor of Design is a career-oriented 4-year undergraduate degree program that prepares students for employment as visual communicators. This is an intensive, full-time program with all-day classes. Students enjoy dedicated lab or classroom desk space, and fees include equipment such as a camera, materials kit, laptop computer, and professional association membership fees.

The Bachelor of Design is a cohort program, but a small number of seats in some first and second year classes are open to other students at Capilano. The program has a career focus, and courses are taught by industry professionals.

## **What is Visual Communication?**

Visual communication encompasses a variety of subject areas and outcomes, all of which involve the ability to think strategically and communicate visually, whether it's through traditional media like drawing and painting, or through print, digital media, or the design of services or experiences. In years 1 and 2 students are introduced to key foundational concepts and industry-relevant skills. In year 3 optional concentrations in branding, interactive design, and illustration are available. In year 4 students work in collaborative groups, prepare for professional practice, host a graduation show and undertake a 3-month industry practicum.

## **The IDEA Program Legacy**

Students and graduates of the IDEA diploma program (the foundation of the Bachelor of Design) are highly regarded by industry – both for design and illustration – and consistently win more student awards and scholarships than any comparable program in British Columbia. This tradition of excellence continues in the Bachelor of Design. Graduate work from the IDEA program can be seen at: [www.ideagradshow.com](http://www.ideagradshow.com).

## **Career Opportunities**

The aim of the Bachelor of Design is to prepare students with the professional competencies and creative perspectives increasingly required by businesses and organizations of all kinds. Graduates work in-house in a diverse array of industries, enjoy careers in communication/interactive design studios or advertising agencies, build freelance or contract-based practices, and work in fields such as publishing, exhibit design, packaging design, gaming and concept art.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade of C in either English 12 or English 12 First Peoples
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview required if portfolio review is successful
- Two letters of reference, written submission documents, and an online portfolio. Portfolios are reviewed by an admissions committee on the basis of drawing, design, use of colour, creativity, media variety, skill and presentation. Applicants whose portfolios meet the standards of the program will be required to submit a sketchbook for review, attend an interview, and complete tests in drawing, written communication, and creative thinking.

## **Admission/Application Notes**

Admission is competitive, and requires online submission of the items described above. Contact the department or view the program website for information about application deadlines (two per year, in January and April). Late submissions will not be accepted.

Please note that ENGL 100 is a required course in the first term of the Bachelor of Design. In order to enroll in any English course, students must submit the results of the Capilano University Diagnostic Test (EDT)

or the Language Proficiency Index Test (LPI) unless they meet the EDT/LPI exemptions listed in the university calendar or on the Capilano website: [www.capilano.ca/english/English-Diagnostic-Test/](http://www.capilano.ca/english/English-Diagnostic-Test/)

## Portfolios

Portfolios are reviewed by an admissions committee on the basis of drawing, design, use of colour, creativity, media variety, skill, and presentation. Applicants who meet the standards of the program will be required to submit a sketchbook for review, attend an interview, and complete timed tests in drawing, written communication, and creative thinking on a specific date for the applicable admissions period – i.e. Early Admission (January) or Late Admission (April).

Portfolio Content:

- Include no fewer than 15 and no more than 20 samples of work
- Work can include a limited number of photographs, 3D or sculpture, and design or digital pieces, but should ultimately showcase the very best of the applicant's abilities
- All work must be produced, drawn, designed or photographed by the applicant, and must represent current abilities
- Imaginative, experimental designs and drawings using a variety of mediums are encouraged
- At least one third of the portfolio must include drawings/paintings rendered directly from life (still life, portrait, figure, landscape or interior setting), not from photographic reference

Portfolio Submission:

Portfolios are submitted through the online portal SlideRoom. For more information, please refer to the department website:

[www.capilano.ca/programs-courses/art-design/degree/Bachelor-of-Design-in-Visual-Communication/](http://www.capilano.ca/programs-courses/art-design/degree/Bachelor-of-Design-in-Visual-Communication/)

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Application Deadlines

Please contact the department or view the website for all application deadlines:

[www.capilano.ca/programs-courses/art-design/degree/Bachelor-of-Design-in-Visual-Communication/](http://www.capilano.ca/programs-courses/art-design/degree/Bachelor-of-Design-in-Visual-Communication/)

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Design in Visual Communication

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Students may obtain a concentration by completing 24.00 credits in one of the following areas:

- Illustration Concentration: 9 lower-level credits: IDES 235, IDES 236 and IDES 237; 15 upper-level credits: IDES 361 and/or IDES 381, and DSGN 441.

- Branding Concentration: 9 lower-level credits: IDES 243, IDES 244 and IDES 249; 15 upper-level credits: IDES 362 and/or IDES 382, and DSGN 442.

- Interactive Concentration: 9 lower-level credits: IDES 243, IDES 244 and IDES 252; 15 upper-level credits: IDES 363 and/or IDES 383, and DSGN 443.

Note: Breadth elective credits must include a minimum of 3 credits designated as Quantitative/Analytical and a minimum of 6 credits at the 300/400 level.

Continuation Requirements: Year 2: Successful completion of all 100-level IDES/DSGN courses with a 2.67 GPA on these courses. Year 3: Successful completion of all 200-level IDES/DSGN courses with a 2.67 GPA on these courses. Year 4: Successful completion of all 300-level IDES/DSGN courses with a 2.67 GPA on these courses.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">DSGN 121</a> Creative Thinking for Designers I	3.00	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">IDES 131</a> Survey and Principles of Illustration I	3.00	
<a href="#">IDES 133</a> Visual Studio	3.00	
<a href="#">IDES 141</a> Survey and Principles of Design I	3.00	
Credits		15.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">DSGN 122</a> Creative Thinking for Designers II	3.00	
<a href="#">IDES 132</a> Survey and Principles of Illustration II	3.00	
<a href="#">IDES 142</a> Survey and Principles of Design II	3.00	
<a href="#">IDES 151</a> Digital Media I	3.00	
ENGL or CMNS 100-level or higher	3.00	
Credits		15.00
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.00
<a href="#">IDES 211</a> Technology Intensive I	1.00	
<a href="#">IDES 235</a> Illustration Studio I	3.00	
<a href="#">IDES 243</a> Design Studio I	3.00	

<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IDES 247</a>	Survey and Principles of Typography	3.00	
<a href="#">IDES 252</a>	Digital Media II	3.00	
Breadth Elective 100-level or higher		3.00	
Credits			16.00
<b>Fouth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.00
<a href="#">IDES 212</a>	Technology Intensive II	1.00	
<a href="#">IDES 236</a>	Illustration Studio II	3.00	
<a href="#">IDES 237</a>	Digital Illustration	3.00	
<a href="#">IDES 244</a>	Design Studio II	3.00	
<a href="#">IDES 249</a>	Brand Identity	3.00	
Breadth Elective 100-level or higher		3.00	
Credits			16.00
<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.00
<a href="#">DSGN 325</a>	Design Thinking and Research	3.00	
<a href="#">IDES 313</a>	Technology Intensive III	1.00	
<a href="#">IDES 340</a>	Visual Communication Workshops I	3.00	
Breadth Elective 100-level or higher		3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">IDES 360</a>	Visual Communication Studio I	6.00	
<a href="#">IDES 361</a>	Visual Communication Studio I: Illustration Concentration	6.00	
<a href="#">IDES 362</a>	Visual Communication Studio I: Branding Concentration	6.00	
<a href="#">IDES 363</a>	Visual Communication Studio I: Interactive Concentration	6.00	
Credits			16.00
<b>Sixth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">DSGN 320</a>	Professional Development I	3.00	
<a href="#">IDES 341</a>	Visual Communication Workshops II	3.00	
Breadth Elective 100-level or higher		3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">IDES 380</a>	Visual Communication Studio II	6.00	
<a href="#">IDES 381</a>	Visual Communication Studio II: Illustration Concentration	6.00	
<a href="#">IDES 382</a>	Visual Communication Studio II: Branding Concentration	6.00	
<a href="#">IDES 383</a>	Visual Communication Studio II: Interactive Concentration	6.00	

<b>Sixth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		15.00
<b>Seventh Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		7.00
<a href="#">DSGN 473</a> Business Practices for Design Professionals	3.00	
<a href="#">IDES 414</a> Technology Intensive IV	1.00	
Breadth Elective 100-level or higher	3.00	
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">DSGN 440</a> Professional Development II	9.00	
<a href="#">DSGN 441</a> Professional Development II: Illustration Concentration	9.00	
<a href="#">DSGN 442</a> Professional Development II: Branding Concentration	9.00	
<a href="#">DSGN 443</a> Professional Development II: Interactive Concentration	9.00	
Credits		16.00
<b>Eighth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">DSGN 460</a> Professional Development III	3.00	
<a href="#">IDES 490</a> Industry Practicum	9.00	
Breadth Elective 100-level or higher	3.00	
Credits		15.00
<b>Total Program Credits</b>		<b>124.00</b>

## Approved Quantitative/Analytical Courses for Capilano University Degrees

Please refer to the [Graduation](#) section of the calendar for a complete listing of approved quantitative and analytical courses.

## VISUAL COMMUNICATIONS ADVANCED DIPLOMA

### General Information

A Visual Communication Advanced Diploma is an exit credential only. It may be obtained after 3 years of study in the Bachelor of Design (with the completion of the 93 credits). Students should inform the department by the end of term 6 if they wish to exit the program with a diploma credential.

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Visual Communication Advanced Diploma

Note: this is an exit credential only for students enrolled in the Bachelor of Design in Visual Communication program.

Continuation Requirements: Year 2: Successful completion of all 100-level IDES/DSGN courses with a 2.67 GPA on these courses. Year 3: Successful completion of all 200-level IDES/DSGN courses with a 2.67 GPA on these courses.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">DSGN 121</a> Creative Thinking for Designers I	3.00	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">IDES 131</a> Survey and Principles of Illustration I	3.00	
<a href="#">IDES 133</a> Visual Studio	3.00	
<a href="#">IDES 141</a> Survey and Principles of Design I	3.00	
Credits		15.00
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">DSGN 122</a> Creative Thinking for Designers II	3.00	
<a href="#">IDES 132</a> Survey and Principles of Illustration II	3.00	
<a href="#">IDES 142</a> Survey and Principles of Design II	3.00	
<a href="#">IDES 151</a> Digital Media I	3.00	
ENGL or CMNS 100-level or higher	3.00	
Credits		15.00
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.00
<a href="#">IDES 211</a> Technology Intensive I	1.00	
<a href="#">IDES 235</a> Illustration Studio I	3.00	
<a href="#">IDES 243</a> Design Studio I	3.00	
<a href="#">IDES 247</a> Survey and Principles of Typography	3.00	
<a href="#">IDES 252</a> Digital Media II	3.00	
Breadth Elective 100-level or higher	3.00	
Credits		16.00
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.00
<a href="#">IDES 212</a> Technology Intensive II	1.00	
<a href="#">IDES 236</a> Illustration Studio II	3.00	
<a href="#">IDES 237</a> Digital Illustration	3.00	
<a href="#">IDES 244</a> Design Studio II	3.00	
<a href="#">IDES 249</a> Brand Identity	3.00	
Breadth Elective 100-level or higher	3.00	
Credits		16.00

<b>Fifth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		10.00
<a href="#">DSGN 325</a> Design Thinking and Research	3.00	
<a href="#">IDES 313</a> Technology Intensive III	1.00	
<a href="#">IDES 340</a> Visual Communication Workshops I	3.00	
Breadth Elective 100-level or higher	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">IDES 360</a> Visual Communication Studio I	6.00	
<a href="#">IDES 361</a> Visual Communication Studio I: Illustration Concentration	6.00	
<a href="#">IDES 362</a> Visual Communication Studio I: Branding Concentration	6.00	
<a href="#">IDES 363</a> Visual Communication Studio I: Interactive Concentration	6.00	
Credits		16.00
 <b>Sixth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">DSGN 320</a> Professional Development I	3.00	
<a href="#">IDES 341</a> Visual Communication Workshops II	3.00	
Breadth Elective 100-level or higher	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">IDES 380</a> Visual Communication Studio II	6.00	
<a href="#">IDES 381</a> Visual Communication Studio II: Illustration Concentration	6.00	
<a href="#">IDES 382</a> Visual Communication Studio II: Branding Concentration	6.00	
<a href="#">IDES 383</a> Visual Communication Studio II: Interactive Concentration	6.00	
Credits		15.00
<b>Total Program Credits</b>		<b>93.00</b>

## Faculty

C. AITKEN	MPub (SFU), BA (Hons) (Kingston University, London), CGD
J. BASSAN	BA Comm (SFU)
J. BURGESS	Diploma (Hons) (Alberta College of Art)
P. COTTER	BA (University of Toronto)
S. HUYNH	Dip. Design & Illustration (Capilano College)
V. JURCIC	Dip. Arts and Science (Capilano College), Dip. Graphic Design (Emily Carr)
S. LETAIN	Dip. Design and Illustration (Capilano College)
J. LAU	Dip. Graphic Arts Production (Vancouver Community College), Adobe Certified Expert
P. MILELLI	Dip. Visual Communications (ACAD)
J. SNAYDON	BA (Hon) (Demontfort University, UK), CGD



J. VALDEZ	BA Comm (Hons) (UBC), Computer Specialist Diploma (Capilano College)
D. WALKER	BA (Hons) (SFU) Dip. Design and Illustration (Capilano College)

## **Support Staff**

Tamara Parizek      Divisional Departmental Assistant

## **Contact**

IDEA Department  
Arbutus building, Room 106

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Phone: 604.990.7820

Fax: 604.990.7834

E-mail: [idea@capilanou.ca](mailto:idea@capilanou.ca)

Blog: [ideaprogram.ca](http://ideaprogram.ca)

[www.capilanou.ca/programs-courses/art-design/degree/Bachelor-of-Design-in-Visual-Communication/](http://www.capilanou.ca/programs-courses/art-design/degree/Bachelor-of-Design-in-Visual-Communication/)

# **School of Motion Picture Arts**

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## **GENERAL INFORMATION**

The School of Motion Picture Arts offers a wide range of full-time programs that prepare students for a variety of career paths in the film production industry. The largest of these, the Motion Picture Arts degree, is a four year program designed specifically for emerging, entrepreneurial filmmakers. A one year certificate and two year diploma are other motion picture options.

For more information please see [www.capilanou.ca/film](http://www.capilanou.ca/film).

## **ANIMATION PROGRAMS**

### **General Information**

Capilano University has a long history of training artists and animators for successful careers in the Animation industry. We have intensive training programs in both traditional and 3D computer animation that lead to careers in animation as designers, storyboard artists, layout artists, 3D modelers, texture artists and animators.

In July and August we offer an intensive Animation Fundamentals summer program for students looking to learn the foundation skills necessary to create a solid animation portfolio. This program is a great way to develop your skills and portfolio before entering our full-time programs.

For those interested in a career in animation, we offer two full-time training programs including a two-year 2D Animation & Visual Development diploma and a two-year 3D Animation for Film and Games Diploma.

In this section you will find information on the following programs:

- [Animation Fundamentals Citation](#)
- [2D Animation & Visual Development Diploma](#)
- [3D Animation for Film and Games Diploma](#)

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Application Deadlines

The application deadline for all animation programs is March 31st. Acceptance into the Animation programs are based on ranked portfolio reviews. Portfolio reviews begin in April and continue until the program is full. Late applications are accepted if spaces are available.

## Portfolios

Prospective students should download the animation admissions package from our website at [www.capilanou.ca/animation](http://www.capilanou.ca/animation). This package contains all the information, procedures and portfolio requirements necessary to apply for admission to any of the animation programs.

## Open House

The animation department hosts open house events in the fall and spring each year. This is a great opportunity for those interested to find out more about our programs, tour our facilities, meet students and instructors and have your portfolio reviewed.

Please contact the department at 604.983.7516 for dates and times or check out our website at: [www.capilanou.ca/animation](http://www.capilanou.ca/animation)

## Professional Standards

All animation students are required to adhere to high standards of academic performance and professional behaviour.

## Part-Time Evening Courses

Part-time, non-credit courses in Life Drawing are offered through [Continuing Studies & Executive Education](#). These courses are designed for prospective applicants who want to develop their drawing skills before they commit to a full-time animation program. Contact Continuing Studies & Executive Education at 604.984.4901 for details.

## Animation Fundamentals Citation Program

### General Information

This eight-week, full-time program provides students with a broad foundation of skills related to the animation industry. It is designed for individuals seeking a career in animation who want to further develop their skills and portfolio prior to entering either the full-time **2D** or **3D** Programs.

### The Program

This program introduces students to the process of creating traditional and computer animation. Participants have an opportunity to learn and practise animation techniques through hands-on exercises. The following topic areas are covered: Animation Principles and Timing, Drawing for Animation, Design Basics for Animation, and Digital Animation.

### Program Start Date

A maximum of twenty-four students will be accepted each summer. The program runs during the months of July and August.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status. Applicants who have not graduated must be at least 18 and have completed grade 11 or equivalent.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and portfolio

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Animation Fundamentals Citation

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			7.50
<a href="#">ANIM 010</a>	Animation Principles and Timing	2.00	
<a href="#">ANIM 020</a>	Design Basics for Animation	2.00	
<a href="#">ANIM 030</a>	Drawing for Animation	2.00	
<a href="#">ANIM 040</a>	Digital Animation and Design	1.50	
Credits			7.50
<b>Total Program Credits</b>			<b>7.50</b>

## 2D Animation & Visual Development Diploma Program

### General Information

The 2D Animation & Visual Development diploma program will prepare students for successful careers in the animation industry where artistic skills are in high demand. Drawing, design and animation skills are emphasised in this program. Successful graduates may find employment as character designers, storyboard artists, concept artists, layout artists, background painters or animators. They may also transfer into degree programs or become self-employed, working on commercials, illustrations, interactive games or their own independent films. This program reflects the substantial changes in the technological environment of animation production and the diverse but competitive new opportunities for graduates.

The program has very close ties with the animation community and hires its instructors from the industry. Studio tours, industry guest speakers and networking opportunities with successful alumni give students a strong push towards their future careers. Paid studio internships exclusive to Capilano University's 2D Animation & Visual Development students allow for an early introduction to the industry. CapU's recent animation grads have found work at many studios including: DHX Media, Bardel Entertainment, Atomic Cartoons, Titmouse Animation, Rainmaker, Gree International, Nerd Corps, Kickstart Entertainment, Slap Happy Cartoons and East Side Games.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and portfolio.
- Applicants may be required to complete a drawing exercise.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### 2D Animation & Visual Development Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Continuation Requirement: Students must successfully complete all courses in one term before continuing to the next term.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		17.25
<a href="#">ANIM 103</a> Design Elements in Animation I	3.00	
<a href="#">ANIM 104</a> Studio: Gesture and Form	2.25	
<a href="#">ANIM 105</a> Survey of Western Cinema: Animation	3.00	
<a href="#">ANIM 116</a> Animation: Timing and Principles	3.00	
<a href="#">ANIM 117</a> Animation: Introduction to Character Drawing	3.00	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
Credits		17.25
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ANIM 106</a> Animation: Quadrupeds and Effects	3.00	
<a href="#">ANIM 107</a> Character Animation I	3.00	
<a href="#">ANIM 108</a> Design Elements in Animation II	2.25	
<a href="#">ANIM 109</a> Studio: Advanced Drawing Techniques I	2.25	
<a href="#">ANIM 110</a> Production Design for Animation	1.50	
ENGL or CMNS 100 level or higher	3.00	
Credits		15.00
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ANIM 200</a> Character Animation II	4.50	
<a href="#">ANIM 201</a> Visual Storytelling	3.00	
<a href="#">ANIM 202</a> Studio: Advanced Drawing Techniques II	2.25	
<a href="#">ANIM 203</a> Digital Production Tools for Animation	2.25	
<a href="#">ANIM 204</a> Advanced Production Design for Animation	3.00	
Credits		15.00
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ANIM 205</a> Character Animation III	3.00	
<a href="#">ANIM 206</a> Studio: Drawing Master Class	3.00	
<a href="#">ANIM 207</a> Visual Development and Concept Design	3.00	
<a href="#">ANIM 208</a> Professional Studies in Animation	3.00	
<a href="#">ANIM 209</a> Animation: Emerging Technologies	1.50	
<a href="#">ANIM 210</a> Entrepreneurship in the Animation Industry	1.50	
Credits		15.00
<b>Total Program Credits</b>		<b>62.25</b>

## **3D Animation for Film and Games Diploma Program**

### **General Information**

3D Animation for Film and Games is an intensive two-year diploma that gives artistically- and technically-minded students with drive and ambition a chance to become successful digital artists in film, animation, and video game industries.

Behind the animated 3D characters, digital environments of movies, and fantastical worlds of video games stands a talented and motivated force of digital artists whose passion and creativity drive the entertainment industry. Their artistic talent, fused with cutting edge computer graphics technologies, bring images and stories to life, create memorable characters and instil admiration in viewers.

It is no secret that the entertainment industry is highly competitive. Consequently, our training methods are designed to give graduates a significant advantage in becoming a professional: we train students in traditional skills of design, anatomy, drawing, and composition. In order for an idea to become a successful design or animation, its core artistic message must be identified and distilled into a clear concept that incorporates all necessary visual elements such as form, colour, mood, and setting. Digital artists, like traditional designers, are visual communicators and therefore must have an excellent command of the visual language.

Following a concept is the process of digital production. Uniqueness of our technical training lies in the creative application of digital tools. We give our graduates an advantage by teaching them how to make software do what they need, rather than simply training them how to push buttons in different applications. Our graduates are technical problem solvers, and are able to research, assess, and implement complex technologies, a skill that is highly valued in the industry.

As a result of our approach, Capilano graduates evolve from students into an independent creative force. Because of a strong traditional foundation, they continue to appreciate core artistic values and build upon them. As digital artists, they are able to research, learn, and implement complex computer graphics technologies successfully and efficiently.

Capilano has been successfully training 3D artists and animators for over fifteen years, and is well known among local and international studios for producing top talent. Our computer labs and facilities, located in the state-of-the-art Bosa Centre for Film and Animation, are the best and largest in Western Canada. Over the years, our graduates have continued to build and enjoy successful careers in major studios in Vancouver and abroad, such as Electronic Arts, Pixar Animation, Relic Entertainment, Bardel Animation, Nerd Corps, and many others. Capilano graduates are highly sought after because of our unique training, professional calibre portfolios, and industry-ready skills.

### **Career Opportunities**

Upon completion of the program, graduates may find careers in:

- Concept art and design
- 3D modeling and texturing
- Digital sculpting and design
- Lighting and compositing
- Technical direction
- Character rigging
- Character animation

### **Program Start Date**

A maximum of 25 candidates will be selected for admission each September.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview, and portfolio and/or demo reel of relevant work.
- A letter of intent indicating their interest in the animation field and any previous related experience (if applicable).

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## 3D Animation for Film and Games Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Continuation Requirement: Students must successfully complete all 3D Animation courses in one term before continuing to the next term.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.75
<a href="#">DIGI 130</a> 3D Animation I	4.50	
<a href="#">DIGI 132</a> 3D Design for Production I	3.00	
<a href="#">DIGI 134</a> Technical Direction and Rigging I	3.00	
<a href="#">DIGI 136</a> Life Drawing for Animators I	2.25	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
Credits		15.75
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">DIGI 140</a> 3D Animation II	4.50	
<a href="#">DIGI 142</a> 3D Design for Production II	3.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">DIGI 144</a>	Technical Direction and Rigging II	3.00	
<a href="#">DIGI 146</a>	Life Drawing for Animators II	2.25	
<a href="#">DIGI 148</a>	Concept Art and Design I	2.25	
<a href="#">DIGI 149</a>	Animation Action Analysis	1.50	
Credits			16.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.75
<a href="#">DIGI 230</a>	3D Animation III	4.50	
<a href="#">DIGI 232</a>	3D Design for Production III	3.00	
<a href="#">DIGI 234</a>	Technical Direction and Rigging III	3.00	
<a href="#">DIGI 237</a>	The Art of Visual Storytelling	3.00	
<a href="#">DIGI 238</a>	Concept Art and Design II	2.25	
Credits			15.75
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">ANIM 210</a>	Entrepreneurship in the Animation Industry	1.50	
<a href="#">DIGI 243</a>	Look Development and Lighting	3.00	
<a href="#">DIGI 245</a>	Professional Portfolio Development	9.00	
ENGL or CMNS 100 level or higher		3.00	
Credits			16.50
<b>Total Program Credits</b>			<b>64.50</b>

## Faculty

A. BARTLETT	Cert. Character Animation (Selkirk College)
C. EVANS	Cert. Classical Animation (Vancouver Film School)
A. GARLAND	Cert. Digital Animation (Capilano College)
M. GHOREISHI	Dip. Animation/Television (Algonquin College), Instructor's Cert. (Iran), Theatre Stage Design (Iran)
A. GLUKHOVSKY	BA, MA (UBC), Cert. Digital Animation (Capilano University)
S. LAU	Dip. Commercial Animation (Capilano College), Cert. Digital Animation (Capilano College)
H. MOSES	BA (Norwich School of Art and Design)
D. PERRO	Dip. Film Animation (Emily Carr College of Art & Design), Cert. Teacher Development Program (Ontario)
A. SALE	Certified Softimage Instructor, Cert. 3-D Animation & Digital Effects (Vancouver Film School)
C. SIMMONS	Dip. Digital Art & Design, Dip. Fine Arts (University College of the Cariboo), Cert. Instructor Development (New Brunswick)
M. VAN DEN BOS	



F. WAGNER

BAnim, Visual Effects and Film (Filmakademie Baden-Wurttemberg, Germany)

## **Support Staff**

J. Cyr

Department Assistant

## **Contact**

Animation Department  
Nat and Flora Bosa Centre for Film and Animation

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7516  
E-mail: [animation@capilanou.ca](mailto:animation@capilanou.ca)  
[www.capilanou.ca/animation](http://www.capilanou.ca/animation)

## **COSTUMING FOR STAGE AND SCREEN DIPLOMA PROGRAM**

The entertainment industry, including all aspects of theatre, film, dance and opera, is always in need of trained and knowledgeable people for entry-level positions. The freelance nature of the industry makes finding and keeping these positions very competitive. The better the education and training, the better the opportunity for both entry and advancement. The skills and abilities required for success in theatre, film or dance costuming are transferable across the country and around the world.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and portfolio.
- Students who have sufficient work experience in the film or theatre industries may be admitted on a case by case basis to the second year of the program.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Costuming for Stage and Screen Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both

Students continuing in the second year of the Diploma must have successful completion of 21.00 COST credits, 6.00 THTR credits and 6.00 TXTL credits, and a minimum GPA of 3.00.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">COST 100</a> Costume Cutting and Construction I	4.50	
<a href="#">COST 102</a> History of Costume I	3.00	
<a href="#">COST 104</a> Wardrobe Management	3.00	
<a href="#">THTR 152</a> Costume Production I	3.00	
<a href="#">TXTL 120</a> Dyeing and Breakdown for Film and Theatre I	3.00	
Credits		16.50
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">COST 101</a> Costume Cutting and Construction II	4.50	
<a href="#">COST 103</a> History of Costume II	3.00	
<a href="#">COST 105</a> Film Costumer Project	3.00	
<a href="#">THTR 153</a> Costume Production II	3.00	
<a href="#">TXTL 121</a> Dyeing and Breakdown for Film and Theatre II	3.00	
Credits		16.50
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">COST 200</a> Costume Cutting and Construction III	4.50	
<a href="#">COST 202</a> Elements of Costume Design	3.00	
<a href="#">ENGL</a> 100-level or higher	3.00	
<a href="#">THTR 266</a> Costume Production III	3.00	
<a href="#">TXTL 220</a> Textile Arts for Costumers	3.00	
Credits		16.50
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
Note: ENGL 100 is a course which students may take at any time. It is a requirement for graduation.		
<a href="#">COST 203</a> Costume Skills Intensive	6.00	

Fourth Term		Course Credits	Required Credits
<a href="#">COST 205</a>	Advanced Film Costumer Project	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">THTR 267</a>	Costume Production IV	3.00	
	Credits		15.00
	<b>Total Program Credits</b>		<b>64.50</b>

## DIGITAL VISUAL EFFECTS PROGRAM

### General Information

The Digital Visual Effects training program will train and create the next generation of digital artists and film makers.

There is an applied art within motion picture production that is the nexus between live action and digital animation: Visual Effects. Television, film and visual effects studios, both local and abroad, have an increasing demand for well trained visual effects artists. With the success of locally produced films such as District 9, Elysium, Night at the Museum 1 and 2, 2012, Final Destination, The Watchmen, A Team, Percy Jackson, the Twilight franchise, and Sucker Punch, as well as the amazing amount of television productions being completed in BC, local companies are looking to fill the demand for skilled visual effects artists.

The program's goal is to train industry-ready visual effects artists with the necessary background, motivation, work ethic, skills and aesthetics to become leaders in the field. The program will cover everything you need to know from conceptual development through to technical production to empower graduates with the skills to confidently engage in the complex and fast changing technical and creative environment of the visual effects industry.

### Program Objectives

Graduates of the Digital Visual Effects program will be able to:

- Work with complex computer graphics technologies to create key visual effects shots using advanced effects software including compositing, matchmoving, rotoscope, 3D modelling and texturing, 3D simulation and effects.
- Build a professional portfolio and demo reel of original creative effects projects with the potential to produce these projects independently.
- Analyze and apply the appropriate use of technology specific to the creative needs of a visual effects production.
- Analyze and implement the technical, conceptual and artistic processes necessary to produce high quality visual effects work as independent filmmakers, or as part of the production pipeline for a studio's visual effects team.
- Demonstrate a professional and collaborative attitude, excellence in interpersonal skills and communications, and understand the roles, responsibilities and relationships within a production team.

### Graduation Requirements

In order to graduate from the Digital Visual Effects program, the students must successfully complete all the component courses. Students must also successfully complete all courses in one term before continuing to the next term.

## Career Opportunities

Graduates of the Digital Visual effects will have the necessary technical, artistic and creative skills to work in the visual effects industry on film, television and other media related projects. Graduates may find work as visual effects artists specializing in rotoscope, matchmove, compositing, 3D effects and simulation, lighting or technical direction.

Graduates may continue their training in a related discipline including Capilano Universities Digital Animation program.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature student status
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview, and portfolio and/or demo reel of relevant work. Please visit [www.capilanou.ca/vfx](http://www.capilanou.ca/vfx) for portfolio requirements and submission advice.
- Applicants will be expected to provide the following: A letter of intent indicating their interest in the visual effects field and any previous related experience (if applicable).

## Who Should Apply

This program is well suited to students who have excellent artistic vision, a passion for film and animation as well as a great problem solving and technical skills.

The program is open to high-school graduates, graduates of film, animation and visual art programs and self-trained artists wanting to develop new skill-sets for entry into the visual effects workforce.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Application Deadline

Application deadline: March 31st

Course Start Date: September

Applications received after March 31st will be subject to seat availability.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Digital Visual Effects Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">VFX 100</a>	Visual Effects Foundation I	3.00	
<a href="#">VFX 110</a>	Digital Compositing I	3.00	
<a href="#">VFX 120</a>	Visual Effects Modelling and Texturing I	3.00	
<a href="#">VFX 130</a>	Visual Effects Animation I	3.00	
<a href="#">VFX 140</a>	Digital Matte Painting I	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">VFX 101</a>	Visual Effects Foundation II	3.00	
<a href="#">VFX 111</a>	Digital Compositing II	3.00	
<a href="#">VFX 121</a>	Visual Effects Modelling and Texturing II	3.00	
<a href="#">VFX 131</a>	Visual Effects Animation II	3.00	
Credits			15.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">VFX 200</a>	Visual Effects Lighting and Rendering	3.00	
<a href="#">VFX 205</a>	Visual Effects Production I	3.00	
<a href="#">VFX 210</a>	Digital Compositing III	3.00	
<a href="#">VFX 231</a>	Visual Effects Animation III	3.00	
<a href="#">VFX 240</a>	Digital Matte Painting II	3.00	
Credits			15.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">CMNS 133</a>	Business Writing for Digital Visual Effects	3.00	
<a href="#">VFX 215</a>	Visual Effects Production II	6.00	
<a href="#">VFX 220</a>	Visual Effects Demo Reel	3.00	
<a href="#">VFX 230</a>	Visual Effects Work Project	3.00	
Credits			15.00

<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<b>Total Program Credits</b>		<b>60.00</b>

## Faculty

N. DIAZ	Visual Effects and Motion Graphics (Art Institute of Vancouver)
A. GARLAND	Cert. Digital Animation (Capilano College)
D. GOKSTORP	Bachelor of Independent Studies (U of Waterloo)
J. HEBB	Owner - The Embassy
E. HENDERSON	Dip. of Fine Arts (Emily Carr)
A. SALE	Cert. in 3-D Animation & Digital Effects (VFS), Autodesk A.C.E. A.C.I., Autodesk Master
C. SIMMONS	Dip. Digital Art & Design, Dip. Fine Arts (University College of the Cariboo), Cert. Instructor Development (New Brunswick)
P. WAKEFIELD	Broadcast Design (First Interactive Compu College)

## Contact

School of Motion Picture Arts  
 Nat and Flora Bosa Centre for Film and Animation

Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
 Phone: 604.990.7868  
 Fax: 604.990.7867  
 E-mail: [vfx@capilanou.ca](mailto:vfx@capilanou.ca)  
[www.capilanou.ca/smpa/Digital-Visual-Effects-Diploma](http://www.capilanou.ca/smpa/Digital-Visual-Effects-Diploma)

## DOCUMENTARY CERTIFICATE PROGRAM

Focusing on the growing market for smaller scale productions, this certificate program provides students with skills needed to produce, write and edit documentary or specialized productions. The program covers the development, pre-production, production, post-production and packaging stages. It also covers a thorough understanding of the genre, focusing on writing, camera techniques, picture and sound editing and business management.

Graduates will have a solid foundation of knowledge and skills necessary to pursue a career in independent filmmaking. The students will have a demonstrable understanding of both "above the line" job functions (writing, producing, directing, financing) and "below the line" job functions (art direction, cinematography, picture editing, special effects and budgeting). Further, their creative efforts will be informed by a thorough understanding of the history of world cinema and its effects on current film trends.

## Program Objectives

Upon completion of the program, students will be able to:

- Demonstrate a commitment to non-fiction stories and their expression in a visual form.
- Perform the fundamentals of producing, directing and writing for documentary and specialty production.

- Apply the aesthetic, intellectual and philosophical dimensions of specific documentary genres, paying particular attention to the principals of documentary writing and production.
- Employ effective research strategies into a variety of subject areas for different documentary sub-genres such as history, politics, culture, and performing arts.
- Conceptualize and develop a documentary or specialized production considering funding, planning, writing and presenting or pitching.
- Demonstrate technical understanding of and work with all necessary video and audio production equipment.
- Perform audio and video editing in postproduction - story structure and a comprehensive understanding of aesthetic and technical elements of post production.
- Understand and execute other aspects of production including fundraising, promotion, distribution and film festival competition.
- Employ the breadth of aesthetic understanding through knowledge of the history of documentary production and analysis of the documentary as a persuasive means of communication to achieve social goals through the point-of-view documentary.

## **Career Opportunities**

The production opportunities available to emerging filmmakers have proliferated in recent years from the multi-channel universe of specialty broadcast cable and satellite programming to new production and distribution platforms such as the internet and cell phones.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status with successful completion of testing and/or upgrading in English or Math skills.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview
- Applicants will provide a two or three page essay/letter indicating their interest in the documentary and factual entertainment field and any previous related experience (if applicable).

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Documentary Certificate

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.25
<a href="#">CMNS 131</a>	Business Writing for Documentary	3.00	
<a href="#">DOCS 101</a>	Documentary Equipment Field Use	1.50	
<a href="#">DOCS 102</a>	Documentary Production I	6.00	
<a href="#">DOCS 103</a>	Sound Recording for Documentary	0.75	
<a href="#">DOCS 106</a>	Documentary Story Part I	1.50	
<a href="#">DOCS 107</a>	Documentary Audio and Video Post-Production: Foundation	1.50	
<a href="#">DOCS 108</a>	Documentary Studies	3.00	
<a href="#">DOCS 109</a>	Directing the Documentary, Part I	1.00	
Credits			18.25
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			14.75
<a href="#">DOCS 108</a>	Documentary Studies	Continued	
<a href="#">DOCS 122</a>	Documentary Production II	6.00	
<a href="#">DOCS 124</a>	Advanced Lighting and Camera	1.00	
<a href="#">DOCS 126</a>	Documentary Story Part II	1.50	
<a href="#">DOCS 129</a>	Directing the Documentary, Part II	1.00	
<a href="#">DOCS 131</a>	Documentary Producing	3.00	
<a href="#">DOCS 133</a>	Sound Design for Documentary	0.75	
<a href="#">DOCS 147</a>	Documentary Audio and Video Post-Production: Advanced	1.50	
Credits			14.75
<b>Total Program Credits</b>			<b>33.00</b>

## LIGHTING FOR DIGITAL IMAGING AND FILM PROGRAM

This program is a 3-credit course lead by industry experts. In response to industry demand, the course has been designed with an intensive one-month schedule, consisting of four weeks of instruction, five days per week.

The course consists of a combination of classroom lectures and practical demonstrations followed by extensive practical experience with the gear, and with lighting setups in a close approximation of true on-set and location shooting conditions.

All aspects of the new paradigms of digital imaging, from the underlying technology to the special considerations from a lighting work standpoint, will be thoroughly and rigorously studied and practically applied through exercises designed to exactly mimic the working conditions of real-world filmmaking.



## Career Opportunities

The motion picture and video production industries require skilled, experienced and well trained people to continue attracting high levels of local production. The lighting department is one of the largest on-set departments and generally requires a significant number of skilled craftspeople. The film sector has been one of our fastest growing industries over the past ten years.

## Course Objectives

Upon successful completion of the program the student will be able to:

- Identify various types of lights, lighting fixtures and effects and their uses
- Prepare lighting equipment for operation
- Assist with lighting the set
- Perform basic “check-in” and “check-out” procedures for rental house equipment
- Set-up for photography
- Work on-set safely and as part of a team
- Understand basic electrical theory and perform elementary calculations
- Practise WCB safety procedures as they pertain to the film industry
- Maintain and do elementary repairs to lighting equipment

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Further Information

Please contact the Capilano University Film Centre (tel: 604.990.7868) and ask for an application package.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Lighting for Digital Imaging and Film

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Summer	Full-Time
<b>Required Course</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
<a href="#">ELDF 100</a>	Fundamental Lighting for Digital Imaging and Film	3.00	
Credits			3.00
<b>Total Program Credits</b>			<b>3.00</b>

## INDIGENOUS INDEPENDENT DIGITAL FILMMAKING PROGRAMS

### General Information

The Indigenous Independent Digital Filmmaking (IIDF) programs at Capilano University have provided basic production training for Indigenous students since the spring of 2000. The certificate and diploma programs are a response to the expanding demand for trained professionals in all areas of the Indigenous production industry. The industry is growing and so are the opportunities for creative, committed and skilled producers, writers, directors and technicians. The Indigenous Independent Digital Filmmaking programs are committed to providing Indigenous students with high-quality production training from the Indigenous perspective. Instructors are experienced, connected and respected Indigenous professionals working in the industry. IIDF student participants come from all areas of the country.

Through a combination of lectures, hands-on instruction, and production projects, students receive instruction and practical experience in all aspects of the film and television production process, from initial concept to finished production. All aspects of the program are related to Indigenous production.

In addition to lectures, hands-on instruction and project work, students have the opportunity to participate in a work experience practicum. This enables students to obtain on-the-job experience in the professional production environment and make connections with industry experts and potential employers.

Upon completion of the full IIDF diploma program students are eligible to apply for enrollment in the 3rd year Motion Picture Arts bachelor degree program at Capilano University.

For more information, please see [www.capilanou.ca/iidf](http://www.capilanou.ca/iidf).

### Career Opportunities

Career opportunities in all areas within the TV and film industry sector are expanding. The creation of the Aboriginal People's Television Network (APTN) established a national network for Aboriginal people. The Canadian feature film industry has also grown rapidly. This industry development has greatly expanded the opportunities for Indigenous people to build careers in the film and television industries. Most opportunities involve contract employment. While there are staff production positions with broadcasters and production companies, the major opportunities are in the field of independent production. Employment is typically by contract for a specific production or series. Graduates of the IIDF certificate program have obtained entry level positions as production assistants, camera assistants, editing assistants and in some cases been mentored into production manager positions. Graduates of the IIDF diploma program have obtained further opportunities as camera operators, editors, writers, production managers and have developed their own production companies.

## Indigenous Independent Digital Filmmaking Diploma Program

IIDF diploma program students learn to identify story development techniques in traditional Indigenous storytelling and explore the historic treatment of Indigenous identity in film & TV industry as it relates to their present role in the industry. They learn advanced use of appropriate technology tools: video camera, lights, sound, grip, and editing equipment. Students apply management practices and procedures, proper set etiquette and crew teamwork for the assembly, organization, management and leadership of small crews of digital technicians using industry standard production protocols. IIDF students learn principles of directing narrative stories from script analysis to methods for establishing creative collaborative relationships with actors in the pursuit of creating memorable performance for their short narrative productions, as well as techniques for factual documentation for the purpose of executing documentary productions.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and portfolio
- Applicants with sufficient work experience in the television, film or independent production industries may be admitted on a case by case basis to the second year of the program.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

Please contact the Indigenous Independent Digital Filmmaking program coordinator to request an IIDF program application package.

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Indigenous Independent Digital Filmmaking Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i> <a href="#">IDF 103</a>	Production Design	1.50	15.00

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IDF 119</a>	Professional Development I	1.50	
<a href="#">IDF 126</a>	Introduction to Screenwriting	3.00	
<a href="#">IDF 127</a>	Introductory Documentary	3.00	
<a href="#">IDF 136</a>	Production/Post Production	3.00	
<a href="#">IDF 139</a>	Technical Foundations	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">CMNS 131</a>	Business Writing for Documentary	3.00	
<a href="#">IDF 119</a>	Professional Development I	Continued	
<a href="#">IDF 120</a>	Indigenous Cinema Studies	3.00	
<a href="#">IDF 128</a>	Production Management	3.00	
<a href="#">IDF 137</a>	Narrative Production	3.00	
<a href="#">IDF 140</a>	Technical Directing	2.00	
<a href="#">IDF 141</a>	Technical Arts	1.00	
Credits			15.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">IDF 219</a>	Professional Development	1.50	
<a href="#">IDF 229</a>	Advanced Production/Post Production I	3.00	
<a href="#">IDF 233</a>	Screenwriting	3.00	
<a href="#">IDF 234</a>	Indigenous Storytelling Design	1.50	
<a href="#">IDF 235</a>	Indigenous World Cinema	3.00	
<a href="#">IDF 236</a>	Documentary	3.00	
Credits			15.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">IDF 219</a>	Professional Development	Continued	
<a href="#">IDF 230</a>	Advanced Production/Post Production II	3.00	
<a href="#">IDF 232</a>	Advanced Production Practicum	1.00	
<a href="#">IDF 237</a>	Multi Platform Production	3.00	
<a href="#">IDF 238</a>	Entrepreneurship in the Indigenous Motion Picture Industry	2.00	
<a href="#">IDF 239</a>	Advanced Technical Foundations	1.50	
<a href="#">IDF 240</a>	Advanced Technical Directing	1.50	
Credits			15.00
<b>Total Program Credits</b>			<b>60.00</b>

## Indigenous Independent Digital Filmmaking Certificate Program

IIDF certificate program students learn research, development and analysis techniques for factual documentation and fiction storytelling, which includes development of scripts and production packages. Students learn the basic level of the appropriate technology tools: video camera, lights, sound, grip and editing equipment. They also learn the process for assembling, organizing, managing and leading small crews of digital technicians using industry standard production protocols. IIDF students also learn effective interpersonal oral and written communication in the presentation of their portfolio, funding applications, festival submissions, and contract bids. In this culturally rich environment the IIDF students are familiarized with culturally respectful practices and protocols when filming Indigenous content, as well as respectful professional practices for the film and TV industry.

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Indigenous Independent Digital Filmmaking Certificate

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">IDF 103</a> Production Design	1.50	
<a href="#">IDF 119</a> Professional Development I	1.50	
<a href="#">IDF 126</a> Introduction to Screenwriting	3.00	
<a href="#">IDF 127</a> Introductory Documentary	3.00	
<a href="#">IDF 136</a> Production/Post Production	3.00	
<a href="#">IDF 139</a> Technical Foundations	3.00	
Credits		15.00
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">CMNS 131</a> Business Writing for Documentary	3.00	
<a href="#">IDF 119</a> Professional Development I	Continued	
<a href="#">IDF 120</a> Indigenous Cinema Studies	3.00	
<a href="#">IDF 128</a> Production Management	3.00	
<a href="#">IDF 137</a> Narrative Production	3.00	
<a href="#">IDF 140</a> Technical Directing	2.00	
<a href="#">IDF 141</a> Technical Arts	1.00	
Credits		15.00
<b>Total Program Credits</b>		<b>30.00</b>

### Faculty

R. ATIMOYOO	BA, MA, Instructor
D. BEAVER	BA, MA, Instructor
T. BELL	Instructor
C. KOOTENHAYOO	Lab Supervisor

D. MANUEL	BA, MFA, <b>Coordinator</b>
P. ROMER	Instructor
J. WHEELER	Instructor

There will also be a number of additional prominent guest speakers from the Aboriginal production and broadcast sector.

## **Contact**

Indigenous Independent Digital Filmmaking Program  
Doreen Manuel, Coordinator

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7904  
Fax: 604.990.7867  
E-mail: [dmanuel@capilano.ca](mailto:dmanuel@capilano.ca)  
[www.capilano.ca/iidf](http://www.capilano.ca/iidf)

## **MOTION PICTURE ARTS**

### **Bachelor of Motion Picture Arts**

The Bachelor of Motion Picture Arts (BMPA) combines practice and protocol in the field, opportunities for technical, aesthetic, and creative innovation, and integrated theoretical and critical perspectives that will allow graduates to be active contributing members of the industry, society, and community. This degree is ideally suited to high school graduates, students who have tried other programs but want more specific training, and those who have some industry background and want to get a degree.

### **Career Opportunities**

Graduates of the BMPA will have story, entrepreneurial, technical craft and professional skills necessary to acquire and develop work in the creative media industries.

### **Program Objectives**

Within the context of the filmmaking process, graduates of the degree program will be able to:

- Apply their knowledge of story and story development to documentary and narrative projects on all platforms;
- Combine and apply both practical and theoretical knowledge;
- Collaborate creatively;
- Define and implement creative solutions;
- Give and receive constructive feedback on the performance of team members;
- Orchestrate a detailed industrial process;
- Manage time and budget on large projects over extended periods of time;
- Use technology as a tool to create innovative and authentic stories;
- Develop a convergent approach to creative content;
- Develop partnerships in global and local industry that will sustain their entrepreneurial initiative;

- Market and distribute projects;
- Develop innovative business models and strategies to build sustainable companies;
- Understand the role of film and the film industry in Canada's culture and economy;
- Identify potential areas/sectors of employment;
- Identify opportunities for further study.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 or English 12 First Peoples or equivalent with a minimum average of 72% on all Grade 12 high school subjects.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Personal interview.
- Letter of intent.

## **Admission Notes**

- Please note that English 100 is a required course in the first term of the Bachelor of Motion Picture Arts program. In order to enroll in any English course, students must submit the results of the Capilano University Diagnostic Test (EDT) or the Language Proficiency Index Test (LPI) unless they meet the EDT/LPI exemptions listed in the University calendar or on the website at [www.capilanou.ca/english/English-Diagnostic-Test](http://www.capilanou.ca/english/English-Diagnostic-Test)
- The letter of intent does not need to be in a particular format, should not exceed two pages and should outline the applicant's interest in the program and reason for applying.
- The interview will take place at the Bosa Centre with a panel of two faculty members. The applicants/ students will be evaluated on their demonstrated level of commitment, willingness to learn and ability to model professionalism.

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Motion Picture Arts Degree

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Continuation Requirement: The Bachelor of Motion Picture Arts is highly competitive and the number of available seats decreases as the program moves from certificate to diploma to degree level. Therefore, continuation into each year is competitive based on the criteria listed below.

Year 2: Successful completion and an overall minimum GPA of 2.67 for all first year MOPA courses, or equivalent.

Year 3: Successful completion of year 1 and year 2 coursework, or equivalent, and a personal interview

<b>First Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		31.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">MOPA 100</a> Technical Directing	3.00	
<a href="#">MOPA 102</a> Cinematography Foundation	3.00	
<a href="#">MOPA 103</a> Basics of Production Design	1.50	
<a href="#">MOPA 104</a> Introduction to Producing	3.00	
<a href="#">MOPA 106</a> Screenwriting I	3.00	
<a href="#">MOPA 108</a> Introduction to Post-Production	3.00	
<a href="#">MOPA 110</a> MOPA Project #1	2.00	
<a href="#">MOPA 115</a> Professional Development I	1.50	
<a href="#">MOPA 118</a> Production and Post-Production	3.00	
<a href="#">MOPA 120</a> MOPA Project #2	2.00	
ENGL or CMNS 100 level or higher	3.00	
Credits		31.00
<b>Second Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		28.50
<a href="#">MOPA 201</a> The Director's Craft	3.00	
<a href="#">MOPA 206</a> Screenwriting II	3.00	
<a href="#">MOPA 207</a> Technical Motion Picture Arts	5.00	
<a href="#">MOPA 209</a> Advanced Digital Editing	3.00	
<a href="#">MOPA 210</a> MOPA Project #3	6.00	
<a href="#">MOPA 211</a> American Cinema	3.00	
<a href="#">MOPA 213</a> Production Design II	1.00	
<a href="#">MOPA 217</a> Sound Design for Film and Video	1.50	
<a href="#">MOPA 220</a> Line Producing and Production Management	3.00	
<i>Choose 3.00 credits of electives:</i>		3.00
See below for elective requirements for the degree	3.00	
Credits		31.50



<b>Third Year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		27.50
<a href="#">MOPA 302</a> World Cinema	3.00	
<a href="#">MOPA 304</a> Screenwriting III	3.00	
<a href="#">MOPA 305</a> Cinematography	3.00	
<a href="#">MOPA 306</a> Directing	3.00	
<a href="#">MOPA 310</a> MOPA Project #4	6.00	
<a href="#">MOPA 312</a> Canadian Cinema	3.00	
<a href="#">MOPA 313</a> Production Design III	1.00	
<a href="#">MOPA 319</a> The Independent Producer	3.00	
<a href="#">MOPA 325</a> Advanced Work Flow I	2.50	
<i>Choose 3.00 credits of electives:</i>		3.00
See below for elective requirements for the degree Credits	3.00	30.50
 <b>Fourth Year</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		18.00
<a href="#">MOPA 409</a> Visual Theory and Practice	6.00	
<a href="#">MOPA 410</a> MOPA Project #5	6.00	
<a href="#">MOPA 416</a> Professional Practice	1.00	
<a href="#">MOPA 425</a> Advanced Work Flow II	1.50	
<a href="#">MOPA 426</a> Advanced Work Flow III	1.50	
<a href="#">MOPA 430</a> Practicum	2.00	
<i>Choose 12.00 credits of electives:</i>		12.00
See below for elective requirements for the degree Credits	12.00	30.00
 <b>Elective Requirements</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose electives:</i>		0.00
18 100-level or higher breadth elective credits including 3 Quantitative/Analytical (Q/A) credits and 3 Science credits. 9 of these 18 credits must be upper level (300/400) Credits		0.00
<b>Total Program Credits</b>		<b>123.00</b>

### Approved Quantitative/Analytical Courses for Capilano University Degrees

Please refer to the [Graduation](#) section of the calendar for a complete listing of approved quantitative and analytical courses.

### Motion Picture Arts Diploma Program

The Diploma Program emphasizes the acquisition of a broad foundation in technical film skills, preparing the students for entry-level into almost every facet of film production, while simultaneously developing their creative and critical abilities in storytelling through the motion picture arts.

## Career Opportunities

Major motion picture production in B.C. is a multi-million dollar industry requiring well-trained personnel to fill its entry level requirements. Further, the growth of B.C.'s independent film industry must be fuelled by new, talented, and well-trained filmmakers.

## Program Objectives

Students will gain a solid foundation of knowledge about the film industry.

Upon successful completion of the diploma program, students will be able to:

- Understand and undertake basic motion picture production technical skills, including sound recording, camera work, lighting, and grip work;
- Understand and execute the protocols of professional film set procedures including assistant director and location management duties;
- Apply the creative principles a writer uses to develop a screenplay;
- Analyze a script for production purposes and conceive a visual strategy for telling a story using motion picture arts;
- Demonstrate basic film directing skills;
- Demonstrate keys to success, including attitude, teamwork, and how to market oneself.
- Demonstrate advanced skills in digital post-production and sound design;
- Schedule and budget the pre-production, production and post-production phases of filmmaking;
- Have a basic understanding of film finance and distribution;
- Successfully undertake the scripting, development, pre-production, production, post-production and dissemination of short independent films that demonstrate a significant measure of sophistication in design and execution;
- Have a basic understanding of film finance and distribution including distribution through film festivals and the web.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Motion Picture Arts Diploma

First Year		Course Credits	Required Credits
	<i>Required:</i>		31.00
	<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00
	<a href="#">MOPA 100</a>	Technical Directing	3.00
	<a href="#">MOPA 102</a>	Cinematography Foundation	3.00
	<a href="#">MOPA 103</a>	Basics of Production Design	1.50
	<a href="#">MOPA 104</a>	Introduction to Producing	3.00
	<a href="#">MOPA 106</a>	Screenwriting I	3.00
	<a href="#">MOPA 108</a>	Introduction to Post-Production	3.00
	<a href="#">MOPA 110</a>	MOPA Project #1	2.00
	<a href="#">MOPA 115</a>	Professional Development I	1.50
	<a href="#">MOPA 118</a>	Production and Post-Production	3.00

<b>First Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">MOPA 120</a>	MOPA Project #2	2.00	
ENGL or CMNS	100 level or higher Credits	3.00	31.00
<b>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			28.50
<a href="#">MOPA 201</a>	The Director's Craft	3.00	
<a href="#">MOPA 206</a>	Screenwriting II	3.00	
<a href="#">MOPA 207</a>	Technical Motion Picture Arts	5.00	
<a href="#">MOPA 209</a>	Advanced Digital Editing	3.00	
<a href="#">MOPA 210</a>	MOPA Project #3	6.00	
<a href="#">MOPA 211</a>	American Cinema	3.00	
<a href="#">MOPA 213</a>	Production Design II	1.00	
<a href="#">MOPA 217</a>	Sound Design for Film and Video	1.50	
<a href="#">MOPA 220</a>	Line Producing and Production Management	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
100 level or higher breadth elective Credits		3.00	31.50
<b>Total Program Credits</b>			<b>62.50</b>

## Motion Picture Arts Certificate Program

This program is designed for students who wish to gain an understanding of the basic functions of a film set and the professional practices of an industry-standard production. Areas of study include story development, pre-production, production, and post-production, with a focus on film crafts (camera, lighting, sound, grip, sets, props, etc.) technical skills and professional behaviour. Lecture, labs and project work are combined to create a realistic and effective learning environment. The goal is to prepare students for an entry-level position in the professional motion picture industry and to provide a foundation for independent filmmaking.

### Career Opportunities

Major motion picture production in B.C. is a multi-million dollar industry requiring well-trained personnel to fill its entry level requirements. Further, the growth of B.C.'s independent film industry must be fuelled by new, talented, and well-trained filmmakers

### Program Objectives

The program is designed to provide a solid foundation of knowledge about the film industry.

Upon successful completion of the certificate students will be able to:

- Describe the motion picture production process from concept to completion at an introductory level;
- Apply appropriate management practices and procedures;
- Develop small-scale project budgets;
- Demonstrate an introductory understanding of the roles of the producer, writer and director;
- Undertake proper set etiquette and crew team work;

- Understand the basic creative principles the writer uses to develop a screenplay;
- Be able to breakdown a screenplay for production purposes;
- Know how to schedule a small scale post-production process;
- Demonstrate the basic uses of digital post-production systems;
- Understand the general roles of the various crew positions on a set;
- Understand the theories of production design and demonstrate the basic practical skills of set design, construction, painting and set dressing;
- Successfully undertake the scripting, development, pre-production, production, post-production and delivery of short independent films;
- Demonstrate keys to success, including attitude, teamwork, and how to market oneself.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Motion Picture Arts Certificate

First Term	Course Credits	Required Credits
<i>Required:</i>		18.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">MOPA 100</a> Technical Directing	3.00	
<a href="#">MOPA 102</a> Cinematography Foundation	3.00	
<a href="#">MOPA 104</a> Introduction to Producing	3.00	
<a href="#">MOPA 106</a> Screenwriting I	3.00	
<a href="#">MOPA 108</a> Introduction to Post-Production	3.00	
Credits		18.00
Second Term	Course Credits	Required Credits
<i>Required:</i>		13.00
<a href="#">MOPA 103</a> Basics of Production Design	1.50	
<a href="#">MOPA 110</a> MOPA Project #1	2.00	
<a href="#">MOPA 115</a> Professional Development I	1.50	
<a href="#">MOPA 118</a> Production and Post-Production	3.00	
<a href="#">MOPA 120</a> MOPA Project #2	2.00	
ENGL or CMNS 100-level or higher	3.00	
Credits		13.00
<b>Total Program Credits</b>		<b>31.00</b>

## Film Institute Citation Program

The Film Institute is specially designed for successful graduates of the Motion Picture Arts program and the Documentary program as a platform for entry into real-world filmmaking. The semi-professional productions provide the practice of skills and problem solving activities required to prepare students for the economic and cultural differences between school and real world.

## Admission Requirements

- Motion Picture Arts Diploma, or Documentary Certificate.
- Interview

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Film Institute Citation

Required Course	Course Credits	Required Credits
<i>Required:</i>		12.00
<a href="#">FINS 399</a> Professional Filmmaking	12.00	
Credits		12.00
<b>Total Program Credits</b>		<b>12.00</b>

## Director

M. STILLER **Director**, BOSA Centre for Film and Animation

## Faculty

### Motion Picture Arts Department

S. AITKEN	BA
D. BEAVER	BA, MA
S. BIELY	BA, MA
D. BRISBIN	BFA, MFA
T. DEVENYI	
P. DJWA	BA, MFA
D. GEARY	BA
T. HALLER	
D. HAUKA	BA, MFA, MA
N. KENDALL	BA, MFA, <b>Coordinator</b>
E. KJARGAARD	BA

A. KLIPP	BA
M. MASON	BA, MA
S. McPHERSON	BA, MA
J. PENHALL	BA, MA
C. QUEREE	BA, JD
D. RURAK	BA, <b>Coordinator</b>
J. SILBERMAN	BA, Ed.M
M. STILLER	PhD
J. THERRIEN	
M. THOMA	PhD, <b>Chair</b>
J. WALLACE	CSC, BGS, MFA
K. WIGHT	BFA, MFA
C. WILLIAMS	Media Resources Specialist
P. WOESTE	CSC

## **Cinematography for Film and Video Program**

### **Costuming Program**

K. BOTHEN	Diploma (Capilano University)
C. BURKE	BFA (U of Alberta), MFA (UBC)
D. GYUG	Diploma (Ryerson Polytechnical University)
A. MALLINSON	Dip. Tapestry (West Dean College, England), LSDC Society of Dyers and Colourist: BGS TRU-OL
K. MATTHEWS	BFA (York U), MFA (New York U), <b>Coordinator, Costuming &amp; Film Crafts</b>

## **Fundamental Lighting for Digital Imaging and Film**

T. WATSON

### **Support Staff**

J. MACKENZIE	Divisional Supervisor, School of Motion Picture Arts
C. LINDSAY	Assistant to the Director, Bosa Film Centre
J. INGLIS	Clerk, School of Motion Picture Arts
L. WALTERS	Clerk, School of Motion Picture Arts

## **Contact**

Film Programs  
Nat and Flora Bosa Centre for Film and Animation

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7868

Fax: 604.990.7867  
E-mail: [film@capilanou.ca](mailto:film@capilanou.ca)  
[www.capilanou.ca/film](http://www.capilanou.ca/film)

## School of Performing Arts

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### BACHELOR OF PERFORMING ARTS DEGREE

#### General Information

The Bachelor of Performing Arts (BPA) is a full-time, cohort-based capstone program that enrolls 25 students in a fourth year. Students earn the last 33 credits of a 120-credit bachelor's degree over nine months. The degree is conferred by the three-partner consortium of Capilano University, Douglas College and Langara. In the BPA program, students examine the historical and cultural context of the performing arts in Canada and around the world. They investigate, critique, and challenge the sociopolitical and cultural environment of the performing arts industry - what gets made, why, and how. At the same time, students do practical coursework in fundamental business skills, such as grant writing, founding an arts organization, and individual career development. While doing so, students also form a production company which creates, develops and mounts its own full production - an original, interdisciplinary performance event designed to reflect the creative interests and formal skills of the company members themselves. The program's 12-credit production phase challenges students to explore, master and apply the interdisciplinary performance theory and skills they have studied, putting it to highly practical use.

There will be considerable variety in the individual educational pathways students follow to be eligible for the BPA program. The program itself is the final (capstone) year, contributing 33 credits towards a bachelor's degree.

The program is intended for students who want to practice as a professional performing artist, arts manager, administrator or cultural entrepreneur, or those who wish to continue on to graduate studies in the performing arts. To be eligible for admission, applicants will have some post-secondary education and training in at least one performing arts discipline.

#### Overview

The program will run May - January, with classes during the summer and fall semesters, and the capstone Interdisciplinary Production (project) in January.

In general, the 120 credits in the Bachelor of Performing Arts will comprise the following:

#### Film Crafts Department

- 60-90 credits in a performing arts program (depending on the p.a. credential)
- + 0-27 additional credits, as needed (breadth, English, upper-level electives)
- = 87 minimum credits needed prior to entry into the BPA capstone year
- + 33 credits 4th year BPA program course work
- = **120 minimum total credits (BPA degree earned)**

## Admission Requirements

- Diploma in an approved program, or equivalent, at one of the Partner Colleges, or at another post-secondary institution. GPA of 2.5.
- Interview, audition, portfolio
- CV, including relevant artistic/arts mgmt experience, primary artistic & other creative disciplines, number of years you have been practicing. Sample/portfolio of work; if primary discipline is performative, audition with interview. Can include image/data/audio/video samples of work (max 3). Two reference letters. Applicant's Statement of Intent: as you see your future, what are the ways you can imagine working as an artist.

## Admission/Application Notes

Please note that as part of your application you will be required to attend an interview and/or audition. Auditions will be scheduled for those applicants whose background is in a performance discipline. Applicants whose specialization is management/stagecraft/design, or another non-performance discipline, are asked to provide samples of their work and to attend an interview.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Bachelor of Performing Arts Degree

<b>Years 1 - 3</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i> Completion of a performing arts program at a partner institution or another post-secondary institution.		60.00
<i>Required:</i> Students complete degree program requirements of 6 credits of English, 12 upper level credits in performing arts and/or electives and 9 credits of breadth electives in one of the following ways: Option A: Transferring credit for coursework already completed at a post-secondary institution; or Applying for PLA credit for learning acquired through experience in the performing arts; or Completing a one-year advanced certificate program at a partner institution; and/or Enrolling in courses and/or programs at a partner institution; and/or Enrolling in courses at another post-secondary institution with a Letter of Permission Option B: The		27.00



<b>Years 1 - 3</b>	<b>Course Credits</b>	<b>Required Credits</b>
completion of the third year of a three-year diploma program at a partner institution.		
Credits		87.00
<b>Year 4 - Term 1</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">BPAC 400</a> Contemporary Cultural Practices	3.00	
<a href="#">BPAC 401</a> Canadian Cultural Policy and the Performing Arts	3.00	
<a href="#">BPAC 402</a> Advanced Production Planning I	3.00	
<a href="#">BPAC 403</a> Studies in Interdisciplinary Creation and Collaboration	6.00	
Credits		15.00
<b>Year 4 - Term 2</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		18.00
<a href="#">BPAC 404</a> Contemporary Performance Practices	3.00	
<a href="#">BPAC 405</a> Advanced Production Planning II	1.50	
<a href="#">BPAC 406</a> Strategic Career Planning	1.50	
<a href="#">BPAC 407</a> Interdisciplinary Performance and Production	12.00	
Credits		18.00
<b>Year 4 - Term 3</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		0.00
<a href="#">BPAC 407</a> Interdisciplinary Performance and Production	Continued	
Credits		0.00
<b>Total Program Credits</b>		<b>120.00</b>

## Graduation Requirements

The BPA degree will be awarded to students who, in addition to the admission requirements listed above, complete the additional 33 upper-level credits in the capstone year, thereby bringing their total credits to at least 120, at least 45 of which are at the upper level.

## Contact

Stuart Aikins  
 Capilano University  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
 Phone: 604.986.1911, ext. 4913  
 E-mail: [saikins@capilanou.ca](mailto:saikins@capilanou.ca)  
[www.capilanou.ca/bpa](http://www.capilanou.ca/bpa)

## ARTS AND ENTERTAINMENT MANAGEMENT PROGRAMS

### General Information

The Arts and Entertainment Management department offers two programs of study; a one-year Certificate program and a two-year Diploma program. Both programs offer a comprehensive overview of the business side of the arts and entertainment industry and prepare students for a fast-paced career in a growing and dynamic sector.

### Advanced Arts and Entertainment Management Certificate

The Advanced Arts and Entertainment Management certificate program provides students with the skill-sets, job experience, and contacts necessary to gain employment in the industry. This one-year program requires two years of post-secondary training or work experience equivalent and offers students a unique blend of course work and practicum experience in the arts and entertainment industry. Students gain an overview of all aspects of arts and entertainment management, including marketing, resource development, and financial, tour, production, and artist management in both the commercial and non-profit cultural sectors. The classroom-based course work for the program commences in the first term (May – August) with the practicum placements following in successive terms.

Practicum placements are an essential part of this program. The students gain practical experience and cultivate relationships with one or more cultural organizations in the community working for professional arts and entertainment organizations. Past placements have included the Arts Club Theatre, 604 Records, Dexler Entertainment, PuSh Festival, Mint Records, Vancouver International Children's Festival, Universal Music Canada, Coastal Jazz and Blues Society, and Netzwerk Records. Our graduates have found employment with Sam Feldman and Associates, Vancouver East Cultural Centre, Arts Club Theatre, Firehall Arts Centre, Bard on the Beach, and Live Nation, to name just a few.

For more information, please see [www.capilano.ca/aem](http://www.capilano.ca/aem)

### Admission Requirements

- 2 years of post secondary education including three credit hours of English or Communications courses
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview

### Admission to Full-Time Studies in the Advanced Program

Students should arrange for an interview by contacting the School of Performing Arts by the end of January for May admission. Prior to the interview, students should forward their transcripts and a résumé to the School of Visual and Performing Arts and should complete an application to the University.

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.

V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Advanced Arts & Entertainment Management Certificate

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Summer	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">AEM 345</a>	Advanced Media Relations, Marketing and Promotions	1.50	
<a href="#">AEM 346</a>	Advanced Organizational Structures in Arts and Entertainment Management	1.50	
<a href="#">AEM 347</a>	Advanced Financial Management in Arts and Entertainment Management	1.50	
<a href="#">AEM 348</a>	Advanced Resource Development: Grantsmanship, Sponsorship and Fundraising	1.50	
<a href="#">AEM 349</a>	Advanced Fundamentals of Artist Development	1.50	
<a href="#">AEM 350</a>	Advanced Production and Tour Management	1.50	
Credits			9.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			11.00
<a href="#">AEM 355</a>	Current Issues in Arts & Entertainment I	3.00	
<a href="#">AEM 356</a>	Advanced Arts & Entertainment Management Practicum I	8.00	
Credits			11.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			14.00
<a href="#">AEM 361</a>	Current Issues in Arts & Entertainment II	3.00	
<a href="#">AEM 362</a>	Advanced Arts & Entertainment Management Practicum II	8.00	
<a href="#">AEM 363</a>	Advanced Arts & Entertainment Management Graduation Projects	3.00	
Credits			14.00
<b>Total Program Credits</b>			<b>34.00</b>

## Arts and Entertainment Management Diploma

The Arts and Entertainment Management diploma program offers a comprehensive overview of the business side of the arts and entertainment industry and prepares students for a fast-paced career in a growing and dynamic sector.

The program provides students with a well-rounded and thorough education in all aspects of the industry. Course work includes artist and tour management, marketing and resource development, venue and festival management, production and financial management, as well as hands-on lab work in the University's performing arts theatre.

Practicum work placements are an essential part of this program. Students cultivate relationships within the arts and entertainment community by working for professional organizations such as artist management and record companies, as well as a variety of arts and cultural organizations in the commercial and non-profit sector, including theatre companies, dance organizations, performing arts venues, and festivals.

The Arts and Entertainment diploma program uniquely blends course work with hands-on training and affords students the opportunity to customize the program to meet their career objectives. The program is uniquely suited to those students with an entrepreneurial spirit and a strong passion for arts and entertainment.

For more information, please see [www.capilanou.ca/aem](http://www.capilanou.ca/aem)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

### Application Deadlines

Applications must be submitted by the end of March for September admission.

Students should arrange for an interview by contacting the School of Visual and Performing Arts by the end of March for September admission.

Prior to the interview, students should forward their transcripts and a resume to the School of Visual and Performing Arts and should complete an Application for Admission form.

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Arts and Entertainment Management Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">AEM 140</a>	Arts and Entertainment Management I	3.00	
<a href="#">AEM 142</a>	Arts and Entertainment Applications I	3.00	
<a href="#">AEM 145</a>	Computer Applications in Arts and Entertainment Management	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">THTR 160</a>	Technical Theatre Fundamentals	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">AEM 141</a>	Arts and Entertainment Management II	3.00	
<a href="#">AEM 143</a>	Arts and Entertainment Applications II	3.00	
<a href="#">AEM 146</a>	Festival Management	1.50	
<a href="#">AEM 147</a>	Record Label Management	1.50	
<a href="#">AEM 148</a>	Venue Management	3.00	
Credits			12.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">AEM 245</a>	Media Relations, Marketing and Promotion	1.50	
<a href="#">AEM 247</a>	Financial Management in Arts and Entertainment Management	1.50	
<a href="#">AEM 248</a>	Resource Development in Arts and Entertainment Management	1.50	
<a href="#">AEM 249</a>	Fundamentals of Artist Development	1.50	
<a href="#">AEM 251</a>	Industry Seminar in Arts and Entertainment Management	1.50	
<a href="#">AEM 252</a>	Introduction to Performing Arts Touring	1.50	
Credits			9.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">AEM 240</a>	Practicum in Arts and Entertainment Management I	12.00	

Fourth Term	Course Credits	Required Credits
Credits		12.00
Fifth Term	Course Credits	Required Credits
<i>Required:</i>		12.00
<a href="#">AEM 241</a> Practicum in Arts and Entertainment Management II	12.00	
Credits		12.00
<b>Total Program Credits</b>		<b>60.00</b>

## Faculty

R. ACKERMAN	BA (UBC)
G. CRISTALL	BA (SFU)
G. GARENKOOPER	Cert. in Advanced Arts & Entertainment Management (Capilano College)
C. GOERZEN	Cert. in Advanced Arts & Entertainment Management (Capilano College), BA (SFU), MA (UBC)
E. KIRBY	BA (SFU), MA (UBC)
E. LANCASTER	BA (UBC), Dip. Journalism (Langara)
A. MCGRANE	BA, LLB
J. NESSELROAD	Cert. in Advanced Arts & Entertainment Management (Capilano College), BMus (Hons)(Central Washington University), <b>Coordinator</b>
D. PAY	BMus (UBC), MM (Indiana University, Bloomington)
G. ROBINSON	BA (University of Guelph), BE (University of Windsor)
J. SIMKIN	BA (UBC), LLB (Osgoode Hall Law School)
F. WASSERLEIN	BA (Hons.) (UBC), MA (SFU)

## Contact

Arts and Entertainment Management  
Arbutus building, room 202

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911  
E-mail: [aem@capilanou.ca](mailto:aem@capilanou.ca)  
[www.capilanou.ca/aem](http://www.capilanou.ca/aem)

## CONDUCTING IN MUSIC CERTIFICATE PROGRAM

### General Information

Capilano University offers five music programs: a one-year Conducting in Music certificate, a two-year Music Diploma (Classical Music), a two-year Jazz Studies Diploma, a four-year Bachelor of Music (Jazz Studies) and a four and a half year Bachelor of Music Therapy.

Graduates of the Conducting in Music certificate program will be able to conduct choral and instrumental ensembles effectively and confidently. The program is designed so that currently active teachers and musicians may take the program while continuing to work.

Courses will include conducting, conducting pedagogy, ensemble and languages. The core conducting course will focus on fundamental conducting techniques including patterns, cues, cut-offs, phrasing, tempo changes, expressive gestures, use of the left hand, baton technique, choral and orchestral conducting. Conducting pedagogy will include watching and discussing recorded performances, attending live performances, observing rehearsals and discussing various approaches to conducting.

All participants will be required to sing in one of the University ensembles and will be required to take two terms of Spanish, German or French.

## Admission Requirements

- Two-year Diploma of Music, Bachelor of Music Degree or Bachelor of Education Degree
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Conducting in Music Certificate

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
First Term		Course Credits	Required Credits
<i>Required:</i>			7.00
<a href="#">COND 300</a>	Conducting I	4.00	
<a href="#">COND 350</a>	Conducting Pedagogy I	1.00	
<a href="#">ENSM 300</a>	Choir Ensemble V	2.00	

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">FREN</a> French 100 or 200-Level	3.00	
<a href="#">GERM</a> German 100 or 200-Level	3.00	
<a href="#">SPAN</a> Spanish 100 or 200-Level	3.00	
Credits		10.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		7.00
<a href="#">COND 301</a> Conducting II	4.00	
<a href="#">COND 351</a> Conducting Pedagogy II	1.00	
<a href="#">ENSM 350</a> Choir Ensemble VI	2.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">FREN</a> French 100 or 200-Level	3.00	
<a href="#">GERM</a> German 100 or 200-Level	3.00	
<a href="#">SPAN</a> Spanish 100 or 200-Level	3.00	
Credits		10.00
<b>Total Program Credits</b>		<b>20.00</b>

## Faculty

M. ARMANINI	ARCT (Toronto), BMus, MMus (UBC)
N. BOHNA	BMus, MMus (UBC)
S. BOSWELL	ARCM (Royal College of Music, London)
G. BOYLE	
M. CHERNOFF	BMus (UBC), MMus (Boston U)
M. D'ANGELO	MMus (McGill)
S. DENROCHE	BMus (UBC)
N. DINOVO	BMus, MMus (Toronto)
D. ESSON	BMus, MMus (UBC)
L. FALLS	ARCT (Toronto), BMus, MMus (UBC)
B. FEDORUK	BMus (UBC)
W. GRANT	BMus (Leth.), MA, PhD (UVic)
H. HAY	BMus (Queen's), MMus (San Francisco Conserv.)
P. HODGINS	BMus (UBC)
P. HUTTER	BMus, Perf. Cert. (Eastman)
L. KAARIO	BMus (UBC), MMus (WWU)
D. MCCOY	BMus, MMus (UBC)
G. MCNAB	BMus, MMus (UBC)
K. MOORE	BMus (UBC)
N. NICHOLSON	
D. OVERGAARD	BMus, MMus (UBC), DMA (USC)
H. PAWSEY	BMus (UBC)



G. RAMSBOTTOM	
S. REBANE	MMus (Kentucky)
G. ROBERTS	BMus (UBC), <b>Coordinator</b>
I. ROLAND	BMus (UVic), MMus(Cleveland Institute)
R. ROZANSKI	DMA (UBC)
D. VANDEREYK	BMus, MMus (UBC)
S. WOODYARD	BMus (UVic)

If you would like more information, please see our Faculty biographies online at [www.capilanou.ca/music/Faculty](http://www.capilanou.ca/music/Faculty).

## Contact

Conducting in Music Program  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4951  
Fax: 604.983.7559  
E-mail: [music@capilanou.ca](mailto:music@capilanou.ca)

Music Department Reception  
Phone: 604.984.4951  
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E-mail: [music@capilanou.ca](mailto:music@capilanou.ca)

Lars Kaario, Instructor  
Phone: 604.986.1911, local 2309  
Fax: 604.983.7559  
E-mail: [lkaario@capilanou.ca](mailto:lkaario@capilanou.ca)  
[www.capilanou.ca/music-classical/conducting.html](http://www.capilanou.ca/music-classical/conducting.html)

## JAZZ STUDIES PROGRAMS

### General Information

Capilano University offers a four-year [Bachelor of Music \(Jazz Studies\)](#) and a two-year [Jazz Studies Diploma](#).

The University also offers a four-year Bachelor of Music Therapy and a two-year university transfer program in classical music.

For more information, please see [www.capilanou.ca/jazz-studies](http://www.capilanou.ca/jazz-studies)

### General Information

The Bachelor of Music (Jazz Studies) teaches comprehensive abilities in jazz performance, composition, and pedagogy within the context of an enriched liberal arts education. Our goal is to educate musicians who understand and value the rich history and traditions of jazz, who will be prepared to contribute to the evolution and growth of the art form in the future, and who will be equipped to engage creatively with current trends in music. Jazz is an applied art form and the program demands the achievement of high standards in performance, improvisation, composition, and arranging.

## **Career Opportunities**

The two-year Diploma program is intended to provide its students with the skills necessary to develop careers as self-employed music professionals.

The four-year Bachelor of Music (Jazz Studies) balances and integrates the instruction of jazz, traditional music, and general academic electives to provide a highly detailed and rich artistic education. Teaching music within the public school system will be a goal for many graduates and the Jazz Studies program may cover all the necessary music requirements for acceptance into fifth year teacher education programs. Capilano graduates teach in dozens of school districts across BC and beyond. For those who wish to teach at the college or university level, the Bachelor of Music (Jazz Studies) provides a thorough preparation for many graduate programs in music. Since 1995, graduates from the Jazz Studies program have been admitted into graduate programs at a variety of Canadian and American universities in the areas of composition, education, conducting, and performance. For those who wish to pursue music as self-employed professionals, this degree is a unique and attractive option. Graduates often build varied careers in music and related fields based upon a successful layering of skills. For example, some are following up the Jazz Studies degree with the Advanced Arts and Entertainment Management Certificate program (also offered at Capilano University), or with specialized training in business or technology relevant to the commercial music industry. Many graduates apply their musical skills in varied careers combining teaching, touring and performing music in a wide variety of styles, and working with music technology.

## **Major Streams in the Third and Fourth Years**

The four years of study required for the Bachelor of Music (Jazz Studies) are offered at Capilano University. Following completion of the Jazz Studies two-year Diploma program, students choose from three overlapping streams for the remainder of the degree: General Studies, Education, and Arranging/Composition. These three streams share a core curriculum, but differ in the proportion of large and small ensembles, private lessons, improvisation, music and academic electives required for graduation. Students from other post-secondary jazz programs are welcome to apply to the Jazz Studies program (see Transfer of Credit in this section of the Calendar).

## **Facilities**

The Jazz Studies program facilities include practice rooms, a recording studio, a 300 seat theatre, and specialized music classroom spaces. A Mac computer lab is also available and includes software for word processing, music notation, MIDI sequencing, and audio/video editing.

## **Faculty**

Jazz Studies faculty members comprise some of Canada's top professional jazz performers and composers as well as renowned academic researchers and pedagogues.

## **Transfer Credit**

The Jazz Studies program grants transfer credit for courses taken at other post-secondary institutions if they have suitable equivalency. Because of the wide variations that exist in approach and emphasis in music programs, the Jazz Studies program reserves the right to examine for competency according to our course requirements before transfer credit is approved.

Transfer of concentration performance instrument courses, keyboard skills, and ear training credits will be possible only up to the placement level determined by the audition and by keyboard and ear training test results.

## Transfer Between Undergraduate Programs

While no formal articulation agreements are in place between Capilano University's Bachelor of Music in Jazz Studies program and other undergraduate jazz diploma and degree programs, Capilano University has accepted applications for transfer into its Bachelor of Music (Jazz Studies) from other post secondary institutions.

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Information for Prospective Students

Information meetings, auditions and placement tests are held in May. Please call 604.984.4951 for meeting times and audition appointments.

## Admission/Application Notes

Upon completion of the two-year Jazz Studies Diploma or equivalent transfer credit, a student may apply to one of the degree options for third year entry. Students may be permitted to register in some upper level courses before the completion of their diploma with the permission of the instructors involved, but official acceptance into the degree program is necessary before any opportunity to graduate should be anticipated. Transfer students should not anticipate immediate acceptance into the third year of the degree program, as there are normally some diploma level courses that must be completed before admission to the degree. Admission to a Jazz Studies degree program will be reviewed after submission of an application for admission and the requirements for the two-year Jazz Studies diploma have been met. (See Graduation Requirements, Two-Year Diploma.)

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Jazz Studies Diploma Program

### Two-Year Diploma

Students will be awarded a two-year diploma in Jazz Studies upon completion of the first two years of requirements as outlined below.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three academic Grade 12 courses.

- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and audition. Auditions include an interview, performance, aural skills assessment, sight-reading assessment, and theory entrance exam.

## Jazz Studies Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Full-Time

Continuation Requirement: To maintain satisfactory standing, all Jazz Studies students must be enrolled in a full-time course of study (at least nine credit hours) that includes a reasonable number of courses specific to their major (normally three) and must achieve a term grade point average above 1.8.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">JAZZ 116</a> Keyboard Skills I	1.00	
<a href="#">JAZZ 130</a> Theory of Tonal Music and Jazz I	3.00	
<a href="#">JAZZ 174</a> Jazz History I	1.50	
<a href="#">JAZZ 184</a> Ear Training/Sight Singing I	1.50	
<a href="#">JAZZ 196</a> Jazz Performance and Improvisation I	3.00	
<a href="#">PMI</a> Private Music Instruction at the 100 level	2.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 122</a> Rhythmic Music Ensemble I	1.50	
<a href="#">ENSJ 141</a> Large Jazz Ensemble (A Band) I	1.50	
<a href="#">ENSJ 143</a> Large Jazz Ensemble (B Band) I	1.50	
<a href="#">ENSJ 145</a> Large Jazz Ensemble (C Band) I	1.50	
<a href="#">ENSJ 147</a> Percussion Ensemble I	1.50	
<a href="#">ENSJ 161</a> Jazz Choir (Nitecap) I	1.50	
<a href="#">ENSJ 163</a> Jazz Choir (Capital Jazz) I	1.50	
<a href="#">ENSJ 165</a> Vocal Instrumental Ensemble I	1.50	
<a href="#">ENSJ 171</a> Guitar/Bass Ensemble I	1.50	
Credits		16.50

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ENGL 103</a> Studies in Contemporary Literature	3.00	
<a href="#">ENGL 104</a> Contemporary Fiction	3.00	
<a href="#">ENGL 105</a> Contemporary Poetry	3.00	
<a href="#">ENGL 106</a> Contemporary Drama	3.00	
<i>Required:</i>		12.00
<a href="#">JAZZ 117</a> Keyboard Skills II	1.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">JAZZ 131</a>	Theory of Tonal Music and Jazz II	3.00	
<a href="#">JAZZ 175</a>	Jazz History II	1.50	
<a href="#">JAZZ 185</a>	Ear Training/Sight Singing II	1.50	
<a href="#">JAZZ 197</a>	Jazz Performance and Improvisation II	3.00	
<a href="#">PMI</a>	Private Music Instruction at the 200 level	2.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ 123</a>	Rhythmic Music Ensemble II	1.50	
<a href="#">ENSJ 142</a>	Large Jazz Ensemble (A Band) II	1.50	
<a href="#">ENSJ 144</a>	Large Jazz Ensemble (B Band) II	1.50	
<a href="#">ENSJ 146</a>	Large Jazz Ensemble (C Band) II	1.50	
<a href="#">ENSJ 148</a>	Percussion Ensemble II	1.50	
<a href="#">ENSJ 162</a>	Jazz Choir (Nitecap) II	1.50	
<a href="#">ENSJ 164</a>	Jazz Choir (Capital Jazz) II	1.50	
<a href="#">ENSJ 166</a>	Vocal Instrumental Ensemble II	1.50	
<a href="#">ENSJ 172</a>	Guitar/Bass Ensemble II	1.50	
Credits			16.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">JAZZ 230</a>	Theory of Tonal Music and Jazz III	3.00	
<a href="#">JAZZ 274</a>	Studies in Music History I	1.50	
<a href="#">JAZZ 282</a>	Jazz Improvisation III	1.50	
<a href="#">JAZZ 284</a>	Ear Training/Sight Singing III	1.50	
<a href="#">JAZZ 296</a>	Jazz Performance III	1.50	
<a href="#">PMI</a>	Private Music Instruction at the 300 level	2.00	
<a href="#">PMI</a>	Private Music Instruction Secondary	1.00	
Elective (excluding JAZZ, ENSJ, MUS, ENSM courses)		3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ 222</a>	Rhythmic Music Ensemble III	1.50	
<a href="#">ENSJ 241</a>	Large Jazz Ensemble (A Band) III	1.50	
<a href="#">ENSJ 243</a>	Large Jazz Ensemble (B Band) III	1.50	
<a href="#">ENSJ 245</a>	Large Jazz Ensemble (C Band) III	1.50	
<a href="#">ENSJ 247</a>	Percussion Ensemble III	1.50	
<a href="#">ENSJ 261</a>	Jazz Choir (Nitecap) III	1.50	
<a href="#">ENSJ 263</a>	Jazz Choir (Capital Jazz) III	1.50	
<a href="#">ENSJ 265</a>	Vocal Instrumental Ensemble III	1.50	
<a href="#">ENSJ 271</a>	Guitar/Bass Ensemble III	1.50	
Credits			16.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">JAZZ 231</a>	Theory of Tonal Music and Jazz IV	3.00	

<b>Fourth Term</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<a href="#">JAZZ 275</a>	Studies in Music History II	1.50	
<a href="#">JAZZ 283</a>	Jazz Improvisation IV	1.50	
<a href="#">JAZZ 285</a>	Ear Training/Sight Singing IV	1.50	
<a href="#">JAZZ 297</a>	Jazz Performance IV	1.50	
<a href="#">PMI</a>	Private Music Instruction at the 400 level	2.00	
<a href="#">PMI</a>	Private Music Instruction Secondary	1.00	
Elective (excluding JAZZ, ENSJ, MUS, ENSM courses)		3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ 223</a>	Rhythmic Music Ensemble IV	1.50	
<a href="#">ENSJ 242</a>	Large Jazz Ensemble (A Band) IV	1.50	
<a href="#">ENSJ 244</a>	Large Jazz Ensemble (B Band) IV	1.50	
<a href="#">ENSJ 246</a>	Large Jazz Ensemble (C Band) IV	1.50	
<a href="#">ENSJ 248</a>	Percussion Ensemble IV	1.50	
<a href="#">ENSJ 262</a>	Jazz Choir (Nitecap) IV	1.50	
<a href="#">ENSJ 264</a>	Jazz Choir (Capital Jazz) IV	1.50	
<a href="#">ENSJ 266</a>	Vocal Instrumental Ensemble IV	1.50	
<a href="#">ENSJ 272</a>	Guitar/Bass Ensemble IV	1.50	
Credits			16.50
<b>Total Program Credits</b>			<b>66.00</b>

## Bachelor of Music in Jazz Studies Degree Program

### Four-Year Degree

Students must complete all courses outlined in one of the following areas of study to be eligible for the Bachelor of Music in Jazz Studies:

- Bachelor of Music in Jazz Studies (General)
- Bachelor of Music in Jazz Studies - Arranging/Composition
- Bachelor of Music in Jazz Studies - Education Stream

These areas of study may include Jazz or Music electives which should be chosen in consultation with the coordinator of the program.

Certain courses in the third and fourth years of the degree program are offered on a rotational basis every two years. Be sure to consider the year that these courses are due to be offered when planning your course load for the year. The courses offered on a rotational basis are subject to change, but presently are MUS 210/211 and MUS 218/219.

### Admission Requirements

- Jazz Studies Diploma OR acceptable transfer equivalent.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.

- Interview. Audition for transfer students only.
- For Transfer students from other post-secondary Music programs, placement tests in theory, keyboard and aural skills are required before credits can be transferred.

## Education Stream Requirements

### Primary and Secondary Music Teaching

Teaching in the public school system requires certification from the BC College of Teachers. Music classes in the Education Stream are designed to prepare students for B.Ed. programs. The number and type of these academic requirements vary for primary and secondary teachers and are subject to change from time to time. It is recommended students consult with their desired teacher education program to ensure they will meet the specific requirements for entry.

### Bachelor of Music in Jazz Studies Degree

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both

Percussion majors must have 3.0 credits of Percussion Ensemble in order to graduate. Placement in ENSJ courses will be determined by the department following an audition in the first week of classes. Breadth elective credits must include a minimum of 3.0 credits designated as Quantitative/Analytical.

Continuation requirements: Year 3 to 4: Successful completion of all third year JAZZ, PMI, and ENSJ courses with a cumulative GPA of 2.67 or better on these courses.

<b>Basis of Admission</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		66.00
<a href="#">JAZZ</a> Jazz Studies Diploma or equivalent transfer	66.00	
Credits		66.00
<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		10.50
<a href="#">JAZZ 172</a> Arranging I	1.50	
<a href="#">JAZZ 240</a> Form and Analysis	1.50	
<a href="#">JAZZ 370</a> Jazz Styles	1.50	
<a href="#">JAZZ 382</a> Jazz Improvisation V	1.50	
<a href="#">JAZZ 394</a> Small Ensemble V	1.50	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
<a href="#">PMI</a> Private Music Instruction at the 500 level	2.00	
<i>Choose 3.00 credits of electives:</i>		3.00
Breadth Elective from Arts and Sciences	3.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 322</a> Rhythmic Music Ensemble V	1.50	
<a href="#">ENSJ 341</a> Large Jazz Ensemble (A Band) V	1.50	
<a href="#">ENSJ 343</a> Large Jazz Ensemble (B Band) V	1.50	
<a href="#">ENSJ 345</a> Large Jazz Ensemble (C Band) V	1.50	
<a href="#">ENSJ 347</a> Percussion Ensemble V	1.50	

<b>Third Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSJ 361</a>	Jazz Choir (Nitecap) V	1.50	
<a href="#">ENSJ 363</a>	Jazz Choir (Capital Jazz) V	1.50	
<a href="#">ENSJ 365</a>	Vocal/Instrumental Ensemble V	1.50	
<a href="#">ENSJ 371</a>	Guitar/Bass Ensemble V	1.50	
Credits			15.00

<b>Third Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
<a href="#">JAZZ 241</a>	Counterpoint	1.50	
<a href="#">JAZZ 272</a>	Arranging II	1.50	
<a href="#">JAZZ 383</a>	Jazz Improvisation VI	1.50	
<a href="#">JAZZ 395</a>	Small Ensemble VI	1.50	
<a href="#">JAZZ 470</a>	World Music	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
<a href="#">PMI</a>	Private Music Instruction at the 600 level	2.00	

*Choose 3.00 credits of electives:* 3.00  
 Breadth Elective from Arts and Sciences 3.00

*Choose 1.50 credits from the following list:* 1.50

<a href="#">ENSJ 323</a>	Rhythmic Music Ensemble VI	1.50	
<a href="#">ENSJ 342</a>	Large Jazz Ensemble (A Band) VI	1.50	
<a href="#">ENSJ 344</a>	Large Jazz Ensemble (B Band) VI	1.50	
<a href="#">ENSJ 346</a>	Large Jazz Ensemble (C Band) VI	1.50	
<a href="#">ENSJ 348</a>	Percussion Ensemble VI	1.50	
<a href="#">ENSJ 362</a>	Jazz Choir (Nitecap) VI	1.50	
<a href="#">ENSJ 364</a>	Jazz Choir (Capital Jazz) VI	1.50	
<a href="#">ENSJ 366</a>	Vocal/Instrumental Ensemble VI	1.50	
<a href="#">ENSJ 372</a>	Guitar/Bass Ensemble VI	1.50	
Credits			15.00

<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
<a href="#">JAZZ 300</a>	20th Century Theory	3.00	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">JAZZ 410</a>	Conducting I	1.50	
<a href="#">JAZZ 494</a>	Small Ensemble VII	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
<a href="#">PMI</a>	Private Music Instruction at the 700 level	2.00	

*Choose 3.00 credits of electives:* 3.00  
 Breadth Elective from Arts and Sciences 3.00

*Choose 1.50 credits from the following list:* 1.50

<a href="#">ENSJ 347</a>	Percussion Ensemble V	1.50	
<a href="#">ENSJ 371</a>	Guitar/Bass Ensemble V	1.50	



<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSJ 422</a>	Rhythmic Music Ensemble VII	1.50	
<a href="#">ENSJ 441</a>	Large Jazz Ensemble (A Band) VII	1.50	
<a href="#">ENSJ 443</a>	Large Jazz Ensemble (B Band) VII	1.50	
<a href="#">ENSJ 445</a>	Large Jazz Ensemble (C Band) VII	1.50	
<a href="#">ENSJ 461</a>	Jazz Choir (Nitecap) VII	1.50	
<a href="#">ENSJ 463</a>	Jazz Choir (Capital Jazz) VII	1.50	
<a href="#">ENSJ 465</a>	Vocal/Instrumental Ensemble VII	1.50	
Credits			15.00

<b>Fourth Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
<a href="#">JAZZ 310</a>	Jazz Pedagogy	1.50	
<a href="#">JAZZ 411</a>	Conducting II	1.50	
<a href="#">JAZZ 460</a>	Commercial Relations in Music	1.50	
<a href="#">JAZZ 472</a>	Jazz Arranging IV	1.50	
<a href="#">JAZZ 495</a>	Small Ensemble VIII	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
<a href="#">PMI</a>	Private Music Instruction at the 800 level	2.00	
<i>Choose 3.00 credits of electives:</i>			3.00
Breadth Elective from Arts and Sciences		3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ 348</a>	Percussion Ensemble VI	1.50	
<a href="#">ENSJ 372</a>	Guitar/Bass Ensemble VI	1.50	
<a href="#">ENSJ 423</a>	Rhythmic Music Ensemble VIII	1.50	
<a href="#">ENSJ 442</a>	Large Jazz Ensemble (A Band) VIII	1.50	
<a href="#">ENSJ 444</a>	Large Jazz Ensemble (B Band) VIII	1.50	
<a href="#">ENSJ 446</a>	Large Jazz Ensemble (C Band) VIII	1.50	
<a href="#">ENSJ 462</a>	Jazz Choir (Nitecap) VIII	1.50	
<a href="#">ENSJ 464</a>	Jazz Choir (Capital Jazz) VIII	1.50	
<a href="#">ENSJ 466</a>	Vocal/Instrumental Ensemble VIII	1.50	
Credits			15.00
<b>Total Program Credits</b>			<b>126.00</b>

### **Bachelor of Music in Jazz Studies Degree - Education Stream**

Percussion majors must have 3.0 credits of Percussion Ensemble in order to graduate. Placement in ENSJ courses will be determined by the department following an audition in the first week of classes. A maximum of 4.0 credits of ENSM courses may be used as credit for the degree. Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.5 credits and therefore will graduate with more credits by the end of their program. Students who intend to continue into the B.Ed. Program (teacher training) at UBC must consult the UBC Faculty of Education Teacher Education Office to be sure their breadth elective choices meet the current requirements for either primary or secondary school teacher training programs. Breadth elective credits for the degree must include a minimum of 3.0 credits designated as Quantitative/Analytical.

Continuation requirements: Year 3 to 4: Successful completion of all third year JAZZ, PMI, and ENSJ courses with a cumulative GPA of 2.67 or better on these courses.

<b>Basis of Admission</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		66.00
<a href="#">JAZZ</a> Jazz Studies Diploma or transfer equivalent	66.00	
Credits		66.00

<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.50
<a href="#">JAZZ 172</a> Arranging I	1.50	
<a href="#">JAZZ 240</a> Form and Analysis	1.50	
<a href="#">JAZZ 382</a> Jazz Improvisation V	1.50	
<a href="#">JAZZ 394</a> Small Ensemble V	1.50	
<a href="#">JAZZ 410</a> Conducting I	1.50	
<a href="#">PMI</a> Private Music Instruction at the 500 level	2.00	
<i>Choose 3.00 credits of electives:</i>		3.00
Breadth Elective from Arts and Sciences	3.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 322</a> Rhythmic Music Ensemble V	1.50	
<a href="#">ENSJ 341</a> Large Jazz Ensemble (A Band) V	1.50	
<a href="#">ENSJ 343</a> Large Jazz Ensemble (B Band) V	1.50	
<a href="#">ENSJ 345</a> Large Jazz Ensemble (C Band) V	1.50	
<a href="#">ENSJ 347</a> Percussion Ensemble V	1.50	
<a href="#">ENSJ 361</a> Jazz Choir (Nitecap) V	1.50	
<a href="#">ENSJ 363</a> Jazz Choir (Capital Jazz) V	1.50	
<a href="#">ENSJ 365</a> Vocal/Instrumental Ensemble V	1.50	
<a href="#">ENSJ 371</a> Guitar/Bass Ensemble V	1.50	
<a href="#">ENSM 100</a> Choir Ensemble I	2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble I	2.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">MUS 210</a> Class Woodwinds I	1.50	
<a href="#">MUS 218</a> Class Brass	1.50	
Credits		15.50

<b>Third Year, Spring Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.50
<a href="#">JAZZ 241</a> Counterpoint	1.50	
<a href="#">JAZZ 272</a> Arranging II	1.50	
<a href="#">JAZZ 383</a> Jazz Improvisation VI	1.50	
<a href="#">JAZZ 395</a> Small Ensemble VI	1.50	
<a href="#">JAZZ 411</a> Conducting II	1.50	
<a href="#">PMI</a> Private Music Instruction at the 600 level	2.00	

<b>Third Year, Spring Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits of electives:</i>		3.00
Breadth Elective from Arts and Sciences	3.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 323</a> Rhythmic Music Ensemble VI	1.50	
<a href="#">ENSJ 342</a> Large Jazz Ensemble (A Band) VI	1.50	
<a href="#">ENSJ 344</a> Large Jazz Ensemble (B Band) VI	1.50	
<a href="#">ENSJ 346</a> Large Jazz Ensemble (C Band) VI	1.50	
<a href="#">ENSJ 348</a> Percussion Ensemble VI	1.50	
<a href="#">ENSJ 362</a> Jazz Choir (Nitecap) VI	1.50	
<a href="#">ENSJ 364</a> Jazz Choir (Capital Jazz) VI	1.50	
<a href="#">ENSJ 366</a> Vocal/Instrumental Ensemble VI	1.50	
<a href="#">ENSJ 372</a> Guitar/Bass Ensemble VI	1.50	
<a href="#">ENSM 150</a> Choir Ensemble II	2.00	
<a href="#">ENSM 160</a> Instrumental Ensemble II	2.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">MUS 211</a> Class Woodwinds II	1.50	
<a href="#">MUS 219</a> Class Percussion	1.50	
Credits		15.50
 <b>Fourth Year, Fall Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		11.50
<a href="#">JAZZ 370</a> Jazz Styles	1.50	
<a href="#">JAZZ 422</a> Instrumental Pedagogy (Secondary)	4.00	
<a href="#">JAZZ 423</a> Choral Pedagogy (Secondary)	4.00	
<a href="#">PMI</a> Private Music Instruction at the 700 level	2.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 347</a> Percussion Ensemble V	1.50	
<a href="#">ENSJ 371</a> Guitar/Bass Ensemble V	1.50	
<a href="#">ENSJ 422</a> Rhythmic Music Ensemble VII	1.50	
<a href="#">ENSJ 441</a> Large Jazz Ensemble (A Band) VII	1.50	
<a href="#">ENSJ 443</a> Large Jazz Ensemble (B Band) VII	1.50	
<a href="#">ENSJ 445</a> Large Jazz Ensemble (C Band) VII	1.50	
<a href="#">ENSJ 461</a> Jazz Choir (Nitecap) VII	1.50	
<a href="#">ENSJ 463</a> Jazz Choir (Capital Jazz) VII	1.50	
<a href="#">ENSJ 465</a> Vocal/Instrumental Ensemble VII	1.50	
<a href="#">ENSM 100</a> Choir Ensemble I	2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble I	2.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">MUS 210</a> Class Woodwinds I	1.50	
<a href="#">MUS 218</a> Class Brass	1.50	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">JAZZ 372</a> Arranging III	1.50	

<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">JAZZ 494</a>	Small Ensemble VII	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			16.00
<b>Fourth Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			5.00
<a href="#">JAZZ 310</a>	Jazz Pedagogy	1.50	
<a href="#">JAZZ 470</a>	World Music	1.50	
<a href="#">PMI</a>	Private Music Instruction at the 800 level	2.00	
<i>Choose 6.00 credits of electives:</i>			6.00
Breadth Electives from Arts and Sciences		6.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ 348</a>	Percussion Ensemble VI	1.50	
<a href="#">ENSJ 372</a>	Guitar/Bass Ensemble VI	1.50	
<a href="#">ENSJ 423</a>	Rhythmic Music Ensemble VIII	1.50	
<a href="#">ENSJ 442</a>	Large Jazz Ensemble (A Band) VIII	1.50	
<a href="#">ENSJ 444</a>	Large Jazz Ensemble (B Band) VIII	1.50	
<a href="#">ENSJ 446</a>	Large Jazz Ensemble (C Band) VIII	1.50	
<a href="#">ENSJ 462</a>	Jazz Choir (Nitecap) VIII	1.50	
<a href="#">ENSJ 464</a>	Jazz Choir (Capital Jazz) VIII	1.50	
<a href="#">ENSJ 466</a>	Vocal/Instrumental Ensemble VIII	1.50	
<a href="#">ENSM 150</a>	Choir Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">MUS 211</a>	Class Woodwinds II	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">JAZZ 472</a>	Jazz Arranging IV	1.50	
<a href="#">JAZZ 495</a>	Small Ensemble VIII	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			15.50
<b>Total Program Credits</b>			<b>128.50</b>

### Bachelor of Music in Jazz Studies Degree - Arranging/Composition

Percussion majors must have 3.0 credits of Percussion Ensemble in order to graduate. Placement in ENSJ courses will be determined by the department following an audition in the first week of classes. A maximum of 4.0 credits of ENSM courses may be used as credit for the degree. Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.5 credits and therefore will graduate with more credits by the end of their program. Breadth elective credits for the degree must include a minimum of 3.0 credits designated as Quantitative/Analytical.

Continuation requirements: Year 3 to 4: Successful completion of all third year JAZZ, PMI, and ENSJ courses with a cumulative GPA of 2.67 or better on these courses including a minimum B+ in PMI Composition, JAZZ 172, JAZZ 240, JAZZ 272, and JAZZ 241.

<b>Basis of Admission</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		66.00
<a href="#">JAZZ</a> Jazz Studies Diploma or equivalent transfer	66.00	
Credits		66.00

<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">JAZZ 172</a> Arranging I	1.50	
<a href="#">JAZZ 240</a> Form and Analysis	1.50	
<a href="#">JAZZ 370</a> Jazz Styles	1.50	
<a href="#">JAZZ 394</a> Small Ensemble V	1.50	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
<a href="#">PMI 544</a> Jazz Composition	2.00	
<i>Choose 3.00 credits of electives:</i>		3.00
Breadth Elective from Arts and Sciences	3.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 322</a> Rhythmic Music Ensemble V	1.50	
<a href="#">ENSJ 341</a> Large Jazz Ensemble (A Band) V	1.50	
<a href="#">ENSJ 343</a> Large Jazz Ensemble (B Band) V	1.50	
<a href="#">ENSJ 345</a> Large Jazz Ensemble (C Band) V	1.50	
<a href="#">ENSJ 347</a> Percussion Ensemble V	1.50	
<a href="#">ENSJ 361</a> Jazz Choir (Nitecap) V	1.50	
<a href="#">ENSJ 363</a> Jazz Choir (Capital Jazz) V	1.50	
<a href="#">ENSJ 365</a> Vocal/Instrumental Ensemble V	1.50	
<a href="#">ENSJ 371</a> Guitar/Bass Ensemble V	1.50	
<a href="#">ENSM 100</a> Choir Ensemble I	2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble I	2.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">JAZZ 382</a> Jazz Improvisation V	1.50	
<a href="#">MUS 210</a> Class Woodwinds I	1.50	
<a href="#">MUS 218</a> Class Brass	1.50	
Credits		15.00

<b>Third Year, Spring Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">JAZZ 241</a> Counterpoint	1.50	
<a href="#">JAZZ 272</a> Arranging II	1.50	
<a href="#">JAZZ 395</a> Small Ensemble VI	1.50	
<a href="#">JAZZ 470</a> World Music	1.50	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
<a href="#">PMI 644</a> Jazz Composition	2.00	
<i>Choose 3.00 credits of electives:</i>		3.00
Breadth Elective from Arts and Sciences	3.00	

<b>Third Year, Spring Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 323</a> Rhythmic Music Ensemble VI	1.50	
<a href="#">ENSJ 342</a> Large Jazz Ensemble (A Band) VI	1.50	
<a href="#">ENSJ 344</a> Large Jazz Ensemble (B Band) VI	1.50	
<a href="#">ENSJ 346</a> Large Jazz Ensemble (C Band) VI	1.50	
<a href="#">ENSJ 348</a> Percussion Ensemble VI	1.50	
<a href="#">ENSJ 362</a> Jazz Choir (Nitecap) VI	1.50	
<a href="#">ENSJ 364</a> Jazz Choir (Capital Jazz) VI	1.50	
<a href="#">ENSJ 366</a> Vocal/Instrumental Ensemble VI	1.50	
<a href="#">ENSJ 372</a> Guitar/Bass Ensemble VI	1.50	
<a href="#">ENSM 150</a> Choir Ensemble II	2.00	
<a href="#">ENSM 160</a> Instrumental Ensemble II	2.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">JAZZ 383</a> Jazz Improvisation VI	1.50	
<a href="#">MUS 211</a> Class Woodwinds II	1.50	
<a href="#">MUS 219</a> Class Percussion	1.50	
Credits		15.00
 <b>Fourth Year, Fall Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		9.50
<a href="#">JAZZ 300</a> 20th Century Theory	3.00	
<a href="#">JAZZ 372</a> Arranging III	1.50	
<a href="#">JAZZ 410</a> Conducting I	1.50	
<a href="#">JAZZ 494</a> Small Ensemble VII	1.50	
<a href="#">PMI 744</a> Jazz Composition	2.00	
<i>Choose 3.00 credits of electives:</i>		3.00
Breadth Elective from Arts and Sciences	3.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">JAZZ 382</a> Jazz Improvisation V	1.50	
<a href="#">MUS 210</a> Class Woodwinds I	1.50	
<a href="#">MUS 218</a> Class Brass	1.50	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ENSJ 347</a> Percussion Ensemble V	1.50	
<a href="#">ENSJ 371</a> Guitar/Bass Ensemble V	1.50	
<a href="#">ENSJ 422</a> Rhythmic Music Ensemble VII	1.50	
<a href="#">ENSJ 441</a> Large Jazz Ensemble (A Band) VII	1.50	
<a href="#">ENSJ 443</a> Large Jazz Ensemble (B Band) VII	1.50	
<a href="#">ENSJ 445</a> Large Jazz Ensemble (C Band) VII	1.50	
<a href="#">ENSJ 461</a> Jazz Choir (Nitecap) VII	1.50	
<a href="#">ENSJ 463</a> Jazz Choir (Capital Jazz) VII	1.50	
<a href="#">ENSJ 465</a> Vocal/Instrumental Ensemble VII	1.50	
<a href="#">ENSM 100</a> Choir Ensemble I	2.00	

<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSM 110</a>	Instrumental Ensemble I	2.00	
Credits			15.50
<b>Fourth Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.50
<a href="#">JAZZ 310</a>	Jazz Pedagogy	1.50	
<a href="#">JAZZ 411</a>	Conducting II	1.50	
<a href="#">JAZZ 460</a>	Commercial Relations in Music	1.50	
<a href="#">JAZZ 472</a>	Jazz Arranging IV	1.50	
<a href="#">JAZZ 495</a>	Small Ensemble VIII	1.50	
<a href="#">PMI 844</a>	Jazz Composition	2.00	
<i>Choose 3.00 credits of electives:</i>			3.00
Breadth Elective from Arts and Sciences		3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ 348</a>	Percussion Ensemble VI	1.50	
<a href="#">ENSJ 372</a>	Guitar/Bass Ensemble VI	1.50	
<a href="#">ENSJ 423</a>	Rhythmic Music Ensemble VIII	1.50	
<a href="#">ENSJ 442</a>	Large Jazz Ensemble (A Band) VIII	1.50	
<a href="#">ENSJ 444</a>	Large Jazz Ensemble (B Band) VIII	1.50	
<a href="#">ENSJ 446</a>	Large Jazz Ensemble (C Band) VIII	1.50	
<a href="#">ENSJ 462</a>	Jazz Choir (Nitecap) VIII	1.50	
<a href="#">ENSJ 464</a>	Jazz Choir (Capital Jazz) VIII	1.50	
<a href="#">ENSJ 466</a>	Vocal/Instrumental Ensemble VIII	1.50	
<a href="#">ENSM 150</a>	Choir Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">JAZZ 383</a>	Jazz Improvisation VI	1.50	
<a href="#">MUS 211</a>	Class Woodwinds II	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			15.50
<b>Total Program Credits</b>			<b>127.00</b>

## Faculty

M. ALLEN	BMus (McGill), MMus (NYU)
M.J. BISCHOFF	MMus (Georgia State)
G. BOYLE	
J. BURROWS	BFA (SFU), MMus (U of Oregon), PhD (SFU)
B. COON	
K. ELASCHUK	
D. ESSON	BMus, MMus (UBC)
K. HAMMETT VAUGHN	

S. KALDESTAD	BMus, MMus (McGill)
L. KELLETT	BMus (UBC)
J. KORSRUD	BMus (UBC)
I. KUKURUDZA	BMus (Capilano)
A. LACHANCE	
S. MADDOCK	MMus (York)
C. MAKELA	
R. MAROIS	BMus (Laval)
A. MATHESON	BMus (Northwestern)
R. McKENZIE	BMus, MMus (UBC)
G. McNAB	BMus, MMus (UBC)
L. MOLLERUP	BMus (UBC), Med (SFU)
L. MILLER	BMus (U of Alberta), MA (San Francisco State), DMA (UBC)
B. PACK	BMus, MMus (UBC)
J. PROZNICK	BMus (McGill), MEd (SFU)
D. RADTKE	BMus (Capilano)
D. ROBBINS	BMus, MMus (McGill)
R. SAMWORTH	
C. SIGERSON	
B. TURNER	BMus (Western Washington), MMus (North Texas)
D. VAN DER SCHYFF	MA (SFU), MA (Sheffield)

## Contact

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## MUSIC DIPLOMA PROGRAM

### General Information

Capilano University offers five music programs: a two-year Diploma in Music (Classical Music), a two-year Diploma in Jazz Studies, a one-year Conducting in Music certificate, a four-year Bachelor of Music (Jazz Studies) and a four-year Bachelor of Music Therapy.

The Diploma in Music program provides a rich learning environment, which nurtures the artistic and creative potential within each student. The program integrates theoretical, historical and performance studies, offering concentrations in piano, voice, guitar, strings, woodwinds, brass, percussion and composition. Students



benefit from frequent recitals and masterclasses on their primary instrument, allowing them to develop confidence and self-expression in performance. Small class sizes with innovative and creative teaching enhance the students' educational experience and prepare them for a wide array of professions in the music field. Participation in the university's award-winning choir allows for concert and touring opportunities, while developing ensemble skills and rehearsal techniques. This two-year Diploma is transferable toward a Bachelor of Music Degree and also provides the foundation for further studies in Music Therapy, Music Education and the Liberal Arts. All courses in the Diploma in Music program are transferable to the School of Music at the University of British Columbia and to the Faculty of Music at the University of Victoria. Capilano University students have also received transfer credit to the following universities: Alberta, Brandon, Calgary, Carleton, Dalhousie, Guelph, Lethbridge, Manitoba, McGill, Regina, Simon Fraser, Toronto, Western Ontario, Western Washington and York.

For more information, please see [www.capilanou.ca/music](http://www.capilanou.ca/music)

## **Career Opportunities**

Graduates of the program who have pursued further studies have successfully developed rewarding careers in the following fields: Elementary, Secondary and Post-Secondary Education, Private Music Instruction, Conducting, Composition, Musicology, Performance (Voice and Instrumental), Music Therapy, Music Criticism and Music Publishing.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three academic Grade 12 courses.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Audition, theory test, ear test, interview.

## **Admission/Application Notes**

Applicants planning to enrol in any Arts and Sciences English course at Capilano University must take Capilano University's English Diagnostic Test (EDT), or the Language Proficiency Index (LPI), which is given through Paragon Testing Enterprises. For more information, see the [English department](#) website for test dates and times. As some students may be exempt from this requirement, please review the Registration section of the University calendar.

## **Audition Requirements**

All students planning to enter the Diploma in Music program must audition. This process includes performance of repertoire, an ear test, an interview and a theory exam. Applicants must demonstrate a thorough and fluent knowledge of the fundamentals of music (Rudiments).

Auditions are held in January through May. Space permitting, auditions for late applicants are also held in August. Due to enrolment demands and to be eligible for entrance scholarships, applicants are strongly advised to schedule their audition as early as possible. To schedule an audition please contact the music office at 604 984 4951 or e-mail [music@capilanou.ca](mailto:music@capilanou.ca).

The audition process consists of the following four parts:

## 1. **Repertoire**

Applicants must perform two contrasting selections, preferably by memory and not to exceed 15 minutes. One copy of each selection must be provided for the audition committee. A list of repertoire studied within the last two years and a letter of reference from the applicant's current teacher should be presented at the audition, if possible. Where an accompanist is needed, it is suggested the applicant provide his or her own pianist or perform without accompaniment (an accompanist provided by the University may be available on certain audition dates).

Sight-Reading may be required at the discretion of the audition committee.

Performance Level Required:

- Piano: Royal Conservatory of Music Grade Ten or equivalent.

Applicants below this level may enrol in a preparatory year.

- Voice: There is no specific grade level required. An ability to perform in a language other than English is an advantage, but not required.
- Wind/Brass/Strings/Guitar/Percussion: Royal Conservatory of Music Grade Six or equivalent.

The above grade levels are approximate guidelines and those applicants who are below the indicated level and demonstrate good potential for future growth and development will be given consideration.

## 2. **Musicianship Skills Assessment**

- a) Tap or clap a short rhythmic excerpt
- b) Identify intervals within an octave (ascending and descending)
- c) Identify chords (major, minor, dominant and diminished sevenths in root position)
- d) Pitch Matching (match one to three pitches with the voice after being heard on the piano)

## 3. **Interview**

Applicants will be asked about their musical background and future music, career and personal goals.

## 4. **Theory Exam**

Applicants must demonstrate a thorough and fluent knowledge of the fundamentals of music (pitch, key signatures, scales, rhythm, intervals, chords, transposition and musical terms).

Applicants who have successfully completed the Royal Conservatory of Music Grade Two Rudiments Exam will be granted exemption however are required to bring a copy of their RCM certificate to the audition.

Those applicants who do not successfully pass the Theory Exam may enrol in PMI 060 (Musicianship Skills Training).

## **How to Apply**

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Music Diploma

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both

First year students with a low result on the Theory Placement Exam may enroll in PMI 060/061 in order to provide supplemental instruction to MUS 100/112 OR to prepare for entry into MUS 100/112 in their second year. Please note that PMI 060/061 credits cannot be counted toward completion of the Music Diploma and must be taken in addition to the required courses.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		10.50
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">MUS 100</a> Theory I	3.00	
<a href="#">MUS 112</a> Ear Training and Sight Singing I	1.50	
<a href="#">MUS 120</a> Music History I	3.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">PMI</a> Private Music Instruction - Concentration Instrument 100-Level	2.00	
<a href="#">WMPI 100</a> World Music Private Instruction	2.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">ENSM 100</a> Choir Ensemble I	2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble I	2.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">MUS 114</a> Class Piano I	1.00	
<a href="#">PMI</a> Private Music Instruction - Secondary Instrument 100-Level	1.00	
<a href="#">WMPI 150</a> World Music Private Instruction Secondary	1.00	
Credits		15.50
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		10.50
<a href="#">ENGL</a> English 100 level or higher	3.00	
<a href="#">MUS 101</a> Theory II	3.00	
<a href="#">MUS 113</a> Ear Training and Sight Singing II	1.50	
<a href="#">MUS 121</a> Music History II	3.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI</a>	Private Music Instruction - Concentration Instrument 200-Level	2.00	
<a href="#">WMPI 200</a>	World Music Private Instruction	2.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSM 150</a>	Choir Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">MUS 115</a>	Class Piano II	1.00	
<a href="#">PMI</a>	Private Music Instruction - Secondary Instrument 200-Level	1.00	
<a href="#">WMPI 250</a>	World Music Private Instruction Secondary	1.00	
Credits			15.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
<a href="#">MUS 200</a>	Theory III	3.00	
<a href="#">MUS 212</a>	Ear Training and Sight Singing III	1.50	
<a href="#">MUS 220</a>	Music History III	3.00	
Elective 100 level or higher - excluding COND, ENSJ, ENSM, JAZZ, MUS, PMI and WMPI		3.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI</a>	Private Music Instruction - Concentration Instrument 300-Level	2.00	
<a href="#">WMPI 300</a>	World Music Private Instruction	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">MUS 214</a>	Class Piano III	1.00	
<a href="#">PMI</a>	Private Music Instruction - Secondary Instrument 300-Level	1.00	
<a href="#">WMPI 350</a>	World Music Private Instruction Secondary	1.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSM 200</a>	Choir Ensemble III	2.00	
<a href="#">ENSM 210</a>	Instrumental Ensemble III	2.00	
Credits			15.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
<a href="#">MUS 201</a>	Theory IV	3.00	
<a href="#">MUS 213</a>	Ear Training and Sight Singing IV	1.50	
<a href="#">MUS 221</a>	Music History IV	3.00	
Elective 100 level or higher - excluding COND, ENSJ, ENSM, JAZZ, MUS, PMI and WMPI		3.00	

<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">PMI</a> Private Music Instruction - Concentration Instrument 400-Level	2.00	
<a href="#">WMPI 400</a> World Music Private Instruction	2.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">MUS 215</a> Class Piano IV	1.00	
<a href="#">PMI</a> Private Music Instruction - Secondary Instrument 400-Level	1.00	
<a href="#">WMPI 450</a> World Music Private Instruction Secondary	1.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">ENSM 250</a> Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a> Instrumental Ensemble IV	2.00	
Credits		15.50
<b>Voice concentrators are required to take MUS 122 &amp; 123 in the year it is offered. These courses are 2 credits in total. Voice concentrators will graduate with 64.00 credits in total.</b>		
<i>Choose from the following list:</i>		0.00
<a href="#">MUS 122</a> Lyric Diction I	1.00	
<a href="#">MUS 123</a> Lyric Diction II	1.00	
Credits		0.00
<b>Total Program Credits</b>		<b>62.00</b>

## Music Diploma - Music Therapy Course Stream

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall	Both
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.50
<a href="#">ENGL 100</a> Academic Writing Strategies		3.00	
<a href="#">MUS 100</a> Theory I		3.00	
<a href="#">MUS 112</a> Ear Training and Sight Singing I		1.50	
<a href="#">MUS 120</a> Music History I		3.00	
<a href="#">PMI</a> Private Music Instruction - Concentration Instrument 100-Level		2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">MUS 114</a> Class Piano I		1.00	
<a href="#">PMI</a> Private Music Instruction - Secondary Instrument 100-Level		1.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSM 100</a> Choir Ensemble I		2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble I		2.00	
Credits			15.50

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.50
<a href="#">MUS 101</a>	Theory II	3.00	
<a href="#">MUS 113</a>	Ear Training and Sight Singing II	1.50	
<a href="#">MUS 121</a>	Music History II	3.00	
<a href="#">PMI</a>	Private Music Instruction - Concentration Instrument 200-Level	2.00	
<a href="#">PSYC 100</a>	Introduction to Psychology I	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ENGL 103</a>	Studies in Contemporary Literature	3.00	
<a href="#">ENGL 104</a>	Contemporary Fiction	3.00	
<a href="#">ENGL 105</a>	Contemporary Poetry	3.00	
<a href="#">ENGL 106</a>	Contemporary Drama	3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">MUS 115</a>	Class Piano II	1.00	
<a href="#">PMI</a>	Private Music Instruction - Secondary Instrument 200-Level	1.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSM 150</a>	Choir Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
Credits			18.50

**It is recommended that students take PSYC101 during the summer between second and third terms**

		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
<a href="#">PSYC 101</a>	Introduction to Psychology II	3.00	
Credits			3.00

**Third Term**

		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			13.50
<a href="#">BIOL 104</a>	Human Biology	4.00	
<a href="#">MUS 200</a>	Theory III	3.00	
<a href="#">MUS 212</a>	Ear Training and Sight Singing III	1.50	
<a href="#">MUS 220</a>	Music History III	3.00	
<a href="#">PMI</a>	Private Music Instruction - Concentration Instrument 300-Level	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">MUS 214</a>	Class Piano III	1.00	
<a href="#">PMI</a>	Private Music Instruction - Secondary Instrument 300-Level	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">PSYC 200</a>	Social Psychology	3.00	
<a href="#">PSYC 203</a>	History of Psychology	3.00	
<a href="#">PSYC 204</a>	Child Development	3.00	

<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PSYC 205</a>	Adult Development and Aging	3.00	
<a href="#">PSYC 206</a>	Adolescent Psychology	3.00	
<a href="#">PSYC 220</a>	Theories of Personality	3.00	
<a href="#">PSYC 225</a>	Biopsychology of Behaviour	3.00	
<a href="#">PSYC 230</a>	Cognitive Psychology	3.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSM 200</a>	Choir Ensemble III	2.00	
<a href="#">ENSM 210</a>	Instrumental Ensemble III	2.00	
Credits			19.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.50
<a href="#">MUS 201</a>	Theory IV	3.00	
<a href="#">MUS 213</a>	Ear Training and Sight Singing IV	1.50	
<a href="#">MUS 221</a>	Music History IV	3.00	
<a href="#">PMI</a>	Private Music Instruction - Concentration Instrument 400-Level	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">MUS 215</a>	Class Piano IV	1.00	
<a href="#">PMI</a>	Private Music Instruction - Secondary Instrument 400-Level	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">PSYC 200</a>	Social Psychology	3.00	
<a href="#">PSYC 203</a>	History of Psychology	3.00	
<a href="#">PSYC 204</a>	Child Development	3.00	
<a href="#">PSYC 205</a>	Adult Development and Aging	3.00	
<a href="#">PSYC 206</a>	Adolescent Psychology	3.00	
<a href="#">PSYC 220</a>	Theories of Personality	3.00	
<a href="#">PSYC 225</a>	Biopsychology of Behaviour	3.00	
<a href="#">PSYC 230</a>	Cognitive Psychology	3.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSM 250</a>	Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a>	Instrumental Ensemble IV	2.00	
Credits			15.50
<b>Voice concentrators are required to take MUS 122 &amp; 123 in the year it is offered. These courses are 2 credits in total. Voice concentrators will graduate with 74.00 credits in total</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
<a href="#">MUS 122</a>	Lyric Diction I	1.00	
<a href="#">MUS 123</a>	Lyric Diction II	1.00	
Credits			0.00
<b>Total Program Credits</b>			<b>72.00</b>

## Graduation Requirements

The complete program requirements must be successfully completed to receive a Diploma in Music.

### Faculty

M. ARMANINI	ARCT (Toronto), BMus, MMus, (UBC)
J. BERKMAN	BMus (Oberlin), MMus, (Julliard)
N. BOHNA	BMus, MMus (UBC)
S. BOSWELL	ARCM (Royal College of Music, London)
G. BOYLE	
M. CHERNOFF	BMus (UBC), MMus (Boston U)
M. D'ANGELO	BMus (Brandon), MMus (McGill)
S. DENROCHE	BMus (UBC)
N. DINOVO	BMus, MMus, (Toronto)
D. ESSON	BMus., MMus. (UBC)
L. FALLS	ARCT (Toronto), BMus, MMus (UBC)
B. FEDORUK	BMus (UBC)
W. GRANT	BMus (Leth.), MA, PhD (UVic)
H. HAY	BMus (Queen's), MMus (San Francisco Conserv.)
P. HODGINS	BMus (UBC)
P. HUTTER	BMus, Perf. Cert. (Eastman)
L. KAARIO	BMus (UBC), MMus (WWU)
D. MCCOY	BMus, MMus, (UBC)
G. MCNAB	BMus, MMus (UBC)
K. MOORE	BMus (UBC)
N. NICHOLSON	
D. OVERGAARD	BMus, MMus (UBC), DMA (USC)
H. PAWSEY	BMus (UBC)
G. RAMSBOTTOM	Principal Clarinet, CBC Vancouver Orchestra
S. REBANE	MMus (Kentucky)
G. ROBERTS	BMus (UBC), <b>Coordinator</b>
I. ROLAND	BMus (UVic), MMus (Cleveland Institute)
R. ROZANSKI	DMA (UBC)
D. VANDEREYK	BMus, MMus (UBC)
S. WOODYARD	BMus (UVic)

If you would like more information, please see our Faculty biographies online at [www.capilano.ca/music/Faculty](http://www.capilano.ca/music/Faculty).

### Contact

Diploma in Music Program

Capilano University  
2055 Purcell Way



North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4951  
Fax: 604.983.7559  
E-mail: [music@capilanou.ca](mailto:music@capilanou.ca)

Music Department Reception  
Phone: 604.984.4951  
Fax: 604.983.7559  
E-mail: [music@capilanou.ca](mailto:music@capilanou.ca)

George Roberts, Coordinator  
Phone: 604.986.1911, local 2319  
Fax: 604.983.7559  
E-mail: [groberts@capilanou.ca](mailto:groberts@capilanou.ca)  
[www.capilanou.ca/music/](http://www.capilanou.ca/music/)

## **THEATRE PROGRAMS**

### **General Information**

The Theatre department offers two three-year diploma performance programs, a two-year diploma in Technical Theatre and a one-year certificate program through the Theatre Institute.

- [Acting for Stage and Screen Certificate](#)
- [Acting for Stage and Screen Diploma](#)
- [Musical Theatre Diploma](#)
- [Technical Theatre Diploma](#)
- [Theatre Institute Certificate](#)

The Theatre department also has openings in some of its Theatre history courses for non-theatre students.

For more information, please see [www.capilanou.ca/theatre](http://www.capilanou.ca/theatre)

### **Mission and Goals**

The Theatre department and its production company are committed to inspire bold, passionate and dedicated exploration of the art of performance and entertainment technology. We embrace the values of collaboration, discovery and the pursuit of excellence through practical skills taught in a variety of professional environments. Our highest aim is to graduate dedicated and ethical artists who will contribute positively to the Canadian and global entertainment industries.

### **Facilities**

Performance classes are held in the Arbutus Studio adjacent to the BlueShore Financial Centre for the Performing Arts, which houses the department's season of plays. The Centre is complete with a rehearsal hall, changing rooms, technical workshops, a fly-tower, and a 372-seat house.

Students in the Theatre department enjoy exceptional access to these facilities and assist in running the theatres in a hands-on educational experience.

## Productions

Each year, the Capilano University Theatre department produces a season of full length plays in the BlueShore Financial Centre for the Performing Arts. These productions also offer students practical experience in technical theatre and design, as well as exposure to guest directors and designers. Students may participate in productions by registering in a practicum course. **Students who wish to participate in productions should not register in any courses which are scheduled Monday - Friday, 5:30 - 10:30 p.m. or Saturdays, 10:00 a.m. - 6:00 p.m.**

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
2055 Purcell Way, North Vancouver, B.C.  
V7J 3H5  
Phone: 604.984.4900  
Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Acting for Stage and Screen Diploma Program

### General Information

The diploma in Acting for Stage and Screen provides three years of integrated training in acting for theatre, film and television. The goal is to provide each student with the skills necessary to begin a professional acting career in live theatre, television and film. The first year is comprehensive and introduces students to acting, improvisation, technical basics, history, and analysis for both the stage and screen. In the second and third years of the program students study directing and increasingly specialize in performance and professional skills. Upon graduation, students will have developed the actor's instrument of voice and body, learned text interpretation, and the scale of delivery for film, television and stage. Students will have performed in safe classroom environments, student produced theatre and film projects, and Theatre Department productions. Students will have met with professionals for master classes and assessment, and will have developed audition material and a résumé. This training will prepare them to enter the industry.

### Acting for Stage and Screen Program Goals

The Acting for Stage and Screen Program provides a thorough grounding in the skills required to create, direct and act in a variety of styles with a focus on performance for stage and screen.

### Non-Theatre Students

The Theatre department also has openings in some of its Theatre history courses for non-theatre students.

### Transfer Credit

Please consult the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for the most recent transfer information. Students may have to audition for placement in other programs, and should consult with the specific institution regarding these requirements.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and audition

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Acting for Stage and Screen Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time

In some circumstances, with prior permission from the department, a student may substitute ASAS 190-195 and/or ASAS 290-295 to substitute for other required courses.

Continuation Requirements:

Advancement to 2nd Year (Term Three): Continuation in this program is through a competitive process and is determined by a department selection committee and is based on:

- A minimum cumulative GPA of 2.67 in Terms I and II plus successful completion of all coursework required in Year One of the program profile to qualify for an audition.
- An audition
- Professional Behavior Reports.

Advancement to 3rd Year (Term Five): Continuation in this program is through a competitive process and is determined by a department selection committee and is based on:

- A minimum cumulative GPA of 2.67 in Terms III and IV plus successful completion of all coursework required in Year Two of the program profile to qualify for an audition.
- An audition

- Professional Behavior Reports.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">ACTR 100</a> Acting I	3.00	
<a href="#">ASAS 105</a> Voice and Movement for the Actor I	1.50	
<a href="#">ASAS 110</a> Screen Acting I	3.00	
<a href="#">ASAS 120</a> Elements of Performance History I	3.00	
<a href="#">ENGL 100</a> Academic Writing Strategies	3.00	
<a href="#">THTR 160</a> Technical Theatre Fundamentals	3.00	
Credits		16.50
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ACTR 101</a> Acting II	3.00	
<a href="#">ASAS 114</a> The Screen Actor's Process I	1.50	
<a href="#">ASAS 115</a> Voice for the Actor I	1.50	
<a href="#">ASAS 116</a> Movement for the Actor I	1.50	
<a href="#">ASAS 161</a> Ensemble Projects for the Stage I	3.00	
<a href="#">ASAS 162</a> Screen Projects I	1.50	
University Transferable Elective	3.00	
Credits		15.00
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">ACTR 200</a> Acting III	3.00	
<a href="#">ASAS 208</a> Performance I	2.00	
<a href="#">ASAS 214</a> The Screen Actor's Process II	1.50	
<a href="#">ASAS 215</a> Voice for the Actor II	1.50	
<a href="#">ASAS 216</a> Movement for the Actor II	1.50	
<a href="#">ASAS 260</a> Analysis for Directing and Design	3.00	
<a href="#">FILM 251</a> Film Crafts for Actors	3.00	
<a href="#">PMTI 102</a> Private Music/Theatre Instruction - I	1.00	
Credits		16.50
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		17.50
<a href="#">ACTR 201</a> Acting IV	3.00	
<a href="#">ASAS 210</a> Screen Acting II	3.00	
<a href="#">ASAS 220</a> Elements of Performance History II	3.00	
<a href="#">ASAS 225</a> Voice for the Actor III	1.50	
<a href="#">ASAS 226</a> Movement for the Actor III	1.50	
<a href="#">ASAS 261</a> Ensemble Projects for the Stage II	3.00	

<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ASAS 262</a>	Screen Projects II	1.50	
<a href="#">PMTI 103</a>	Private Music/Theatre Instruction - II	1.00	
Credits			17.50
<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			19.00
<a href="#">ACTR 304</a>	Special Skills for the Performer I	3.00	
<a href="#">ASAS 218</a>	Musical Theatre for Actors - Voice	1.50	
<a href="#">ASAS 219</a>	Musical Theatre for Actors - Dance	1.50	
<a href="#">ASAS 329</a>	Theatre Performance	3.50	
<a href="#">ASAS 341</a>	The Screen Actor's Process III	4.00	
<a href="#">ASAS 370</a>	The Actor's Business	1.50	
<a href="#">FILM 250</a>	Story and Screenplay	3.00	
<a href="#">PMTI 202</a>	Private Music/Theatre Instruction - III	1.00	
Credits			19.00
<b>Sixth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.50
<a href="#">ACTR 305</a>	Special Skills for the Performer II	3.00	
<a href="#">ASAS 302</a>	Graduation Showcase	2.00	
<a href="#">ASAS 321</a>	Conceptual Approaches I	1.50	
<a href="#">ASAS 329</a>	Theatre Performance	Continued	
<a href="#">ASAS 340</a>	The Actor's Kit	1.50	
<a href="#">ASAS 362</a>	Screen Projects III	3.00	
<a href="#">FILM 321</a>	Conceptual Approaches II	1.50	
<a href="#">FILM 328</a>	Performance IV: Film Production	2.00	
<a href="#">PMTI 203</a>	Private Music/Theatre Instruction - IV	1.00	
Credits			15.50
<b>Total Program Credits</b>			<b>100.00</b>

## Acting for Stage and Screen Certificate Program

### General Information

The certificate in Acting for Stage and Screen provides one year of comprehensive training in acting, improvisation, technical basics, history and analysis for both stage and screen. The certificate is for students who want to work towards a university degree, applying their theatre skills to further study in arts or education faculties. Certificate and diploma students share classes and performance opportunities. Upon graduation, certificate students may apply for the diploma program or may transfer to the University's Arts and Sciences, and could complete an Associate of Arts degree.

### Acting for Stage and Screen Program Goals

The Acting for Stage and Screen Program provides a thorough grounding in the skills required to create, direct and act in a variety of styles with a focus on performance for stage and screen.

## Non-Theatre Students

The Theatre department also has openings in some of its Theatre history courses for non-theatre students.

## Transfer Credit

Please consult the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for the most recent transfer information. Students may have to audition for placement in other programs, and should consult with the specific institution regarding these requirements.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and audition

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Acting for Stage and Screen Certificate

This program does not accept applications. However, Acting for Stage & Screen students can contact the department for more information about earning this credential. In some circumstances, with permission of the department, a student may use ASAS 190-195 and ASAS 290-295 to substitute for other required courses.

First Term		Course Credits	Required Credits
			16.50
<i>Required:</i>			
<a href="#">ACTR 100</a>	Acting I	3.00	
<a href="#">ASAS 105</a>	Voice and Movement for the Actor I	1.50	
<a href="#">ASAS 110</a>	Screen Acting I	3.00	
<a href="#">ASAS 120</a>	Elements of Performance History I	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">THTR 160</a>	Technical Theatre Fundamentals	3.00	

First Term	Course Credits	Required Credits
Credits		16.50
Second Term	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">ACTR 101</a> Acting II	3.00	
<a href="#">ASAS 114</a> The Screen Actor's Process I	1.50	
<a href="#">ASAS 115</a> Voice for the Actor I	1.50	
<a href="#">ASAS 116</a> Movement for the Actor I	1.50	
<a href="#">ASAS 161</a> Ensemble Projects for the Stage I	3.00	
<a href="#">ASAS 162</a> Screen Projects I	1.50	
University Transferable Elective	3.00	
Credits		15.00
<b>Total Program Credits</b>		<b>31.50</b>

## Musical Theatre Diploma Program

### General Information

The Musical Theatre diploma program provides three years of comprehensive training in acting, dancing, singing, theatre history and criticism, technical theatre, acting for television and film, and the practical application of those skills in performance situations. The goal of this program is to provide each student with the skills necessary to begin a professional career in acting and musical theatre. Students will be expected to audition for all the department productions, as well as perform in their own studio productions every term. Upon graduation, students will have successfully participated in all of the required courses and performances, produced their own shows, and studied with theatre professionals who assess their progress.

### Musical Theatre Program Goals

The Musical Theatre program provides a thorough grounding in the skills required to sing, act and dance in a variety of styles with a focus on performance in musical theatre.

### Transfer Credit

Please consult the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for the most recent information. Students may have to audition for placement in other programs, and should consult with the specific institution regarding these requirements.

### Information for Prospective Students

1. Contact the School of Visual and Performing Arts (604.984.4911) before the end of March for an information package which describes the application process. Late applicants will be considered if space permits.
2. Make an appointment through the School of Visual and Performing Arts in March for auditions, which are held in late April/early May. Auditions requirements will be included in your information package.
3. Students are required to take an English Diagnostic Test before registering in any Theatre programs.
4. Students interested in early auditions in January for the following September intake should obtain a letter from a drama teacher or a theatre professional. Applications for early auditions are accepted in the School of Visual and Performing Arts until early December.

5. Diploma students should pre-register once they successfully complete the audition process.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Audition and Interview

## How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano University, Birch building, room 230  
 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

## Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

## Musical Theatre Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Full-Time

Continuation Requirements:

Advancement to 2nd Year (Term Three): Continuation in this program is through a competitive process and is determined by a department selection committee and is based on:

- A minimum cumulative GPA of 2.67 in Terms I and II plus successful completion of all coursework required in Year One of the program profile to qualify for an audition.
- An audition
- Professional Behavior Reports.

Advancement to 3rd Year (Term Five): Continuation in this program is through a competitive process and is determined by a department selection committee and is based on:

- A minimum cumulative GPA of 2.67 in Terms III and IV plus successful completion of all coursework required in Year Two of the program profile to qualify for an audition.
- An audition
- Professional Behavior Reports.



<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">ACTR 100</a>	Acting I	3.00	
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">MUS 124</a>	Musicianship Fundamentals I	2.00	
<a href="#">MUTH 116</a>	Musical Theatre I	3.00	
<a href="#">MUTH 170</a>	Dance for Musical Theatre I	3.00	
<a href="#">PMTI 100</a>	Private Musical Theatre Instruction - Voice I	1.00	
<a href="#">THTR 160</a>	Technical Theatre Fundamentals	3.00	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ACTR 101</a>	Acting II	3.00	
<a href="#">MUS 125</a>	Musicianship Fundamentals II	2.00	
<a href="#">MUTH 117</a>	Musical Theatre II	3.00	
<a href="#">MUTH 127</a>	Elements of Theatre for Musical Theatre	3.00	
<a href="#">MUTH 171</a>	Dance for Musical Theatre II	3.00	
<a href="#">PMTI 101</a>	Private Musical Theatre Instruction - Voice II	1.00	
Credits			15.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.00
<a href="#">ACTR 200</a>	Acting III	3.00	
<a href="#">MUTH 208</a>	Performance Project I	3.00	
<a href="#">MUTH 210</a>	Acting for Film and Television I	3.00	
<a href="#">MUTH 216</a>	Musical Theatre III	3.00	
<a href="#">MUTH 270</a>	Dance for Musical Theatre III	3.00	
<a href="#">PMTI 200</a>	Private Musical Theatre Instruction - Voice III	1.00	
Credits			16.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.00
<a href="#">ACTR 201</a>	Acting IV	3.00	
<a href="#">MUTH 209</a>	Performance Project II	3.00	
<a href="#">MUTH 211</a>	Acting for Film and Television II	3.00	
<a href="#">MUTH 217</a>	Musical Theatre IV	3.00	
<a href="#">MUTH 271</a>	Dance for Musical Theatre IV	3.00	
<a href="#">PMTI 201</a>	Private Musical Theatre Instruction - Voice IV	1.00	
Credits			16.00

<b>Fifth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ACTR 304</a> Special Skills for the Performer I	3.00	
<a href="#">MUTH 308</a> Performance Project III	3.00	
<a href="#">MUTH 316</a> Musical Theatre V	3.00	
<a href="#">MUTH 318</a> Ensemble Voice for Musical Theatre I	2.00	
<a href="#">MUTH 370</a> Dance for Musical Theatre V	3.00	
<a href="#">PMTI 300</a> Private Musical Theatre Instruction - Voice V	1.00	
Credits		15.00
<b>Sixth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		17.00
<a href="#">ACTR 305</a> Special Skills for the Performer II	3.00	
<a href="#">MUTH 302</a> Graduation Showcase	2.00	
<a href="#">MUTH 309</a> Performance Project IV	3.00	
<a href="#">MUTH 317</a> Musical Theatre VI	3.00	
<a href="#">MUTH 319</a> Ensemble Voice for Musical Theatre II	2.00	
<a href="#">MUTH 371</a> Dance for Musical Theatre VI	3.00	
<a href="#">PMTI 301</a> Private Musical Theatre Instruction - Voice VI	1.00	
Credits		17.00
<b>Total Program Credits</b>		<b>97.00</b>

## Technical Theatre Diploma Program

### General Information

The Technical Theatre diploma program at Capilano University prepares graduates to work behind the scenes in the live entertainment industry and some areas of the film and television industry. This two-year program offers practical, hands-on training in lighting, painting, props, sound, set construction and stage management.

Our graduates are currently working for theatre companies, festivals, scene shops, special events, and lighting and sound companies. Some are also working in the film and television industry as grips, carpenters, painters and props people.

### Technical Theatre Goals

The Technical Theatre program provides a thorough grounding in technical production skills required by a variety of entertainment media.

### Facilities

Performance classes are held in the Arbutus Studio adjacent to the BlueShore Financial Centre for the Performing Arts, which houses the department's season of plays. The Centre is complete with a rehearsal hall, changing rooms, technical workshops, a fly-tower, and a 372-seat house.

Theatre students enjoy exceptional access to these facilities and assist in running the theatres in a hands-on, educational experience.

The Theatre department produces a series of plays in which students work in settings simulating professional conditions. The goal is to foster professional discipline and to provide opportunities for students to practise skills learned in the classroom.

Faculty and professional guest artists are the directors and designers for the plays produced by the Theatre department in the BlueShore Financial Centre for the Performing Arts. Shows in this facility are technically challenging and provide valuable experience for student technicians.

In addition to the department productions, students have the opportunity to work on a wide variety of events that take place in the BlueShore Financial Centre for the Performing Arts. Students are involved with the set up and operation of professional, touring theatre productions, folk, jazz, and pop concerts, and a host of other events.

Revues produced in the Arbutus Studio have different goals. They resemble the kind of theatre produced for Fringe Festivals and small companies. In this more intimate venue, students have the freedom to explore. Students are given the opportunity to assume leadership roles, and the production teams are expected to be self-reliant.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview

### How to Apply

[Apply for Admission/Readmission](#) online or by downloading and completing an application form. Completed applications must be accompanied by the appropriate application fee, official transcripts and other pertinent documents, and should be submitted to:

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 2055 Purcell Way, North Vancouver, B.C.  
 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

### Fees and Expenses

Please see the [Fees and Fee Payment](#) section of the Capilano website. Financial aid is available to eligible students for eligible programs. For more information, please see [Financial Aid and Awards](#).

### Technical Theatre Diploma

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall	Both
First Term		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">ASAS 120</a>	Elements of Performance History I	3.00	

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENGL 100</a>	Academic Writing Strategies	3.00	
<a href="#">TECT 130</a>	Theatre Crew Responsibilities	1.50	
<a href="#">TECT 132</a>	Stagecraft and Grip Production	4.50	
<a href="#">THTR 160</a>	Technical Theatre Fundamentals	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ASAS 220</a>	Elements of Performance History II	3.00	
<a href="#">TECT 134</a>	Theatrical Production and Design	3.00	
<a href="#">TECT 136</a>	Scenic Construction	1.50	
<a href="#">TECT 138</a>	Stagecraft and Scenic Construction Production	4.00	
<a href="#">TECT 140</a>	Stagecraft and Theatrical Production Design	3.50	
Credits			15.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			17.50
<a href="#">TECT 210</a>	Senior Production and Theatrical Design I	1.50	
<a href="#">TECT 212</a>	Theatrical Lighting and Design	1.50	
<a href="#">TECT 214</a>	Scenic Art	1.50	
<a href="#">TECT 216</a>	Stagecraft and Scenic Art Responsibilities	5.00	
<a href="#">TECT 218</a>	Stagecraft and Lighting Design	5.00	
ENGL or CMNS 100 level or higher		3.00	
Credits			17.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.50
<a href="#">TECT 211</a>	Senior Production and Theatrical Design II	1.50	
<a href="#">TECT 220</a>	Live and Studio Sound Design	1.50	
<a href="#">TECT 222</a>	Properties Design	1.50	
<a href="#">TECT 224</a>	Stagecraft and Senior Production Responsibilities	5.00	
<a href="#">TECT 226</a>	Stagecraft and Properties	6.00	
Credits			15.50
<b>Total Program Credits</b>			<b>63.00</b>

## Theatre Institute

### General Information

The Theatre Institute is a one-year certificate program which is unique in the university system. It is designed for theatre students who have previous theatre training but desire the opportunity to practise their skills in production; for students with training in related performance arts who want exposure to traditional theatre

practice; or for students with experience but little formal training. The program can accommodate directors as well as stage managers and production specialists.

The Theatre Institute is open to students who have graduated with a theatre diploma from Capilano University or an equivalent program at another institution, or students who have equivalent performance experience but no formal certification.

Students are given the opportunity to work on Theatre department productions and in its facilities. Each year the department mounts productions in the 372-seat BlueShore Financial Centre for the Performing Arts and also in its well equipped, flexible studio theatre. Directors include experienced faculty, renowned guest artists, and directing students in the program. Each student will receive guidance through semi-private instruction or seminars, and practical experience in productions.

Completion of the Theatre Institute program signifies an intensive year of directing, or production experience. Outcomes will vary depending on the student's ability at entry but all students can expect an intensive exposure to the craft and the opportunity to develop personal skill.

## **Information for Prospective Students**

Auditions and/or interviews are held in late April and early May. Late applicants will be considered if space permits. Contact the School of Visual and Performing Arts (604.984.4911) before April to request an information package and to book an audition and/or interview.

## **Admission Requirements**

### **Directing Concentration**

#### **Admission Requirements**

- Two years in related post-secondary education training or equivalent.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Production Stream requires interview and portfolio review.

### **Production (Technical) Concentration**

#### **Admission Requirements**

- Two years in related post-secondary education training or equivalent.
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment (CAEL)=70, or Pearson Test of English (PTE Academic)=56 or Capilano University EAP 100 and 101 with a minimum B+ grade in each course.
- Interview and portfolio

### **How to Apply**

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 V7J 3H5  
 Phone: 604.984.4900  
 Fax: 604.984.1798

**Fees and Expenses**

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**Theatre Institute - Directing Certificate**

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">INST 370</a> Theatre Institute I - Directing	12.00	
Credits		12.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">INST 371</a> Theatre Institute II - Directing	12.00	
Credits		12.00
<b>Total Program Credits</b>		<b>24.00</b>

**Theatre Institute - Production Certificate**

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">TECT 374</a> Theatre Institute I - Production	12.00	
Credits		12.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">TECT 375</a> Theatre Institute II - Production	12.00	
Credits		12.00
<b>Total Program Credits</b>		<b>24.00</b>

**Please Note**

Students may have to take additional courses if there are educational deficiencies in the area of speciality.

**Faculty**

S. AIKINS	BFA (U of C), MFA (Temple University), <b>Coordinator, Chair SPA</b>
S. ATKINS	BFA, MFA (SFU)
G. BARBER	AGSM (Guildhall, UK), <b>Coordinator</b>

K. BOTHEN	
G. MINNES BRANDES	BA, MA, PhD
L. CARROW	BFA Theatre (U of Calgary)
K. M. CRIPPS	Dip. Mus (Grant McEwan)
J. DAVIES	
W. GRANT	ARCT, BMus (U of Lethbridge), MMus (UVic), PhD (UVic)
M. GUIMOND	
N. HARRISON	BFA, MFA, PhD (UBC)
D. HAUKA	BA, MFA
M. HERRMANN	BFA (UVic)
A. HORKA	
S. STEWART HUNT	
P. LYNN JOHNSON	BA
M. LAWRENCE	BFA
T. MCLAUGHLIN	BFA
K. MINTY	BA (SFU)
D. MOORE	BFA (UVic), MFA (WWU)
D. PRICE	BA (SFU), MFA (UBC)
M. THOMA	BA, MA
C. THOMPkins	
B. TOMASIC	BA
A. TOTH	BA
H. WILKINSON	
S. ZARADIC	BMus

## Contact

Theatre Program  
Arbutus building, room 202

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911  
E-mail: [theatre@capilanou.ca](mailto:theatre@capilanou.ca)  
[www.capilanou.ca/theatre](http://www.capilanou.ca/theatre)

## CONTACT

School of Performing Arts  
Arbutus building, room 202

Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911

E-mail: [svpa@capilano.ca](mailto:svpa@capilano.ca)



# Continuing Studies & Executive Education

## Continuing Studies & Executive Education Division

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Capilano University's Continuing Studies & Executive Education division is an outreach arm and strategic business unit of the University that provides learners with quality workshops, courses, programs and services that recognize an individual's desire to continually learn, grow, contribute and share through Continuing Studies, and that provides business leaders, managers and organizations with open enrolment and custom in-house seminars, workshops, programs and services that address specific skills and knowledge gaps and help individuals and businesses meet their personal and organizational performance goals through Executive Education. There are no prerequisites for admission to non-credit courses, but occasionally a certain level of proficiency is recommended.

Continuing Studies & Executive Education (CSEE) courses are not listed in the Capilano University calendar—they are advertised in seasonal calendars distributed throughout the North Shore and other areas in the Lower Mainland. Continuing Studies & Executive Education is on the web at [www.capilano.ca/csee](http://www.capilano.ca/csee)

### EXECUTIVE EDUCATION

Capilano's Executive Education (Exec Ed) offers a portfolio of open enrolment courses for individuals as well as custom solutions for organizations. Courses focus on fundamental management areas such as leadership, business strategy, marketing and strategic communications, human resources, project management, operations, and entrepreneurship. Exec Ed is on the web at [www.capilano.ca/execed](http://www.capilano.ca/execed)

### CONTINUING STUDIES

Capilano University's Continuing Studies offers a portfolio of non-credit courses for adults in arts, business, careers, computers, languages, writing, and more. Continuing Studies is on the web at [www.capilano.ca/continuingstudies](http://www.capilano.ca/continuingstudies)

### Continuing Studies Serious Fun Summer Camps

During the summer, Continuing Studies & Executive Education offers Serious Fun Summer Camps for kids, youth and teens. Serious Fun combines fun with meaningful learning. The camps range from digital media, photography and art to science, filmmaking and more.

Summer camps are listed in the Serious Fun Summer Camps calendar published in early spring (mid to late March) and on the web at [www.capilano.ca/summer-camps](http://www.capilano.ca/summer-camps)

### CSEE CUSTOM SOLUTIONS FOR ORGANIZATIONS & GROUPS

Continuing Studies & Executive Education (CSEE) offers a range of learning and development solutions (courses, seminars, workshops, programs, facilitated sessions) for domestic and international organizations and groups that are designed to address specific knowledge and skills gaps and deliver on a range of learning outcomes.

Customized training solutions at CSEE can be delivered on campus, at the client's workplace, or at another location of the client's choice. Offerings range from intensive, short-term immersion to longer, in-depth programs of study. Each custom offering is designed to deliver relevant, interactive, outcomes-based, and

quality learning experiences. All custom offerings are facilitated by leading subject matter experts, who bring real-world insight, industry experience, and extensive academic backgrounds to the classroom.

International participants may enrol in programs that offer short-term non-credit English Second Language (ESL) and Canadian culture homestay, or ESL combined with career skills training in professional areas such as business administration, computers, tourism and others.

For more information visit [csee.capilanou.ca](http://csee.capilanou.ca) or call 604.984.4901

## **CONTINUING STUDIES & EXECUTIVE EDUCATION PERSONNEL**

K. BLACKWOOD, BA, DULE, MBA	Director, Continuing Studies & Executive Education
D. CARPENTER, BA	Marketing & Communications Specialist
D. KATRAK, BBA	Marketing & Operations Officer
B. BOYLE, BSc, MA	Program Manager
H. FULLARTON, BSc	Program Assistant
D. KATRAK, BA	Program Assistant
N. MOHTADI, BBA	Assistant to the Director
H. INGRAM, BBA, BEd, MA	Program Manager (Sunshine Coast)

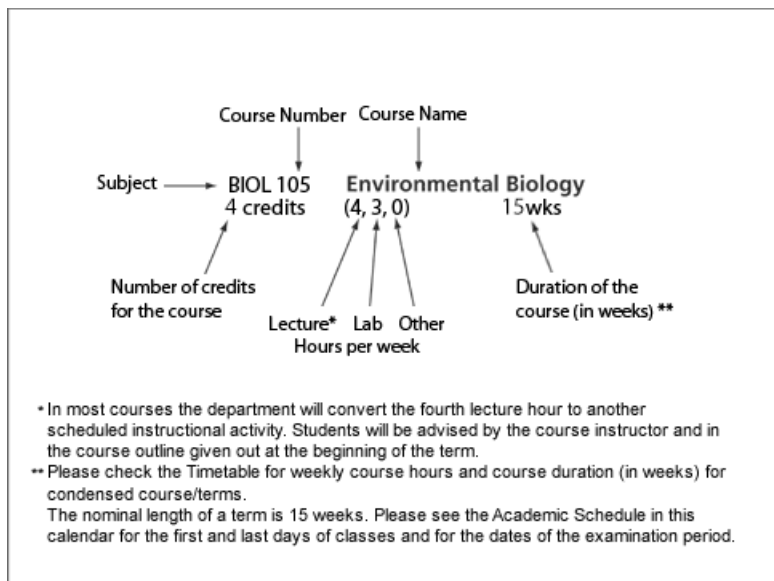
## **CONTINUING STUDIES & EXECUTIVE EDUCATION POLICIES**

Please refer to Continuing Studies & Executive Education policies at [csee.capilanou.ca/continuing-studies/policies-procedures/](http://csee.capilanou.ca/continuing-studies/policies-procedures/) and [csee.capilanou.ca/executive-education/about-cap-u-exec-ed/policies/](http://csee.capilanou.ca/executive-education/about-cap-u-exec-ed/policies/)

## **CONTACT**

Continuing Studies & Executive Education Division  
Library building, room LB116  
Capilano University  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4901, Fax: 604.983.7545 (Lower Mainland)  
Phone: 1.844.984.4910 (Exec Ed toll-free number)  
Phone: 604.885.9310, Fax: 604.885.9350 (Sunshine Coast)  
[www.capilanou.ca/csee/](http://www.capilanou.ca/csee/)

# Course Descriptions



Subject	Description
<a href="#">ABA</a>	<a href="#">Applied Behaviour Analysis</a>
<a href="#">ABTO</a>	<a href="#">ABT Online</a>
<a href="#">ACTR</a>	<a href="#">Acting</a>
<a href="#">ADVR</a>	<a href="#">Advertising</a>
<a href="#">AEM</a>	<a href="#">Arts &amp; Entertainment Mgmt</a>
<a href="#">AHIS</a>	<a href="#">Art History</a>
<a href="#">ANAR</a>	<a href="#">Animation Arts</a>
<a href="#">ANIM</a>	<a href="#">Animation</a>
<a href="#">ANTH</a>	<a href="#">Anthropology</a>
<a href="#">APSC</a>	<a href="#">Engineering (Applied Science)</a>
<a href="#">ASAS</a>	<a href="#">Acting for Stage and Screen</a>
<a href="#">ASTR</a>	<a href="#">Astronomy</a>
<a href="#">BADM</a>	<a href="#">Business Administration</a>
<a href="#">BBIO</a>	<a href="#">Adult Basic Ed.- Biology</a>
<a href="#">BCHM</a>	<a href="#">Adult Basic Ed.- Chemistry</a>
<a href="#">BCMP</a>	<a href="#">Adult Basic Ed.- Computers</a>
<a href="#">BCPT</a>	<a href="#">Business Computing</a>
<a href="#">BECP</a>	<a href="#">Basic Education &amp; Career Plan</a>
<a href="#">BENF</a>	<a href="#">Adult Basic Ed. - Fund English</a>
<a href="#">BENG</a>	<a href="#">Adult Basic Ed.- English</a>
<a href="#">BFIN</a>	<a href="#">Business Finance</a>
<a href="#">BGEO</a>	<a href="#">Adult Basic Ed.- Geography</a>
<a href="#">BHST</a>	<a href="#">Adult Basic Ed. - History</a>
<a href="#">BIOL</a>	<a href="#">Biology</a>
<a href="#">BMAF</a>	<a href="#">Adult Basic Ed. - Fund Math</a>
<a href="#">BMKT</a>	<a href="#">Business Marketing</a>

<b>Subject</b>	<b>Description</b>
<a href="#"><u>BMTH</u></a>	<a href="#"><u>Adult Basic Ed. - Math</u></a>
<a href="#"><u>BPAC</u></a>	<a href="#"><u>Bachelor of Performing Arts</u></a>
<a href="#"><u>BPHY</u></a>	<a href="#"><u>Adult Basic Ed. - Physics</u></a>
<a href="#"><u>BPSY</u></a>	<a href="#"><u>Adult Basic Ed - Psychology</u></a>
<a href="#"><u>BSCI</u></a>	<a href="#"><u>Adult Basic Ed.- Science</u></a>
<a href="#"><u>BSOC</u></a>	<a href="#"><u>Adult Basic Ed.-Social Studies</u></a>
<a href="#"><u>BTEC</u></a>	<a href="#"><u>Business Technology</u></a>
<a href="#"><u>BUES</u></a>	<a href="#"><u>Business Essentials</u></a>
<a href="#"><u>CACC</u></a>	<a href="#"><u>Career Access Computer</u></a>
<a href="#"><u>CACE</u></a>	<a href="#"><u>Career Access English</u></a>
<a href="#"><u>CACF</u></a>	<a href="#"><u>Career Access Family Focus</u></a>
<a href="#"><u>CACL</u></a>	<a href="#"><u>Career Access ESL</u></a>
<a href="#"><u>CACM</u></a>	<a href="#"><u>Career Access Math</u></a>
<a href="#"><u>CACO</u></a>	<a href="#"><u>Career Access Orientation</u></a>
<a href="#"><u>CACS</u></a>	<a href="#"><u>Career Access Student Success</u></a>
<a href="#"><u>CACT</u></a>	<a href="#"><u>Career Access Transition Skills</u></a>
<a href="#"><u>CDCO</u></a>	<a href="#"><u>CDO - Computers</u></a>
<a href="#"><u>CDEN</u></a>	<a href="#"><u>CDO - English</u></a>
<a href="#"><u>CDMA</u></a>	<a href="#"><u>CDO - Math</u></a>
<a href="#"><u>CHAT</u></a>	<a href="#"><u>ChatLive-Student/Faculty Disc.</u></a>
<a href="#"><u>CHEM</u></a>	<a href="#"><u>Chemistry</u></a>
<a href="#"><u>CHIN</u></a>	<a href="#"><u>Chinese</u></a>
<a href="#"><u>CINE</u></a>	<a href="#"><u>Cinematography</u></a>
<a href="#"><u>CLSC</u></a>	<a href="#"><u>Community Leadership</u></a>
<a href="#"><u>CMNS</u></a>	<a href="#"><u>Communications</u></a>
<a href="#"><u>COLL</u></a>	<a href="#"><u>Liberal Studies Colloquium</u></a>
<a href="#"><u>COMP</u></a>	<a href="#"><u>Computing Science</u></a>
<a href="#"><u>COND</u></a>	<a href="#"><u>Conducting</u></a>
<a href="#"><u>COST</u></a>	<a href="#"><u>Costuming</u></a>
<a href="#"><u>CRIM</u></a>	<a href="#"><u>Criminology</u></a>
<a href="#"><u>CSFF</u></a>	<a href="#"><u>Capilano Success Family Focus</u></a>
<a href="#"><u>DEP</u></a>	<a href="#"><u>Discover Employability</u></a>
<a href="#"><u>DIGI</u></a>	<a href="#"><u>Digital Animation</u></a>
<a href="#"><u>DOCS</u></a>	<a href="#"><u>Documentary</u></a>
<a href="#"><u>DSGN</u></a>	<a href="#"><u>Design</u></a>
<a href="#"><u>EAP</u></a>	<a href="#"><u>English for Academic Purposes</u></a>
<a href="#"><u>ECON</u></a>	<a href="#"><u>Economics</u></a>
<a href="#"><u>EDCP</u></a>	<a href="#"><u>Education and Career Planning</u></a>
<a href="#"><u>EDUC</u></a>	<a href="#"><u>Early Childhood Care &amp; Ed.</u></a>
<a href="#"><u>EEA</u></a>	<a href="#"><u>Education Employment Access</u></a>
<a href="#"><u>ELCT</u></a>	<a href="#"><u>Entry Level Craft Training</u></a>
<a href="#"><u>ELDF</u></a>	<a href="#"><u>Lighting Digital &amp; Film</u></a>
<a href="#"><u>ENGL</u></a>	<a href="#"><u>English</u></a>
<a href="#"><u>ENSJ</u></a>	<a href="#"><u>Jazz Ensemble</u></a>
<a href="#"><u>ENSM</u></a>	<a href="#"><u>Ensemble</u></a>

<b>Subject</b>	<b>Description</b>
<a href="#">ESL</a>	<a href="#">English as a Second Language</a>
<a href="#">FDSC</a>	<a href="#">Field School</a>
<a href="#">FILM</a>	<a href="#">Film Studies</a>
<a href="#">FINS</a>	<a href="#">Film Institute</a>
<a href="#">FNLG</a>	<a href="#">First Nation Language</a>
<a href="#">FNST</a>	<a href="#">First Nation</a>
<a href="#">FREN</a>	<a href="#">French</a>
<a href="#">GATE</a>	<a href="#">Gateways</a>
<a href="#">GEOG</a>	<a href="#">Geography</a>
<a href="#">GEOL</a>	<a href="#">Geology</a>
<a href="#">GERM</a>	<a href="#">German</a>
<a href="#">GLBS</a>	<a href="#">Global Stewardship</a>
<a href="#">GRDF</a>	<a href="#">Grip Digital &amp; Film</a>
<a href="#">HCA</a>	<a href="#">Health Care Assistant</a>
<a href="#">HIST</a>	<a href="#">History</a>
<a href="#">HKIN</a>	<a href="#">Human Kinetics</a>
<a href="#">IBUS</a>	<a href="#">International Business</a>
<a href="#">IDES</a>	<a href="#">Visual Communication</a>
<a href="#">IDF</a>	<a href="#">Indigenous Digital Filmmaking</a>
<a href="#">IDST</a>	<a href="#">Indigenous Studies</a>
<a href="#">INMA</a>	<a href="#">International Management</a>
<a href="#">INST</a>	<a href="#">Theatre Institute - Directing</a>
<a href="#">IVPA</a>	<a href="#">Intradisc Visual Perf Art</a>
<a href="#">JAPN</a>	<a href="#">Japanese</a>
<a href="#">JAZZ</a>	<a href="#">Jazz Studies</a>
<a href="#">LAW</a>	<a href="#">Legal Studies</a>
<a href="#">LBST</a>	<a href="#">Liberal Studies</a>
<a href="#">LGAO</a>	<a href="#">Legal Admin Assistant On-line</a>
<a href="#">LGST</a>	<a href="#">Legal Administrative Assistant</a>
<a href="#">LING</a>	<a href="#">Linguistics</a>
<a href="#">MATH</a>	<a href="#">Mathematics and Statistics</a>
<a href="#">MOA</a>	<a href="#">Medical Assistant</a>
<a href="#">MOAO</a>	<a href="#">Medical Office Asst Online</a>
<a href="#">MOPA</a>	<a href="#">Motion Picture Arts</a>
<a href="#">MT</a>	<a href="#">Music Therapy</a>
<a href="#">MUS</a>	<a href="#">Music</a>
<a href="#">MUTH</a>	<a href="#">Musical Theatre</a>
<a href="#">NABU</a>	<a href="#">North American Business Mgmt</a>
<a href="#">PADM</a>	<a href="#">Local Government Admin</a>
<a href="#">PHIL</a>	<a href="#">Philosophy</a>
<a href="#">PHYS</a>	<a href="#">Physics</a>
<a href="#">PMI</a>	<a href="#">Private Music Instruction</a>
<a href="#">PMIP</a>	<a href="#">Private Music Instruct Perform</a>
<a href="#">PMTI</a>	<a href="#">Private Music Theatre Instruct</a>
<a href="#">POL</a>	<a href="#">Political Studies</a>

<b>Subject</b>	<b>Description</b>
<a href="#">PPMI</a>	<a href="#">Private Mus Instruct-Perform</a>
<a href="#">PSYC</a>	<a href="#">Psychology</a>
<a href="#">RADP</a>	<a href="#">Rehabilitation Assistant</a>
<a href="#">REC</a>	<a href="#">Outdoor Recreation</a>
<a href="#">RMCP</a>	<a href="#">Retail Marketing</a>
<a href="#">SAAB</a>	<a href="#">Study Abroad - ABA (Autism)</a>
<a href="#">SABA</a>	<a href="#">Study Abroad - Business Admin</a>
<a href="#">SACM</a>	<a href="#">Study Abroad - CMNS</a>
<a href="#">SAEC</a>	<a href="#">Study Abroad - ECCE</a>
<a href="#">SAHU</a>	<a href="#">Study Abroad - Humanities</a>
<a href="#">SAID</a>	<a href="#">Study Abroad - IDEA</a>
<a href="#">SAJS</a>	<a href="#">Study Abroad - Jazz Studies</a>
<a href="#">SALA</a>	<a href="#">Study Abroad - Liberal Arts</a>
<a href="#">SAMP</a>	<a href="#">Study Abroad - MOPA</a>
<a href="#">SASS</a>	<a href="#">Study Abroad - Social Sciences</a>
<a href="#">SATO</a>	<a href="#">Study Abroad - Tourism/OREC</a>
<a href="#">SCI</a>	<a href="#">Science</a>
<a href="#">SDS</a>	<a href="#">Learner Success/Directed Study</a>
<a href="#">SEA</a>	<a href="#">Special Education Assistant</a>
<a href="#">SOC</a>	<a href="#">Sociology</a>
<a href="#">SOSC</a>	<a href="#">Social Science</a>
<a href="#">SPAN</a>	<a href="#">Spanish</a>
<a href="#">TECT</a>	<a href="#">Technical Theatre</a>
<a href="#">THTR</a>	<a href="#">Theatre</a>
<a href="#">TOUR</a>	<a href="#">Tourism Management</a>
<a href="#">TXTL</a>	<a href="#">Textile Arts</a>
<a href="#">USS</a>	<a href="#">University Success Strat-Couns</a>
<a href="#">USSD</a>	<a href="#">University Success Strat-Found</a>
<a href="#">VFX</a>	<a href="#">Visual Effects</a>
<a href="#">VISN</a>	<a href="#">Vision</a>
<a href="#">WGST</a>	<a href="#">Women's and Gender Studies</a>
<a href="#">WLP</a>	<a href="#">Wilderness Leadership</a>
<a href="#">WMPI</a>	<a href="#">World Music Private Ins.</a>

## ABT Online

**ABTO 100      Online Learner Success**  
**0.00 credits      (5,0,0) hrs              02 wks**

This course prepares the learner to be successful in the online environment. Through instruction, tutorials, small group experiences, and ongoing self-assessment the learner will be provided with an opportunity to adopt methods which will enhance his/her success in the online environment.

**ABTO 101      Computers and the Internet**  
**1.50 credits      (4,3,0) hrs              08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

This course has been designed to give the learner a basic introduction to the Internet, computers and an operating system. Students will learn essential terms and concepts; how to work competently in a Windows environment; and effective file and disk management for Windows and the Web browser.

**ABTO 102      Administrative Procedures**

**1.50 credits    (2,1,0) hrs          15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course, students will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

*Note:* ABTO 101 and 111 are recommended as prerequisites or co-requisites.

**ABTO 103      Records Management**

**1.50 credits    (4,5,0) hrs          08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

*Note:* ABTO 111 is recommended as a prerequisite or co-requisite.

**ABTO 110      Keyboarding I**

**1.50 credits    (4,0,0) hrs          08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

This introductory course is designed to give the learner the ability to keyboard accurately and proficiently using the touch method, proofread quickly and accurately, and key at a speed of 25 net words per minute.

**ABTO 111      Word Processing I**

**1.50 credits    (4,2.5,0) hrs        08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

This course is designed to teach the student the basic functions of a word processing program required in the preparation of correctly formatted business documents such as letters and memoranda. Although Microsoft Word 2000 is used to complete this course, many of the skills obtained are generic and transferable to other word processing software programs.

**ABTO 112      Keyboarding II**

**1.50 credits    (4,5,0) hrs          08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite and ABTO 110

Keyboarding II is an individualized course designed to improve accuracy and speed.

**ABTO 113      Word Processing II**

**1.50 credits    (4,2.5,0) hrs        08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Word Processing II is a continuation of Word Processing 1. This course will cover additional instruction and practice with letter styles, tables, charts and reports, plus many advanced features such as merging, macros, outlines, graphics and styles.

*Note:* ABTO 110 and 111 are recommended as prerequisites or co-requisites.

**ABTO 114 Spreadsheets I**

**1.50 credits (4,2,0) hrs 08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Using Microsoft Excel, the student will acquire a working knowledge of electronic spreadsheets in this course.

**ABTO 115 Database**

**1.50 credits (4,2.5,0) hrs 08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Using Microsoft Access, the student will acquire a working knowledge of electronic database management systems in this course.

**ABTO 116 Presentation Software**

**0.75 credits (16,4,0) hrs 01 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Using PowerPoint 2000 Presentation software, the student will apply appropriate design concepts to present data and information in a colourful and well-organized format. Students will learn how to use design templates, apply various attributes and include a variety of objects to create, modify, save and deliver professional presentations.

**ABTO 117 Outlook**

**0.75 credits (0,0,15) hrs 06 wks**

*Prerequisite:* ABTO 100 is a prerequisite or corequisite

This course is an introduction to Outlook, including hands-on training in the use of e-mail for on-line communications, calendar for managing important dates and appointments, and contacts for the creation and maintenance of an address database.

*Note:* Recommended pre-requisite: ABTO 113 and 40 wpm keyboarding speed.

**ABTO 118 Desktop Publishing**

**1.50 credits (0,0,3) hrs 10 wks**

*Prerequisite:* ABTO 100 is a prerequisite or corequisite

This course is a study of desktop publishing functions; elements of page design and organizational tools; and process, planning, design, and production. Students will apply word processing and desktop publishing software and skills, as well as integration elements, to produce publications such as letterheads, flyers, brochures, business forms, web pages, and newsletters.

*Note:* Recommended pre-requisite: ABTO 113 and 40 wpm keyboarding speed.

**ABTO 120 Business English**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Employers continually report that job applicants with appropriate language skills are hard to find. This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style as well as business spelling and vocabulary development.

**ABTO 121 Business Communications**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Using accepted writing techniques, you will plan, organize and write correct and effective "reader friendly" business documents appropriate for use in today's global business environment. You will acquire a practical knowledge of how to write business letters, reports, memos, and electronic messages.



**ABTO 122 Website Design and Maintenance**

**1.50 credits (0,0,3) hrs 10 wks**

*Prerequisite:* ABTO 100 and 111 are prerequisites or corequisites

This course will provide the student with the skills required to design and create a Website and to complete routine Website maintenance and updates.

**ABTO 123 Transcription**

**1.50 credits (0,0,5) hrs 06 wks**

*Prerequisite:* ABTO 100 and 111 are prerequisites or corequisites

This hands-on course, using a student's keyboarding, computer, grammar and wordprocessing skills, will provide the student with the skills required to transcribe a variety of business documents from digital audio files.

**ABTO 130 Business Calculators and Mathematics**

**1.50 credits (4,2,0) hrs 08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Good math skills are a valuable tool in today's business environment. They are required for applications such as accounting, electronic spreadsheets, database management, and office procedures. This course will provide the learner with an opportunity to develop necessary numeracy skills in order to function effectively in an entry-level office support position.

**ABTO 131 Accounting Level I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

This course is an introduction to manual accounting. Emphasis will be placed on fundamental accounting principles and their application in day-to-day business situations.

**ABTO 132 Accounting Level II**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Accounting II is an intermediate level manual accounting course. The course, presented in the context of a merchandising business, provides the learner with additional knowledge and skills to deal with common manual accounting systems for sales, purchases, taxes, inventory and payroll. Specialized journals, combined journals, year-end procedures and worksheets, GST/PST, bad debts and merchandise inventory as well as payroll concepts and principles, tax responsibilities and annual reporting will be included. Upon completion of the course, the learner will be able to prepare detailed financial statements including a classified balance sheet and an income statement with a cost of goods sold section.

*Note:* ABTO 130 and 131 are recommended as prerequisites or co-requisites.

**ABTO 133 Spreadsheets II**

**1.50 credits (2,1.33,0) hrs 15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Using Microsoft Excel, the student will acquire an advanced knowledge of electronic spreadsheets in this course. They will learn to use advanced spreadsheet functions, including using formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing a custom Excel application commonly occurring in today's workplace.

*Note:* This course is a continuation of ABTO 114.

*Note:* ABTO 101, 114 and 130 are recommended as prerequisites or co-requisites.

**ABTO 134 Computerized Accounting**

**3.00 credits (4,1,0) hrs 15 wks**

*Prerequisite:* ABTO 100, 131 and 132 are prerequisites or co-requisites

This course introduces you to the integrated computerized accounting system using Simply Accounting for Windows. Upon completion, the learner will be able to establish company records, maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation and payroll features, and create financial statements.

**ABTO 140 Human Relations**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

This course concentrates on personal and professional development skills needed by workers in today's workplace. Self-examination and assessment, teamwork, client relations, effective communication, interpersonal and problem-solving skills, together with an understanding of business ethics, are included in this course.

**ABTO 141 Job Search**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

To develop effective job search strategies for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumes, employment-related communications, application forms, portfolios and interviews.

**ABTO 142 Integrated Projects - Administrative**

**1.50 credits (0,0,30) hrs 04 wks**

*Prerequisite:* ABTO 100 is a prerequisite or corequisite

Office Simulation is a capstone course that helps learners extend their word processing, spreadsheet, database, desktop publishing and presentation software knowledge by completing a variety of practical, integrated projects. Learners will also develop decision-making, prioritizing, and other administrative skills.

*Note:* Recommended pre-requisite: ABTO 102, 113, 114, 115, 116, 118, 120 and 40 wpm keyboarding speed.

## Acting

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**ACTR 100 Acting I**

**3.00 credits (4,0,2) hrs 15 wks**

This is a workshop course in the art of the actor, focusing on text analysis, physical action and developing the students' awareness of the actors' resources. In addition to readings and a written analysis, the student will rehearse and perform two scenes and a monologue, applying approaches and techniques taught in class.

*Note:* For Acting for Stage and Screen and Musical Theatre program students only.

**ACTR 101 Acting II**

**3.00 credits (4,0,2) hrs 15 wks**

This is a workshop course for intermediate students. It focuses on the theory and practice of improvisational acting. After an introduction to the fundamental principles of narrative structure and spontaneity, the student explores performance theatre-games, masks and improvisation as a tool to develop scripted theatre.

*Note:* For Acting for Stage and Screen and Musical Theatre program students only.

**ACTR 200      Acting III**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* ACTR 100 with a minimum B+ grade and ENGL 100

An intermediate scene study course focusing on text analysis and the performance of scenes and very short one-act plays.

*Note:* Prerequisite may be waived by permission of instructor by audition and interview.

*Note:* For Acting for Stage and Screen and Musical Theatre program students only.

**ACTR 201      Acting IV**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* ACTR 200

A scene study course which explores style in classical and contemporary plays. Scene study will emphasize acting styles in groups of representative plays. Topics, set by the department, will vary each term.

*Note:* For Acting for Stage and Screen and Musical Theatre program students only.

**ACTR 304      Special Skills for the Performer I**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* ACTR 201 and ENGL 100

This course will broaden the areas of expertise for Theatre department students in performance skills specialties and may be selected from the following topics: Stage Combat, Acting is a Business, Professionalism and Self-promotion, Period Dance, Monologues, Accents and Dialects, Mime and Clowning, Voice-over and Animation, Advanced scene work, Period Text, Audition Skills, Advanced Lifts and Partnering, Specialized Dance skills, Text and Music in Auditioning, Mastery work for Actors, Rhythm and Dance and Self-created work.

*Note:* This course is equivalent to ACTR 300. Duplicate credit will not be granted for this course and ACTR 300.

**ACTR 305      Special Skills for the Performer II**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* ACTR 304

This course further develops the areas of expertise for Theatre department students in additional performance skills specialties and may be selected from the following topics: Stage Combat, Acting is a Business, Professionalism and Self-promotion, Period Dance, Monologues, Accents and Dialects, Mime and Clowning, Voice-over and Animation, Advanced scene work, Period Text, Audition Skills, Advanced Lifts and Partnering, Specialized Dance skills, Text and Music in Auditioning, Mastery work for Actors, Rhythm and Dance and Self-created work.

*Note:* This course is equivalent to ACTR 301. Duplicate credit will not be granted for this course and ACTR 301.

## Acting for Stage and Screen

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**ASAS 105      Voice and Movement for the Actor I**  
**1.50 credits      (2,0,1) hrs              15 wks**

First year students will participate in physical training that supports performance by enabling them to improve alignment, physical awareness, breath support and embodiment of their work on stage and on camera.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 110      Screen Acting I**  
**3.00 credits      (4,0,0) hrs              15 wks**

This is a workshop course in the art of the film actor, focusing on text analysis, naturalistic playing and awareness of the actors' own resources. In addition to readings and a written analysis of a book on film auditioning, the student will rehearse and perform monologues and scenes, applying approaches and techniques taught in class.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 114      The Screen Actor's Process I**  
**1.50 credits      (1,0,2) hrs              15 wks**

An introduction to the professional world of the stage and screen actor. Some filmed scenes and monologues are part of this course.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 115      Voice for the Actor I**  
**1.50 credits      (1,0,2) hrs              15 wks**

*Prerequisite:* ASAS 105

This course is designed to allow further exploration of voice training for the stage and screen. Students will strengthen the range of their voices through training and performance. Skills are evaluated in tests, presentation and performance projects.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 116      Movement for the Actor I**  
**1.50 credits      (1,0,2) hrs              15 wks**

*Prerequisite:* ASAS 105

This course is an exploration of movement training for the stage and screen. Students will learn basic movement exercises and devise projects that are designed to improve flexibility, coordination and balance. Skills are evaluated in tests, presentations and performance projects.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 120      Elements of Performance History I**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course uses a collaborative learning approach to learn about the elements of theatre and film throughout history. This course can be mixed-mode delivery, which would necessitate the use of a computer.

**ASAS 161      Ensemble Projects for the Stage I**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* ACTR 100 and THTR 160

Students will work collaboratively on a festival of one-act plays. They will be responsible for all aspects of production including planning, budgeting, rehearsing and marketing.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 162      Screen Projects I**  
**1.50 credits      (1,0,2) hrs              15 wks**

In this course, ASAS students will explore projects in front of and behind the camera. Canadian content, ideas for script writing, and filmed projects will be a part of this course.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 190      Practicum I**

**1.00 credit (0,0,8) hrs 15 wks**

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**ASAS 191 Practicum II**

**1.00 credit (0,0,8) hrs 15 wks**

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**ASAS 192 Practicum III**

**1.00 credit (0,0,8) hrs 15 wks**

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**ASAS 193 Practicum IV**

**1.00 credit (0,0,8) hrs 15 wks**

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**ASAS 194 Practicum V**

**1.00 credit (0,0,8) hrs 15 wks**

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**ASAS 195 Practicum VI**

**1.00 credit (0,0,8) hrs 15 wks**

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**ASAS 208 Performance I**

**2.00 credits (1.33,0,2.66) hrs 15 wks**

*Prerequisite:* ASAS 161 and ENGL 100

This course acknowledges the theatre skills which are learned during rehearsals and practical work on productions. Students in the Acting for Stage and Screen program will take part in a bare bones production of a play, which will be performed in the Arbutus Studio at the end of term.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 210 Screen Acting II**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* ASAS 110

This is an intermediate workshop course for the screen actor. Filmed scene work and monologues will comprise the practical aspect of the course. Students are expected to explore text analysis and provide a written analysis of their methodology at the end of the term. Students will improve their concentration and camera awareness. Script interpretation emphasizes personal technique, and classes simulate the atmosphere of a film or television shoot.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 214 The Screen Actor's Process II**

**1.50 credits (2,0,1) hrs 15 wks**

*Prerequisite:* ASAS 114 and ENGL 100

This course is designed to expose intermediate actors to the specific demands of the industry and prepare them for marketing their skills in the competitive world of theatre, film and television acting.

**ASAS 215 Voice for the Actor II**

**1.50 credits (1,0,2) hrs 15 wks**

*Prerequisite:* ASAS 115 and ENGL 100

Students will continue to strengthen their voices through intensive training and exercise. An intermediate regimen of training will be introduced and reinforced throughout this term.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 216 Movement for the Actor II**

**1.50 credits (1,0,2) hrs 15 wks**

*Prerequisite:* ASAS 116 and ENGL 100

Students will continue to strengthen their physical awareness through intensive training and exercise. An intermediate regimen of training will be introduced and reinforced throughout this term.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 218 Musical Theatre for Actors - Voice**

**1.50 credits (4,0,0) hrs 15 wks**

This is a course designed to expand the musical abilities of the stage and screen actor. Students will learn songs and perform them in Master Class format in order to improve their skills as singer/actors. They will learn the basics of reading music as well as sing in harmony in ensemble numbers.

**ASAS 219 Musical Theatre for Actors - Dance**

**1.50 credits (4,0,0) hrs 15 wks**

This is a course designed to expand the movement abilities of the stage and screen actor. Students will perform ensemble choreography in a classroom setting and increase their skills in several styles of dance.

**ASAS 220 Elements of Performance History II**

**3.00 credits (4,0,0) hrs 15 wks**

This course is a follow-up to ASAS 120. Students will learn about the theatre and theatre history from the Restoration to the beginning of the 20th century, through play reading, discussion and lecture, using both theoretical and practical class methods. This course can be Mixed-mode delivery, which would necessitate the use of a computer.

**ASAS 225 Voice for the Actor III**

**1.50 credits (1,0,2) hrs 15 wks**

*Prerequisite:* ASAS 215

This is a more advanced course in voice production for the stage and screen actor. Through more intensive training and exercises, students will create a regimen of vocal practice which will give them the skills necessary to perform in both mediums.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 226      Movement for the Actor III**

**1.50 credits      (1,0,2) hrs              15 wks**

*Prerequisite:* ASAS 216

This is a more advanced course in movement for the stage and screen actor. Through intensive training and exercise, students will gain strength and physical awareness. A more advanced regimen of movement exercises will be created this term.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 260      Analysis for Directing and Design**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ASAS 161 and ENGL 100

This course examines the methods that directors and designers use to interpret script and prepare for stage production. This includes important topics such as play analysis, responsibilities, creative vision, and principles of staging, casting and leadership.

**ASAS 261      Ensemble Projects for the Stage II**

**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* ASAS 260 or THTR 260

In this course, students work collaboratively to produce a festival of one-act plays. Students direct or act in at least one play. They are also responsible for all aspects of production including planning, budgeting, rehearsing and marketing.

**ASAS 262      Screen Projects II**

**1.50 credits      (1,0,2) hrs              15 wks**

*Prerequisite:* ASAS 162

Intermediate ASAS students will take leadership positions in both the cast and crew areas of filmmaking. Students will work on more advanced scripts and projects, and create a reel of their work.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 290      Practicum VII**

**1.00 credit      (0,0,8) hrs              15 wks**

*Prerequisite:* Completion of 3 credits from: ASAS 190-195 or THTR 190-195 series

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production film or who are assigned to a production crew, and who have three credits in the THTR/ASAS series, must register in this course.

*Note:* To register for these courses, contact the coordinator.

**ASAS 291      Practicum VIII**

**1.00 credit      (0,0,8) hrs              15 wks**

*Prerequisite:* Completion of 3 credits from: ASAS 190-195 or THTR 190-195 series

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew, and who have three credits in the THTR 190/ASAS 190 series, must register in this course.

Note: To register for these courses, contact the coordinator.

**ASAS 292      Practicum IX**  
**1.00 credit      (0,0,8) hrs              15 wks**

*Prerequisite:* Completion of 3 credits from: ASAS 190-195 or THTR 190-195 series

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production or who are assigned to a production crew, and who have three credits in the THTR 190 or ASAS 190 series, must register in this course.

Note: To register for these courses, contact the coordinator.

**ASAS 293      Practicum X**  
**1.00 credit      (0,0,8) hrs              15 wks**

*Prerequisite:* Completion of 3 credits from: ASAS 190-195 or THTR 190-195 series

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew, and who have three credits in the THTR 190/ASAS 190 series, must register in this course.

Note: To register for these courses, contact the coordinator.

**ASAS 294      Practicum XI**  
**1.00 credit      (0,0,8) hrs              15 wks**

*Prerequisite:* Completion of 3 credits from: ASAS 190-195 or THTR 190-195 series

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew, and who have three credits in the THTR 190/ASAS 190 series, must register in this course.

Note: To register for these courses, contact the coordinator.

**ASAS 295      Practicum XII**  
**1.00 credit      (0,0,8) hrs              15 wks**

*Prerequisite:* Completion of 3 credits from: ASAS 190-195 or THTR 190-195 series

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production, film or who are assigned to a production crew, and who have three credits in the THTR 190/ASAS 190 series, must register in this course.

Note: To register for these courses, contact the coordinator.

**ASAS 302      Graduation Showcase**  
**2.00 credits      (1.33,0,2.67) hrs      15 wks**

*Prerequisite:* ENGL 100, ACTR 304, ASAS 218, ASAS 219, ASAS 341, ASAS 370, FILM 250 and PMTI 202

This capstone course prepares students for the Graduation Showcase, which is a culmination of their training to date. The final performance will serve as an introduction to professional industry members and will provide students with an opportunity to start their careers.

Note: This course is equivalent to ACTR 302. Duplicate credit will not be granted for this course and ACTR 302.

**ASAS 321      Conceptual Approaches I**  
**1.50 credits      (4,0,0) hrs              08 wks**



*Prerequisite:* ASAS 220

Taught in conjunction with FILM 321, the conceptual approach is designed to help Acting for Stage and Screen students understand their craft in the context of such categories as genre, body of work, and artistic movements. Special attention will be paid to playwrights and stage directors whose work has impacted contemporary theatre.

**ASAS 328      Performance IV**  
**2.00 credits      (2,0,4) hrs      15 wks**

*Prerequisite:* ACTR 304 and ASAS 329

This course acknowledges the acting skills which are learned during rehearsals and practical work on productions and in film work. Students in the Acting for Stage and Screen program will take part in fully realized stage productions and/or in film projects produced through the FILM centre.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 329      Theatre Performance**  
**3.50 credits      (2,0,5) hrs      22 wks**

*Prerequisite:* ACTR 201, ASAS 208 and 261

This course acknowledges the acting skills which are learned during rehearsals and practical work on theatre productions. Students will take part in a fully realized stage production.

*Note:* This course is equivalent to ASAS 308. Duplicate credit will not be granted for this course and ASAS 308.

**ASAS 340      The Actor's Kit**  
**1.50 credits      (1,0,2) hrs      15 wks**

*Prerequisite:* ACTR 304 and ENGL 100

The Actor's Kit is a course designed to prepare students for the stage and screen industry. Acting for Stage and Screen students will produce a series of monologues which are performance ready. Credit for this course is based on successful completion of the monologue kit.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 341      The Screen Actor's Process III**  
**4.00 credits      (2.66,0,5.33) hrs      15 wks**

*Prerequisite:* ASAS 214

This course is an intensive, advanced course in acting techniques. Students will learn how to face the technical, personal and professional challenges of developing a successful career in the competitive world of acting in film and television.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 362      Screen Projects III**  
**3.00 credits      (4,0,2) hrs      15 wks**

*Prerequisite:* ASAS 262

This course will enable the advanced ASAS student to gain an understanding of pitching, creating, directing shooting, and producing a film project of their own.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 370      The Actor's Business**  
**1.50 credits      (1,0,2) hrs      15 wks**

*Prerequisite:* ACTR 200 and ASAS 261

Students will learn the business of being an actor, from resume building and pitching a script, to union involvement and contracts.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 390      Performance Project I**  
**3.00 credits    (0,0,8) hrs      15 wks**

Upon successful completion of this course, students will improve upon and demonstrate their mastery of the performance aspect of either a film shoot or play production through intensive, practical experience.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 391      Performance Project II**  
**3.00 credits    (4,0,2) hrs      15 wks**

*Prerequisite:* ASAS 390 is a prerequisite or co-requisite

Upon successful completion of this course, students will improve upon and demonstrate their mastery of the performance aspect of either a film shoot or play production through intensive, practical experience.

*Note:* For Acting for Stage and Screen program students only.

**ASAS 392      Performance Project III**  
**3.00 credits    (4,0,2) hrs      15 wks**

*Prerequisite:* ASAS 390 and 391 are prerequisites or co-requisites

Upon successful completion of this course, students will improve upon and demonstrate their mastery of the performance aspect of either a film shoot or play production through intensive, practical experience.

*Note:* For Acting for Stage and Screen program students only.

## Adult Basic Ed.- Biology

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**BBIO 036      ABE Intermediate Biology**  
**1.00 credit    (1.5,0,1.5) hrs      15 wks**

This course is an introduction to the chemistry and composition of living things. Topics studied include: the organization and functions of cells, the digestive, respiratory, circulatory, nervous, skeletal and muscular systems, and human nutrition. Laboratory investigations are included.

*Note:* This course is equivalent to BSCI 033. Duplicate credit will not be granted for this course and BSCI 033.

**BBIO 043      ABE Advanced Biology I**  
**1.00 credit    (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BBIO 036 or Science 10 with a minimum grade of C+ and completion of ABE Science Assessment

Topics include cell structure and function, cell division, evolution, plant physiology. Laboratory exercises are included.

*Note:* BENG 030 or ENGL 010 are recommended prerequisites

**BBIO 044      ABE Advanced Biology II**  
**1.00 credit    (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BBIO 043

Topics include diversity and life histories of microbes, plants and animals, behavioural ecology, biosphere, ecosystems, and human population concerns. Laboratory exercises and field trips are included. BBIO 043 and 044 together prepare students for many career/vocational programs.

**BBIO 053      ABE Provincial Biology I**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BBIO 036 and BCHM 036, or Science 10 with a minimum grade of C+ and completion of ABE Science Assessment

Topics include cell structure and function, cell division, cell metabolism, genetics, and DNA. Includes laboratory exercises.

*Note:* BENG 041 and BCHM 043 are recommended prerequisites

**BBIO 054      ABE Provincial Biology II**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BBIO 053

Topics include tissues and organ systems, homeostasis, circulation, immunity, digestion, respiration, excretion and reproduction. Includes laboratory investigations. BBIO 053 and 054 together prepare students for many health-related programs and college level post-secondary programs for which Biology 12 is a prerequisite.

## Adult Basic Ed.- Chemistry

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**BCHM 036      ABE Intermediate Chemistry**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

This is an intermediate course in chemistry. Students will be introduced to intermolecular forces of attractions, the organization of the periodic table, categorize a compound as ionic or covalent, and write the formulas of simple compounds.

**BCHM 043      ABE Advanced Chemistry I**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BCHM 036, or completion of the Adult Basic Education Math Assessment Test and Science 10 with a minimum grade of B and the Adult Basic Education Science Reading Comprehension Test

Students will learn principles and methods of chemistry including atomic structure, periodic trends, writing formulas, and determining the names of both inorganic and organic formulas. Reaction types and the relation of chemistry to society will be covered. Includes laboratory investigations.

**BCHM 044      ABE Advanced Chemistry II**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BCHM 043 and BMTH 033

This is a continuation of BCHM 043. Students will use the mole concept to solve quantitative problems, learn some applications of the gas laws, prepare and dilute solutions. Properties of acids and bases including pH will be investigated. Includes laboratory investigations.

**BCHM 053      ABE Provincial Chemistry I**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BCHM 044 with a minimum grade of C-, or completion of the Adult Basic Education Math Assessment Test and Chemistry 11 with a minimum grade of B and the Adult Basic Education Science Reading Comprehension Test

Students will learn principles and methods of chemistry including organic nomenclature, thermochemistry, chemical reaction rates, oxidation-reduction, and some applications of electrochemistry. Includes laboratory investigations.

**BCHM 054      ABE Provincial Chemistry II**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BCHM 053 and BMTH 043

This is a continuation of BCHM 053. Students will explore the concepts of chemical equilibrium, solutions and solubility, chemistry of weak acids and bases, neutralization.

## Adult Basic Ed.- Computers

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**BCMP 021      Fundamental Level - Introduction to Micro Computers**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

A self-paced credit course introducing word processing and the use of the Internet.

*Note:* This course is equivalent to CDCO 021. Duplicate credit will not be granted for this course and CDCO 021.

**BCMP 031      ABE Intermediate Level Computer Studies**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BENG 021 or equivalent

A paced credit course offering an introduction to commonly used business software such as word processing, spreadsheets and the Internet. Also included is an introduction to Windows disk and file management.

*Note:* This course is equivalent to CDCO 031. Duplicate credit will not be granted for this course and CDCO 031.

**BCMP 041      ABE Advanced Level Computer Studies**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BENG 021 or equivalent

A paced graded course offering both an introduction to commonly used business software and essential computer concepts and terminology. Software used includes: word processing, spreadsheets, graphics, Windows, and the Internet. Computer concepts include examination of: processors, storage devices, input/output devices, computer communications, security, ethics, ergonomics, and purchasing considerations.

**BCMP 051      ABE Provincial Level Computer Studies**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BENG 021 and BCMP 041 with a minimum B- grade

A paced graded course offering an introduction to fundamentals of the Internet. The major focus is web page authoring. Other topics include: e-mail, discussion groups, and Web search engines.

**BCMP 052      ABE Provincial Level Computer Studies**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BCMP 051 and BMTH 031 with a minimum B- grade

A paced graded course offering an introduction to computer programming. Students will analyse problems, design solutions, develop programs, test, de-bug and document the software they write.

**BCMP 053      ABE Provincial Computer Studies, Online & Current Technology**

**2.00 credits (1.5,0,1.5) hrs 15 wks**

In this course, students learn to utilize common cloud-based applications such as: word processing, spreadsheets, presentations, online collaboration, photo-editing, online storage and backup. These are the most common applications students would utilize in the workplace or in support of their other university classes. Additional topics include: electronic contact, time and calendar management, anti-virus and anti-malware protection, and cross-platform (PC, Mac, tablet, smartphone) inter-operability.

## Adult Basic Ed.- English

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**BENG 011 Basic Literacy Level English**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

A course in basic reading and writing. Students focus on the composition of words and basic sentences.

**BENG 021 Fundamental Level English: Writing Skills, Spelling, Word Attack**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

An introductory fundamental course in reading and in writing of sentences and short paragraphs.

**BENG 031 Intermediate Level English**

**2.00 credits (1.5,0,1.5) hrs 15 wks**

An intermediate course in writing. Most ABE students enter the English program at this level. Students write a series of paragraphs and two longer compositions.

*Note:* This course is equivalent to CDEN 031. Duplicate credit will not be granted for this course and CDEN 031.

**BENG 040 Advanced Level English: Short Report Writing**

**2.00 credits (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BENG 031

A short-report writing course with a vocational/technical emphasis in its subject matter and approaches to writing. Students develop the summarizing, note-taking, and outlining skills necessary to organize information from a variety of sources into well-written reports.

**BENG 041 Advanced Level English: Advanced Report Writing**

**2.00 credits (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BENG 031

An advanced course in short-report writing. Students develop the summarizing, note-taking, and outlining skills necessary to organize information from a variety of sources into well-written reports. BENG 041 has a technical/academic emphasis in its subject matter and approaches to writing and includes introductory work in literary analysis and evaluation for students proceeding to BENG 052.

**BENG 043 ABE Advanced Level English Part 1**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

This course is an Advanced Level English course focusing on summarizing and report writing. This course develops the rhetorical and organizational strategies needed to write paragraphs and construct academic arguments in essay form.

**BENG 044 ABE Advanced Level English Part 2**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

This course is an Advanced Level English course that focuses on summarizing and report writing, and introduces students to literary analysis. This course develops the rhetorical and organizational strategies needed to write paragraphs and construct academic arguments in essay form.

**BENG 052 Provincial Level English - Critical Reading and Writing**  
**2.00 credits (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BENG 041 with a minimum B- grade

A provincial level course in essay writing. Students study and write a variety of essays to prepare for written work at the university transfer level or equivalent in diploma programs. BENG 052 has an academic/literary emphasis in its subject matter and approaches to writing.

**BENG 053 ABE Provincial Level English Part 1**  
**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BENG 041, or BENG 043 and 044

This course is a Provincial Level English course focusing on academic writing, foundational post-secondary research skills, and research essay writing. The course aims to develop the reasoning, research, and synthesizing skills needed to succeed in a post-secondary environment.

**BENG 054 ABE Provincial Level English Part 2**  
**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BENG 041, or BENG 043 and 044

This course is a Provincial Level English course focusing on reading, research, academic analysis, and academic essay writing. The course aims to develop the reasoning, research, and synthesizing skills needed to succeed in a post-secondary environment.

## Adult Basic Ed. - Fund English

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**BENF 001 ABE Fundamental English 1**  
**1.00 credit (1.5,0,1.5) hrs 15 wks**

A course in basic reading and writing. Students focus on the composition of sounds, words and basic sentences.

*Note:* This course is equivalent to CDEN 001. Duplicate credit will not be granted for this course and CDEN 001.

**BENF 002 ABE Fundamental English 2**  
**1.00 credit (1.5,0,1.5) hrs 15 wks**

A course in basic reading and writing. Students focus on increasing their knowledge and ability to read words and develop basic sentence skills.

*Note:* This course is equivalent to CDEN 002. Duplicate credit will not be granted for this course and CDEN 002.

**BENF 003 ABE Fundamental English 3**  
**1.00 credit (1.5,0,1.5) hrs 15 wks**

A course in basic reading and writing. Students focus on increasing their knowledge and ability to read words, develop basic sentence skills including punctuation.

*Note:* This course is equivalent to CDEN 003. Duplicate credit will not be granted for this course and CDEN 003.

**BENF 004      ABE Fundamental English 4****1.00 credit      (1.5,0,1.5) hrs      15 wks**

A course in basic reading and writing. Students focus on listening, reading and writing for a variety of purposes with the introduction of critical thinking skills.

*Note:* This course is equivalent to CDEN 004. Duplicate credit will not be granted for this course and CDEN 004.

**BENF 005      ABE Fundamental English 5****1.00 credit      (1.5,0,1.5) hrs      15 wks**

A course in basic reading and writing. Students focus on reading using literary and information texts along with writing longer passages, using a variety of writing processes.

*Note:* This course is equivalent to CDEN 005. Duplicate credit will not be granted for this course and CDEN 005.

**BENF 006      ABE Fundamental English 6****1.00 credit      (1.5,0,1.5) hrs      15 wks**

A basic course in reading and writing. Students focus on reading novels and short stories using a variety of strategies along with writing longer, detailed paragraphs.

*Note:* This course is equivalent to CDEN 006. Duplicate credit will not be granted for this course and CDEN 006.

## Adult Basic Ed. - Fund Math

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**BMAF 001      ABE Fundamental Mathematics 1****1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* ABE Math Assessment

This is a course in basic mathematics. Students will focus on place value and counting to 100, add or subtract whole numbers to 20 without carrying or borrowing, and explain simple geometric shapes.

*Note:* This course is equivalent to CDMA 001. Duplicate credit will not be granted for this course and CDMA 001.

**BMAF 002      ABE Fundamental Mathematics 2****1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* ABE Math Assessment

This is a course in basic mathematics. Students will focus on place value to 1,000,000, add whole numbers with carrying or subtract whole numbers with borrowing, know multiplication facts to 100, convert time notation. They will be able to explain and calculate the perimeter of simple geometric shapes.

*Note:* This course is equivalent to CDMA 002. Duplicate credit will not be granted for this course and CDMA 002.

**BMAF 003      ABE Fundamental Mathematics 3****1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* ABE Math Assessment

This is a course in basic mathematics. Students will focus on the division of whole numbers, the metric system, and be able to explain and calculate the area of simple geometric shapes.

*Note:* This course is equivalent to CDMA 003. Duplicate credit will not be granted for this course and CDMA 003.

**BMAF 004      ABE Fundamental Mathematics 4**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* ABE Math Assessment

This is a course in basic mathematics. Students will focus on calculations involving decimal fractions, conversion of measurements within the metric system, and will be able to calculate the perimeter and area of simple geometric shapes with decimal fractions.

*Note:* This course is equivalent to CDMA 004. Duplicate credit will not be granted for this course and CDMA 004.

**BMAF 005      ABE Fundamental Mathematics 5**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* ABE Math Assessment

This is a course in basic mathematics. Students will focus on calculations involving common fractions, convert fractions to decimals, convert decimals to fractions, convert measurements within the metric system, and calculate the perimeter and area of simple geometric shapes using formulas.

*Note:* This course is equivalent to CDMA 005. Duplicate credit will not be granted for this course and CDMA 005.

**BMAF 006      ABE Fundamental Mathematics 6**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* ABE Math Assessment

This is a course in basic mathematics. Students will focus on calculations involving ratio and proportion, solve various problems involving percent, calculate sales tax, percent wage increase and discounts on purchases.

*Note:* This course is equivalent to CDMA 006. Duplicate credit will not be granted for this course and CDMA 006.

## Adult Basic Ed.- Geography

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**BGEO 052      Provincial Level Geography**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BESC 041 or BSOC 041 and BENG 041 (or equivalent).

A study of interactions between the people of B.C. and their geographic environment. Students will discover the diverse regions of B.C. and the set of geographic and human attributes that make each region distinct. Students will assess the success of people's adaptations to their geographic environment, with a focus on mutual sustainability of land, air, water, living and earth resources, and human populations.

## Adult Basic Ed. - History

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**BHST 052      Provincial Level History**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BENG 041 or equivalent

A survey of 20th century history, including major issues in present day geopolitics.



## Adult Basic Ed. - Math

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### **BMTH 011      Whole Numbers and Decimals**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

A course in basic addition, subtraction, multiplication and division of whole numbers and decimals.

### **BMTH 021      Fundamental Level Mathematics**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

Whole numbers, fractions, decimals, ratio and proportion, percent, powers and roots, averages and graphs. This course is designed to prepare students for an intermediate course in mathematics.

### **BMTH 033      Introductory Algebra**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BMTH 021 or placement by the instructor

This course covers properties of the Real number system. It is an introduction to algebra, basic operations with algebraic expressions, equations in one variable, inequalities and problem solving. This is the first of the two courses required to complete an ABE Intermediate level in mathematics.

### **BMTH 034      Intermediate Algebra and Geometry**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BMTH 033 with a minimum C+ grade

This course covers measurement of perimeter, area and volume; theorem of Pythagoras, right angle trigonometry; systems of equations in two variables; graphing linear relations; slope, intercepts. This is the second of the two courses required to complete ABE Intermediate level in mathematics.

### **BMTH 041      Advanced Level Business Math**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BMTH 034

This course covers the use and interpretation of formulas and principals used in Canadian business and commerce, solving problems of business or commerce such as computing interest, payroll, taxes and amortization.

### **BMTH 043      Advanced Algebra I**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BMTH 033/034 or Math 10 with a minimum B- grade or higher or placement test

This course covers radical equations, exponent laws, polynomials and rational expressions, factoring, complex fractions, quadratic equations.

*Note:* This is the first of two courses required for ABE Advanced level in mathematics.

### **BMTH 044      Advanced Algebra II and Trigonometry**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BMTH 043 with minimum C+ grade or higher

This course covers functions and relations, quadratic functions, maxima and minima, transformations of relations, tangent theorems, trigonometry, right triangles, functions of angles in standard position, Sine and Cosine laws.

*Note:* This is the second of two courses required for ABE Advanced level in mathematics.

### **BMTH 047      Advanced Foundations Mathematics 1**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BMTH 034 or completion of the Adult Basic Education Math Assessment

In this course students will investigate problem solving, inductive and deductive reasoning and proof and pattern recognition. In addition, students will explore graphing and slope, rate problems, spatial reasoning, proportion and scaling. This course will use trigonometry, including the sine and cosine law to solve problems involving lines, angles and triangles.

**BMTH 048 Advanced Foundations Mathematics 2**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BMTH 047

In this course students will explore elements of statistics such as normal curve, standard deviation, z-test, confidence intervals and applications of statistics. Systems of linear inequalities will be solved graphically. Students will investigate quadratic functions including graphs of parabolas, vertex, intercepts, roots and axis of symmetry.

**BMTH 053 Precalculus I**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* Math 11 with a minimum B- grade or MATH 096 or BMTH 044

This course covers functions, graphs, transformations, exponential and logarithmic functions.

*Note:* This is the first of the two courses required for an ABE provincial level in mathematics.

**BMTH 054 Precalculus II**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BMTH 053 or equivalent

This course covers circular functions, trigonometric identities and equations; polynomial and rational functions.

*Note:* This is the second of the two courses required for ABE provincial level in mathematics.

## Adult Basic Ed. - Physics

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**BPHY 036 ABE Intermediate Physics**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

This is an intermediate course in physics. Students will solve problems using System International (SI) units and will convert between units of the same dimension, employ the concept of force and the use of free body diagrams to determine if an object has an unbalanced force acting upon it, and solve problems involving motion.

**BPHY 043 ABE Advanced Physics I**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BPHY 036, or completion of the Adult Basic Education Math Assessment Test and Science 10 with a minimum grade of B and the Adult Basic Education Science Reading Comprehension Test. Students will learn the safe use and limitations of basic laboratory equipment. The concepts of forces, momentum and energy will be explored. Motion in two dimensions will be studied. Includes laboratory investigations.

**BPHY 044 ABE Advanced Physics II**

**1.00 credit (1.5,0,1.5) hrs 15 wks**

*Prerequisite:* BPHY 043

This is a continuation of BPHY 043. Students will explore concepts in electrostatics, analysis of electrical circuits, waves and sound, optics and thermodynamics.

**BPHY 053      ABE Provincial Physics I**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BPHY 044 with a minimum grade of C-, or completion of the Adult Basic Education Math Assessment Test and Physics 11 with a minimum grade of B and the Adult Basic Education Science Reading Comprehension Test

The study of motion in two and three dimensions. Students explore the concepts of force, momentum and energy in more detail than in BPHY 043. Includes laboratory investigations.

**BPHY 054      ABE Provincial Physics II**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BPHY 044 and BMTH 044

Students will explore the concepts of electric field, circuit analysis, magnetic field, waves and optics. Includes laboratory investigations.

## Adult Basic Ed.- Science

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**BSCI 021      Fundamental Level General Science**  
**1.00 credit      (1.5,0,1.5) hrs      15 wks**

An introduction to the basic scientific concepts and language of general science.

## Adult Basic Ed.-Social Studies

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**BSOC 031      Intermediate Level Social Studies**  
**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BENG 021 or equivalent

An introduction to the fundamental principles of economics. Canadian history, government legal system and the development of analytical and interpretive skills.

**BSOC 041      Advanced Level Social Studies**  
**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BENG 031 or equivalent

A study of economic, political, and social issues in Canada. Students will learn basic skills of social analysis that will enhance their ability to participate in decisions and policies that affect their economic, political and social interests.

## Adult Basic Ed - Psychology

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### **BPSY 051      ABE Provincial Level: Social Psychology**

**2.00 credits      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BENG 041

This course is a combination of sociological and psychological theory, research and practice. It is for students wishing to enter the field of health, human service work, and early childhood education, or who wish to go on to more advanced sociology and/or psychology courses. Topics include psychological and sociological theory, individual and group behaviour, interpersonal communications and relationships, adult development, and abnormal behaviours.

## Advertising

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### **ADVR 130      Strategic Development and Media Planning for Advertising**

**3.00 credits      (27,4.5,0) hrs      02 wks**

This course begins with the analysis of a client brief and the development of a creative brief for the advertising of a product, service and event. The course introduces aspects of marketing strategies for conceptual development. It provides students with an understanding about how to use the creative brief to customize the right media plan for the right client and the right target audience. It also covers an introduction of resources available to media planners and buyers, as well as effective media plan executions based on data gathered.

### **ADVR 133      The Big Idea**

**3.00 credits      (27,4.5,0) hrs      02 wks**

This course focuses on the conceptual process used in the advertising industry. This course covers interpretation of the creative brief for the development of a multi-media campaign. The emphasis is on creating umbrella concepts and creative strategies that meet client objectives.

### **ADVR 135      Evolution of Conceptual Advertising**

**3.00 credits      (27,4.5,0) hrs      02 wks**

This course covers the origins of advertising and the art of persuasion in America beginning in the 1950s. It introduces the what, when, where, why and who in the industry past and present. It includes a survey of notable advertising agencies, their philosophies and project milestones. It provides an overview of the parameters of effective visual communication, contexts and the human factor.

### **ADVR 137      Art Direction and Agency Process**

**3.00 credits      (27,4.5,0) hrs      02 wks**

This course focuses on the advertising agency process. This course also introduces the fundamentals of collaboration within an agency. It further explores the role of the art director in the creation and execution of advertising concepts.

### **ADVR 139      Fundamentals of Brand Identity**

**3.00 credits      (27,4.5,0) hrs      02 wks**

Branding concentrates on the principles and power of the brand. This course defines what a brand is and explores the regional and global impact it has on modern society. This course also covers the analysis of brand strategies, brand essence and brand communication.

# Animation

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## **ANIM 010      Animation Principles and Timing**

**2.00 credits      (7,4.5,0) hrs      04 wks**

This course is an introduction to the procedures used to create animated characters with life, weight and personality. Students will learn how to create movement frame-by-frame, using drawings and objects.

## **ANIM 020      Design Basics for Animation**

**2.00 credits      (7,4.5,0) hrs      04 wks**

Students will be introduced to design as it applies to commercial animation production. This will include: basic perspective skills; character design; posing; layout design; colour design and storyboard design.

## **ANIM 030      Drawing for Animation**

**2.00 credits      (7,4.5,0) hrs      04 wks**

Students will learn how to improve their drawing skills through observation and practice. Gesture drawing from the model will be emphasized in this course with the focus on quick sketches that capture the form and weight of the model. Basic anatomy will be introduced and students will maintain a weekly sketchbook of drawings.

## **ANIM 040      Digital Animation and Design**

**1.50 credits      (5,2.5,0) hrs      04 wks**

This course will introduce the student to computer-generated animation and the tools used to create 2-D character animation digitally. Students will learn to apply the traditional principles of animation to digital characters.

## **ANIM 103      Design Elements in Animation I**

**3.00 credits      (4,0,0) hrs      15 wks**

Students will be introduced to the importance of design in character animation. Line, shape, negative space, volume, and colour will be studied. The relationships of these elements (proximity, balance, rhythm/repetition, proportion, variety and size) will be emphasised. Three dimensional models will be created to understand structure. Through drawn exercises, students will learn to create strong character poses that communicate effectively with the audience. Students will study various artistic styles in animation and work individually and as part of a team to create effective, original character models.

## **ANIM 104      Studio: Gesture and Form**

**2.25 credits      (3,0,0) hrs      15 wks**

In this course, students will learn how to visualize and draw what they actually see rather than what their minds tell them they see. Through the practice of drawing from the live model, students will learn to create drawings that are accurate and clear in their presentation of weight, proportion, structure, volume and balance. Students will learn to quickly capture the essence of a model's pose through gesture drawing.

## **ANIM 105      Survey of Western Cinema: Animation**

**3.00 credits      (4,0,0) hrs      15 wks**

This course introduces students to the history and development of character animation as an entertainment medium from the early 1900s to the present. Students will learn about the artists, executives, studios and animated cartoon characters that entertained audiences and built a unique industry.

## **ANIM 106      Animation: Quadrupeds and Effects**

**3.00 credits      (8,0,0) hrs      08 wks**

*Prerequisite:* ANIM 116 and 117

Students will be introduced to more complex character animation involving quadrupeds and effects animation. Animal anatomy and movement including walks, runs and jumps will be practiced with an emphasis on acting and composition in a three-dimensional space. An introduction to effects animation will study how the laws of physics pertain to the movement of smoke, fire, water and other natural phenomena.

**ANIM 107      Character Animation I**  
**3.00 credits    (8,0,0) hrs            08 wks**

*Prerequisite:* ANIM 116 and 117

In this course, students will increase their understanding of timing, animation principles, design and efficient production methods to create original animated performances. Acting and dialogue are the focus of this course. Students will be introduced to digital production methods used in the industry, create their own digital character rigs and will use this knowledge in the creation of their own believable animated sequences.

**ANIM 108      Design Elements in Animation II**  
**2.25 credits    (3,0,0) hrs            15 wks**

*Prerequisite:* ANIM 103

Students will continue to develop their abilities in the design and creation of hand drawn characters that emphasise appeal and personality. Students will study a wider range of artistic styles and incorporate these styles into their own designs. The role of the character/prop designer as part of a design team will be studied. Students will create an original concept package for an animated production that includes multiple characters in the same original style.

**ANIM 109      Studio: Advanced Drawing Techniques I**  
**2.25 credits    (3,0,0) hrs            15 wks**

*Prerequisite:* ANIM 104

Students will develop their drawing and visualization skills and will increase their ability to accurately render the human form in movement. This course introduces students to the anatomical design of the human form and the relationships of bone and muscle of the human body in action and at rest. Gesture drawing for animation will continue to be developed.

**ANIM 110      Production Design for Animation**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* ANIM 103

Students will be introduced to the skills required to create effective background designs. Perspective drawing, composition of the stage, lighting, research and proper use of the animation camera will be emphasised in this course.

**ANIM 116      Animation: Timing and Principles**  
**3.00 credits    (8,0,0) hrs            08 wks**

This course is an introduction to how animators create the illusion of life through the manipulation of single images. The five conditions of motion are studied as they pertain to movement and how that movement is interpreted by the viewer. Principles of animation are introduced and students will incorporate them as a means to create hand drawn animation that is believable and entertaining.

**ANIM 117      Animation: Introduction to Character Drawing**  
**3.00 credits    (8,0,0) hrs            08 wks**

This course emphasises the movement of bipeds and the process of key animation. Students will learn to create hand drawn animation of human and anthropomorphic characters that evoke a sense of weight and believability. Students will be introduced to sound recording, sound breakdown and animating to pre-recorded

dialogue in order to create animation performances. Acting for animation will be a continuous theme throughout this course.

**ANIM 200      Character Animation II**  
**4.50 credits    (6,0,0) hrs          15 wks**

*Prerequisite:* ANIM 107

Students will utilize their understanding of animation principles and timing to create strong, believable performances with more complex characters. Traditional methods of classical animation on paper will be taught. Students will produce fully animated sequences with an emphasis on acting and performance.

**ANIM 201      Visual Storytelling**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANIM 108

Students will be introduced to the role of the story artist in the animation industry and learn the industry-standard methods used to create storyboards for animation. Students will explore one or more software packages used by studios in the creation of storyboards and animatics. Students will use the theory and practices learned in this course to plan their animated projects in the following term.

**ANIM 202      Studio: Advanced Drawing Techniques II**  
**2.25 credits    (3,0,0) hrs          15 wks**

*Prerequisite:* ANIM 109

This course continues to develop the observational drawing skills of the students as they learn the techniques required to use more design in their life drawing. Students will shift their focus from purely analytical and accurate drawing of the human form to a more aesthetic and creative drawing process.

**ANIM 203      Digital Production Tools for Animation**  
**2.25 credits    (3,0,0) hrs          15 wks**

*Prerequisite:* ANIM 107

Hand drawn animation has evolved to include complex digital software in the production of animated projects. Knowledge of these tools has become a requirement for graduates seeking careers in animation. This course focuses on procedures used to create and animate digital 2D characters using industry-standard software. The techniques that students learn in this course will prepare them for more complex digital projects in the final term.

**ANIM 204      Advanced Production Design for Animation**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANIM 110

In this course, students will learn to utilize design theory and practices in the creation of more complex and effective background designs. Advanced perspective techniques, research skills and lighting design will be used to create original hand drawn environments that become the stage for the animated actors.

**ANIM 205      Character Animation III**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANIM 200

This course focuses on the creation of feature quality character animation. Students will work with original and classic characters in the design and animation of scenes that are professional in their execution and believability. Emphasis will be on the animation of multiple characters, expressive dialogue and continuity in animated sequences that focus on storytelling.

**ANIM 206      Studio: Drawing Master Class**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ANIM 202

In this course, students will apply the skills and techniques developed in previous studio classes to create work that exhibits mastery in the drawing of the human form, draped and undraped. Students will have their work critiqued and gain experience critiquing the work of others. Students will create their final portfolio pieces in this course and develop a sketchbook of drawings from life experienced on and off campus.

**ANIM 207 Visual Development and Concept Design**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ANIM 204

In this course, students will learn of the roles and skill requirements of the concept artist and the visual development artist in commercial animation production. Utilizing digital drawing and compositing tools, students will create finished artwork that will become a major part of their portfolios. Students will develop both a personal style of their own and the ability to produce work in established styles. Colour theory and the use of colour as a story device will be explored.

**ANIM 208 Professional Studies in Animation**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ANIM 200 and 203

This course enables students to attain superior skills in one area of production. Students choose what they want to excel at and with the help of the instructor, plan the steps that will ensure post-graduate success. The instructor will work with students to develop projects that provide outstanding content for their portfolios and/or demo reels. Included in this course are studio tours, networking opportunities with successful alumni and guest speakers.

**ANIM 209 Animation: Emerging Technologies**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* ANIM 200

This course will explore the latest innovative technologies and applications that pertain to animation, from interactive input devices to film and game production in entertainment and education. The course will introduce students to new opportunities and career path alternatives. Students will study how animation and its applications have evolved, learn about the latest uses of animation and attempt to hypothesise where their own skills may be used in the future.

**ANIM 210 Entrepreneurship in the Animation Industry**

**1.50 credits (4,0,0) hrs 08 wks**

This course is designed to introduce students to entrepreneurship: owning and operating a business that makes use of the technical and creative skills of the artist/ animator. The course focuses on the tasks required to succeed as a freelance artist as well as what is needed to create one's own business, including a business plan, marketing research, financing, accounting, taxation, marketing, and human resource management.

## Animation Arts

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**ANAR 151 2D Introduction to Animation I**

**6.00 credits (8,0,0) hrs 15 wks**

*Note:* This course is intended only for students at institutions in China.



**ANAR 152      2D Design Foundations I**  
**3.00 credits    (0,4,0) hrs          15 wks**

*Note:* This course is intended only for students at institutions in China.

**ANAR 153      2D Animation Layout**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Note:* This course is intended only for students at institutions in China.

**ANAR 154      2D Survey of Life Drawing**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Note:* This course is intended only for students at institutions in China.

**ANAR 161      2D Introduction to Animation II**  
**6.00 credits    (8,0,0) hrs          15 wks**

*Prerequisite:* ANAR 151

*Note:* This course is intended only for students at institutions in China.

**ANAR 162      2D Design Foundations II**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANAR 152

*Note:* This course is intended only for students at institutions in China.

**ANAR 163      2D Animation Storyboarding**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANAR 153

*Note:* This course is intended only for students at institutions in China.

**ANAR 164      2D Anatomy for Animation**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANAR 154

*Note:* This course is intended only for students at institutions in China.

**ANAR 251      3D Fundamentals of Animation I**  
**6.00 credits    (8,0,0) hrs          15 wks**

*Prerequisite:* ANAR 151, 152, 153, 154, 161, 162, 163 and 164

*Note:* This course is intended only for students at institutions in China.

**ANAR 252      3D Model and Texture I**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANAR 151, 152, 153, 154, 161, 162, 163 and 164

*Note:* This course is intended only for students at institutions in China.

**ANAR 253      3D Animation and Timing I**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANAR 151, 152, 153, 154, 161, 162, 163 and 164

*Note:* This course is intended only for students at institutions in China.

**ANAR 254      3D Animation Imaging I**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ANAR 151, 152, 153, 154, 161, 162, 163 and 164

*Note:* This course is intended only for students at institutions in China.

**ANAR 261      3D Fundamentals of Animation II**

**6.00 credits      (8,0,0) hrs              15 wks**

*Prerequisite:* ANAR 251

*Note:* This course is intended only for students at institutions in China.

**ANAR 262      3D Model and Texture II**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ANAR 252

*Note:* This course is intended only for students at institutions in China.

**ANAR 263      3D Animation and Timing II**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ANAR 253

*Note:* This course is intended only for students at institutions in China.

**ANAR 264      3D Animation Imaging II**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ANAR 254

*Note:* This course is intended only for students at institutions in China.

## Anthropology

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**ANTH 121      Introduction to Social Anthropology**

**3.00 credits      (4,0,0) hrs              15 wks**

A survey of social anthropology to include the study of communication, economic systems, kinship and family patterns, social control, political organization, religion, and the arts. Also includes understanding the methods and effects of culture change. Examples of different cultural practices will be drawn from societies throughout the world.

**ANTH 123      Introduction to Archaeology**

**3.00 credits      (4,0,0) hrs              15 wks**

An introduction to the theoretical foundations and methods of Archaeology, including the techniques used to discover, reconstruct, and interpret the past. Examples will be drawn from archaeological research around the world.

**ANTH 124      Introduction to Biological Anthropology**

**3.00 credits      (4,0,0) hrs              15 wks**

An introduction to the theoretical foundations and evidence for human origins as presented by Archaeology and Biological Anthropology. The biological and cultural evolution of humankind as indicated through a study of evolutionary theory, primate behaviour, skeletal remains, and archaeological discoveries.

**ANTH 200      Intermediate Social Anthropology**

**3.00 credits      (4,0,0) hrs              15 wks**

This course will familiarize students with the major theoretical and methodological traditions within anthropology. These will be critically examined and the influences on contemporary anthropology assessed. The issues and debates surrounding such topics as social organization, representation, ethics, gender, tradition, religion, subsistence practices and the dynamic nature of culture may be explored in a variety of ethnographic case studies.

**ANTH 202 Anthropology and the Environment**

**3.00 credits (4,0,0) hrs 15 wks**

The study of the interaction of people, culture and environments, emphasizing human adaptive strategies. Focus of the course will vary each semester, exploring such topics as subsistence patterns, systems of knowledge in traditional cultures, modernization and globalization, and current issues.

**ANTH 204 Ethnic Relations**

**3.00 credits (4,0,0) hrs 15 wks**

A study of the relations between ethnic groups. The construction, maintenance and expression of ethnic boundaries and identities will be examined within a variety of cultural contexts, including Canada. The course will address the social construction of difference and will offer perspectives on racial stereotyping, the politics of representation, the expression of ethnic popular culture and its wider consumption. Processes, such as de-colonization and globalization which have been involved in the rise of ethnic consciousness will be analysed, together with theoretical concepts through which ethnicity may be comprehended.

*Note:* This course serves as a Canadian Studies credit.

**ANTH 205 Multiculturalism**

**3.00 credits (4,0,0) hrs 15 wks**

The course examines multiculturalism in Canada with comparative material drawn from other parts of the world. The creation and impact of multiculturalism will be addressed from historical and cultural perspectives. Topics covered may include: history and reality of Canadian immigration, the changing cultural landscape, maintenance of culture and identity, and the influence of official policy.

*Note:* This course serves as a Canadian Studies credit.

**ANTH 206 First Nations of British Columbia**

**3.00 credits (4,0,0) hrs 15 wks**

A study of the cultural history, diversity, and complexity of the indigenous peoples and cultures of British Columbia. The archaeological past, traditional lifeways, and current issues are examined.

*Note:* This course serves as a Canadian Studies credit.

**ANTH 208 Indigenous Peoples of North America**

**3.00 credits (4,0,0) hrs 15 wks**

A survey of the cultural history and social organization of indigenous peoples of the North American continent including Canada, the United States and Mexico. An examination of traditional lifestyles including family, political, religious and ecological patterns; and current issues.

*Note:* This course serves as a Canadian Studies credit.

**ANTH 209 Anthropology of Latin America**

**3.00 credits (4,0,0) hrs 15 wks**

This course is a survey of the indigenous societies of South America, Central America, and Mexico. Course subject matter will be addressed from an archaeological and cultural anthropological perspective and will include: a review of traditional lifeways of indigenous cultures in different regions of Latin America (including social organization, political structure, economy, and belief systems); an analysis of the impact and effect of European contact and policy on indigenous peoples, including assimilation strategies and resistance

movements; and an examination of in Latin American societies today, including contemporary issues, patterns of change, and the maintenance of various traditional practices.

**ANTH 222 Eating Culture: An Anthropology of Food**

**3.00 credits (4,0,0) hrs 15 wks**

This course will address the deceptively simple question of why do we eat what we do? It will explore human food systems from our nutritional needs, through our classification of resources into edible and inedible, and how we acquire ingredients, cook them, and then share them through meals. Food reaches into everyone's existence, and as such it offers us an opportunity to uncover and begin to understand our cultural similarities and differences expressed through our food habits. The course will draw upon ethnographic material from many cultures, and utilise current debates in the relatively new field of the anthropology of food.

**ANTH 225 The Anthropology of Music**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces students to the study of music as a fundamental expression of culture. Through diverse case studies, students will explore the ways in which music and music-making are embedded within complex cultural systems, by examining the relationships between music and other components of human societies. Prior knowledge or study of music is not required for this course.

**ANTH 230 Anthropology of Religion**

**3.00 credits (4,0,0) hrs 15 wks**

This course will introduce students to the anthropological study of religion by considering some of its major topics, such as magic, witchcraft, shamanism and rites of passage. It will also provide rich ethnographic case studies as examples of the practice of religion in a variety of cross-cultural contexts.

*Note:* This course is equivalent to ANTH 130. Duplicate credit will not be granted for ANTH 130.

**ANTH 232 Archaeology of Africa, Asia and Europe**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ANTH 123

This course will familiarize students with the nature of archaeological research in Africa, Asia and Europe. The primary focus is on providing a survey of cultural adaptations, from the first evidence of culture to the earliest civilizations. Theoretical, legal, and ethical issues related to the discovery, recovery, and interpretation of the archaeological record in Africa, Asia and Europe are also examined.

**ANTH 233 Archaeology of the Americas**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ANTH 123

This course will familiarize students with the nature of archaeological research in the Americas. The primary focus is on providing a survey of cultural adaptations, from the initial peopling of the continents to the period of European contact. Theoretical, legal and ethical issues related to the discovery, recovery, and interpretation of the archaeological record in the Americas are also examined.

**ANTH 240 Visual Anthropology**

**3.00 credits (4,0,0) hrs 15 wks**

This course will introduce students to visual anthropology. Students will examine a wide variety of artistic traditions from around the world by exploring such topics as cross-cultural aesthetics, the function of art, the role of artists, and art and ethnicity.

*Note:* This course is equivalent to ANTH 140. Duplicate credit will not be granted for ANTH 140.

**ANTH 241 Archaeology Field School**

**6.00 credits (2,9,0) hrs 15 wks**

This practical field course focuses on the identification, recording and recovery of archaeological remains. The majority of the time is spent in the field. When the course is offered during a seven week summer session, the course hours each week are doubled.

*Note:* Permission of instructor is required to register.

**ANTH 249 Comparative Cultures: A Field Study in Anthropology**

**3.00 credits (4,0,0) hrs 15 wks**

An interdisciplinary course to consider in depth a particular geographic area and its people. Comparative institutions, cultural ecology, contemporary issues, methods of observation and study. Students and instructor study in the field.

**ANTH 320 Archaeology and Popular Culture**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 3 credits of 100 or 200 level ANTH

This course examines archaeology in popular culture from a critical perspective, focusing on understanding the nature of popular culture and how social scientists study it, and evaluating the way archaeology, archaeologists, and the human past are portrayed in media, tourism, theme parks, and advertising.

**ANTH 323 Learning from the Past: The Relevance of Archaeological Research**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including ANTH 123

From environmental degradation to technological advances that forever change the way we live - many of the themes that characterize our modern society can also be seen in the archaeological record of past societies. This course examines some of the most significant developments that occurred during the early course of human existence, such as the origins of agriculture, the nature and causes of warfare in ancient societies, and issues deriving from early versions of "global politics" and "global economies" in the ancient world. We will conclude by critically evaluating the contribution of archaeological research on past societies to addressing current problems in our own.

*Note:* ANTH 232 and/or 233 are recommended

**ANTH 340 Stuff: The Anthropology of Material Culture**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 3 credits of 100 or 200 level ANTH

Stuff, the perfect term to capture humanity's material baggage, and this course explores, from an anthropological perspective, the way people make stuff, and how stuff makes people. It follows the journey of stuff from point of origin, through exchange, display, consumption, and destruction. This will be explored through two decades of anthropological ideas about material culture that culminates in a new theory of materiality that will make anyone look with fresh eyes at their own possessions. The course will explore the creation of commodities, cross-cultural encounters through material culture, the representation of stuff in museums, and will finally examine private possessions, consumption, and ultimately reflect on how our stuff defines us today.

**ANTH 342 Life's Passage: The Anthropology of Aging**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 3 credits of 100 or 200 level ANTH

This course will examine the way culture shapes the formation of identity for its members throughout their lifespan. Aging will encompass the whole lifespan from the moment of birth to death. It will provide a cross-cultural exploration the processes of aging through the lenses of gender, kinship, social organization, religion, politics and economics. Particular emphasis will be placed on understanding the acquisition of status and the societal roles that accompany each life stage.

**ANTH 350 Ethnology of a Selected Region**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 3 credits of 100 or 200 level ANTH  
This course will draw upon ethnographic material, and will provide an integrated description and ethnological analysis of the cultures, their historical and present day economic, social, political, and religious ways of life of selected ethnic groups from different regions around the world. The selection of the region may vary from one semester to the next. See the Anthropology Department website for the specific focus for a specific semester.

**ANTH 420 Contemporary Topics in Anthropology**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework  
This course explores contemporary issues in anthropology, including current debates in the discipline. Specific topics will vary from year to year, but may include, for example, examinations of anthropology's response to globalization, anthropology and the military, representations of the 'other', or debates on ethical concerns in research.

*Note:* ANTH 121 or 123 or another first or second year ANTH course is recommended

**ANTH 490 Directed Studies**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits including a minimum of one 300-level ANTH course  
Students will work with an Anthropology faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of Anthropology website for complete details on the application process.

## Applied Behaviour Analysis

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**ABA 100 Introduction to Behaviour Principles**

**3.00 credits (4,0,0) hrs 15 wks**

This course will introduce students to the basic principles of the science of behaviour and the application of that science to real world problems through course readings, activities, lectures, and assignments. Basic principles such as reinforcement, punishment, and instructional techniques will be discussed.

**ABA 101 Observations of ABA in Community Settings**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ABA 100  
This course will introduce students to the application of basic principles of the science of behaviour in real world settings. Students will collect observational data in each setting and discuss with their peers and Instructor during class meetings. Settings will include preschool, school-aged, and adult services as well as a recreational setting.

**ABA 200 A Survey of Applied Behaviour Analytic Applications**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ABA 100  
This course will introduce students to a variety of applications of Applied Behaviour Analysis across a range of settings and applications. Students will learn about a range of clinical applications from assigned readings, activities, and class lectures. Topics will include: education, medicine, business and industry, human health and sports, gerontology, and sustainable societies.

**ABA 201            Observation Practicum**  
**3.00 credits    (0,0,4) hrs            15 wks**

*Prerequisite:* ABA 101 and ABA 200

This course will build upon content from ABA 100, 101 and 200 and allows students to observe and document the application of behavioural principles in a real world setting of their choosing by following a particular client or program. These placements may include one of the following: preschool, school, adult, or recreational setting.

**ABA 310            Practicum I - Interventionist**  
**3.00 credits    (0,0,6) hrs            15 wks**

Students will gain practical experience in the design and implementation of behavioural programs with individuals. All students will work in community-based agencies, attend and complete agency orientation, meet agency guidelines for volunteers and/or employees, and will be supervised by community agency and Psychology Department faculty.

**ABA 312            Single Subject Research Design and Statistics**  
**3.00 credits    (4,0,0) hrs            15 wks**

This research methods course focuses on procedures and issues related to the design, implantation and analysis of single subject research, also referred to as small N research. It covers general methodological information as well as specific details about single subject methods in applied settings. The course also introduces issues and applications of statistical procedures to single subject and time series data.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ABA 313            Supporting Individuals with ASD and Their Families Across the Lifespan**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* ABA 343 and 344

The course will address the critical professional skills of how to collaborate with and effectively support families that have a child with autism from diagnosis through adulthood. Students, in their professional careers, will encounter various types of families (i.e., cultural diversity, family structure, etc.) and the need to consider family factors in intervention and support strategies is essential. This course will also address 'special topics' in programming for children, adolescents and young adults, and further prepare service providers to create appropriate curriculum throughout the lifespan for individuals with ASD.

**ABA 322            Developmental Psychopathology**  
**3.00 credits    (4,0,0) hrs            15 wks**

The primary goal of this course is for students to begin to answer one primary question: How can knowledge of normal development inform our efforts to elucidate the etiology of disorders, to assess and classify child psychopathology, and to develop effective treatments for childhood disorders? This course will examine the major stages of development and the biological, psychological, and sociocultural changes that occur for individuals and families over the lifespan, as well as the interconnection of these influences in the development of pathology.

*Note:* PSYC 204, 212, 222 are recommended

**ABA 325            Human Neuropsychology**  
**3.00 credits    (4,0,0) hrs            15 wks**

This course introduces the student to the field of human neuropsychology. It begins with a review of neuropsychology but the material will be covered in greater detail and depth than in the 200-level biopsychology course. The course will also provide a detailed overview of the investigative techniques used in neuropsychology and neuropsychological assessment tools along with discussions of laterality and cognitive neuropsychology. The second half of the course will address topics in applied neuropsychology

including neural development and developmental disorders, brain damage, plasticity and recovery of function after neurological trauma.

*Note:* PSYC 212, 225 and 230 are recommended

**ABA 341 Applied Behaviour Analysis I: Principles of Behaviour**  
**3.00 credits (4,0,0) hrs 15 wks**

Applied Behaviour Analysis is the application of the basic principles of behaviour to the participants involved. The field is based on a scientific approach to human behaviour and has resulted in various techniques that are effective at changing behaviour. The goal of this course is to acquaint you with the various principles and their applications.

**ABA 342 Applied Behaviour Analysis II: Procedures for Behaviour Change**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ABA 341

This course covers behavioural assessment, behaviour change procedures, programming strategies for the generality of behaviour change, emergency procedures, and staff training and management. In addition, the class presents an overview of ethical and social issues in Applied Behaviour Analysis. It is the second of two parts. The two classes are based on the Behaviour Analyst Certification Board's® Behaviour Analyst Task List - third edition. Applied Behaviour Analysis II builds on the goals and objectives of Applied Behaviour Analysis I.

**ABA 343 Ethics and Professional Standards**  
**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to provide students who are pursuing training in Applied Behaviour Analysis (ABA) with the opportunity to learn ethical principles and laws pertinent to the practice of ABA. An additional focus will be on developing and maintaining effective relationships with mental health professionals.

**ABA 344 Autism Spectrum Disorders - I**  
**3.00 credits (4,0,0) hrs 15 wks**

This is an overview of autism spectrum disorders (ASD). The course is an examination of the psychological, physiological, social, and educational characteristics of individuals who have been identified as having autism, pervasive development disorder, Rett's disorder, Asperger's syndrome and childhood disintegrative disorder. By the end of this course, students will demonstrate knowledge and skills related to: The definition and characteristics of persons with autism spectrum disorders, causes and prevalence of ASD as well as changes throughout the lifespan.

*Note:* PSYC 204 recommended

**ABA 345 Behavioural Assessment and Positive Behavioural Support**  
**3.00 credits (4,0,0) hrs 15 wks**

The purpose of this course is to introduce students to the philosophy and methods of behavioural assessment and positive behavioural support with persons who engage in challenging behaviour in school and community contexts. Topics covered will include principles of behaviour change, summary hypothesis statements and competing behaviour pathway diagrams, design of multi-component behaviour support plans, and the design of plans that are both technically sound and contextually-appropriate.

**ABA 346 Autism Spectrum Disorders - II**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ABA 344, PSYC 100 and 101

This is an overview of autism spectrum disorders (ASD), such as Rett's Disorder, Asperger's Disorder and Atypical Autism. The course is an examination of the psychological, physiological, social, and educational characteristics of individuals who have been identified as having ASD. By the end of this course, students



will demonstrate knowledge and skills related to: The definition and characteristics of persons with ASD, causes and prevalence of ASD as well as changes throughout the lifespan.

*Note:* PSYC 204 recommended

**ABA 410          Practicum II - Assistant Behavior Analyst®**

**12.00 credits    (0,0,25) hrs          15 wks**

*Prerequisite:* ABA 310

Students will gain practical experience in the design and implementation of behavioural programs with individuals. All students will work in community-based agencies, attend and complete agency orientation, meet agency guidelines for volunteers and/or employees, and will be supervised by community agency and Psychology Department faculty. To obtain 350 hours of the 500 supervised hours required towards certification as an Associate Behavior Analyst®.

**ABA 411          Practicum III - Assistant Behavior Analyst®**

**3.00 credits    (0,0,11) hrs          15 wks**

*Prerequisite:* ABA 310 and 410

Students will gain practical experience in the design and implementation of behavioural programs with individuals. All students will work in community-based agencies, attend and complete agency orientation, meet agency guidelines for volunteers and/or employees, and will be supervised by community agency and Psychology Department faculty. To obtain 150 hours of the 500 supervised hours required towards certification as an Associate Behavior Analyst®.

**ABA 412          Directed Studies in Applied Behaviour Analysis**

**3.00 credits    (0,0,4) hrs          15 wks**

*Prerequisite:* ABA 410 AND 411

This directed studies course integrates and expands the knowledge and skills learned during the two Associate Behavior Analyst® practicums. Students will present an in-depth case study which includes integration and critical analysis of relevant research literature and applied resources.

**ABA 415          Adults with Developmental Disabilities: ABA Interventions**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ABA 342

This course will introduce students to commonly encountered issues and topics for adults with Autism Spectrum Disorders and other Developmental Disabilities (e.g., intellectual disability, Down's Syndrome, multiple disabilities, etc.). Topics will include: person centred planning, health and self-care, community and daily living skills, house, social skills and employment, literacy, and post-secondary education.

**ABA 426          Assessment and Intervention Planning for Young Children with ASD**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ABA 342 and 346

In this course students will build upon concepts previously learned in ABA principles and Autism courses to gain a better understanding of how to design programming for young children with ASD. Students will be introduced to a range of commonly used assessment tools and strategies for effective assessment. This will be followed by discussion of individual child goal-setting. Students will be expected to choose effective short-term and long-term goals for young children receiving home or clinic-based intervention. Finally, students will spend several classes learning more about how to break down and effectively teach complex skills including language, social, play and adaptive daily living skills.

**ABA 443          Advanced Topics in Applied Behaviour Analysis**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* ABA 342

Advanced Topics in Applied Behaviour Analysis expands on the behaviour-analytic knowledge base developed in ABA 341 and ABA 342 with a focus on mastery and application on a full range of basic behavioural principles. Students are expected to complete weekly assignments based on the Behaviour Analyst Certification Board® task list (3rd edition) in order to prepare for and actively participate in class discussions and clinical application exercises. Emphasis will be placed on applying principles in "real-life" clinical situations. Additionally, content relevant to consulting skills will be included.

## Art History

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**AHIS 100      The History of Art I**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course studies the history of art beginning with the pyramids of Egypt and concluding with the Gothic Cathedrals and Italian fresco paintings of the High Middle Ages in Europe. An understanding and appreciation of art are the aims of the course, and through lectures and class discussions, students will develop an eye for seeing and appropriate terms to describe the works shown. Our involvement with the art of the past clearly reveals how changing styles in architecture, painting, and sculpture are influenced by the historical context and the political, social, and religious thought of each period.

**AHIS 101      The History of Art II**  
**3.00 credits      (4,0,0) hrs              15 wks**

Beginning with the art of the Italian Renaissance, this course studies the history of painting, sculpture, and architecture to the start of the twentieth century. Individual artists including Leonardo, Michelangelo, Rembrandt, Goya, Van Gogh and Picasso are studied in addition to the larger period styles. Because works of art so perfectly reflect their age, the economic, social, and religious ideas of each period will be closely considered.

**AHIS 103      First Nations Art of the Northwest Coast**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course will examine the diverse and rich artistic production of the Northwest Coast First Nations peoples, both pre-contact and contemporary. Carving, knitting, weaving, screen printing and painting will be discussed as well as mixed media, performance and installation work.

**AHIS 104      Introduction to Visual Culture I**  
**3.00 credits      (4,0,0) hrs              15 wks**

Using illustrated lectures, discussions, field trips and assignments, participants in Art History 104 will be introduced to the means of visual communication that have served the needs of diverse cultures and individuals throughout history. We will define the basic terminology of art and visual media, examining the interaction of form and content. In surveying selected examples from various genres and media we will investigate the many purposes of art through an examination of its past and present roles within diverse societal and political contexts.

**AHIS 105      Introduction to Visual Culture II**  
**3.00 credits      (4,0,0) hrs              15 wks**

Using illustrated lectures, discussions, field trips and assignments, participants in Art History 105 will be introduced to issues in art history with relevance to contemporary discourse. Topics range from ritual and spirituality in art, representations of gender, sexuality, politics, identity and the body, to images of nature, war, death and commemoration. We may also look into aspects of photography, advertisement, modern

architecture, censorship, and the role of museums. In surveying selected works from various genres and media, we will investigate the many past and present functions of art within societal and political contexts.

**AHIS 106 Pre-Columbian, African and Northwest Coast Indigenous Art**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces the student to aspects of Pre-Columbian art, Northwest Coast Native art and African art. The art, architecture and performing arts of indigenous peoples will be examined in the context of cultural, religious and social issues. Students will learn about civilizations that flourished in Mexico prior to the Spanish Conquest. A section on the art of the Northwest Coast peoples will illuminate the achievements of local indigenous cultures and their inherent relationship with the environment. In the component on African art, students will study the early history of African art and later artistic developments in a variety of regions ranging from Senegal to Zaire.

**AHIS 107 The Art of India, China and Japan**

**3.00 credits (4,0,0) hrs 15 wks**

Explore exotic Indian temples, ancient Chinese burials and Japanese shrines in this introductory course to Asian art. Indian, Chinese and Japanese works of art will be examined in the light of cultural, religious, social and political issues to emphasize the close connections between art and society. In particular, the impact of Hinduism, Buddhism and Confucianism on the arts will be examined. Students will gain insights into the evolution of important periods, styles and artistic traditions in Asian art. Consideration will be given to a wide range of art forms, including the performing arts and the Japanese tea ceremony.

**AHIS 109 Women and Art History**

**3.00 credits (4,0,0) hrs 15 wks**

This course is an examination of how women have been represented in the art of the past, as well as an investigation of women artists throughout history. The focus is on North America and Europe. The course will discuss issues such as how gender differences are upheld and critiqued in visual images, and the obstacles women artists have faced. The significant ways in which feminist inquiry has changed the practice of art history will be a key theme.

*Note:* This course is equivalent to WMST 130 and WGST 230. Duplicate credit will not be granted for WMST 130 or WGST 230.

**AHIS 210 History of Modern Art (19th Century)**

**3.00 credits (4,0,0) hrs 15 wks**

This course studies the mainstreams of modern art beginning with the paintings of Jacques Louis David produced during the French Revolution and concluding with the art of Cezanne. Emphasis is given to individual artists, and works by Goya, Delacroix, Monet, Van Gogh, Gauguin and others are studied in depth. Aesthetic revolutions and counter-revolutions are explored in conjunction with the social and political upheavals of the 19th century, where issues of class, gender and race come to the fore.

**AHIS 211 History of Modern Art (20th Century)**

**3.00 credits (4,0,0) hrs 15 wks**

This history of 20th century art begins with the work of Picasso and Matisse and studies the impact of revolutionary movements of art such as Futurism, Constructivism, Dada, and Surrealism. America's post war contribution - Abstract Expressionism, Pop, Minimalism, Conceptual and Earth Art - is studied, leading to a full discussion of the issues of Post Modernism and art into the 21st century. The aim of this course is to demystify modern art by studying the underlying concepts and theories, which will reveal how closely art expresses the ethos of contemporary life.

**AHIS 215 Art and Technology**

**3.00 credits (4,0,0) hrs 15 wks**

Artists offer unique perspectives on technologies. The topic of art and technology has recently been given a new impetus as artists have become interested in digital technologies and cutting-edge bio-technologies (cloning, genetic engineering). Yet the relationship between art and technology is not new, but ancient. Examining their interaction is vital, particularly given our current situation of rapid change. The topic will be of interest to students in both the humanities and the sciences.

**AHIS 220      Early Renaissance Art in Italy**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course traces the origins of the Early Renaissance in Italy, beginning with the art of Giotto and focusing attention on the creators of the new style, the architects, sculptors and painters of Florence, Arezzo, Mantua and Venice. The intellectual, religious and political climate of the fifteenth century, linked to the expression in this new art, will also be considered, as will the emerging importance of private patronage.

**AHIS 221      High Renaissance and Mannerist Art in Italy**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course studies the art of the High Renaissance and the emerging view of the artist as sovereign genius. The work of Leonardo, Michelangelo and Raphael is examined in depth. Focus is then given to the artists of the Mannerist School, whose highly subjective and artificial style dominates the latter part of the 16th century. The contributions of the Venetians as well as the architecture of Palladio will also be considered.

**AHIS 231      History of Textile Art I**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course first studies the textile traditions of the Near East by considering Ancient Egypt and its great linen manufactories, and the silk guilds of the Byzantine Empire, as well as tracing the influence of Sassanian designs. Cotton and the central role it played in the struggle for Indian independence is highlighted as we move further east to consider the evolution of the Dragon Robes of China and the kimonos of Japan. This study concludes with textile designs and tapestries produced in Medieval and Renaissance Europe where the important contributions of such leading artists as Raphael and Rubens are fully considered.

**AHIS 232      History of Textile Art II**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course first explores the textile traditions of Africa and the Americas. The textiles of the Kuba of Africa, Ancient Andean cloth and Contemporary Mayan textile designs are examined as important artistic expressions of these cultures. Navaho weaving and the great tradition of the Chilkat Dancing Blanket of the Pacific Northwest are also studied as examples of cultural expressions. Our attention then focuses on the effects of the Industrial Revolution on textile practices and the contributions of William Morris and the Arts and Crafts Movement. The course concludes with a discussion of 20th century textiles and explores the work of some of the leading contemporary textile artists.

**AHIS 241      Modern Architecture**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course will survey modern architecture from its roots in the later Industrial Revolution through present-day production, taking into account changes in technology, socio-cultural context, architectural theory and paradigms of globalism and environmental awareness. Many prominent architects will be discussed as well how broader trends and movements such as the Arts-and-Crafts, International Modernism, Brutalism and Postmodernism have impacted the architecture of Greater Vancouver.

*Note:* AHIS 100, 101, 104 or 105 would be useful

**AHIS 250      Art and Nature Now: Environmental Crisis**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course takes an in-depth look at art and the environment, in particular the changing perceptions of nature in art through time and, more currently, art activism and art collaboration in relation to climate change, ecological crisis, and the anthropocene. This course looks at how artists have examined the human relationship to the landscape and the planet, from earth art, to repurposing trash, to developing visual strategies to accompany protests and enhance advocacy. The course includes examples of contemporary First Nations art and local Vancouver artists.

**AHIS 251 Fortune, Fame, Forgery: Art and Business**

**3.00 credits (4,0,0) hrs 15 wks**

This course examines the intersections of art and the market, how art becomes an investment, how auction houses function, and the criminal element that tries to cash in through art theft and forgery. We will examine a number of case studies to understand the world of art and business, from Sotheby's to museum intrigues to critical reviews to the elite world of experts, art collecting, and donor gifts.

**AHIS 252 Vancouver Art & Culture: Past and Present**

**3.00 credits (4,0,0) hrs 15 wks**

Always in the vanguard of global exchange, the dynamic and intercultural metropolis of Vancouver is an exciting model of the trans-global city of the future. Multiple on-site visits make this course an enriching, participatory and interactive experience for both local and international students, allowing them to better understand, through exposure to, the West Coast and Canadian culture in which they are living and working, and its connections with global art markets.

**AHIS 305 History of Photography**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level AHIS

This course surveys the history of photography from its technical beginnings in the 1830s to the use of photographic technologies in current postmodern practice. The course focuses on selected practitioners and aesthetic movements from the 19th and 20th centuries as well as the interaction of photography with mass media, including commercial photography and photojournalism. Emphasis is placed on the socio-political and aesthetic roles photography plays in culture and its use as "evidence" in classification, photojournalism, anthropology, and forensics.

**AHIS 315 Art of the Baroque**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level AHIS

The Art of the Baroque examines the rise of the Baroque as a style and an ideology from its origins in the art and architecture of Counter-Reformation Rome, and follows the dissemination of Baroque tendencies through the countries of 17th-century Europe, including Flanders, Spain, France, the Dutch Republic, and England. The course traces the close interrelationships between art, architecture, politics, religion, and science at the start of the modern period.

**AHIS 320 Art, Activism, and Citizenship**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level AHIS

This course examines major examples of art activism from the mid-twentieth century to the present and uses a variety of readings to shape understandings of both historical and contemporary issues in relation to art production: war and conflict, poverty and homelessness, the environment and climate change, technological change, and corporate capitalism and globalization.

**AHIS 325 Approaches to Art**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 AHIS credits at the 100 or 200 level  
 Through close reading and discussion of influential art-historical texts this course will critically survey various approaches that have characterized the interpretive discourse on art from the Renaissance to the present day. Topics will include (auto-) biography, stylistic/formal analysis, connoisseurship, iconography and iconology, patronage and reception, social history, Marxist perspectives, psychoanalytic approaches, semiotics and structuralism, postmodernism, postcolonialism, deconstruction, feminism and gender studies.

**AHIS 330      Art and Trauma**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 AHIS credits at the 100 or 200 level  
 This course will examine how visual art attempts to represent social, national, political, and individual trauma. Looking at case studies from history and the present, theories concerning the body are raised, as well as questions about how various groups buttress their power through threat and the spectacle of violence, how artists respond to instances of torture, genocide, war and disease, and the range of spectator responses to challenging, difficult, and gruesome images.

**AHIS 335      Canadian Content: Art, Land and National Identity**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 AHIS credits at the 100 or 200 level  
 This course will examine how the visual arts have been implicated in the construction of Canada as a nation. Indigenous, French, and British traditions have contributed to contemporary understandings of Canada as a nation distinct from all others, but at the same time, inextricably linked to wider histories of settler colonialism, nationalism, and globalization. These broad themes will be illuminated through a critical analysis of specific topics and media, including photography, landscape, gender, ethnicity and the role of museums/art galleries.

**AHIS 410      Museums and Collecting: The Rhetorics and Rituals of Display**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level AHIS  
 This course provides an in-depth look at how museums and galleries structure perceptions of art and function as public and/or private spaces. Students will examine a number of case studies to better understand the diversity of practices and institutions.

**AHIS 425      Outcasts and Others in Western Art**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework  
 This course critically analyzes images of the so-called "Other" in Western art. Western art is crowded with bodies that dominant powers have violently suppressed. In considering case studies from medieval times to the present, we re-evaluate maligned societal "types" - witches, criminals, peasants, shepherds, beggars, prostitutes, homosexuals, non-Europeans and non-Christians, the mentally ill and disabled – who have typically been marginalized or excluded from dominant culture. Select readings and images will be studied to expose the ideologies that privilege some people and subordinate others. The contexts include colonialism, xenophobia, patriarchy, religious strife, psychiatry, and medicalization of sexuality, and race.

**AHIS 430      DRAWN! The Art of Graphic Novels, Memoirs, Histories**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework  
 This course, through power-point presentations, seminar-style class discussions, and readings, examines the unique contributions of graphic novels, memoirs, and histories. Major examples will be examined and interpreted. Students will become familiar with their stylistic innovations, the image-text relationship, and how artists use the concepts of time and space in this visual medium.

**AHIS 490 Directed Studies**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits including a minimum of one 300-level AHIS course

Students will work with an Art History faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of Art History website for complete details on the application process.

## Arts & Entertainment Mgmt

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**AEM 140 Arts and Entertainment Management I**  
**3.00 credits (4,0,0) hrs 15 wks**

This course will introduce students to the basic concepts and organizational systems required for Arts and Entertainment Management. Lectures will focus on marketing, resource development, volunteer and board management, tour management, organizational structures, artist management, financial management, and presenting and promoting performances.

**AEM 141 Arts and Entertainment Management II**  
**3.00 credits (4,0,0) hrs 15 wks**

A continuation of AEM 140.

**AEM 142 Arts and Entertainment Applications I**  
**3.00 credits (2,4,0) hrs 15 wks**

Students will gain on the job experience in various management positions in the performing arts. Practical positions include Event Services Coordination, Audience Services and Project Management. All positions include different levels of administration, budgeting, financial management, organizational skills, event planning, report writing, artist relations, dealing with contracts, troubleshooting and team building.

**AEM 143 Arts and Entertainment Applications II**  
**3.00 credits (2,4,0) hrs 15 wks**

A continuation of AEM 142.

**AEM 145 Computer Applications in Arts and Entertainment Management**  
**3.00 credits (4,0,0) hrs 15 wks**

This course teaches the applications for computers in Arts and Entertainment Management. Students will gain an understanding of word processing, desktop design, Internet, e-mail, spreadsheet and database programs. Students will be given hands-on experience in a computer laboratory setting. The emphasis will be on practical application in the workplace.

**AEM 146 Festival Management**  
**1.50 credits (4,0,0) hrs 08 wks**

This course will introduce students to the systems used to manage festivals in the arts and entertainment sector. Students will learn the various components involved with festival management and learn how to plan and execute a festival within the context of community partnerships, risk management, and site/venue development.

**AEM 147 Record Label Management**  
**1.50 credits (4,0,0) hrs 08 wks**

This course will introduce students to record label management. Students will learn how to produce a CD from the creative concept and production stage through to the sales/marketing and retail stage.

**AEM 148      Venue Management**  
**3.00 credits    (4,0,0) hrs          15 wks**

This course will examine the various aspects of managing a venue. Students will learn box office and front of house operations, event services, maintenance, rental clients and human resources.

**AEM 240      Practicum in Arts and Entertainment Management I**  
**12.00 credits    (0,0,32.6) hrs          15 wks**

*Prerequisite:* 30 AEM credits

This course is the first of a pair of practicum courses. Students will gain on-the-job experience in various arts management positions. The experience will be determined by the organization that the student is placed with. Each student will be supervised by his/her immediate superior throughout the practicum. In order to foster a real working environment, students will be encouraged to work independently and be given objectives to accomplish during their practicum. A job description outlining duties and responsibilities will be issued.

**AEM 241      Practicum in Arts and Entertainment Management II**  
**12.00 credits    (0,0,32.6) hrs          15 wks**

*Prerequisite:* AEM 240

This course is the second of a pair of practicum courses. Students will gain on-the-job experience in various arts management positions. The experience will be determined by the organization that the student is placed with. Each student will be supervised by his/her immediate superior throughout the practicum. In order to foster a real working environment, students will be encouraged to work independently and be given objectives to accomplish during their practicum. A job description outlining duties and responsibilities will be issued. The second practicum will occur at a different organization than the first.

**AEM 245      Media Relations, Marketing and Promotion**  
**1.50 credits    (4,0,0) hrs          08 wks**

*Prerequisite:* 21 AEM credits, ENGL 100 and THTR 160

Students will be introduced to the basic concepts of marketing, public relations, and promotion in relation to arts and entertainment management. Lectures will focus on how to apply strategic marketing principles to arts and entertainment management.

**AEM 247      Financial Management in Arts and Entertainment Management**  
**1.50 credits    (4,0,0) hrs          08 wks**

*Prerequisite:* 21 AEM credits, ENGL 100 and THTR 160

Students will be introduced to the basic concepts of financial management, including accounting, cash management, budgeting, box office management, forecasting and payroll, in relation to performing arts organizations. Lectures will focus on how to apply financial arts principles to the performing arts.

**AEM 248      Resource Development in Arts and Entertainment Management**  
**1.50 credits    (4,0,0) hrs          08 wks**

*Prerequisite:* 21 AEM credits, ENGL 100 and THTR 160

This course teaches the skills necessary to become an effective advocate for the arts. The students learn how to successfully complete grant applications and how to plan and execute a successful fundraising campaign.

**AEM 249      Fundamentals of Artist Development**



**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* 21 AEM credits, ENGL 100 and THTR 160

The purpose of this course is to provide students with an understanding of how an arts and entertainment organization operates and how tours are planned and executed.

**AEM 251 Industry Seminar in Arts and Entertainment Management**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* 21 AEM credits, ENGL 100 and THTR 160

This course prepares students for building and maintaining a career in the arts and entertainment industry. Lectures and panel discussions will focus on transferring skills and knowledge from the academic environment to the practical work environment. Topics include self-assessment of employability skills, professional behaviour, resume writing, interview techniques, work search methods, goal setting and workplace skills.

**AEM 252 Introduction to Performing Arts Touring**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* 21 AEM credits, ENGL 100 and THTR 160

Students will be introduced to the basic concepts of tour management in the performing arts. Lectures will focus on the process of tour organization and the resources available for booking tours.

**AEM 340 Advanced Practicum in Arts and Entertainment Management I**

**12.00 credits (0,0,32) hrs 15 wks**

This course is a 15-week practicum in which the student will assume a position working for a professional arts organization for 35 hours per week. These will generally be office hours with some evening and weekend work, depending on the position assigned. A job description outlining duties and responsibilities will be issued.

**AEM 341 Advanced Practicum in Arts and Entertainment Management II**

**12.00 credits (0,0,32) hrs 15 wks**

A 15-week practicum in which the student will assume a position working for a professional arts organization.

**AEM 345 Advanced Media Relations, Marketing and Promotions**

**1.50 credits (10,0,0) hrs 03 wks**

Students will be introduced to the basic concepts of marketing, public relations, and promotion in relation to arts and entertainment management. Lectures will focus on how to apply strategic marketing principles to arts and entertainment management.

**AEM 346 Advanced Organizational Structures in Arts and Entertainment Management**

**1.50 credits (10,0,0) hrs 03 wks**

This course will provide students with a basic overview and understanding of the organizational structures in arts and entertainment management. Lectures will focus on the fundamentals of organization and management in performing arts organizations with an emphasis on teaching the skills necessary to build successful relationships between the various organizational sectors. Guest speakers from participating arts organizations will be featured.

**AEM 347 Advanced Financial Management in Arts and Entertainment Management**

**1.50 credits (10,0,0) hrs 03 wks**

Students will be introduced to the basic concepts of financial management, including accounting, cash management, budgeting, box office management, forecasting and payroll, in relation to performing arts organizations. Lectures will focus on how to apply financial management principles to the performing arts.

**AEM 348      Advanced Resource Development: Grantsmanship, Sponsorship and Fundraising**  
**1.50 credits    (10,0,0) hrs      03 wks**

This course provides an understanding of the critical role of the resource development activities in performing arts and entertainment organizations. Topics include corporate sponsorship, direct mail, planned giving, and special event fundraising.

**AEM 349      Advanced Fundamentals of Artist Development**  
**1.50 credits    (10,0,0) hrs      03 wks**

Students will be introduced to the critical role of management in the development of an artist's career. Lectures will cover intellectual property management, contractual relationships, recording, touring, presentation, and marketing.

**AEM 350      Advanced Production and Tour Management**  
**1.50 credits    (4,0,0) hrs      08 wks**

Students will be introduced to the basic concepts of production and tour management in performing arts organizations. Lectures will focus on the personnel in performing arts organizations and their duties, equipment used in presenting performing arts, and the process of tour organization.

**AEM 355      Current Issues in Arts & Entertainment I**  
**3.00 credits    (6,0,0) hrs      15 wks**

*Prerequisite:* 9 AEM credits

*Corequisite:* AEM 356

This course is the first of a pair of mixed mode courses. Students will examine various issues within the arts and entertainment industry. Throughout the term, students will share and reflect on their experience through online forums, journals and final seminars.

**AEM 356      Advanced Arts & Entertainment Management Practicum I**  
**8.00 credits    (0,0,15) hrs      15 wks**

*Prerequisite:* 9 AEM credits

*Corequisite:* AEM 355

This course is the first of a pair of practicum courses. Students will apply arts and entertainment management knowledge, skills, theories and processes to a hands-on, relevant arts management position.

**AEM 361      Current Issues in Arts & Entertainment II**  
**3.00 credits    (6,0,0) hrs      15 wks**

*Prerequisite:* 9 AEM credits

*Corequisite:* AEM 362

This course is the second of a pair of mixed mode courses. Students will continue to examine and discuss various issues in arts and entertainment in the context of wider society and its economic and political trends. Throughout the term, students will share and reflect on their experience through online forums, journals and final seminars.

**AEM 362      Advanced Arts & Entertainment Management Practicum II**  
**8.00 credits    (0,0,15) hrs      15 wks**

*Prerequisite:* 9 AEM credits

*Corequisite:* AEM 361

This course is the second of a pair of practicum courses. Students will continue to apply arts and entertainment management knowledge, skills, theories and processes to a hands-on, relevant arts management position.

**AEM 363      Advanced Arts & Entertainment Management Graduation Projects****3.00 credits      (2.5,0,3) hrs      15 wks***Prerequisite:* 9 AEM credits

This capstone course guides students through individual projects carried out in cooperation with a faculty advisor. Based on knowledge and experience gained throughout the program, students will complete and present a graduation portfolio containing key elements of an event plan including, but not limited to, an event proposal, a budget, a marketing plan and a sponsorship proposal or grant application. Students will also write an article on an industry topic as assigned.

## Astronomy

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**ASTR 106      Introduction to Astronomy****3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* Pre-Calculus 12 or Principles of Math 12, or Pre-Calculus 11 with a minimum B grade, or Principles of Math 11 with a minimum B grade, or Foundations of Mathematics 11 with a minimum A grade, or BMT 053/054, or MATH 105. MATH 105 may be taken concurrently.

An introduction to astronomy emphasizing the physics underlying the behaviour of the universe and the means by which it is observed. Topics include Newtonian mechanics and gravitation, electromagnetic waves, observing instruments, the sun and solar system, stars, galaxies, cosmology and black holes. There is no lab component for this course.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ASTR 107      Introductory Astronomy****4.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* Pre-Calculus 12 or Principles of Math 12, or Pre-Calculus 11 with a minimum B grade, or Principles of Math 11 with a minimum B grade, or Foundations of Mathematics 11 with a minimum A grade, or BMT 053/054, or MATH 105. MATH 105 may be taken concurrently.

An introduction to astronomy with a lab, emphasizing the physics underlying the behaviour of the universe and the means by which it is observed. Topics include Newtonian mechanics and gravitation, electromagnetic waves, observing instruments, the sun and solar system, stars, galaxies, cosmology and black holes.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

## Bachelor of Performing Arts

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**BPAC 400      Contemporary Cultural Practices****3.00 credits      (4,0,0) hrs      15 wks**

This course examines pivotal movements in Western art and performance during the modernist period of the late 19th century to the mid 20th century. Through analysis of historical and socioeconomic contexts, students explore how artistic disciplines coexist and influence each other. Students identify and examine the parameters and principles behind the paradigm shift that led to new artistic concepts and innovative forms in music, film, video, theatre, dance, writing and visual arts.

**BPAC 401      Canadian Cultural Policy and the Performing Arts****3.00 credits      (4,0,0) hrs      15 wks**

This course provides an overview of public and private arts funding in Canada, including its historical development, institutional structures and the formulation and execution of municipal, provincial and federal policies. Through this process they will gain important insights into how public, foundation, private funding and earned revenue can be harnessed to enable meaningful arts production.

**BPAC 402      Advanced Production Planning I**

**3.00 credits      (4,0,0) hrs              15 wks**

This course examines and analyzes the organizational structures and systems in arts and entertainment management. Students explore how performing arts organizations function and how production, distribution and support of arts and cultural products intersect in the Canadian context.

**BPAC 403      Studies in Interdisciplinary Creation and Collaboration**

**6.00 credits      (2,0,9) hrs              15 wks**

Students will gain experience in the collaborative creation of interdisciplinary work, while being exposed to the techniques, aesthetics and priorities of different performance art forms with a focus on finding ways to create work that weaves together the skills and experience of all the members of the cohort. By the end of the term students should have a deeper understanding of a range of possible approaches to the creation and development of original performance.

**BPAC 404      Contemporary Performance Practices**

**3.00 credits      (4,0,0) hrs              15 wks**

This interdisciplinary course extends the exploration begun in BPAC 400. Using several theoretical frameworks students identify and analyze factors that created a new arts climate after the second World War. Students will critically engage with the work of artists from this "postmodern" period, including artists who are currently practicing. The course surveys art movements across disciplines with a focus on hybrid or interdisciplinary performance.

**BPAC 405      Advanced Production Planning II**

**1.50 credits      (1,0,1.8) hrs              15 wks**

*Prerequisite:* BPAC 402

Continuing from BPAC 402, this course guides students through the business and technical side of producing an interdisciplinary performance production. The work involved in funding, marketing, and presenting the performing arts production in BPAC 407 will be divided up among the students. Each student will assume responsibility for a portion of it. A job description outlining the duties and responsibilities of each student will be developed and agreed upon at the beginning of the course.

**BPAC 406      Strategic Career Planning**

**1.50 credits      (2,0,0) hrs              15 wks**

This course provides students with knowledge of critical aspects of the Canadian infrastructure and the tools necessary to make informed choices in strategic career planning. Throughout, students explore the interaction between the individual performing artist and Canadian cultural institutions and learn how to network effectively and make professional connections. Knowledge and skills learned will include preparation of contracts, appropriate use of copyright law, interview techniques, publicity and marketing elements.

**BPAC 407      Interdisciplinary Performance and Production**

**12.00 credits      (2,0,10.6) hrs              20 wks**

*Prerequisite:* BPAC 402 and 403

Students will create a company to produce an original interdisciplinary performance. Students demonstrate an understanding of the core concepts of the business of the performing arts by fulfilling all requirements of production and performance including creation of original material, planning and execution of technical

elements, marketing, booking, budgeting and financial management, performance(s) and debriefing, assessment, and evaluation.

## Basic Education & Career Plan

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### **BECP 021      Basic Education and Career Planning Fundamental**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

This course introduces students to the fundamental skills they need to succeed in an education or career path. Students will explore a variety of study skills, familiarize themselves with the University's resources, develop a variety of research strategies, explore methods for developing good working relationships and research several of their chosen career choices. This course uses mixed mode classroom and online course management format.

### **BECP 041      Basic Education and Career Planning Advanced**

**1.00 credit      (1.5,0,1.5) hrs      15 wks**

*Prerequisite:* BECP 021

Upon completion of this course, students will have developed detailed career plan including information on a chosen educational institution research, a financial plan and an action plan. Students will connect with University faculty and staff for support and guidance. Students will also analyze their skills and use this analysis to present themselves to future employers through interviews, resumes and covering letters. This course uses mixed mode classroom and online course management format.

## Biology

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### **BIOL 104      Human Biology**

**4.00 credits      (4,3,0) hrs      15 wks**

This course provides a perspective on the biology of the human animal. It explores humans from the level of our chemical components to the cooperation of organ systems which sustain life. The basic concepts of biochemistry, cell structure and function, digestion and nutrition, reproduction, genetics, and evolution are covered. This is an interesting and engaging laboratory science course designed primarily for students who do not plan to take further courses in biology. Laboratory exercises include microscopy, dissections, genetic analysis and experimentation.

*Note:* Students who plan to study nursing or other health sciences are encouraged to take Biology 112 and 113.

*Note:* Credit will only be granted for one of BIOL 104 or 112.

### **BIOL 105      Environmental Biology**

**4.00 credits      (4,3,0) hrs      15 wks**

This course, designed primarily as a laboratory science elective for non-science students, examines a wide range of environmental issues from a biological perspective. Basic principles of ecology are developed and the impact of modern society on the environment is assessed. The overall focus is global, however, basic ecological principles are developed using British Columbian and other Canadian examples. Major environmental issues relevant to Canada are also stressed. Major topics include ecological concepts, conservation and endangered species, air pollution and global warming, water resources, and water pollution.

*Note:* This course serves as a Canadian Studies credit.

**BIOL 106      Introductory Biology I**  
**1.50 credits      (2,0,0) hrs              15 wks**

*Corequisite:* BIOL 107

This course is intended for students planning to continue in biology or related disciplines, but who lack the prerequisites for BIOL 110. Topics are the same as in BIOL 110, with additional coverage of basic chemistry and cell biology.

**BIOL 107      Introductory Biology II**  
**4.00 credits      (4,3,0) hrs              15 wks**

*Corequisite:* BIOL 106

This course is intended for students planning to continue in biology or related disciplines, but who lack the prerequisites for BIOL 110. Topics are the same as in BIOL 110, with additional coverage of basic chemistry and cell biology.

**BIOL 110      General Biology I**  
**4.00 credits      (4,3,0) hrs              15 wks**

This course provides a foundation in the basic concepts of Biology and is the standard course for students who plan to major in Biology and/or to take further courses in the sciences. Major topics include experimental methods and hypothesis testing in the biological sciences and the value of science, the chemistry of life, cell structure and function, cellular reproduction, and the chromosomal and molecular basis of inheritance.

*Note:* Students should have some knowledge of basic chemistry and cell biology. Biology 12 and Chemistry 11 are recommended.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BIOL 111      General Biology II**  
**4.00 credits      (4,3,0) hrs              15 wks**

*Prerequisite:* BIOL 106 and 107 or BIOL 110

The objective of this course is to complete the survey of biological concepts begun in Biology 106 & 107 and Biology 110. Biodiversity of living forms and their evolutionary relationships, classification schemes, an introduction to the structure, function and evolution of representative systems in plants and animals, evolution of populations, speciation and extinction, ecology and biogeography are the subject areas emphasized. These topics, along with those previously covered in the prerequisite courses, will provide the background needed for students who plan to major in Biology or related disciplines

**BIOL 112      Human Anatomy and Physiology I for Health Sciences**  
**4.00 credits      (4,3,0) hrs              15 wks**

This course provides a foundation in the study of human anatomy and physiology. It introduces the fundamental concepts of biochemistry, cell biology, human heredity and molecular biology. The anatomy and physiology of the endocrine, digestive and reproductive systems is covered as well as the study of fertilization, embryonic and fetal development. Laboratory exercises include microscopy, dissections, genetic analysis and experimentation. The course along with Biology 113 satisfies the human anatomy and physiology requirements for some Human Kinetics programs, most nursing programs and other health science programs in BC.

*Note:* Biology 12 and Chemistry 11 are recommended

*Note:* Credit will only be granted for one of BIOL 104 or 112.

**BIOL 113      Human Anatomy and Physiology II for Health Sciences**  
**4.00 credits      (4,3,0) hrs              15 wks**

*Prerequisite:* BIOL 112, or BIOL 104 with a minimum grade of C+

This course is a continuation of Biology 112. The anatomy and physiology of the integumentary, muscular-skeletal, cardiovascular, respiratory, nervous, urinary and lymphatic systems is examined. Emphasis is also given to the maintenance of overall health as well as the study of select diseases pertaining to the systems examined. Laboratory sessions provide practical study of the selected systems and introduce techniques used to make physiological evaluations. The course along with Biology 112 satisfies the human anatomy and physiology requirements for some Human Kinetics programs, most nursing programs and other health science programs in BC.

**BIOL 200      Genetics I**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* BIOL 106, 107 and 111 or BIOL 110 and 111 with a minimum C- grade; and CHEM 110 and 111

This course is an introduction to the principles and mechanisms of heredity. Emphasis will be placed on an analytical approach to transmission genetics, genetics of humans, introductory molecular genetics, quantitative genetics, and population genetics.

*Note:* BIOL 214 as a prerequisite and BIOL 215 as a pre or co-requisite are recommended. There is no laboratory for this course.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BIOL 202      Nutrition**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* BIOL 104 or 112 and BIOL 113, or BIOL 110 and 111, or BIOL 106 and 107 and 111, and Chemistry 11

This is an introductory course in human nutrition. The course includes the study of the anatomy and physiology of the gastrointestinal tract and the chemistry, metabolism and biological roles of carbohydrates, lipids, proteins. Nutritional requirements for human growth, development, energy and longevity are covered as well as both the environmental and genetic basis of nutritional disorders and nutritional individuality.

**BIOL 208      Ecology**  
**4.00 credits      (4,3,0) hrs              15 wks**

*Prerequisite:* BIOL 106, 107 and 111 or BIOL 110 and 111 with a minimum C- grade

This course is a comprehensive introduction to modern ecology. Interactions between organisms and the environment will be studied at the individual, population, community, ecosystem, and global levels. Laboratory exercises will introduce students to aspects of experimental design and data analysis, and will include several field trips to explore a variety of local ecosystems.

*Note:* The course includes a three day fieldtrip to Garibaldi and Lillooet ranges.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BIOL 210      Morphology of Vascular Plants**  
**4.00 credits      (4,3,0) hrs              15 wks**

*Prerequisite:* BIOL 106, 107 and 111 or BIOL 110 and 111 with a minimum C- grade

This course is a comparative study of the vascular plant groups, the pteridophytes, gymnosperms and angiosperms. It emphasises the evolution, morphology, ecology and function of each of the groups and includes discussions of problems in plant morphology.

**BIOL 212      Invertebrate Zoology**  
**4.00 credits      (4,3,0) hrs              15 wks**

*Prerequisite:* BIOL 106, 107 and 111 or BIOL 110 and 111 with a minimum C- grade

This course is a comparative survey of the major phyla and classes of invertebrates with emphasis on phylogeny, adaptive biology and ecology of each group. The course is designed around the major unifying

concept of evolution. It introduces issues of contemporary interest in the field of invertebrate zoology. The laboratory complements the lecture components.

*Note:* The course includes a three-day field trip to the Bamfield Marine Station.

**BIOL 213      Vertebrate Zoology**  
**4.00 credits    (4,3,0) hrs      15 wks**

*Prerequisite:* BIOL 106, 107 and 111 or 110 and 111 with a minimum C- grade

This course is a comparative survey of the major classes of vertebrates, emphasizing phylogenetic relationships of chordates and craniates, and evolutionary trends and functional anatomy of organ systems. The laboratory and field trip components of the course complement the lecture material and allow observations of representative vertebrates as well as the study of their natural history.

*Note:* The course includes a three-day field trip to the Okanagan Valley.

**BIOL 214      Cell Biology**  
**4.00 credits    (4,3,0) hrs      15 wks**

*Prerequisite:* CHEM 200 is a prerequisite or co-requisite and BIOL 106 and 107 and 111 or 110 and 111 with a minimum C- grade

This course is an integrated study of the structure and function of cells and their components. Ultrastructure of cell organelles as determined by electron microscopy will be related to the molecular functions of cells. Emphasis will also be placed on the techniques used to study cells, the evolutionary origin of cells and their components, and on comparisons between specialized cell structure and function. The laboratory exercises will use modern methods of microscopy and separation techniques in a detailed study of cell structures and their functions.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BIOL 215      Biochemistry**  
**4.00 credits    (4,3,0) hrs      15 wks**

*Prerequisite:* CHEM 201 as a prerequisite or co-requisite and BIOL 214

This course examines the fundamental principles and basic facts of biochemistry starting with protein structure and enzyme functions. Cell energetics, biosyntheses and mechanisms which control cell metabolism will also be considered. The laboratory will use the current techniques of biochemistry to conduct experimental analyses of the molecular functions of cells and tissues.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BIOL 222      Microbiology**  
**4.00 credits    (4,3,0) hrs      15 wks**

*Prerequisite:* BIOL 214 is a prerequisite and BIOL 215 is a prerequisite or co-requisite

This course is a comprehensive introduction to microbiology. The main focus is on the basic biology of prokaryotic microorganisms, including their cell structure, metabolism, genetics, and ecology. Other topics include viruses, eukaryotic microbes, microbial diseases and the immune response. The lab provides practical experience in standard microbiological techniques.

**BIOL 305      Ecological Principles for Sustainability**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will focus on the ecological principles that are needed to support critical thinking about sustainability. Students will learn about the dynamics of ecological systems and how they respond to natural and human disturbance. This knowledge will be applied to understand how ecological systems may be managed in ways that enhance rather than compromise their natural resilience.



**BIOL 350      Natural History of BC**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* Successful completion of 45 credits of post-secondary courses at the 100-level or higher  
 Students will be introduced to the natural history of BC's animal and plant species as well as the link between geological and biological history which is responsible for the geographic distribution of living things. BC's fascinating geological and climatic history has played an important role in determining the province's present assemblage of flora and fauna and its high level of biodiversity compared to the rest of Canada.

*Note:* This course is intended for students in the 3rd or 4th year of a degree program

**BIOL 351      Global Biogeography**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* Successful completion of 45 credits of post-secondary courses at the 100-level or higher  
 Students will be introduced to the relationship between earth's geological and biological history and the evolutionary processes which combine to determine the global distribution of plants, animals and ecosystems. Major biomes, such as the tundra, boreal forests, tropical rainforests, grasslands and deserts and their characteristic vegetation and faunal groups will be included in the studies.

*Note:* This course is intended for students in the 3rd or 4th year of a degree program

**BIOL 352      Evolution of Life**  
**3.00 credits    (3,0,1) hrs          15 wks**

*Prerequisite:* Successful completion of 45 credits of post-secondary courses at the 100-level or higher  
 This course will introduce students to Evolutionary Biology. It will focus on the process of evolutionary change and the resulting patterns of biological diversity. Recent advances and applications of evolutionary thought to human evolution, medicine, agriculture and conservation will be discussed.

*Note:* This course is intended for students in the 3rd or 4th year of a degree program

**BIOL 353      Brain Health**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of post-secondary courses at the 100-level or higher  
 This course addresses brain anatomy and physiology and the pathophysiological basis of selected neurodegenerative diseases. Major topics include the brain's role as a controller of vital biological processes and factors influencing brain homeostasis and health. Effective strategies for the prevention of brain disease and restorative care will be examined.

*Note:* The following courses are recommended as prerequisites: BIOL 112/113; or BIOL 104/113 with a minimum grade of C+; or BIOL 110/111; or HKIN 190/191; or EDUC 166/267; or EDUC 350

**BIOL 354      Physiology of Disease**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of post-secondary courses at the 100-level or higher  
 This course will provide an overview of the molecular pathology of selected chronic diseases. Topics covered include the physiological function of cardiovascular, pulmonary, metabolic, neuromuscular and immunological systems and the pathology underlying selected chronic diseases of these systems. The response of such systems to acute and chronic exercise as well as the link between physical inactivity and disease development and prevention will be examined.

*Note:* The following courses and program are recommended as prerequisites: BIOL 112/113; or BIOL 110/111 and BIOL 213; or BIOL 104/113 with a minimum grade of C+; or HKIN 275; or RADP diploma

## Business Administration

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### **BADM 101      Management**

**3.00 credits      (4,0,0) hrs              15 wks**

Students study current management practices. This is a foundational course that prepares students for more in-depth study of topics such as human resource management, managing change, performance management and corporate social responsibility in 3rd and 4th year courses. Students also develop and practice effective public speaking and business presentation skills. The course instructors use the study of contemporary business issues to reinforce course concepts.

### **BADM 102      Quantitative Methods**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* Principles of Math 11 (C) or Pre-calculus 11 or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 or Principles of Math 12 or Pre-calculus 12 or BMTH 054 or BTEC 115 (B-)

This course provides a strong foundation in the mathematics of finance and business. The student will utilize standard financial models in analysis, problem solving, and decision-making. Computer spreadsheet applications are utilized.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

### **BADM 103      Supervisory Skills**

**3.00 credits      (4,0,0) hrs              15 wks**

This is a study of the human elements in organizations, with emphasis on group behaviour. Concepts include persuasion, guidance and understanding of the individual within the group. Students will learn applications in human relations management, i.e. leadership, power, authority, group dynamics, formal and informal organization, communications, conflict, and the introduction of change. This course is offered at the Sechelt and Squamish campuses only.

### **BADM 106      Organizational Behaviour**

**3.00 credits      (4,0,0) hrs              15 wks**

The objective of this course is to allow the student to develop the necessary skills and conceptual tools to both understand and deal effectively with human behaviour in organizations. These skills are of at least two kinds:

1. Interpersonal, that is, relating more effectively with other individuals and groups, and
2. Analytical, to be able to perceive and understand situations accurately, and make effective decisions based on this understanding.

### **BADM 107      Business Law I**

**3.00 credits      (4,0,0) hrs              15 wks**

This course will introduce students to the components of the Canadian legal system, and will examine the effect of both common and statute law on business relationships. Students will gain exposure to the basic principles of Canadian business law through legal topics such as constitutional, tort, contract, property, corporate and employment law.

### **BADM 201      Business Information Systems**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 30 post-secondary credits

Students will be required to apply the concepts and theories learned in their first year courses to solve integrated business problems in a logical and literate manner. The importance of accurate, dependable, management information for problem solving will be illustrated through case study analysis and a major group project.

**BADM 202      People Management**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course provides the student with practical and applied general human resources management skills. Emphasis is placed on current legislation affecting the workplace and on day-to-day management issues.

**BADM 203      Introduction to Strategic Management Concepts**  
**3.00 credits      (4,0,0) hrs              14 wks**

*Prerequisite:* 15 post-secondary credits from the International Business Administration program

This course will provide the student with an overall appreciation and insight into current strategic management practices within modern business and industry. There will be a focus on the methods of strategic management and business analyses.

**BADM 204      Introduction to Strategic Management**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* BFIN 241 is a prerequisite or co-requisite

This course brings together the content of all previous Business Administration courses. There will be a focus on the methods of strategic management and business analyses that utilize the entire cross-section of skills that have been developed in the previous terms of study.

**BADM 206      Directed Study I**  
**3.00 credits      (0,0,6.66) hrs              15 wks**

*Prerequisite:* 45 post-secondary Business Administration credits

This course is designed to provide students with 100 hours of directed study experience in business, industry or government. The purpose of this course is for students to gain relevant experience and to make an easier transition into the workforce. Major emphasis of this experience is to allow students to put existing business education skills into practice while learning new business skills. Students will be able to recognize and understand the scope and relationship of business administration functions.

**BADM 210      Business Statistics**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course provides a strong foundation in basic business statistics. It covers some of the most commonly used methods for: converting raw data into meaningful information (Descriptive Statistics), computing the chance that a certain event will occur in the future (Probability), drawing conclusions about a population based on sample data (Inferential Statistics), and determining whether a relationship between two variables exist and, if so, how strong this relationship is (Simple Linear Regression and Correlation).

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BADM 218      Leadership in Teams**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* BADM 101 and 106 or BTEC 252

This course develops the student's understanding of the theory and practical applications required to be an effective team leader. Students will demonstrate abilities and skills in a variety of team environments designed to develop practical and valuable leadership experience.

**BADM 268      Entrepreneurship/Small Business Management**

**3.00 credits (4,0,0) hrs 15 wks**

Skills needed in problem solving and researching the small business environment will be learned and applied. Business owners, managers and would-be decision makers are encouraged to take this course. The instructor and guest lecturers from the business community will lead students through detailed aspects of business from finance to human relations. The production of the business plan will be discussed and part of a plan will be written.

**BADM 270 Business Administration Current Issues I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 post-secondary Business Administration credits

The course will highlight topics of special interest, such as Intercultural Business Practices, Strategic Management, and Marketing the Olympics to business students. Specific topic expertise, such as international faculty, business experts, and leadership specialists will teach this course. This combination will add real-life value to the subject matter and build on the students business concepts. This course will encourage students to explore and more fully understand the specialized area of concern.

**BADM 274 Business Administration Special Topics I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 post-secondary Business Administration credits

The course will highlight topics of special interest, such as European Union, Globalization, and Canadian Demographics to business students. Specific topic expertise, such as international faculty, business experts, and leadership specialists will teach this course. This combination will add real-life value to the subject matter and build on the students business concepts. This course will encourage students to explore and more fully understand the specialized area of concern.

**BADM 301 Operations Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 210

Of special interest to generalist managers and operators of small businesses, this course familiarizes the student with the principles, practices, and functions of production-operations management, using modern decision-making aids. Foundation skills in production and control (inventory, quality and cost) are examined using computing devices and procedures.

*Note:* Working knowledge of Excel is expected.

**BADM 302 Human Resource Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary credits

This course provides the student with a basic, functional understanding of current personnel/human resource-management concepts and applications in developing small and larger business. Special emphasis will be placed on the concept of human resource management being the responsibility of all management, not just the personnel department.

**BADM 303 Industrial Relations**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary credits

This course introduces students to Canadian labour and employment relations. This includes both union and non-union work settings and some of the primary legislation governing those settings. Also studied is the interaction between unions and management and the resulting impacts on business. Course instructors use a combination of case studies, assignments, discussion forums and lectures to explore these topics.

**BADM 305 Leadership**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 106 or BTEC 252 plus 42 post-secondary Business Administration credits

This course will provide the student with an understanding of what effective leadership means and how he or she can be a more effective leader. This will be done through a combination of theoretical work, discussions with community leaders and through the development of critical leadership skills and competencies. Specific competencies will include conflict resolution skills, coaching skills, and facilitation skills.

**BADM 306 Directed Study II**

**3.00 credits (0,0,6.66) hrs 15 wks**

*Prerequisite:* 60 post-secondary Business Administration credits

This course is designed to provide students with 100 hours of directed study experience in business, industry or government. The purpose of this course is for students to gain relevant experience and to make an easier transition into the workforce. Major emphasis of this experience is to allow students to put existing business education skills into practice while learning new business skills. Students will be able to recognize and understand the scope and relationship of business administration functions.

**BADM 307 Advanced Business Law II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM107, or an introductory college or university course in commercial or contract law

This course will expand upon the legal principles studies in BADM 107 including a more complex examination of constitutional, tort, contract, property, corporate and employment law. Students may also gain exposure to additional legal topics such as legal devices for securing credit, mortgages, labour, bankruptcy and insolvency, competition law, insurance law and creditor's remedies.

**BADM 310 Quantitative Methods III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 102, BADM 210 and BCPT 122 or BCPT 123 or BTEC 124 or 149

This course provides the student with a practical understanding of the application and theoretical foundation of commonly used techniques in statistical modelling, particularly Linear Regression and Time Series Analysis. Data analysis software is extensively used in these applications. Linear Programming Models will also be introduced and graphical and computer-generated solutions will be developed and analyzed.

**BADM 318 Project Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 post-secondary credits

All business leaders must know how to manage projects and yet it is the least understood of important and fundamental leader attributes. A project can be defined as any activity that is not repetitive. It can be as small as the implementation of a word processing system, or as large as the designing, building and equipping of a new industrial complex, such as an oil refinery. Project management is the mechanism by which organizations cope with the introduction of new systems, products and processes, and any changes outside the normal day-to-day operations. This essential ability is the key to the survival of most enterprises. The goal of this course is to cover all aspects of project management: qualitative and quantitative with many practical examples in both business and technology.

*Note:* This course is equivalent to NABU 318. Duplicate credit will not be granted for this course and NABU 318.

**BADM 320 Special Topics in Business Administration I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary Business Administration credits

This course will be offered from time-to-time to give students the opportunity to examine in-depth some aspect of business. The course will build on business concepts to explore and more fully understand some specialized area of concern. Normally such a course will take advantage of the short-term availability of some specific expertise such as faculty exchange or overseas offering.

**BADM 321 Special Topics in Business Administration II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary Business Administration credits

This course will be offered from time-to-time to give students the opportunity to examine in-depth some aspect of business. The course will build on business concepts to explore and more fully understand some specialized area of concern. Normally such a course will take advantage of the short-term availability of some specific expertise such as faculty exchange or overseas offering.

**BADM 322 Current Issues in Business Administration I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary Business Administration credits

This course will be offered from time-to-time to allow students to examine in-depth current issues related to business administration. This course will be thematic rather than discipline based and will build on business concepts to fully explore and understand some current issue concern. Normally such a course will take advantage of the short-term availability of some specific expertise such as faculty exchange or overseas offering.

**BADM 323 Current Issues in Business Administration II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 268 plus 45 post-secondary Business Administration credits

This course will be offered from time-to-time to allow students to examine in-depth current issues related to business administration. This course will be thematic rather than discipline based and will build on business concepts to fully explore and understand some current issue concern. Normally such a course will take advantage of the short-term availability of some specific expertise such as faculty exchange or overseas offering.

**BADM 324 Current Issues in Business Administration III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary Business Administration credits

This course will be offered from time-to-time to allow students to examine in-depth current issues related to business administration. This course will be thematic rather than discipline based and will build on business concepts to fully explore and understand some current issue concern. Normally such a course will take advantage of the short-term availability of some specific expertise such as faculty exchange or overseas offering.

**BADM 325 Special Topics in Business Administration III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary Business Administration credits

This course will be offered from time-to-time to give students the opportunity to examine in-depth some aspect of business. The course will build on business concepts to explore and more fully understand some specialized area of concern. Normally such a course will take advantage of the short-term availability of some specific expertise such as faculty exchange or overseas offering.

**BADM 329 Performance Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 302 plus 60 post-secondary Business Administration credits

This course will develop student understanding and knowledge in the application of methods to improve individual employee and larger organizational performance. In doing so, the course deals with performance management systems and measurement that matches employee contributions with organizational goals and strategies.

**BADM 332      Managing Not-for-Profit Organizations & Social Enterprises**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course provides upper level students with a broad understanding of and appreciation for the “social economy” - its unique management challenges as well as the opportunities to integrate traditional business functions with social, environmental or cultural goals. Innovative practices and new models of social entrepreneurship will be explored. Students will have the opportunity to gain practical experience working on a service-learning project with a non-profit organization.

**BADM 335      Workplace Development**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* BADM 302 plus 60 post-secondary Business Administration credits

This course provides an overview of current training and development programs and practices as well as in-depth practical training skills useful for managers and employees who have general orientation and training responsibilities.

**BADM 382      Case Analysis and Decision Making in Human Resources Management**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* BADM 302 or 303

This advanced human resource management course seeks to integrate the policies, procedures and methods covered in BADM 302 or BADM 303 with other functional areas which impact upon the management of human resources systems. Stakeholder assumptions about work-force characteristics, management philosophy, business strategy, laws and society will be examined via a combination of cases, readings, research and peer discussion

**BADM 406      Directed Study III**

**3.00 credits      (0,0,6.66) hrs                  15 wks**

*Prerequisite:* 60 post-secondary Business Administration credits

This course is designed to provide students with 100 hours of directed study experience in business, industry or government. The purpose of this course is for students to gain relevant experience and to make an easier transition into the workforce. Major emphasis of this experience is to allow students to put business education skills into practice while learning new business skills. Students will be able to recognize and understand the scope of and relationship of business administration functions.

**BADM 460      Business and Society**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including ENGL 100, and CMNS 152 or 220

This course investigates the interdependence of business and society, particularly corporate social responsibility, business ethics, socially responsive management and managing in an ever-changing environment. The course is intended to increase the student’s knowledge of the complex linkages between business and society. The course is also aimed at generating student awareness of the increasing scrutiny of business by society at large and what that means for business practices today.

**BADM 465      Management Decision Making**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including ENGL 100, and CMNS 152 or 220

This course offers a basic introduction to the decision analysis framework and explains how it can be used to facilitate and formalize the decision-making process. It describes techniques that managers can use to supplement their existing decision-making skills, how to decide when or whether to use a particular method, and how to implement it. The course is concerned with decision-making under conditions such as uncertainty, multiple objectives, multiple decision-makers or interest groups, large impacts, and long timelines.

**BADM 466      Managing Change**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including ENGL 100, and CMNS 152 or 220  
 This course builds on students' knowledge of people in organizations, specifically as it relates to change. Students will develop strategic perspectives on managing the process of change and will explore the role of change agent within an organization. A further element of the course is for students to understanding the psychological aspect of change, in other words, leading people through change. Through readings and applied activities, students will examine the personal attributes that leaders use in leading a change. The aim of this course is twofold: first, to provide a better understanding of the challenges involved in managing organizational change and, second, to develop personal strategies to assist students in dealing with change.  
*Note:* BADM 305 recommended

**BADM 470      Business Policy and Strategy**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including BADM 204, BFIN 241, BFIN 244 or 341, ENGL 100, and CMNS 152 or 220  
 This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection and implementation and evaluation. (CGA, CIM, CMA, CUIC, ICB, PMAC)

**BADM 475      Negotiation Skills**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including BADM 305, ENGL 100, and CMNS 152 or 220  
 This course will clarify an interest-based negotiation approach and practice negotiating for mutual gain outcome; based on Harvard University's Negotiation Program. Students will practice specific "micro-skills" in small group activities and apply the skill building in simulated negotiation sessions. The course will also look at mediation and how to intervene in employee disputes when the manager may need to act as a third party.

## Business Computing

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**BCPT 123      Business Computing Basics**  
**3.00 credits      (4,0,0) hrs              15 wks**

The goal of this course is to provide the student with a practical understanding of spreadsheets and presentation graphics software, their application in business, and to help the student to identify areas for improvement in their word processing and Internet skills.  
*Note:* Credit will only be granted for one of BCPT 122 or BCPT 123.  
*Note:* Students that have credit for BTEC 124 or BTEC 149 please contact the School of Business.

**BCPT 220      Presentation and Advertising Graphics**



**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BCPT 123

This course provides the student with fundamentals of using image editing and digital publishing software techniques to edit bitmap graphics for use in advertising application, business and corporate communications and web page design.

**BCPT 221 Business Computing - Website Development**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BCPT 122 or BCPT 123 or BTEC 124 or BTEC 149

The course introduces the student to Adobe Dreamweaver, and Fireworks Website design software. The student will be able to create basic websites as applied to small and medium size businesses. Instruction on how to create and optimize images suitable for internet and website development software as applied in business communications.

**BCPT 223 Advanced Excel with Visual Basic for Applications**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* BCPT 123 or BTEC 124 or 149

This course provides students with the knowledge and ability to implement advanced Excel and Visual Basic for Applications (VBA) in a wide range of business analyses.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BCPT 225 Managing Business Networks and Databases**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 201 is a prerequisite or co-requisite

The goal of this course is to give students an understanding of the fundamental principles of data networks and how to manage business databases.

**BCPT 305 Management of Information Systems**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 201

This course provides an introduction to the role of information systems in organizations; how information systems can be used by an organization to achieve an advantage over its competition; and how information technology will affect managers and organizations in the future.

**BCPT 325 Business Technology Disaster Recovery and Planning**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BCPT 121 or 122 or 123 or BTEC 124 or 149 with a minimum c- grade plus 60 post-secondary Business Administration credits

It is essential that a business leader understand the fundamental principles of effective planning for information security and disaster recovery considering the present and future global environment. The goal of this course is to cover business managerial aspects of security and disaster recovery by presenting methods to identify vulnerabilities and implement appropriate countermeasures to prevent and mitigate failure risks for the business enterprise.

**BCPT 326 Advanced Web Design**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BCPT 221

This course provides an overview of the advanced skills necessary to design effective interactive Web sites.

## Business Essentials

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**BUES 305      Business Essentials**  
**3.00 credits      (0,0,20) hrs      03 wks**

Students are introduced to Canada's economy, various economic systems, business ethics and social responsibility, human resources fundamentals and management. The course topics examine organizational and quality management concepts and practices, accounting, finance, marketing and operations management.

*Note:* This course is equivalent to NABU 305. Duplicate credit will not be granted for this course and NABU 305.

## Business Finance

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**BFIN 141      Accounting**  
**3.00 credits      (4,0,0) hrs      15 wks**

This course is an introduction to financial accounting concepts and business principles. Students will analyze and record business transactions and create financial statements, and they will be exposed to a broad range of topics including business organizations, asset management, liability reporting and financial statement analysis. We recommend that students with weak math skills take BADM 102 (Quantitative Methods) before, or in conjunction with BFIN 141. (CPA transferable with BFIN 142).

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BFIN 142      Financial Accounting I**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* BFIN 141 with a minimum C- grade or BTEC 217 with a minimum B grade

Students will apply generally accepted accounting principles to the establishment and maintenance of accounting systems, including the preparation, analysis and interpretation of financial statements. (CPA transferable with BFIN 141).

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BFIN 241      Finance for Managers**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* BFIN 141 or BTEC 217(B); BADM 102; CMNS 220 or CMNS 152 or BTEC 211

In this practical financial management course, students study financial management techniques and apply this knowledge to business decisions. Topics in this course include: evaluating business performance, financial institutions and markets, valuation of financial assets, obtaining financing, managing working capital and capital budgeting. Contemporary financial issues are discussed throughout this course. (CPA transferable with BFIN 350).

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BFIN 244      Managerial Accounting**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* BFIN 141 or BTEC 217

This course introduces students to the specialized area of management accounting. It provides an overview of controls affected internally by management using the tools of budgets, costing and analysis. Planning for an organization will be examined from both the capital and operations perspectives.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**BFIN 246      Financial Accounting II**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* BFIN 142

Students should expect to develop an understanding of: (a) the environment of financial reporting and the conceptual framework; (b) the accounting for assets, revenues and expenses in greater depth than in prior accounting courses; (c) International Financial Reporting Standards (IFRS); and (d) accounting standards for private enterprises (ASPE). (CPA transferable with BFIN 347).

**BFIN 249      Accounting Microcomputer Applications**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* BFIN 142

Students will complete microcomputer accounting implementation projects using ACCPAC for Windows accounting software. They will be expected to demonstrate their understanding of the practical constraints of internal control in the ACCPAC for Windows environment. Systems covered will include general ledger, A/R and A/P (inventory optional). There will be additional costs for printing and disks.

*Note:* Students in this course should expect to spend approximately \$75 for materials and group activities.

*Note:* This course is not offered every year.

**BFIN 286      Personal Financial Planning**  
**3.00 credits    (3,0,1) hrs      15 wks**

*Prerequisite:* BADM 102

This course is a comprehensive introduction to personal finance and wealth accumulation as well as to personal financial planning, decision-making and freedom. The main goal of the course is to provide students with all the tools they need to fully understand and plan their personal finances in a way that is useful, engaging and rewarding. The course helps students to be able to make sound personal financial planning and decisions, to improve personal investment performance, and to accumulate personal wealth in life time based on personal financial theories, principals, concepts and practices. Taking this course is the first step for students to Intelligently walk on the path towards a stable financial future.

**BFIN 331      Assurance & Auditing I**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including ENGL 100 and BFIN 347

The goal of this course is to introduce the attributes of the assurance function and to provide sufficient knowledge of the basic concepts and principles necessary to proceed into professional accounting. We will also emphasize the application of assurance theory in the current business environment. (CPA transferable with BFIN 412).

**BFIN 341      Cost Accounting I**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* BFIN 142

A study of organizational decision making and planning using accounting tools. Topics include the nature of accounting controls, common control methods, measures of management performance, and the role of the management cost accountant. (CPA transferable with BFIN 342).

**BFIN 342      Cost Accounting II**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* BFIN 341

A more in-depth study of subjects covered in Cost Accounting I. Cost determination for manufacturing operations, planning and cost control systems, performance evaluation methods, and strategic decision-making methods. (CPA transferable with BFIN 341).

**BFIN 347      Financial Accounting III**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* BFIN 246

Given descriptions of economic events, the student should be able to determine the appropriate method of accounting and the acceptable methods of financial statement presentation in accordance with International Financial Reporting Standards (IFRS); and accounting standards for private enterprises (ASPE). (CPA transferable with BFIN 246).

**BFIN 348      Accounting Information Systems**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* BFIN 142, BADM 201 and BFIN 341 or 246

Students will examine and implement primary accounting information systems (AIS) in detail. This course will focus on the understanding and design of AIS to lessen control risks and inefficiencies.

**BFIN 350      Advanced Financial Management**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 post-secondary School of Business credits including BFIN 241 and BADM 210

The content of this course concentrates on the development of analytical and conceptual skills for financial decision-making. The course places emphasis on capital asset pricing models, capital budgeting and capital structures. (CPA transferable with BFIN 241).

**BFIN 351      Taxation**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* BFIN 246, or BFIN 286 and BFIN 142

This course familiarizes the student with the Canadian income tax system as it applies to corporations, share-holders, and unincorporated businesses, so that the student can identify potential tax problem areas, complete the basic compliance forms, and appreciate its impact on some business decisions. (CPA transferable).

**BFIN 353      International Finance**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* BADM 102 and BFIN 241

This course provides students with a practical and sound understanding of the application and theoretical foundation of international finance in a corporate environment, particularly multinational finance, for enterprises as well as international finance for trade and investment.

**BFIN 386      Risk Management and Insurance**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including BFIN 241

In this course, students will learn to recognize risk exposures faced by individuals and businesses and learn the various techniques to proactively manage these risk exposures. Students will also learn the various types of insurance products including life, health and disability, home, property and automobile insurance products. Methods used to calculate insurance needs are also taught. Students will also be introduced to business ethics as it relates to the financial planning industry.

**BFIN 391      Contemporary Issues in Finance and Investment**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary Business Administration credits

This course covers current issues in Canadian finance and investment for business and individuals. We examine Canadian markets, financial institutions and the products and services they offer. Topics will be discussed in relation to what and how the business community operates providing students with a unique insight into improving their personal financial lives. Students are expected to participate actively in the classroom by making presentations, completing in-class group assignments and being involved in a formal debate. Students will connect to mainstream financial and investment trends and have the tools necessary to stay there.

**BFIN 411 Advanced Financial Accounting****3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including BFIN 347, ENGL 100, and CMNS 152 or 220

The goal of this course is to introduce the topics that are traditionally deemed advanced accounting in nature in a manner that will prepare the students for their practice in accounting and in meeting the entrance requirements of professional accounting programs. Topics will include accounting for business combinations, foreign currency transactions and translations as well as accounting in the not-for-profit arena. (CPA transferable).

**BFIN 412 Assurance & Auditing II****3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including BADM 201, a minimum grade of C- in BFIN 331, ENGL 100, and CMNS 152 or 220

Upon successful completion of this course, students will be able to analyze and understand the environment surrounding an audit engagement including identification of the users of the financial statements and the potential legal exposure to the auditor. Students will gain a strong understanding of the control environment and the effect on audit risk. Other assurance engagements are also covered in this course. (CPA transferable with BFIN 331).

**BFIN 431 Advanced Management Accounting****3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including BFIN 342, ENGL 100, and CMNS 152 or 220

This course covers the use of cost accounting information to support decision making and specifically focuses on performance evaluation and control systems consistent with the current realities of the business environment, including global competition, innovation, growth of non-profit and service sectors, increased competitiveness, and total quality management. It also addressed the behavioural aspects of management accounting. (CPA transferable).

**BFIN 441 Investment Strategies****3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including BFIN 350 or 353, ENGL 100, and CMNS 152 or 220

This course covers investment and investment management principles, including common financial planning and investment concepts utilized to improve investment decision making and overall investment portfolio performance. The main topics include investment theory, financial markets and institutions, financial assets and their related valuations, and mutual funds. Group projects will enable students to implement investment strategies and analysis, and apply investment decision-making and performance assessment tools.

**BFIN 486 Retirement and Estate Planning**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including BFIN 351 or 386, ENGL 100, and CMNS 152 or 220

This course covers the issues that impact financial needs at retirement. Students will be exposed to various retirement savings vehicles including private, employer-sponsored and government plans. Different avenues for receipt of retirement savings, along with the tax implications of each, will be examined. Students will also learn about the estate planning process to ensure an orderly and tax-efficient distribution of one's assets. Relevant retirement and estate planning tools and legal documents will also be discussed.

## Business Marketing

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**BMKT 161 Marketing**  
**3.00 credits (4,0,0) hrs 15 wks**

This course covers the full spectrum of Canadian marketing of consumer products and services including: market segmentation, consumer behaviour, products, packaging, distribution, and promotion. Students will analyze case problems and prepare a strategic marketing plan. Videos, guest speakers and in-class discussion about marketing topics will assist in the learning experience.

**BMKT 261 Advertising**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161

This course will examine the Canadian advertising industry from both micro and macro perspectives. It will enable the student to grasp the basic theoretical and practical approaches to advertising and provide an insight into the various aspects of advertising creativity, communication systems, media choice, and other functions. Getting students to 'think like an advertising agency' will be a strong focus. This is not a course on designing, creating, and preparing specific types of advertising, but is meant to serve as an overview of what advertising is and how it relates to other marketing concepts and operations. Students will participate in an advertising campaign simulation project.

**BMKT 262 Event Marketing**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161

The trend in business today is to extend marketing dollars into the area of event marketing. This course will introduce students to the skills and concepts necessary to create, finance, and manage a special event. Students will be expected to demonstrate an understanding of how to choose and develop a specific event, demonstrate a knowledge of specific budget elements and their relationship to revenue generating, develop an understanding of event marketing and understand the administrative structure and skills necessary to manage a special event.

**BMKT 263 Professional Selling Skills**  
**3.00 credits (4,0,0) hrs 15 wks**

Every business professional starts with an introduction to professional selling. Communication basics, including effective listening, probing, problem finding and solving, and creativity will be covered. Specific techniques of professional selling will be examined including prospecting, qualifying, and contracting prospects. The course will also explore, in depth, the organization and management of sales activities. Role play simulations will be a key component of the learning process.

**BMKT 315 e-Business Analysis and Administration**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 201

This course develops advanced analytical skills necessary to evaluate and implement online strategic options. These include valuation of opportunities such as start-up investment, acquisition, partnerships, or online/offline synergies, and implement issues such as fulfillment, information technology management, and customer service.

*Note:* Credit will only be granted for one of EBM 315 or BMKT 315.

**BMKT 316 Branding and Innovation**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161 and 261

This course builds on introductory branding concepts. The student will plan, implement and assess strategic branding decisions within various contexts, including industry, ethical and social issues, globalization and innovation. The tools, frameworks and models of branding will be explored to assess brand positioning, build brand equity and manage brands over time.

**BMKT 317 Introduction to Mobile App Marketing & Commercialization**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course provides an overview of mobile and Web technologies and infrastructure including cloud computing, social media networks and the major mobile operation systems, Windows, Android, Blackberry and Apple iOS for the growing iPhone and iPad market. Students will gain an understanding of how these technologies both compete and integrate together, the key business and social drivers, and the process for building a mobile or Web application.

*Note:* BMKT 161, BMKT 315 and BMKT 369 would be helpful to have before taking this course but are not mandatory

**BMKT 360 Marketing Research**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161 and BADM 210

An introductory course indicating how to make the most out of marketing research. Through the practical applications of a research project, students will learn the elements of research design, basic methods of collecting data, analysis and reporting. Applications of Canadian and American research will be studied.

**BMKT 364 Consumer Behaviour**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161

Today, as never before, studying the behaviour of consumers is paramount for anyone pursuing a business career, especially in the marketing area. A blend of both concepts and applications from the field of consumer behaviour will form the basis of this course. Students should find this subject very interesting and motivational when applied to many different areas of marketing including marketing research, creative advertising, personal selling, e-marketing, and promotional activities. Research projects, case discussions and problem solving focusing on applications of the theory and concepts will be stressed in both individual and team activities. This course is offered every year.

*Note:* BMKT 360 is recommended as a prerequisite.

**BMKT 365 Marketing Strategies and Decisions**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161

This course will explore in greater depth the concepts of values and lifestyles, product development, service marketing, positioning, strategic planning, tactical promotion, international marketing, and marketing not-for-profit organizations. The focus will be on analyzing marketing problems, developing strategic decision-making skills, and applying hands-on tactical solutions for results. Guest lecturers, projects and a computer simulation will be used to enhance the classroom components.

**BMKT 366 Professional Sales and Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 263 plus 57 post-secondary Business Administration or University Transfer credits

This course will cover two main topics, advanced professional selling techniques and sales force management. Students will develop and practise their selling skills in class and on a real-life sales project. The tools and systems of sales management will also be explored to prepare the individual for the human resource factor related to that type of position.

**BMKT 367 Promotion Strategy and Analysis**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 261

This is a course dealing with the development of an advertising campaign (CAP-ADS). Students will study campaign strategy including how it is planned and organized in cooperation with the production, marketing, sales and finance departments as well as the use of outside agencies. Some time will be spent with advertising research as a pre- and post-control factor.

**BMKT 369 Digital Marketing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

The course is designed to provide an in-depth, practical and up-to-date look at all major aspects of digital marketing, including selling products and services online, search engine optimization, social media marketing, and executing pay per click advertising. The course links digital marketing theory and practice. Upon completion of this course, students will be able to apply digital marketing principles, techniques and tools to develop more effective and complete marketing programs.

*Note:* BCPT 221, BMKT 261 and BMKT 365 are recommended.

**BMKT 401 Applied Marketing Methods**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including 12 BMKT/IBUS credits, ENGL 100, and CMNS 152 or 220

This is an upper level elective that provides marketing specialists with the opportunity to consolidate previous learning through a case-based application course.

**BMKT 405 Marketing Projects in Industry**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including 12 BMKT/IBUS credits, ENGL 100, and CMNS 152 or 220

This course is intended to provide students with an opportunity to apply concepts and skills learned from their marketing studies through a student team-based project to solve a "real world" marketing problem in a client organization. The course format is a combination of classroom-based lectures, guest speakers, and instructor-directed student team group work (three to four students each), in combination with online interaction outside the classroom via a course web site.

*Note:* BADM 318 strongly recommended

**BMKT 408 Product Development**



**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including 12 BMKT/IBUS credits, ENGL 100, and CMNS 152 or 220

New products are key drivers of corporate growth and profitability. Companies today incorporate rigorous product development processes as product development is costly with a high failure rate. This course will equip students with a new product process including areas of: strategy, concept generation, evaluation, development and launch plan. This course has a strong practical, analytical and applications focus.

## Business Technology

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**BTEC 111 Business English I**

**3.00 credits (4,0,0) hrs 15 wks**

This course will review the fundamental principles of grammar, spelling, and punctuation. Basic letter and memo writing will be covered.

**BTEC 112 Language Skill Development**

**1.50 credits (2,0,0) hrs 15 wks**

This course will train students to apply the correct techniques of written communications to their proofreading, verifying, and editing.

**BTEC 115 Business Systems and Procedures**

**3.00 credits (4,0,0) hrs 15 wks**

This course will review basic math skills, and train students to apply math skills in business situations.

**BTEC 117 Accounting Procedures I**

**3.00 credits (4,2,0) hrs 15 wks**

This course introduces students to the theory of accounting and the basic accounting cycle. Emphasis is placed on correct analysis, accuracy, and thoroughness as well as independent decision making.

**BTEC 118 Introduction to Computerized Accounting**

**1.50 credits (2,2,0) hrs 15 wks**

Students apply their knowledge of accounting principles and procedures to a computerized environment. Emphasis is placed on the correct analysis and input of general ledger, accounts receivable, and payable entries using Simply Accounting.

**BTEC 124 Comprehensive Computer Applications**

**6.00 credits (8,2,0) hrs 15 wks**

This course will provide a working knowledge of Windows and Microsoft Office Suite (Word, Access, PowerPoint and Excel) and build keyboarding speed and accuracy.

**BTEC 125 Comprehensive Computer Applications I**

**3.00 credits (8,2,0) hrs 08 wks**

This course will provide the students with a working knowledge of Windows, Word and Powerpoint. The students will produce professional-looking, basic business documents using Word and Powerpoint.

**BTEC 126 Comprehensive Computer Applications II**

**3.00 credits (8,2,0) hrs 08 wks**

This course will provide the students with a working knowledge of Excel and Access. The students will produce professional-looking, basic business documents using Excel and Access.

**BTEC 149 Financial Computer Applications**

**3.00 credits (4,4,0) hrs 15 wks**

*Prerequisite:* BTEC 117 or 119 or BFIN 141

This course will provide a working knowledge of MS Excel and Simply Accounting application programs.

**BTEC 211 Business Writing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BTEC 111 or BTEC 113

This course utilizes the computer to improve the student's quality of grammar, spelling, and word usage, and to develop and/or improve composition skills.

**BTEC 215 Computerized Accounting for Accounting Programs**

**3.00 credits (4,2,0) hrs 08 wks**

*Prerequisite:* BTEC 117

A hands-on course to develop proficiency in the use of a modular computerized accounting program for completing accounting procedures, including accounts receivable, accounts payable and general ledgers.

**BTEC 217 Accounting Procedures II**

**3.00 credits (4,4,0) hrs 15 wks**

*Prerequisite:* BTEC 117 with a minimum B grade

This course is a continuation of BTEC 117 with emphasis on merchandising companies and explaining balance sheet issues.

**BTEC 220 Accounting Procedures III**

**1.50 credits (4,6,0) hrs 07 wks**

*Prerequisite:* BTEC 117 and BTEC 217 or BFIN 141 as pre-requisite or co-requisite

This course provides students with business simulations handling accounts payable, accounts receivable, payroll and bank reconciliations.

**BTEC 251 Interpersonal Skills**

**1.50 credits (2,0,0) hrs 15 wks**

This course will provide students with an understanding of interpersonal communication techniques that can positively influence job performance. Students will practice in-person and telephone responding, customer service, and issue resolution skills in a supportive environment.

**BTEC 252 Organizational Behaviour**

**3.00 credits (4,0,0) hrs 15 wks**

This course will provide students with an understanding of interpersonal communication techniques that can positively influence performance on the job. This course will also identify the positive administrative and supervisory skills that program graduates will need as they wish to assume additional career responsibility in the future.

**BTEC 300 Accounting Assistant Practicum**

**1.50 credits (2,0,4.66) hrs 15 wks**

This course consists of lectures, class and group discussions, preparation of a job search portfolio, writing and delivering scripts to initiate contact with employers, developing a system to organize job search, student

skill demonstration of job search strategies and interview techniques and upon the recommendation of the instructor and convenor, completion of a two-week job site practicum.

## Capilano Success Family Focus

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### **CSFF 010      Capilano Success Family Focus**

**3.00 credits      (4,0,0) hrs              15 wks**

This program assists parents who wish to upgrade or continue their studies, but need childcare and support during the transition to University level study. The on-campus childcare centre provides a nurturing environment for the children while the parents are in class or studying. In addition, the students/parents meet as a group with an instructor/counsellor at regularly scheduled times to discuss topics such as parenting, goal setting, stress management and conflict resolution. A supportive parent group, counselling, and long-term educational career planning are integral components of the program.

## Career Access Computer

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### **CACC 002      Career Access Centre Computer**

**0.00 credits      (2,0,0.75) hrs              16 wks**

Students learn basic computer skills that focus on word processing, e-mail and Internet skills. This course is student centred rather than curriculum driven. Lessons and assignments are integrated with other CAC courses and students are encouraged to proceed at their own pace. The instructor promotes a non-threatening atmosphere designed to help students overcome any anxiety they may have with this technology. Peer tutors are utilized when possible to assist the instructor in providing as much one-on-one support as possible.

### **CACC 004      Career Access Centre Computer**

**0.00 credits      (4,0,1.5) hrs              16 wks**

Students learn basic computer skills that focus on word processing, e-mail and Internet skills. This course is student centred rather than curriculum driven. Lessons and assignments are integrated with other CAC courses and students are encouraged to proceed at their own pace. The instructor promotes a non-threatening atmosphere designed to help students overcome any anxiety they may have with this technology. Peer tutors are utilized when possible to assist the instructor in providing as much one-on-one support as possible.

### **CACC 006      Career Access Centre Computer**

**0.00 credits      (6,0,2.25) hrs              16 wks**

Students learn basic computer skills that focus on word processing, e-mail and Internet skills. This course is student centred rather than curriculum driven. Lessons and assignments are integrated with other CAC courses and students are encouraged to proceed at their own pace. The instructor promotes a non-threatening atmosphere designed to help students overcome any anxiety they may have with this technology. Peer tutors are utilized when possible to assist the instructor in providing as much one-on-one support as possible.

### **CACC 008      Career Access Centre Computer**

**0.00 credits      (8,0,3) hrs              16 wks**

Students learn basic computer skills that focus on word processing, e-mail and Internet skills. This course is student centred rather than curriculum driven. Lessons and assignments are integrated with other CAC courses and students are encouraged to proceed at their own pace. The instructor promotes a non-threatening atmosphere designed to help students overcome any anxiety they may have with this technology. Peer tutors are utilized when possible to assist the instructor in providing as much one-on-one support as possible.

**CACC 010 Career Access Centre Computer**

**0.00 credits (10,0,3.75) hrs 16 wks**

Students learn basic computer skills that focus on word processing, e-mail and Internet skills. This course is student centred rather than curriculum driven. Lessons and assignments are integrated with other CAC courses and students are encouraged to proceed at their own pace. The instructor promotes a non-threatening atmosphere designed to help students overcome any anxiety they may have with this technology. Peer tutors are utilized when possible to assist the instructor in providing as much one-on-one support as possible.

**CACC 012 Career Access Centre Computer**

**0.00 credits (12,0,4.5) hrs 16 wks**

Students learn basic computer skills that focus on word processing, e-mail and Internet skills. This course is student centred rather than curriculum driven. Lessons and assignments are integrated with other CAC courses and students are encouraged to proceed at their own pace. The instructor promotes a non-threatening atmosphere designed to help students overcome any anxiety they may have with this technology. Peer tutors are utilized when possible to assist the instructor in providing as much one-on-one support as possible.

## Career Access English

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**CACE 002 Career Access Centre English**

**0.00 credits (2,0,0.75) hrs 16 wks**

Students work on developing and refining their reading, writing, and critical thinking skills as a way of preparing them for further study in other courses. The nature of the program is self-paced and individualized study in a supportive, nurturing environment, with group work when appropriate.

**CACE 004 Career Access Centre English**

**0.00 credits (4,0,1.5) hrs 16 wks**

Students work on developing and refining their reading, writing, and critical thinking skills as a way of preparing them for further study in other courses. The nature of the program is self-paced and individualized study in a supportive, nurturing environment, with group work when appropriate.

**CACE 006 Career Access Centre English**

**0.00 credits (6,0,2.25) hrs 16 wks**

Students work on developing and refining their reading, writing, and critical thinking skills as a way of preparing them for further study in other courses. The nature of the program is self-paced and individualized study in a supportive, nurturing environment, with group work when appropriate.

**CACE 008 Career Access Centre English**

**0.00 credits (8,0,3) hrs 16 wks**

Students work on developing and refining their reading, writing, and critical thinking skills as a way of preparing them for further study in other courses. The nature of the program is self-paced and individualized study in a supportive, nurturing environment, with group work when appropriate.

**CACE 010 Career Access Centre English**

**0.00 credits (10,0,3.75) hrs 16 wks**

Students work on developing and refining their reading, writing, and critical thinking skills as a way of preparing them for further study in other courses. The nature of the program is self-paced and individualized study in a supportive, nurturing environment, with group work when appropriate.

**CACE 012 Career Access Centre English**

**0.00 credits (12,0,4.5) hrs 16 wks**

Students work on developing and refining their reading, writing, and critical thinking skills as a way of preparing them for further study in other courses. The nature of the program is self-paced and individualized study in a supportive, nurturing environment, with group work when appropriate.

## Career Access ESL

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**CACL 002 Career Access Centre ESL**

**0.00 credits (2,0,0.75) hrs 16 wks**

Non-English speaking students are provided with basic language skills in a friendly, relaxed atmosphere. Skills include grammar, listening, speaking, pronunciation, reading, vocabulary building and writing. The focus is on meaningful communication and, through pair and small group activities, learners are encouraged to be active participants and decision-makers. Although the classroom is multi-level (low beginner to low intermediate) and learners' individual needs are taken into consideration, it is usually an instructor-led rather than self-paced classroom. This course prepares students for ESL courses above the beginner level.

**CACL 004 Career Access Centre ESL**

**0.00 credits (4,0,1.5) hrs 16 wks**

Non-English speaking students are provided with basic language skills in a friendly, relaxed atmosphere. Skills include grammar, listening, speaking, pronunciation, reading, vocabulary building and writing. The focus is on meaningful communication and, through pair and small group activities, learners are encouraged to be active participants and decision-makers. Although the classroom is multi-level (low beginner to low intermediate) and learners' individual needs are taken into consideration, it is usually an instructor-led rather than self-paced classroom. This course prepares students for ESL courses above the beginner level.

**CACL 006 Career Access Centre ESL**

**0.00 credits (6,0,2.25) hrs 16 wks**

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**CACL 008 Career Access Centre ESL**

**0.00 credits (8,0,3) hrs 16 wks**

Non-English speaking students are provided with basic language skills in a friendly, relaxed atmosphere. Skills include grammar, listening, speaking, pronunciation, reading, vocabulary building and writing. The

focus is on meaningful communication and, through pair and small group activities, learners are encouraged to be active participants and decision-makers. Although the classroom is multi-level (low beginner to low intermediate) and learners' individual needs are taken into consideration, it is usually an instructor-led rather than self-paced classroom. This course prepares students for ESL courses above the beginner level.

**CACL 010 Career Access Centre ESL**  
**0.00 credits (10,0,3.75) hrs 16 wks**

Non-English speaking students are provided with basic language skills in a friendly, relaxed atmosphere. Skills include grammar, listening, speaking, pronunciation, reading, vocabulary building and writing. The focus is on meaningful communication and, through pair and small group activities, learners are encouraged to be active participants and decision-makers. Although the classroom is multi-level (low beginner to low intermediate) and learners' individual needs are taken into consideration, it is usually an instructor-led rather than self-paced classroom. This course prepares students for ESL courses above the beginner level.

**CACL 012 Career Access Centre ESL**  
**0.00 credits (12,0,4.5) hrs 16 wks**

Non-English speaking students are provided with basic language skills in a friendly, relaxed atmosphere. Skills include grammar, listening, speaking, pronunciation, reading, vocabulary building and writing. The focus is on meaningful communication and, through pair and small group activities, learners are encouraged to be active participants and decision-makers. Although the classroom is multi-level (low beginner to low intermediate) and learners' individual needs are taken into consideration, it is usually an instructor-led rather than self-paced classroom. This course prepares students for ESL courses above the beginner level.

## Career Access Family Focus

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**CACF 002 Career Access Centre Family Focus**  
**0.00 credits (2,0,0.75) hrs 16 wks**

This program assists parents who wish to upgrade or continue their studies, but need childcare and support during the transition to university level study. The on-campus childcare centre provides a nurturing environment for the children while the parents are in class or studying. In addition, the students/parents meet as a group with an instructor/counsellor at regularly scheduled times to discuss topics such as parenting, goal setting, stress management and conflict resolution. A supportive parent group, counselling, and long-term educational career planning are integral components of the program.

**CACF 004 Career Access Centre Family Focus**  
**0.00 credits (4,0,1.5) hrs 16 wks**

This program assists parents who wish to upgrade or continue their studies, but need childcare and support during the transition to university level study. The on-campus childcare centre provides a nurturing environment for the children while the parents are in class or studying. In addition, the students/parents meet as a group with an instructor/counsellor at regularly scheduled times to discuss topics such as parenting, goal setting, stress management and conflict resolution. A supportive parent group, counselling, and long-term educational career planning are integral components of the program.

**CACF 006 Career Access Centre Family Focus**  
**0.00 credits (6,0,2.25) hrs 16 wks**

This program assists parents who wish to upgrade or continue their studies, but need childcare and support during the transition to university level study. The on-campus childcare centre provides a nurturing environment for the children while the parents are in class or studying. In addition, the students/parents meet as a group with an instructor/counsellor at regularly scheduled times to discuss topics such as

parenting, goal setting, stress management and conflict resolution. A supportive parent group, counselling, and long-term educational career planning are integral components of the program.

**CACF 008 Career Access Centre Family Focus**

**0.00 credits (8,0,3) hrs 16 wks**

This program assists parents who wish to upgrade or continue their studies, but need childcare and support during the transition to university level study. The on-campus childcare centre provides a nurturing environment for the children while the parents are in class or studying. In addition, the students/parents meet as a group with an instructor/counsellor at regularly scheduled times to discuss topics such as parenting, goal setting, stress management and conflict resolution. A supportive parent group, counselling, and long-term educational career planning are integral components of the program.

**CACF 010 Career Access Centre Family Focus**

**0.00 credits (10,0,3.75) hrs 16 wks**

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**CACF 012 Career Access Centre Family Focus**

**0.00 credits (12,0,4.5) hrs 16 wks**

This program assists parents who wish to upgrade or continue their studies, but need childcare and support during the transition to university level study. The on-campus childcare centre provides a nurturing environment for the children while the parents are in class or studying. In addition, the students/parents meet as a group with an instructor/counsellor at regularly scheduled times to discuss topics such as parenting, goal setting, stress management and conflict resolution. A supportive parent group, counselling, and long-term educational career planning are integral components of the program.

## Career Access Math

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**CACM 002 Career Access Centre Math**

**0.00 credits (2,0,0.75) hrs 16 wks**

Math upgrading is provided in a supportive, multi-level, self-paced classroom. Some group work is facilitated when appropriate. Students can work on basic math skills and algebra in preparation for other college courses, or prepare to write the GED or college placement tests.

**CACM 004 Career Access Centre Math**

**0.00 credits (4,0,1.5) hrs 16 wks**

Math upgrading is provided in a supportive, multi-level, self-paced classroom. Some group work is facilitated when appropriate. Students can work on basic math skills and algebra in preparation for other college courses, or prepare to write the GED or college placement tests.

**CACM 006 Career Access Centre Math**

**0.00 credits (6,0,2.25) hrs 16 wks**

Math upgrading is provided in a supportive, multi-level, self-paced classroom. Some group work is facilitated when appropriate. Students can work on basic math skills and algebra in preparation for other college courses, or prepare to write the GED or college placement tests.

**CACM 008 Career Access Centre Math****0.00 credits (8,0,3) hrs 16 wks**

Math upgrading is provided in a supportive, multi-level, self-paced classroom. Some group work is facilitated when appropriate. Students can work on basic math skills and algebra in preparation for other college courses, or prepare to write the GED or college placement tests.

**CACM 010 Career Access Centre Math****0.00 credits (10,0,3.75) hrs 16 wks**

Math upgrading is provided in a supportive, multi-level, self-paced classroom. Some group work is facilitated when appropriate. Students can work on basic math skills and algebra in preparation for other college courses, or prepare to write the GED or college placement tests.

**CACM 012 Career Access Centre Math****0.00 credits (12,0,4.5) hrs 16 wks**

Math upgrading is provided in a supportive, multi-level, self-paced classroom. Some group work is facilitated when appropriate. Students can work on basic math skills and algebra in preparation for other college courses, or prepare to write the GED or college placement tests.

## Career Access Orientation

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**CACO 002 Career Access Centre Orientation****0.00 credits (2,0,0.75) hrs 16 wks**

During orientation, students meet with instructors individually to discuss their educational and career goals and plan the steps needed for effective participation in the learning process. These steps might include adjusting schedules to balance home and school, and making arrangements for childcare. Students are assisted with the initial university application and registration, and ongoing support is provided to guide the students throughout the term, in their pursuit of personal and educational success. In orientation sessions, students may discuss opportunities to contribute as peer tutors. Peer tutors are trained in learning centre procedures and have the opportunity to observe instructors and other tutors at work before assuming tutoring duties themselves. In addition, workshops are held periodically for all tutors, on a variety of training topics.

**CACO 004 Career Access Centre Orientation****0.00 credits (4,0,1.5) hrs 16 wks**

During orientation, students meet with instructors individually to discuss their educational and career goals and plan the steps needed for effective participation in the learning process. These steps might include adjusting schedules to balance home and school, and making arrangements for childcare. Students are assisted with the initial university application and registration, and ongoing support is provided to guide the students throughout the term, in their pursuit of personal and educational success. In orientation sessions, students may discuss opportunities to contribute as peer tutors. Peer tutors are trained in learning centre procedures and have the opportunity to observe instructors and other tutors at work before assuming tutoring duties themselves. In addition, workshops are held periodically for all tutors, on a variety of training topics.

**CACO 006 Career Access Centre Orientation****0.00 credits (6,0,2.25) hrs 16 wks**

During orientation, students meet with instructors individually to discuss their educational and career goals and plan the steps needed for effective participation in the learning process. These steps might include adjusting schedules to balance home and school, and making arrangements for childcare. Students are



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**CACO 012 Career Access Centre Orientation**

**0.00 credits (12,0,4.5) hrs 16 wks**

During orientation, students meet with instructors individually to discuss their educational and career goals and plan the steps needed for effective participation in the learning process. These steps might include adjusting schedules to balance home and school, and making arrangements for childcare. Students are assisted with the initial university application and registration, and ongoing support is provided to guide the students throughout the term, in their pursuit of personal and educational success. In orientation sessions, students may discuss opportunities to contribute as peer tutors. Peer tutors are trained in learning centre procedures and have the opportunity to observe instructors and other tutors at work before assuming tutoring duties themselves. In addition, workshops are held periodically for all tutors, on a variety of training topics.

## Career Access Student Success

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**CACS 002 Career Access Centre Student Success**

**0.00 credits (2,0,0.75) hrs 16 wks**

This course provides students with skills that will help them be successful students at the university, productive members of their communities, and active citizens of Canada. The curriculum is partially

student-generated, focusing on topics of current interest, and may be enhanced by field trips and guest speakers. Sessions might include introduction to university procedures and services, developing effective learning strategies, supporting and encouraging participation in community activities, learning about municipal, provincial, Canadian, and First Nations governments, or discussion of such topics as health, exercise, diet, and stress management.

**CACS 004 Career Access Centre Student Success**

**0.00 credits (4,0,1.5) hrs 16 wks**

This course provides students with skills that will help them be successful students at the university, productive members of their communities, and active citizens of Canada. The curriculum is partially student-generated, focusing on topics of current interest, and may be enhanced by field trips and guest speakers. Sessions might include introduction to university procedures and services, developing effective learning strategies, supporting and encouraging participation in community activities, learning about municipal, provincial, Canadian, and First Nations governments, or discussion of such topics as health, exercise, diet, and stress management.

**CACS 006 Career Access Centre Student Success**

**0.00 credits (6,0,2.25) hrs 16 wks**

This course provides students with skills that will help them be successful students at the university, productive members of their communities, and active citizens of Canada. The curriculum is partially student-generated, focusing on topics of current interest, and may be enhanced by field trips and guest speakers. Sessions might include introduction to university procedures and services, developing effective learning strategies, supporting and encouraging participation in community activities, learning about municipal, provincial, Canadian, and First Nations governments, or discussion of such topics as health, exercise, diet, and stress management.

**CACS 008 Career Access Centre Student Success**

**0.00 credits (8,0,3) hrs 16 wks**

This course provides students with skills that will help them be successful students at the university, productive members of their communities, and active citizens of Canada. The curriculum is partially student-generated, focusing on topics of current interest, and may be enhanced by field trips and guest speakers. Sessions might include introduction to university procedures and services, developing effective learning strategies, supporting and encouraging participation in community activities, learning about municipal, provincial, Canadian, and First Nations governments, or discussion of such topics as health, exercise, diet, and stress management.

**CACS 010 Career Access Centre Student Success**

**0.00 credits (10,0,3.75) hrs 16 wks**

This course provides students with skills that will help them be successful students at the university, productive members of their communities, and active citizens of Canada. The curriculum is partially student-generated, focusing on topics of current interest, and may be enhanced by field trips and guest speakers. Sessions might include introduction to university procedures and services, developing effective learning strategies, supporting and encouraging participation in community activities, learning about municipal, provincial, Canadian, and First Nations governments, or discussion of such topics as health, exercise, diet, and stress management.

**CACS 012 Career Access Centre Student Success**

**0.00 credits (12,0,4.5) hrs 16 wks**

This course provides students with skills that will help them be successful students at the university, productive members of their communities, and active citizens of Canada. The curriculum is partially student-generated, focusing on topics of current interest, and may be enhanced by field trips and guest speakers. Sessions might include introduction to university procedures and services, developing effective

learning strategies, supporting and encouraging participation in community activities, learning about municipal, provincial, Canadian, and First Nations governments, or discussion of such topics as health, exercise, diet, and stress management.

## Career Access Transition Skills

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### **CACT 002 Career Access Centre Transition Skills**

**0.00 credits (2,0,0.75) hrs 16 wks**

Students are assisted in the process of developing transition skills as they move from high school, employment or unemployment to the post secondary setting. The university environment is demanding and requires a large amount of self-motivation and personal responsibility. Students are helped to design and implement plans for personal and academic success. Topics and areas of instruction include: decision making and problem solving, stress and time management, goal setting and career/educational planning, self advocacy and empowerment, and communication and conflict resolution skills.

### **CACT 004 Career Access Centre Transition Skills**

**0.00 credits (4,0,1.5) hrs 16 wks**

Students are assisted in the process of developing transition skills as they move from high school, employment or unemployment to the post secondary setting. The university environment is demanding and requires a large amount of self-motivation and personal responsibility. Students are helped to design and implement plans for personal and academic success. Topics and areas of instruction include: decision making and problem solving, stress and time management, goal setting and career/educational planning, self advocacy and empowerment, and communication and conflict resolution skills.

### **CACT 006 Career Access Centre Transition Skills**

**0.00 credits (6,0,2.25) hrs 16 wks**

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**0.00 credits (8,0,3) hrs 16 wks**

Students are assisted in the process of developing transition skills as they move from high school, employment or unemployment to the post secondary setting. The university environment is demanding and requires a large amount of self-motivation and personal responsibility. Students are helped to design and implement plans for personal and academic success. Topics and areas of instruction include: decision making and problem solving, stress and time management, goal setting and career/educational planning, self advocacy and empowerment, and communication and conflict resolution skills.

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**0.00 credits (12,0,4.5) hrs 16 wks**

Students are assisted in the process of developing transition skills as they move from high school, employment or unemployment to the post secondary setting. The university environment is demanding and requires a large amount of self-motivation and personal responsibility. Students are helped to design and implement plans for personal and academic success. Topics and areas of instruction include: decision making and problem solving, stress and time management, goal setting and career/educational planning, self advocacy and empowerment, and communication and conflict resolution skills.

## CDO - Computers

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**CDCO 021 CDO Computer Studies Fundamental**

**1.00 credit (0,0,2) hrs 15 wks**

This course is intended for students who are new to computers. They will gain confidence and competence in performing basic computer operations and understand concepts and vocabulary they will encounter when using, buying, and discussing computers. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BCMP 021. Duplicate credit will not be granted for this course and BCMP 021.

**CDCO 031 CDO Computer Studies Intermediate**

**2.00 credits (0,0,2) hrs 30 wks**

*Prerequisite:* CDCO 021

This course is intended for students who have a basic understanding of computers. Students will gain competence in intermediate computer skills: using the internet, word processing, spreadsheets, and presentation programs. They will understand concepts and vocabulary they will encounter when using, buying, and discussing computers. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BCMP 031. Duplicate credit will not be granted for this course and BCMP 031.

## CDO - English

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**CDEN 001 CDO English Fundamental 1**

**1.00 credit (0,0,2) hrs 15 wks**

This course will introduce students to basic reading, writing, discussion and listening skills. Students will learn to write for a variety of purposes using learned sight words, simple sentence structure and basic punctuation. This course will prepare students for CDO English Fundamental 002. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BENF 001. Duplicate credit will not be granted for this course and BENF 001.

**CDEN 002 CDO English Fundamental 2**

**1.00 credit (0,0,2) hrs 15 wks**

This course will help students to learn and practice reading strategies to increase their fluency. Students will write for a variety of purposes using assigned vocabulary, basic sentence structure and punctuation. This course will prepare students for CDO English Fundamental 003. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BENF 002. Duplicate credit will not be granted for this course and BENF 002.

**CDEN 003 CDO English Fundamental 3**

**1.00 credit (0,0,2) hrs 15 wks**

This course will teach students to increase their reading strategies. Students will learn to summarize texts as well as distinguishing fact versus opinion. The course will introduce students to writing with correct verb tense, sentence and paragraph structures. This course will prepare students for CDO English Fundamental 004. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BENF 003. Duplicate credit will not be granted for this course and BENF 003.

**CDEN 004 CDO English Fundamental 4**

**1.00 credit (0,0,2) hrs 15 wks**

This course will prepare students to understand and reflect on a variety of reading material and to differentiate between literal and inferential meaning. Students will learn to write for a variety of purposes using compound words, contractions, possessives and basic punctuation. Students will also be introduced to note taking. This course will prepare students for CDO English Fundamental 005. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BENF 004. Duplicate credit will not be granted for this course and BENF 004.

**CDEN 005 CDO English Fundamental 5**

**1.00 credit (0,0,2) hrs 15 wks**

This course teaches students to interpret, summarize and analyse the material they are reading including a short novel. Students will learn about the writing process and learn to write and edit paragraphs. This course will prepare students for CDO English Fundamental 006. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BENF 005. Duplicate credit will not be granted for this course and BENF 005.

**CDEN 006 CDO English Fundamental 6**

**1.00 credit (0,0,2) hrs 15 wks**

This course will teach students to discuss, summarize, interpret and form opinions about a selected material. The course will prepare students to write expanded, detailed paragraphs with a variety of punctuation and to proofread written work. This course will prepare students for CDO English Intermediate. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BENF 006. Duplicate credit will not be granted for this course and BENF 006.

**CDEN 031      CDO English Intermediate**  
**2.00 credits      (0,0,2) hrs      30 wks**

This course assists students to obtain a basic understanding and competence in written communication. Students will learn to combine sentences into clear paragraphs and compositions in preparation for higher level English courses. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BENG 031. Duplicate credit will not be granted for this course and BENG 031.

## CDO - Math

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**CDMA 001      CDO Math Fundamental 1**  
**1.00 credit      (0,0,2) hrs      15 wks**

*Prerequisite:* CDO Math Assessment

This fundamental math course provides an introduction to number sense, addition, subtraction, estimating, time and shapes. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BMAF 001. Duplicate credit will not be granted for this course and BMAF 001.

**CDMA 002      CDO Math Fundamental 2**  
**1.00 credit      (0,0,2) hrs      15 wks**

*Prerequisite:* CDO Math Assessment

In this fundamental math course, students will learn number sense, addition, subtraction, Multiplication, making change, time and perimeter. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BMAF 002. Duplicate credit will not be granted for this course and BMAF 002.

**CDMA 003      CDO Math Fundamental 3**  
**1.00 credit      (0,0,2) hrs      15 wks**

*Prerequisite:* CDO Math Assessment

In this fundamental math course, students will learn Number Sense, Multiplication, Division, Change, Time and the Metric System. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BMAF 003. Duplicate credit will not be granted for this course and BMAF 003.

**CDMA 004      CDO Math Fundamental 4**  
**1.00 credit      (0,0,2) hrs      15 wks**

*Prerequisite:* CDO Math Assessment

In this fundamental math course, students are introduced to Decimals and Measurement. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BMAF 004. Duplicate credit will not be granted for this course and BMAF 004.

**CDMA 005      CDO Math Fundamental 5**  
**1.00 credit      (0,0,2) hrs              15 wks**

*Prerequisite:* CDO Math Assessment

In this fundamental math course, students work with decimals and fractions. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BMAF 005. Duplicate credit will not be granted for this course and BMAF 005.

**CDMA 006      CDO Math Fundamental 6**  
**1.00 credit      (0,0,2) hrs              15 wks**

*Prerequisite:* CDO Math Assessment

In this fundamental math course, students are introduced to ratio, rate, proportion, percent and statistics. The course may be offered in both self-paced and paced formats and delivered in various locations in the Capilano region by the Community Development and Outreach Department.

*Note:* This course is equivalent to BMAF 006. Duplicate credit will not be granted for this course and BMAF 006.

## ChatLive-Student/Faculty Disc.

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**CHAT 001      Psychology at the Edge**  
**0.00 credits      (0,0,0) hrs              15 wks**

**CHAT 002      China: The Old Culture Confronts a New Dynamic**  
**0.00 credits      (0,0,0) hrs              15 wks**

**CHAT 003      How Much Free Speech is Enough**  
**0.00 credits      (0,0,0) hrs              15 wks**

**CHAT 004      What is the Social Responsibility of Science?**  
**0.00 credits      (0,0,0) hrs              15 wks**

**CHAT 005      The Last Film I Saw Rocked (or Not so Much)**  
**0.00 credits      (0,0,0) hrs              15 wks**

Chat about what makes a movie succeed or fail and how movies fit into our culture. Talk about films you like and films you hate, and why.

**CHAT 006      Global Warming**  
**0.00 credits      (0,0,0) hrs              15 wks**

**CHAT 007 French Kiss: Sociosexualite, Amour, Culture**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 008 Buddhas and Bullets: What about Revolution?**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 009 Globalization: Social and Cultural Impacts**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 010 Issues in China: Global Power or Step Backwards?**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 011 Bodies of Visual Culture: Power, Surveillance, Pleasure**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 012 China: Global Power or Step Backwards?**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 013 "Alternative History" What if?**  
**0.00 credits (0,0,0) hrs 15 wks**

What if the Germans had won the Second World War? What if television had never been invented? What if the French had beat the British on the Plains of Abraham in 1759? What if the Russian Revolution had not taken place? What if Quebec separates? What if terrorists destroy the White House?

**CHAT 014 It's Not Easy Bein' Green**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 015 Evolving into the Future**  
**0.00 credits (0,0,0) hrs 15 wks**

**CHAT 018 Talkin' Digital Music Blues**  
**0.00 credits (0,0,0) hrs 15 wks**

Digital music distribution has radically altered the way people access and listen to music and has made music more available and ubiquitous than ever before. Is there a dark side to these developments? How are the ways we hear, understand and appreciate music changing?

**CHAT 019 Change Pilots**  
**0.00 credits (0,0,0) hrs 15 wks**

You've heard the rumours: Cap students are making major changes in their community and their world. Now come and learn what they are doing, and discover ways you can get involved. Change Pilots is sponsored by the Global Stewardship program, but it will bring together Cap students from all areas to



share opportunities and creative strategies to make our community and our world healthier, happier, stronger, and more just.

**CHAT 020      ChatLive Discussion Series**  
**0.00 credits      (0,0,0) hrs      15 wks**

ChatLive discussions allow you to explore interesting topics over lunch. No assignments. No cost. Just good chat. Attend 3 of the sessions over the semester in order to receive a notation on your transcript.

## Chemistry

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**CHEM 030      Introduction to Chemistry**  
**3.00 credits      (4,0,0) hrs      15 wks**

This course is designed for those students who have had no previous chemistry, and who wish to go on in sciences. A study of atoms, molecules, the mole, chemical formulas, ionic and covalent bonding, balancing equations, simple stoichiometry problems, solutions, acids, bases and salts, equilibrium, gas laws.

**CHEM 101      Fundamentals of Chemistry**  
**4.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* Chemistry 11 or CHEM 030 or CHEM 130 or BCHM 044; and Principles of Math 11 or Foundations of Math 11 or Precalculus 11 or BMTH 054

This course introduces students to the fundamental principles of chemistry including the concepts of nomenclature, stoichiometry, states of matter, chemical bonding, thermochemistry, equilibria, and nuclear science.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 110      Bonding and Structure**  
**4.00 credits      (4,3,0) hrs      15 wks**

*Prerequisite:* Chemistry 12 or CHEM 101 or BCHM 054 with a minimum C+ grade; Math 12 or Pre-Calculus 12

A course for students who plan careers in science. A brief review of stoichiometry, nomenclature and the gaseous state; atomic structure; periodic trends; chemical bonding and molecular structure; an introduction to organic chemistry and intermolecular forces.

*Note:* Students having prerequisites that are more than three years old should consider taking CHEM 101.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 111      Chemical Dynamics and Energetics**  
**4.00 credits      (4,3,0) hrs      15 wks**

*Prerequisite:* CHEM 110 with a minimum C- grade and MATH 105 or 108 or 116 as a prerequisite or co-requisite

A course for students who plan a career in science. Kinetics, mechanism, substitution and elimination reactions in organic chemistry; equilibrium; acids, bases, salts and buffers; thermodynamics; solubility; redox equations and electrochemistry.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 130      Chemistry In Our World**  
**4.00 credits      (4,2,0) hrs      15 wks**

In this course students will obtain a qualitative understanding about the chemical aspects of food, nutrition, drugs, our environment, and the chemical issues that confront us in the media. Thus the students will learn to develop an awareness of the influence of chemistry in our society.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 154      Chemical Principles for Engineers**

**4.00 credits    (4,3,0) hrs            15 wks**

*Prerequisite:* Chemistry 12 or CHEM 101 or BCHM 054 with a minimum B grade and Math 116 is a prerequisite or co-requisite

A course for engineering students only. A study of stoichiometry, atomic structure and bonding, the solid state, chemical kinetics, chemical equilibrium, thermodynamics and electrochemistry.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 200      Organic Chemistry I**

**4.00 credits    (4,3,0) hrs            15 wks**

*Prerequisite:* CHEM 111 with a minimum C- grade

A study of nomenclature, structure, and spectroscopy of alkanes, alkenes, alkynes, alcohols, ethers and alkyl halides. Also a study of infrared spectroscopy and nuclear magnetic resonance.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 201      Organic Chemistry II**

**4.00 credits    (4,3,0) hrs            15 wks**

*Prerequisite:* CHEM 200 with a minimum C- grade

Aromatic chemistry, aldehydes, ketones, acids and their derivatives, amines, nitro, azo, diazo and related compounds, heterocyclics, carbohydrates, protein chemistry, polymers, and natural products.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 204      Introduction to Physical Chemistry**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* CHEM 111 with a minimum C- grade and MATH 116

This course is an introduction to chemical thermodynamics and its application to gas behaviour, chemical and phase equilibria, colligative properties, ionic solutions, electrochemistry and chemical kinetics.

*Note:* This course may not be offered every year.

**CHEM 205      Introduction to Bio-inorganic Chemistry**

**4.00 credits    (0,6,0) hrs            15 wks**

*Prerequisite:* CHEM 111 with a minimum C- grade

An introduction to the properties, bonding, structure and reactivity of coordination complexes and main group compounds. Modern spectroscopic methods, solid state chemistry and bio-inorganic chemistry will also be covered. The laboratory component emphasizes the synthesis of inorganic compounds and the use of modern analytical instruments.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 206      Introduction to Analytical Chemistry**

**4.00 credits    (0,6,0) hrs            15 wks**

*Prerequisite:* CHEM 111 with a minimum C- grade

The basic principles and techniques of analytical chemistry, including neutralization, complex-formation and gravimetric reactions. Various types of chromatography will be introduced along with an introduction

to visible and ultraviolet spectroscopy, atomic absorption spectroscopy and electrochemical methods of analysis.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 250 Inorganic Chemistry for Engineers**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* CHEM 111

An introduction to the properties, bonding, structure and reactivity of transition metals and main group metals. An examination at production of these metals and their impact on the environment and their role as catalysts in many industrial processes.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 251 Physical Chemistry for Engineers**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* CHEM 111 and MATH 116

This course is an introduction to chemical thermodynamics, kinetics and equilibrium for engineering students. The laws of thermodynamics will be examined with applications toward numerous chemical reactions as well as phase equilibria and phase diagrams.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 252 Organic Chemistry for Engineers**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* CHEM 111

An introduction to the properties, bonding, structure and reactivity of numerous functional groups such as alkyl halides, alkenes, aromatics, alcohols, aldehydes, ketones and carboxylic acids. Current industrial processes will be presented with an emphasis on the synthesis and structure of polymers.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CHEM 300 Chemistry and Society**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Since the harnessing of fire over two million years ago, the ability of humans to exploit chemistry has been one of the most important factors in establishing our species as the dominant life form on the planet. This course will critically examine the benefits and perils associated with this central role of chemistry in human society. Topics covered will include chemistry and the environment, chemistry of life, medicinal chemistry, and others selected by the instructor.

## Chinese

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**CHIN 100 Beginning Chinese I**

**4.00 credits (4,0.75,1) hrs 15 wks**

Introduction to Mandarin Chinese using the Pinyin system of pronunciation in Mainland China. For complete beginners (spoken and written) in Chinese. This course starts with basic tones and pronunciation to prepare students to speak the language. It also teaches basic grammar and the writing of about 150 Chinese characters.

*Note:* This course is not appropriate for students with training or background in Chinese (Mandarin or other dialects, written or spoken).

**CHIN 101      Beginning Chinese II**  
**4.00 credits    (4,0.75,1) hrs      15 wks**

*Prerequisite:* CHIN 100

CHIN 101 takes students who have learned basic Mandarin phonetics and about 150 Chinese characters. This course stresses conversational skills and listening comprehension using situational dialogues. Students will learn more grammatical structures and Chinese characters. They will also learn how to use a Chinese dictionary as a tool for further study.

*Note:* This course is not appropriate for students with training or background in Chinese (Mandarin or other dialects, written or spoken).

**CHIN 200      Intermediate Chinese I**  
**4.00 credits    (4,0.75,1) hrs      15 wks**

*Prerequisite:* CHIN 101 or Chinese 12

This course is for students who know the basics of Mandarin phonetics and grammar and approximately 300 Chinese characters, or for those who have completed CHIN 100 and 101. It teaches more Chinese characters, focusing on reading and writing of simple Chinese texts. Chinese literature is also introduced.

*Note:* This course is not appropriate for native speakers.

**CHIN 201      Intermediate Chinese II**  
**4.00 credits    (4,0.75,1) hrs      15 wks**

*Prerequisite:* CHIN 200

Continues the work of CHIN 200.

*Note:* This course is not appropriate for native speakers.

**CHIN 300      Advanced Chinese I**  
**4.00 credits    (4,0.75,1) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including CHIN 201

This course is the continuation of CHIN 201. It is designed to improve and develop students' acquisition of Mandarin using listening, speaking, reading, and writing skills at an advanced level. The course introduces literary texts on Chinese culture, social, and business customs through textbooks and reference materials from current media and other sources. A thematic approach is adopted throughout the course. It broadens students' knowledge of Chinese characters, complex sentence structures, essay writing and verbal communication in Chinese. It also develops skills using Chinese in presentations and discussions for general and career-related purposes.

## Cinematography

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**CINE 118      Applied Cinematography for Film and Video I**  
**15.00 credits    (16,0,8) hrs      15 wks**

This course focuses on professional, entry level curriculum and prepares students for cinematography positions in low budget film and video production.

**CINE 119      Applied Cinematography for Film and Video II**  
**15.00 credits    (20,2,2) hrs      15 wks**

*Prerequisite:* CINE 118

This course builds on the skills acquired during CINE 118 to prepare students for cinematography positions in low budget film and video production.

# Communications

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## **CMNS 105      International Interactions I**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* EAP 080 with a minimum grade of B+

This course develops students' ability to use appropriate communication tools for face-to-face business interaction in a North American setting. Students learn behaviours expected in interactive situations such as meetings, presentations, speeches, and information and employment related interviews, and use communication tools of analysis, problem solving and modeling in face-to-face communications.

## **CMNS 110      Communications for the Medical Assistant**

**3.00 credits      (4,0,0) hrs              15 wks**

A course in grammar, spelling, punctuation, and diction. Students also gain experience in proofreading, correcting, and revising short written assignments.

*Note:* This course is restricted to Medical Assistant program students.

## **CMNS 112      Introduction to Communication Studies**

**3.00 credits      (3,0,1) hrs              15 wks**

This course seeks to foster a spirit of critical inquiry as to how communication and meaning-making processes relate to the structures and experience of everyday life. The course introduces students to problems, issues, and debates in media, communication technologies, communication systems, symbolic exchange, interpersonal and intercultural communication.

## **CMNS 115      Communications for Animation**

**3.00 credits      (4,0,0) hrs              15 wks**

Students learn various communications skills necessary for success in the animation industry. Content includes presentation, writing and research skills, and scriptwriting for animation.

*Note:* This course is restricted to Animation program students.

## **CMNS 117      Exploring Popular Culture Through the Media: An Interactive Course for International Students**

**3.00 credits      (4,0,0) hrs              15 wks**

An introductory course for international students that starts with the concept of cultural intelligence and goes on to explore communication and culture in business and academic life. The course encourages students to identify and reflect on vocabulary, cultural values, attitudes and behaviours as these are displayed in radio, television, popular music, cinema, the Internet, video games, books, magazines and newspapers, and uses these areas to assist with communications skill development.

## **CMNS 120      Professional Writing for Artists**

**3.00 credits      (4,0,0) hrs              15 wks**

This course is designed to provide communications skills for practicing artists who need to write professional materials. It includes instruction in document organization and structure, a toolbox approach to grammar and usage, and an introduction to academic writing of essays and reports. The course includes instruction in writing proposals, grant applications and materials for workshop delivery, as well as practice in professional presentations.

## **CMNS 123      Fundamentals of Communication for Artists and Designers**

**3.00 credits      (4,0,0) hrs              15 wks**

The objectives are to help students develop theoretical fundamentals of communications. Topics include interpersonal and group communications; mass media; basic research skills in selected communications topics related to imagery; and oral and written presentations that help students differentiate between description, analysis, critique and interpretation. The course also provides time for discussion of, and practice in, how to give and receive constructive criticism and positive feedback.

*Note:* This course is restricted to IDEA program students.

**CMNS 131 Business Writing for Documentary**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces students to business writing for the documentary industry. Students will write correspondence, proposals, fact sheets, production notes, media releases, and résumés using business formats.

**CMNS 132 Explorations in Mass Media**

**3.00 credits (3,0,1) hrs 15 wks**

This course examines the emergence and importance of mass media in society. It explores theoretical considerations and approaches in communication studies, including the role of mass media in democracy, political economy of media, critical studies and media structures. A number of media industries are examined, including print, broadcast, film and the Internet. This is a writing intensive course.

**CMNS 133 Business Writing for Digital Visual Effects**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces students to business writing for the visual effects industry. Students will write correspondence, proposals, production notes, media releases and resumes using business formats.

**CMNS 152 Business Communications Basics**

**3.00 credits (4,0,0) hrs 15 wks**

This writing for the workplace course covers letters, memoranda, and reports as well as a review of English basics in the context of business writing.

**CMNS 154 Communications in Outdoor Recreation and Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

This writing for Outdoor Recreation and Tourism Management course covers reports, memoranda, press releases, articles, briefs and proposals.

*Note:* This course is restricted to WLP and REC program students.

**CMNS 159 Communications for the Legal Administrative Assistant**

**3.00 credits (4,0,0) hrs 15 wks**

This course emphasizes English basics (grammar, spelling, punctuation, correct usage), proofreading skills, and business writing.

**CMNS 164 Advanced Communication and Interactions for Tourism Management International Students**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* CMNS 154

This course develops communication and academic skills needed for international students to continue their tourism education and understand the workplace environment. Topics will cover team, interpersonal, verbal and nonverbal, problem solving and critical thinking skills as well as notetaking, summarizing, outlining, and proposal writing skills.

**CMNS 174 Wilderness Leadership Communications**

**3.00 credits (6,0,2) hrs 08 wks**

This course in writing and speech for wilderness-leadership professionals covers business correspondence, spoken presentations, and proposals.

*Note:* This course is restricted to WLP and REC program students.

**CMNS 185 Presentation Skills for Public Speaking**

**3.00 credits (4,0,0) hrs 15 wks**

This course focuses on the dynamics of organizing material, overcoming shyness and developing poise as a speaker in a variety of contexts. Attention to research, voice training, nonverbal communication, and strategies for timing presentations are key components of this course. In addition, this course uses video equipment, enabling students to see themselves on camera, as well as to benefit from feedback from others, as they refine their ability to project, to organize their thoughts, and to address audience needs.

**CMNS 190 Magazine Article Writing**

**3.00 credits (4,0,0) hrs 15 wks**

This course covers researching and writing articles for publication in news media and magazines. In addition, this course emphasizes the analysis of magazine readership, techniques of researching and interviewing, the current market for articles, and development of an effective prose style. Students write three articles in suitable format and submit them for publication in established periodicals.

*Note:* This course is equivalent to CMNS 191. Duplicate credit will not be granted for CMNS 190 and CMNS 191.

**CMNS 191 Writing for Magazines**

**3.00 credits (8,0,0) hrs 08 wks**

*Corequisite:* CMNS 221, 351 and 371

This course teaches students the fundamentals of magazine writing, starting with generating story ideas and pitching them to editors. Learn how to write short, front-of-the-book articles, profiles, first-person accounts and other magazine features.

*Note:* This course is equivalent to CMNS 190. Duplicate credit will not be granted for CMNS 190 and CMNS 191.

**CMNS 205 International Interaction II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* CMNS 105

This course provides students with an awareness of appropriate written communication tools for business interaction in a North American setting. Students completing the course will be familiar with selected business writing formats, citations, conventions, matters of style, on-line and print resources, and rhetorical frameworks in written and electronic interactions.

**CMNS 209 History of Media**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 and 132

This course introduces students to a variety of perspectives on the history of media and guides them through a history of social and cultural development as seen from the perspective of transformations in communication, symbol systems, and media technologies from orality to networked digital media.

**CMNS 220 Advanced Business Writing and Editing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100

This course focuses on researching, organizing, writing and editing extensive business documents: reports, proposals, memoranda, and media releases. Emphasis is on clear style and logical organization.

**CMNS 222      Communication and Ideology**

**3.00 credits      (3,0,1) hrs              15 wks**

*Prerequisite:* CMNS 112 and 132

This course offers a critical introduction to the study of popular culture and popular media. This course explores the development of contemporary popular culture as an expression of the tensions unleashed by the emergence of mass consumer society, post-industrialism and media. It explores critical issues in popular culture and media through an examination of key debates, historical trends, and ethical issues.

**CMNS 223      Communications Skills, Applications and Contexts for Design and Art Direction**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* CMNS 123

CMNS 223 is intended to familiarize students with the role of designers and illustrators in business, and to define a broad resource of opportunities as they acquire the vocabulary, conceptual skills, and writing competencies appropriate to a wide variety of professional contexts in illustration and design.

*Note:* This course is restricted to IDEA program students.

**CMNS 231      Cultural Industries in Canada**

**3.00 credits      (3,0,1) hrs              15 wks**

*Prerequisite:* CMNS 112 and 132

This course introduces students to print, broadcasting, film, the Internet, and other cultural industries in Canada and internationally. It explores the business structure and economics of principal sectors, and key regulatory and policy issues in their social, political, cultural, and global contexts. It utilizes cultural theory and political economy approaches to study and critically analyze these industries and their role in society.

**CMNS 235      Understanding News**

**3.00 credits      (3,0,1) hrs              15 wks**

*Prerequisite:* CMNS 112 and 132

This course introduces students to the institution and industry of making news in our society. It focuses on the social, political, professional, economic and technological forces which both shape and constrain news production in modern Canadian news organizations. Students are expected to monitor print, broadcast and online news on a regular basis throughout the course.

**CMNS 236      Understanding Television**

**3.00 credits      (3,0,1) hrs              15 wks**

*Prerequisite:* CMNS 112 and 132

This course examines the historical development and the political-economic and cultural dynamics of television as one of the key media of the past 100 years. Using frameworks derived from cultural studies and television studies, the course will explore the world that television created and the ways in which this medium continues to shape contemporary culture.

**CMNS 241      Software for Magazine Publishing**

**3.00 credits      (4,4,0) hrs              07 wks**

This course introduces students to the main software programs used in the magazine publishing industry for text, page and image formatting for print and digital publishing. Familiarity with computers and knowledge of word processing programs are recommended.

**CMNS 250      Introduction to Technical Writing**



**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* ENGL 100

The course includes the examination of technical reports and the study of the role of technical writing in corporate and scientific settings. It covers technical writing for science, engineering and the professions and emphasizes definitions, process analysis, writing instructions, resume preparation, and an extended formal report.

**CMNS 253 Society and New Media**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 and 132

This course examines information technology as a new medium of communication. It traces the historical development of information technology in relation to a variety of social, political and economic forces and it explores the implications of the wide diffusion of digital media and social software in areas of social concern such as: surveillance, privacy, and power; dating and relationships, community and politics, education, and popular music. This is a writing intensive course.

**CMNS 255 Interpersonal Communication**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 and 132

This course examines essential concepts and key debates around the study of human communication and considers a variety of models of human communication, including feminist, semiotic, information theory, speech act theory, intercultural communication and other perspectives. In addition, it fosters an understanding of language and culture that will contribute to improved communication skills in both learners' professional and personal lives.

**CMNS 260 Applied Communication Research Methods**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 and 132

This course serves as an introduction to the practices and methods of applied quantitative research. Students will exercise their curiosity and intellects as they explore and apply scientific research methodology through readings, discussions, and lectures. The course provides for a deepening of students' understanding of theoretical and practical frameworks for conducting quantitative research using a variety of statistical methods as applied within communication studies.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**CMNS 261 Interpreting Communication Documents**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 and 132

The purpose of this course is to help Communication students develop skills in finding and interpreting print and electronic documents. It is a course in which students learn by doing in practical research assignments. The course raises for discussion and analysis topics such as database research techniques, web page evaluation, documents and secondary sources, archives and libraries, and government executive and legislative documents.

**CMNS 262 Qualitative Research Methods in Communication Studies**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112, 132 plus one 200-level 3 credit Communication Studies course

The course introduces students to a variety of qualitative research methods utilized within Communication and Media Studies. It also explores the philosophical, ethical, and political backgrounds against which the social construction of knowledge in understandings of communication, media, and society takes place. We

will approach qualitative research not only as a set of techniques for gathering and evaluating data, but as a nest of problems posed to responsible, ethical, politically aware knowledge-building practice.

**CMNS 270 Visual Communication**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100 or CMNS 120

Using photography as a focus, this course explores vision as a physiological and psychological phenomenon, examines the history and use of the camera and develops a number of perspectives for analyzing images. Students examine different aspects of visual media, including typography, newspapers, magazines, advertising, movies, television/video and computer images, analyzing the framed world in mass media representation.

**CMNS 280 Fiction Techniques for Professional Writers**  
**3.00 credits (4,0,0) hrs 15 wks**

This course has students preparing short stories and novels in commercial genres such as mysteries, romances, thrillers and science fiction. Discussion of the market for such fiction in Canada and the U.S. Students submit three assignments (such as three short stories or a novel synopsis and two chapters) in marketable form. Students should discuss their plans with the instructor before registering.

**CMNS 285 Advanced Presentation Skills**  
**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 185

This course provides students with the persuasive tools that experienced presenters employ to achieve their objectives. Students will learn to craft a strong delivery, even in difficult circumstances, and use storytelling skills to make their presentations more interesting and effective. Students will prepare presentations for special situations such as international conferences, convention exhibits, and collaborative projects.

**CMNS 295 The Culture of Advertising**  
**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 and 132

This course is an introduction to the study of advertising as social communication. Advertising will be examined as a system for social reproduction, rather than the psychological effects or marketing strategies of individual ads and campaigns. The key objective of the course is to provide a historical perspective on the development of consumer capitalism and its distinctiveness from other social and cultural formations.

**CMNS 302 Advanced International Interactions II**  
**3.00 credits (5,0,0) hrs 15 wks**

*Prerequisite:* CMNS 301

This course is designed to help McCrae Institute students prepare for positions of responsibility and leadership in the international business community. The focus of the course is advanced written communication skills in a Canadian business context. The course builds on a base of rhetorical concepts and principles to address context, audience, and credibility in international communications. Assignments will include written correspondence, proposals, reports and associated business documentary forms.

**CMNS 305 Advanced International Interactions I**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* CMNS 105 and 205

Grounded in concepts in intercultural communication, this course challenges students to move intellectually towards intercultural competence as they develop and practise verbal and non-verbal communication skills appropriate to leadership roles in international business from a Canadian base.

**CMNS 322 Videogames: Culture, Theory and Criticism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100-level or higher coursework

This course is designed to apply communication theory and practices to a specific global communication industry; videogames. This course is a comparative introduction to the history and theory of videogames as cultural artifacts and provides a deeper understanding of the historical, political, cultural factors that come into play in the complexity of a seemingly simply activity of game playing. This course aims to introduce students to academic discussions on a creative work in new digital forms, including: gamification; narratology and ludology; fandom; game law and the industry; the new gaming economy and game journalism and criticism.

**CMNS 330 Communication Ethics**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course introduces students to ethical questions around communication at the interpersonal, intercultural, organizational and societal levels. It situates this exploration in the context of the role communication plays in fostering democratic societies and how the organization of communication relates to some of the key values of such societies - equality, autonomy, self-determination, mutual respect, and co-operation.

**CMNS 331 Communication Policy and Law**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course introduces students to the development of legal and political frameworks around information and communication from the printing press to the Internet, with a focus on areas legal and policy development - censorship, security and privacy, intellectual property, and access to information. The course examines the contexts in which policy and legal frameworks develop, the various positions of stakeholder groups and the problems and challenges raised for legislators and policy-makers.

**CMNS 333 Conflict and Communication**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course explores negotiation and mediation as modes of communication and areas of communication practice through which people negotiate terms, manage differences, and come to agreements, both in normal everyday situations and in situations of social tension or conflict. We approach these issues through a combination of theoretical and applied approaches. Topics covered include: understanding and management of difference, consensus-building, conflict resolution, dispute mediation, negotiating from stakeholder positions, and problem-solving in problematic situations.

**CMNS 345 Web Content Development**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 220 with a minimum C+ grade

This course helps develop content for Web pages intended for advocacy, marketing or self-promotion, both by writing new material and by revising existing text for hypertext formats.

*Note:* The student is expected to have basic computer skills including word processing, e-mail, and web navigation, as well as access to e-mail and the web from a home computer.

**CMNS 351 Magazine Editing**

**3.00 credits (7.43,0,0) hrs 07 wks**

This course introduces students to the major tasks of an editor employed by a trade or consumer magazine. Topics covered include assignment and fix letters, editing and fact checking, media ethics, manuscripts,

editorial packaging, headlines and decks, pagination, and dealing with freelance writers and other magazine staff including art directors and publishers.

**CMNS 352 Organizational Communication**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course examines theories and perspectives on leadership, teamwork, diversity, globalization, and ethics in organizational communication. In addition, this course provides opportunities for students to develop an increased understanding of; the communication process in organizations; an ability to sense accurately the meanings and feelings of oneself and others in the organization; improved skills in interacting, conflict management, and decision making; and a well-defined sense of organizational as well as interpersonal ethics.

**CMNS 353 Communication Technology in the Workplace and Everyday Life**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 30 University Transferable credits

This course explores the role of communication technologies in transformations in the workplace and everyday life. In particular we will focus on how such technologies relate to changes in the relationships between work and leisure, productivity and play, labour and management, office and home, control and creativity.

**CMNS 354 Advanced Communications Skills for Tourism Management**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 60 credits towards Bachelor of Tourism Management Degree including ENGL 100 or higher, plus either CMNS 154 or CMNS 174 or equivalent.

Intended for students registered in the Tourism Management degree program, CMNS 354 develops advanced skills in written and verbal communications, including technical writing, presentation skills, and information technology applications.

*Note:* This course is restricted to Tourism and Communications program students.

**CMNS 355 Intercultural Communication**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post secondary at the 100 level or higher

This course examines communication in intercultural contexts, and explores how communication is affected by divergent value systems, differing levels of technological adaptation, and unequal power configurations. We will focus on how style and word choice affect the ways that audiences in different cultures respond to arguments, and the rhetorical strategies for collaborative problem-solving to bridge cultural differences.

**CMNS 360 Strategic Communication**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 or 132 or 220

This course provides an overview of the range of skills and strategies required for working in corporate, community and government communication fields. It focuses on information and media design, and utilizes a case-study approach in which students work both alone and in groups in simulated communication projects. The course covers topics such as relations with the public, media and government, internal organizational communication, working with stakeholders/investors, crisis communication, corporate advertising and public branding.

**CMNS 370 Photography as Communication: Fact and Fiction**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 30 University Transferable credits

This course considers the role of photography as a central form of visual communication within the history of mass media, from its invention in the nineteenth century up to the present day. The questions guiding our study will be: what evidence does the photographic image provide when it comes to understanding the violent fabric of modern social life? Is photography a witness to truth, or an opportunity for fantasy?

**CMNS 371 Foundations of Design, Layout and Production for Magazines**  
**3.00 credits (7,0,0) hrs 07 wks**

*Corequisite:* CMNS 241

This course covers magazine design from both theoretical and practical points of view. Topics include an historical overview of magazine design in North America, a survey of the various roles and tasks of art directors, photographers, photo editors and designers in magazines, and the four elements in publication design: images, typography, colour, and layout.

**CMNS 380 Applied Cultural Criticism**  
**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course provides an in depth analysis of a variety of expressive cultural forms - music, fashion, television, fine art, and film - and provides a context in which students can engage in the craft of evaluation, analysis and critique of such forms for diverse media outlets. Its aim is to bring a critical awareness of popular culture and a set of expressive, editorial and critical skills together in the production of works of cultural criticism.

**CMNS 390 Publishing for the 21st Century**  
**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course explores the structure, development and impacts of print, focusing on the consumer and trade publication industry. The course explores the history of publishing in connection with changes in technology, society, and politics. It examines the structure of the publishing industry and its influence over the publishing process, and the challenges posed by new media. In the second half of the semester, students are guided in the development of a business plan for a consumer publication.

**CMNS 395 Public and Media Relations**  
**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course examines the way in which communication mediates the relationship between organizations in the public, private and not-for-profit sectors and the publics that they serve. It differentiates between the basic communication goals of organizations in each of these sectors, guides students in the critical analysis of public and media relations campaigns, and raises questions of ethics in the communications processes conducted by organizations to promote their activities or agendas.

**CMNS 400 Magazine Practicum**  
**6.00 credits (0,0,35) hrs 06 wks**

*Prerequisite:* CMNS 191, 221, 241, 351, and 371 as prerequisites or co-requisites

This course is an industry practicum arranged by the student with faculty assistance. Classroom sessions prepare the student for the practicum, and further preparation is provided in co-requisite courses.

**CMNS 412 Special Topics in Communication Studies**  
**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course will be offered to provide students with the opportunity to examine in depth some aspect of the field of communication or some specialized area of concern not otherwise offered in our core curriculum. Normally such courses will take advantage of the short-term availability of some specific expertise, such as faculty exchange or overseas offering.

**CMNS 431 Project Group Communication Policy and Law**

**3.00 credits (3,1,0) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

In this course engages students in an extended case analysis of an area of communication policy and/or law. Such cases could include Canadian content regulations, digital copyright (or copyleft), open license or open source, the impacts of changing national security policies on access to and collection of information, or privacy legislation in the digital era. Each group will be guided in and responsible for the production of a report and presentation highlighting their findings.

**CMNS 433 Project Group in Risk and Crisis Communication**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course engages students in a project-based, case study approach to the analysis of crisis situations from the standpoint of communication factors and information flows. It asks students to develop a communication plan around a crisis situation; to analyse documentation in order to understand the nature of the crisis; and to suggest solutions to mitigate future crises.

**CMNS 453 Project Group in Communication and New Media**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This course introduces students to techniques of context-based technology assessment and asks them to produce a formal report and presentation that explores the impacts of a digital media device or information technology application in some sphere of working or social life.

**CMNS 462 Advanced Communication Research Practice**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 262

This course engages introduces students to the practical processes of research design and practice through an exploration of case studies in audience research, media impacts and the symbolic dimensions of everyday life. The case studies will give students the opportunity to engage critically in evaluating research design, methodology and ethical issues in particular areas of communication study, with an eye to developing a proposal for their own original theses (in CMNS 499).

**CMNS 490 Project Group in Publishing**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 390

This course facilitates the production of a prototype magazine intended to showcase the writing, editing and production skills to which students were introduced in CMNS 390. Working in small groups, using the business plans completed in the prerequisite course, students plan, write and edit the content for the proposed consumer, trade or contract title of their choice.

**CMNS 495 Project Group in Media Campaigns**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at the 100-level or higher

This asks students to research and liaise with a non-profit organization, political party or public advocacy group to identify its key message and to define its target audience and stakeholders. Project groups will design strategies to give the message "top of mind" presence through appropriate and widespread publicity. Groups will plan and simulate a news conference, including a prepared statements and media training for the speaker.

**CMNS 498      Communication Practicum**  
**6.00 credits    (1.6,0,16) hrs      15 wks**

*Prerequisite:* 3 credits of 400-level CMNS

Under the supervision of an instructor, students engage in a work placement in some area of professional communication practice. Students will keep an ongoing journal of their work experience, produce a brief mid-term site report, and present a final report linking their work experience to their program-based learning.

**CMNS 499      Undergraduate Thesis**  
**3.00 credits    (1,0,3) hrs              15 wks**

*Prerequisite:* CMNS 462

Under the supervision of a faculty member, students conduct and present original research in an area of communication studies in the form of a short thesis. Students will present and defend their theses for completion of their degree.

## Community Leadership

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**CLSC 100      Introduction to Community Development**  
**3.00 credits    (4,0,0) hrs              15 wks**

In a highly interactive class environment, students will learn the history, principles and models of community development, with an emphasis on its role in empowering disenfranchised communities. Through in-depth class discussions, they will explore the relationship between community development theory and their own lived experience in community and with community organizations. Classes will be offered in community settings. Students with volunteer experience in community organizations who want to move into paid work are encouraged to apply.

*Note:* This course is equivalent to CCB 100. Duplicate credit will not be granted for this course and CCB 100.

**CLSC 101      Leadership for Community Building**  
**3.00 credits    (3,0,1) hrs              15 wks**

This course will explore: defining leadership; transformational and collective leadership; leadership as art; and a leader's role in supporting creativity and mentorship. Students will learn to understand and analyze leadership roles including their own; understand collective leadership; recognize and support leadership qualities in team members; identify current leadership challenges faced by community organizations and the skills required to navigate those situations; and apply creative leadership principles.

**CLSC 102      Facilitation for Community Development Practitioners**  
**3.00 credits    (3,0,1) hrs              15 wks**

This course will examine the creation and maintenance of relationships in community development work. Students will both study and practice skills for working collectively through inclusive facilitation, nonviolent communication and dealing with conflict in community work. Discussion will focus on how culture, individual histories and power affect community dynamics and will cover tools for managing these critical issues in community development.

**CLSC 103      Service Learning in Neighbourhood Context**

**3.00 credits      (1,0,2) hrs                      30 wks**

*Prerequisite:* CLSC/CCB 100 and CLSC/CCB 105 as pre- or co-requisites

This course will be delivered over two terms and is both classroom-based and experiential. It will combine theory, support and a practicum. Students will learn about the work of non-profit organizations. They will explore roles and responsibilities of volunteers, work planning for voluntary roles, relationship building and communication for mentorship, and team building, and will learn current evaluation and presentation skills. Students will also gain experience in a specific area of focus such as literacy, health promotion, community economic development, and community arts.

**CLSC 105      Foundation Skills in Community Development**

**3.00 credits      (4,0,0) hrs                      15 wks**

This course provides an overview of the roles and responsibilities of community workers and skills in community organizing on selected social issues. Upon successful completion of the course, students should be able to facilitate participatory community processes and consensus-building, then communicate decisions and program plans in written and oral reports. Classes will be offered in community settings. Students with volunteer experience in community organizations who want to move into paid work are encouraged to apply.

*Note:* This course is equivalent to CCB 105. Duplicate credit will not be granted for this course and CCB 105.

**CLSC 200      Digital Tools for Social Change**

**3.00 credits      (3,0,1) hrs                      15 wks**

This course will focus on the use of social media and digital tools for social change at a community level. Students will be introduced to new media through a community development lens. They will explore the role of storytelling and social media in community work throughout history and currently; the basics of Internet use including safety, etiquette and writing for on-line uses; how local practitioners are using digital tools; and how to successfully use social media to create social change themselves.

**CLSC 201      Community-Based Research**

**3.00 credits      (3,0,1) hrs                      15 wks**

This course will explore the values, goals and assumptions of community-based research and its methodologies. Students will learn about overall concepts of research; how community-based research relates to community issues and needs as well as ethical considerations; how to do basic data analysis and a range of research methodologies, including literature searches, surveys, interviews, community mapping, focus groups, arts-based research, and participatory action research. Students will also complete and present a small research project.

**CLSC 202      Program Planning and Management**

**3.00 credits      (3,0,1) hrs                      15 wks**

This course will provide an in-depth understanding of outcome-based planning and management in a local and global context. Students will be introduced to planning for social change and explore Outcome Measurement Framework (OMF) construction in an interactive and creative way. They will explore concrete tools for how to use an OMF as a management tool for planning, budgeting, communications, proposals and monitoring. Students will apply their learning by developing an OMF for their own organization.

**CLSC 203      Service Learning in Leadership Roles**

**3.00 credits      (1,0,2) hrs                      30 wks**

*Prerequisite:* CLSC/CCB 100, CLSC/CCB 105 and CLSC 103 as pre- or co-requisites

This course will be delivered over two terms and is both classroom-based and experiential. It will combine theory, support and a practicum. Students will learn about the work of non-profit organizations, exploring



non-profit governance; relationship building and communication for mentorship; team building; evaluation and assessment skills; and presentation skills. Students will also gain experience in a specific area of focus, such as literacy, health promotion, community economic development, and community arts.

**CLSC 204      Reflective Practice in Community Settings**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* CLSC 101, 102, 201 202 and ENGL 100, and CLSC 200 and 203 as a pre- or co-requisite

This course will provide students with an opportunity to coalesce their learning about community leadership in social change and focus it on a theme and/or project of their choice. Themes could include but are not limited to food security, environmental sustainability, community healing, adult literacy, community facilitation, health promotion, etc. Students will work interdependently, supervised and supported by their instructor; and collaboratively with a community partner where appropriate. They will design, research, and develop a specific project of interest and participate in assessing and evaluating the project and their own performance.

## Computing Science

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**COMP 101      Computers and their Application**

**4.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* Applications of Math 11 or Foundations of Math 11 or Principles of Math 11 or Pre-calculus 11 or BMTH 044 or BMTH 048 or Math Placement Test (MPT)

An introduction to the basic concepts of computer hardware and software, operating systems, applications software and programming, and a study of some of the social and ethical implications of the increasing use of computers. Students will gain experience with a microcomputer operating system, various software packages including word processor and spreadsheet, and an interpreted programming language environment. Students will be introduced to the Internet, Web searching techniques and Web page development. The course also includes an introduction to problem solving, algorithm design and computer programming. This course serves as a good science option for students in Arts or Commerce.

**COMP 106      Programming with Robots**

**4.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* Applications of Math 11 or Foundations of Math 11 or Principles of Math 11 or Pre-calculus 11 or BMTH 044 or BMTH 048 or Math Placement Test (MPT)

An introduction to the basic concepts of hardware, software, and computer programming using Lego Mindstorms robots. In addition to fundamental programming concepts, students will also be exposed to a variety of topics in computer science, including robotics, hardware, operating systems, communication and social issues.

**COMP 107      Animated 3D Game Programming**

**4.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* Applications of Math 11 or Principles of Math 11 or Math 091 or BMTH 044 or Math Placement Test

An introduction to game development and programming in a 3D animation environment. This includes computer program design, implementation and testing in a high-level, object-oriented programming language. The course also exposes students to problem solving, algorithms, event-driven programming, the building of 3D animated games, the use of application programming interfaces (APIs), and graphics.

*Note:* Although no formal Computing Science prerequisite is listed, students are expected to have reasonable keyboarding skills and some familiarity with microcomputers running MS Windows.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**COMP 108      Software Applications and Their Customization**

**4.00 credits      (3,2,0) hrs              15 wks**

*Prerequisite:* Applications of Math 11 or Principles of Math 11 or MATH 091 or BMTH 044 or BTEC 115 or Math Placement Test (MPT) or permission of the instructor

Entry level Computing Science course. This course introduces the student to the basic concepts of information technology and computer applications. The student will learn how to use a microcomputer operating system effectively with emphasis on file management. Upon completion of the course the student should be proficient in using and customizing various software packages including word processor, spreadsheet, presentation software and data base software. The course also covers basic uses of the Internet and issues of security and privacy connected to it. The course serves as a preparation for the International Computer Driving License certification.

*Note:* Reasonable keyboarding skills and some familiarity with microcomputers running MS Windows

**COMP 120      Computer Science for Engineers**

**4.00 credits      (4,2,0) hrs              15 wks**

*Prerequisite:* COMP 106 or Pre-calculus 12 with a minimum A grade or Principles of Math 12 with a minimum A grade or MATH 105 with a minimum C- grade or MATH 107 with a minimum C- grade

An introduction to computational techniques applied to Engineering problems. The primary focus of the course is on computer systems, the development of algorithms, and computer program design, implementation, and testing. The course also exposes students to the wider discipline of computer science, with topics including computer hardware and software, representation and manipulation of data, numerical analysis, and device interfaces.

*Note:* This course is intended for students in the Engineering program. Students are expected to have reasonable keyboarding skills and to have some familiarity in a Windows environment.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**COMP 121      Fundamentals of Programming**

**4.00 credits      (4,2,0) hrs              15 wks**

*Prerequisite:* Principles of Math 12 with a minimum B grade, or MATH 105 with a minimum C- grade, or BMTH 054 with a minimum B grade

An introduction to the development of algorithms, computer program design, program implementation and testing in a high-level, object-oriented programming language. The course also exposes students to event-driven programming, the building of graphical user interfaces (GUIs) and the use of application programming interfaces (APIs) and graphics.

*Note:* Although no formal Computing Science prerequisite is listed, students are expected to have reasonable keyboarding skills and to have some familiarity with Windows environment required.

**COMP 126      Principles of Software Design**

**4.00 credits      (4,2,0) hrs              15 wks**

*Prerequisite:* COMP 121 with a minimum C- grade

A study of the application of object-oriented programming concepts to the design of software of an intermediate level of difficulty. Advanced object-oriented programming features and techniques are employed. Introduction to data structures, sorting and searching algorithms.

**COMP 134      Programming in Java**

**1.00 credit      (1,0,1) hrs              15 wks**

*Prerequisite:* COMP 107 with a minimum B- grade or COMP 120 with a minimum C- grade

An introduction to the Java programming language for students with previous programming experience in another high-level language. Topics include the Java language and API, object-oriented design and programming, event-driven programming, and graphical user interfaces.

**COMP 165 Introduction to Multimedia and the Internet**

**4.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* Applications of Math 11, Principles of Math 11, BMTH 044 or MATH 091; or Math Placement Test (MPT)

The goal of this course is to introduce students, with little or no previous computer programming or web design experience, to the basic concepts underlying the Internet and computer programming for the web. Students will develop a broad understanding of how the Internet and World Wide Web work, how to create full-featured web sites, and learn the basics of Web programming.

*Note:* Although no formal Computing Science prerequisite is listed, students are expected to have reasonable keyboarding skills and to have some familiarity with microcomputers running MS Windows.

*Note:* This course serves as a good science option for students in Arts or Commerce.

**COMP 202 Foundations of Computer Science**

**3.00 credits (4,0,1.33) hrs 15 wks**

*Prerequisite:* COMP 121 with a minimum C- grade

This course provides an overview of the discipline of Computer Science and its fundamental building blocks that unify hardware, software, algorithms and computational theory. It provides the foundation for further studies in computer architecture, operating systems, Net-centric computing, programming languages, compiler design, databases, theory of computation and artificial intelligence.

*Note:* This course may not be offered every year.

**COMP 210 Data Structures and Abstraction**

**3.00 credits (4,0,1.33) hrs 15 wks**

*Prerequisite:* COMP 126 and MATH 116 with a minimum C- grade and MATH 124 as a prerequisite or a co-requisite with a minimum C- grade

A study of frequently used data structures and algorithms for manipulating them. This course emphasizes abstract data types and generic abstraction in object-oriented programming. Topics include lists, stacks, queues, sets, tables, trees and graphs, recursion, searching, sorting and analysis of algorithms.

*Note:* This course may not be offered every year.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**COMP 211 Computer Design and Architecture I**

**3.00 credits (4,0,1.33) hrs 15 wks**

*Prerequisite:* COMP 126 and COMP 202 with a minimum C- grade; and MATH 116 with a minimum C- grade and MATH 124 as a prerequisite or a co-requisite with a minimum C- grade

An introduction to some fundamental concepts of computer design and architecture: data representation and coding, combinational and sequential digital logic, microprocessor operation, memory organizations and addressing schemes, instruction sets, assembly language, and operating system interfaces.

*Note:* This course may not be offered every year.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**COMP 212 Computer Design and Architecture II**

**3.00 credits (4,0,1.33) hrs 15 wks**

*Prerequisite:* COMP 211 with a minimum C- grade

A study of the architecture and organization of current microprocessor-based computers, relating the instruction set architecture at the programmer's level of abstraction to the digital logic implementation at the hardware designer's level of abstraction.

*Note:* This course may not be offered every year.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**COMP 213 Introduction to Software Engineering**

**4.00 credits (4,0,1.33) hrs 15 wks**

*Prerequisite:* COMP 210 with a minimum C- grade

An introduction to the concepts and practice of software engineering: systems analysis, user interface design, debugging, profiling, and testing methods, operating system interface, support tools and scripting languages, project management, user and system documentation.

*Note:* This course may not be offered every year.

**COMP 220 Data Structures and Algorithms for Engineers**

**4.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* COMP 120 with a minimum C- grade and MATH 116 with a minimum C- grade

This course continues the development of methods for general modular program design from COMP 120. An emphasis is placed on specific algorithms and data structures which are applicable to a range of problems and techniques for analyzing algorithms and data structures in relation to program design.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**COMP 301 Computing Technologies in a Digital Culture**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including COMP 101

This course explores the implementations of computer technologies and their impacts on society. It focuses on linking an understanding of how these technologies work with the changes they bring to the areas of privacy, security, crime, intellectual property rights and social interactions. The course also covers a brief history of Computing Science and the Internet as a backdrop for understanding contemporary issues associated with increased computer usage, including those arising from current events, along with an examination of the environmental impacts associated with widespread adoption of computer technologies.

**COMP 320 Database Technologies and Applications**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including COMP 126

This course introduces fundamentals of various data management technologies and their applications in business and other aspects of society. Students will gain hands-on experience using various data management technologies, including relational database systems and other cutting edge data management paradigms. Students will also be able to explain how databases work, write programs to interact with databases, implement simple database designs, and apply their skills in other disciplines.

**COMP 330 Modern Scripting and OS Automation**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including COMP 126

Dynamic programming languages (also known as scripting languages) have been gaining in popularity in modern software development. The reason for this is simple - dynamic languages allow programmers to quickly write and test their software. When it comes to automating operating system tasks, dynamic languages are often the only choice available. In this course, we will study many of the popular dynamic languages, we explore their strengths and weaknesses, and find out how cutting edge applications are developed and deployed.

## Conducting

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**COND 300      Conducting I**  
**4.00 credits      (4,0,0) hrs              15 wks**

This course is designed to expose the student to various conducting styles and settings. The class will observe videos and live rehearsals and performances, wherever possible. Guest conductors will be invited to discuss work in their field of specialty.

**COND 301      Conducting II**  
**4.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* COND 300

This course is designed to provide the student with the understanding of more advanced principles of conducting. The content is appropriate for all musicians planning on conducting choral and/or instrumental ensembles.

**COND 350      Conducting Pedagogy I**  
**1.00 credit      (1,0,0) hrs              15 wks**

This course is designed to expose the student to various conducting styles and settings. The class will observe videos and live rehearsals and performances, wherever possible. Guest conductors will be invited to discuss work in their field of specialty.

**COND 351      Conducting Pedagogy II**  
**1.00 credit      (1,0,0) hrs              15 wks**

*Prerequisite:* COND 350

This course is designed to expose the student to various conducting styles and settings. The class will observe videos and live rehearsals and performances, wherever possible. Guest conductors will be invited to discuss work in their field of specialty.

## Costuming

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**COST 100      Costume Cutting and Construction I**  
**4.50 credits      (2,4,0) hrs              15 wks**

This course focuses on the functions of a production costume shop. The primary focus will be on standard techniques and procedures in costume cutting and construction techniques in both the theatre and industries.

**COST 101      Costume Cutting and Construction II**  
**4.50 credits      (2,4,0) hrs              15 wks**

*Prerequisite:* Successful completion of 10.50 100-level Costuming credits

This course continues instruction in the techniques and procedures of a professional costume shop.

**COST 102      History of Costume I**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course teaches the evolution of costumes throughout the ages and the groundwork of understanding the historical and social relevance of costumes. History of Costume will concentrate on the two main elements of form and line of historical costumes highlighted by information on the materials and methods used in costume making.

**COST 103 History of Costume II**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of 10.50 100-level Costuming credits

This course focuses on the evolution of costumes from 1850 to the present. It concentrates on the two main elements of form and line of historical costumes highlighted by information on the materials and methods used in costume construction.

**COST 104 Wardrobe Management**  
**3.00 credits (4,0,0) hrs 15 wks**

This course explores the ways in which efficient theatre and film costume departments are organized and operated.

**COST 105 Film Costumer Project**  
**3.00 credits (4,6,0) hrs 15 wks**

*Prerequisite:* Successful completion of 10.50 100-level Costuming credits

This course acknowledges the invaluable hands-on production skills learned during practical work on a film project. It includes project work in the planning, preparation and execution of on-set duties of a film costumer.

**COST 200 Costume Cutting and Construction III**  
**4.50 credits (4,4,0) hrs 15 wks**

*Prerequisite:* COST 101

In a professional studio setting, this course continues to instruct students in the techniques and procedures of an industry costume department. Upon completion of this course, students will be able to demonstrate key skills in a range of costume construction techniques including industrial machine use, hand finishing, garment alteration and reconstruction, and flat pattern manipulation. Through assignments and projects students will develop a portfolio demonstrating mastery of costuming skills. This second year course is for students wishing to broaden their knowledge of advanced costume construction skills in order to prepare for entry level to the costuming industry.

**COST 202 Elements of Costume Design**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* COST 103

This course introduces the student to both the creative and administrative aspects of the field of costume design for stage and screen with the emphasis on the creative presentation of costume ideas and concepts.

**COST 203 Costume Skills Intensive**  
**6.00 credits (8,0,16) hrs 08 wks**

*Prerequisite:* COST 200

In the final term of the program, students participate in a series of tutorials with outside professionals to gain experience in a range of specialty skills such as millinery, tailoring, special effects costuming, garment draping, corsetry, surface design, garment illustration

**COST 205 Advanced Film Costumer Project**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* COST 202

Students coordinate, fit, prep and act as costume set supervisors for the Motion Picture Arts second and third year student film projects providing the opportunity to be an active member of the film crew.

**COST 275 Costume Skills Intensive: Specialties**

**1.50 credits (8,0,16) hrs 02 wks**

This course is intended for students possessing some knowledge of costuming skills. The subject is taught in industry standard costuming workshops where students are mentored by professionals experienced in each area. Specialty skills studied may include, but are not limited to, any of: millinery, mask making, armour fabrication, shoe making, accessories building. Upon completion the successful student will be able to demonstrate proficiency in the specific area of costume specialty studied. This course is only offered in the spring term.

**COST 276 Costume Skills Intensive: Advanced Construction****1.50 credits (8,0,16) hrs 02 wks**

This course is intended for students possessing some knowledge of costuming skills. The subject is taught in industry standard costuming workshops where students are mentored by professionals experienced in each area. Advanced construction skills studied in this course will be selected from, but not limited to, the following: advanced flat patterning, garment fitting and alterations, period tailoring, advanced construction techniques, and garment draping. Upon completion the successful student will be able to demonstrate proficiency in the specific area of advanced costume construction skills studied. This course is only offered in the spring term.

**COST 277 Costume Skills Intensive: Special Effects****1.50 credits (8,0,16) hrs 02 wks**

This course is intended for students possessing some knowledge of costuming skills. The subject is taught in industry standard costuming workshops where students are mentored by professionals experienced in each area. Special effects skills studied will be selected from, but not limited to the following: special effects costuming, costumes for animation, surface design, advanced garment and fabric dying, advanced aging and distressing, and machine embroidery. Upon completion the successful student will be able to demonstrate proficiency in the specific area of costume special effects skills studied. This course is only offered in the spring term.

**COST 278 Costume Skills Intensive: Corsetry****1.50 credits (8,0,16) hrs 02 wks**

This course is intended for students possessing some knowledge of costuming skills. The subject is taught in industry standard costuming workshops where students are by professionals experienced in each area. Upon completion the successful student will be able to demonstrate proficiency in corsetry construction skills. This course is only offered in the spring term.

## Criminology

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**CRIM 101 Introduction to Criminology****3.00 credits (4,0,0) hrs 15 wks**

This course is intended to introduce students to the analysis of the relationship between crime and society. The core concept is that crime is embedded in social structure and process and therefore must be understood in relation to, rather than apart from, normal social activity. A variety of classical and contemporary perspectives on the definition, causes and consequences of crime will be explored and student analysis of contemporary issues involving crime in Canadian society will be encouraged.

**CRIM 202 Surveillance and Social Control****3.00 credits (4,0,0) hrs 15 wks**

This course examines the impact of contemporary crime prevention, surveillance and security practices. Students will learn how social control is achieved through a widening network of public and private agencies,

including social services, law enforcement and urban planners, who regulate and 'police' our everyday interactions at the local, national and global levels. The second part of the course will focus on the targeting of minority and protest groups who are constructed as 'risks' to society.

## Design

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### **DSGN 121 Creative Thinking for Designers I**

**3.00 credits (4,0,2) hrs 15 wks**

This course begins with an exploration of the principles of colour and design, and examines methods of thinking both creatively and critically about design problems. Students are introduced to design process/methodology, topics in visual perception, and ways to construct visual material to communicate meaning. Students work individually and collaboratively to solve design problems using visual communication strategies.

### **DSGN 122 Creative Thinking for Designers II**

**3.00 credits (4,0,2) hrs 15 wks**

This course focuses on idea generation and big picture thinking, and the themes of "design for good" and "sustainable design". Students work collaboratively with other areas of the University and/or the community to solve problems using creative thinking techniques. Ways in which audiences interact with information are identified and related to visual communication problem solving.

### **DSGN 320 Professional Development I**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Students work on developing personal branding and self-promotional materials, and will be paired with industry mentors to undertake comprehensive design, illustration, or interactive projects. The emphasis will be on creating exceptional work with distinctive concepts.

### **DSGN 325 Design Thinking and Research**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

This course examines how design thinking is used to identify new solutions to diverse problems. Using a case study approach, students explore ways that design thinking has been successfully used around the world, and how cultural differences can influence design. The emerging field of design research is explored, including the value of evidence-based design; how ethnographic research can uncover audience values; and how these values can be integrated into the language of design.

### **DSGN 440 Professional Development II**

**9.00 credits (12,0,6) hrs 15 wks**

*Prerequisite:* 75 IDES/DSGN credits

This course provides students with the opportunity to engage in professional development through the completion of major self-directed capstone projects. Students will demonstrate professional knowledge by using design thinking and research skills, advanced creative and conceptual abilities, and technical and traditional tools to an industry standard. Students are mentored by industry and supported in a team-taught environment.

### **DSGN 441 Professional Development II: Illustration Concentration**

**9.00 credits (12,0,6) hrs 15 wks**



*Prerequisite:* 75 IDES/DSGN credits

This course provides students with the opportunity to engage in professional development through the completion of major self-directed capstone projects. Students will demonstrate professional knowledge by using design thinking and research skills, advanced creative and conceptual abilities, and technical and traditional tools to an industry standard. Students are mentored by illustration professionals and supported in a team-taught environment.

**DSGN 442 Professional Development II: Branding Concentration**

**9.00 credits (12,0,6) hrs 15 wks**

*Prerequisite:* 75 IDES/DSGN credits

This course provides students with the opportunity to engage in professional development through the completion of major self-directed capstone projects. Students will demonstrate professional knowledge by using design thinking and research skills, advanced creative and conceptual abilities, and technical and traditional tools to an industry standard. Students are mentored by branding professionals and supported in a team-taught environment.

**DSGN 443 Professional Development II: Interactive Concentration**

**9.00 credits (12,0,6) hrs 15 wks**

*Prerequisite:* 75 IDES/DSGN credits

This course provides students with the opportunity to engage in professional development through the completion of major self-directed capstone projects. Students will demonstrate professional knowledge by using design thinking and research skills, advanced creative and conceptual abilities, and technical and traditional tools to an industry standard. Students are mentored by interactive design professionals and supported in a team-taught environment.

**DSGN 460 Professional Development III**

**3.00 credits (15,0,7.5) hrs 04 wks**

*Prerequisite:* 75 IDES/DSGN credits

This intensive course provides students with the opportunity to demonstrate a culmination of four years of knowledge, skills, and professional development. It includes two capstone projects: building a professional portfolio and presenting and participating in a graduation exhibition. Workshops in event management, campaign integration, studio photography, presentation skills, and exhibit design support the course.

**DSGN 473 Business Practices for Design Professionals**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* 75 IDES/DSGN credits

This course introduces visual communicators to the freelance environment. It covers essential knowledge about professional practice in the visual communication field including ethics, studio management, billing, record keeping, business networking, client maintenance, and marketing for self-promotion. Students create necessary business documents and produce self-promotion collateral.

## Digital Animation

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**DIGI 130 3D Animation I**

**4.50 credits (6,0,0) hrs 15 wks**

In this course, students will be introduced to the fundamental principles of animation, and the laws of basic body mechanics. Through the study and application of classical animation techniques and timing, students

will examine the importance of creating animated characters with weight, strong posing and believable performance.

**DIGI 132      3D Design for Production I**  
**3.00 credits    (4,0,0) hrs      15 wks**

In this course students will compare and contrast industry approaches to designing and creating original 3D characters, props and environments for use in video games, television and film projects. Students will research, analyze and apply the fundamental techniques of modeling, sculpting, texturing, lighting and rendering in the creation of original 3D assets. Through reference and research, students will develop an appreciation for what makes an appealing 3D design suitable for use in a production pipeline.

**DIGI 134      Technical Direction and Rigging I**  
**3.00 credits    (4,0,0) hrs      15 wks**

In this course students will be introduced to techniques for rigging 3D characters and objects for use in animated productions. Students will learn the production methodology used to create skeletons, expressions, controls and user interface systems that allow an animator to bring characters and objects to life. Students will learn troubleshooting techniques necessary to create assets ready for use in animated projects.

**DIGI 136      Life Drawing for Animators I**  
**2.25 credits    (3,0,0) hrs      15 wks**

The course concentrates on anatomical studies of the human form and extensive life drawing practice. Students will learn to reproduce complex anatomical form, poses, and gesture in realistic proportions. Through a variety of exercises students learn to capture the complexity of movement and gesture to create appealing drawings for animation. The study of life drawing and anatomy will impart a stronger appreciation of the human form and its use in the entertainment industry.

**DIGI 140      3D Animation II**  
**4.50 credits    (6,0,0) hrs      15 wks**

*Prerequisite:* DIGI 130

In this course students will continue to develop their acting, timing and animation skills to create memorable 3D character performances. This course will focus the students' efforts on dialogue, acting choices, character personality, body language, and pacing to create life-like characters. Further exploration and refinement of the principles of animation and how they are applied to create subtle acting nuances will help the students create a portfolio of professionally animated scenes.

**DIGI 142      3D Design for Production II**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* DIGI 132

In this course students will continue to refine their 3D modeling, sculpting, texturing, shading and lighting skills introduced in 3D Design I to create production ready assets. Students will learn intermediate techniques in digital sculpture, shading, lighting and rendering to create professional looking 3D assets.

**DIGI 144      Technical Direction and Rigging II**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* DIGI 134

In this course students will continue to investigate, research and create professional character rigs suitable for creating complex animated performances. Students will continue to explore and implement advanced rigging concepts using a variety of technologies designed to enable animators to achieve great animated performances. Students will use advanced simulation and procedural animation to speed up animation production.

**DIGI 146 Life Drawing for Animators II**

**2.25 credits (3,0,0) hrs 15 wks**

*Prerequisite:* DIGI 136

In this course students will continue to focus on life drawing of the human form with deeper investigation into gesture, form, structure and anatomy. Students will continue to study and draw from live models to solidify acquired knowledge and advance to intermediate studies in light, drapery and character design from life.

**DIGI 148 Concept Art and Design I**

**2.25 credits (3,0,0) hrs 15 wks**

*Prerequisite:* DIGI 136

In this course students will learn how to create appealing characters, props and environment designs for video game, television and film productions. Traditional and digital media techniques will be introduced in the creation of original concepts and artwork. Students will explore and utilize the visual language of design and story development to visually communicate ideas and themes effectively. A crucial element of the course is the ability to communicate and receive appropriate, respectful and constructive critique with regards to students' assignments.

**DIGI 149 Animation Action Analysis**

**1.50 credits (2,0,0) hrs 15 wks**

This course takes the student through numerous analytical studies of human and animal motion in order to build a fundamental understanding of movement. Animators and animation designers must understand how things move so that the laws of motion, timing and the principles of animation become inherent skills that allow the animator to focus on the performance of their "actors".

**DIGI 230 3D Animation III**

**4.50 credits (6,0,0) hrs 15 wks**

*Prerequisite:* DIGI 140

This course will refine a student's acting, posing and animation appeal to bring entertaining characters to life. Students will learn to define the subtle nuances of character animation while managing scenes with increased complexity and detail. Students will gain valuable experience animating physically realistic creatures in motion.

**DIGI 232 3D Design for Production III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* DIGI 142

In this course students will refine their technical and artistic process in the creation of advanced 3D characters, props or environments. Students will choose a career path and develop the specialized skills necessary to be a proficient production artist in the film or game industries. The course will focus on the creation of an online portfolio that showcases the students' creative talent.

**DIGI 234 Technical Direction and Rigging III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* DIGI 144

This course builds upon the students' knowledge of rigging technologies and facilitates the development of interactive animation rigs. Students will leverage animation class assignments adding technical elements including particles, rigid and soft body dynamics and cloth simulations. Students will plan and construct advanced rigging solutions based on a constructive needs analysis of relevant animation projects.

**DIGI 237 The Art of Visual Storytelling**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* DIGI 146 and 148

In this course students will be introduced to the art of storyboarding and how it is used to visually communicate the emotional impact and pacing of a story. Students will explore and apply storytelling and artistic techniques that are used by studios in the creation of storyboards and animatics. Students will plan and present their final term animation project through the creation of original story ideas and concepts.

**DIGI 238 Concept Art and Design II**

**2.25 credits (3,0,0) hrs 15 wks**

*Prerequisite:* DIGI 146 and 148

Concept artists provide engaging, inspirational and appealing designs that push the creative limits of 3D production artists. This course will continue to refine and improve the students' drawing, digital painting and design techniques established in Concept Art and Design I. Students will delve further into the art of visual communication for electronic game, television and film productions and concentrate on creating unique and appealing production ready designs.

**DIGI 243 Look Development and Lighting**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* DIGI 232

Creation of a specific visual style is an integral part and the basis of all art direction in any animation, game or film project. This course focuses on industry techniques and approaches for creating realistic visual looks through a variety of technologies. Advanced shader creation, rendering and compositing techniques will aid students in the creation of a polished professional portfolio and demo reel.

**DIGI 245 Professional Portfolio Development**

**9.00 credits (12,0,0) hrs 15 wks**

*Prerequisite:* DIGI 230, 232 and 237

The animation industry demands specialists who are capable of producing exemplary work on tight timelines. This course enables students to attain outstanding skills in their chosen area of expertise. Students will identify a career specialty and create an industry-focused, self-directed portfolio and demo reel that targets the industry sector they wish to be employed in. Regular peer reviews, group critiques and mentoring sessions will provide critical portfolio feedback while developing students' creative evaluation and analytical skills. Instructors will work with students to plan and develop unique, creative projects and original content for their portfolios and/or demo reels. An emphasis will be placed on quality standards, professionalism, project management, and networking in the animation community.

## Discover Employability

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**DEP 001 Job Search and Maintenance**

**3.00 credits (5,0,0) hrs 30 wks**

The focus of this course is to encourage students' needs to develop and use job search techniques and appropriate employment behaviours. Students will also be encouraged to practice self-advocacy in terms of their employment needs. An emphasis will be placed on developing interview skills with confidence.

**DEP 002 Health and Safety in the Workplace**

**3.00 credits (5,0,0) hrs 30 wks**

The focus of this course is to provide students with practical experience in a work situation including preparation prior to placement and follow-up concluding the practicum. Emphasis will be placed on making students aware of and knowledgeable about WHMIS, WCB rules, and occupational health and safety.

**DEP 005      Communications Skills**  
**3.00 credits    (5,0,0) hrs      30 wks**

The focus of this course is to extend students' awareness, knowledge and understanding of communication skills required for obtaining employment and to improve their ability to communicate effectively using a variety of media (e.g. computer, printed words, signs). Class time is comprised of discussions, talks, worksheets, field trips, role-plays, and hands-on experience. Students will be given instruction in computer skills. Students will be given opportunities to prepare resumes, cover letters, and thank-you letters using the Microsoft Word software program.

**DEP 006      Transitions**  
**3.00 credits    (5,0,0) hrs      30 wks**

To assist students in their transition from high school to employment and community involvement. The workplace is demanding and requires a student to be self-motivated and take personal responsibility. Building on the student's previous experiences, they will develop a greater understanding of workplace requirements, and an awareness of the tools they will need to be able to more actively participate in the workplace and the community.

**DEP 007      Money and Math**  
**3.00 credits    (5,0,0) hrs      30 wks**

This course provides students with strategies and opportunities to practice and improve a range of consumer related skills. Field trips are incorporated in the program.

**DEP 008      Social Skills**  
**3.00 credits    (5,0,0) hrs      30 wks**

This course provides students with an opportunity to discuss and develop the skills involved with effectively communicating in a diverse range of interpersonal roles and relationships (friend, neighbour, consumer, citizen).

**DEP 009      Work Experience**  
**6.00 credits    (0,0,25) hrs      30 wks**

To give the student practical work experiences in a range of working environments, including preparation prior to placement and follow-up concluding the practicum.

## Documentary

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**DOCS 101      Documentary Equipment Field Use**  
**1.50 credits    (4,0,0) hrs      08 wks**

This course is designed to provide an operational understanding of professional video and audio production equipment including various cameras, lighting, sound and other essential production equipment used in field operations. The course offers instruction in both basic production skills and the skills required to make the equipment work on locations far from technical support. Despite being mostly technical in nature, the course will touch upon visual aesthetics and the importance of visual story telling.

**DOCS 102      Documentary Production I**

**6.00 credits (8,0,0) hrs 15 wks**

This course acknowledges the invaluable hands-on production skills learned during practical work on a video project. Students work on project planning, preparation, and execution. Working in a mentored environment, students plan, produce and edit individual and group student projects. Instruction is in the form of practical demonstrations, individual assistance, and supervised work on specific projects.

**DOCS 103 Sound Recording for Documentary**

**0.75 credits (4,0,0) hrs 04 wks**

This course is an intensive grounding in the art and science of recording sound for documentary filmmaking. The course features a foundational analysis of psychoacoustic principles, the use of professional sound recording equipment, techniques for recording sound on location, and introduction to the process of postproduction sound.

**DOCS 106 Documentary Story Part I**

**1.50 credits (4,0,0) hrs 08 wks**

Students explore the fundamentals of storytelling as they relate to film, from the basic three-act structure to developing theme, visual style and point-of-view. Focusing on the creative process of idea generation through story development to final treatment for a one-off/stand alone documentary or small unit production, the course will include the writing of material for the term projects and weekly in-class review of students' work.

**DOCS 107 Documentary Audio and Video Post-Production: Foundation**

**1.50 credits (4,0,0) hrs 08 wks**

This course is an intensive grounding in the art and science of storytelling through film editing. The course features a foundational analysis of editing principles, history and phases of postproduction, which include offline and online editing, sound editing, effects, graphics and format distribution.

**DOCS 108 Documentary Studies**

**3.00 credits (4,0,0) hrs 15 wks**

Learning how the masters did it, students explore how different aesthetic approaches to documentary film and video were informed by historical events, creative movements, technological and industrial developments, as well as the personal, artistic and political vision that shaped documentary versions of reality. Through immersion in the diverse language of the documentary form and aesthetics, students examine how their own philosophies and vision influence the creative choices they make to tell their own stories.

**DOCS 109 Directing the Documentary, Part I**

**1.00 credit (4,0,0) hrs 06 wks**

This course introduces the elementary skills needed to direct a documentary film. From ideation to pre-production, students will learn basic story development strategies and professional skills to turn their ideas into short non-fiction films. As they embark on the director's journey, students will learn how to develop their artistic voice as they apply the creative and professional processes to making a film, from research and writing to funding and networking opportunities and how to exploit them. During the course students will have the opportunity to develop their documentary ideas for Production I projects.

**DOCS 122 Documentary Production II**

**6.00 credits (4,2,6) hrs 15 wks**

*Prerequisite:* Successful completion of 15.00 100-level Documentary credits

Students continue to develop and master the hands-on production skills learned during the practical and theoretical courses of the first semester by preparing Project II, the final project of the program. Students work in a mentored environment on project planning, preparation, and execution on one or more student projects.

**DOCS 124      Advanced Lighting and Camera**

**1.00 credit      (4,0,0) hrs              05 wks**

*Prerequisite:* DOCS 101

This course is an intensive grounding in the art and science of lighting and camera skills for documentary film. Students begin the visual development and preparation of Project II.

**DOCS 126      Documentary Story Part II**

**1.50 credits      (4,0,0) hrs              08 wks**

*Prerequisite:* DOCS 106

In this course, students learn about different aesthetic approaches to story in the technical and theoretical courses of the program, and apply these documentary styles to their own work through a series of practical exercises to help develop their own perspectives and styles. Non-fiction genres to be explored include cinema verité, compilation, personal essay, hybrid and experimental. The course will include the writing of material for preparing Project II.

**DOCS 129      Directing the Documentary, Part II**

**1.00 credit      (4,0,0) hrs              06 wks**

*Prerequisite:* DOCS 109

This course explores the role of the director in the art of visual storytelling. Through the study of aesthetic and stylistic techniques in documentary non-fiction production, students will learn how to develop a storytelling voice and creative vision for a film, such as developing a point-of-view and coherent visual style. Carrying this artistic vision into the field of production and post production, students will learn how to lead a creative team, how to plan and organize the direction of a scene, and how to direct for different genres, locations and situations. Students will also hone their interviewing skills and learn about the roles and responsibilities of becoming a documentary filmmaker.

**DOCS 131      Documentary Producing**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* Successful completion of 15.00 100-level Documentary credits

This course focuses on the materials needed and the methods used to secure financing for a documentary production. Students will identify appropriate sources of financing for their non-fiction projects and develop a basic understanding of project management and business affairs in the context of documentary production.

**DOCS 133      Sound Design for Documentary**

**0.75 credits      (4,0,0) hrs              04 wks**

*Prerequisite:* DOCS 103

This course is an intensive grounding in the art and science of designing sound for documentary filmmaking. The course features a foundational analysis of sound editing principles, the use of professional post-production sound equipment, techniques for preparing sound for final mix, and mixing.

**DOCS 147      Documentary Audio and Video Post-Production: Advanced**

**1.50 credits      (4,0,0) hrs              08 wks**

*Prerequisite:* DOCS 107

This course builds on the students' knowledge of post-production software while developing their story-telling skills through the articulation and manipulation of visual components related to colour, movement, and rhythm.

## Early Childhood Care & Ed.

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### **EDUC 121 Introduction to Centre Administration**

**3.00 credits (4,0,0) hrs 15 wks**

This course provides students with an overview of the British Columbia legislation, the administration of child care programs and the role and responsibility of staff in child care administration to ensure the health and safety of children in care.

*Note:* This course is equivalent to EDUC 221. Duplicate credit will not be granted for this course and EDUC 221.

*Note:* Students who receive credit for EDUC 220 and 271 cannot receive credit for EDUC 121 or EDUC 221 towards a credential in ECCE.

### **EDUC 144 Theoretical Perspectives**

**3.00 credits (4,0,0) hrs 15 wks**

This course provides an introduction to the history and philosophy of ECCE. Major contemporary issues are examined. International childcare is discussed.

### **EDUC 159 Working with Young Children in Inclusive Group Settings**

**3.00 credits (4,0,0) hrs 15 wks**

Students will examine frameworks for difference across issues of gender / sexuality / cultures / ethnicities and disability within the context of early years settings.

*Note:* This course is equivalent to EDUC 256. Duplicate credit will not be granted for this course and EDUC 256.

### **EDUC 166 Child Development I**

**3.00 credits (4,0,0) hrs 15 wks**

This course is the first of a two part series of courses providing students with an overview of developmental research and theory for children from conception till 8 years of age. In this course students will be introduced to the history of child developmental theory and research. Students will also examine early learning, motor development, physical growth and development (including brain development) and emotional development.

### **EDUC 168 Child Development II**

**3.00 credits (4,0,0) hrs 15 wks**

This course is the second of a two part series of courses providing students with an overview of developmental research and theory for children from conception till eight years of age. Students will examine social and cognitive development as it relates to children's participation in early learning settings. The role of play in early learning will be examined and critiqued. During this practicum, students will also review current research on language and literacy acquisition in the early years.

*Note:* This course is equivalent to both EDUC 167 and EDUC 267. Duplicate credit will not be granted for this course and either EDUC167 or EDUC 267.

### **EDUC 173 Curriculum Development I**

**3.00 credits (6,3,0) hrs 10 wks**

Based on the philosophy that play provides the foundation for children's growth and development, this experiential workshop course focuses on learning environments, curriculum planning, and teaching strategies.

### **EDUC 178 Caring & Learning in Early Years Settings**

**3.00 credits (4,0,0) hrs 15 wks**



This course has two modules that provide students with the knowledge and abilities to create caring and learning environments for young children. In the first module emphasis is placed on practising and applying skills developed from understanding basic communication principles and techniques. The second module emphasizes the importance of planning environments to support the learning of all young children in early childhood settings.

*Note:* Students who receive credit for EDUC 170 and 171 cannot receive credit for EDUC 178 towards a credential in ECCE.

**EDUC 179      Guiding Young Children**  
**3.00 credits      (4,0,0) hrs      15 wks**

In this course, students will become familiar with a variety of guidance/ teaching strategies focused on responding to the needs of the individual child. The focus of this course is to support students in their ability to promote each child's self-esteem, sense of belonging, and participation with others. The role of the adult and the arrangement of the environment will be examined. Students will develop a personal philosophy of guidance.

*Note:* Students who receive credit for EDUC 172 and 272 cannot receive credit for EDUC 179 towards a credential in ECCE.

**EDUC 183      Curriculum Development II**  
**3.00 credits      (4,0,2) hrs      15 wks**

*Prerequisite:* EDUC 173

The student will acquire further knowledge, experience and skill in planning, implementing, and evaluating learning environments for groups of children.

*Note:* This course is equivalent to EDUC 273. Duplicate credit will not be granted for this course and EDUC 273.

*Note:* Students who receive credit for EDUC 183 or 273 cannot receive credit for EDUC 374 towards a credential in ECCE.

**EDUC 190      Observing & Recording: Thinking with the E.L.F.**  
**3.00 credits      (3,3.4,0) hrs      15 wks**

In the first part of the course, students will have opportunities to develop skills in order to observe, record and document the behaviour of young children. Students will begin to support and extend children's interests and play through spontaneous and planned inclusive activities. Interpersonal skills with adults and children will also be developed. During the practicum, students will use his/her daily Teacher Journal and sponsor teacher suggestions to reflect on his/her own significant learning. Based on observations, students will be able to begin to interpret children's engagements and develop responsive programming strategies.

*Note:* Students who receive credit for EDUC 175 and 176 cannot receive credit for EDUC 190 towards a credential in ECCE.

*Note:* Prior to practicum placement, students must submit the following documentation in accordance with the Child Care Regulations: a resume, three references, criminal record check, medical report and TB test.

**EDUC 221      Introduction to Centre Administration**  
**3.00 credits      (4,0,0) hrs      15 wks**

This course provides students with an overview of the British Columbia legislation, the administration of child care programs and the role and responsibility of staff in child care administration to ensure the health and safety of children in care.

*Note:* Students who receive credit for EDUC 220 and 271 cannot receive credit for EDUC 221 towards a credential in ECCE.

**EDUC 240      Advanced Child Development**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* EDUC 166 and EDUC 168

This course engages in a critical analysis of current development research and theory focusing on children aged birth to eight. Critically examining the concepts such as readiness, inclusion, gender, diversity in order to understand how developmental theory can construct barriers to quality early childhood education.

*Note:* This course is equivalent to EDUC 350. Duplicate credit will not be granted for this course and EDUC 350.

**EDUC 244      Theoretical Perspectives**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course provides an introduction to the history and philosophy of ECCE. Major contemporary issues are examined. International childcare is discussed.

*Note:* This course is equivalent to EDUC 144 and EDUC 254. Duplicate credit will not be granted for this course and either of EDUC 144 or EDUC 254.

**EDUC 251      Centre Operations**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* EDUC 121

The student will gain knowledge of the broad concepts and principles involved in the effective administration and management of a child care centre and the skills required to fulfil the role of a manager/director/administrator.

*Note:* This course is equivalent to EDUC 352. Duplicate credit will not be granted for this course and EDUC 352.

**EDUC 254      Theoretical Perspectives**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course provides an introduction to the history and philosophy of ECCE. Major contemporary issues are examined. International childcare is discussed.

**EDUC 256      Working with Young Children in Inclusive Group Settings**  
**3.00 credits      (4,0,0) hrs              15 wks**

Students will examine frameworks for difference across issues of gender / sexuality / cultures / ethnicities and disability within the context of early years settings.

*Note:* It is strongly recommended that ECCE students complete EDUC 190 and EDUC 166 prior to registering in this course. For students outside of ECCE it strongly recommended that students complete PSYC 100 prior to registering in this course.

**EDUC 267      Child Development II**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course is the second of a two part series of courses providing students with an overview of developmental research and theory for children from conception till eight years of age. Students will examine social and cognitive development as it relates to children's participation in early learning settings. The role of play in early learning will be examined and critiqued. During this practicum, students will also review current research on language and literacy acquisition in the early years.

**EDUC 273      Curriculum Development II**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* EDUC 173

The student will acquire further knowledge, experience and skill in planning, implementing, and evaluating learning environments for groups of children.

*Note:* Students who receive credit for EDUC 273 cannot receive credit for EDUC 374 towards a credential in ECCE.

**EDUC 276 Applied Theory - Practicum I**

**3.00 credits (0.6,0,11.67) hrs 15 wks**

*Prerequisite:* EDUC 190, and EDUC 183 or EDUC 273 as a pre or co-requisite

The ECCE program includes three applied theory practicum courses. In each successive course, students extend their knowledge and skills developed in the previous practicum. This course is the second course in the sequence. Students will continue to develop skills in observing, documenting and understanding children and their play and develop programming that honours individual differences, family and cultural practices. Students will be expected to participate as a member of the teaching team.

**EDUC 277 Applied Theory - Practicum II**

**3.50 credits (0.6,0,11.67) hrs 15 wks**

*Prerequisite:* EDUC 276

The ECCE program includes three applied theory practicum courses. In each successive course, students extend their knowledge and skills developed in the previous practicum. This course is the third course in the sequence. Students will continue to develop skills in observing, documenting and understanding children and their play and develop programming that honours individual differences, family and cultural practices. During this practicum, the student will be expected to participate as a member of the teaching team.

*Note:* Prior to practicum placement, students must submit the following documentation in accordance with the Child Care Regulations: a resume, three references, criminal record check, medical report and TB test.

*Note:* It is recommended but not required that students have some experience working with children (birth to 5 years of age) as an employee or volunteer.

**EDUC 281 Family, School and Community**

**3.00 credits (4,0,0) hrs 15 wks**

The teacher-family partnership will be examined with a focus on families with children birth to five years of age. The student will explore in-depth the skills and program qualities that establish mutually supportive relationships between home and centre.

*Note:* This course is equivalent to EDUC 371. Duplicate credit will not be granted for this course and EDUC 371.

**EDUC 348 Program Planning, Physical Care and Safety for Infants and Toddlers**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

The student will develop an awareness of the early childhood educator's role and responsibility in preparing a safe, healthy environment and in planning routine procedures for infants and toddlers. The focus will be on planning schedules, routines, space and program activities for infants and toddlers. Individual and small group activities which promote self esteem, language, social behaviours and self-help skills will be planned. Goal setting and effective guidance will be discussed.

*Note:* It is strongly recommended that students outside of the ECCE program have PSYC 204 or EDUC 350.

**EDUC 349 Applied Theory Infant/Toddler Practicum**

**5.00 credits (0.6,0,14) hrs 15 wks**

*Prerequisite:* EDUC 277 as a prerequisite; EDUC 348 as a pre or co-requisite

This practicum course requires a six week practicum in an inclusive centre for children birth-to-three years. Throughout the course students will reflect in depth upon their previous teaching experiences in relation to the current practicum placement. The intent of the practicum is to implement opportunities for planned

and spontaneous programming and consider respectful interactions with young children. Furthermore, throughout the practicum a student will demonstrate advanced professional competencies, knowledge and reflective skills.

*Note:* Students must have 500 hours of work experience.

*Note:* Prior to practicum placement, students must submit the following documentation in accordance with the Child Care Regulations: a resume, three references, criminal record check, medical report and TB test. It is recommended but not required that students have some experience working with children (birth to 5 years of age) as an employee or volunteer.

**EDUC 350      Advanced Child Development**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course engages in a critical analysis of current development research and theory focusing on children aged birth to eight. Critically examining the concepts such as readiness, inclusion, gender, diversity in order to understand how developmental theory can construct barriers to quality early childhood education.

*Note:* It is strongly recommended that students outside of the ECCE program have completed a course in child development such as PSYC 204.

**EDUC 352      Centre Operations**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

The student will gain knowledge of the broad concepts and principles involved in the effective administration and management of a child care centre and the skills required to fulfil the role of a manager/director/administrator.

**EDUC 354      Planning for Inclusive Practice**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course will examine strategies for collaborating with parents, adapting programs, implementing individual intervention goals and helping children to communicate with one another.

*Note:* It is strongly recommended that ECCE students complete EDUC 350 prior to or while taking EDUC 354. For students outside of ECCE it is strongly recommend that students complete PSYC 204 or EDUC 350.

**EDUC 356      Applied Theory Infant and Toddler Practicum A**

**2.50 credits      (0.6,0,7) hrs              15 wks**

*Prerequisite:* EDUC 277 as a prerequisite; EDUC 348 as a pre or co-requisite

This course requires a three week practicum in an inclusive centre for children birth-to-three years. Throughout the course students will reflect in depth upon their previous teaching experiences in relation to the current practicum placement. The intent of the practicum is to implement opportunities for planned and spontaneous programming and consider respectful interactions with young children. Furthermore, throughout the practicum a student will demonstrate advanced professional competencies, knowledge and reflective skills.

*Note:* Students must have 500 hours of work experience.

**EDUC 357      Applied Theory Infant and Toddler Practicum B**

**2.50 credits      (0.6,0,7) hrs              15 wks**

*Prerequisite:* EDUC 277 and EDUC 356 as prerequisites; EDUC 348 as a pre or co-requisite

This course requires a three week practicum in an inclusive centre for children birth-to-three years. Throughout the course students will reflect in depth upon their previous teaching experiences in relation

to the current practicum placement. The intent of the practicum is to implement opportunities for planned and spontaneous programming and consider respectful interactions with young children. Furthermore, throughout the practicum a student will demonstrate advanced professional competencies, knowledge and reflective skills.

*Note:* Students must have 500 hours of work experience.

**EDUC 358      Applied Theory Special Needs Practicum A**  
**2.50 credits    (0.6,0,7) hrs      15 wks**

*Prerequisite:* EDUC 277 as a prerequisite; EDUC 354 as a pre or co-requisite

This course is the first of two, three-week post-basic practicum. This advanced practicum will be in an inclusive centre for children ages birth to five years. In this course, the student will develop programming that honours individual differences, family and cultural practices. An in-depth examination of inclusive practice will be a guiding factor throughout the practicum. These skills will incrementally demonstrate the student's advanced professional, practice, knowledge and reflective skills.

*Note:* Students must have 500 hours of work experience.

**EDUC 359      Applied Theory Special Needs Practicum B**  
**2.50 credits    (0.6,0,7) hrs      15 wks**

*Prerequisite:* EDUC 277 and 358 as prerequisites; EDUC 354 as a pre or co-requisite

This course is the second of two, three-week post-basic practicum. This advanced practicum will be in an inclusive centre for children ages birth to five years. In this course, the student will develop programming that honours individual differences, family and cultural practices. An in-depth examination of inclusive practice will be a guiding factor throughout the practicum. These skills will incrementally demonstrate the student's advanced professional, practice, knowledge and reflective skills.

*Note:* Students must have 500 hours of work experience.

**EDUC 371      Family, School and Community**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

The teacher-family partnership will be examined with a focus on families with children birth to five years of age. The student will explore in-depth the skills and program qualities that establish mutually supportive relationships between home and centre.

*Note:* It is strongly recommended that ECCE students complete 9 elective credits prior to registering in this course.

**EDUC 373      Inquiry-Based Learning in ECCE**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course provides students with the opportunity to examine all aspects of negotiated curriculum. Topics will include the image of the child, the investigative environment, learning materials and the basic principles of documentation.

**EDUC 374      Curriculum Development (Advanced)**  
**3.00 credits    (4,2,0) hrs      15 wks**

The student will acquire further knowledge, experience and skill in planning, implementing, and evaluating programming to enhance children's development. The focus will be on developing long-term investigations with children.

*Note:* This course is only available to students enrolled in the ECCE Post Baccalaureate program or by departmental approval. Students who receive credit for EDUC 273 cannot receive credit for EDUC 374.

**EDUC 375 Early Childhood: Children, Culture and Globalization**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

The course aims to give students the ability to interpret a broad and historical review of the development of the different concepts of globalization. A critical and questioning approach to the influences of global trends on child-rearing processes and development will be encouraged. The course will critically examine the concepts, terms, definitions and debates of globalization as influences for early childhood practitioners.

**EDUC 376 Global Perspectives on Literature and Literacy**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course will give the student an understanding of the concept of early literacy and its significance in early childhood care and education.

**EDUC 379 Role of the Pedagogista in ECCE**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course will give students the development tools and strategies for organizing the work of the pedagogista in ECCE organizations. On completion of the course, student will have the ability to define the role of pedagogista in our communities and be able to critically examine the ethics and politics in ECCE organizations. Students will also learn how to investigate the role of progettazione: concept and practice, and how to build listening and dialogue in communities of learning.

**EDUC 380 Advanced Studies of the Pedagogista**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* EDUC 379

This course is the second course in a 2-part sequence. This course continues to examine the philosophy as well as tools and strategies for organizing the work of the pedagogista in early childhood organizations. Key areas of study will include the pedagogy of listening within the context of particular ECCE learning communities; critical examination of the ethics and politics in early childhood organizations and perspectives on developing "progettazione".

**EDUC 381 Applied Theory: Advanced Practice in Early Years I**

**5.00 credits (0.6,0,14) hrs 15 wks**

The Advanced Practice stream has two applied theory practicum courses. This course is the first course in the sequence. Please note this stream cannot be used to obtain a post basic license to practice from the BC Early Childhood Registry. The practicum placement will be in an approved setting which has an early years mandate. Students will gain advanced practice skills in programs supporting young children and their families. Students will conduct in-depth examination of the program delivery, mandate and legislation associated with the program. Student will incrementally demonstrate advanced practice, knowledge and reflective skills.

*Note:* It is the responsibility of the student to submit a written plan for an Advanced Studies practicum to the ECCE department and obtain faculty approval of the proposal prior to course registration. Students will be required to complete 6 non-ECCE credits relevant to their practicum which have been approved by the department.

*Note:* Prior to practicum placement, students must submit the following documentation in accordance with the Child Care Regulations: a resume, three references, criminal record check, medical report and TB test. It is recommended but not required that students have some experience working with children (birth to 5 years of age) as an employee or volunteer.

**EDUC 382 Applied Theory: Advanced Practice in Early Years II**

**5.00 credits (0.6,0,14) hrs 15 wks**

The Advanced Practice stream has two applied theory practicum courses. This course is the second course in the sequence. Please note this stream cannot be used to obtain a post basic license to practice from the BC Early Childhood Registry. The practicum placement will be in an approved setting which has an early years mandate. Students will gain advanced practice skills in programs supporting young children and their families. Students will conduct in-depth examination of the program delivery, mandate and legislation associated with the program. Student will incrementally demonstrate advanced practice, knowledge and reflective skills.

*Note:* It is the responsibility of the student to submit a written plan for an Advanced Studies practicum to the ECCE department and obtain faculty approval of the proposal prior to course registration. Students will be required to complete 6 non-ECCE credits relevant to their practicum which have been approved by the department.

*Note:* Prior to practicum placement, students must submit the following documentation in accordance with the Child Care Regulations: a resume, three references, criminal record check, medical report and TB test. It is recommended but not required that students have some experience working with children (birth to 5 years of age) as an employee or volunteer.

**EDUC 383 Curriculum - Outdoor Environments**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework, and ENGL 100 as a pre- or co-requisite

This course explores the notion of outdoor education and nature-based education in an early childhood context. The major emphasis will be on how children and educators can develop an ecological identity by engaging in outdoor spaces/curriculum.

**EDUC 384 Curriculum: Numeracy in the Early Years**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100

Based on the philosophy that play provides the foundation for children's growth and development, this experiential workshop course focuses on learning environments, curriculum planning, and teaching strategies that support children's engagement with concepts of numeracy. The course will focus on how young children use and understand mathematics in everyday life, in their play and in their daily living.

**EDUC 390 Applied Theory: Inclusive Practice Practicum**

**5.00 credits (0.6,0,14) hrs 15 wks**

*Prerequisite:* EDUC 277 as a prerequisite; EDUC 354 as a pre or co-requisite

This course is a six-week post-basic practicum. This advanced practicum will be in an inclusive centre for children ages birth to five years. In this course, the student will develop programming that honours individual differences, family and cultural practices. An in-depth examination of inclusive practice will be a guiding factor throughout the practicum. These skills will incrementally demonstrate the student's advanced professional, practice, knowledge and reflective skills.

*Note:* Prior to practicum placement, students must submit the following documentation in accordance with the Child Care Regulations: a resume, three references, criminal record check, medical report and TB test.

*Note:* It is recommended but not required that students have some experience working with children (birth to 5 years of age) as an employee or volunteer.

**EDUC 470 Issues and Perspectives on Young Children, Families & ECCE**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course examines the social, political, and economic factors and the relationships between these factors and families in a variety of cultural contexts. A study of socio-cultural theories will build a more complex

picture of the relations between individual and cultural processes. Students will be able to formulate a professional response that includes families as active participants in the care and education of their children.

**EDUC 471 Leadership, Advocacy and Policy in ECCE**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course explores leadership, advocacy and policy within the context of current political and philosophical dialogues in ECCE. Key topics will include an examination of relevant legislation, government policies and regulations; roles of advocacy groups; policy development; relationships with governmental and non-governmental organizations and the role that Early Childhood educators play as advocates in a global context.

**EDUC 472 Contemporary Issues in ECCE**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course is designed to examine contemporary issues in early childhood care and education in order to expose students to current developments in the field. International, national and local aspects of early childhood policy, practice, professionalism, curriculum and learning environments will be considered. There will be an in-depth examination of a range of current political, social, professional and community issues relevant to early childhood practices.

**EDUC 473 Teacher as Researcher**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course is an introduction to the tradition of practitioner research in Early Childhood Care and Education. Students will learn the rudiments of critical teacher inquiry and explore research as an ongoing aspect of one's teaching practice. The course focuses on the dispositions, concepts and skills involved in designing and conducting educational research projects. It introduces a range of qualitative research methodologies. Students will begin framing a research question and designing an independent research project.

**EDUC 474 Social Justice and Ethics in ECCE**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course will provide students with an understanding of various social justice frameworks and the complexities of translating them into early childhood care and educational practices. Topics include an examination of social justice issues from an ethical perspective; an assessment of power dynamics and privilege in contemporary and historical societies; and a focus on the relationships between ethics, early childhood care and education and human rights at both theoretical and practical levels.

**EDUC 475 Graduating Seminar**

**6.00 credits (2,0,4) hrs 30 wks**

*Prerequisite:* 28 credits of 300 level EDUC including EDUC 373, and EDUC 349 and 390, or EDUC 349 and 381, or EDUC 390 and 381, or EDUC 381 and 382. EDUC 470, 471, 473 and a 3 credit quantitative/analytical elective as pre- or co-requisites.

In the Graduating Seminar students will frame a research question and design an independent research project that they will conduct at an appropriate field placement. Students will be assisted in finding appropriate placements that provide work experience to help broaden students' knowledge of, and experience with leadership and management in areas related to early childhood. These may include, for example, provincial and regional offices; professional associations; parent and community organizations or childcare advocacy agencies.



**EDUC 476      Studio Research in ECCE: The Practice of Artistic Inquiry****3.00 credits      (4,0,0) hrs              15 wks***Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100 as a pre or corequisite

This course explores artistic ways of knowing and researching in early childhood contexts. Students will be offered the opportunity to consider alternative forms of educational research, understand the arts as a mode of inquiry, and to conceptualize the early childhood art studio as space of research.

**EDUC 477      Young Children and the Arts****3.00 credits      (4,0,0) hrs              15 wks***Prerequisite:* 30 credits of 100 level or higher coursework, and ENGL 100 as a pre- or co-requisite

This course explores ways that educators can facilitate children's artistic engagements and productions and support their fluency with/in different artistic media and processes. It aims to help educators develop sensitivities towards working with children in their experimentations and fabrications and consider how we might enter into what is already happening.

**EDUC 483      Curriculum: Outdoor Environments II****3.00 credits      (4,0,0) hrs              15 wks***Prerequisite:* EDUC 383

This course explores the notion of outdoor education and nature-based education in an early childhood context. The course includes an intensive field study component that involves students participating in outdoor activities. Picking up the threads that wove through EDUC 383, the major emphasis of this course will be gaining knowledge regarding how to ethically engage in outdoor spaces/curriculum with young children.

## Economics

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**ECON 100      Introduction to Economics****3.00 credits      (4,0,0) hrs              15 wks**

This course traces the development of, and conflicting views on, the nature of economic systems throughout history. It focuses on the historical development of economic society and the divergent interpretations of the operation of capitalism as found in the writings of such economists as Adam Smith, David Ricardo, Karl Marx, J.M. Keynes and Milton Friedman. It also deals with contemporary issues and such basic concepts as supply and demand.

**ECON 111      Principles of Microeconomic Theory****3.00 credits      (4,0,0) hrs              15 wks**

This course presents a study of the theoretical constructs of consumer behaviour and the operation of business firms in the market economy under conditions of perfect competition, oligopoly, monopoly and monopolistic competition. Included is an evaluation of these different markets.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ECON 112      Principles of Macroeconomic Theory****3.00 credits      (4,0,0) hrs              15 wks***Prerequisite:* ECON 111

This course presents a model of income determination and explains how the various parts of the macroeconomy are interrelated. Included is the study of the possible causes and solutions to unemployment and inflation and the importance of the international economy. Government fiscal and monetary policies are examined in detail.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ECON 207      Managerial Economics**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ECON 111, 112 and MATH 108 or 116 or equivalent

This course is the application of microeconomic theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by firms.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ECON 210      Money and Banking**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ECON 111 and 112

This course is designed to facilitate an understanding of financial markets and financial institutions both in Canada and in other major industrial countries. The course will examine current issues in the regulation of financial institutions and analyze the factors behind the determination of exchange and interest rates.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ECON 211      Intermediate Microeconomic Analysis**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ECON 111, 112 and MATH 108 or 116

This course presents an in-depth look at such topics as consumer behaviour, production, exchange, equilibrium of the firm under different market structures, factor markets, and economic welfare.

**ECON 212      Intermediate Macroeconomic Analysis**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ECON 111, 112 and Math 108 or 116

The course presents an in-depth look at such topics as income and employment theory, monetary theory, the open economy, economic fluctuations and growth.

**ECON 250      Economic History of the Pre-Industrial Era**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ECON 111 and 112

This course provides a broad sweep of economic history from the Old Stone Age to the Industrial Revolution. The economies of the prehistoric era, the river civilizations, classical antiquity and Europe in the middle ages are studied, while emphasis is placed on the transition from feudalism to early forms of capitalism in Europe.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ECON 252      Economic History of the Industrial Era**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ECON 111 and 112, or 30 credits in Arts and Sciences or permission of the instructor

This course provides a study of the Industrial Revolution and subsequent economic growth in the context of several countries, including Canada. Contrast is made between the paths of development of today's industrial economies and those nations now attempting to industrialize.

**ECON 255      Understanding Globalization**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ECON 111 and 112

Examine the effects of globalization on the world's economic, political and social landscape. The course will focus on international trade, capital movement, division of production and migration.

**ECON 290      Public Policy I**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* ECON 111 and 112

The course involves an examination of the current government microeconomic policies which are important to Canada, including resource management, utility regulation and pricing, international trade, income distribution, taxation, education, health care and environmental protection.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ECON 291      Public Policy II**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* ECON 111 and 112

The course involves an examination of current government macroeconomic policies, including fiscal and monetary policies, debt management policies, international finance and exchange rate management, federal provincial relations, etc.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**ECON 342      Economic Growth**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will examine the causes and implications of differences in economic growth around the world. Economic theory is used to analyze issues of traditional fertility and mortality patterns, demographic transition, well-being and nutrition, international and internal migration, epidemics and growth spurts.

**ECON 350      Revolutions: Economics and the Economy**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course, which requires no prior knowledge of Economics, will examine both the major changes in the way humans have organized their economic systems and in the ways in which these economic systems has been understood and explained. Among the major themes will be the decline in self-sufficiency, the rise of regional and national markets and the transition to a global economy.

**ECON 378      Economies of the World**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will examine the rise and fall of economic systems of the Four Cs - Co-operation, Command, Custom and Competition - over the ages. It will look at the features of each system, examining the strengths and weaknesses of each, and will explain why eventually most of them fail. This course will also explain where each of the isms - capitalism, socialism, feudalism, imperialism and market socialism - fits into this schema.

**ECON 380      The Chinese Economy: An Analysis of China's Economic Policies**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

The course analyzes China's economic policies, providing students with the information they need to form their own view on China's economy, polity and society. Subjects to be analyzed include: why China rejected Western democracy, turned to communism and won the Revolution against the US backed Nationalists, the approach its leaders adopted for economic reforms, government economic development strategies,

how the government addresses domestic issues, China's relations with the outside world, China's future reform policies, and other relevant topics.

**ECON 390      Effects of Public Policy on Business and the Economy**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including ECON 111, 112 and MATH 101  
 This course provides qualitative and quantitative methods, including benefit/cost analysis, to quantify the effects of public policies on the economy, business and consumers. It analyzes international trade and investment, resource management, environmental protection, competition, industry entry and pricing regulation and tax policies with a combination of lectures, case studies and class debates.

**ECON 490      Directed Studies**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 upper level credits, including a minimum of one 300-level ECON course  
 Students will work with an Economics faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of Economics website for complete details on the application process.

## Education and Career Planning

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**EDCP 020      Fundamental Education and Career Planning**  
**1.00 credit      (4,0,0) hrs              15 wks**

This course prepares adults with basic and fundamental skills to successfully enter and sustain work or progress into other career-related education.

**EDCP 040      Education and Career Planning**  
**2.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* BENG 031  
 This course seeks to develop a foundation of skills, attitude, strategies and plans to enhance long term academic, career and life success through career exploration, educational planning, study skills and time management.

## Education Employment Access

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**EEA 001      Assessment**  
**3.00 credits      (4,0,0) hrs              15 wks**

Participants will engage in assessment inventories leading to specific employment and/or education opportunities. Assessment results will be documented to support students' goals.  
*Note:* This course is equivalent to OCTR 001. Duplicate credit will not be granted for this course and OCTR 001.

**EEA 002      Portfolio**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course offers students the opportunity to create and develop both a print and e-portfolio. Students will reflect on what they have learned from the Assessment course and continue to build their portfolios with

skills and certifications obtained throughout the program. Students will demonstrate using a portfolio for work search or in educational interviews.

**EEA 003      Employability Skills**  
**4.50 credits    (4,0,0) hrs      30 wks**

This course is designed to raise students' awareness of the employability skills required to obtain successful employment. Students will identify and address personal and employment barriers.

*Note:* This course is equivalent to OCTR 003. Duplicate credit for this course and OCTR 003 will not be granted.

**EEA 004      Practical Communication Skills for Employment and Education**  
**3.00 credits    (4,0,0) hrs      15 wks**

Students will learn skills and techniques required for effective customer service delivery and industry specific materials.

*Note:* This course is equivalent to OCTR 004. Duplicate credit for this course and OCTR 004 will not be granted.

**EEA 005      Work Experience Practicum**  
**6.00 credits    (1.5,0,6) hrs      09 wks**

This course is designed to provide students with practical skills training and work experience with ongoing evaluations.

*Note:* This course is equivalent to OCTR 005. Duplicate credit for this course and OCTR 005 will not be granted.

**EEA 006      Transition Skills**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course is designed specifically for students who require more support in their transition from high school to either first year university, employment, further post-secondary courses and/or to more inclusive and active community involvement.

## Engineering (Applied Science)

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**APSC 120      Introduction to Engineering**  
**1.00 credit    (1,0,0) hrs      30 wks**

This course uses guest speakers, video-taped material and field trips to provide students with an orientation to a career as a professional engineer. Attendance at scheduled activities is the only course requirement. Final "grades" are reported as CR (Credit Granted) or NC (No Credit Granted).

*Note:* For Engineering Transfer program and Engineering Transition program students only.

**APSC 130      Technical Drafting and Computer-Aided Design**  
**3.00 credits    (0,4,0) hrs      15 wks**

*Prerequisite:* Pre-calculus 12 or Math Placement Test (Calculus MPT)

In this hands-on lab-based course students will be introduced to hand drafting and computer-aided drafting techniques applied to engineering designs. Although it is intended for students in the Engineering programs, this course will be of interest to any discipline that involves the design of materials, structures, devices, systems, or processes according to specified criteria. Students will learn to communicate technical material in graphical form, and to read, understand, and produce basic engineering drawings. In addition, students will become familiar with some of the conventions and practices of graphical communication.

**APSC 140      Engineering Design**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* APSC 130, and COMP 106 or COMP 120 as prerequisite with concurrency

In this project-based course students will be introduced to the principles of engineering design and to the conventions of technical presentation. Case studies and sample problems will be used to elucidate these principles and conventions. Students will participate in the design of original solutions to new problems, and will communicate technical engineering material in graphical, written, and oral forms. Design problems will be chosen from a variety of engineering disciplines to give students some exposure to the different facets of engineering practise.

**APSC 278      Materials Science for Engineers**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* CHEM 111, PHYS 114 and MATH 116

This course is an introduction to the underlying structure of solids from the atomic to the macroscopic scale. Students will examine the nature of defects, microstructure and mechanical, electrical and optical properties of materials.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

## English

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**ENGL 010      Language Skills**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

This is an intensive course in fundamental writing and reading skills. It is not transferable to university, but successful completion guarantees admission to English 100.

**ENGL 100      Academic Writing Strategies**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

This course emphasizes academic research and essay writing skills in a lively context that encourages and enhances both critical thinking and critical reading expertise.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 103      Studies in Contemporary Literature**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

Novels, plays, poems, screenplays, memoirs, graphic novels, and more: this course explores the rich variety of contemporary literature in both traditional and new hybrid genres.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website

**ENGL 104      Contemporary Fiction**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

An introduction to new developments in the field of narrative fiction and criticism, this course studies short stories, novellas, traditional and experimental novels, and more.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 105      Contemporary Poetry**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

Students read, research, and discuss a wide variety of developments and innovations in the writing, publishing, and performance of primarily 20th and 21st century poetry.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 106      Contemporary Drama**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

This course focuses on recent innovations in drama and important plays written and produced for stage and film primarily in the 20th and 21st centuries.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 107      First Nations Literature and Film**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

Students read and discuss aboriginal poetry, plays, screenplays, films, novels, and memoirs across national boundaries. The course may also include work by non-aboriginals on aboriginal subjects.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 109      Contemporary Issues in Literature and Culture**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

This course explores contemporary issues and how they are interpreted in literature, film, and music. The issue chosen for consideration will be announced during the registration period.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 190      Creative Writing I**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

Students sharpen their writing craft by work-shopping their prose, poetry, drama, and/or creative non-fiction while also studying contemporary practice in a selection of these genres.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 191 Creative Writing II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the University Calendar.

This course builds on Creative Writing I as students further develop their writing practice in selected genres and further study the art of contemporary forms.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 200 English Literature from Beowulf to Paradise Lost**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

Epic poetry, Arthurian romances, lyrics, sonnets, Renaissance and Jacobean drama: the course surveys significant works in all major forms from the medieval period to the mid-17th century.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 201 English Literature Since 1660**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

This course examines significant works in all major forms from the Restoration to the Modernist Period. With the rise of print culture these works include diaries and journals, familiar letters, novels, poems, and plays.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 203 Canadian Literature**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

Students in this course discuss works of literature by key Canadian authors of poetry, novels, and plays, while exploring the unique history of Canadian cultural identity.

*Note:* This course serves as a Canadian Studies credit.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 205 Modern American Literature**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

The course explores modern American culture through selected works of literature written in the United States from the late 19th century to the present day.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 207 Literary Theory and Criticism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

Students in this course learn about the dynamic history of literary theory and criticism, focusing on the last century and approaches such as formalism, structuralism, psychoanalysis, feminism, Marxism, and post-structuralism.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 208 Studies in Fiction**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.



Revolutions in story-telling will be studied while reading novels, graphic novels, and more. The course will focus on the cultural contexts in which fictional forms have emerged and gained popularity.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 213      World Literature in English**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* Any combination of two first-year English courses.

Students sample modern literature written in English and drawn from a variety of countries, cultures, and traditions around the globe.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 217      Literature on the Edge**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* Any combination of two first-year English courses.

The course examines special topics, texts, and/or genres outside or on the margins of traditional literary studies, e.g. the memoir, fantasy and science fiction, the literature of utopias and dystopias and psychedelic literature.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 218      The Art of Children's Literature**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* Any combination of two first-year English courses.

This course explores the rich variety of children's literature and considers how writing for children delights, instructs, and subverts. Texts will include poems, novels, tales, illustrations, and films.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 219      Reel Lit: Literature into Film**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* Any combination of two first-year English courses.

Works of literature transformed into television and film form the basis of this course. The individual works are examined critically and from theoretical perspectives.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 290      Creative Writing: Letter and Line**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ENGL 190 and 191

This is an intensive workshop in the writing of poetry, concentrating on an understanding of form, an awareness of voice, and an individual poetics. Students will have the opportunity to try a variety of forms: the short lyric, the serial poem, narrative verse, prose poetry.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 291      Creative Writing: Narrative Fictions**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* ENGL 190 and 191

This is an intensive workshop in the writing of fiction, concentrating on narrative techniques in student writing and in a variety of published works of contemporary fiction. Students will have the opportunity to develop an awareness of voice, rhythm, dialogue, diction, character, and point-of-view.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 292 Creative Writing: Children's Literature**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 190 and 191

This is an intensive workshop in writing literature for children of various ages. Students will work on such forms as text for picture books, nonsense rhymes, and chapters of young adult novels in verse.

*Note:* ENGL 218 is recommended.

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 293 Creative Writing: Creative Nonfiction**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 190 or ENGL 191

This is an intensive workshop in the writing of creative nonfiction, concentrating on contemporary forms such as magazine articles, personal essays, travel writing, blogging, etc, as well as professional aspects of writing, such as "the pitch", book proposals, and the editing process.

*Note:* Recommended course follow-up: ENGL 290, 291, 292

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 295 Special Topics in Creative Writing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 190 or 191

The focus of this Creative Writing course is determined by the individual instructor in consultation with the department. See the Department of English website for the focus of the course in a specific term.

*Note:* Recommended course follow-up: ENGL 290, 291, 292, 293

**ENGL 296 Creative Writing: Writing for the Stage**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 190 or 191, or ACTR 100 and ENGL 100

This is an intensive workshop in the writing of short plays, concentrating on effective playwrighting skills with an established playwright and a director. Students will develop and draft their works multiple times, ultimately seeing these works performed before a public audience at the end of the course.

*Note:* Recommended course follow-up: ENGL 290, 291, 292

*Note:* For the focus of the course each term, see the "Courses" page on the English Department website.

**ENGL 300 Writing, Rhetoric, Style**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL

Building on writing skills introduced in ENGL100, this course will increase versatility by deepening the writer's knowledge of rhetorical choices and awareness of current essay genres. The writer will learn to effectively take the investigative project through all stages of composition, from inception and handling of research to revision and stylistic editing.

**ENGL 301 Studies in Rhetoric**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL

This course offers advanced study in the theory and/or history of rhetoric. See the Department of English website for the focus of the course in a specific term.

**ENGL 302 Studies in British Columbian Literature**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
This exploration of British Columbian literature reveals perspectives on places and events, and on the operation of language as seen from different cultural perspectives.

**ENGL 305      Studies in Canadian Literature**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
This course studies selected works of Canadian literature. See the Department of English website for the focus of the course in a specific term.

**ENGL 308      Studies in British Literature**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
The course explores aspects of British literature through selected works of literature written by authors from or based in the United Kingdom from early modern period to the present day. Topics covered might include the birth of the novel, representations of the Industrial Revolution, the Imperial and post-Imperial novel, or Anglo-American modernism. See the Department of English website for the focus of the course in a specific term.

**ENGL 311      Studies in American Literature**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
This course explores aspects of American literature through selected works of literature written by authors from or based in the United States from the early modern period to the present day. Topics covered might include the birth of a nation, race relations, the West and Manifest Destiny, or the post-9/11 novel. See the Department of English website for the focus of the course in a specific term.

**ENGL 314      Studies in National Literatures**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
This course explores national literatures and their cultural, social, and political power in relation to the development and construction of personal and national identity. The course, for example, may focus on Central American, Iranian, Irish, and Russian literature. See the Department of English website for the focus of the course in a specific term.

**ENGL 317      Traditions in Western Literature**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
This course examines influential works of literature, both in English and in translation, from various periods and countries that are part of what has been traditionally known as the Western World. It explores the ways in which mythology, religion, and history have helped construct western literature. See the Department of English website for the focus of the course in a specific term.

**ENGL 320      World Literature in Translation**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
This course introduces students to contemporary non-English literatures in translation. The course will emphasize current developments and trends in global writing, selecting materials from such countries as China, India, Iran, Columbia and Mexico. Students will also explore the relationship between recent literature and current events, contemporary political theory, religious belief, demographics, linguistics, and a range

of ideas relevant to the modern world. See the Department of English website for the focus of the course in a specific term.

**ENGL 323      Studies in Genre**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course examines prose genres, such as the essay, biography, autobiography, tragedy, the gothic, or travel narrative. The course is intended to develop a critical awareness of literary techniques and contexts in the representation of experience. See the Department of English website for the focus of the course in a specific term.

**ENGL 326      Traditions in Poetry**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 The course surveys poetry traditions and practices across different times and cultures with particular attention to the emergence of new forms and theories of poetry. A specific section of the course may select a particular time period and place, e.g. medieval poetry in England, France, and Japan. See the Department of English website for the focus of the course in a specific term.

**ENGL 329      Literature and Performance**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course examines a range of literary performance texts and practices and introduces analytical methods and theoretical perspectives with which to approach such works. Students will experience performances through films, recordings, and local theatre. See the Department of English website for the focus of the course in a specific term.

**ENGL 332      Literature and Society**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course explores ideology, religion, theory, and other societal constructs as presented by writers across the centuries; sample courses include "Marxism and the Novel," "Representations of Faith in Twentieth-Century Literature," and "Lawyers, The Truth, and The Novel". See the Department of English website for the focus of the course in a specific term.

**ENGL 335      Electronic Literature**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course examines electronic literature (literature created on the computer to be read on the computer) assessing how this emergent literary form affects the way we read, study, and understand literature. It situates digital literature within literary history, examining connections to print narrative, concrete poetry, OULIPO constraint-driven experiments, and other lineages. Students will also consider the genre as a form possessing computer-driven aesthetics - such as speed, animation, and multimodal semiotics - that produce different literary effects and reading practices. See the Department of English website for the focus of the course in a specific term.

**ENGL 338      Literature and Media**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL

This course investigates and theorizes the relation of literature to different media such as manuscript, print, visual, aural, electronic, and/or oral. See the Department of English website for the focus of the course in a specific term.

**ENGL 341      Literature and Visual Culture**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course surveys the complex interplay between text, typography, images and the book as a material object from a historical and/or contemporary vantage point, emphasizing the ways in which literary texts register both technological change as well as historical, societal, and cultural change. See the Department of English website for the focus of the course in a specific term. See the Department of English website for the focus of the course in a specific term.

**ENGL 344      Literature and the Environment**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course explores literature in the context of recent environmental and ecological thought. See the Department of English website for the focus of the course in a specific term.

**ENGL 390      Advanced Poetry and Poetics**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course focuses on developments in poetry and poetics since the 1970s such as the long poem, serial forms, procedural writing, language-centred writing, ecopoetics, conceptual writing, visual poetry, prose poetry, documentarian forms, poet's theatre, guerrilla poetry, dialect and patois, and new media. See the Department of English website for the focus of the course in a specific term.

**ENGL 391      Advanced Narrative Forms**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 This course focuses on developments in fiction and narrative since the 1970s such as new narrative, genre fiction, graphic novels, microfiction, the city-novel, appropriated narratives, biofiction, new media, and other forms and modes.

**ENGL 395      Special Topics in Creative Writing**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level ENGL  
 The focus of this Creative Writing course is determined by the individual instruction in consultation with the department. See the Department of English website for the focus of the course in a specific term.

**ENGL 400      Major Authors**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 15 upper level credits including one 300-level English course  
 This course is an advanced seminar that takes the form of a single author study or comparative analysis of canonical authors. Students will study the complete works of an author including non-literary writing, such as criticism, journals, letters, religious and political tracts. Special emphasis will be placed on situating authors within their historical, social, and ideological contexts. See the Department of English website for the focus of the course in a specific term.

**ENGL 410      Topics in Twentieth-Century Literature**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits including one 300-level English course

This course is an advanced seminar in twentieth-century literature with an emphasis on the close study of specific literary movements and schools such as Modernism, Harlem Renaissance, OULIPO, the New York School, or Postmodernism and/or prevalent thematic concerns present in twentieth-century literature. See the Department of English website for the focus of the course in a specific term.

**ENGL 420 Topics in Literary Theory**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits including one 300-level English course

This course is an advanced seminar in literary theory. See the Department of English website for the focus of the course in a specific term.

**ENGL 490 Directed Studies**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits including one 300-level English course

Students will work with an English faculty member and be guided in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of English website for complete details on the application process. Admission is by permission of the instructor and the department.

## English as a Second Language

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**ESL 031 Lower Intermediate Speaking and Listening**

**3.00 credits (4,0,0) hrs 15 wks**

This course helps students develop the listening and speaking skills required for entry into the Upper Intermediate Level. Course topics include idioms, formal/informal English, oral reports, listening practice, vocabulary and pronunciation.

**ESL 038 Lower Intermediate Reading and Vocabulary**

**3.00 credits (4,0,0) hrs 15 wks**

The focus of this course is on the development of basic reading, comprehension and vocabulary skills while learning skimming and scanning, identifying main ideas, using the dictionary, using context clues, and understanding and stating pronoun referents.

**ESL 039 Lower Intermediate Writing and Grammar**

**3.00 credits (4,0,0) hrs 15 wks**

This course prepares students with the grammar and writing skills required for ESL. 049, it focuses on intermediate-level grammar, sentence structure, and sentence writing assignments.

**ESL 041 Upper Intermediate Speaking and Listening**

**3.00 credits (4,0,0) hrs 15 wks**

This course helps students develop the listening and speaking skills required for entry into the Advanced Level. Course topics include idioms, impromptu speeches, oral reports, relaxed conversational forms, pronunciation, and listening practice.

**ESL 048 Upper Intermediate Reading and Vocabulary**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to improve students' reading comprehension and vocabulary in preparation for the Advanced Level. Course topics include identifying main ideas and details, vocabulary development, word families and context clues.

**ESL 049 Upper Intermediate Writing and Grammar**  
**3.00 credits (4,0,0) hrs 15 wks**

This course helps students develop the grammar and writing skills required for the Advanced Level. Stress is on sentence structure, grammar, and short writing assignments.

**ESL 051 Lower Advanced Listening and Speaking**  
**3.00 credits (4,0,0) hrs 15 wks**

This course assists students in developing the listening and speaking skills required for entry into the Upper Advanced Level. The focus is on idioms, relaxed speech structures, listening to lectures and note taking, oral presentations, rhythm, stress and intonation.

**ESL 058 Lower Advanced Reading and Vocabulary**  
**3.00 credits (4,0,0) hrs 15 wks**

This course introduces students to reading skills and vocabulary development at the Advanced Level. Stress will be placed on improving comprehension, increasing reading speed, using context clues and making inferences.

**ESL 059 Lower Advanced Writing and Grammar**  
**3.00 credits (4,0,0) hrs 15 wks**

This course introduces more complex grammatical structures used in controlled and free paragraph writing. It prepares students for the sentence and writing skills required for ESL. 069.

**ESL 061 Upper Advanced Listening and Speaking**  
**3.00 credits (4,0,0) hrs 15 wks**

This course assists students in developing the listening and speaking skills required for entry into post secondary Preparatory English courses. The focus will be on the comprehension and discussion of academic lecture material, idioms and relaxed speech structures, oral reports, debates, listening improvement, rhythm, and intonation.

**ESL 062 Advanced Speaking and Listening for Business**  
**3.00 credits (4,0,0) hrs 15 wks**

This course assists students in improving their communications skills up to the level required for working in a business office environment.

*Note:* .

**ESL 067 Advanced Reading and Vocabulary for Business**  
**3.00 credits (4,0,0) hrs 15 wks**

This course assists students in developing their vocabulary and reading skills up to the level required for working in a business office environment.

**ESL 068 Upper Advanced Reading and Vocabulary**  
**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to raise students' reading and vocabulary skills to the level where they can enter post secondary Preparatory English courses. Focus will be on recognizing different types of writing, organizational patterns, identifying point of view, and making inferences.

**ESL 069 Upper Advanced Writing and Grammar**

**3.00 credits (4,0,0) hrs 15 wks**

The emphasis in this course is on composing at the paragraph level. The aim of this course is to bring ESL students' writing skills up to the level required for post secondary Preparatory English courses.

**ESL 071 Academic Preparation Listening and Speaking**

**3.00 credits (4,0,0) hrs 15 wks**

This course helps students improve their oral and listening skills to prepare them for college studies. Students will practise speaking through oral reports, summarizing, and debates. Through group work, both formal and informal speech patterns will be explored. Vocabulary development will also be stressed as students incorporate new words and expressions in their speech.

**ESL 076 TOEFL Preparation I**

**3.00 credits (4,0,0) hrs 15 wks**

This course helps students improve their TOEFL scores. Students will learn how to enhance their grammar, as well as the listening and reading skills needed for the TOEFL test and other English proficiency tests.

**ESL 078 Academic Preparation Reading and Vocabulary**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces the ESL student to the basic reading and vocabulary skills necessary for entry into the University Transfer and Career/Vocational divisions. Focus will be on reading comprehension at the literary, inferential and critical levels. Course material will include sample texts from various content areas.

**ESL 079 Academic Preparation Grammar and Writing**

**3.00 credits (4,0,0) hrs 15 wks**

This course will focus on the paragraph as the standard medium for written communications. It will also introduce students to the essay as the standard medium for academic writing. The course will continue to refine the usage of all grammatical structures.

**ESL 086 TOEFL Preparation II**

**3.00 credits (4,0,0) hrs 15 wks**

A continuation of ESL 076, this course focuses not only on advanced grammar, reading and listening comprehension, but also on essay writing skills.

## English for Academic Purposes

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**EAP 050 English for Academic Purposes Foundations 1**

**15.00 credits (20,0,0) hrs 15 wks**

*Prerequisite:* The Capilano EAP Placement Test at the EAP 050 level or an ELA with a minimum score of 32

This intensive 20-hour per week course provides students with English language skills at the Lower Intermediate level. It also provides a foundation for the EAP 1-4 program. It includes reading (skimming and scanning for topic, main idea and details), vocabulary building (word structure and context clues), grammar (basic grammar), writing (simple and compound sentences), listening (basic discussions), speaking (basic conversations), and pronunciation (vowels, consonants, word stress and rhythm).

*Note:* This course is equivalent to ESLF 030. Duplicate credit will not be granted for this course and ESLF 030.

**EAP 060 English for Academic Purposes Foundations 2**



**15.00 credits (20,0,0) hrs 15 wks**

*Prerequisite:* EAP 050 with a minimum grade of B, the Capilano EAP Placement Test at the EAP 060 level, or an ELA with a minimum score of 57

This intensive 20-hour per week course provides students with English language skills at the Upper Intermediate level. It also provides a foundation for the EAP 1-4 program. It includes reading (skimming and scanning, predicting, drawing conclusions), vocabulary building (word structure, synonyms and antonyms), grammar (meaningful and appropriate use of all basic structures), writing (compound and complex sentences), listening (discussions on a variety of topics), speaking (general conversations, social situations, levels of speech), and pronunciation (vowels, consonants, word stress and rhythm).

*Note:* This course is equivalent to ESLF 040. Duplicate credit will not be granted for this course and ESLF 040.

**EAP 070 English for Academic Purposes 1****15.00 credits (20,0,0) hrs 15 wks**

*Prerequisite:* EAP 060 with a minimum grade of B, the Capilano EAP Placement Test at the EAP 070 level, or Test of English as a Foreign Language (TOEFL) paper=440, internet=32, or English Language Assessment (ELA)=77, International English Language Testing System (IELTS)=4.5 overall, and no one score less than 4.0, or Canadian Academic English Language Assessment (CAEL)=30 or Pearson Test of English (PTE Academic)=44

This intensive 20-hour per week course provides students with academic language skills integrated with academic content to the EAP 1 level. It includes reading (improving comprehension, improving speed, using context clues), vocabulary building, grammar (form and appropriate use), writing (controlled and free paragraph writing), listening (lectures, note taking, understanding details of discussions on a variety of topics), speaking (idioms, relaxed speech structures, discussions and presentations on academic topics), and pronunciation (rhythm, stress and intonation).

*Note:* This course is equivalent to ESLF 050. Duplicate credit will not be granted for this course and ESLF 050.

**EAP 080 English for Academic Purposes 2****15.00 credits (20,0,0) hrs 15 wks**

*Prerequisite:* EAP 070 with a minimum grade of B, the Capilano EAP Placement Test at the EAP 080 level, or Test of English as a Foreign Language (TOEFL) paper=480, internet=45, or English Language Assessment (ELA)=96, International English Language Testing System (IELTS)=5.0 overall, and no one score less than 4.5, or Canadian Academic English Language Assessment (CAEL)=40 or Pearson Test of English (PTE Academic)=47

This intensive 20-hour per week course provides students with academic language skills integrated with academic content to the EAP 2 level. It includes reading (relating reading to own knowledge, determining accuracy of information), vocabulary building (expanding vocabulary recognition skills, context clue knowledge, making inferences), grammar (accurate and appropriate use of structures), writing (complex and compound-complex sentences, paragraphs and essays), listening (lectures, note taking, oral presentations), speaking (handling complicated tasks and social situations, discussions, narration techniques, debates), and pronunciation (pause fillers, rate of speech, improving diction).

*Note:* This course is equivalent to ESLF 060. Duplicate credit will not be granted for this course and ESLF 060.

**EAP 090 English for Academic Purposes 3****12.00 credits (16,0,0) hrs 15 wks**

*Prerequisite:* EAP 080 with a minimum grade of B, the Capilano EAP Placement Test at the EAP 090 level, or an ELA with a minimum score of 114 or other equivalent English Language test scores

This intensive 16 hour per week course provides students with academic language skills integrated with academic content to the EAP 3 level. It includes reading (using grammar knowledge to decode meaning

and recognize stereotypes, biases and clichés; identifying supporting details for main ideas; determining accuracy and distinguishing between important and unimportant information), vocabulary building (expanding knowledge of word structure and context clues), grammar (self-correcting frequent grammatical and word choice errors), writing (writing argumentative essays; supporting and developing academic topics), listening (comprehending and discussing academic lectures), speaking (using technical vocabulary, idioms and relaxed speech structures; practicing oral reporting and summarizing), and pronunciation (rhythm and intonation).

*Note:* This course is equivalent to ESLF 070. Duplicate credit will not be granted for this course and ESLF 070.

**EAP 099          Reading and Writing Support for Academic Courses**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* EAP 080 with a minimum grade of B, the Capilano EAP Placement Test at the EAP 090 level, or an ELA with a minimum score of 114 or other equivalent English Language test scores

This course supports students building academic reading and writing skills integrated with authentic academic content.

*Note:* Placement by EAP Department. It is recommended to take this course concurrently with EAP 090, EAP 100 and/or other 100 level courses.

*Note:* This course is equivalent to ESL 085. Duplicate credit will not be granted for this course and ESL 085.

**EAP 100          English for Academic Purposes 4A**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* EAP 090 with a minimum grade of B, the Capilano EAP Placement Test at the EAP 100 level, or an ELA with a minimum score of 128 or other equivalent English Language test scores

*Corequisite:* EAP 101

This intensive 4 hour per week course provides students with advanced academic language skills integrated with academic content to the EAP 4A-B level.

**EAP 101          English for Academic Purposes 4B**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* EAP 090 with a minimum grade of B, the Capilano EAP Placement Test, or an ELA with a minimum score of 128 or other equivalent English Language test scores

*Corequisite:* EAP 100

This intensive 4 hour per week course provides students with advanced academic language skills integrated with academic content to the EAP 4A-B level.

## Ensemble

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**ENSM 100          Choir Ensemble I**

**2.00 credits      (5,0,0) hrs          15 wks**

An exploration of choral music from the Renaissance to the present. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance, diction and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

*Note:* An audition is required.

**ENSM 110          Instrumental Ensemble I**

**2.00 credits      (4,0,0) hrs          15 wks**

An exploration of the vast instrumental repertoire available. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

**ENSM 150      Choir Ensemble II**  
**2.00 credits      (5,0,0) hrs              15 wks**

*Prerequisite:* ENSM 100

This course is an exploration of choral music from the medieval period to present day. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance, diction and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

*Note:* An audition is required.

**ENSM 160      Instrumental Ensemble II**  
**2.00 credits      (4,0,0) hrs              15 wks**

An exploration of the vast instrumental repertoire available. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

*Note:* An audition is required.

**ENSM 200      Choir Ensemble III**  
**2.00 credits      (5,0,0) hrs              15 wks**

*Prerequisite:* ENSM 150

This course is an exploration of choral music from the medieval period to present day. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance, diction and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

*Note:* An audition is required.

**ENSM 210      Instrumental Ensemble III**  
**2.00 credits      (4,0,0) hrs              15 wks**

An exploration of the vast instrumental repertoire available. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

**ENSM 250      Choir Ensemble IV**  
**2.00 credits      (5,0,0) hrs              15 wks**

*Prerequisite:* ENSM 200

This course is an exploration of choral music from the Medieval period to present day. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance, diction and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

*Note:* An audition is required.

**ENSM 260      Instrumental Ensemble IV**  
**2.00 credits      (4,0,0) hrs              15 wks**

An exploration of the vast instrumental repertoire available. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

*Note:* An audition is required.

**ENSM 300**      **Choir Ensemble V**  
**2.00 credits**    **(5,0,0) hrs**            **15 wks**

*Prerequisite:* ENSM 250

To learn vocal ensemble techniques through practical experience. To rehearse and perform in conditions resembling professional practice as closely as possible. Students in ENSM 300 are expected to perform at a higher level than students in ENSM 250.

**ENSM 350**      **Choir Ensemble VI**  
**2.00 credits**    **(5,0,0) hrs**            **15 wks**

*Prerequisite:* ENSM 300

To learn vocal ensemble techniques through practical experience. To rehearse and perform in conditions resembling professional practice as closely as possible. Students in ENSM 350 are expected to perform at a higher level than students in ENSM 300.

## Entry Level Craft Training

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**ELCT 130**      **Entry Level Craft Training: Production Assistant**  
**15.00 credits**    **(37.5,0,2) hrs**            **08 wks**

The primary focus of this course is to provide students with the minimum skills required to take an entry-level production position in the film and television industry in British Columbia, and to provide a thorough overview of film and television production principles and practices.

*Note:* This course may not be offered every year.

## Field School

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**FDSC 100**      **Field School**  
**0.00 credits**    **(0,0,0) hrs**            **15 wks**

Field schools provide students with an opportunity to complete one or more for-credit course(s) in a location that enhances and complements the learning experience. For-credit course content is integrated with the field school experience in a meaningful way, and the level of the field school (100-400) is determined by the level of the for-credit course(s).

**FDSC 200**      **Field School**  
**0.00 credits**    **(0,0,0) hrs**            **15 wks**

Field schools provide students with an opportunity to complete one or more for-credit course(s) in a location that enhances and complements the learning experience. For-credit course content is integrated with the field school experience in a meaningful way, and the level of the field school (100-400) is determined by the level of the for-credit course(s).

**FDSC 300**      **Field School**  
**0.00 credits**    **(0,0,0) hrs**            **15 wks**

Field schools provide students with an opportunity to complete one or more for-credit course(s) in a location that enhances and complements the learning experience. For-credit course content is integrated with the field school experience in a meaningful way, and the level of the field school (100-400) is determined by the level of the for-credit course(s).

**FDSC 400**      **Field School**  
**0.00 credits**    **(0,0,0) hrs**            **15 wks**

Field schools provide students with an opportunity to complete one or more for-credit course(s) in a location that enhances and complements the learning experience. For-credit course content is integrated with the field school experience in a meaningful way, and the level of the field school (100-400) is determined by the level of the for-credit course(s).

## Film Institute

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**FINS 399**      **Professional Filmmaking**  
**12.00 credits**    **(2,0,24) hrs**            **15 wks**

This course will expand the students' filmmaking skills including understanding and executing solid story structure in both script and film form. Carrying out numerous filmmaking tasks to acculturate students to a professional motion picture production environment, expanding their résumés, and building their relationships in the world of commercial filmmaking.

## Film Studies

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**FILM 180**      **Technical Directing**  
**3.00 credits**    **(15,0,0) hrs**            **04 wks**

This course introduces students to the various roles and responsibilities of the filmmaking team. The fundamentals of production and an introduction to cinematic language are described and implemented through classwork and hands-on filmmaking.

**FILM 181**      **Project**  
**2.00 credits**    **(0,4,4) hrs**            **04 wks**

A supervised film project includes development, pre-production, production, and post-production. Mentorship and supervision focus on technical competence, professionalism and realization of content.

**FILM 250**      **Story and Screenplay**  
**3.00 credits**    **(4,0,0) hrs**            **15 wks**

*Prerequisite:* Successful completion of 16.5 ASAS credits, ENGL 100, ACTR 100, 101 and THTR 160  
This course explores the development of narrative ideas for cinema, the creative aspects of screenplay writing and will give an appreciation and understanding of the screenplay's significance in the film making process. Course elements include analysis of the internal and external structures, the story arc, applying visual components and creation of a story treatment.

**FILM 251**      **Film Crafts for Actors**  
**3.00 credits**    **(4,0,0) hrs**            **15 wks**

*Prerequisite:* Successful completion of 16.5 ASAS credits, ENGL 100, ACTR 100, 101 and THTR 160  
This course will familiarize the acting student with operational theory and filmmaking principles including practical applications of basic camera, lighting, sound, grip, with a special emphasis on editing and post production procedures. Students will work in the classroom, film studio and editing labs.

**FILM 308**      **Documentary Cinema Arts**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of 45 credits of post-secondary education at 100-level or higher.

This course explores what a documentary is, the history of documentary film, the techniques used by documentary filmmakers to tell their stories, and how documentary films are developed, produced, and distributed. Students will also develop their own story ideas and direct and shoot a live-action short “in camera” documentary as they establish a basic foundation in documentary cinema arts.

**FILM 321 Conceptual Approaches II**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* ASAS 220

This course is the continuation of ASAS 321 and will focus on a selection of late 20th century and early 21st century stage/film directors. Students will explore the selected director's work through lecture, discussion, in-class scene study and screenings from a cinematic perspective.

**FILM 323 Queer Cinema**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100-level or higher coursework

This course examines contemporary, cross-cultural queer cinema in the mainstream studio, independent and international film industries and the relationship between queer cinema and the global film communities.

**FILM 328 Performance IV: Film Production**

**2.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* ACTR 304 and ASAS 329

Working with a professional film and television director, students will integrate theoretical learning with on-set production techniques. Students will research a wide range of acting roles, analyze and interpret scripts, and synthesize both the director's notes and the actor's subtext. The rehearsal period culminates in a short filmed production.

## First Nation

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**FNST 100 The Squamish People and Language I**

**3.00 credits (4,0,0) hrs 15 wks**

This course tells the story of Skwxwú7meshulh Uxwumíxw (The Squamish People) from a Skwxwú7mesh perspective. The story is represented in the oral tradition, passed down from past generations of speakers. This course focuses on expressions of collective identity, which can be seen as the sharing of a common territory, language, owned and shared resource sites and rights, kinship (both blood and marriage relations) and various complex cultural and political relationships.

**FNST 101 Squamish People and Language II (Skwxwu7meshulh Uxwumixw II)**

**3.00 credits (4,0,0) hrs 15 wks**

This course tells the story of Skwxwú7meshulh Uxwumíxw (the Squamish people) and their relation with the living world from a Skwxwú7mesh perspective. This story is represented in the oral tradition, passed down in oral texts from past generations of speakers. The knowledge was transmitted in the Squamish Language and we will explore what language can tell us about the Squamish people and their relationship with the living world.

**FNST 102 Lil'wat People and Language I (Ucwalmicw I)**

**3.00 credits (4,0,0) hrs 15 wks**

This course tells the story of the Ucwalmícw (the Lil'wat people) from an Lil'wat perspective. The story is represented in the oral tradition, passed down from past generations of speakers. The knowledge was transmitted in Ucwalmícwts (the Lil'wat language) and we will explore what language can tell us about Lil'wat culture and social structure. This course focuses on expressions of collective identity, which can be seen as the sharing of a common territory, language, owned and shared resource sites and rights, kinship (both blood and marriage relations) and various complex cultural and political relationships.

**FNST 103 Lil'wat People and Language II (Ucwalmicw II)**

**3.00 credits (4,0,0) hrs 15 wks**

This course tells the story of the Ucwalmicw (the Lil'wat people) from a Lil'wat perspective. This story is represented in the oral tradition, passed down in oral texts from past generations of speakers. The knowledge was transmitted in Ucwalmicwts (the Lil'wat language) and we will explore what language can tell us about the Lil'wat people and their relationship with the living world.

**FNST 104 The Sechelt People and Language I**

**3.00 credits (4,0,0) hrs 15 wks**

This course tells the story of the Shíshálh (the Sechelt people) from a Sechelt perspective. The story is represented in the oral tradition, passed down from past generations of speakers in Sháshíshálhem (the Sechelt language). This course focuses on expressions of collective identity, which can be seen as the sharing of a common territory, language, owned and shared resource sites and rights, kinship (both blood and marriage relations) and various complex cultural and political relationships.

**FNST 105 The Sechelt People and Language II**

**3.00 credits (4,0,0) hrs 15 wks**

This course tells the story of the Shíshálh (the Sechelt people) from a Sechelt perspective. This story is represented in the oral tradition, passed down in oral texts from past generations of speakers in Sháshíshálhem (the Sechelt language). We will explore what language can tell us about the Sechelt people and their relationship with the living world.

## First Nation Language

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**FNLG 100 The Squamish Language I**

**3.00 credits (4,0.45,1) hrs 15 wks**

FNLG100 will take a communicative approach to language learning and will focus on comprehension. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, students will acquire basic vocabulary in Skwxwú7mesh Sníchim (the Squamish language) for describing the self and family. The family, as seen from a Skwxwú7mesh perspective, will be the central theme of this course.

*Note:* Recommended that LING 102 be taken concurrently. This courses focuses on oral communications, whereas LING 102 will focus on practical and phonetic writing systems.

**FNLG 101 The Squamish Language II (Skwxwu7mesh Snichim II)**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* FNLG 100

This course will continue utilizing the communicative approach to language learning and will focus on both comprehension and speaking. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, students will acquire the vocabulary in Skwxwú7mesh Sníchim (the Squamish language) from a short story entitled "Hussa".

**FNLG 102 The Lil'wat Language I (Ucwalmícwts I)****3.00 credits (4,0,0) hrs 15 wks**

This course will take a communicative approach to language learning and will focus on comprehension. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, students will acquire basic vocabulary in Ucwalmícwts (the Lil'wat language) for describing the self and family. The family, as seen from a Lil'wat perspective, will be the central theme of this course.

*Note:* It is recommended to take LING 102 concurrently with FNLG 102. This course focuses on oral communication, whereas LING 102 will focus on practical and phonetic writing systems.

**FNLG 103 The Lil'wat Language II (Ucwalmícwts II)****3.00 credits (4,0,0) hrs 15 wks***Prerequisite:* FNLG 102

This course will continue utilizing the communicative approach to language learning and will focus on both comprehension and speaking. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, students will acquire basic vocabulary in Ucwalmícwts (the Lil'wat language) for describing the living world, from a Lil'wat perspective.

**FNLG 104 The Lil'wat Language III (Ucwalmícwts III)****3.00 credits (4,0,0) hrs 15 wks***Prerequisite:* FNLG 103

In this course, students will acquire basic vocabulary in Ucwalmícwts (the Lil'wat language) for describing cycles (the seasonal round, the cycles of life, the life cycle of salmon), from a Lil'wat perspective.

**FNLG 105 The Lil'wat Language IV (Ucwalmícwts IV)****3.00 credits (4,0,0) hrs 15 wks***Prerequisite:* FNLG 104

In this course, we will focus on selected master works of the Lil'wat oral tradition, as well as study the grammar of complex constructions.

**FNLG 106 The Squamish Language III (Skwxwu7mesh Snichim III)****3.00 credits (4,0,0) hrs 15 wks***Prerequisite:* FNLG 101

This course will take a communicative approach to language learning and will focus on comprehension. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. The course will use as its guide the short story "Sealiya".

**FNLG 107 The Squamish Language IV (Skwxwu7mesh Snichim IV)****3.00 credits (4,0,0) hrs 15 wks***Prerequisite:* FNLG 106

This course will take a communicative approach to language learning and will focus on comprehension. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. The course will use as its guide the short story "Sinulhk'ay".

**FNLG 108 The Sechelt Language I (Sháshíshálhem I)****3.00 credits (4,0,0) hrs 15 wks**

This course will take a communicative approach to language learning and will focus on comprehension. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, students will acquire basic vocabulary in Sháshíshálhem (the Sechelt language)



for describing the self and family. The family, as seen from a Sechelt perspective, will be the central theme of this course.

*Note:* It is highly recommended that LING 102 be taken concurrently with FNLG 108.

**FNLG 109      The Sechelt Language II (Sháshíshálhem II)**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* FNLG 108

This course will continue utilizing the communicative approach to language learning and will focus on both comprehension and speaking. It will incorporate effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, students will acquire basic vocabulary in Sháshíshálhem (the Sechelt language) for describing the living world, from a Sechelt perspective.

**FNLG 110      The Sechelt Language III (Sháshíshálhem III)**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* FNLG 109

This course utilizes the communicative approach to language learning and will focus on both comprehension and speaking. It incorporates effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, students will acquire basic vocabulary in Sháshíshálhem (the Sechelt language) for describing cycles (the seasonal round, the cycles of life, the life cycle of salmon), from a Sechelt perspective.

**FNLG 111      The Sechelt Language IV (Sháshíshálhem IV)**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* FNLG 110

This course utilizes the communicative approach to language learning and will focus on both comprehension and speaking. It incorporates effective language learning strategies such as TPR (Total Physical Response) and TPR Storytelling. In this course, we will focus on selected master works of the oral tradition.

## French

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**FREN 100      Beginning French I**

**4.00 credits    (4,0.75,1) hrs          15 wks**

This course is for absolute beginners and those who do not have Grade 11 French or the equivalent. It provides an intensive introduction to the French language, enhanced by computer practice, and an introduction to francophone culture. It aims to develop proficiency in all areas of communication: listening, reading, speaking, and writing. With FREN 101, it constitutes Grade 11 French.

*Note:* This is not a course for students with training or background in French.

**FREN 101      Beginning French II**

**4.00 credits    (4,0.75,1) hrs          15 wks**

*Prerequisite:* FREN 100

This course, together with FREN 100, covers high school French Grades 8, 9, 10 and 11 and prepares the student for FREN 120, equivalent to Grade 12 French.

**FREN 120      Lower Intermediate French I**

**4.00 credits    (4,0.75,1) hrs          15 wks**

*Prerequisite:* FREN 101 or French 11

FREN 120 together with FREN 121 constitutes Grade 12 French. The comprehensive approach to this course consists of instruction in basic grammar and the development of students' speaking, understanding and writing skills. Computer and conversation practice are included as is familiarization of francophone culture.

**FREN 121 Lower Intermediate French II**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* FREN 120

This course, together with FREN 120, constitutes Grade 12 French. A continuation of FREN 120, this course is designed to give a limited fluency in speaking and reading as well as writing skills.

**FREN 204 Intermediate French I**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* FREN 121 or French 12

This course should be taken after Grade 12 core French. It continues the linguistic development of the student by means of grammar revision, weekly written and oral exercises, compositions and appreciation of francophone culture and literature. Together with FREN 205, it corresponds to Intermediate French. Students who have studied French Immersion for seven years or more, or students with native-like speaking ability in French, should register in FREN 270/271 or FREN 215 instead. Please note that FREN 204 and FREN 205 can be taken in any order.

*Note:* This course is equivalent to FREN 170. Duplicate credit will not be granted for this course and FREN 170.

*Note:* This course is not appropriate for students who have studied in French Immersion or are native speakers of French.

**FREN 205 Intermediate French II**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* FREN 121 or French 12

This course should be taken after Grade 12 core French. It continues the linguistic development of the student by means of grammar revision, weekly written and oral exercises, compositions and appreciation of francophone culture and literature. Together with FREN 204, it corresponds to Intermediate French. Students who have studied French Immersion for seven years or more, or students with native-like speaking ability in French, should register in FREN 270/271 or FREN 215 instead. Please note that FREN 204 and FREN 205 can be taken in any order.

*Note:* This course is equivalent to FREN 171. Duplicate credit will not be granted for this course and FREN 171.

*Note:* This course is not appropriate for students who have studied in French Immersion or are native speakers of French.

**FREN 215 Oral French Practice**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* FREN 170 and 171, or FREN 180 and 181, or FREN 204 and 205, or Français Langue Seconde-Immersion 11

This course is designed to help the students develop their ability to communicate more accurately orally in French. In class exercises will include: theatre, tongue-twisters, role plays, a cultural journal, discussions, presentations, listening exercises, vocabulary, idiomatic expressions, and the study of songs, interviews and film clips.

*Note:* This course is not appropriate for students who are native speakers of French.

**FREN 219 Intermediate Composition**

**3.00 credits (4,0,1) hrs 15 wks**

*Prerequisite:* FREN 170 and 171, or FREN 180 and 181, or FREN 204 and 205, or Français Langue Seconde-Immersion 11

This course introduces students to techniques for clear and effective writing in multiple genres. Readings from contemporary Francophone authors are used to illustrate best practices. Students will develop their knowledge of grammar and vocabulary while learning techniques for self-editing, description, narration and persuasion.

**FREN 270 Advanced French I**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* FREN 170 and 171, or FREN 180 and 181, or FREN 204 and 205, or Français Langue Seconde-Immersion 11

This advanced course, which corresponds to second year University French, is an introduction to a variety of fiction and non-fiction texts (short stories and poems) by francophone authors. It offers a review of French grammar aimed at developing writing skills through practice in composition, translation and exercises. Videos and music will enhance students' awareness of francophone culture. FREN 270 and 271 can be taken in any order. Together, they correspond to second year university French.

**FREN 271 Advanced French II**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* FREN 170 and 171, or FREN 180 and 181, or FREN 204 and 205, or Français Langue Seconde-Immersion 11

This advanced course is an introduction to a variety of fiction and non-fiction texts (short stories and poems) by francophone authors. It offers a review of French grammar aimed at developing writing skills through practice in composition, translation and exercises. Videos and music will enhance students' awareness of francophone culture. FREN 270 and 271 can be taken in any order. Together, they correspond to second year university French.

**FREN 315 Studies in French through Cinema**

**3.00 credits (4,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level coursework or higher

This course examines the history and development of French cinema from the first films of Lumière brothers in 1895 to contemporary French filmmakers. Using a chronological and thematic framework, the course will analyze films from the major directors and movements of French filmmaking.

*Note:* Advance level in French, both written and oral, as the course will be entirely taught in French. FREN 270 and 271 recommended.

**FREN 330 Quebecois Literature and Culture**

**3.00 credits (4,0,1) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level coursework or higher

This course examines Quebec literature and culture through the study of literary texts, cinema, and other art forms. Emphasis will be placed on situating these texts within the historical development of Quebec society, culture, and politics. This course will be taught entirely in French.

*Note:* Fluency in French both written and oral is required. FREN 270 and 271 are recommended.

## Gateways

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**GATE 100 Gateways: Career Planning and Labour Market Research**

**1.50 credits (3,0,0) hrs 15 wks**

Students develop and enhance their skills, attitudes and tools related to career planning and the securing and maintaining of employment.

**GATE 101 Gateways: Lifestyle Planning and Management**

**4.50 credits (13,0,0) hrs 08 wks**

Students develop the personal skills, attitudes and values that will provide tools and inspiration for successful, long-term career and lifestyle management.

**GATE 102 Gateways: Personal Management Skills**

**1.50 credits (3,0,0) hrs 15 wks**

Students develop an understanding of personal lifestyle issues as they pertain to career and lifestyle management, financial independence, self-esteem and confidence.

**GATE 103 Gateways: Work Placement**

**1.00 credit (0,0,35) hrs 02 wks**

This course enables students to develop and practice the workplace skills and attitudes required for career success.

*Note:* Interview with program manager.

**GATE 104 Gateways: Introduction to Computers**

**1.50 credits (3,0,0) hrs 15 wks**

This introductory course provides students with basic computer skills.

## Geography

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**GEOG 100 Human Geography: People, Places and Cultures**

**3.00 credits (4,0,0) hrs 15 wks**

Different cultures in different landscapes are compared and contrasted to our own. This course examines the many issues of human population, perception of the environment, diffusion of ideas, and cultural aspects of resource use and urban growth, to give students a view into the many concerns on the human side of geography.

**GEOG 101 Environmental Geography: Understanding the Issues**

**3.00 credits (4,0,0) hrs 15 wks**

Geographers have traditionally been concerned with interactions between people and their environments. This course examines how our immense human population, our technologies, and our political, social, and economic systems have together profoundly altered the workings of Earth's natural systems. As we study current environmental issues from a geographical perspective we will also consider their solutions.

**GEOG 102 Environmental Geography: Global Concerns**

**3.00 credits (4,0,0) hrs 15 wks**

Climate change, the depletion of the world's resources, and the collapse of fisheries are but a few of the examples illustrating the global scale of our environmental problems. These global issues, however, have local causes and consequences. This course reviews the issues and identifies possible solutions, and then focuses on student research projects that identify local pathways to address these environmental challenges. Special attention will be given to the methodology and writing of a geographical research paper.

**GEOG 107 Introduction to North America**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to give international students a greater understanding of North America and its people. Students will be introduced to key information about the geography and history of North America, and the various political, economic and cultural aspects of North American societies. This course will highlight the particular differences between Canada, the U.S.A., and Mexico, as well as examine the various levels of integration that exist between these countries. The underlying theme is cross-cultural understanding and the key role that it plays in cultural interaction, including international business initiatives.

*Note:* Must be registered as an international student.

**GEOG 112 Physical Landscapes I**

**4.00 credits (4,2,0) hrs 15 wks**

This introductory physical geography course about Earth's landforms explores how plate tectonics operating below Earth's surface, and gravity, rivers, glaciers, waves and wind operating at Earth's surface, shape the natural landscape that surrounds us. The course focuses on Canadian landforms and emphasizes ways in which human activities are affecting natural processes.

*Note:* Both GEOG 112 and GEOG 114 are lab science courses and fulfill university science requirements. GEOG 112 and GEOG 114 can be taken in any order, or at the same time.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**GEOG 114 Weather and Climate I**

**4.00 credits (4,2,0) hrs 15 wks**

This introductory physical geography course about the atmosphere explores the forces that produce the weather we experience every day, with a focus on the weather of B.C.'s coast. We also consider how weather patterns operate differently from place to place to create the great diversity of climates on Earth, and how human actions are leading to global climate change.

*Note:* Both GEOG 112 and GEOG 114 are lab science courses and fulfill university science requirements. GEOG 112 and GEOG 114 can be taken in any order, or at the same time.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**GEOG 200 Geographical Approaches to the Global Economy**

**3.00 credits (4,0,0) hrs 15 wks**

An examination of the concepts and themes of economic geography in terms of production and consumption. The traditional primary, secondary, tertiary and quaternary divisions in economic geography are reviewed in terms of contemporary issues. The purpose of this course is to illustrate the importance of economic processes and tools to understand our environment.

**GEOG 201 Urban Studies**

**3.00 credits (4,0,0) hrs 15 wks**

More and more of us are living in an urban world. This course is designed to examine problems and issues that arise with urban living; including psychological problems, the cost of housing, transportation issues, slums, suburban living, and the future direction of cities. While this course uses local examples, it also draws on examples from other cities in the world. This course approaches these topics through field trips into the city, slides, films, and field research. Urban studies leads to careers in urban planning, real estate, land management, architecture, and urban politics as well as stimulating general community awareness.

**GEOG 202 Urban Field Studies**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* GEOG 201 is a prerequisite or a co-requisite

The course is designed to engage students in the practical application of urban planning. Using principles from urban geography and urban planning, students will become acquainted with the development of an Official Community Plan, while working in partnership with planners from the local district planning office. The course involves field study work and attendance at district public meetings. This is an excellent course for those interested in urban and/or regional planning or those intending to continue in Geography.

**GEOG 205      Rising Giants: The Global Shift to China and India**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course is a comparative geography of China and India. The course provides a current understanding of the geographies of these two major rising powers and focuses on their evolving physical, economic and cultural landscapes. Comparisons between the two are inevitable and it is intended that the course will provide the students with the analytical tools as well as the academic knowledge to have a better understanding of these two very different civilizations.

**GEOG 206      British Columbia: Landscapes in Transition**  
**3.00 credits      (4,0,0) hrs              15 wks**

BC's spectacular landscape has presented both challenges and bountiful resources to the peoples who have settled here. This course will acquaint students with both the physical and human geography of BC, and identify how our relationship with the land has shifted in response to changes in values, technology, and population. We will analyse the urgent issues that we face today in managing our natural resources and consider sustainable pathways to our future.

*Note:* This course is equivalent to GEOG 106. Duplicate credit will not be granted for this course and GEOG 106.

**GEOG 208      Canada: A Nation of Regions**  
**3.00 credits      (4,0,0) hrs              15 wks**

The understanding of Canada and Canadians is becoming more important to our economic and social well-being. This course examines Canadian problems and issues in terms of the different regions in Canada. Topics include the changing economy, cultural diversity, urban growth, and resource management, as we focus on the Maritimes, Quebec, Ontario, the Western provinces, and the Northern frontier.

*Note:* This course also serves as Canadian Studies credit to SFU and is a component of the Professional Development program for teachers.

**GEOG 210      Natural Hazards**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course is an introduction to the wide range of natural hazards throughout the world. Earthquakes, hurricanes, landslides, and volcanic eruptions are examples of natural processes that can be hazardous for people and property. Using both local and world-wide examples, we will examine hazard impacts and the importance of prediction, warning and planning.

**GEOG 212      Physical Landscapes II**  
**4.00 credits      (4,2,0) hrs              15 wks**

*Prerequisite:* GEOG 112 or PHYS 114 or GEOL 110, OR PHYS 111 as a pre or corequisite

This course expands on the concepts first introduced in Geography 112. An important objective is to appreciate that landforms and, ultimately, landscapes result from the complex interaction of tectonic and gradational processes, the resistance of rocks and sediment, and time. Throughout the course, students will be taught to apply both math and physics to understand landform development. This course will involve both lectures and labs, and it will only be offered in the Spring Term.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**GEOG 214      Weather and Climate II**

**4.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* GEOG 114 or PHYS 114, OR PHYS 111 as a pre or co-requisite

By expanding on the concepts outlined in Geography 114, this course will provide an intermediate understanding of the processes at work in the atmosphere. Broad topics to be covered are atmospheric energy, moisture, and motion. An important objective is to provide students with an introduction to the science of weather forecasting. As such Geography 214 is useful for students interested in transferring to an Atmospheric Science program. This course involves both lectures and labs, and it will be only offered in the Spring Term.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**GEOG 221 Map and Airphoto Interpretation**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* At least one other Geography course

Maps are an essential tool for conveying geographic information, and are also useful for other disciplines that rely extensively on maps and satellite images, such as environmental studies, forestry, geology, archaeology, history, and tourism. This course covers the basic principles of map and photo interpretation, surveying and satellite imaging, and analyses both human and physical landscapes.

**GEOG 249 Selected Regions**

**3.00 credits (4,0,0) hrs 15 wks**

Students will gain an understanding of the physical, economic, historical, and cultural characteristics of a specific region, as they study the various conditions and issues faced by the local inhabitants. The region studied will vary from year to year: students should check with the Geography department to find out details for upcoming courses. This course may sometimes be offered as a field study, delivered on-site in a specific region. Past courses have been taught in Europe, China/Southeast Asia, and in Quebec.

**GEOG 316 Climate Change: From Science to Sustainability**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Climate change has emerged as one of the most important issues of the 21st century. Its rapid escalation from a theory among some climatologists and environmentalists to both a common household term and an international priority highlight the importance of understanding this process, its myriad implications on society and the environment and the urgency in working towards solutions. This course will cover topics such as: the causes of current and historical climate change; the human and environmental implications ranging from changing weather patterns to environmental refugees; climate change policy and greenhouse gas reduction strategies; and the diverse array of solutions to building more sustainable communities

**GEOG 330 Water Changes Everything**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course seeks to appreciate the tremendous power of water, and the diversity of its roles in our lives. We will consider water as a significant force in the natural world - water produces our weather, and sculpts the landscape. On the other hand, we will study water as an essential resource. In this role, water has profoundly impacted the human landscape. Students will also learn how water extraction, water privatization, land conversion, climate change, and pollution all threaten Earth's water supply.

**GEOG 350 Cities in the Global South**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course focuses on one of the most perplexing dilemmas in the development process: the phenomenon of massive and historically unprecedented movements of people from the rural countryside to the burgeoning

cities of Africa, Asia, and Latin America. The course will address the processes of change and explores the rapid pace of this urbanization which has created a host of problems that weaken the role of cities as engines of economic growth. Moreover, the scope and scale of the urban process promises to loom even larger in the future as the pace of urbanisation accelerates.

**GEOG 360      The Geography of a Sustainable World**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

The transition to a sustainable operating system for humankind is not only possible, but currently underway. This course assess the environmental challenges that our world faces and sets out possible courses for action, based on ideas, technology, and systems that are already being put in place around the globe.

**GEOG 490      Directed Studies**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 upper level credits including a minimum of one 300-level GEOG course

Students will work with a Geography faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of Geography website for complete details on the application process.

## Geology

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No courses available for this subject.

## German

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No courses available for this subject.

## Global Stewardship

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**GLBS 100      Global Stewardship Seminar I: Preparing to Volunteer for a NFP**

**1.50 credits      (2,0,0) hrs              15 wks**

This course is the first in a series of 4 seminars designed to prepare students with the skills, knowledge, and attitude necessary to effectively function as a volunteer - first as an individual, and then as a member of a group - in the Not-For-Profit sector. To this end, the series develops individual and group skills in the semester's prior to a volunteering experience with a local NGO.

**GLBS 101      Global Stewardship Seminar II: Volunteering for a Not-For-Profit Organization**

**1.50 credits      (0.5,0,2.66) hrs              15 wks**

*Prerequisite:* GLBS 100

This course is the second in a series of four seminars designed to prepare students for a career in the NGO sector. Students in GLBS 101 will apply the skills learned in GLBS 100 through a volunteer practicum with an NGO.

**GLBS 110      Introduction to Global Studies**



**3.00 credits (3,0,1) hrs 15 wks**

This course introduces students to the field of Global Studies by examining globalization and the rise of global systems, and their impact on nation-states, culture, human security, national and international economies and the environment. Students will further explore how we are and aren't meeting the need for Global Public Goods, such as peace and security, the protection of universal human rights, infectious disease prevention, economic security, and environmental protection (including climate change).

**GLBS 200 Global Stewardship Seminar III: Preparing for Group NFP Volunteering**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* GLBS 100 and 101

This course is third in a series of four seminars designed to prepare students with the skills, knowledge, and attitude necessary to effectively function as a volunteer - first as an individual, and then as a member of a group - in the non-governmental organization/not-for-profit sector. To this end, the series develops individual and group skills in the semester prior to a volunteering experience with a local NGO/NFP.

**GLBS 201 Global Stewardship Seminar IV: Volunteering in a Group for Not-For-Profits**

**1.50 credits (0.5,0,2.67) hrs 15 wks**

*Prerequisite:* GLBS 200

This course is the last in a series of 4 seminars designed to prepare students with the skills, knowledge, and attitude necessary to effectively function as a volunteer, first, as an individual, and then as a member of a group in the Not-For-Profit sector. To this end, the series develops individual and group skills in the semesters prior to a volunteering experience with a local NGO.

Global Stewardship 1: Preparing to volunteer for a Not-For-Profit organization.

Global Stewardship 2: Volunteering for a Non-For-Profit organization

Global Stewardship 3: Preparing to volunteer as a member of a group for a Non-For-Profit organization.

Global Stewardship 4: Volunteering as a member of a group for a Non-For-Profit organization.

## Grip Digital & Film

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**GRDF 100 Fundamental Grip Work for Digital Imaging and Film**

**3.00 credits (7.5,0,15) hrs 04 wks**

This course will provide training in the tools, techniques and procedures suitable to an entry-level position in the grip department of the mainstream and independent film production industries. The course of instruction will place a special emphasis on the new techniques developed for digital imaging for film and television.

## Health Care Assistant

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**HCA 100 Lifestyle and Choices**

**1.50 credits (6,0,0) hrs 05 wks**

This course introduces students to a holistic concept of health and the components of a health enhancing lifestyle. Students will be invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students will be introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing.

**HCA 101 Health and Healing: Concepts for Practice**

**3.00 credits (7.2,0,0) hrs 10 wks**

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focuses on concepts of caring and person centered care; basic human needs and human development; family, culture and diversity as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

**HCA 102 Interpersonal Communications**

**3.00 credits (6,0,0) hrs 09 wks**

This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care giving contexts. Students will be encouraged to become more aware of the impact of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

**HCA 103 Caring for Individuals: Common Health Challenges**

**4.50 credits (8.4,0,0) hrs 14 wks**

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centered practice as it relates to the common challenges to health and, in particular, to end-of-life care.

**HCA 104 Health Care Assistant: Introduction to Practice**

**1.50 credits (15,0,0) hrs 02 wks**

This course provides an introduction to the role of the HCA within the British Columbia health care system. Students will be introduced to the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

**HCA 105 Caring for Individuals: Cognitive or Mental Health Challenges**

**3.00 credits (15,0,0) hrs 04 wks**

This course builds on content from other courses to assist students to explore concepts and care giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on recognizing behaviours and identifying person-centered intervention strategies.

**HCA 106 Personal Care Nursing Skills**

**3.00 credits (0,8.6,0) hrs 14 wks**

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experience which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

**HCA 110 Practice Experience in Multi-level and/or Complex Care**

**9.00 credits (0,0,21) hrs 10 wks**

*Prerequisite:* HCA 100, HCA 101, HCA 102 and HCA 103 with a minimum B- grade in each course, and HCA 106

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a continuing care facility.

**HCA 112 Practice Experience in Home Support and/or Assisted Living**

**1.50 credits (0,0,30) hrs 02 wks**

*Prerequisite:* HCA 100, HCA 101, HCA 102 and HCA 103 with a minimum B- grade in each course, and HCA 106

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the HCA within a Home Support Agency and gain abilities that will prepare graduates to assume the role of a Community Health Worker.

## History

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**HIST 100 History of the Ancient World**

**3.00 credits (4,0,0) hrs 15 wks**

This course examines a range of topics including the origins of civilization in Egypt and Mesopotamia, the civilizations of Ancient Greece and Rome, the origins and development of Judaism and the early Christian Church.

**HIST 102 Europe from the Reformation to the French Revolution**

**3.00 credits (4,0,0) hrs 15 wks**

A survey of European history beginning with the 16th century Protestant Reformation and including absolutism, the scientific revolution, the Enlightenment, the old regime and the French Revolution.

**HIST 108 Issues and Themes in U.S. History: 1607-1877**

**3.00 credits (4,0,0) hrs 15 wks**

American history from 1607 to 1877 examines the development of the United States from early settlement through the Civil War era. Emphasis is placed on the evolution of American politics, race relations, economic and social trends, and western expansion.

**HIST 109 Issues and Themes in U.S. History: 1865-Present**

**3.00 credits (4,0,0) hrs 15 wks**

U.S. history from 1865 to the present. A study of the development of America as a world power after the Civil War. Special emphasis is given to U.S. foreign policy, domestic politics, social history, and urbanization.

**HIST 110 Canada Before Confederation**

**3.00 credits (4,0,0) hrs 15 wks**

A study of Aboriginal-European relations, New France and British North America. Special emphasis is placed on issues and ideas which have been significant in the creation of Canada and, in particular, the making of Canadian society before 1867.

*Note:* This course serves as a Canadian Studies credit.

**HIST 111 Canada Since Confederation**

**3.00 credits (4,0,0) hrs 15 wks**

This course examines the development of Canada since 1867. In particular it emphasizes prosperity and poverty; class, gender, aboriginal, and regional relations; French-English tensions; the influence of the United States; and Canada in the world community.

*Note:* This course serves as a Canadian Studies credit.

**HIST 112 Canadian Military History**

**3.00 credits (4,0,0) hrs 15 wks**

This course will examine a variety of themes, events and circumstances related to Canadian military history, investigating our nation's military experience from pre-colonial times to the late 20th century. This course will also meaningfully explore how our military history has, and continues to, profoundly shape and influence virtually all facets of Canadian society.

**HIST 205 British Columbia History**

**3.00 credits (4,0,0) hrs 15 wks**

From the first contact between First Nations and Europeans in the 18th century to the present, this course analyses the main issues that have affected British Columbians. It also examines some aspects of the development of the North Shore.

*Note:* This course serves as a Canadian Studies credit.

**HIST 208 Canadian-American Relations**

**3.00 credits (4,0,0) hrs 15 wks**

This Canadian history course examines the major events and themes that have shaped the Canadian-American relationship. From the American Revolution, the war that ultimately created both countries, to recent years, we analyze the influence that the United States has had on Canada.

*Note:* This course serves as a Canadian Studies credit.

**HIST 209 History of the First Nations of Canada**

**3.00 credits (4,0,0) hrs 15 wks**

Using ethno-historical approaches, this course examines the history of Canadian Indian, Inuit and Metis peoples. It gives particular emphasis to the attitudes, practices, policies and experiences that have shaped native-white relations and affected native peoples from 1450 to the present.

*Note:* This course serves as a Canadian Studies credit.

**HIST 222 History of the First World War**

**3.00 credits (4,0,0) hrs 15 wks**

This course will explore the history of the First World War, from the origins of the global conflict to the Treaty of Versailles and the creation of the League of Nations. Military, diplomatic, political, technological, economic and social aspects of the war will be examined.

**HIST 225 History of the Second World War**

**3.00 credits (4,0,0) hrs 15 wks**

This course explores the events and circumstances of the Second World War. The military, diplomatic, political, economic, cultural and social aspects of this global conflict will be examined and the themes of race and gender will be considered.

**HIST 230 World History Since 1500**

**3.00 credits (4,0,0) hrs 15 wks**

This course takes a comparative approach to world history, looking at major themes and developments in the history of Asia, Africa, Europe and the Americas.

**HIST 235 World Civilizations from 1945 to Present**

**3.00 credits (4,0,0) hrs 15 wks**

This course will examine some of the major global issues in the latter half of the twentieth century. It will also analyze key developments in the postwar world, including the emergence of the bipolar world and its impact, decolonization, and the roots of neo-colonialism, the fall of the Soviet-style communism, and the changing nature of global culture.

Note: History 103, 230 or 249 is recommended.

**HIST 248 Revolutionary Ideas in Nineteenth Century Europe**

**3.00 credits (4,0,0) hrs 15 wks**

This course will examine the history of revolutionary ideas in nineteenth century Europe. It will explore some of the major revolutionary theories (such as socialism, conservatism, Darwinism, and feminism) and their application to events, such as the Napoleonic era, industrialization, the development of the modern state, and the 1848 Revolutions. As well, the impact on society, colonization, and the international tensions that loomed over the end of the century will be explored through the lens of the various revolutionary ideas.

Note: Students who receive credit for HIST 103 cannot receive credit for HIST 248

**HIST 249 Twentieth Century Europe**

**3.00 credits (4,0,0) hrs 15 wks**

This course will examine the tragic and turbulent history of twentieth century Europe. It will explore various social, cultural, technological, military, diplomatic, and political aspects of this highly influential period. The themes of race, gender and conflict shall also be investigated.

Note: Students who receive credit for HIST 103 cannot receive credit for HIST 249

**HIST 250 Thinkers and Thugs: Ancient Greeks and Romans**

**3.00 credits (4,0,0) hrs 15 wks**

This course will examine a variety of themes, events, and circumstances related to the history of the ancient Greeks and Romans. The ancient Greeks and Romans in history have had innumerable consequential and significant effects upon both the ancient world and the present. This course will serve to illuminate the long-term impact of the ancient Greek and Roman civilizations upon our collective history.

**HIST 305 U.S. History: 1945-2001**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will explore U.S. History from 1945 to 2001. This course will focus on the development of America as a world power after WWII with special emphasis on U.S. foreign policy, the Cold War, domestic policies, the Civil Rights movement, and the implications of the fall of the Soviet Union.

Note: HIST 109 is recommended as a prerequisite

**HIST 320 Revolutions in History: Special Topics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will explore the relationship between revolutions and their impact on a variety of societies during a specific historical period or circumstance. Main themes will include the role of revolutions in contemporary societies, views and attitudes towards revolutions, the ideas and thoughts behind revolutions, as well as the outcome of these revolutions on the wider world.

**HIST 325 Mysteries and Conspiracies: Special Topics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will examine a variety of historical mysteries and conspiracies, from ancient times to the current era. This course will explore the various aspects of these mysteries and conspiracies and place them in their proper historical context. Main themes will include the views, attitudes, and outcomes, both perceived and actual, of these diverse historical events and circumstances.

**HIST 326 Disasters and Catastrophes: Special Topics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will explore and examine a variety of disasters and catastrophes, from ancient times to the current era, in order to place them in a meaningful historical context. Main themes will include the contemporary views, attitudes, and outcomes of these diverse historical events and circumstances.

**HIST 333 History of Slavery and Antislavery**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will explore the history of slavery and antislavery from the mid sixteenth century to the late nineteenth century. The course focuses on topics such as the Atlantic slave trade, the rise of slave trading empires in Africa, and the impacts of slavery and antislavery in the Atlantic World. Core themes of the course include freedom and bondage, race, class, gender, sexuality, religion, imperialism, agency and resistance, and identity and subjectivity.

**HIST 340 History of Genocide**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will examine a variety of themes, events and circumstances related to the history of genocide. Through case studies various aspects of genocide, including the motivation, planning, conduct and outcomes of these systematic mass murders will be investigated and analyzed. The continued influences of these past genocides to our modern world will also be explored. The course material will have an emphasis on primary source materials, research and historiography.

**HIST 380 War and Society: Selected Topics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits in HIST

This course will explore the relationship between War and Society during a specific historical period or circumstance. Main themes will include the role of war in contemporary societies, views and attitudes towards war, the technology and science of war, as well as the tactics and strategy of war.

**HIST 390 Murder and Mayhem: Selected Topics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100-level or higher coursework including 6 credits in HIST

This course will examine historically how violence has shaped various societies' political, social, economic, religious and intellectual goals and beliefs.

**HIST 440 History of Nazi-Germany**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 HIST credits

This course will examine the history of Nazi-Germany, from the Nazi movement's origins in the early 1920s to the Nuremberg war-crimes trials of 1946. The course will explore various aspects of the Third Reich's political, social, military and economic theories, policies and actions. In addition, the theme of racism and the Holocaust will also be considered.

**HIST 490 Directed Studies**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits, including a minimum of one 300-level HIST course

Students will work with a History faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of History website for complete details on the application process.

## Human Kinetics

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### **HKIN 103      Active Health**

**3.00 credits      (2,2,0) hrs              15 wks**

The role of physical activity in the maintenance of a health life and the application of basic physical fitness and exercise methods, exercise techniques and fitness appraisal will be examined.

*Note:* Credit will only be granted for one of HKIN103/KIN143.

### **HKIN 112      Health and Human Nutrition**

**3.00 credits      (4,0,0) hrs              15 wks**

This course is an introduction to fundamental principles and some current topics related to health and human nutrition. This course is a holistic approach to nutrition encompassing a broad view of nutrition and health. It is intended to help students understand basic components regarding the nutrients and their metabolism in the body, nutritional planning and assessment in the context of national dietary recommendations, and some of the consequences of deficient or excessive intake of nutrients. Students will gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students will develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition. More specialized topics and applications of nutrition in exercise will also be introduced.

### **HKIN 116      Performance Analysis of Selected Individual Sports and Activities I**

**3.00 credits      (2,2,0) hrs              15 wks**

Introduction to the basic principles of biomechanics applicable to various individual activities and sports. The course includes in-class demonstrations of practical and theoretical knowledge of skills, techniques and strategies for effective performance.

### **HKIN 117      Performance Analysis of Selected Individual Sports and Activities II**

**3.00 credits      (2,2,0) hrs              15 wks**

*Prerequisite:* HKIN 116

This course is a continuation of the analysis and application of the basic principles of biomechanics applicable to selected individual sports and activities.

### **HKIN 151      Biomechanics I**

**3.00 credits      (4,0,0) hrs              15 wks**

Application of elementary principles of physics and math to quantitative analysis of movement. This analysis will focus on the development of forces within muscles and their effects on initiating and controlling human movement.

*Note:* It is recommended that students take MATH 091 if they have not taken Math in the last 12 months.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

### **HKIN 161      Leisure and Sport in Society**

**3.00 credits      (4,0,0) hrs              15 wks**

An introductory analysis of political, economic and social issues in leisure and sport. This course will analyze the present day problems, myths, and stereotypes experienced in sport and leisure.

**HKIN 190 Anatomy and Physiology I**

**3.00 credits (2,2,0) hrs 15 wks**

Investigation of the structure and function of the neuromuscular and skeletal systems of the human body. Special emphasis is placed on movement analysis and the physiological effects of exercise.

**HKIN 191 Anatomy and Physiology II**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* HKIN 190

Continuing analysis of the structure and function of the digestive, endocrine, urinary, circulatory and respiratory systems. Special emphasis is placed on the effects of exercise.

**HKIN 205 Principles of Strength and Conditioning**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* HKIN 103

This course investigates the theories and applied principles of physical training and conditioning as they relate to flexibility improvement and muscular strength, endurance and power development; examines the principles and training variables of weight training, a detailed comparison of various weight training programs, and the development of power through plyometrics.

**HKIN 216 Performance Analysis of Selected Team Sports/Activities I**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* HKIN 116 or 117

This course will provide the student with: an understanding and appreciation of the historical factors which influenced the development of the sport; an ability to analyse, detect and correct errors in both technical and tactical game performance; an understanding of the physical, psycho-motor and cognitive factors contributing to effective performance; the ability to demonstrate the correct technical application of skills and instructional strategies used in the game.

**HKIN 217 Performance Analysis of Selected Team Sports/Activities II**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* HKIN 116 or 117

This course will provide the student with: an understanding and appreciation of the historical factors which influenced the development of the sport; an ability to analyse, detect and correct errors in both technical and tactical game performance; an understanding of the physical, psycho-motor and cognitive factors contributing to effective performance; the ability to demonstrate the correct technical application of skills and instructional strategies used in the game.

**HKIN 230 Human Motor Behaviour I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100

This course examines the processes underlying human movement and learning motor skills and factors influencing acquisition, performance, and movement control.

**HKIN 231 Mental Theories in Sport and Exercise**

**3.00 credits (4,0,0) hrs 15 wks**

This course looks at psychological theories and research related to sport and exercise behaviour.

**HKIN 241 Care and Prevention of Sports Injuries**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* HKIN 190 or KIN 142



Students will be introduced to the role of the sports therapist. This course will concentrate on the structural and functional characteristics of the body with regard to the prevention, and recognition of common sports injuries. A first aid approach to athletic injuries will be developed with practical experience in routine treatments.

**HKIN 252 Contemporary Health Issues**

**3.00 credits (4,0,0) hrs 15 wks**

Current health problems in our society, including disease transmission, disease prevention, chronic disease, and drug problems, are examined as they relate to contemporary lifestyle and health and fitness.

**HKIN 261 Health, Policy and Society**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* HKIN 161

This course offers an analysis of Canadian sport, fitness and leisure delivery systems relating to active health.

**HKIN 275 Exercise Physiology**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* HKIN 191

This course looks at the acute and chronic effects of exercise on the body; basic concepts of cardiovascular, respiratory and muscular responses to physical activity.

**HKIN 284 Human Growth and Development**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* HKIN 230

The purpose of this course is to examine human growth and development from fertilization to adulthood and the factors that influence physical and motor development.

## Indigenous Digital Filmmaking

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**IDF 103 Production Design**

**1.50 credits (4,0,0) hrs 08 wks**

This course familiarizes students with the process involved in the design, planning and construction of motion picture sets.

**IDF 119 Professional Development I**

**1.50 credits (1.6,0,0) hrs 19 wks**

Students will learn about First Nations leadership philosophies, protocols and practices from which communal and team spirit is derived from. They will learn to adapt those traditional practices and develop First Nations crew protocols, team-building strategies and problem-solving and conflict resolution techniques that satisfy contemporary industry standards as well as community based industry structures. Students will cultivate networking strategies.

**IDF 120 Indigenous Cinema Studies**

**3.00 credits (4,0,0) hrs 15 wks**

Students will be introduced to the history and development of Indigenous creative and artistic expression. An overview of the development of Indigenous media, particularly television and film and its potential as

an integral part of creative Indigenous traditions, will be explored through lectures, workshops and hands-on project work.

**IDF 126 Introduction to Screenwriting**

**3.00 credits (4,0,0) hrs 15 wks**

Students will learn storytelling techniques and devices that apply to both traditional Indigenous storytelling and the current process of developing dramatic scripts/screenplays formatted for film and television. The role of the writer in dramatic production, and specifically in Indigenous production, will be described and simulated.

**IDF 127 Introductory Documentary**

**3.00 credits (3,2,0) hrs 15 wks**

Students will learn basic skills and theory of factual storytelling structures and devices. The importance of research, the role of the producer, writer and editor in production process, and specifically in Indigenous fact-based production, will be described and applied.

**IDF 128 Production Management**

**3.00 credits (4,0,0) hrs 15 wks**

Students will learn the processes involved in planning, budgeting and managing a production, with specific reference to the Indigenous production sector.

**IDF 136 Production/Post Production**

**3.00 credits (3,2,0) hrs 15 wks**

Students will obtain basic knowledge client relations and hands-on, practical experience of the creative and practical elements of production and post-production through a series of lectures, workshops and project work. Applying the skills and knowledge gained throughout the program, students will work in teams in a variety of roles to complete 30 to 60 second public service announcement.

**IDF 137 Narrative Production**

**3.00 credits (4,6,0) hrs 15 wks**

*Prerequisite:* 14.5 credits of 100-level IDF courses

Students will learn basic knowledge and acquire hands-on, practical experience of the creative and practical elements of production and post-production through a series of lectures, workshops and project work. Applying the skills and knowledge gained throughout the program, students will work in teams in a variety of roles to complete a short fact based production.

**IDF 139 Technical Foundations**

**3.00 credits (3,2,0) hrs 15 wks**

Students will learn technical elements of production while working hands-on to develop a corporate video. Students will learn camera, light composition, basic sound recording, graphic design and editing through a combination of lectures, workshops and hands-on experience.

**IDF 140 Technical Directing**

**2.00 credits (4,0,0) hrs 10 wks**

Students will learn introductory techniques and the practice of directing films within the context of narrative production. Classes will cover the theory and practice of direction and focus on textual interpretation of script material, visual design and interpersonal relationships with crew and actors. The students will develop treatments, shot lists, storyboards, overheads and script breakdowns.

**IDF 141 Technical Arts**

**1.00 credit (4,3,0) hrs 03 wks**

Theoretical and practical aspects of cinematography, sound and production are explored and applied in this interdisciplinary course. Students are evaluated on individual professionalism, technical competency, and their ability to deliver the final project.

**IDF 219 Professional Development**  
**1.50 credits (3,0,0) hrs 10 wks**

This course is designed to introduce students to communication, protocol, and entry-level job skills to begin a career in the independent production industry. Through weekly guest lectures and classes, students are introduced to film industry professionals working in a variety of film crafts. Through an applied focus, this course provides students with an understanding of the set etiquette, crew protocol, problem solving, and communication techniques required in the film and television industry.

**IDF 229 Advanced Production/Post Production I**  
**3.00 credits (4,4,0) hrs 15 wks**

The students will learn advanced creative application skills of cultural, traditional and practical elements of production and post-production. Through lectures, workshops, and project work, students will learn and apply expanded creative and artistic concepts of a narrative story structure and style to their production work. Students will work in at least two production skill areas and produce a dramatic short production.

**IDF 230 Advanced Production/Post Production II**  
**3.00 credits (4,4,0) hrs 15 wks**

The students will learn advanced creative application skills of cultural, traditional and practical elements of production and post-production. Through lectures, workshops, and project work, students will learn and apply expanded creative and artistic concepts of a narrative story structure and style to their production work. Students will work in at least two production skill areas and produce a dramatic short production.

**IDF 232 Advanced Production Practicum**  
**1.00 credit (2,0,6) hrs 05 wks**

Students will obtain placement in a production organization or company, with supervised mentoring and regular telephone contact with the program coordinator at the University.

**IDF 233 Screenwriting**  
**3.00 credits (4,0,0) hrs 15 wks**

The student will learn Indigenous storytelling techniques. The students will gain experience in the role of the writer in an actual dramatic production, and specifically in Indigenous production. Students will learn to develop the beats, acts, sequences and write a short screenplay.

*Note:* This course is equivalent to IDF 226. Duplicate credit will not be granted for IDF 226.

**IDF 234 Indigenous Storytelling Design**  
**1.50 credits (4,0,0) hrs 08 wks**

The students will learn the traditional cultural artistic framework that Indigenous people used in the development and delivery of storytelling. Through lectures, screenings, discussion and project work, students will expand their understanding of the intricate nuances of Indigenous storytelling.

**IDF 235 Indigenous World Cinema**  
**3.00 credits (4,0,0) hrs 15 wks**

The course provides a cultural and artistic framework for world Indigenous filmmaking. Through lectures, screenings, discussion, project work, and guest speakers students will learn how to identify varying styles, approaches and delivery of story from indigenous groups from around the world.

**IDF 236 Documentary**

**3.00 credits (3,0,2) hrs 15 wks**

The students will learn advanced techniques of non-fiction storytelling. Emphasis will be on the creative and artistic approaches to factual production. The role of the writer/director in the factual production process, and specifically in Indigenous factual production, will be described and practiced.

**IDF 237 Multi Platform Production**

**3.00 credits (4,4,0) hrs 15 wks**

The students will learn multi platform production and devices that apply in the context of audiovisual production. The role of producer in current production and specifically in on-line communities and motion picture production, will be explored.

**IDF 238 Entrepreneurship in the Indigenous Motion Picture Industry**

**2.00 credits (4,0,0) hrs 10 wks**

The students will learn practical application of operating a production company and producing independent media. Students will work on business plans, production grants and the requisite corporate documents to become successful producers and entrepreneurs. Students will be trained and briefed on specific opportunities, financiers and organizations specific to Indigenous production.

**IDF 239 Advanced Technical Foundations**

**1.50 credits (2,0,4) hrs 08 wks**

The students will learn advanced technical skills and practical experience of production through a mixture of lectures, workshops and hands-on projects. More complex and sophisticated production and post-production skills and tools will be introduced and developed, including advanced camera work, lighting design, sound design, and advanced post-production processes and techniques.

**IDF 240 Advanced Technical Directing**

**1.50 credits (4,0,0) hrs 08 wks**

The student will learn to understand story themes, story points, character development, foreshadowing, intent, plot points, climax, resolution, recurring motifs, scene transitions, tension points, scene analysis and communicating with actors.

## Indigenous Studies

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**IDST 110 Aboriginal Culture, the Lands and Personal Connection**

**2.00 credits (4,0,0) hrs 10 wks**

This is a seminar style course designed to prepare students for success within the ARLS program, broaden perspectives, create contacts, and enhance skills to gain employment upon completing the program. Through a seminar approach, you explore topics such as heritage and values associated with the land, concepts of value of the land and resources, and different employment and careers opportunities in land and resource management and stewardship.

**IDST 120 Aboriginal Land and Resource Stewardship**

**3.00 credits (4,0,0) hrs 15 wks**

This course explores concepts of stewardship and sustainability from contemporary and traditional perspectives. The over-riding theme of this course is to explore what it means to be a steward of the land and how this relates to conservation and sustainability from different world-views. Historical precedents and legal cases that define aboriginal rights and title will also be explored in the context of land stewardship.

# International Business

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## **IBUS 231 Introduction to International Commerce**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* IBUS 234 plus 24 post-secondary Business Administration credits

To provide the students with a practical and sound understanding of the application and theoretical foundation of international business in competitive environment, particularly multinational business management for enterprises as well as international commerce for trade and investment.

## **IBUS 234 Introduction to Cross Culture Communication**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 post-secondary Business Administration credits

The course is aimed at increasing participant's awareness of and sensitivity toward their own and other cultures and in increasing knowledge and skills competence in cross-cultural settings as they relate to business management and relationships. Through the presentation of information on communication theory and culture in general, an analysis of the barriers to effective cross-cultural communication, an in depth look at values and values orientations, and reflection on selected current international business events the link is made to both theoretical knowledge and applied skills relevant to both overseas and the domestic multicultural, multi-ethnic business environment.

## **IBUS 243 Global Marketing and Advertising**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161

This course will introduce students to the complexity of culture and its influence on communication in general and advertising specifically. Students will appreciate how cultural differences impact on marketing, consumer behaviour and advertising issues. Student will also understand cultural differentiators and their affect on the advertising area.

## **IBUS 255 Cross-Cultural Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 30 post-secondary Business Administration credits plus eligibility to register for ENGL 100 or 30 post-secondary Business Administration credits and concurrent registration in CMNS 305. See English Diagnostic Test in the Registration section of the University Calendar

The course increases participant's awareness of and sensitivity toward their own and other cultures in cross-cultural settings as they relate to business management and relationships. It examines values and value orientations in relation to current international business events by establishing a link between theoretical knowledge and applied skills to the international and the domestic multicultural, multi-ethnic business environment.

## **IBUS 256 Introduction to Supply Chain Management and Sustainability**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 24 credits of 100 level or higher coursework

This course focuses on understanding key supply chain concepts, processes, and performance and explores the management of sustainable supply chains, a key competitive advantage in international business. Topics include important supply chain terminologies, primary trade-offs in making supply chain decisions, and basic tools for effective and sustainable supply chain management.

## **IBUS 321 International Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* CMNS 220 or CMNS 152 or ENGL 190 as a prerequisite or corequisite plus 45 credits of 100 level or higher coursework

This course will be a blend of lectures, case studies and discussions of current events affecting business. Students will learn the terminology of international business and the process managers go through in "internationalizing" their business, including how uncontrollable elements of international markets can impact business.

*Note:* This course is recommended as a 3rd year option.

**IBUS 340            International Trade and Law**  
**3.00 credits      (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course examines the effect of international business trade relationships within the private and public laws of foreign jurisdictions. Topics range from International trade conventions and agreements, the legal processes of importing and exporting, and the challenge of dealing with conflicting domestic laws between countries.

**IBUS 341            Global Logistics & Supply Chain Management**  
**3.00 credits      (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course will examine the competitive advantages to be gained from an effective and efficient supply chain in an era of ever-increasing problems associated with global logistics. Students will understand the core strategies and procedures that will help businesses manage these problems. Real-life scenarios will be discussed in class and a simulation undertaken to include, but not limited to, real-life issues such as the "bull-whip" effect on the supply chain; piracy, electronic and real; natural disasters; maintenance of quality, both product and raw material; and accurate forecasting.

*Note:* This course is equivalent to IBUS 356. Duplicate credit will not be granted for this course and IBUS 356.

**IBUS 356            Global Distribution and Logistics**  
**3.00 credits      (4,0,0) hrs            15 wks**

*Prerequisite:* IBUS 256

Logistics and transportation are critical links in today's supply chain. Building on the fundamentals addressed in IBUS 256, this course explores the concepts of physical distribution and logistics, as well as addressing the specific areas of contracts, loss and damage, dangerous goods, marine insurance, Canada Customs, international trade, and the transportation regulatory environment.

*Note:* This course is equivalent to IBUS 341. Duplicate credit will not be granted for this course and IBUS 341.

**IBUS 357            International Marketing**  
**3.00 credits      (4,0,0) hrs            15 wks**

*Prerequisite:* BMKT 161

This course covers marketing theory and methods as they apply to world markets. Among the topics discussed are: the importance of linking international marketing with the overall strategy of the business while examining the impact of cultural, political and legal issues and the economic differences in global strategies. Emphasis is placed on developing the marketing mix appropriate to various international global environments.

**IBUS 358            Principles of Quality Management**  
**3.00 credits      (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including BADM 102 and BADM 210

This course introduces basic concepts, practices, tools, and techniques of quality management relating to management, services, and goods. Topics include concepts and approaches to total quality, implementation of total quality management (TQM), human aspects of TQM, continuous improvement, assessment, purchasing and quality standards ISO 9000 series.

**IBUS 368 International Entrepreneurship**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 268 plus 45 post-secondary Business Administration credits

Entrepreneurs who aspire to doing business internationally will naturally face business environments different from their home country. To overcome this challenge, these entrepreneurs need to explore and apply a variety of international business related topics such as trade rules and theories, financing, export and import processes, risk analysis, risk management, logistics, and cultural diversity.

**IBUS 405 Applied Projects in Supply Chain and Logistics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including 9 upper level IBUS credits, ENGL 100, and CMNS 152 or 220

This course provides students with an opportunity to apply concepts and skills learned during their previous International Business studies. Students will complete a team-based project to solve a "real world" problem in a client organization. The course format is a combination of classroom-based lectures, guest speakers, and instructor-directed student team group work (three to four students each), in combination with online interaction outside the classroom via a course website.

**IBUS 434 Advanced Topics in Cross-Cultural Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including IBUS 255, ENGL 100, and CMNS 152 or 220

Students will acquire knowledge and develop skills in cross-cultural leadership and management for business, including cross-cultural management, leadership style, motivation, negotiation skills, conflict resolution, and cross-cultural ethics.

**IBUS 440 Advanced Topics in International Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 84 credits of 100 level or higher coursework including IBUS 255, ENGL 100, and CMNS 152 or 220

This course will further students' knowledge of international business practices in a world context paying attention to operations, trade, investments, international financial markets, new financial instruments, etc. Through case studies, students will analyze current international business environments in specific industries and their success and challenges across the globe. Students will learn business practices of small and medium enterprises and multinationals in developed, emerging, and developing countries and common markets.

## International Management

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**INMA 500 International Business Strategy**

**3.00 credits (4,0,0) hrs 15 wks**

This course explores the challenges faced by international firms in building and sustaining competitive advantage within a complex, uncertain and changing global business environment. Students examine how

firms develop a range of strategic approaches to international business challenges, balancing a consideration of internal organizational influences and stakeholder pressures against an evaluation of the impact of competitive rivalry and environmental forces. Students will critically assess a range of strategic options available to managers in specific case situations.

**INMA 505 International and Comparative Human Resource Management**

**3.00 credits (4,0,0) hrs 15 wks**

This course enables students to critically explore the management of people from an international perspective, analysing the complex HRM and employment relations policies, strategies and practices that organizations pursue in the context of globalisation. The course explores the functional and strategic requirements of HRM in the international organization and how international issues of workforce mobility and other economic, technological, political, cultural, environmental and social pressures impact on HRM and employment relations.

**INMA 510 Managing in International Business**

**3.00 credits (20,0,0) hrs 03 wks**

The course investigates a contemporary management attributes and skills. Models and competence frameworks for management are analyzed and applied. Practical self-development and self-diagnostic tools, including an understanding of continuing professional development are utilized. Students assess their current situation, identify barriers to success and develop a clear action plan. Students increase their understanding of the changing context of management and develop a range of intellectual, social and practical skills required to undertake managerial work.

**INMA 515 Marketing Across Cultures**

**3.00 credits (4,0,0) hrs 15 wks**

This course explores key issues of cultural diversity and the process of formulating cross-border marketing strategy. Students are introduced to key concepts, academic theories and models of cultural diversity and managing cross-border marketing, including theories of consumer behaviour and marketing communications. Students analyse the process of cross-border marketing, and critically evaluate strategies and processes adopted by leading global players. Students also explore managing marketing alliances across borders.

**INMA 525 The Global Economy**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces the complex patterns, processes and concepts related to measurement and international economic theories, the role of global institutions and narratives used to explain the global economy.

**INMA 530 International Business Report**

**9.00 credits (0,0,2.9) hrs 22 wks**

The integrated research project is a substantial and transformative piece of investigative work undertaken by students which develops the skills needed to integrate their learning from the range of disciplines covered in the programme's taught courses and apply it to a complex international business problem. Students develop and apply independent research skills in the location, evaluation, presentation and analysis of data in coming to an understanding of the problem they are investigating.

**INMA 535 International Business Plan**

**9.00 credits (0,0,2.9) hrs 22 wks**

The dissertation is an independent and original piece of work incorporating research, study and evaluation. It is the culmination of a successful graduate programme, demonstrating the student's ability to work independently. The dissertation may focus on any aspect of the International Management graduate diploma



programme. Each student will be allocated a supervisor. In all cases, the research must demonstrate critical and independent thought.

## Intradisc Visual Perf Art

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### **IVPA 300 Introduction to the Intradisciplinary: an Arts Perspective**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course is team taught by faculty from a variety of visual and performing arts backgrounds and is open to students from all disciplines for the purposes of collaborative exploration and innovation. Students will gain exposure to diverse perspectives and will practice a selection of fundamental visual and performing arts techniques that provide the material approaches, structures and language for the course work. The goal is to expand the students' capabilities by extending the current approaches in their own field, revealing relationships between previously unconnected materials and concepts and applying different or new approaches to their creative processes.

## Japanese

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### **JAPN 100 Beginning Japanese I**

**4.00 credits (4,0.75,1) hrs 15 wks**

This course offers a comprehensive introduction to modern Japanese through the study of vocabulary, grammar and culture. The beginning of the course will be devoted to learning the Japanese writing systems (hiragana and katakana). 40 to 50 kanji (Chinese characters) will also be taught. Students will develop basic language skills in a socio-culturally functional way.

*Note:* This is not a course for students with training or background in Japanese.

### **JAPN 101 Beginning Japanese II**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* JAPN 100 or Japanese 11

This course is a continuation of JAPN 100 and must be taken in order to complete First Year level of Japanese. Students will learn more about the structure of modern Japanese and further develop their language skills in a socio-culturally functional way.

### **JAPN 200 Intermediate Japanese I**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* JAPN 101 or Japanese 12

This course provides students with further socio-cultural knowledge at an intermediate level of Japanese. Emphasis will be placed on developing a comprehensive knowledge of modern Japanese through authentic materials and will include reading and writing skill development.

### **JAPN 201 Intermediate Japanese II**

**4.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* JAPN 200

This course continues to develop higher skills at the intermediate level and provides the students with a solid foundation on which to base further study of the language and to develop socio-culturally functional competence.

**JAPN 315      Practical Japanese for the Professions I**

**4.00 credits      (4,0.75,1) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including JAPN 201

This course is a continuation of JAPN 201. Using course texts, as well as modified and actual Japanese texts from media and other sources, students will work on their language skills within real-world professional and business contexts.

*Note:* A Japanese Language Proficiency Test Level N3 or equivalent knowledge will also satisfy the prerequisite. Students must contact the department.

## Jazz Ensemble

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**ENSJ 105      Jazz Choir**

**1.00 credit      (3,0,0) hrs      15 wks**

Rehearsal and performance in one of Capilano University's Jazz Choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 105 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455.

**ENSJ 120      Guitar/Bass Ensemble I**

**1.00 credit      (3,0,0) hrs      15 wks**

Performance in guitar/bass ensemble for the development of sight reading and phrasing skills. Emphasis will be on single-note reading in all areas of the neck. Credit from this course is not applicable to the degree program.

*Note:* ENSJ 120 is one of the series ENSJ 120 and 170

**ENSJ 122      Rhythmic Music Ensemble I**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 123      Rhythmic Music Ensemble II**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 135      Jazz Ensemble I**

**1.00 credit (3,0,0) hrs 15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 135 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 136 Instrumental Ensemble I**

**1.00 credit (2,0,0) hrs 15 wks**

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 136 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 140 Percussion Ensemble I**

**1.00 credit (4,0,0) hrs 15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 140 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

**ENSJ 141 Large Jazz Ensemble (A Band) I**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 142 Large Jazz Ensemble (A Band) II**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 143 Large Jazz Ensemble (B Band) I**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 144 Large Jazz Ensemble (B Band) II**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 145      Large Jazz Ensemble (C Band) I**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 146      Large Jazz Ensemble (C Band) II**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 147      Percussion Ensemble I**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a percussion ensemble. Students will learn to use pitches and non-pitched percussion instruments and equipment through practical experience with an emphasis on jazz repertoire and sensibility. The ensemble may read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

**ENSJ 148      Percussion Ensemble II**  
**1.50 credits    (3,0,0) hrs            15 wks**

*Prerequisite:* ENSJ 147

This course focuses on performance in a percussion ensemble. Students will learn to use pitches and non-pitched percussion instruments and equipment through practical experience with an emphasis on jazz repertoire and sensibility. The ensemble may read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

**ENSJ 155      Jazz Choir**  
**1.00 credit     (3,0,0) hrs            15 wks**

Rehearsal and performance in one of Capilano University's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 155 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455

**ENSJ 161      Jazz Choir (Nitecap) I**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 162      Jazz Choir (Nitecap) II**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 163 Jazz Choir (Capital Jazz) I**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 164 Jazz Choir (Capital Jazz) II**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 165 Vocal Instrumental Ensemble I**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, students works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 166 Vocal Instrumental Ensemble II**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, students works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 170 Guitar/Bass Ensemble II**

**1.00 credit (3,0,0) hrs 15 wks**

Performance in guitar/bass ensemble for the development of sight reading and phrasing skills. Emphasis will be on single-note reading in all areas of the neck. Credit from this course is not applicable to the Degree program.

*Note:* ENSJ 170 is one of the series ENSJ 120 and 170

**ENSJ 171 Guitar/Bass Ensemble I**

**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble of guitars and basses with rhythm section. The group will perform basic arrangements and adaptations of music from the jazz tradition with an emphasis on learning sight reading and idiomatic ensemble performance techniques. The course includes mandatory participation in concert performances throughout the semester.

**ENSJ 172      Guitar/Bass Ensemble II**  
**1.50 credits    (3,0,0) hrs          15 wks**

*Prerequisite:* ENSJ 171

This course focuses on performance in a large ensemble of guitars and basses with rhythm section. The group will perform basic arrangements and adaptations of music from the jazz tradition with an emphasis on learning sight reading and idiomatic ensemble performance techniques. The course includes mandatory participation in concert performances throughout the semester.

**ENSJ 185      Jazz Ensemble II**  
**1.00 credit      (3,0,0) hrs          15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 185 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 186      Instrumental Ensemble II**  
**1.00 credit      (2,0,0) hrs          15 wks**

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 186 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 190      Percussion Ensemble II**  
**1.00 credit      (4,0,0) hrs          15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 190 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

**ENSJ 205      Jazz Choir**  
**1.00 credit      (3,0,0) hrs          15 wks**

Rehearsal and performance in one of Capilano University's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 205 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455

**ENSJ 220      Guitar/Bass Ensemble III**  
**1.00 credit      (3,0,0) hrs          15 wks**

*Prerequisite:* ENSJ 170

A performance ensemble comprised primarily of bassists and guitarists. Students will develop their sight reading and interpretive skills.

*Note:* ENSJ 220 is one of the series ENSJ 220, 270, 320 and 370

**ENSJ 222      Rhythmic Music Ensemble III**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 223      Rhythmic Music Ensemble IV**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 235      Jazz Ensemble III**

**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 235 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 236      Instrumental Ensemble III**

**1.00 credit      (2,0,0) hrs      15 wks**

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 236 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 240      Percussion Ensemble III**

**1.00 credit      (4,0,0) hrs      15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 240 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

**ENSJ 241      Large Jazz Ensemble (A Band) III**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 242      Large Jazz Ensemble (A Band) IV**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes

mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 243      Large Jazz Ensemble (B Band) III**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 244      Large Jazz Ensemble (B Band) IV**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 245      Large Jazz Ensemble (C Band) III**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 246      Large Jazz Ensemble (C Band) IV**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 247      Percussion Ensemble III**

**1.50 credits      (3,0,0) hrs      15 wks**

*Prerequisite:* ENSJ 148

This course focuses on performance in a percussion ensemble. Students will learn to use pitches and non-pitched percussion instruments and equipment through practical experience with an emphasis on jazz repertoire and sensibility. The ensemble may read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

**ENSJ 248      Percussion Ensemble IV**

**1.50 credits      (3,0,0) hrs      15 wks**

*Prerequisite:* ENSJ 247

This course focuses on performance in a percussion ensemble. Students will learn to use pitches and non-pitched percussion instruments and equipment through practical experience with an emphasis on jazz



repertoire and sensibility. The ensemble may read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

**ENSJ 255      Jazz Choir**  
**1.00 credit      (3,0,0) hrs              15 wks**

Rehearsal and performance in one of Capilano University's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 2555 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455

**ENSJ 256      Jazz Vocal Ensemble**  
**1.00 credit      (2,0,0) hrs              15 wks**

This course includes performance of various styles of a cappella and accompanied vocal ensemble repertoire with an emphasis on jazz literature and small group performance, i.e. one singer per part.

**ENSJ 261      Jazz Choir (Nitecap) III**  
**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 262      Jazz Choir (Nitecap) IV**  
**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 263      Jazz Choir (Capital Jazz) III**  
**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 264      Jazz Choir (Capital Jazz) IV**  
**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 265      Vocal Instrumental Ensemble III**  
**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, students works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 266      Vocal Instrumental Ensemble IV**

**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, students works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 270      Guitar/Bass Ensemble IV**

**1.00 credit      (3,0,0) hrs              15 wks**

*Prerequisite:* ENSJ 170

A performance ensemble comprised primarily of bassists and guitarists. Students will develop their sight reading and interpretive skills.

*Note:* ENSJ 270 is one of the series ENSJ 220, 270, 320 and 370

**ENSJ 271      Guitar/Bass Ensemble III**

**1.50 credits      (3,0,0) hrs              15 wks**

*Prerequisite:* ENSJ 172

This course focuses on performance in a large ensemble of guitars and basses with rhythm section. The group will perform a variety of arrangements and adaptations of music from the jazz tradition with an emphasis on sight reading, rhythmic coordination, and idiomatic performance practice. The course includes mandatory participation in concert performances throughout the semester.

**ENSJ 272      Guitar/Bass Ensemble IV**

**1.50 credits      (3,0,0) hrs              15 wks**

*Prerequisite:* ENSJ 271

This course focuses on performance in a large ensemble of guitars and basses with rhythm section. The group will perform a variety of arrangements and adaptations of music from the jazz tradition with an emphasis on sight reading, rhythmic coordination, and idiomatic performance practice. The course includes mandatory participation in concert performances throughout the semester.

**ENSJ 285      Jazz Ensemble IV**

**1.00 credit      (3,0,0) hrs              15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 285 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 286      Instrumental Ensemble IV**

**1.00 credit      (2,0,0) hrs              15 wks**

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 286 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 290 Percussion Ensemble IV**  
**1.00 credit (4,0,0) hrs 15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 290 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

**ENSJ 305 Jazz Choir**  
**1.00 credit (3,0,0) hrs 15 wks**

Rehearsal and performance in one of Capilano University's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 305 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455

**ENSJ 306 Jazz Vocal Ensemble I (by audition only)**  
**1.00 credit (2,0,0) hrs 15 wks**

This course includes performance of various styles of a cappella and accompanied vocal ensemble repertoire with an emphasis on jazz literature and small group performance, i.e. one singer per part.

*Note:* ENSJ 306 is one of the series ENSJ 306, 356, 406 and 456

**ENSJ 320 Guitar/Bass Ensemble V**  
**1.00 credit (3,0,0) hrs 15 wks**

*Prerequisite:* ENSJ 170

A performance ensemble comprised primarily of bassists and guitarists. Students will develop their sight reading and interpretive skills.

*Note:* ENSJ 320 is one of the series ENSJ 220, 270, 320 and 370

**ENSJ 322 Rhythmic Music Ensemble V**  
**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, Latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 323 Rhythmic Music Ensemble VI**  
**1.50 credits (3,0,0) hrs 15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, Latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 335 Jazz Ensemble V**  
**1.00 credit (3,0,0) hrs 15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 335 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 336      Instrumental Ensemble V**  
**1.00 credit      (1.33,0,0) hrs      15 wks**

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 336 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 340      Percussion Ensemble V**  
**1.00 credit      (4,0,0) hrs      15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 340 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

**ENSJ 341      Large Jazz Ensemble (A Band) V**  
**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 342      Large Jazz Ensemble (A Band) VI**  
**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 343      Large Jazz Ensemble (B Band) V**  
**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 344      Large Jazz Ensemble (B Band) VI**  
**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 345      Large Jazz Ensemble (C Band) V**

**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 346      Large Jazz Ensemble (C Band) VI**

**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 347      Percussion Ensemble V**

**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a percussion ensemble. Students will learn to use pitched and non-pitched percussion instruments and equipment through practical experience with an emphasis on jazz repertoire and sensibility. The ensemble may read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 348      Percussion Ensemble VI**

**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a percussion ensemble. Students will learn to use pitched and non-pitched percussion instruments and equipment through practical experience with an emphasis on jazz repertoire and sensibility. The ensemble may read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Departmental approval and a successful audition are required to register in this course.

**ENSJ 355      Jazz Choir**

**1.00 credit      (3,0,0) hrs              15 wks**

Rehearsal and performance in one of Capilano University's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 355 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455

**ENSJ 356      Jazz Vocal Ensemble II**

**1.00 credit      (2,0,0) hrs              15 wks**

This course includes performance of various styles of a cappella and accompanied vocal ensemble repertoire with an emphasis on jazz literature and small group performance, i.e. one singer per part.

*Note:* ENSJ 356 is one of the series ENSJ 306, 356, 406 and 456

**ENSJ 361      Jazz Choir (Nitecap) V**

**1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform

student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 362      Jazz Choir (Nitecap) VI**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 363      Jazz Choir (Capital Jazz) V**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 364      Jazz Choir (Capital Jazz) VI**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 365      Vocal/Instrumental Ensemble V**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, student works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 366      Vocal/Instrumental Ensemble VI**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, student works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 370      Guitar/Bass Ensemble VI**  
**1.00 credit      (3,0,0) hrs          15 wks**

*Prerequisite:* ENSJ 170

A performance ensemble comprised primarily of bassists and guitarists. Students will develop their sight reading and interpretive skills.

*Note:* ENSJ 370 is one of the series ENSJ 220, 270, 320 and 370

**ENSJ 371      Guitar/Bass Ensemble V**  
**1.50 credits    (3,0,0) hrs          15 wks**

*Prerequisite:* ENSJ 272

This course focuses on performance in a large ensemble of guitars and basses with rhythm section. The group will perform a variety of arrangements and adaptations of music from the jazz tradition with an emphasis on sight reading, rhythmic coordination, and idiomatic performance practice. The course includes mandatory participation in concert performances throughout the semester.

**ENSJ 372      Guitar/Bass Ensemble VI**  
**1.50 credits    (3,0,0) hrs          15 wks**

*Prerequisite:* ENSJ 371

This course focuses on performance in a large ensemble of guitars and basses with rhythm section. The group will perform a variety of arrangements and adaptations of music from the jazz tradition with an emphasis on sight reading, rhythmic coordination, and idiomatic performance practice. The course includes mandatory participation in concert performances throughout the semester.

**ENSJ 385      Jazz Ensemble VI**  
**1.00 credit      (3,0,0) hrs          15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 385 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 386      Instrumental Ensemble VI**  
**1.00 credit      (1.33,0,0) hrs      15 wks**

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 386 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 390      Percussion Ensemble VI**  
**1.00 credit      (4,0,0) hrs          15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 390 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

**ENSJ 405      Jazz Choir**  
**1.00 credit      (3,0,0) hrs          15 wks**

Rehearsal and performance in one of Capilano University's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 405 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455

**ENSJ 406      Jazz Vocal Ensemble III**  
**1.00 credit      (2,0,0) hrs          15 wks**

This course includes performance of various styles of a cappella and accompanied vocal ensemble repertoire with an emphasis on jazz literature and small group performance, i.e. one singer per part.

*Note:* ENSJ 406 is one of the series ENSJ 306, 356, 406 and 456

**ENSJ 422      Rhythmic Music Ensemble VII**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, Latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 423      Rhythmic Music Ensemble VIII**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a large ensemble including rhythm section and multiple keyboard, guitar, and percussion players. The repertoire for this ensemble will come from diverse genres where rhythm is the primary focus including jazz, Latin, African music, funk, rock, fusion, 'minimalist' music, and related styles. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 435      Jazz Ensemble VII**

**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 435 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 436      Instrumental Ensemble VII**

**1.00 credit      (2,0,0) hrs      15 wks**

Students rehearse in small like-instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 436 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 440      Percussion Ensemble VII**

**1.00 credit      (4,0,0) hrs      15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 440 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

**ENSJ 441      Large Jazz Ensemble (A Band) VII**

**1.50 credits      (3,0,0) hrs      15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.



**ENSJ 442      Large Jazz Ensemble (A Band) VIII****1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 443      Large Jazz Ensemble (B Band) VII****1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 444      Large Jazz Ensemble (B Band) VIII****1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform variety of works by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 445      Large Jazz Ensemble (C Band) VII****1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 446      Large Jazz Ensemble (C Band) VIII****1.50 credits      (3,0,0) hrs              15 wks**

This course focuses on performance in a jazz big band. The ensemble will perform basic repertoire with the aim of developing abilities in sight reading and idiomatic performance practice. The ensemble may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 455      Jazz Choir****1.00 credit      (3,0,0) hrs              15 wks**

Rehearsal and performance in one of Capilano University's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 455 is one of the series ENSJ 105, 155, 205, 255, 305, 355, 405, 455

**ENSJ 456      Jazz Vocal Ensemble IV****1.00 credit      (2,0,0) hrs              15 wks**

This course includes performance of various styles of a cappella and accompanied vocal ensemble repertoire with an emphasis on jazz literature and small group performance, i.e. one singer per part.

Note: ENSJ 456 is one of the series ENSJ 306, 356, 406 and 456

**ENSJ 461      Jazz Choir (Nitecap) VII**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

Note: Successful audition and department approval are required to register in this course.

**ENSJ 462      Jazz Choir (Nitecap) VIII**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform advanced repertoire by major jazz performers and arrangers and will also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

Note: Successful audition and department approval are required to register in this course.

**ENSJ 463      Jazz Choir (Capital Jazz) VII**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

Note: Successful audition and department approval are required to register in this course.

**ENSJ 464      Jazz Choir (Capital Jazz) VIII**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a large ensemble featuring voices and rhythm section. The ensemble will perform a variety of repertoire by major jazz performers and arrangers and may also read and perform student works. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

Note: Successful audition and department approval are required to register in this course.

**ENSJ 465      Vocal/Instrumental Ensemble VII**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, student works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

Note: Successful audition and department approval are required to register in this course.

**ENSJ 466      Vocal/Instrumental Ensemble VIII**  
**1.50 credits    (3,0,0) hrs            15 wks**

This course focuses on performance in a large ensemble featuring voices and instruments. The ensemble will perform music from the jazz tradition, student works, world music, and adaptations from the classical repertoire. Students will be expected to contribute to the organization of concerts and the arranging of new repertoire. The course includes mandatory participation in concert performances throughout the semester, some of which may occur away from the Capilano University campus.

*Note:* Successful audition and department approval are required to register in this course.

**ENSJ 485      Jazz Ensemble VIII**  
**1.00 credit      (3,0,0) hrs              15 wks**

Participation in the Capilano University large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 485 is one of the series ENSJ 135, 185, 235, 285, 335, 385, 435 and 485.

**ENSJ 486      Instrumental Ensemble VIII**  
**1.00 credit      (2,0,0) hrs              15 wks**

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 486 is one of the series ENSJ 136, 186, 236, 286, 336, 386, 436 and 486.

**ENSJ 490      Percussion Ensemble VIII**  
**1.00 credit      (4,0,0) hrs              15 wks**

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 490 is one of the series ENSJ 140, 190, 240, 290, 340, 390, 440 and 490.

## Jazz Studies

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**JAZZ 101      Beginning Theory for Jazz Studies I**  
**1.50 credits      (2,1,0) hrs              15 wks**

This course examines the fundamental grammar and syntax of tonal music, developing the students' skills in notation and analysis of basic pitch and rhythmic structures. Topics progress from the overtone series, intervals, scales and modes through rhythm and meter, chords and principles of voice-leading.

*Note:* Jazz 101 and 102 together may substitute for Jazz 103.

**JAZZ 102      Beginning Theory for Jazz Studies II**  
**1.50 credits      (2,1,0) hrs              15 wks**

*Prerequisite:* JAZZ 101 with a minimum C- grade

This course progresses to a more contextual investigation of the fundamentals of tonal music including harmonic progression theory, root position part-writing and use of chord inversions to create more melodic bass lines and a greater variety of vertical sonorities.

**JAZZ 116      Keyboard Skills I**  
**1.00 credit      (2,2,0) hrs              15 wks**

The course equips musicians whose performance medium is not a keyboard instrument with keyboard skills so that they may utilize the instrument as a resource tool. Students will study major scales, basic chords and chord sequences. Students will learn to play melodies with simple left hand accompaniment as well as two-handed accompaniments.

**JAZZ 117      Keyboard Skills II**

**1.00 credit (2,2,0) hrs 15 wks**

*Prerequisite:* JAZZ 116 with a grade of C- or higher

The course equips musicians whose performance medium is not a keyboard instrument with keyboard skills so that they may utilize the instrument as a resource tool. Students will learn to: play modes of the major and melodic minor scales, transpose chord sequences in many keys; make simple arrangements of jazz standards with melody in the right hand and accompaniment in the left hand.

**JAZZ 130 Theory of Tonal Music and Jazz I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 184 as a pre- or co-requisite

This course introduces students to the fundamental materials and syntax of tonal music including notation by hand and with computer software. Students will learn to: construct major and minor scales and diatonic modes; build intervals, triads and seventh chords; analyze triads and seventh chords using jazz chord symbols, roman numerals and figured bass; compose simple harmonic progressions and melodies; analyze and write four-part chorales.

**JAZZ 131 Theory of Tonal Music and Jazz II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 130 with a grade of C- or higher, and JAZZ 185 as a pre- or co-requisite

This course will give students a working knowledge of traditional tonal harmony and the ability to analyze music of varied structures and textures. Students will learn to: construct and analyze tonal harmonic progressions; recognize implied harmonic rhythm in tonal melodies; identify non-harmonic tones; voice-lead diatonic triads and seventh chords including secondary dominants; analyze phrase structure in binary and ternary forms.

**JAZZ 172 Arranging I**

**1.50 credits (2,1,0) hrs 15 wks**

*Prerequisite:* JAZZ 231 with a grade of C- or higher

A study of four-part block harmonization arranging techniques.

**JAZZ 174 Jazz History I**

**1.50 credits (2,0,0) hrs 15 wks**

This course is an introduction to jazz history, from its origins in New Orleans through to the bebop era. The major style periods to be covered include ragtime, early jazz, swing, and bebop.

**JAZZ 175 Jazz History II**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 174 with a grade of C- or higher

This course continues the work of JAZZ 174 beginning with a review of jazz 1940-50, and continuing through to the present. The major style periods to be covered include: bebop, cool, hard bop, avant-garde, fusion, and contemporary trends.

**JAZZ 184 Ear Training/Sight Singing I**

**1.50 credits (2,2,0) hrs 15 wks**

*Prerequisite:* JAZZ 130 is a pre- or co-requisite

This course focuses on acquiring the skills to "translate" music from the audible to the written or from the written to the audible, utilizing the singing voice as a tool for clarifying, verifying, internalizing and communicating musical thought. Students will learn to sing, sight sing, and take dictation involving basic musical materials including simple diatonic melodies in major and minor keys, harmonic progressions including diatonic triads and inversions, and rhythms in common time signatures.

**JAZZ 185 Ear Training/Sight Singing II**

**1.50 credits (2,2,0) hrs 15 wks**

*Prerequisite:* JAZZ 184 with a grade of C- or higher, and JAZZ 131 as a pre- or co-requisite

This course focuses on acquiring the skills to "translate" music from the audible to the written or from the written to the audible, utilizing the singing voice as a tool for clarifying, verifying, internalizing and communicating musical thought. Students will learn to sing, sight sing, and take dictation involving basic musical materials including diatonic melodies and bass roots at once, harmonic progressions including secondary dominants and inverted chords, and rhythms in common and 'odd time signatures'.

**JAZZ 196 Jazz Performance and Improvisation I**

**3.00 credits (2,2,0) hrs 15 wks**

This course teaches basic skills in small ensemble performance and improvisation. Through lecture and small ensemble performance labs, students will explore a variety of jazz styles with a focus on improvising and collaborating successfully with other musicians.

*Note:* This course is equivalent to JAZZ 136 and JAZZ 194. Duplicate credit will not be granted for JAZZ 136 or JAZZ 194.

**JAZZ 197 Jazz Performance and Improvisation II**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* JAZZ 196

This course teaches basic skills in small ensemble performance and improvisation. Through lecture and small ensemble performance labs, students will explore the work of significant jazz and 'tin pan alley' composers with a focus on improvising and collaborating successfully with other musicians. Students will begin the process of acquiring a repertoire of jazz standards in a variety of styles.

*Note:* This course is equivalent to JAZZ 137 and JAZZ 195. Duplicate credit will not be granted for JAZZ 137 or JAZZ 195.

**JAZZ 230 Theory of Tonal Music and Jazz III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 131 with a grade of C- or higher, and JAZZ 284 as a pre- or co-requisite

This course builds upon JAZZ 130 and 131 by integrating concepts of harmonic, melodic, and formal logic through analysis, performance, and composition. Theoretical concepts taught in this course are designed to support performance-based studies in JAZZ 282. Students will learn to use computer notation software to complete essential tasks such as creating lead sheets, parts for rhythm section, and parts for common wind and brass instruments.

**JAZZ 231 Theory of Tonal Music and Jazz IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 230 with a grade of C- or higher, and JAZZ 285 as a pre- or co-requisite

The course explores sophisticated harmonic and formal structures, as found in the music of Mingus, Monk, Wheeler, Shorter, Ellington and Strayhorn, and correlative European art music. Theoretical concepts taught in this course are designed to support concurrent performance-based studies in JAZZ 283. Students will learn to use computer software to notate music of sophisticated melodic, contrapuntal, formal, and structural character.

**JAZZ 236 Vocal Improvisation I**

**1.50 credits (1,1,0) hrs 15 wks**

*Prerequisite:* JAZZ 137

This course is designed to develop the student's scat singing ability through the study and application of chord-scales theory.

**JAZZ 237      Vocal Improvisation II**  
**1.50 credits    (1,1,0) hrs            15 wks**

*Prerequisite:* JAZZ 236

A continuation of JAZZ 236.

**JAZZ 240      Form and Analysis**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* JAZZ 231 with a grade of C- or higher

A study of complete works exhibiting the most significant formal designs of the 18th and 19th centuries, using a variety of visual means to clarify the roles of harmonic, melodic, and rhythmic structure in the articulation of musical form.

**JAZZ 241      Counterpoint**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* JAZZ 231 with a grade of C- or higher

A study of 18th century tonal counterpoint and its connections with tonal music in general. Analysis and composition based upon two-part works of J.S. Bach.

**JAZZ 250      Introduction to Live Music Production**  
**1.50 credits    (2,2,0) hrs            15 wks**

This course provides a foundation in basic audio production techniques for musicians - essential knowledge and skills necessary to assist in the planning and production of music performance. The student will participate as performer and as technician to gain an appreciation of both perspectives.

**JAZZ 271      Music History I**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* JAZZ 106, 170, ENGL 100 or 102 plus one of ENGL 103, 104, 105 or 106

A chronological exploration of the repertoire, style, and social history of music to 1770 for undergraduate students in the Jazz Studies program. Repertoire will be contextualized both within the framework of European cultural history and in the broader context of world music.

**JAZZ 272      Arranging II**  
**1.50 credits    (2,1,0) hrs            15 wks**

*Prerequisite:* JAZZ 172 with a grade of C- or higher

Arranging projects for various combinations of instruments, plus a study of two and three-part writing.

**JAZZ 273      Music History II**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* JAZZ 271

A continuation of Music History I covering the classical period through the 20th century. As in Music History I, repertoire will be contextualized both within the framework of European cultural history and in the broader context of world music.

**JAZZ 274      Studies in Music History I**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* ENGL 100 and JAZZ 131

The course focuses on the European art music tradition from the earliest notations through to the music of J.S. Bach, with a particular emphasis on the "common practice" that begins in the early seventeenth century. Along with important historical developments and the evolution of styles and genre, the course content will also include aspects of social, cultural, and political history relevant to the chosen repertoire.

**JAZZ 275      Studies in Music History II**

**1.50 credits      (2,0,0) hrs              15 wks**

*Prerequisite:* JAZZ 274 with a grade of C- or higher

This course focuses on the European art music tradition from the Classical through Late Romantic eras. The music of this period will be examined within the framework of European cultural history including literature, architecture, and the visual arts.

**JAZZ 282      Jazz Improvisation III**

**1.50 credits      (2,2,0) hrs              15 wks**

*Prerequisite:* A grade of C- or higher in both JAZZ 185 and 197

This course teaches melodic improvisation on simple chord progressions incorporating the ii-V-I chord sequence. Through lecture and performance lab components, students will learn and apply various methods for acquiring, developing, and practicing melodic vocabulary appropriate to blues forms and basic jazz standards.

**JAZZ 283      Jazz Improvisation IV**

**1.50 credits      (2,2,0) hrs              15 wks**

*Prerequisite:* JAZZ 282 with a grade of C- or higher

This course teaches melodic improvisation idiomatic to bebop, hard bop, and modal jazz materials, including repertoire with rapid harmonic movement and fast tempos. Through lecture and performance lab components, students will learn and apply various methods for acquiring, developing, and practicing melodic vocabulary appropriate to these styles.

**JAZZ 284      Ear Training/Sight Singing III**

**1.50 credits      (2,2,0) hrs              15 wks**

*Prerequisite:* JAZZ 185 with a grade of C- or higher, and JAZZ 230 as a pre- or co-requisite

This course focuses on acquiring the skills to "translate" music from the audible to the written or from the written to the audible, utilizing the singing voice as a tool for clarifying, verifying, internalizing and communicating musical thought. Students will learn to sing, sight sing, and take dictation involving complex musical materials including melodies and chord progressions at once, complex harmonic progressions featuring secondary and mixed-mode chords, and complex rhythms.

**JAZZ 285      Ear Training/Sight Singing IV**

**1.50 credits      (2,2,0) hrs              15 wks**

*Prerequisite:* JAZZ 284 with a grade of C- or higher, and JAZZ 231 as a pre- or co-requisite

This course focuses on acquiring the skills to "translate" music from the audible to the written or from the written to the audible, utilizing the singing voice as a tool for clarifying, verifying, internalizing and communicating musical thought. Students will learn to sing, sight sing, and take dictation involving complex musical materials including chromatic melodies, complex rhythms and chord progressions, and extended formal structures.

**JAZZ 296      Jazz Performance III**

**1.50 credits      (1,2,0) hrs              15 wks**

*Prerequisite:* JAZZ 282 as a pre- or co-requisite

This course focuses on small ensemble performance. Students will receive coaching during weekly rehearsals to improve ensemble interaction, and to provide techniques and methods to help them to use rehearsal time effectively and to creatively interpret music in a wide variety of styles within the jazz idiom. In addition to live performance, the students will gain performance experience in a studio recording environment.

**JAZZ 297      Jazz Performance IV**

**1.50 credits (1,2,0) hrs 15 wks**

*Prerequisite:* JAZZ 296 with a grade of C- or higher, and JAZZ 283 as a pre- or co-requisite

This course focuses on small ensemble performance and builds on the work of JAZZ 296 with more challenging repertoire. Students will receive coaching during weekly rehearsals to improve ensemble interaction, and to provide techniques and methods to help them to use rehearsal time effectively and to creatively interpret music in a wide variety of styles within the jazz idiom. In addition to live performance, the students will gain performance experience in a studio recording environment.

**JAZZ 300 20th Century Theory**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 240 with a grade of C- or higher

A survey of compositional techniques and theoretical principles utilized from 1890 to the present, coupled with an examination of various major composers and their musical masterpieces.

**JAZZ 310 Jazz Pedagogy**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 370 and JAZZ 395

Concepts, methods, and resources; examination and comparison of textbooks, recordings, tapes, and materials related to the study of jazz.

**JAZZ 336 Vocal Improvisation III**

**1.50 credits (1,1,0) hrs 15 wks**

*Prerequisite:* JAZZ 237

A continuation of JAZZ 237. Seats may be restricted to vocal majors.

**JAZZ 337 Vocal Improvisation IV**

**1.50 credits (1,1,0) hrs 15 wks**

*Prerequisite:* JAZZ 336

A continuation of JAZZ 336.

**JAZZ 338 Vocal Jazz Master Class III**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 239

A continuation of Vocal Jazz Master Class II instruction with more emphasis on individual contribution and responsibility. Seats may be restricted to vocal majors.

**JAZZ 339 Vocal Jazz Master Class IV**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 338

A continuation of JAZZ 338.

**JAZZ 370 Jazz Styles**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 275 with a grade of C- or higher

A follow-up to JAZZ 170. Detailed study of the major figures in jazz from 1940 to the present, such as Charlie Parker, John Coltrane, and Bill Evans.

**JAZZ 372 Arranging III**

**1.50 credits (2,1,0) hrs 15 wks**



*Prerequisite:* JAZZ 272 with a grade of C- or higher

A study of instrumental writing styles and techniques for big band arranging.

*Note:* This course is not always offered.

**JAZZ 382      Jazz Improvisation V**  
**1.50 credits    (2,2,0) hrs      15 wks**

*Prerequisite:* JAZZ 283 with a grade of C- or higher

This course contains both lecture and lab components. Content includes melodic minor modes including the "altered" scale, whole-tone and diminished symmetrical chord scales, chromaticism, and analysis and composition of solos in various styles.

**JAZZ 383      Jazz Improvisation VI**  
**1.50 credits    (2,2,0) hrs      15 wks**

*Prerequisite:* JAZZ 382 with a grade of C- or higher

A continuation of JAZZ 382. Content will include: exploration of the harmonic resources of scales, chromatic approaches using pentatonic and altered pentatonic scales, 4th chord stacks, polychordal triad relationships, outside playing, and the philosophy of free jazz.

**JAZZ 394      Small Ensemble V**  
**1.50 credits    (3,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 297 with a grade of C- or higher

A variety of jazz styles ranging from 'bebop', 'mainstream', and 'current' will be studied, and students will perform, spontaneously, 'standard' repertoire.

**JAZZ 395      Small Ensemble VI**  
**1.50 credits    (0,3,0) hrs      15 wks**

*Prerequisite:* JAZZ 394

A continuation of JAZZ 394, with further emphasis on spontaneous performance of 'standard' repertoire.

**JAZZ 410      Conducting I**  
**1.50 credits    (2,0,0) hrs      15 wks**

A study of basic conducting techniques.

**JAZZ 411      Conducting II**  
**1.50 credits    (2,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 410

A continuation of Conducting I with emphasis on vocal and instrumental approaches.

**JAZZ 422      Instrumental Pedagogy (Secondary)**  
**4.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 321 with a grade of C+ or higher, and JAZZ 322 and 324 as pre- or co-requisites

This course prepares participants for the profession of teaching music in schools, training institutes, and/or as independent music teachers. The course content includes instrumental pedagogy that examines teaching methods and learning sequences for instrumental music students at all levels. This includes an introduction to instructional methods, a survey of method books, resources, repertoire, conducting, and rehearsal techniques for secondary ensembles.

**JAZZ 423      Choral Pedagogy (Secondary)**  
**4.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 321 with a grade of C+ or higher

The course provides an introduction to choral instructional methods, musical works, and materials suitable for teaching music to students in secondary school choirs and choral music classes. The course is designed to prepare the beginning choral teacher or conductor to use choral methods, literature, and materials for the optimal development of musical skills and musical literacy in young singers in an ensemble.

**JAZZ 460      Commercial Relations in Music**

**1.50 credits      (2,0,0) hrs      15 wks**

A course involving aspects of the music industry including copyright, contracts, performing rights organizations and the recording industry.

**JAZZ 470      World Music**

**1.50 credits      (2,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 370 with a grade of C- or higher

A study of the musics of the world outside of the Western European tradition.

**JAZZ 472      Jazz Arranging IV**

**1.50 credits      (2,1,0) hrs      15 wks**

*Prerequisite:* JAZZ 272 with a grade of C- or higher

This course will give the student a practical understanding of the different techniques used in arranging for large jazz ensembles and vocal ensembles. Students will write their own arrangements and hear them played in class.

**JAZZ 494      Small Ensemble VII**

**1.50 credits      (3,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 395 with a grade a C or higher

A jazz performance ensemble for more advanced players. Students will be required to perform in public several times during the semester.

**JAZZ 495      Small Ensemble VIII**

**1.50 credits      (0,3,0) hrs      15 wks**

*Prerequisite:* JAZZ 494

A continuation of JAZZ 494.

## Learner Success/Directed Study

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**SDS 100      Learner Success in Self Directed Studies**

**1.00 credit      (1,3,0) hrs      15 wks**

This course provides learners with the skills and supports to successfully complete online, teleconference, correspondence and other distance education courses. Directed Studies will provide access to computer labs and instructional supports such as study skills, time management, computer literacy and other skills required for success in self-directed studies.

## Legal Admin Assistant On-line

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### **LGAO 100 Introduction to the Canadian Legal System**

**0.75 credits (5,0,0) hrs 06 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

The primary purpose of this course is to provide the students with a general understanding and working knowledge of the Canadian legal system.

### **LGAO 115 Legal Office Procedures**

**1.50 credits (3.33,1.67,0) hrs 09 wks**

*Prerequisite:* ABTO 100 and LGAO 100 are prerequisites or co-requisites

The primary purpose of this course is to introduce the students to the legal profession, including the functions and duties of a legal administrative assistant in British Columbia.

### **LGAO 125 Litigation Procedures I**

**1.50 credits (2.5,2.5,0) hrs 12 wks**

*Prerequisite:* ABTO 100, LGAO 100 and 115 are prerequisites or co-requisites

This course introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in British Columbia. This course is primarily a hands-on course in which the students integrate keyboard, computer, transcription and document formatting with a knowledge of civil law. It is intended that the students continue into LGAO 130.

### **LGAO 130 Litigation Procedures II**

**1.50 credits (4.2,4.2,0) hrs 07 wks**

*Prerequisite:* ABTO 100, LGAO 100, 115 and 125 are prerequisites or co-requisites

Litigation II builds on the skills and knowledge from Litigation Procedures I. Litigation II will continue the students' introduction to the legal concepts necessary to a basic understanding of litigation procedures. This course is primarily an hands-on course in which the students integrate keyboard, computer, transcription and document formatting with a knowledge of civil law.

### **LGAO 135 Family Litigation Procedures**

**1.50 credits (2.5,2.5,0) hrs 12 wks**

*Prerequisite:* ABTO 100, LGAO 100, 115, and 125 are prerequisites or co-requisites

This course introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC.

### **LGAO 140 Corporate Procedures I**

**3.00 credits (0,0,4) hrs 15 wks**

*Prerequisite:* ABTO 100, LGAO 100 and 115 are prerequisites or co-requisites

This course introduces students to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. Through an extensive overview of the various forms of business organizations, this course will cover corporate structure including, Sole Proprietorship, Partnership (General and Limited), and Corporations (Private: Non-Reporting, and Public: Reporting) and Corporate Registry. Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and apply practical experience in document preparation, necessary for maintaining records of a British Columbia Corporation. The course will also cover incorporation procedures, post corporate procedures and annual maintenance.

**LGAO 145      Conveyancing Procedures I****1.50 credits      (0,4.3,4.3) hrs      07 wks***Prerequisite:* ABTO 100, LGAO 100 and 115 are prerequisites or co-requisites

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Subjects covered will include knowledge and practical experience in topics such as systems of land registration, land title searches, contracts of purchase and sale, methods to convey interests in land, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. This course focuses on the purchaser's procedures for a simple conveyance not involving financing. After taking Conveyancing Procedures I, students should progress to Conveyancing Procedures II which will cover procedures for financed purchaser conveyances, vendor sales, and mortgage loans. Conveyancing Procedures II will also cover acting for a purchaser and a mortgagee at the same time, as well as documents involved in the sale and purchase of manufactured homes.

**LGAO 150      Conveyancing Procedures II****1.50 credits      (0,4.3,4.3) hrs      07 wks***Prerequisite:* ABTO 100, LGAO 100, 115 and 145 are prerequisites or co-requisites

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. This course is a continuation of the material covered in Conveyancing Procedures I. Students will gain knowledge and practical experience in topics such as methods to convey interest in land involving purchaser financing, strata property considerations, builders' liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes.

**LGAO 155      Wills and Estates****1.50 credits      (0,4.3,4.3) hrs      07 wks***Prerequisite:* ABTO 100, LGAO 100 and 115 are prerequisites or co-requisites

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, transferring the deceased's assets and winding up estates. Students will prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. This is a "hands-on" course in which the students integrate keyboard, computer, document formatting and transcription skills, with knowledge of estate law.

**LGAO 160      Corporate Procedures II****1.50 credits      (0,4.3,0) hrs      07 wks***Prerequisite:* ABTO 100, LGAO 100, 115 and 140 are prerequisites or co-requisites

This course is a continuation of the material covered in Corporate Procedures I which introduced the student to the role and responsibilities of Legal Administrative Assistant working in the field of corporate law. This course covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Limited Partnerships, Societies, Cooperatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an Internet access to government services and information about B.C. companies).

**LGAO 165      Personal Injury****1.50 credits      (0,0,2.5) hrs      12 wks***Prerequisite:* ABTO 100, LGAO 100, 115, 125 and 130 are prerequisites or co-requisites

This course, building on Litigation Procedures courses, will provide the student with the skills and knowledge required to bring a personal injury action in the Supreme Court of British Columbia.

## Legal Administrative Assistant

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**LGST 108      Family Law Litigation Procedures**

**1.50 credits      (2,0,0) hrs              08 wks**

Introduction to the procedures, rules and legislation applicable to divorce and family law litigation.

**LGST 109      Basic Litigation Procedures**

**3.00 credits      (4,0,0) hrs              15 wks**

Introduction to the procedures, rules and legislation applicable to civil litigation in the Supreme Court of BC.

**LGST 110      Corporate Procedures**

**3.00 credits      (4,0,0) hrs              15 wks**

Students will learn the various documents that a legal administrative assistant must be familiar with in order to incorporate a company and attend to routine filings by examining the BC Business Corporations Act. Records office requirements, annual maintenance of the corporate records book, preparing share certificates and registration, among other topics, will also be covered. The class prepares a corporate records book as part of a term project.

**LGST 112      Basic Conveyance and Mortgage Procedures**

**3.00 credits      (4,0,0) hrs              15 wks**

This course covers the contract of purchase and sale, Land Title Act requirements for registration of title in BC, search procedures, preparation of primary and secondary documents and forms involved in conveying title and registering charges.

**LGST 114      Wills and Probate Procedures**

**1.50 credits      (2,0,0) hrs              08 wks**

An examination of the BC Wills, Estates and Succession Act. Students will prepare the necessary documents to obtain Grants of Probate in the Supreme Court of BC and be familiar with documentation required for issuance of Grants of Administration.

**LGST 116      Introduction to the Legal System**

**1.50 credits      (2,0,0) hrs              08 wks**

This course acquaints students with a working knowledge of the BC and federal court system, statute law and common law, civil law and torts, and lawyers and the Law Society, with added emphasis on legal vocabulary.

**LGST 119      Practicum**

**1.50 credits      (2,0,4.26) hrs              15 wks**

Following successful completion of Second Term, a work practicum is arranged for the student. Before the practicum the student will be required to attend career preparation classes, which will include resume preparation and interview techniques.

**LGST 124      Organizational Behaviour**

**3.00 credits      (4,0,0) hrs              15 wks**

This course looks at the effects of individual and group behaviour in organizations. Topics include leader behaviour and power, motivation, attitude development, perception, work stress and conflict. Students will also learn how to apply communication, problem solving and conflict resolution skills toward an organization's overall effectiveness.

**LGST 125      Virtual Legal Office**  
**3.00 credits    (3,1.5,0) hrs      15 wks**

*Prerequisite:* LGST 127

This course prepares legal administrative assistant students for positions in law offices. Students receive instruction in opening files, time keeping, diary systems, use of law library, ethical responsibilities, filing, and other procedures particular to the profession. The students will create client files, add documents to the files, bill clients and at the end of the course, close the files. The students will learn to manage time and projects while being interrupted with other urgent tasks. Transcription will be used as a means to deliver many course materials and instructions.

**LGST 126      Basic Securities Procedures**  
**1.50 credits    (6,0,0) hrs      05 wks**

This course provides students with a basic knowledge of securities regulation in Canada with a focus on British Columbia securities legislation, securities procedures and the preparation of basic securities documents such as material change reports; insider reports; annual reports; and the documentation required for private placements of securities.

**LGST 127      Computer Applications for the Legal Office I**  
**3.00 credits    (3,1.5,0) hrs      15 wks**

This course introduces students to basic and intermediate word processing concepts using Microsoft Word. Students will gain proficiency working with the software by producing a variety of legal documents formatted according to legal office standards.

**LGST 128      Computer Applications for the Legal Office II**  
**3.00 credits    (3,1.5,0) hrs      15 wks**

*Prerequisite:* LGST 127

This course introduces students to advanced word processing concepts using Microsoft Word, and to basic spreadsheet concepts using Microsoft Excel. Students will gain proficiency working with the software by applying their knowledge to legal concepts.

## Legal Studies

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**LAW 101      Introduction to Law**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course introduces students to the legal system in Canada, starting with the forms and sources of law, followed by an exploration of the Constitution, which is the framework for all Canadian law. The constitutional section of the course emphasizes the division of legislative authority between the provinces and the federal government, and the Canadian Charter of Rights and Freedoms. The course also introduces students to legal professional responsibility, as well as topics such as administrative law, private law, aboriginal law, and international law.

**LAW 110      Legal Analysis**  
**3.00 credits    (4,0,0) hrs      15 wks**

Students will be introduced to basic legal analysis through the study of case law and legislation. They will learn to identify legal issues and rules, how to write case briefs, and how to prepare legal memoranda in which students apply rules to specific fact situations.

**LAW 115      Legal Document Processing**

**3.00 credits    (4,0,0) hrs      15 wks**

Using a PC, students will be introduced to advanced word processing concepts through document generating applications normally part of the day-to-day operations in a legal office. The student will also be exposed to various legal software applications.

**LAW 130      Criminal Law**

**3.00 credits    (4,0,0) hrs      15 wks**

Students will gain an understanding of the sources and developing theory of criminal law in Canada. We will take the theoretical aspects of criminal law and apply them to criminal proceedings to broaden the students understanding of the concepts involved.

**LAW 139      Practicum in Criminal Law Practice and Procedure**

**3.00 credits    (0,0,35) hrs      26 wks**

*Prerequisite:* LAW 101 and LAW 130

This is a work placement program of 52 weeks which focuses on the various processes and procedures common to the work performed by Paralegals within the BC Criminal Justice system. Pre-employment and sponsorship by the BC Criminal Justice Branch is required. The practicum must be completed within 2 years of commencement.

*Note:* Restricted to Criminal Law Practice and Procedure Program students only.

**LAW 140      Family Law and Procedures**

**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* LAW 101 and LAW 110, OR 30 credits of 100 level or higher coursework

Students will learn the fundamentals of substantive family law, as well as basic Supreme Court and Provincial Court procedures. Particular emphasis will be placed upon the Divorce Act, Family Law Act, Child, Family and Community Service Act, Adoption Act, and court rules at different levels.

**LAW 200      Torts I**

**3.00 credits    (4,0,0) hrs      15 wks**

Students will be introduced to all the elements of negligence, the largest area of tort law, through the study of case law and statutes.

**LAW 201      Torts II**

**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* LAW 200

In this course, students will continue an examination of tort law through the study of case law and statutes, considering a number of issues including economic negligence, occupiers' liability, nuisance, strict liability and the intentional torts.

**LAW 210      Legal Research**

**3.00 credits    (4,0,0) hrs      15 wks**

This course introduces students to the process of legal research in Canada. Students will learn legal research techniques required to locate legislation, case law and secondary sources by citation, title and subject matter. They will learn to find relevant legal information using traditional and electronic sources, and will learn to properly cite these sources.

**LAW 220      Litigation Procedures I**  
**3.00 credits    (4,0,0) hrs            15 wks**

Students will learn the principles of a civil litigation practice in BC. The course will cover chronologically the events that arise in a civil law suit in the Supreme Court of BC. Emphasis is on familiarization with and the use of the Supreme Court Civil Rules to enable the learner, under the supervision of a lawyer, to prepare documents and follow procedures required in the course of a civil action. The learner is encouraged to solve particular problems by using the Supreme Court Civil Rules and civil litigation court forms and precedents.

**LAW 230      Evidence**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

Students will study the law of evidence, and learn to analyse and critically apply the rules of evidence through lectures and the case study method.

**LAW 240      Estates and Procedures**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

Students will learn the fundamentals of substantive estate law. As well, they will learn the formal requirements for preparing and executing wills and codicils in British Columbia, and of probate procedures (including grants of probate and administration, preparing an estate inventory, devolution, transmission and transfer of assets, income tax requirements, passing accounts, executor's remuneration, solicitor's remuneration, and relevant limitation dates).

**LAW 300      Contracts I**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

Students will be introduced to contract law through the study of case law and statutes, focusing on the elements of a valid and enforceable contract. They will learn to critically evaluate competing theories of contractual validity, synthesize the law and apply relevant principles to fact patterns designed to develop a practical understanding of the elements of an enforceable contract.

**LAW 301      Contracts II**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 300

Students will continue the examination of contract law by developing and applying analytical strategies to resolve practical problems through the integration of case law and statutes, considering a number of issues such as misrepresentation, interpretation, mistake and remedies.

**LAW 305      Arts and Entertainment Law**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210 and LAW 200 or LAW 300, OR 45 credits of 100 level or higher coursework

Starting with the position of a single artist, this course moves through the creations, legal protections and challenges facing artists and professionals in the arts, music and entertainment industries. What legal protections exist for the visual artist, digital and traditional? What legal issues and implications must a musician, composer, or film professional be aware of in his or her creative life? This course will focus on the key concerns in each of these important cultural industries, including intellectual property, management and contracts, and global issues.

**LAW 308      Sports and Recreation Law**



**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210 and LAW 200 or LAW 300, OR 45 credits of 100 level or higher coursework

This course will examine the legal issues facing sports organizations, managers, athletes, recreationalists, spectators and recreational facility owners. The student will learn how various areas of law impact the sports and recreation industries, and will cover both civil and criminal matters, administrative law, risk management and important issues such as violence and doping in sport. By the end of the course, the student should be able to identify a range of legal issues relevant in these industries, and apply the common law and statutory rules to various sports and recreational situations.

**LAW 310 Legal Drafting**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

Students will build on their theoretical knowledge of the law and develop clear and effective communication skills through drafting legal documents for use by clients of law firms, corporate employers and government.

**LAW 315 Legal Interviewing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

Students will learn to master techniques of legal interviewing through a conducting role play interviews and exercises in critical thinking and discussion about interviewing. Students will gain an understanding of the role of the paralegal with regard to interviewing clients, witnesses, etc., as well as an understanding of the social and interpersonal challenges to conducting an effective legal interview.

**LAW 317 Conflict Resolution**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course introduces students to both the theory and practice of conflict resolution from a legal perspective. Students will learn about how conflict arises, the factors that contribute to conflict, and various models for resolving conflict, including litigation, negotiation, and mediation. Students will also experience conflict resolution through role-plays involving various scenarios.

**LAW 318 Meditation in Law and Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course introduces students to the theory and practice of mindfulness meditation and its applications in the practice of law and in business and professional life generally. Students will learn about techniques for calming the mind, reducing stress, and achieving greater mental clarity in making intelligent and informed decisions as a professional or as part of a business career. Students will also be introduced to medical evidence regarding the effects of meditation and the significance of meditation in a wider cultural context.

**LAW 320 Creditors' Remedies and Procedures**

**3.00 credits (6,0,0) hrs 15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or LAW 300

This course examines pre- and post-judgment creditors' remedies. It will include a consideration of garnishment, execution against land and personal property, and the law of foreclosure and bankruptcy.

**LAW 330 Administrative Law**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

To provide the student with a basic understanding of the principles of administrative law, as derived from the common law and relevant statutes.

**LAW 335          Environmental Law**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

In this course, students will study the principles and practices of environmental law in Canada. The course will focus on the main areas of protection of the environment – traditional tort law, environmental regulation, environmental assessments and international agreements. Students will gain a thorough knowledge of the current problems in enforcing environmental protections, including such important topics as biodiversity, climate change and the enforcement of international standards in bi-national and transnational law. Students will also critically assess both the effectiveness and, more fundamentally, the effect of Canadian and international environmental law.

**LAW 340          Company Law**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or LAW 300

Students will gain an understanding of company law through a critical examination of the legal principles relating to corporations. Emphasis is on the BC Business Corporations Act. Also included is an overview of sole proprietorships, partnerships, limited partnerships, extra provincial companies, and regulation of the securities market.

**LAW 341          Securities Law**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 340 OR 45 credits of 100 level or higher coursework

This course will introduce students to Canadian securities law—primarily as it relates to the regulation of public companies, with an emphasis on British Columbia—through the study of legislation, regulatory policies and narrative secondary authorities. Students will gain an understanding of the overall regulatory framework and learn how to complete certain key procedures in relation to specific aspects of securities law practice.

**LAW 342          Corporate Procedures**  
**1.50 credits    (2,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or LAW 300

Students develop mastery of the principles of corporate procedures through a practical, problem-solving study of the incorporation and post-incorporation process. Emphasis is on BC Business Corporations Act.

**LAW 344          Elder Law**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or LAW 300

This course will examine the challenges confronting older adults in British Columbia, by looking at the legal framework within which they operate. Upon completion of this course, a student should be able to identify and analyze various legal issues relating to: assessment of mental capacity, independence, privacy, ethical obligations of caregivers and others, and the preparation of legal documents such as Powers of Attorney and Representation Agreements.

**LAW 360          Labour and Employment Law**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or LAW 300, OR 45 credits of 100 level or higher coursework

The course introduces students to the key principles and sources of labour and employment law in Canada, with a focus on British Columbia. The course will divide the two main areas of the law-individual employment law and union labour law-into the two parts of the university term, beginning with the rights of individuals at common law. Students will gain a thorough knowledge of the current problems in employment and human rights in the workplace, before moving on to the study of collective bargaining and unionism.

**LAW 370          Modern Themes in Canadian Law**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course introduces students to the role of law in shaping Canadian society, emphasizing Supreme Court of Canada decisions on topics such as access to justice, equality rights, freedom of speech and religion, the death penalty, and civil responsibility. This course is suitable both for legal students looking to understand law in social context and for non-law students looking to understand how law shapes and is shaped by the greater society.

**LAW 389          Directed Study I**

**3.00 credits      (0,0,4) hrs          15 wks**

*Prerequisite:* 30 LAW credits and 24 credits (recommended to be non-LAW) 100 level or higher including two English courses

This course is based on a supervised legal research project designed by the student in consultation with a faculty member, and involves 100 hours of research and study. This advanced research project will enable the student to acquire and apply legal knowledge and skills - through critical inquiry, legal research and analysis - to a complex problem in a specific field of the law. Students will learn to critically evaluate and analyse complex legal arguments, apply advanced research methods, and recognize the limits of knowledge and understanding in the law.

**LAW 400          Insurance Law I**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or LAW 300

Students will develop an understanding of the issues central to insurance law through the application of theoretical concepts that apply to practical situations that arise in case analysis and legislation.

**LAW 401          Insurance Law II**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 400

The purpose of this course is to provide students with a continuing understanding of the issues raised in Canadian insurance law, including a review of motor vehicle insurance issues and legislation governing ICBC.

**LAW 410          Legal Advocacy**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course introduces students to both the theory and practice of trial advocacy for paralegals. Students will learn about steps in the litigation process, courtroom etiquette, ethical issues in legal advocacy and how to prepare and present a case in court. Student work will focus on gaining experience on oral advocacy, including examination, cross examination through role-plays and mock trials involving various real-life scenarios.

**LAW 415          Legal Ethics**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course will introduce the student to the various ethical principles and exceptions guiding the legal profession, and the application of these principles and exceptions to key areas of practice. Students will learn to effectively describe and explain the various ethical obligations to the state, to courts and tribunals, to the profession and the public, and to clients, including the disciplinary consequences for professional malpractice.

**LAW 420            Litigation Procedures II**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 220

Students will apply sound thinking to resolution of practical applications of the Supreme Court Civil Rules and procedures that apply to pre-trial investigation and court applications, including preparation of documents for interlocutory applications, preparation and enforcement of court orders, preparation of bills of costs, and small claims procedures.

**LAW 425            Law Office Procedures**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

Students will develop an understanding of the fundamentals of the day-to-day workings of a law office. Particular emphasis will be placed on: practice management systems used in small and large law firms; the impact of technology on the legal profession; computerized applications of law office systems; the solicitor/client relationship; the BC Law Society Rules; professional ethics and the role of the paralegal; and law office accounting procedures, including the Law Society Rules on trust accounting.

**LAW 430            Aboriginal Law**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

To familiarize students with the main legal topics involving First Nations in BC, including constitutional relations between governments; treaty-making and aboriginal title and rights to lands and resources; the Indian Act and Indian Band governance; and issues of citizenship, aboriginal women, and family law.

**LAW 440            Real Property**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or 300

This course introduces students to the fundamental principles governing the law of real property using the case study method and through a review of legislation affecting real property, including the Land Title Act, Property Law Act and Law and Equity Act. Students will become familiar with the BC Torrens registry land title system and its application in a common law jurisdiction.

**LAW 442            Conveyancing Procedures**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110, LAW 210, and LAW 200 or LAW 300

Students will learn basic conveyance and mortgage procedures in BC. They will learn to prepare documents required in a conveyance and mortgage procedure from a purchaser's perspective as well as a vendor's perspective. They will learn about ancillary concepts and documents required in other Land Title Office related transactions as well as understand foreclosure procedures. They will also be able to apply conveyancing principles to advanced practical problem-solving exercises.

**LAW 450            Intellectual Property**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210

Students will develop an understanding of the common law relating to intellectual property, as well as engage in a general review of Canadian legislation affecting intellectual property, its management and the enforcement of intellectual property rights. New issues and problems created by the Internet and e-commerce will also be examined.

**LAW 460            International Law**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course will introduce students to international law and explore its basic principles and structures, including its historical development, subjects and sources of international law, international human rights, indigenous peoples, international trade and environmental law, law of the sea, and war and conflict, and global governance institutions.

**LAW 462            International Human Rights Law**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course will introduce the principles and institutions of international human rights law and the legal instruments designed for their protection. The extent to which international law is an effective vehicle for the protection of human rights will be considered, as well as questions about cultural relativism and the universality of human rights. The course will explore the nature of civil and political rights, social and economic rights, and the rights of women, Indigenous peoples, children and persons with disabilities. In addition, the role of non-governmental organizations and international courts and tribunals will be examined.

**LAW 464            International Women's Rights Law**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This course will provide students with a foundation for understanding the international human rights system and examine how women's rights pose particular challenges and opportunities for the realization of human rights and social justice. Attention will be paid to women's experience of human rights violations as gendered. The course will explore issues of cultural relativism, gender mainstreaming and the intersectionality of rights, Aboriginal women's rights, women's health, women and religion, violence against women and women and governance.

**LAW 466            International Criminal Law**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

In this course students will study some of the major crimes that have been made subject to international investigation and enforcement; principally, war crimes, crimes against humanity, terrorism, and state-sponsored crime. Students will gain a thorough knowledge of the ongoing challenges facing the International Criminal Court and domestic courts in North America, Europe and Asia in the investigation, prosecution and punishment of international and transnational crimes.

**LAW 470            Philosophy of Law**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* LAW 101, LAW 110 and LAW 210, OR 45 credits of 100 level or higher coursework

This is a survey course of basic doctrines and current issues in jurisprudence and legal theory. Topics include natural law theory, legal positivism, legal realism, feminist legal theory, critical race theory, individual liberty, and international law.

**LAW 489            Directed Study II**  
**3.00 credits    (0,0,4) hrs            15 wks**

*Prerequisite:* LAW 389

This course is based on a supervised legal research project designed by the student in consultation with a faculty member, and involves 100 hours of research and study. This advanced research project will enable the student to acquire and apply legal knowledge and skills - through critical inquiry, legal research and analysis - to a complex problem in a specific field of the law. Students will learn to critically evaluate and analyse complex legal arguments, apply advanced research methods, and recognize the limits of knowledge and understanding in the law.

**LAW 498          Practicum**  
**4.50 credits      (2.2,0,22.2) hrs      41 wks**

*Prerequisite:* 48 LAW credits

Students will be assisted in obtaining a paid practicum placement. Students will participate in the following instructional sessions: résumé and cover letter preparation; interviewing techniques; and practicum search and follow-up. The student will complete a six-month (five full working days per week) paid practicum in a law firm, government law department, corporate law department, or other law-related employment as approved by the practicum instructor. The practicum employer will provide meaningful projects appropriate for an entry-level paralegal designed to encourage personal responsibility, independent problem solving, and the application of high ethical standards. The student must be supervised by a lawyer during the practicum.

*Note:* This course is equivalent to LAW 499. Duplicate credit will not be granted for this course and LAW 498.

**LAW 499          Practicum**  
**3.00 credits      (0,0,4) hrs                  15 wks**

Students will be assisted in obtaining a paid practicum placement. Students will participate in the following instructional sessions: résumé and cover letter preparation; interviewing techniques; and practicum search and follow-up. The student will complete a six-month (five full working days per week) paid practicum in a law firm, government law department, corporate law department, or other law-related employment as approved by the practicum instructor. The practicum employer will provide meaningful projects appropriate for an entry-level paralegal designed to encourage personal responsibility, independent problem solving, and the application of high ethical standards. The student must be supervised by a lawyer during the practicum.

*Note:* This course is equivalent to LAW 498. Duplicate credit will not be granted for this course and LAW 498.

## Liberal Studies

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**LBST 100          Approaching Knowledge**  
**3.00 credits      (4,0,0) hrs                  15 wks**

This course frames the basic approaches to research and knowledge production in the arts, sciences and related fields of study. Through an introduction to interdisciplinary studies, the course encourages students to start thinking across disciplinary boundaries and develop an appreciation of the ways in which many contemporary problems require thinking from two or more academic disciplines.

**LBST 200          Refocusing Knowledge: Introduction to Research Methods**  
**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* ENGL 100

This course introduces students to the various stages of the research process and provides them with an understanding of the different methods used to conduct research commonly used in the humanities, social sciences and related fields of study. Primarily qualitative in emphasis, the course focuses on the techniques and protocols associated with interviewing, observation, content analysis, and handling materials found in archives and special collections.

**LBST 201 Refiguring Knowledge: Introduction to Research Methods**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Pre-calculus 11 or Foundations of Math 11 with minimum C; or MATH 097; or BMTH 044 or BMTH 048 with minimum C; or Math Placement Test (MPT)

This course introduces students to the various stages of the research process and provides them with an understanding of quantitative research methods and allied mathematical and statistical concepts which will enable students to engage in undergraduate research and work effectively with data. Specifically, students will acquire the knowledge and ability to apply quantitative methods to research that includes gathering and interpreting data.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**LBST 202 Collecting Knowledge**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LBST 100

Working with local museums, archives, galleries, and community-based organizations, students will build their own virtual exhibition. Students will work independently and in small groups to research their objects' provenance and original cultural, social, historical, ethnographic, and scientific contexts. The research, documentation, and presentation process will assist in the development of research skills and cross-disciplinary critical analysis.

**LBST 330 Methods of Inquiry**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This research methods course introduces students to the design, implementation and analysis of single and mixed method research commonly used in the Humanities and Social Sciences with a particular emphasis on cross- and multi-disciplinary research projects. In particular, the course is designed to prepare students for upper-level undergraduate research as is required in the Liberal Studies Tutorials and Graduating Projects. In addition to developing their own research skills, students will cultivate a working understanding as to how research is conducted and analyzed in order for them to be able to think critically about and evaluate research and statistical claims made by sources such as the media, advertisers, business interests and politicians.

*Note:* PHIL 120 is recommended as a prerequisite or corequisite. This is an approved Quantitative/Analytical course for baccalaureate degrees.

*Note:* This course is equivalent to LSBA 330. Duplicate credit will not be granted for this course and LSBA 330.

**LBST 335 Grand Challenges - An Interdisciplinary Approach**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including one of the following research methods courses: ABA 312, CMNS 260, 262, DSGN 325, 326, EDUC 373, 473, LAW 210, LBST 200, 201, 330, PSYC 213 or TOUR 327

Teams of scientists, researchers, and innovators across the disciplines and various sectors are working together to solve the twenty-first century's grand challenges. Whether tackling declining biodiversity or building sustainable cities, the solutions to these problems require teams of specialists across multiple fields of expertise working together. Taking a localized approach to grand challenges, this project-based

course will explore and propose solutions to topical regional issues – i.e. affordable housing, green transportation, food security, and resource development – from an interdisciplinary perspective.

**LBST 390      Tutorial I**  
**1.00 credit      (0,0,1.2) hrs      15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework

Specific course details will be arranged between individual students and their faculty advisors. Tutorials will normally culminate in 2000-3000 words worth of work. While completing their three tutorials, students cannot work with the same tutorial advisor more than once, and no more than two tutorials can be supervised by faculty in the same school. There are three schools in the Faculty of Arts and Sciences: Humanities, Science, Technology, Engineering & Mathematics (STEM), and Social Sciences. With the permission of the Liberal Studies degree coordinator, a student may work with an instructor from outside Arts and Sciences. See the Bachelor of Arts with a major in Liberal Studies website for more information on the registration process.

*Note:* This course is equivalent to LSBA 390. Duplicate credit will not be granted for this course and LSBA 390.

**LBST 391      Tutorial II**  
**1.00 credit      (0,0,1.2) hrs      15 wks**

*Prerequisite:* LBST/LSBA 390

Specific course details will be arranged between individual students and their faculty advisors. Tutorials will normally culminate in 2000-3000 words worth of work. While completing their three tutorials, students cannot work with the same tutorial advisor more than once, and no more than two tutorials can be supervised by faculty in the same school. There are three schools in the Faculty of Arts and Sciences: Humanities, Science, Technology, Engineering & Mathematics (STEM), and Social Sciences. With the permission of the Liberal Studies degree coordinator, a student may work with an instructor from outside Arts and Sciences. See the Bachelor of Arts with a major in Liberal Studies website for more information on the registration process.

*Note:* This course is equivalent to LSBA 391. Duplicate credit will not be granted for this course and LSBA 391.

**LBST 392      Tutorial III**  
**1.00 credit      (0,0,1.2) hrs      15 wks**

*Prerequisite:* LBST/LSBA 391

Specific course details will be arranged between individual students and their faculty advisors. Tutorials will normally culminate in 2000-3000 words worth of work. While completing their three tutorials, students cannot work with the same tutorial advisor more than once, and no more than two tutorials can be supervised by faculty in the same school. There are three schools in the Faculty of Arts and Sciences: Humanities, Science, Technology, Engineering & Mathematics (STEM), and Social Sciences. With the permission of the Liberal Studies degree coordinator, a student may work with an instructor from outside Arts and Sciences. See the Bachelor of Arts with a major in Liberal Studies website for more information on the registration process.

*Note:* This course is equivalent to LSBA 392. Duplicate credit will not be granted for this course and LSBA 392.

**LBST 400      Case Studies in Arts & Sciences**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including one of the following research methods courses: ABA 312, CMNS 260, 262, DSGN 325, 326, EDUC 373, 473, LAW 210, LBST 200, 201, 330, PSYC 213 or TOUR 327



This course explores topics from an interdisciplinary perspective. Drawing on the disciplines traditionally housed in the Arts and Sciences, individual offerings of the course engage in a sustained examination of a range of historical, theoretical and current issues relevant to the selected topic. The course topic will typically correspond with the Liberal Studies term theme – e.g. sustainability, memory, and revolution.

**LBST 401 Case Studies in Contemporary Issues**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including one of the following research methods courses: ABA 312, CMNS 260, 262, DSGN 325, 326, EDUC 373, 473, LAW 210, LBST 200, 201, 330, PSYC 213 or TOUR 327

This course explores contemporary issues from an interdisciplinary perspective. Drawing upon the arts, sciences, and related fields of study, individual offerings of the course will engage in a sustained examination of a range of historical, theoretical and current issues relevant to the selected topic and/or the current Liberal Studies term theme – e.g. sustainability, memory, and revolution.

**LBST 490 Graduating Project**

**3.00 credits (0,0,4) hrs 15 wks**

*Prerequisite:* LBST/LSBA 330, LBST/LSBA 392, and 105 credits

Over the course of one term, students will work with a faculty member with the relevant subject area expertise to guide them in the development of a research-based project or approved creative equivalent. This 4500-6000 word project, or approved equivalent, will evolve from a synthesis of the topics and questions explored in their three Liberal Studies Tutorials. Specific course details will be arranged between individual students and faculty members. Registration is by permission of the instructor and the Liberal Studies degree coordinator.

*Note:* This course is equivalent to LSBA 490. Duplicate credit will not be granted for this course and LSBA 490.

**LBST 495 Extended Graduating Project - Part 1**

**3.00 credits (0,0,4) hrs 15 wks**

*Prerequisite:* LBST/LSBA 330, LBST/LSBA 392, and 90 credits

This is part one of the two-term Liberal Studies Extended Graduating Project. Over the course of two terms, students will work with a faculty member with the relevant subject area expertise to guide them in the development of a research-based project. This 9000-12,000 word project, or approved equivalent, will evolve from a synthesis the topics and questions explored in their three Liberal Studies Tutorials. Specific course details will be arranged between individual students and faculty members. Registration is by permission of the instructor and the Liberal Studies degree coordinator.

*Note:* This course is equivalent to LSBA 495. Duplicate credit will not be granted for this course and LSBA 495.

**LBST 496 Extended Graduating Project - Part 2**

**3.00 credits (0,0,4) hrs 15 wks**

*Prerequisite:* LBST/LSBA 495

This is part two of the two-term Liberal Studies Extended Graduating Project. Over the course of two terms, students will work with a faculty member with the relevant subject area expertise to guide them in the development of a research-based project. Students must complete Part 1 and Part 2 in order to receive credit for the Liberal Studies Extended Graduating Project. This 9000-12,000 word project, or approved equivalent, will evolve from the topics and questions explored in their three Liberal Studies Tutorials. Specific course details will be arranged between individual students and faculty members. Registration is by permission of the instructor and the Liberal Studies degree coordinator.

*Note:* This course is equivalent to LSBA 496. Duplicate credit will not be granted for this course and LSBA 496.

## Liberal Studies Colloquium

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**COLL 001**      **Liberal Studies Colloquium**  
**0.00 credits**    **(0,0,0) hrs**            **15 wks**

A monthly multidisciplinary student-centred discussion forum for all Liberal Studies students, which runs during the Fall and Spring terms. Liberal Studies students who participate in four or more sessions over the course of two consecutive major terms will receive a notification on their student record.

## Lighting Digital & Film

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**ELDF 100**      **Fundamental Lighting for Digital Imaging and Film**  
**3.00 credits**    **(7.5,0,15) hrs**            **04 wks**

This course will provide training in the tools, techniques and procedures suitable to an entry-level position in the lighting department of the mainstream and independent film production industries. The course of instruction will place a special emphasis on the new techniques developed for digital imaging for film and television.

## Linguistics

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**LING 100**      **Introduction to General Linguistics: Language Structure**  
**3.00 credits**    **(4,0,0) hrs**            **15 wks**

Linguistics is the study of human language and ultimately the human mind. Linguistics 100 is designed to introduce the field of linguistics and the principles that are involved in the description and analysis of language. Students will develop an understanding of the core areas of linguistics - morphology (the study of words and their internal structure), phonetics (the description of how sounds are produced), phonology (the study of sound systems), and syntax (the study of phrases and sentences) - by looking at data from various languages around the world. Special attention will be given to the language backgrounds represented by students in the class, so that we can appreciate both the diversity of language and the principles that are shared by all languages.

**LING 101**      **Introduction to General Linguistics: Language Use**  
**3.00 credits**    **(4,0,0) hrs**            **15 wks**

This course explores the relationship of language to other systems - social, biological and cognitive. It explores the relationship between language and social systems (socio-linguistics), language change (historical linguistics), first and second language acquisition, language meaning and use (semantics and pragmatics), language typology and the nature of writing systems.

**LING 102**      **Introduction to Practical Phonetics**  
**3.00 credits**    **(4,0,0) hrs**            **15 wks**

This course is an introduction to articulatory phonetics, a method of describing speech sounds on the basis of how they are produced or articulated. While there will be weekly assigned readings, the focus of the course will be on the development of practical skills in the transcription of English speech sounds. In addition to the reading and transcription drills, the course will also focus on the sound systems of the second languages that members of the class are currently studying.

**LING 200 Introduction to Phonology**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LING 102

This course is an introduction to phonology, the study of sound systems. It will focus on two topics, the description and analysis of phonological data and secondly how this analysis is formalized in order to capture generalizations about the sound systems of the languages of the world.

**LING 201 Introduction to Syntax**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* LING 100

This course is an introduction to the theory of syntactic analysis. It is framed within the Principles and Parameters theory of syntax. Students will learn how to represent a range of structures in tree diagrams and examine the kinds of predictions that these representations make.

**LING 202 Explorations in English Etymology**  
**3.00 credits (4,0,0) hrs 15 wks**

This course is an introduction to the origin and structure of English words: the study of etymology. Through an analysis of English vocabulary we will learn about the history of the English language as well as learn how linguistic analysis works. Students will learn how to distinguish native words from borrowed words, and with borrowed words, learn to recognize the Latin, Greek and French origins of English words.

*Note:* LING 100 and 102 are highly recommended

**LING 206 First Nations Languages of British Columbia**  
**3.00 credits (4,0,0) hrs 15 wks**

This course explores the relationship of language to other systems and will focus on the First Nations Languages of B.C. In particular it will explore the relationship between language, culture and social systems within the Salish (Coastal and Interior) language family. An important aspect of the course is to gain an understanding of language and culture from a First Nations perspective. Language endangerment, language policy, and efforts to retain or revive languages will also be discussed.

*Note:* LING 100 and 102 are recommended as prerequisites but not required.

**LING 208 Indigenous Languages and Their Speakers**  
**3.00 credits (4,0,0) hrs 15 wks**

This course explores the diversity of indigenous languages around the world in the context of language endangerment. We will ask "what is lost if a language disappears?" We will look at the rich cultural diversity and challenges of Aboriginal Australian, Native American, Pacific and Celtic languages through such topics as language attitudes, language dominance, cross-cultural communications in the sharing of information, respect systems, pidgins and creoles, and human categorization systems.

*Note:* LING 100 and 102 are recommended as prerequisites but not required.

## Local Government Admin

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**PADM 200 Local Government Administration in BC**  
**3.00 credits (4,0,0) hrs 15 wks**

This course will include discussion of the structures and administration of local governments, as well as current issues in local governance. Topics include: the history and purposes of local government; how local governments are organized and administered; their powers and limitations; issues of sustainability; relations

with aboriginal government; and issues of public participation such as interest group lobbying and public consultation.

*Note:* This course is taught over three weekends.

**PADM 201      Local Government Services in BC**

**3.00 credits      (4,0,0) hrs              15 wks**

This course will examine the service that municipalities provide to their citizens in British Columbia. Services to be discussed include: public works, protective services, including fire and police, regulatory services, water and sewer services, refuse collection and solid waste disposal, recreation and cultural services and environmental protection services.

*Note:* This course is taught over three weekends.

**PADM 202      Municipal Finance in BC**

**3.00 credits      (4,0,0) hrs              15 wks**

This course will examine the practices and issues of municipal finance in British Columbia and will include discussion of the Local Government Act as it pertains to financial administration; the role of provincial government in financial administration, the role of the Municipal Finance Authority; the finance function at the Municipal/Regional levels; accounting and financial controls in Municipalities and Regional Districts; the financial planning process including short term budgets and long term financial planning; financing options; general accounting/treasury functions; assessment, taxation, collection.

*Note:* This course is taught over three weekends.

**PADM 203      Municipal Law in BC**

**3.00 credits      (4,0,0) hrs              15 wks**

This course focuses on legal principles pertaining to municipal government and regional governments, with particular emphasis on its status, functions, and legal powers and constraints. It will also introduce the principles of administrative law, how legislation is created, and the powers and duties of administrative agencies. Topics covered will include municipal liability, municipal planning law, municipal council and staff legal issues, legislative drafting, basic principles of administrative and constitutional law, and principles of administrative law.

*Note:* This course is taught over three weekends.

**PADM 204      Leadership in Local Government Organizations**

**3.00 credits      (4,0,0) hrs              15 wks**

This course provides participants with new information and new research in the field of leadership studies. The format provides many opportunities to learn and practice skills required for effective leaders, the opportunity to learn directly with and from some of the most outstanding leaders in local government in BC, and includes time to look at specific issues faced by individual participants. The course blends theory and practice, with an emphasis on discussion and interaction and participant involvement through role playing and case studies.

**PADM 205      Advanced Communication Skills - Local Government Professionals**

**3.00 credits      (0,0,60) hrs              01 wks**

The goal of the course is to have British Columbia local government professionals participate in communication skill-based training that will strengthen their individual and team performances. It is believed that managing change, collaborating and navigating difficult conversations are essential communications competencies that effective local government professionals must demonstrate daily. This course will assist participants to become more effective in these areas through interactive sessions on resolving conflict, council-staff relations, communicating with diverse populations, negotiating skills, and coaching skills.

**PADM 207      Managing People in Local Government Organizations**

**3.00 credits (0,0,60) hrs 01 wks**

This course focuses on organizational success in local government and provides students with the skills and knowledge to carry out their responsibilities as supervisors and managers in British Columbia local governments more effectively.

**PADM 208 Community Planning for Non-Planners: Planning Skills for Local Government Professionals**

**3.00 credits (60,0,0) hrs 01 wks**

The goal of the course is to have British Columbia local government professionals participate in community planning skill-based training. This training will assist students to become more knowledgeable and more effective as they carry out and manage the various local government land use planning and development functions they encounter, and for which they are responsible.

**PADM 209 Fundamentals of Local Government Corporate Administration**

**3.00 credits (4,0,0) hrs 15 wks**

The goal of this course is to provide local government professionals with the skills and knowledge that will assist them to more effectively carry out their responsibilities as members of the department of the City Clerk/Corporate officer, and to prepare them for more senior leadership roles in their local government organizations.

**PADM 305 Problem Solving and Decision Making Skills: Policy Analysis for Local Government Professionals**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PADM 200

The goal of this course is to provide local government professionals with the skills and knowledge they need to understand and analyze complex public policy issues and options, and to recommend action to decision makers. This course will give students the opportunity to understand the key elements of the public policy making process and examine current policy issues, constraints and opportunities in the BC local government context. The course will help students develop a systematic approach to problem solving and prepare them for more senior leadership roles in their local government organizations.

**PADM 306 Project Management Skills for Local Government Professionals**

**3.00 credits (4,0,0) hrs 15 wks**

Local government professionals are involved in multiple projects as part of their everyday workload. These projects cover a wide range of areas and create a specific result, program or service. This course provides students with the skills and knowledge they need to successfully and efficiently manage work projects. Students will learn effective approaches to project planning, project teams and stakeholders, scheduling, time management, budgeting, communication, conflict resolution and project team leadership.

**PADM 307 Ethics and the Responsible Local Government Professional**

**3.00 credits (4,0,0) hrs 15 wks**

This course examines the role of local government professionals in establishing, applying and maintaining ethical standards, integrity and decorum in public institutional processes and relationships. Current and emerging issues that impact the working environment of the responsible public servant will be discussed. Students will develop problem solving approaches and provide recommendations to resolve identified ethical challenges. This course is intended for students who already have significant knowledge of and experience in local government.

**PADM 308 The Successful CAO - Local Govt Advanced Management**

**3.00 credits (60,0,0) hrs 01 wks**

*Prerequisite:* PADM 204, 205, 207 or 307

This course provides current and aspiring Chief Administrative Officers (CAOs) with strategies for long term success in this senior executive position. The focus is on management knowledge and skills unique to this role in BC municipalities and regional districts. This course is designed for new CAOs (e.g. three years or less) and aspiring CAOs (e.g. from senior management in local government and the private sector) who seek to advance their knowledge and skills and build a supportive network of colleagues.

**PADM 309      Municipal Administration and Community Involvement in BC**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework and ENGL 100

Through this course students will gain knowledge and understanding of municipal government administration in British Columbia, including the key services provided and how the community is involved in the process. Topics examined include: governing legislation and structure; the roles and responsibilities of municipal government staff, elected officials and the community; local government service delivery and funding; and relationships with other governments and supporting organizations. Students will be introduced to key sector challenges such as sustainability, affordable housing, homelessness, alternative transportation and climate change, and develop critical thinking skills while considering local government action on these issues.

## Mathematics and Statistics

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**MATH 097      Intermediate Algebra**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* Math Placement Test (MPT); or Pre-calculus 11 with a minimum C+ grade; or Pre-calculus 12 or BMTH 044 with a minimum C grade

This course is intended for students who need to improve their algebraic skills in order to prepare for a precalculus course or for a subject area where variables are used to represent unknown quantities. Topics covered include the real number system, exponents, radical expressions, polynomials and rational expressions; solving equations and application problems involving polynomials, rational expressions, and radical expressions; coordinate geometry, systems of equations; solving inequalities.

*Note:* This course replaces the courses MATH 091 and MATH 096.

**MATH 101      Introduction to Statistics**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* Math Placement Test (MPT); or MATH 097; or MATH 091 or BMTH 043 with a minimum C+ grade; or MATH 096 or BMTH 044 with a minimum C- grade; or BMTH 048 or Pre-calculus 11 or Principles of Math 11 or Foundations of Math 11 or Applications of Math 11 with a minimum C grade

An introduction to the language of statistics and some statistical methods, including random variables and their distribution; random sampling, normal distribution, estimation of parameters and testing hypotheses.

*Note:* No duplicate credit for MATH 101/204.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 102      Statistical Methods**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* MATH 101 with a minimum C- grade

A study of important statistical methods commonly used in the analysis of research data, including t-tests and their non-parametric competitors, one and two-way analysis of variance, chi-square tests and regression analysis.

*Note:* MATH 102 will be offered in the Spring term when sufficient student demand is evident.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 105      Precalculus Mathematics - Modelling Our World**

**4.00 credits      (4,0,1.5) hrs      15 wks**

*Prerequisite:* Math Placement Test (MPT); or Pre-calculus 11 with a minimum A grade; or Pre-calculus 12 with a minimum C+ grade; or MATH 097 or MATH 096 with a minimum C- grade; or BMTM 044 with a minimum B grade

This course is intended for students who anticipate taking calculus or who require a Pre-calculus 12 equivalent course. This is a functions course with a focus on mathematical modelling and practical applications. Topics include: graphs, properties of functions, inverse functions, polynomial, rational, trigonometry, logarithms and exponential functions.

*Note:* No duplicate credit for MATH 105/107.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 108      Calculus I for Business, Social Sciences and Life Sciences**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* Math Placement Test (MPT); or Pre-calculus 12 with a minimum B grade; or MATH 105 with a minimum C- grade; or BMTM 054 with a minimum C+ grade

This course is an introduction to the mathematics of change and explores concepts of differential calculus with an emphasis on applications to business, social sciences and life sciences using a technology-based modeling approach. Topics include limits, continuity, the derivative, rules of differentiation, implicit differentiation and applications of differentiation.

*Note:* No duplicate credit for MATH 108/116.

**MATH 109      Calculus II for Business, Social Sciences and Life Sciences**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* MATH 108 or 116 with a minimum C- grade

With an emphasis on applications to business, social sciences and life sciences, this course explores topics in single variable integral calculus, multivariable calculus and differential equations. Topics include the definite integral and applications, integration techniques, multivariable functions, partial derivatives, extrema, Lagrange multipliers, some techniques for solving differential equations.

*Note:* No duplicate credit for MATH 109/126.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 116      Calculus I - The Mathematics of Change**

**4.00 credits      (4,0,1.5) hrs      15 wks**

*Prerequisite:* Math Placement Test (MPT); or Pre-calculus 12 with a minimum A grade; or Pre-calculus 12 and Calculus 12 with a minimum B grade in each; or MATH 105 with a minimum C- grade; or BMTM 054 with a minimum B grade

This is a course in Differential Calculus which covers the topics of limits, continuity, the derivative, rules of differentiation, implicit differentiation, parametric curves, related rates, curve sketching, optimization, linear approximations, transcendental functions, indeterminate forms and anti-differentiation. Throughout the course a strong emphasis is placed on the geometric interpretation of the concepts of calculus.

*Note:* No duplicate credit for MATH 108/116.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 124      Discrete Mathematics I**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* MATH 116 with a minimum C- grade; or MATH 105 with a minimum B grade; or Principles of Math 12 or Pre-calculus 12 with a minimum B grade; or BMTH 054 with a minimum A grade; or Math Placement Test (MPT)

A survey of fundamental topics in discrete mathematics including: mathematical proofs using direct arguments, indirect arguments, and induction; the algebra of sets; combinatorics; functions and relations; and graph theory. This course stresses the special role of discrete mathematics in Computing Science.

*Note:* MATH 124 to be offered in the fall or spring term when sufficient student demand is evident.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 126      Calculus II**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* MATH 116 with a minimum C- grade

A study of the anti-derivative, the integral, techniques of integration, applications of the integral, differential equations, sequences, infinite series and Taylor's Theorem. Continued emphasis on the geometric interpretation of the concepts of calculus.

*Note:* No duplicate credit for MATH 109/126.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 152      Linear Algebra and Differential Equations**  
**4.00 credits      (4.5,0,1) hrs      15 wks**

*Prerequisite:* MATH 126 is a prerequisite or a co-requisite

An introduction to lines and planes, systems of linear equations and matrices, vector spaces and linear transformations, determinants, eigenvalues and eigenvectors, diagonalization. The theory will be applied to first order linear differential equations, first order linear systems and engineering topics.

*Note:* This course is intended for students in the Engineering Program. This is an approved Quantitative/Analytical course for baccalaureate degrees.

*Note:* No duplicate credit for MATH 152/200.

**MATH 190      Mathematics for Elementary Teachers**  
**4.00 credits      (4,0,1.5) hrs      15 wks**

*Prerequisite:* Math Placement Test (MPT); or MATH 097; or MATH 091 or BMTH 043 with a minimum B grade; or MATH 096 with a minimum C- grade; or BMTH 044 with a minimum C+ grade; or BMTH 048 or Pre-calculus 11 or Principles of Math 11 or Foundations of Math 11 or Applications of Math 11 with a minimum C grade

A study of selected topics in mathematics designed to give future elementary teachers an appreciation of the power, beauty and importance of mathematics. Topics studied include problem solving, number systems, geometry and statistics. This course does not normally count for credit in science programs. It is intended for students who plan on entering an education program for elementary school teachers.

*Note:* Students who have taken, received transfer credit for, or are currently taking MATH 108 or MATH 116 may not take MATH 190 for credit without the permission of the Department of Mathematics and Statistics. This is an approved Quantitative/Analytical course for baccalaureate degrees.

*Note:* This course requires preparation for, and participation in, a SNAP Math Fair to be held at the University outside of regularly scheduled class time. Attendance at the Math Fair is mandatory.

**MATH 200      Linear Algebra**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* MATH 126

An introduction to lines and planes, systems of linear equations and matrices, vector spaces and linear transformations, determinants, eigenvalues and eigenvectors, orthogonality and diagonalization. Theorems and proofs are an important component of the course.



Note: No duplicate credit for MATH 152/200.

Note: This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 204 Probability and Statistics for Applications**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 108 or 116 with a minimum C- grade

An introduction to inferential statistical methods. Confidence intervals, t-tests, chi-square tests, correlation and regression. The emphasis will be on problem formulation, models, assumptions and interpretation. Regularly scheduled labs will introduce course participants to appropriate supporting statistical software.

Note: No duplicate credit for MATH 101/204. This is an approved Quantitative/Analytical course for baccalaureate degrees.

Note: MATH 204 to be offered in the fall or spring term when sufficient student demand is evident.

**MATH 205 Introduction to Probability and Statistics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 126 with a minimum C- grade

A calculus-based study of probability, discrete and continuous random variables, mathematical expectation, moment generating functions, Central Limit Theorem, sampling from normal populations, confidence intervals, hypothesis testing.

Note: This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 215 Introduction to Analysis**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 126 with a minimum C+ grade

A course for students who plan to proceed in mathematics. Logic, sets, functions, limits of sequences and series; introduction to continuity, the derivative, Riemann Integral.

Note: MATH 215 to be offered in the fall or spring term when sufficient student demand is evident.

Note: This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 224 Discrete Mathematics II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 124 with a minimum C- grade

A continuation of the study of discrete mathematics from MATH 124. The emphasis is on combinatorial analysis, including generating functions, set theory and graph theory, with applications to Computing Science including representations, algorithms, and complexity.

Note: MATH 224 to be offered in the fall or spring term when sufficient student demand is evident.

Note: This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 230 Calculus III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 126 with a minimum C- grade

Analytical geometry of three dimensions; partial differentiation, applications; double and triple integrals; transformations to various coordinate systems.

Note: This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 231 Calculus IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 230 and MATH 152 or 200 with a minimum C- grade

Vector calculus; line and surface integrals; Green's Theorem; vector fields; divergence theorem; Stokes's Theorem; applications.

*Note:* MATH 231 to be offered in the spring term when sufficient student demand is evident.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 235 Introduction to Differential Equations**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 126 with a minimum C- grade and MATH 152 or MATH 200 with a minimum C- grade

An introduction to ordinary differential equations; first order equations; higher order linear differential equations; linear systems; power series techniques; Laplace transform method; the phase plane, applications.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 300 Mathematics and Creative Arts**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Mathematics has been used as a tool and as inspiration in the creation of works of music, literature and visual art and can be used in the analysis of these works. Through presentation of the math and examination of case studies, this course uncovers the math both in the forefront and behind the art. Mathematical proofs will also be developed that portray mathematics as a creative art in its own right.

*Note:* MATH 300 to be offered in the fall or spring term when sufficient student demand is evident.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MATH 335 Discovering Mathematics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course is an introduction to the beauty and power of mathematics. Using basic strategies of thought and investigation, the student will explore some interesting and sophisticated ideas in mathematics, including those of numbers, infinity, geometry and fractals.

*Note:* MATH 335 to be offered in the fall or spring term when sufficient student demand is evident.

## Medical Assistant

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**MOA 103 Medical Transcription**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* MOA 111, 119 and 112 as a prerequisite or co-requisite

Students will gain experience in transcribing medical material. They will continue to work on their keyboarding ability using general and medical documents.

**MOA 105 Medical Administrative Procedures**

**1.50 credits (2,0,0) hrs 15 wks**

Students will learn office procedures specific to the medical office including time management, medical ethics, appointments, patient record, filing and reception skills.

**MOA 107 Clinical Procedures**

**1.50 credits (2,1,0) hrs 15 wks**

Students will learn about clinical procedures pertinent to the doctor's office and the hospital setting. Students will learn how to use and maintain medical office equipment. There is a mandatory lab component.

**MOA 109 Anatomy, Physiology, and Pathology I**

**3.00 credits (4,0,0) hrs 15 wks**

A study of structure, function and interrelationships of the systems of the body. Common medical disorders, operative procedures and diagnostic tests will be studied in conjunction with the systems.

**MOA 110 Anatomy, Physiology and Pathology II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MOA 109

A continuation of MOA 109.

**MOA 111 Medical Terminology I**

**3.00 credits (4,0,0) hrs 15 wks**

Introduction to Greek and Latin prefixes, suffixes, roots, and combining forms common to medical terminology. Students will acquire the necessary skills to define, pronounce and correctly spell medical terms.

**MOA 112 Medical Terminology II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MOA 111

Continuation and reinforcement of terminology in MOA 111.

**MOA 115 Directed Work Experience**

**1.50 credits (2,0,3.6) hrs 15 wks**

Following successful completion of the second term, a hospital practicum will be arranged for the student. Before the work placement, the student will be required to attend career preparation lectures, which will include practice sessions for the employment interview.

*Note:* St. John's First Aid Enhanced or Industry Certificate (16 hours).

**MOA 119 Software Applications**

**3.00 credits (3,1.5,0) hrs 15 wks**

Students will use Microsoft Word and PowerPoint to create, edit, save, and print documents. The students will produce practical applications for the medical office and/or hospital environment. Students will work on increasing their keyboarding ability (with a goal of 60-65 wpm).

*Note:* This course is equivalent to MOA 118. Duplicate credit will not be granted for MOA 118.

**MOA 122 Computerized Medical Billing**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* MOA 105 and 119

Students will learn the theory of billing for medical services to MSP, WCB, ICBC and other insurers. They will acquire skills using a computer to accumulate patient demographic data, set up appointments, process claims for submission to MSP, process remittance reports and accounts receivable.

**MOA 152 Organizational Behaviour**

**3.00 credits (4,0,0) hrs 15 wks**

This course will provide students with an understanding of interpersonal communication techniques that can positively influence performance on the job. This course will also identify the positive administrative and supervisory skills that program graduates will need as they wish to assume additional career responsibility in the future.

## Medical Office Asst Online

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### **MOAO 100 Medical Terminology I**

**0.75 credits (0,1.6,2.5) hrs 06 wks**

*Prerequisite:* ABTO 100 is a prerequisite or a co-requisite

Students will complete an introductory study of the construction of medical terms including root words, suffixes and prefixes relating to the various body systems.

### **MOAO 101 Medical Terminology II and Related Anatomy and Physiology**

**3.00 credits (0,2,4) hrs 15 wks**

*Prerequisite:* ABTO 100 and MOAO 100 are prerequisites or co-requisites

This course is a continuation of Medical Terminology I and will introduce anatomy and physiology related to the main systems of the body.

### **MOAO 102 Medical Terminology III Pharmacology and Specialties**

**0.75 credits (0,0,2.5) hrs 06 wks**

*Prerequisite:* ABTO 100, MOAO 100 and 101 are pre or co-requisites

In Medical Terminology III, students complete a study of the construction of medical terms including root words, suffixes, and prefixes relating to pharmacology and the specialties of oncology, radiology and nuclear medicine and psychiatry.

### **MOAO 120 Medical Transcription**

**3.00 credits (0,0,4) hrs 15 wks**

*Prerequisite:* ABTO 100, 120, MOAO 100 and 101 are prerequisites or co-requisites

This introductory course will familiarize students with transcribing from oral dictation. Students will acquire knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

### **MOAO 130 Medical Administrative Procedures**

**3.00 credits (0,0,4) hrs 15 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

Students will be introduced to the administrative duties and procedures required in a medical office/hospital setting. Topics covered will include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing and records management procedures. Medical law and ethics are an integral part of the course.

### **MOAO 131 Clinical Procedures and Practice**

**3.00 credits (0,0,5) hrs 12 wks**

*Prerequisite:* ABTO 100 and 120 are pre or co-requisites

This course is designed to enable the Medical Office Assistant to perform basic clinical procedures including the use and management of medical equipment. The student will learn to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities.

### **MOAO 140 Medical Billing - Manual**

**1.50 credits (0,0,5) hrs 06 wks**

*Prerequisite:* ABTO 100 is a prerequisite or corequisite

This course will teach the theory for billing of medical services to MSP, ICBC, WCB and other private insurers.

**MOAO 141 Medical Billing - Computerized****1.50 credits (0,0,5) hrs 06 wks***Prerequisite:* ABTO 100 and MOAO 140 are pre or co-requisites

This course will introduce the student to automated medical billing software and procedures for the province of British Columbia.

## Motion Picture Arts

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**MOPA 100 Technical Directing****3.00 credits (4,0,0) hrs 15 wks**

This course introduces students to the role and responsibilities of the director and the director's team. Context and examples are supported through short films and an introduction to cinematic language. Guest speakers and mandatory workshops, in addition to weekly classes, support classroom work.

**MOPA 102 Cinematography Foundation****3.00 credits (4,0,0) hrs 15 wks**

This course is designed to familiarize students with the operational theory and practical application of the basic camera, lighting, and grip procedures of film and video production.

**MOPA 103 Basics of Production Design****1.50 credits (4,0,0) hrs 08 wks***Prerequisite:* 15 credits of 100 level MOPA

This course is designed to familiarize the students with the processes involved in the design, planning, and construction of dramatic motion picture sets.

**MOPA 104 Introduction to Producing****3.00 credits (4,0,0) hrs 15 wks**

This course introduces students to the business practices, economic realities, and decision-making processes employed in the motion picture industry.

**MOPA 106 Screenwriting I****3.00 credits (4,0,0) hrs 15 wks**

This course presents the fundamentals of the three-act story structure and the screenplay, including the development process from concept to completion, the internal and external structure, and the concepts of story and character arc. Analysis of scripts and short films develops students' skills to recognize the mechanics of story as they apply to narrative conventions. Short scripts developed in this course will be produced in the fall and spring projects.

**MOPA 108 Introduction to Post-Production****3.00 credits (4,0,0) hrs 15 wks**

This course is designed to introduce students to current digital video and film post-production processes and techniques. It features an analysis of each phase of creative post-production to enhance the students' understanding of post-production work flow.

**MOPA 110 MOPA Project #1****2.00 credits (0,2,4) hrs 04 wks***Prerequisite:* 15 credits of 100 level MOPA

The first major supervised project includes development, pre-production, production, and post-production. Mentorship and supervision focus on professionalism and technical competency.

**MOPA 115 Professional Development I**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* 15 credits of 100 level MOPA

This course is designed to introduce students to communication, protocol, and entry-level job skills to begin a career in the motion picture industry. Through weekly guest lectures and classes, students are introduced to film industry professionals working in a variety of film crafts. Practical assignments are practical opportunities for students to develop networking skills in the film community for the purposes of employment. Through an applied focus, this course provides students with an understanding of the set etiquette, crew protocol, problem solving, and communication techniques required in the film and television industry.

**MOPA 118 Production and Post-Production**

**3.00 credits (12,0,0) hrs 06 wks**

*Prerequisite:* 15 credits of 100 level MOPA

This course builds upon and reinforces the knowledge and skills acquired in Technical Directing, Cinematography Foundation and Post-Production in the first semester. The classroom becomes a production office, set, and post-production house, so that students can apply industry standard procedures and protocols for running a successful production from the distribution of a script through delivery. Students collaborate in groups under the direct supervision of instructors to make a two-minute film that follows professional standards and practices; instruction will emphasize the following: scheduling, location scouting, technical surveys, production meetings, blocking, lighting, rehearsing, shooting, post-production workflow, post-production supervision, and production management.

**MOPA 120 MOPA Project #2**

**2.00 credits (0,2,4) hrs 05 wks**

*Prerequisite:* 15 credits of 100 level MOPA

The second major supervised project includes development, prep, production, and post-production. Students shoot off campus for the first time. Mentorship and supervision focus on professionalism and technical competency.

**MOPA 201 The Director's Craft**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 25 credits of 100 level MOPA

This course is designed to explore the director's role in the professional world of film and television production. Special emphasis is placed on technical direction as well as the working relationship with actors, cinematographers, and production designers.

**MOPA 202 History of Cinema I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 17.5 credits of 200 level MOPA

This course is designed to explore the historical significance of the American and Canadian cinema's creative and technical processes, including the historical precedents that contributed to the evolutionary process of film production from the silent era to the present day. This includes spotlighting a variety of distinctive filmmakers and their individual production methodologies and how their contributions reflect the historical, social, and political contexts that came to define the cinematic culture.

**MOPA 206 Screenwriting II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 25 credits of 100 level MOPA

In this course, students explore the development of narrative ideas, the practical and creative aspects of writing the screenplay, the ability to give and receive criticism, and the ability to articulate an individual artistic identity.

**MOPA 207      Technical Motion Picture Arts**

**5.00 credits      (8,0,0) hrs              13 wks**

*Prerequisite:* 25 credits of 100 level MOPA

This mentored interdisciplinary course allows students to practice the application of key technical and creative crafts. Mentored workshops allow students to integrate and apply technical skills into workflow. Prep, production and post-production are determined by students but are closely supervised by faculty. Students are evaluated on individual professionalism, technical competency, and control over aesthetics and content.

**MOPA 209      Advanced Digital Editing**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 25 credits of 100 level MOPA

This course builds upon and reinforces the foundation of editing skills and knowledge acquired in the first year of the Bachelor of Motion Picture Arts program.

**MOPA 210      MOPA Project #3**

**6.00 credits      (8,0,0) hrs              15 wks**

*Prerequisite:* 17 credits of 200 level MOPA

The emphasis on the projects in second year reflects industry standards, in terms of protocol and workflow during pre-production, production, post-production, and distribution. Students are expected to apply industry protocol fluently in the following disciplines: writing, directing, producing, production management, location management, editing, cinematography, sound mixing, publicity, and sound design. Several student narrative and documentary projects will be selected by a faculty panel to be produced and delivered by students. Adherence to story structure and comprehensible visual narrative conventions are expected. Students are expected to work collaboratively, effectively, and to a disciplined deadline. Students will be evaluated on individual professionalism, technical competency, and control over aesthetics and content.

**MOPA 211      American Cinema**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework

This course is designed to familiarize the students with the historical significance of the cinema's creative and technical processes and their relevance to contemporary film production. The emphasis will be placed on the Hollywood cinema and its filmmakers' contributions to narrative cinema.

**MOPA 213      Production Design II**

**1.00 credit      (4,0,0) hrs              05 wks**

*Prerequisite:* 17 credits of 200 level MOPA

This course explores the implementation of visual design and production design on film/tv projects. A project entailing application of production design to year 2 student film projects is required.

**MOPA 217      Sound Design for Film and Video**

**1.50 credits      (4,0,0) hrs              08 wks**

*Prerequisite:* 17 credits of 200 level MOPA

This course is designed to build upon the foundation of sound editing and sound recording knowledge acquired in the first year and first semester of the second year of the program. The purpose of this course

is to teach the foundation of the principles of sound aesthetics, creating sound, and applying them to the sound edit of a film or video.

**MOPA 220 Line Producing and Production Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 25 credits of 100 level MOPA

This course develops the processes employed in the motion picture industry involved in budgeting, scheduling, and contracts, as well as introduces the appropriate industry software.

**MOPA 302 World Cinema**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Students explore world film culture through a broad spectrum of countries and regions, reflecting on their unique contributions to the world's film culture. This includes a focus on distinctive artists within the international film community and an exploration of the context in which various historical, political, religious, philosophical, and cultural forces shaped their distinctive contributions to their own film culture, as well as their subsequent influence on Western film culture, which in turn allows an understanding and perspective of global film culture.

**MOPA 304 Screenwriting III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 28.5 credits of 200 level MOPA

In this course, students explore and develop techniques of visual storytelling, narrative judgment, and personal voice. Students will learn to clearly and effectively articulate their story ideas through oral and written pitches for industry professionals. Short scripts developed in this course will be considered for production in the fall and spring projects.

**MOPA 305 Cinematography**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 28.5 credits of 200 level MOPA

This course provides practical opportunities for students to explore and develop fluency, aesthetic judgment and cinematic voice. Students are expected to integrate content with visual language in order to acquire a range of cinematic technical skills and applications to realize a story visually.

**MOPA 306 Directing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 28.5 credits of 200 level MOPA

Students will be provided with practical opportunities to explore and develop techniques of visual storytelling, narrative interpretation, and personal voice. This will include the application of techniques of working with actors to direct and realize an effective screen performance.

**MOPA 310 MOPA Project #4**

**6.00 credits (8,0,0) hrs 15 wks**

*Prerequisite:* 15 credits of 300 level MOPA

Students are creatively involved in a minimum of three short projects. Students are required to take on two key creative leadership roles related to their concentration: one of producer, writer or director, and one of either cinematographer or editor. Students are evaluated individually on their professionalism, technical competency, aesthetics and content.

**MOPA 312 Canadian Cinema**



**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course is designed to explore the historical significance of the Canadian film industry and its relevance to contemporary film production and the global film community.

**MOPA 313 Production Design III**

**1.00 credit (4,0,0) hrs 05 wks**

*Prerequisite:* 15 credits of 300 level MOPA

This course explores the expansive possibilities of employing production design to shape a film/tv viewer experience, including the production design ingredients of a coherent 'World Building' effort, as well as the implementation of effective production design in student filmmaking projects.

**MOPA 319 The Independent Producer**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 28.5 credits of 200 level MOPA

This course includes an advanced study of market analysis and distribution, as well as entrepreneurship, in particular with regard to the development of the student projects.

**MOPA 325 Advanced Work Flow I**

**2.50 credits (4,0,0) hrs 13 wks**

*Prerequisite:* 28.5 credits of 200 level MOPA

This course will teach advanced editing work flows in conjunction with Sound Design, Colour Correction and Visual Effects. Students will learn to use advanced industry-standard software for Editing, Sound Design, Colour Correction and Motion Graphics. Classroom lectures and discussion will encourage analysis of more complex Post Production Work flows and how they incorporate other Departments, including application to student spring projects.

**MOPA 409 Visual Theory and Practice**

**6.00 credits (8,0,0) hrs 15 wks**

*Prerequisite:* 27.5 credits of 300 level MOPA

This is an integrated seminar and project-based course. This course explores visual, cultural theory and gives students an overview the evolution of language, critical theory, and ideas. Each week students lead a seminar based on a reading. The presentation concepts are integrated with practical assignments and a research paper. The intention of this course is to integrate students' understanding of ideas with their interest in themes and their emerging voices as filmmakers. Originality, authenticity, and individual voice will be encouraged in both the short projects and the research papers.

**MOPA 410 MOPA Project #5**

**6.00 credits (8,0,0) hrs 15 wks**

*Prerequisite:* 8.5 credits of 400 level MOPA

Although there is faculty supervision on all projects, students are expected to develop, and produce work independently. Students produce a short film, presentation piece or "teaser" in support of their development projects. Depending on the nature of the project, students may work independently or collaboratively with a creative team.

**MOPA 416 Professional Practice**

**1.00 credit (4,0,0) hrs 05 wks**

*Prerequisite:* 27.5 credits of 300 level MOPA

This course provides context and guidance for students in terms of their professional development, including their placement in MOPA 430 Practicum and their contribution to the MOPA 410 Project #5, by mastering and applying their personal and professional skills to develop a critical path into industry.

**MOPA 425      Advanced Work Flow II**  
**1.50 credits    (4,0,0) hrs          08 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course focuses on the preparation and development of the spring semester project (MOPA 410 Project #5) in relation to 'Concept, Communication, Creativity and Context'. Students will prepare the creative elements of a script development submission package for the spring project, which will include a consideration of their project in the context of social responsibility, community awareness, and audience impact.

**MOPA 426      Advanced Work Flow III**  
**1.50 credits    (4,0,0) hrs          08 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Students will have the opportunity to expand and explore their filmmaking skills in an interdisciplinary environment through intensive, practical experience. Students will choose from three options: 1) Technical project or 2) Performance project or 3) Creative project. All three options extend the development of specific filmmaking skills as defined by but not limited to the primary disciplines of Directing, Screenwriting, Producing, Editing and Cinematography, as well as interdisciplinary skills as found in Costuming, VFX, 2D and 3D Animation, and Acting. The projects offered in any given semester will be based on student demand.

**MOPA 430      Practicum**  
**2.00 credits    (0,0,35) hrs          02 wks**

*Prerequisite:* 27.5 credits of 300 level MOPA

All students are required to do a practicum in their fourth year. Practicum students are required to meet with a faculty supervisor for consultation. The consultation is intended to determine an appropriate placement, the terms of placement, and to establish the evaluation criteria. Students are required to write a detailed summary of their practicum and will receive written evaluation from their practicum host and faculty supervisor at the end of the practicum.

## Music

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**MUS 100      Theory I**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* Grade 2 Royal Conservatory Rudimentary Theory or equivalent

*Corequisite:* MUS 112

This course is designed to provide the student with an understanding of the basic principles of musical organization and harmonic practice in tonal music of the common-practice era.

**MUS 101      Theory II**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* MUS 100

*Corequisite:* MUS 113

This course is a continuation of MUS 100 and is intended to provide a more in-depth study of musical organization and harmonic practice in tonal music of the common-practice era.

**MUS 108      Music Appreciation**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Eligibility to register for English 100. See English Diagnostic Test in the Registration section of the University Calendar.

This is a music appreciation course for students who are curious about classical music and would like to learn more about how to listen to it. No previous musical knowledge is necessary. The "tools" of how music is put together will be introduced and discussed through listening to a wide variety of pieces from the medieval period, the Renaissance, the Baroque, the Classic and Romantic periods, and the twentieth century. Students will discover how various composers use elements of style and form to create music that expresses their individual voice as well as the culture in which they live. Emphasis will be placed on the cultural and historical context of each piece.

**MUS 109 Music Theory for Non-Music Majors**

**3.00 credits (4,0,0) hrs 15 wks**

This course encompasses a comprehensive overview of the rudiments of music and provides an understanding of how those elements are combined to create the various styles and genres of Western art music from Medieval times to the 20th Century. Previous experience reading music is an asset to this course but not essential.

*Note:* This course may be taken by music majors but will not fulfill credit requirements for the Music Diploma.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MUS 112 Ear Training and Sight Singing I**

**1.50 credits (3,0,0) hrs 15 wks**

*Corequisite:* MUS 100

This course develops sight-reading skills and aural perception of tonality, with specific reference to seventeenth and eighteenth-century repertoire, in support of MUS 100 and 120.

**MUS 113 Ear Training and Sight Singing II**

**1.50 credits (3,0,0) hrs 15 wks**

*Prerequisite:* MUS 112

*Corequisite:* MUS 101

This course develops sight-reading skills and aural perception of tonality, with specific reference to seventeenth and eighteenth-century repertoire, in support of MUS 100 and 120.

**MUS 114 Class Piano I**

**1.00 credit (2,2,0) hrs 15 wks**

This course is designed to equip musicians whose performance medium is not a keyboard instrument with basic keyboard skills so they may utilize the instrument as a resource tool.

**MUS 115 Class Piano II**

**1.00 credit (2,2,0) hrs 15 wks**

*Prerequisite:* MUS 114

This course is designed to refine and augment those skills and techniques learned in MUS 114 so as to further equip musicians whose performance medium is not a keyboard instrument.

**MUS 120 Music History I**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces musical concepts of organization, such as rhythm, pitch, structure, form and style, and applies knowledge of these concepts in analytical exercises. These concepts of musical structure are used to trace the development of Western music from ancient times to the end of the Classic Period. The course then examines representative music of the Medieval period with respect to style and form, examining

the historical framework in which this music was composed, and providing the student with the necessary tools to express this knowledge.

**MUS 121      Music History II**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* MUS 120

This course examines representative music from the Renaissance and Baroque periods with respect to style and form, examining the historical framework in which this music was composed, and providing the student with the necessary tools to express this knowledge.

**MUS 122      Lyric Diction I**  
**1.00 credit      (2,0,0) hrs            15 wks**

This course explores the application of the principles of lyric diction in Italian and German through the use of the International Phonetic Alphabet (IPA).

**MUS 123      Lyric Diction II**  
**1.00 credit      (2,0,0) hrs            15 wks**

This course explores the application of the principles of lyric diction in English and French through the use of the International Phonetic Alphabet (IPA).

**MUS 124      Musicianship Fundamentals I**  
**2.00 credits    (1.33,0,2.66) hrs    15 wks**

The goal of this course is to introduce Musical Theatre students to the preliminary rudiments of music and to provide them with knowledge of basic ear training, theory and sight singing skills.

*Note:* For Musical Theatre program students only.

**MUS 125      Musicianship Fundamentals II**  
**2.00 credits    (1.33,0,2.67) hrs    15 wks**

*Prerequisite:* MUS 124

The goal of this course is to work towards developing skills which allow the student to reproduce printed melody and rhythm through aural and vocal exercises and to develop piano skills to assist in repertoire preparation.

*Note:* For Musical Theatre program students only.

**MUS 200      Theory III**  
**3.00 credits    (3.5,1,0) hrs            15 wks**

*Prerequisite:* MUS 101 and MUS 113 with a minimum grade of C in both courses

*Corequisite:* MUS 212

This course develops a richer understanding of tonal harmony both in terms of its local relationships (chord-to-chord connections) and its longer-range behaviour over the course of a musical phrase, section or entire composition. The course is designed to link theoretical understanding to aural appreciation, and to enhance the students' enjoyment of the music history curriculum through detailed study of the same repertoire wherever possible. As well, the course offers tools for learning and memorizing repertoire, in support of the students' performance studies.

**MUS 201      Theory IV**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* MUS 200

*Corequisite:* MUS 213

This course helps students to continue to develop a richer understanding of tonal harmony and its role in generating and articulating musical forms. Emphasis will be placed upon recognizing the relationship between linear motion and tonal harmonic progression, particularly as found in nineteenth-century music. Like MUS 200, the course is designed to link theoretical understanding to aural appreciation, and to enhance the students' enjoyment of the music history curriculum through detailed study of the same repertoire wherever possible. As well, the course offers tools for learning and memorizing repertoire, in support of the students' performance studies.

**MUS 210      Class Woodwinds I**  
**1.50 credits    (2,0,0) hrs          15 wks**

This course is a practical study of the woodwind family.

**MUS 211      Class Woodwinds II**  
**1.50 credits    (2,0,0) hrs          15 wks**

This course is a continuation of MUS 210.

**MUS 212      Ear Training and Sight Singing III**  
**1.50 credits    (3,0,0) hrs          15 wks**

*Prerequisite:* MUS 101 and MUS 113 with a minimum grade of C in both courses

*Corequisite:* MUS 200

This course develops sight-reading skills and aural perception of tonality, with specific reference to the eighteenth and nineteenth-century repertoire in support of MUS 200 and 220.

**MUS 213      Ear Training and Sight Singing IV**  
**1.50 credits    (3,0,0) hrs          15 wks**

*Prerequisite:* MUS 212

*Corequisite:* MUS 201

This course develops sight-reading skills and aural perception of tonality, with specific reference to later nineteenth-century repertoire, in support of MUS 201 and 221.

**MUS 214      Class Piano III**  
**1.00 credit     (2,2,0) hrs          15 wks**

*Prerequisite:* MUS 114 and 115

This course is designed to refine and augment those skills and techniques learned in MUS 115 so as to further equip musicians whose performance medium is not a keyboard instrument.

**MUS 215      Class Piano IV**  
**1.00 credit     (2,2,0) hrs          15 wks**

*Prerequisite:* MUS 114, 115 and 214

This course is designed to refine and augment those skills and techniques learned in MUS 214 so as to further equip musicians whose performance medium is not a keyboard instrument.

**MUS 218      Class Brass**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course is a practical study of the brass family.

**MUS 219      Class Percussion**  
**1.50 credits    (3,0,0) hrs          15 wks**

This course is a practical study of the percussion family.

**MUS 220 Music History III**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100, MUS 120 and MUS 121 is a prerequisite or co-requisite

This course provides students with a knowledge of the music of the classic and early romantic periods with respect to musical styles and form, and provides students with the necessary tools to express this knowledge.

**MUS 221 Music History IV**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100, MUS 120 and MUS 121 & 220 are prerequisites or co-requisites

This course provides students with a knowledge of the music of the late romantic and twentieth-centuries with respect to musical styles and form and provides students with the necessary tools to express this knowledge.

**MUS 361 Method Studies in Music Education: Orff Methodology**  
**1.50 credits (2,0,0) hrs 15 wks**

This course provides a knowledge of Orff methodology and the skills necessary to use this teaching method in a classroom.

## Musical Theatre

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**MUTH 116 Musical Theatre I**  
**3.00 credits (4,0,2) hrs 15 wks**

An introduction to the musical theatre repertoire and the singing, dancing and acting skills necessary for performance.

*Note:* For Musical Theatre program students only.

**MUTH 117 Musical Theatre II**  
**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* MUTH 116 or THTR 116

A continuation of MUTH 116, using a variety of musical repertoire in performance.

*Note:* For Musical Theatre program students only.

**MUTH 127 Elements of Theatre for Musical Theatre**  
**3.00 credits (2,0,2) hrs 15 wks**

This course will survey the theatrical roots of the musical from ancient Greece and Rome through to the first musical comedies of the late 18th and 19th centuries. Selected major developments of the 20th century will also be highlighted. This course may be mixed-mode delivery, which would necessitate the use of a computer.

*Note:* For Musical Theatre program students only.

**MUTH 170 Dance for Musical Theatre I**  
**3.00 credits (4,0,2) hrs 15 wks**

This course is designed to teach the basic techniques of ballet, jazz and tap through a series of exercises and choreographed numbers.

*Note:* For Musical Theatre program students only.

**MUTH 171 Dance for Musical Theatre II**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* MUTH 170 or THTR 170

A continuation of MUTH 170.

*Note:* For Musical Theatre program students only.

**MUTH 208 Performance Project I**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* ACTR 100, MUTH 117 and ENGL 100

This course acknowledges the theatre skills which are learned during practical work on productions. Students in the Musical Theatre program will take part in a concert style production of a musical, performed in the Arbutus Studio at the end of term.

*Note:* For Musical Theatre program students only.

**MUTH 209 Performance Project II**

**3.00 credits (0,0,4) hrs 15 wks**

*Prerequisite:* MUTH 208

This course acknowledges the theatre skills which are learned during practical work on productions. Students in the Musical Theatre program rehearse and perform in a fully staged and costumed musical for a several week run. This practical application of the techniques learned throughout the previous terms will culminate in a production. Students must also prepare a cabaret show consisting of five songs with patter, which will be performed at the end of term in the Arbutus Studio Theatre.

*Note:* For Musical Theatre program students only.

**MUTH 210 Acting for Film and Television I**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* ACTR 100 and ENGL 100

An introduction to the acting techniques and technical skills needed to perform on camera.

*Note:* For Musical Theatre program students only.

**MUTH 211 Acting for Film and Television II**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* MUTH 210

A continuation of MUTH 210.

*Note:* For Musical Theatre program students only.

**MUTH 216 Musical Theatre III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MUTH 117 and ENGL 100

A continuation of the exploration of musical theatre repertoire through working in partners using script and song. A Pop/Rock unit will be explored using the physical and vocal styles required for this type of performance.

*Note:* For Musical Theatre program students only.

**MUTH 217 Musical Theatre IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MUTH 216

A continuation of the exploration of musical theatre repertoire, with an emphasis on more complicated technique, harmonies, and choreography.

*Note:* For Musical Theatre program students only.

**MUTH 270 Dance for Musical Theatre III**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* MUTH 171 and ENGL 100

The goal of this course is to continue to learn and perfect the techniques begun in Dance I and II and to move into more complicated styles and choreography.

*Note:* For Musical Theatre program students only.

**MUTH 271 Dance for Musical Theatre IV**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* MUTH 270

In this course the student will continue to learn and perfect the techniques begun in Dance I, II, III and IV and to move into more complicated styles, quick pick up of choreography, as well as group choreography assignments.

*Note:* For Musical Theatre program students only.

**MUTH 302 Graduation Showcase**

**2.00 credits (1.33,0,2.67) hrs 15 wks**

*Prerequisite:* ENGL 100, ACTR 304, MUTH 308, 316, 318, 370, PMTI 300

This capstone course prepares students for the Graduation Showcase, which is a culmination of their training to date. The final performance will serve as an introduction to professional industry members and will provide students with an opportunity to start their careers.

*Note:* This course is equivalent to ACTR 302. Duplicate credit will not be granted for this course and ACTR 302.

**MUTH 308 Performance Project III**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* MUTH 209

Students will improve upon and demonstrate their mastery of the performance aspect of dance if they choose the choreographic assignment. Students will choreograph a short piece and perform the practical work necessary to produce an advanced dance performance. Students will also get the opportunity to perform in and produce a smaller cast, non-musical show presented in the first term.

*Note:* For Musical Theatre program students only.

**MUTH 309 Performance Project IV**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* MUTH 308 or THTR 308

This course acknowledges the theatre skills which are learned during practical work on productions. Students in the Musical Theatre Program will rehearse and perform in a fully staged and costumed musical for a several week run. This practical application of the techniques learned throughout the previous terms will culminate in a production.

*Note:* For Musical Theatre program students only.

**MUTH 316 Musical Theatre V**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MUTH 217

Continued exploration of more complex musical theatre repertoire, with an emphasis on advanced technique in acting, singing and dancing. Students will add a variety of songs to their expanding repertoire and will perform them in master class format. Students will perform at a variety of events in the outside community to increase their personal and social responsibility through civic engagement.



*Note:* For Musical Theatre program students only.

**MUTH 317      Musical Theatre VI**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* MUTH 316

To continue the exploration of Musical Theatre repertoire from MUTH 316, with an emphasis on advanced technique, harmonies and choreography. Students will add different styles of music to their expanding repertoire, and will continue to build upon their audition book. At the end of the term, students will showcase their solo repertoire and their ensemble choreography in a public setting in order to allow theatre professionals to view their work. This term end performance will form part of their final mark.

*Note:* For Musical Theatre program students only.

**MUTH 318      Ensemble Voice for Musical Theatre I**  
**2.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* MUTH 217

This course will further the development of general vocal skills and advanced musicianship. Students will review and improve upon their ensemble skills, sight reading and advanced harmony. In addition to the ensemble study, students will work on musical expectations of an audition: sight reading of solo repertoire, and small ensemble (quartet/sextet).

*Note:* For Musical Theatre program students only.

**MUTH 319      Ensemble Voice for Musical Theatre II**  
**2.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* MUTH 318

This course is a continuation of 318 and will further the development of general vocal skills and advanced musicianship. In addition to the ensemble study, students will work in a studio setting to learn about recording the sung and spoken voice. Students will also get an opportunity to learn the ADR process, and expand their knowledge base in the voice recording industry.

*Note:* For Musical Theatre program students only.

**MUTH 370      Dance for Musical Theatre V**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* MUTH 271

This advanced dance course will enable Musical Theatre students to continue the progress of their skill development to the advanced level. Students will be expected to recognize and execute advanced level dance skills in the areas of ballet, jazz and tap. Through weekly technique classes, students will be assessed for individual progress. An audition format will be introduced this year, which will prepare students for the dance auditions that each will encounter upon graduation from this program.

*Note:* For Musical Theatre program students only.

**MUTH 371      Dance for Musical Theatre VI**  
**3.00 credits      (4,0,2) hrs              15 wks**

*Prerequisite:* MUTH 370 or THTR 376

This course is a continuation of 370, and will enable Musical Theatre students to further continue the progress of their skill development to the advanced level. Students will be expected to recognize and execute advanced level dance skills in the areas of ballet, jazz and tap. Through weekly technique classes, students will be assessed for individual progress. An audition format will be introduced this year, which will prepare students for the dance auditions that each will encounter upon graduation from this program. In this term, Ballet and freestyle auditions will be added to the Jazz and Tap auditions from last term.

*Note:* For Musical Theatre program students only.

# Music Therapy

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## **MT 320          Improvisation I**

**1.50 credits      (2,0,0) hrs          15 wks**

An experiential study of free and structured improvisation forms for groups and solo work.

## **MT 330          Clinical Skills**

**3.00 credits      (3,0,1) hrs          15 wks**

An introduction to the basic concepts of observation, assessment and goal setting, including six weeks of introductory field work and in-class observations.

## **MT 340          Midi Synthesis Technology**

**1.50 credits      (2,0,0) hrs          15 wks**

*Prerequisite:* MT 420

An introduction to the use of midi technology for the therapeutic setting.

## **MT 350          The Influence of Music**

**3.00 credits      (4,0,0) hrs          15 wks**

A study of the physical and psychological impact of music, and its components for music therapy. A study of healing and music in various cultures.

## **MT 360          Music Therapy I**

**3.00 credits      (4,0,0) hrs          15 wks**

This course presents the development of music as therapy, the clientele groups and their needs, and the potential of music as a therapeutic medium.

## **MT 361          Music Therapy II**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* MT 360

This course presents three music therapy styles with a focus on theory, analysis, and practice. Included are Developmental Music Therapy, Nordoff/Robbins improvisational style, and the use of music therapy in in-patient psychotherapy.

## **MT 364          Health Conditions of Adulthood**

**3.00 credits      (4,0,0) hrs          15 wks**

An introduction to anatomy and physiology, normal and abnormal, and practical elements of standard treatment.

## **MT 370          Health Conditions of Childhood**

**1.50 credits      (2,0,0) hrs          15 wks**

*Prerequisite:* MT 364

A basic introduction to abnormal child development and some major intervention approaches.

## **MT 380          Counselling and Interpersonal Skills**

**1.50 credits      (2,0,0) hrs          15 wks**

This course introduces Music Therapy students to counselling and interpersonal skills. Students will develop basic counselling techniques, examine their relationship/interpersonal skills, work through models of communication, and improve feedback and confrontation skills.

**MT 391            Practicum I**  
**4.00 credits    (2,0,4.8) hrs        15 wks**

*Prerequisite:* MT 330

Field work, in which students design, lead and document music therapy sessions, in consultation with staff supervision. Weekly seminars examine practicum issues.

**MT 420            Improvisation II - Guitar**  
**1.00 credit      (1.33,0,0) hrs        15 wks**

*Prerequisite:* MT 320

Group leading using guitar improvisation, plus exploring current popular styles and idioms.

**MT 450            Music and the Creative Arts I**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* MT 350

A continuation of lecture and experiential exposure to the influence of music in conjunction with the expressive arts.

**MT 451            Music and the Creative Arts II**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* MT 450

An experiential exposure to leading creative arts activities which can be used in conjunction with music: e.g. dance, visual arts, poetry.

**MT 460            Music Therapy III**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* MT 361

A continuation of the presentation of music therapy styles, for psychiatry, palliative care, music education and in healing, including the work of Helen Bonny and Mary Priestley. Assessment and treatment planning will be covered in depth.

**MT 461            Music Therapy IV**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* MT 460

This course focuses on professional attitudes, skills and awareness including a significant section on counselling skills for music therapists. Students learn job hunting/creation skills and practise leading inservices and workshops.

**MT 462            Principles of Research for Music Therapy Students**  
**3.00 credits    (4,0.4,0) hrs        15 wks**

*Prerequisite:* PSYC 101

An introduction to elementary research designs and basic statistical procedures.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**MT 480            Improvisation III**  
**1.50 credits    (2,0,0) hrs            15 wks**

*Prerequisite:* MT 420

A continuation of Improvisation II.

**MT 490            Practicum II**

**4.00 credits (2,0,4.8) hrs 15 wks**

*Prerequisite:* MT 391

Field work and weekly seminars. (Refer to M.T. 391.)

**MT 491 Practicum III**

**4.00 credits (2,0,4.8) hrs 15 wks**

*Prerequisite:* MT 490

Field work and weekly seminars. (Refer to M.T. 391.)

**MT 510 Pre-Professional Practicum**

**9.00 credits (0,0,1000) hrs wks**

*Prerequisite:* MT 491

1,000 hours of clinical field work, including monthly seminars.

*Note:* This course is equivalent to MT 511. Duplicate credits will not be granted for this course and MT 511.

**MT 511 Pre-Professional Practicum**

**15.00 credits (0,0,1000) hrs wks**

*Prerequisite:* MT 491

1,000 hours of clinical field work, including monthly seminars.

*Note:* This course is equivalent to MT 510. Duplicate credits will not be granted for this course and MT 510.

**MT 520 Guided Imagery and Music**

**3.00 credits (20,0,40) hrs 01 wks**

This experiential course introduces students to the Bonny method of Guided Imagery and Music (GIM). Students will learn the theoretical foundations to the method, the application and administration of music and imagery, and the scope of the method. Students will observe GIM sessions, participate as therapist and client, and reflect on their experiences as observer and participant. Successful completion of this course results in a Level One GIM certificate that is endorsed by the Association for Imagery and Music.

*Note:* Intended for students with a Bachelor of Music Therapy Degree or equivalent training in counselling, art therapy, or related health care fields as assessed by the instructor.

## North American Business Mgmt

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**NABU 318 Project Management**

**3.00 credits (4,0,0) hrs 15 wks**

This course provides participants with the skills necessary for effective project management in local and international environments. The content includes concepts and solutions that support the planning, scheduling, controlling, resource allocation and risk management required for successful completion of a project in different business sectors. The students will have the opportunity to apply the learned theories in practice by using real case studies and projects and interacting with experienced project managers from various industries.

*Note:* This course is equivalent to BADM 318. Duplicate credit will not be granted for this course and BADM 318.

**NABU 330 Cross Border Issues in Strategic Human Resource Management**

**3.00 credits (4,0,0) hrs 15 wks**

The course is designed to provide students with an overall appreciation and insight into the cross border similarities and differences in the application of current human resource management approaches in Canadian and US organizations. In smaller organizations there often isn't an "official" Human Resource Department however, H.R. skills are critical to successful business practices in Canada and the U.S.

*Note:* This course is equivalent to BADM 330. Duplicate credit will not be granted for this course and BADM 330.

**NABU 334 Leadership & Teams in Cross Cultural Business Settings**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to provide students with knowledge and skills in cross-cultural leadership and management, cross-cultural ethics, conflict, and negotiation. Students will be able to apply this knowledge and the accompanying skill sets to successful management in a variety of moderate to complex situations.

**NABU 335 North American Law & Effective Business Communications**

**3.00 credits (4,0,0) hrs 15 wks**

This is a unique course that bridges the interdisciplinary skills of Law and Communications. The course will be jointly taught by faculty from Law and Communications. Students will develop an understanding of commercial law concepts and practices in North America with a focus on Canadian context while learning to write accurate sentences that effectively convey appropriate tone and style.

**NABU 340 North American Financial Management**

**3.00 credits (4,0,0) hrs 15 wks**

This course will enable individuals to make better business decisions through the application of financial analysis tools for budgeting, forecasting and decision-making and giving you an increased understanding of how these concepts can be used in measurement, evaluation and decision-making. In groups, the students will analyze and report on the financial performance of a publicly traded corporation.

**NABU 470 North American Business Policy & Strategy**

**3.00 credits (4,0,0) hrs 15 wks**

The primary course objective is to acquaint students with the process of developing a business strategy and how to implement that strategy while diverse international business practices are compared. Students must be able to integrate the knowledge and skills they have learned in other NABU courses in areas such as leadership, cross-cultural topics, project management, cross-border HR, North American law and finance, etc.

**NABU 480 North American Business Practicum Work Experience I**

**3.00 credits (1,0,18) hrs 15 wks**

*Prerequisite:* 12 NABU, BADM, IBUS, BMKT or CMNS credits

This course provides tools and strategies to prepare students to research, apply for, secure and successfully complete an 8 week non paid, full time Canadian practicum work placement. Students assess themselves, survey the B.C. job market and articulate their competitive advantages. The course supports students in the processes of finding and completing a challenging and rewarding practicum position that is in alignment with his/her personal and professional career goals.

**NABU 490 North American Business Practicum Work Experience II**

**9.00 credits (0,0,30) hrs 15 wks**

*Prerequisite:* NABU 480

This course is designed to assist students in obtaining and completing a paid or non-paid practicum. The purpose is to provide international students with an opportunity to gain Canadian work experience that will enhance and complement their academic learning. This experience provides a hands-on opportunity to integrate and apply business skills and knowledge from their courses into the job experience.

**NABU 504 Strategic Management, Value Chain and Social Sustainability****3.00 credits (4,0,0) hrs 15 wks**

This course provides an introduction to Strategic Management, value chain activities and sustainability. Students apply strategic management theories and investigate how organizations in North America function and deal with new visions of Corporate Social Responsibility, sustainability and the implementation in value chain activities of organizations. The course includes traditional topics of Strategic Management: vision, mission, values and goal setting, analysis of internal and external environments, SWOT analysis and strategy decisions making, implementation and assessment.

## Outdoor Recreation

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**REC 107 Interpreting the Outdoor Environment****3.00 credits (4,0,0) hrs 15 wks**

This course introduces physical geography in the context of commercial outdoor recreation. Students interpret the physical geography of British Columbia in a manner appropriate to wilderness guiding or other commercial recreation settings. They apply their awareness and understanding to other regions and countries. The course addresses earth processes in the context of landscape interpretation including geology, hydrology, oceanography, glaciology, and atmospheric science with a focus on interpreting weather.

**REC 111 Introduction to Commercial Outdoor Recreation****3.00 credits (4,0,0) hrs 15 wks**

This course provides an overview of the commercial outdoor recreation industry within the context of the overall tourism industry. Students examine the interrelationships between the different tourism sectors, and the economic, environmental, cultural and social impact of tourism at local and global scales.

*Note:* This course is equivalent to TOUR 111 and TOUR 160. Duplicate credit will not be granted for TOUR 111 or TOUR 160.

**REC 149 Computer Applications for Outdoor Recreation and Tourism****3.00 credits (4,0,0) hrs 15 wks**

This course provides the student with hands-on experience in using computer technology to manage text documents, electronic presentations and spreadsheets.

**REC 151 The Outdoor Recreation Environment****3.00 credits (3,1.5,1) hrs 15 wks**

Students will develop skills in the interpretation of weather and climate and their impact on outdoor recreation activities. Mountain and marine weather and personal forecasting will be examined using field work.

**REC 152 Environmental Stewardship I****3.00 credits (3,3,1) hrs 15 wks**

An examination of the role of the outdoor recreation professional in environmental stewardship. Topics include: conservation issues, environmental ethics, policy and planning and sustainability.

**REC 156 Natural History for Outdoor Leaders****3.00 credits (3,3,1) hrs 15 wks**

Students will develop the skills to interpret the natural environment in this field-based course, through the application of principles and concepts of ecology, the identification of flora and fauna, and the interpretation of local ecosystems. Contemporary stewardship issues facing southwest British Columbia will be highlighted.

*Note:* Courses that are offered in Squamish may be delivered in a condensed format.

**REC 157      Wilderness Skills**  
**3.00 credits    (4,0,0) hrs            15 wks**

Develops skills, knowledge and attitudes necessary to provide challenging, safe adventure experiences in a temperate climate during spring, summer and fall.

*Note:* Courses that are offered in Squamish may be delivered in a condensed format.

**REC 163      Wilderness First Aid I**  
**3.00 credits    (60,0,0) hrs            01 wks**

An introductory course in first aid skills pertaining specifically to the wilderness environment.

*Note:* Courses that are offered in Squamish may be delivered in a condensed format.

**REC 169      Interpreting Natural and Cultural Landscapes**  
**3.00 credits    (4,0,0) hrs            15 wks**

The goal of this course is to enable students to develop an awareness, appreciation and understanding of the physical landscape. Emphasis will be placed on the geology and landforms of southwestern British Columbia.

*Note:* Courses that are offered in Squamish may be delivered in a condensed format.

**REC 175      Guiding and Teaching for Mountain Biking**  
**4.50 credits    (11,19,0) hrs           03 wks**

In this course, students learn to teach mountain biking from a beginner to an intermediate level and to guide mountain bike students on a single-day trip. The course also addresses different bike types and components including maintenance and repairs required when teaching and guiding. Taking a 40-hour first aid course is strongly recommended prior to enrolling in this course.

*Note:* Intermediate to advanced mountain biking riding skills recommended

**REC 225      Entrepreneurship in Commercial Outdoor Recreation**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework including TOUR 116, and TOUR 111 or TOUR 160 or REC 111

This course enables students to establish, develop, and operate businesses in outdoor recreation settings. It introduces students to entrepreneurship concepts, principles and processes as they apply to commercial outdoor recreation, as well as the challenges specific to commercial outdoor recreation such as tenure, permits and insurance. Students conduct feasibility analyses and prepare a business plan for a commercial recreation business.

*Note:* This course is equivalent to TOUR 225. Duplicate credit will not be granted for this course and TOUR 225.

**REC 245      Organizational Leadership for Outdoor Recreation Programs**  
**3.00 credits    (5.45,0,0) hrs        11 wks**

*Prerequisite:* 15 credits 100 level or higher coursework

This course examines the way in which individuals function effectively in outdoor recreation agencies and in groups in the field. Communication models will be examined as well as strategies and techniques for effective leadership, motivation, stress management, promotion of positive group dynamics and teambuilding. Students will learn how to work with colleagues and with clients to develop and deliver successful outdoor recreation programs. Students will apply course concepts in designing successful outdoor programs. Readings, settings and case studies for this course will include outdoor leadership situations and workplaces likely to be encountered by graduates of the Outdoor Recreation Management program.

**REC 252      Project Change: How to Think and Act Like a Changemaker**

**3.00 credits (4,0,0) hrs 15 wks**

This course illustrates the significant role that sustainability plays to the tourism and outdoor recreation industry. It prepares students with the skills and knowledge to work within sustainable tourism and outdoor recreation operations. The course is designed to build environmental and social awareness and enable students to become agents for positive change in the world.

**REC 255 Outdoor Recreation Practicum****6.00 credits (0,0,28.5) hrs 14 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework including TOUR 151 as pre or co-requisite

The practicum is designed to integrate classroom theory with working experience in the field. Students will arrange with the faculty liaison to spend three and one-half months in an acceptable agency placement, and will be responsible to a specific agency supervisor. Students will be provided with terms of reference for the practicum experience. Student work performance and potential will be evaluated by the faculty liaison and agency supervisor, and students will make a major presentation to the department at the conclusion of the practicum.

**REC 263 Wilderness First Aid****4.00 credits (40,0,0) hrs 02 wks**

This extensive second level course includes patient assessment and extended first aid care, communication, oxygen therapy, and commercial splints.

## Philosophy

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**PHIL 101 Introductory Philosophy: Ethics****3.00 credits (4,0,0) hrs 15 wks**

An introduction to both ethical theory and applied ethics. The emphasis of the course varies among instructors, with all focusing to some extent on improving moral reasoning. The course covers the following issues: (a) What makes right actions right and wrong actions wrong? Utilitarianism, Kantianism, and virtue ethics are usually considered. (b) Why should I be moral, rather than merely self-interested? (c) In what sense, if any, are moral values objective? (d) If any of the following are wrong, what makes them wrong: private wealth, deception, capital punishment, euthanasia, assisted-suicide, meat-eating, abortion, cloning, polygamy, etc? (e) What are our moral obligations to children, the frail and elderly, future generations, and other species?

**PHIL 102 Introductory Philosophy: Knowledge and Reality****3.00 credits (4,0,0) hrs 15 wks**

An introduction to the part of philosophy concerned with questions about the ultimate nature of the world we live in and our knowledge of it (traditionally called Metaphysics and Epistemology). The issues discussed include: the existence and nature of God, the place of human beings in the universe, the nature of reality, human nature, human knowledge and skepticism, freedom and determinism, and the relationship between mind and body. The emphasis of the course varies from instructor to instructor.

**PHIL 110 Critical Thinking****3.00 credits (4,0,0) hrs 15 wks**

An introduction to the basic rules of clear and rational thought. The student will be taught, through extensive examples, how to detect false reasoning, illegitimate appeals to emotions, inconsistencies and contradictions. The goal is to develop our logical awareness to the point that we can no longer be victimized by the rhetoric of everyday life, and can develop our own arguments with clarity and confidence. At the instructor's discretion, the course may introduce students to classical syllogistic logic.



*Note:* PHIL 120 is a natural continuation of this course and is recommended for those who want a thorough introduction to the concepts and principles of rational thought.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHIL 117      Philosophy of Religion**  
**3.00 credits    (4,0,0) hrs      15 wks**

Are there any good reasons for believing in God? Is there a conflict between faith and reason? What is fundamentalism? Is spirituality important for human flourishing? This course begins by examining the major arguments for theism. These include the teleological argument, the cosmological argument, the ontological argument, the argument from religious experience, the moral argument, and the cumulative case argument. The arguments are flawed, but they help us understand religious attitudes towards the limits of human knowledge, the nature of reality, the nature of persons, the objectivity of moral values, and questions such as why there is something rather than nothing. Arguments for atheism are also examined, including the problem of evil and reductive accounts of religious belief. The popular views of Richard Dawkins and other neo-atheists are introduced, as well as the claim that these writers fail to distinguish between informed religiosity and uninformed fundamentalism. In addition, the voluntarism of William James and the reformed epistemology of Alvin Plantinga are considered. These non-evidentialist positions are contrasted with the evidentialism of theists such as Richard Swinburne and atheists such as John Mackie. Finally, the possibility of religion without metaphysics is explored. The course is relevant to all, with or without religious faith. The emphasis of the course varies from instructor to instructor.

**PHIL 120      Scientific Reasoning**  
**3.00 credits    (4,0,0) hrs      15 wks**

This course focuses attention on the analysis and evaluation of inductive arguments. We begin by exploring the basic principles of inductive reasoning and then utilize these principles to explore such topics as rational decision making, the nature and testing of scientific theories in both the natural and social sciences and the difference between causal relations and correlations. Attention will also be given to the fallacies involved in the appeal to polls and statistics.

*Note:* There are no prerequisites, but the course is a natural continuation of PHIL 110, and will appeal especially to students who have an interest in either the natural or social sciences.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHIL 140      Philosophy and Law: Introduction to Canadian Law**  
**3.00 credits    (4,0,0) hrs      15 wks**

A general introduction to the fundamental principles of jurisprudence and to the basic legal institutions of Canada. The course addresses such philosophical topics as what a law is; whether it is what legislators say it is or what courts say it is; and how to determine whether a law is good or bad. It also examines the history and theory of Canadian law (including the development of the Canadian Constitution), the system of Canadian courts, and the roles of members of the legal profession. Consideration is given to the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation. An introduction is provided to the fields of contract, torts, administrative and family law, and the process of law reform.

**PHIL 141      Philosophy and Law: Introduction to Criminal Justice System**  
**3.00 credits    (4,0,0) hrs      15 wks**

An introduction to an analysis of theories of punishment and rehabilitation through an examination of the operational practices of the Canadian criminal justice system. In the course of studying the structure and operations of the criminal justice system in its various stages from the moment of initial police involvement to the correctional disposition of convicted offenders, the course focuses on both theoretical and practical decision making. Theoretical concerns include: individual civil liberties in relation to police procedures, notions of evidence, sentencing theory, and current correctional strategies.

*Note:* The above two courses are modelled on SFU's Criminology 131/135 and are intended for both philosophy students and those interested in pursuing further studies in the field of criminology.

**PHIL 150 History of Philosophy: Ancient and Medieval**

**3.00 credits (3,0,1) hrs 15 wks**

This course covers the history of philosophy from the mythopoeic traditions of Homer and Hesiod to the philosophy of Thomas Aquinas and the end of the mediaeval era. Among the other philosophers to be examined are Plato, Aristotle and Augustine. The focus will be on the metaphysical and epistemological views that have shaped the European intellectual heritage. We will also examine the extent to which Christianity has given shape to the peculiar character of philosophy in the medieval era.

*Note:* This course is intended to appeal to a broad audience. Anyone with an interest in the intellectual traditions of European heritage is welcome.

**PHIL 151 History of Philosophy: Modern**

**3.00 credits (3,0,1) hrs 15 wks**

This course covers the history of philosophy from the Renaissance to the middle of the 20th Century. We shall examine the views of such prominent figures as Descartes, Spinoza, Locke, Hume, Kant and Sartre. Throughout, the focus will be on the metaphysical and epistemological views that have given shape to the European intellectual tradition. We will also examine the emergence of science and its method and the extent to which it has been shaped by, and given shape to, philosophical thought during this period.

*Note:* This course is intended to appeal to a broad audience. Anyone with an interest in the intellectual traditions of European heritage is welcome.

**PHIL 200 Political Philosophy: Classic Theories**

**3.00 credits (4,0,0) hrs 15 wks**

This course surveys major political theories in the Western tradition. It introduces students to the principal issues in political philosophy by looking at the writings of some of history's most important philosophers, possibly including Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Mill, and Marx. The general question addressed is: How should society be organized? In considering answers to this question we investigate the grounds for political and social structures like the state, government, laws, property, and principles of justice.

**PHIL 201 Political Philosophy: Problems and Issues**

**3.00 credits (4,0,0) hrs 15 wks**

This course adopts a problems and issues approach to political philosophy. Rather than focusing on particular philosophers in the history of political thought (as in PHIL 200), we consider answers to some of the most pressing questions facing political theorists. Topics addressed might include: the justification of authority; the value and limits of rights; liberty and equality; the advantages and disadvantages of democracy; the nature and scope of justice; and nationalism and globalization. A contemporary perspective will be emphasized.

**PHIL 202 Introduction to Formal Logic**

**3.00 credits (4,0,0) hrs 15 wks**

A standard introduction to the formal techniques of argument analysis. Formal logic was invented to mirror and evaluate mathematical reasoning and is now a separate branch of Mathematics. Our interest in it will, however, not be mathematical. Instead we will concentrate on the relation of formal logic to everyday reasoning and language in general. The course is essential for students thinking of majoring in Philosophy, but also very useful to Computing Science and Mathematics majors. It is designed to transfer to SFU as their Philosophy 210 (required for both Philosophy and Computing Science majors), and to UBC as Philosophy 302. There are no prerequisites, although students may find Philosophy 110 provides useful background. Please note that this is not an introductory philosophy course, but one which introduces

mathematical methods of argument analysis. It is not suitable for students merely seeking a general understanding of what philosophy has to offer.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHIL 207 Business Ethics**  
**3.00 credits (4,0,0) hrs 15 wks**

This course is an introduction to contemporary philosophical thinking on ethical issues in business. It covers such topics as the power of multinational corporations, bribery and extortion in international business, the ethics of hiring practices, advertising and behaviour control, the conflict between employee loyalty and moral independence, and the responsibilities of corporations and business professionals. The course will also introduce students to a number of classical ethical theories and theories of economic justice. Open to anyone in first or second year.

**PHIL 208 Environmental Ethics**  
**3.00 credits (4,0,0) hrs 15 wks**

This course deals with ethical and political issues arising from the relationship between humans and their natural surroundings. Typical questions that will be addressed are: Do animals have rights? Is using animals for food and clothing morally wrong? Do we have an obligation to the natural environment such as an obligation to preserve species? What are our obligations to future generations? What is sustainable development? Are environmental problems fundamentally personal or are they fundamentally political and social? Open to anyone in first or second year.

**PHIL 209 Biomedical Ethics**  
**3.00 credits (4,0,0) hrs 15 wks**

This course will focus on ethical issues that arise in the health sciences, especially in medicine, but also in biology, psychology and other professions. Among the topics to be considered are abortion and reproductive technology, euthanasia, paternalism and autonomy, resource allocation, involuntary hospitalization and behaviour control. All moral problems will be examined from both an applied and theoretical point of view. Open to anyone in first or second year.

**PHIL 211 Metaphysics and Epistemology**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* At least one philosophy course

An introduction to some of the traditional problems of metaphysics and epistemology. Some of the questions considered are: Does God exist? What is the relationship between faith and reason? Does free will exist? Is sense perception a reliable source of knowledge? What is the nature of causality? Is materialism true? What is the nature of mind? What is the relationship between mind and body? What is the scientific method? While this is not a course in the history of philosophy, it will cover many of the classical attempts to answer these questions.

*Note:* The specific content and emphasis of the course will be at the instructor's discretion.

**PHIL 220 Philosophy in Literature**  
**3.00 credits (4,0,0) hrs 15 wks**

An examination of the lively relationship between philosophy and literature. Philosophical theories will be approached and discussed via literary work which either embodies the theories or grounds them in human experience. Textual sources will range from the classical Greek plays to last month's best seller. Open to anyone in first or second year.

**PHIL 221 Existentialism in Literature**  
**3.00 credits (4,0,0) hrs 15 wks**

This course is, in spirit, a continuation of PHIL 220, but it is centred on the Philosophy of Existentialism in literature. There will be an introductory set of lectures on Existentialism as a philosophy. Textual sources will range from Dostoyevsky's 'Notes from the Underground' to Sartre's 'Nausea'. Open to anyone in first or second year.

**PHIL 222      Philosophy of Culture (Aesthetics)**

**3.00 credits    (4,0,0) hrs          15 wks**

An introduction to philosophical analysis of cultural works. The course will provide an exploration of aesthetic theory, examining both traditional works of art as well as contemporary cultural productions in a variety of media. One of the objectives of the course is to make sense of what a society is "saying" through its popular culture. Open to anyone in first or second year.

**PHIL 230      Minds, Brains, and Machines**

**3.00 credits    (4,0,0) hrs          15 wks**

This course is an introduction to contemporary philosophy of mind. We will investigate the major philosophical theories of mind, but consider also if or how recent developments in neuroscience, biology, psychology, and the study of artificial intelligence influence the philosophical evaluation of these theories. Philosophy of mind is not psychology (although obviously there are connections). Rather, it is the attempt to understand what mental phenomena are and how they might relate to the physical (or material) realm. In the course, we will address questions like the following. What is the nature of mental states? What is the relationship between the mind and the body? Will a physical explanation of consciousness explain consciousness? Are 'zombies' possible? Is the brain just a computer? Is genuine artificial intelligence possible?

**PHIL 240      Philosophy and Gender Relations**

**3.00 credits    (4,0,0) hrs          15 wks**

Founded on a wide range of philosophical readings, this course will focus on questions such as: What is the good life and its relation to intimacy and family? What is the good person? Are there different models for different genders? What constitutes a good relationship? How important are mutuality, respect, affection, sex, and interdependence to such a relationship? What counts as equality/equity? How should the answers to such questions influence our views on such social issues as affirmative action, prostitution and pornography?

The impact of "Women's Liberation" and the "Men's Movement" will be discussed, as will varying suggestions for overcoming the "gender gap". This course should be of interest to men and women equally; indeed, it is assumed that the quality of class discussion will be a function of the degree to which the perspectives of both genders are well represented. Open to anyone in first or second year.

**PHIL 242      Philosophy of Human Nature**

**3.00 credits    (4,0,0) hrs          15 wks**

This course tackles a broad spectrum of questions and approaches the issue of human nature. Among the questions to be considered are: Are we, by nature, morally good or evil? Are we purely egocentric beings-biological machines of some sort - or are we spiritual, immaterial beings? Is there some enduring entity that defines the self? Are we free to do as we choose? Or are we essentially passionate creatures who act strictly on the basis of our feelings? Ultimately, our goal will be to learn to think critically and independently about these issues.

**PHIL 301      Ethics and the Meaning of Life**

**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PHIL 101

This course examines recent philosophical literature on what makes human lives significant and important. It considers naturalist, supernaturalist, non-naturalist, and nihilist perspectives. It asks in what sense moral virtue and spirituality are central to a meaningful life. It also asks if meaning is threatened by scientific

explanations of virtues and values, and if the seriousness with which we take our projects is in some sense absurd.

**PHIL 302      Knowledge and Truth**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PHIL 102 and 3 additional credits of 100 or 200 level PHIL

This course deals with a core area of philosophy - the theory of knowledge: epistemology. Epistemology deals with knowledge in its most general terms - its nature, scope, and limits. Central questions addressed include: What is knowledge? What does it take for a belief to be justified? Does justification depend on providing some reason supporting the belief, or can we know something without know that (or how) we know it? This course will examine these and related questions through a selection of papers and articles from many of the key figures in epistemology, focusing primarily on the arguments of epistemologists in contemporary debate.

**PHIL 305      Philosophy Through Film**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level PHIL

This course examines and evaluates central philosophical themes and problems by means of the visual medium of film. Philosophical topics examined through the medium of film are as broad and varied as philosophy itself, but themes that have been more extensively explored include the nature of personal identity, what it is to be human, the existence and limits of free will, the existence of God, the meaning of life, as well as a wide array of issues in ethics and political philosophy. Philosophical texts and essays will be integrated with the viewing of the films in order to bring additional focus and depth to the philosophical examination of the films. Specific films and readings assigned will vary from instructor to instructor.

**PHIL 306      Family Ethics**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level PHIL

Founded on a wide range of philosophical readings, this course will focus on a range of questions within the field of family ethics such as monogamy, divorce, adultery, and sexual orientation and how they related to what might be considered optimal family structure; the ethics of bearing children, the obligations and rights involved in parenting in juxtaposition to the rights of the child; and the duties of grown children to their parents.

**PHIL 309      Neuroethics**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of PHIL coursework

This course will cover a wide range of topics in the field of neuroethics with the view to assisting students to develop the ability to identify and critically analyze moral problems in that field, and to clarify their own values in relation to specific ethical issues, such as bettering the brain, risks to authenticity, neuroimaging of emotion and intelligence, neuroscience and the law, neurobiology and addiction, responsibility and personhood.

**PHIL 320      Philosophy of Science**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of 100 or 200 level PHIL

This course is a general but comprehensive survey of the philosophical study of science and social implications of scientific understanding. It has the principle aim of addressing how we developed our scientific understanding of the world, what the understanding amounts to, what impacts it has on our understanding

of ourselves and our place in the surrounding place, and what judgments might follow from this understanding.

*Note:* PHIL 102 recommended

**PHIL 401      Morality and Global Justice**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 6 credits of PHIL coursework

This course will cover a wide range of topics in the field of Morality and Global Justice with the view to assisting students to develop the ability to identify and critically analyze moral problems in that field, and to clarify their own values in relation to specific ethical issues, such as poverty and the global economy, global health, religion, war, justice for women and duties to children.

**PHIL 430      Philosophy of Mind**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PHIL 102 or 230 and 3 additional credits of 100 or 200 level PHIL

This course surveys some of the key issues in contemporary philosophy of mind. Philosophy of mind is the attempt to understand what mental phenomena are, and how they relate to the physical (or material) realm. More generally, it is the attempt to understand what we are - that is, are we merely physical things, or are we both physical and mental (or spiritual)? Specific area covered will vary from instructor to instructor.

**PHIL 490      Directed Studies**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* 15 upper level credits including a minimum of one 300-level PHIL course

Students will work with a Philosophy faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of Philosophy website for complete details on the application process.

## Physics

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**PHYS 104      Principles of Physics**  
**4.00 credits    (4,2,0) hrs      15 wks**

*Prerequisite:* Pre-Calculus 12, or Principles of Math 12, or BMTH 053/054, MATH 105. MATH 105 may be taken concurrently

This course serves as an introduction to physics for students with little or no background in the subject. Topics include mechanics, electricity and geometrical optics.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 110      General Physics I**  
**4.00 credits    (4,2,0) hrs      15 wks**

*Prerequisite:* Physics 11 or BPHY 044; and MATH 108 or MATH 116 as a pre- or co-requisite

A survey of mechanics covering vectors, statics, kinematics, dynamics, energy, momentum, rotation, gravitation, vibrations, and thermal physics.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 111      General Physics II**  
**4.00 credits    (4,2,0) hrs      15 wks**

*Prerequisite:* PHYS 110 with a minimum C- grade, and MATH 109 or MATH 126 as a pre- or co-requisite  
This course involves the study of electricity and magnetism, waves, physical optics, sound, and atomic and nuclear physics.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 114      Fundamental Physics I**  
**4.00 credits    (4,2,0) hrs      15 wks**

*Prerequisite:* Physics 12 or BPHY 053/054 or PHYS 104, MATH 116 is a prerequisite or co-requisite  
A survey of mechanics covering vectors, kinematics, dynamics, energy, momentum, rotation, gravitation, vibrations, waves and special relativity. This course, together with PHYS 115, is particularly suitable for students going into the physical sciences or engineering.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 115      Fundamental Physics II**  
**4.00 credits    (4,2,0) hrs      15 wks**

*Prerequisite:* PHYS 114 with a minimum C- grade and Math 126 is a prerequisite or co-requisite  
Electricity and magnetism, AC circuits, physical optics, and quantum physics.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 116      Fundamental Physics III**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PHYS 108, 110 or 114 with a minimum C- grade and PHYS 115 is a prerequisite or co-requisite and Math 126 is a prerequisite or co-requisite

Statics of particles, force-couple systems and rigid body statics. Extension of principles from PHYS 114 and application to practical and more advanced dynamics problems. Thermometry, thermal properties of matter, heat, geometrical optics.

*Note:* This course is intended for Engineering program students transferring to UBC.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 200      Thermal Physics and Waves**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PHYS 111 or 115 with a minimum C- grade

*Corequisite:* MATH 230

Temperature, heat, the zeroth, first, second and third laws of thermodynamics, kinetic theory, and a mathematical treatment of waves.

*Note:* This course, together with PHYS 201, 210, 211, 218 and 222 is required for students majoring in physics.

*Note:* This course may not be offered every year.

**PHYS 201      Electricity and Magnetism**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PHYS 111 or 115 with a minimum C- grade; MATH 230

*Corequisite:* PHYS 211

The study of electric and magnetic fields; DC and AC circuits; LR, RC, LRC circuits; resonance; Maxwell's Equations, Fourier Analysis and electromagnetic waves.

*Note:* MATH 231 is recommended as a prerequisite. This is an approved Quantitative/Analytical course for baccalaureate degrees.

*Note:* This course may not be offered every year.

**PHYS 210      Physics Laboratory I**  
**1.00 credit      (0,3,0) hrs      15 wks**

*Prerequisite:* PHYS 218 is a prerequisite or co-requisite

A weekly three-hour lab in mathematical methods, thermodynamics, electrical measurements and mechanics.

*Note:* This course may not be offered every year.

*Note:* This course with PHYS 211 is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 211      Physics Laboratory II**  
**1.00 credit      (0,3,0) hrs      15 wks**

*Prerequisite:* PHYS 111 or 115 with a minimum C- grade; MATH 230

*Corequisite:* PHYS 201

A weekly three-hour lab in electricity and magnetism, electronics and mechanics.

*Note:* This course may not be offered every year.

*Note:* This course with PHYS 210 is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 218      Computational Physics**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* PHYS 111 or 115 with a minimum C- grade, and PHYS 210, MATH 200, 230 as prerequisites or co-requisites

Use of computer software to solve numerical problems in physics. Applications include drag forces, the driven, damped oscillator, simulations of chaotic systems, random variables, techniques for handling digital data and signal processing.

*Note:* This course may not be offered every year.

*Note:* This course with PHYS 210 and PHYS 211 is an approved Quantitative/Analytical course for baccalaureate degrees.

**PHYS 222      Mechanics**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* PHYS 111 or 115 with a minimum C- grade; MATH 200, 230 as prerequisites or co-requisites

Newtonian mechanics of particles and rigid bodies. Topics include rocket propulsion, collisions, central forces, rotating frames of reference, and rotation of rigid bodies.

*Note:* This course may not be offered every year.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

## Political Studies

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**POL 100      Introduction to Politics and Government**  
**3.00 credits      (4,0,0) hrs      15 wks**

Daily - in fact, hourly - political decisions are made that impact the personal and professional lives of Capilano students. Tuition goes up, but never down. Pipelines are built. Pipelines are blocked. Whatever their career choices, all Cap students need to know what power is, how it works, where it comes from, how they can access it and how to use it effectively. This course offers students the knowledge they need to make change.

*Note:* This course is required for all students planning to transfer into the Political Science Department at SFU.

**POL 102      Comparative Government**



**3.00 credits (4,0,0) hrs 15 wks**

Throughout history, humans have organized themselves into many different types of political systems, from tribes to empires, city-states to nation-states. This course will introduce students to the wide range of political systems that exist throughout the world today, be it Asia, Africa, Europe, or the Americas. By studying these systems in detail, students will gain an appreciation for how political behaviour varies throughout the world, as well as develop a better critical understanding of their own.

**POL 104 Canadian Government**

**3.00 credits (4,0,0) hrs 15 wks**

Knowledge about the Canadian system of government is important for job preparation of all kinds, as the policy decisions of government affect every career. Through class discussion and debate, role-play, consideration of politicians' perspectives, current events, and readings, this course will examine the basic design, decision-making processes, and democratic credentials of such institutions as parliamentary democracy, the Crown, the Charter of Rights and Freedoms, federalism, political parties, the electoral system and the constitution.

*Note:* This course serves as a Canadian Studies credit.

**POL 110 An Introduction to Western Political Thought**

**3.00 credits (4,0,0) hrs 15 wks**

An introductory examination of the tradition of Western political thought from the Ancient Greeks to the emergence of the Nation State. The significance and contributions of Plato, Aristotle, the medieval thinkers, and Machiavelli concerning fundamental questions about the relationship between the individual and the state will be explored from an historical and philosophical perspective. This course is of particular relevance to those in the Humanities - literature, drama, fine arts, philosophy - as the shared themes provide for an interesting comprehensive analysis of Western Civilization.

**POL 111 Contemporary Ideologies**

**3.00 credits (4,0,0) hrs 15 wks**

Why do we often disagree with our leaders? Do you sometimes wonder if your ideas make more sense than the Prime Minister's? Students will find answers to these questions in 'Contemporary Ideologies' by studying various ideologies such as liberalism, conservatism, socialism, anarchism, fascism, religious fundamentalism, feminism and environmentalism. This course emphasizes practical skills such as group discussion, presentations, and research/writing skills, which will help students develop their critical thinking and excel in their careers/ life.

**POL 201 International Relations**

**3.00 credits (4,0,0) hrs 15 wks**

Where does the will to engage in armed conflict come from? How are decisions made to fight or collaborate with others? Why are some states more prosperous and healthy than others? This course answers these questions by studying various dimensions of conflicts, decision making, institutions, international law, human rights, the environment, economic collaboration, and the proliferation of weapons. This course promotes experiential learning through group work, student presentations, research/writing, and participation in a UN simulation.

**POL 202 Government and Politics of British Columbia**

**3.00 credits (4,0,0) hrs 15 wks**

This course is an introduction to the major forces that shape politics in contemporary British Columbia. Specifically, it is intended to familiarize students with the activities of political parties and government institutions in the province. Topics explored include B.C. political culture, federal-provincial relations, the party system and an examination of legislature and executive in public policy formation (e.g. Aboriginal, fishing, forestry, health policy).

*Note:* POL 100 and POL 104 are recommended as prerequisites.

*Note:* This course serves as a Canadian Studies credit.

**POL 203 International Organizations**

**3.00 credits (4,0,0) hrs 15 wks**

Do you believe we could all live in a peaceful and prosperous world? Are there any instruments out there that could help us build this? This course offers answers by studying the role of international organizations such as the UN, WTO, NATO, and others in the areas of peace/security, trade, development, human rights, and the environment. This course emphasizes experiential learning through group presentation, a UN simulation as well as applied research/writing, and critical thinking.

**POL 204 Canadian Public Policy**

**3.00 credits (4,0,0) hrs 15 wks**

The centre of the political process of any society is the creation of public policy. How governments arrive at and select policies from the various competing demands placed upon them - in the areas of health, education, environment, economic development, immigration etc. - is the focus of this course. Students are introduced to the basic concepts and theories associated with the making of public policy as well as an analysis of the processes by which policy is defined, addressed and implemented.

*Note:* POL 100 and POL 104 are recommended as prerequisites.

*Note:* This course serves as a Canadian Studies credit.

**POL 205 Public International Law**

**3.00 credits (4,0,0) hrs 15 wks**

Globalization has dramatically increased the scope of treaties and international institutions. The result has been a surge of interest in international law - to govern trade and economic activity; deal with the movement of greater numbers of people; cope with the scourge of conflict and violence; and commit to human rights and humanitarian goals. Students learn the basic concepts and terms of international law; apply effective reading and interpretation of treaties and international legal decisions; and explore the relevance of international law.

*Note:* Students who receive credit for POL 205 cannot receive credit for POL 305.

**POL 206 Scope and Methods of Political Analysis**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces the student to the variety of approaches and tools available to those studying politics. Students will become familiar with the nature of and debates inherent in contemporary political studies, as well as the strengths and weaknesses of the various methods employed by students of politics. By developing their own research project, students will struggle first-hand with the issues central to all types of social science research: selecting from alternative models of explanation, attempting to isolate variables, and dealing with questions of cause and effect to name but a few. Students may have the opportunity to develop and work on a prototype political studies journal as well.

**POL 207 Selected Issues in Contemporary Social and Political Theory**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* POL 111

Current themes and controversies in contemporary social and political thought is the subject of this course. Topics will shift from term to term to reflect either important issues or individual theorist's contributions to contemporary society. Areas of interest might include, for example, the role of the state in capitalist societies, the significance of the Frankfurt School, the contradictions and fate of the welfare state, the current debates in democratic theory, the role and place of "new" social movements in contemporary society, an examination of the meaning of liberty in complex societies, the renewal of nationalism, the place of religion (Islamic fundamentalism), the persistence of violence in civil society, the insights of political biography. Alternatively,

or in conjunction with these themes, students will develop a thorough analysis of a particular theorist: for example, Arendt, Gramsci, Marcuse, Foucault, Habermas, Offe, Williams, Rawls, Rorty, Pateman, Gorz and Melucci to name a few.

*Note:* This course transfers as a 300 level course at SFU.

**POL 208          Aboriginal Politics in Canada**

**3.00 credits      (4,0,0) hrs          15 wks**

Justice for Canada's Aboriginal peoples, given the devastating impact of colonialism upon their lives, is both a moral and political imperative. Through class activity, guest speakers, films, and readings, this course equips students to understand, appreciate, and take positions on the important political challenges of justice presented by colonialism and Aboriginal policy, Aboriginal political identity and nationalism, self-government, treaties, and court decisions on Aboriginal rights and title.

*Note:* Students who receive credit for POL 208 cannot receive credit for POL 308.

*Note:* This course serves as a Canadian Studies credit.

**POL 209          Introduction to the European Union**

**3.00 credits      (4,0,0) hrs          15 wks**

The European Union is an unprecedented form of governance bringing peace and prosperity to a European continent divided by two World Wars. The EU is also criticized for being a driving force of neoliberal globalization. This course engages with this debate by introducing students to EU structures, institutions and operations. Taking this course will also prepare students for changes and opportunities expected as part of the recent free trade agreement signed between Canada and the EU.

*Note:* Students who receive credit for POL 209 cannot receive credit for POL 309.

**POL 222          Regional Comparative Politics**

**3.00 credits      (4,0,0) hrs          15 wks**

This course will further explore the field of comparative politics from a regional perspective. The region will change according to the interest/expertise of the instructor and/or important political events of the time. By taking this course, students will deepen their understanding of political systems, and hone their critical analysis of the political development process around the world.

*Note:* POL 100 and/or POL 102 are recommended as prerequisites.

**POL 250          Global Human Rights**

**3.00 credits      (4,0,0) hrs          15 wks**

Students learn the historical evolution of human rights standards in the world and explore the principles and practices of human rights norms at the global and regional levels. They explore the significance of international conventions, global and regional instruments, and multiple dimensions of human rights in a globalized context. They also learn about the key debates on the issue of universality and cultural relativism, responsibility to protect, right to development, war crimes, genocide, crimes against humanity, and gender discrimination.

*Note:* Students who receive credit for POL 250 cannot receive credit for POL 350.

**POL 299          Regional Comparative Politics: Field School**

**3.00 credits      (4,0,0) hrs          15 wks**

This field school course will focus on the politics of states and regional organizations in a specific region of the international system. Through lectures and on-line activities delivered before departure and during a field trip through the region chosen, students will come to understand the differing types of political behaviour and activities within states and between states and international organizations in a specific region, including the historical, social, cultural, geographic and international contexts in which those states and organizations exist. Students will also come to understand the methods, typologies, theories, and concepts used in the comparative study of politics as applied to the region studied.

Note: Completion of POL 100 or 102 are recommended

**POL 305          Advanced Public International Law**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits at the 100 level or higher, including POL 100 and either POL 201 or POL 203

In addition to the fundamentals of public international law, students learn the procedure and principles in cases and decisions. With emphasis on the decisions of the International Court of Justice and related tribunals, cases are analyzed and discussed. Legal practice is highlighted with the Moot Court, an exercise involving legal research, the application of legal principles to fact-based cases, and the skills in argument and examination.

Note: Students who receive credit for POL 305 cannot receive credit for POL 205.

**POL 308          Advanced Canadian Aboriginal Politics**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

In addition to covering the core topics of Aboriginal politics in Canada, students will identify and evaluate the principles and procedures employed by Aboriginal peoples in their presentation of political objectives to the Canadian state and the Canadian state's corresponding responses in both policy and law. The course material will be a level higher than POL 208 with greater emphasis on student presentations and student facilitated classroom learning as well as advanced sophistication in research analysis, writing, and presentation.

Note: Students who receive credit for POL 308 cannot receive credit for POL 208.

**POL 309          Advanced European Integration**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Students explore the structure, institutions and operations of the European Union, an unprecedented form of governance in an increasingly globalized political environment. Students will also learn about how the EU functions as a significant regional internal governmental organization, with particular emphasis on EU-Canada relations. Students will then apply their knowledge to real-world challenges faced by the EU.

Note: Students who receive credit for POL 309 cannot receive credit for POL 209.

**POL 315          Utopias, Dystopias and Political Thought**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Students in this course will study the tradition of Utopian and Dystopian literature and political thought throughout history, and identify how modern versions of this tradition (both literary and cinematic) may help or impede our attempts to find solutions to the political, social, and economic challenges we face today.

Note: POL 100, 110 or 111 recommended, but not required

**POL 320          Global Ecopolitics**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course provides students with the opportunity to engage in an in-depth study of how environmental issues are dealt with across national boundaries. Theoretical approaches are critically evaluated in order to organize a systematic study of relevant actors, institutions and agreements in the field of global ecopolitics. Key concepts associated with environmental issues such as sustainability, ecological footprint, and the precautionary principle are also critically evaluated.

**POL 330          The Political Economy of Globalization**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course introduces students to the political economy of international trade, finance, development and production, and the major theoretical perspectives which are employed to understand how the global economy is organized. The emphasis on state-market interactions focuses attention on the ways in which international economic exchanges are mediated through structures of governance which may operate at the bilateral, regional or global level. Students will learn to apply the theories introduced in the course to a number of case studies.

**POL 340 Citizenship and Belonging: From Local to Global Perspectives**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course provides a comprehensive overview of the main debates on citizenship in liberal democracies and the implications of globalization on those debates. The course will examine citizenship from the perspective of rights, participatory democracy and identity politics as expressed in cultural, ethnic, national, and gendered contexts. The course will also consider the degree to which globalization has de-territorialized and fragmented citizenship thereby raising new challenges about how community identity, civic ties, human rights, environmental stewardship and social justice are to be practiced and experienced.

**POL 350 Advanced Global Human Rights**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

In addition to exploring the historical evolution of human rights standards in the world, the principles and practices of human rights norms at the global and regional levels, the significance of international conventions and instruments, and learning about the key debates on human rights issues (i.e. universality and cultural relativism, responsibility to protect, right to development, war crimes, genocide, crimes against humanity, and gender discrimination), students also analyze specific human rights cases, conduct a community outreach project, and complete other higher level of research assignments to earn a 300 level credit in this course.

*Note:* Students who receive credit for POL 350 cannot receive credit for POL 250.

**POL 490 Directed Studies**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits including a minimum of one 300-level POL course

Students will work with a Political Studies faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of Political Studies website for complete details on the application process.

## Private Music Instruction (PMI)

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**PMI (Various Numbers) 2 credits (0,0,10) hrs N/A**

**Concentration Private Music Instruction**

A course designed to permit students to pursue study of their concentration instrument. The course consists of a series of one-hour private lessons.

*Note:* To enroll in any PMI course students must receive written permission from the program coordinator.

**PMI (Various Numbers) 1 credit (0.5,0,0) hrs N/A**

**Private Music Instruction - Secondary**

This course consists of a series of private lessons on the student's secondary instrument, supplemental lessons on the concentration or major instrument, or composition.

*Note:* To enroll in any PMI course students must receive written permission from the program coordinator.

## Private Music Instruct Perform

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**PMIP 101 Bachelor of Music Piano Preparation**

**2.00 credits (0,0,14) hrs wks**

Private music instruction designed to meet the individual needs of each student and develop the skills necessary to prepare an audition for PMI 101.

**PMIP 201 Bachelor of Music Piano Preparation**

**2.00 credits (0,0,14) hrs wks**

A continuation of PMIP 101, this course refines and augments those skills developed in PMIP 101 to further prepare the student for an audition for PMI 101.

**PMIP 301 Bachelor of Music Piano Preparation**

**2.00 credits (0,0,14) hrs wks**

A continuation of PMIP 201, this course refines and augments those skills developed in PMIP 201 to further prepare the student for an audition for PMI 101.

**PMIP 401 Bachelor of Music Piano Preparation**

**2.00 credits (0,0,14) hrs wks**

A continuation of PMIP 301, this course refines and augments those skills developed in PMIP 301 to further prepare the student for an audition for PMI 101.

## Private Music Theatre Instruct

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**PMTI 100 Private Musical Theatre Instruction - Voice I**

**1.00 credit (0,0,11.25) hrs wks**

Musical Theatre program students will be instructed in voice production, vocal technique, vocal health, and in repertoire from the musical theatre genre.

*Note:* For Musical Theatre program students only.

**PMTI 101 Private Musical Theatre Instruction - Voice II**

**1.00 credit (0,0,11.25) hrs wks**

*Prerequisite:* PMTI 100

Musical Theatre program students will be instructed in voice production, vocal technique, vocal health, and in repertoire from the musical theatre genre.

*Note:* For Musical Theatre program students only.

**PMTI 102 Private Music/Theatre Instruction - I**

**1.00 credit (0,0,12) hrs wks**

An introductory course where students develop specific areas on proficiency in vocal production and technique.

*Note:* For Acting for Stage and Screen program students only.

**PMTI 103 Private Music/Theatre Instruction - II**

**1.00 credit (0,0,12) hrs wks**

*Prerequisite:* PMTI 102

Acting for Stage and Screen students will receive instruction in voice production, technique and vocal health. Students will build on the skills learned in PMTI 102.

*Note:* For Acting for Stage and Screen program students only.

**PMTI 200 Private Musical Theatre Instruction - Voice III**

**1.00 credit (0,0,11.25) hrs wks**

*Prerequisite:* PMTI 101

Musical Theatre students will receive further instruction in voice production, vocal health and technique. Students will explore new repertoire from several genres, including Sondheim, Pop, duets, and the most up to date Broadway musicals.

*Note:* For Musical Theatre program students only.

**PMTI 201 Private Musical Theatre Instruction - Voice IV**

**1.00 credit (0,0,11.25) hrs wks**

*Prerequisite:* PMTI 200

Musical Theatre students will receive further instruction in voice production, vocal health and technique. Students will explore new repertoire using the most up to date Broadway material as well as cabaret-style songs and operetta genres.

*Note:* For Musical Theatre program students only.

**PMTI 202 Private Music/Theatre Instruction - III**

**1.00 credit (0,0,12) hrs wks**

*Prerequisite:* PMTI 102 and 103

An intermediate course where students continue to build on the vocal skills they have learned in Voice I and II.

*Note:* For Acting for Stage and Screen program students only.

**PMTI 203 Private Music/Theatre Instruction - IV**

**1.00 credit (0,0,12) hrs wks**

*Prerequisite:* PMTI 202

Acting for Stage and Screen students will receive more advanced instruction in voice production, technique and vocal health. Accent work, Alexander technique and singing are additional skills that this course offers.

*Note:* For Acting for Stage and Screen program students only.

**PMTI 300 Private Musical Theatre Instruction - Voice V**

**1.00 credit (0,0,11.25) hrs wks**

*Prerequisite:* PMTI 201

Students will become more proficient at using the voice in performance and will explore more challenging and intricate Musical Theatre repertoire. They will further expand their knowledge of individual vocal health,

production, and technique, increase individual musicianship and vocal skills, learn techniques for successful auditions and continue to build an audition book with new repertoire.

**PMTI 301 Private Musical Theatre Instruction - Voice VI**

**1.00 credit (0,0,11.25) hrs wks**

*Prerequisite:* PMTI 300

This course is a continuation of PMTI 300 and will further instruct Musical Theatre students in voice production, health, and technique. Students will be exploring new and innovative repertoire from the Musical Theatre and other genres.

## Private Music Instruction - Performance (PPMI)

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**PPMI 3 credits (0,0,15) hrs N/A**

**Private Music Instruction - Performance**

*Prerequisite:* A grade B+ or higher in the previous level of PPMI.

A course designed to permit students in the Performance Major to pursue in-depth study of their major instruments. The course consists ten 90-minute or fifteen 60-minute private lessons, to suit the needs of each student.

## Psychology

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**PSYC 100 Introduction to Psychology I**

**3.00 credits (4,0,0) hrs 15 wks**

A course designed to introduce the beginning psychology student to some of the major concepts and approaches necessary to an understanding of human behaviour from a psychological perspective. Learning, biological basis of behaviour, development, personality, and other selected issues are included.

*Note:* Students transferring from other institutions with one semester of introductory Psychology should consult with Advising for transferability.

**PSYC 101 Introduction to Psychology II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100

A course for those students who desire a complete survey of the basic areas of psychology (when combined with PSYC 100), before proceeding to an in-depth study of particular areas. Course content may include topics such as research methods, consciousness, health, psychological disorders, and therapeutic approaches.

*Note:* Students transferring from other institutions with one semester of introductory Psychology should consult with Advising for transferability.

**PSYC 200 Social Psychology**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100



A study of the dynamics and effects of social influences on individual human behaviour. The course looks at such topics as attitudes and attitude changes, social beliefs, roles, conformity, group processes, prejudice, interpersonal attraction and psychological effects of the physical environment.

*Note:* PSYC 101 is recommended as a prerequisite.

**PSYC 201      Group Dynamics**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PSYC 100 and 101

A study of the behaviour of individuals in social groups and institutions, such as friendship groups, work groups, therapy groups, and families. This course provides an intellectual and experiential approach to small group theory and allows the student to practise constructive interpersonal skills and leadership skills in a supportive, small group setting.

**PSYC 203      History of Psychology**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PSYC 100

This course will examine the development of psychological thought to gain a critical understanding of contemporary psychology. Issues will range from the mind-body problem, and the nature of science, to an analysis of historical and contemporary schools in psychology.

*Note:* PSYC 101 is recommended as a prerequisite.

**PSYC 204      Child Development**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PSYC 100

A study of the child's development from infancy to adolescence, including the development of social behaviour, personality, language and cognitive processes. Students will be encouraged to do research and observations.

*Note:* PSYC 101 is recommended as a prerequisite.

**PSYC 205      Adult Development and Aging**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PSYC 100 and 101

A course dealing with the psychological development of the individual from early adulthood to death, with emphasis on intellectual and personality changes, and the social context of aging. As well as being exposed to basic research in the area, students will be encouraged to develop an empathetic understanding of the aging process.

**PSYC 206      Adolescent Psychology**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PSYC 100 and 101

This course examines the biological, cognitive and social transitions of adolescence and how they affect such developmental areas as identity, autonomy, intimacy, sexuality and achievement. As well as being exposed to basic research in the area, students will be encouraged to explore their own identity development.

**PSYC 212      Research Methods in Psychology**  
**3.00 credits    (4,0,0) hrs      15 wks**

*Prerequisite:* PSYC 100 and 101

A course for students who intend to major in one of the social sciences; psychology majors should take this course and PSYC 213. This course will introduce the student to current research methods in major

areas of psychology. Students should understand the principles of research methodology, and be able to evaluate, design and conduct research in psychology.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PSYC 213 Statistical Methods in Psychology**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100 and 101; MATH 097 with a minimum of a C grade; or MATH 091 or BMTH 043 with a minimum of a C+ grade; or MATH 096 or BMTH 044 with a minimum of a C- grade; or BMTH 048 or Precalculus 11 or Principles of Math 11 or Foundations of Math 11 or Applications of Math 11 with a minimum of a C grade; or Applications of Math 12.

A course recommended for psychology majors. This course deals with descriptive and inferential statistics as applied in psychology. These will be considered as they are used in psychological research.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**PSYC 215 The Psychology of Human Sexuality**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100

The psychology of human sexuality examines the psychological, biological and social science of human sexuality. Topics to be covered will include: sexual behaviour and arousal, sexual bodies, puberty and menopause, sexual orientation, sexually transmitted infections, contraception, abortion, sex hormones, sexual disorders, sex therapy, coercive sex, commodity-based sex, pregnancy and fertility.

*Note:* Completion of PSYC 101 is recommended

**PSYC 220 Theories of Personality**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100

This course will examine theories of personality including psychodynamic, trait, cognitive and humanistic and other approaches. Included will be a consideration of the historical/cultural development of the theory, what the theory says about the development, structure and dynamics of personality and examples of empirical research.

*Note:* PSYC 101 is recommended as a prerequisite.

**PSYC 222 Abnormal Psychology**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100 and 101

A study of the various models and perspectives for viewing patterns and treatment of abnormal behaviour. The course will examine research about how the medical model, behaviouristic school, humanistic school, psychoanalytic school, cognitive school and biological school view normal and abnormal behaviour. This course will also focus on the historical and contemporary approaches to treatment.

**PSYC 225 Biopsychology of Behaviour**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100 and 101

This course will expand on material introduced in introductory psychology dealing with the biological basis of behaviour. Students will examine functions of the nervous system, as well as studying brain anatomy and brain chemistry in relation to both normal and pathological behaviour. As well, students will discuss mind-body issues and develop an understanding of broader ethical and other issues in neuroscience.

**PSYC 230 Cognitive Psychology**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* PSYC 100 and 101

This course will address many of the issues relating to the thinking processes. Research into consciousness, memory, language, imagery, problem solving, creativity and intelligence will be examined, as well as social cognition and cognition across the lifespan.

**PSYC 300      Psychology of Interpersonal Relationships**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits at 100 level or higher including PSYC 100 and PSYC 200 as a pre- or co-requisite

This course will include topics in the area of interpersonal relationships, especially romantic or close friendship relationships and family relationships. It will include psychological theories and research about the stages, processes and effects of the development, maintenance, disruption and dissolution of personal relationships.

*Note:* PSYC 204 is recommended

**PSYC 320      Applied Psychology**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100-level or higher coursework which must include PSYC 100

This course acquaints students with some of the ways in which psychological evidence and techniques can be applied to the practice of health management, forensics, business, education, sports, animal training and the understanding of paranormal phenomena.

*Note:* Completion of PSYC 101 is recommended.

**PSYC 325      Health Psychology**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100-level or higher coursework which must include PSYC 100 and PSYC 101

This course provides a general introduction to the psychology of health. Topics will include research methods in health psychology, health behaviours, stress, coping, social support, pain and pain behaviours, and social factors in the etiology and course of chronic and terminal illnesses.

*Note:* Completion of one or more of PSYC 200, PSYC 222 or PSYC 225 is recommended

**PSYC 330      Thinking and Reasoning**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits at 100 level or higher including PSYC 100, 101 and 230 as a pre- or co-requisite

This course will address topics in the study of thinking and reasoning, a crucial topic in cognitive psychology, including theory and research on problem solving, thinking and decision-making; formal and "everyday" reasoning; intuition and creativity; cross-cultural and individual variations in thinking processes; and the cognitive heuristics which can bias or distort human rationality and effective decision making when dealing with social issues and problems. The theories will be applied to the problems of human cognitive limitations in solving urgent social and environmental crises.

*Note:* PHIL 110 is recommended

**PSYC 332      Reconstructing the Past: The Psychology of Memory**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework which must include PSYC 100

This course will address topics in the study of memory, a crucial topic in cognitive psychology, and will include theory and research on explicit and implicit memory systems, working memory, the neurology of memory, forgetting and memory disorders, and how to improve memory (mnemonics). Current issues and research in long term memory such as reconstructive processes in memory, eyewitness memory, and repressed memory will also be included.

*Note:* PSYC 101 and/or PSYC 230 is recommended as a pre- or co-requisite

**PSYC 335 Feelings and Emotions**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PSYC 100

This course will address research and theories in the topic of feelings and emotions. Students will learn about the experience, expression, biology and social aspects of specific emotions, including stress reactions, attachment bonds, and the development of empathy. The theories will be applied to the problems of human social cognition and the effect emotional reactions can have on our thinking and relationships.

**PSYC 340 Conservation Psychology**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PSYC 100

This course surveys the new field of conservation psychology, the scientific study of the relationship between humans and the rest of nature. It will focus on the application of theories and research in psychology to the issues of conservation in the face of climate crises and the urgent need to develop environmental sustainability, to decrease the negative impact of humans and to encourage environmentally-friendly behaviour.

*Note:* PSYC 200 is recommended

**PSYC 341 Psychology of Religion and Spirituality**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PSYC 100

This course examines religious and spiritual experiences, attitudes and behaviours from multiple angles within contemporary Psychology. Themes of the course include: history of empirical inquiry into religion and spirituality; modern research methods; interacting roles of biological and psychosocial factors in the formation of religious commitments and predilection toward spiritual experiences; relationships between religious and spiritual orientations and physical and mental health; and determinants of religious behaviours, from altruism to terrorism.

*Note:* Completion of PSYC 101 is recommended

**PSYC 342 History of Psychology: Conceptions of Imagination**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PSYC 100

This course explores the nature of imagination from a History of Psychology viewpoint. The topic is framed in an evolutionary context; then relevant concepts are traced from preliterate societies to the present. Imagination is examined: as an archaic way of knowing; in relation to historical notions of body, mind, soul and spirit; as cognitive faculty or process; with respect to beliefs about health and illness; and as studied qualitatively and quantitatively in Modern Psychology.

*Note:* Completion of PSYC 101 is recommended

**PSYC 343 Psychology of Anomalous Experiences**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PSYC 100

This course examines a range of commonly reported anomalous experiences from the critical perspective of Psychology. Unlike an Abnormal Psychology course, the focus is mainly on nonpathological experiences. The 'critical thinking' approach is reviewed; a brief historical overview of claims and critiques is presented; and several types of anomalous experience are considered with respect to the biopsychosocial processes that affect perception, memory and belief.

*Note:* Completion of PSYC 101 is recommended

**PSYC 415 Psychology and the Internet**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including PSYC 100 and 101

This course will cover the development of the Internet in a historical context, and explore how personal and collective relationships to technology influence Internet use. We will examine the empirical research evaluating the personal and collective social and psychological costs and benefits of Internet use, especially of activities that exist or are experienced in wholly online formats.

*Note:* PSYC 200 recommended

**PSYC 422 Approaches to Treatment and Psychotherapy**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher course work including PSYC 100 and PSYC 101

In contemporary society, prevalence rates of psychological disorders are high and many suffer personal distress from depression, anxiety, stress, grief, and everyday problems such as difficulties in relationships, work, personal effectiveness, disabilities, aging, etc. Individuals seek psychological or medical treatment or assistance from a variety of mental health care professionals. This course will examine the social issue of psychological therapy and discuss current evidence-based research regarding the efficacy of the variety of treatment approaches.

*Note:* Completion of one or both of PSYC 200 or PSYC 225 is recommended

**PSYC 440 Contemporary Topics in Psychology**

**3.00 credits (4,0,0) hrs 15 wks**

The course will relate contemporary research and knowledge from psychology to various current topics and social issues. Specific topics will vary from year to year. Each delivery of this course will have specific instructor identified course objectives. Course focus may be human sexuality, evolutionary psychology, health psychology, approaches to treatment and applications of psychology.

*Note:* PSYC 100 and 101 recommended

**PSYC 450 Psychology of Genocide**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Although humankind has seen, perpetrated, and suffered ethnopolitical violence (EPV) through the millennia, the 20th and 21st centuries CE are marked by a proliferation and intensification of such events. The course will focus on the psychological factors that affect the unfolding of EPV events, with relevant historical and biographical information presented to put the people and events into context. We will examine the psychological theories and research relevant to real-world EPV events as well as psychologically oriented studies of such events themselves. The course will begin with a brief overview and taxonomy, and discuss the roles played by different categories of participants.

**PSYC 490 Directed Studies**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 upper level credits including a minimum of one 300-level PSYC course

Students will work with a Psychology faculty member to guide them in the development of a research-based project. Specific course details will be arranged between individual students and faculty members. See the Department of Psychology website for complete details on the application process.

## Rehabilitation Assistant

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**RADP 100 Rehabilitation and Professional Skills in Health Care**

**3.00 credits (3,0,1) hrs 15 wks**

Students will learn about the environment in which health care is delivered, the rehabilitation approach, their role responsibilities and the client's perspective. Students will also learn the meaning of safe, ethical, competent practice and develop an understanding of professionalism in relation to clients/significant others, colleagues and community.

**RADP 101 Effective Therapeutic Communication in Rehabilitation**

**1.50 credits (3,0,0) hrs 10 wks**

*Prerequisite:* RADP 100

Students will learn effective interpersonal communications skills from a rehabilitation framework in order to facilitate and support the Rehabilitation Assistant in teaching and working with clients, clinicians and interdisciplinary teams both individually and in groups.

**RADP 111 Rehabilitation Principles and Practices: OT/OTA**

**2.25 credits (3,0,0) hrs 15 wks**

*Prerequisite:* RADP 112 is a prerequisite or co-requisite

Students will learn about occupational therapy in terms of rehabilitation theory, principles, process and practice.

**RADP 112 Rehabilitation Principles and Practices: PT/PTA**

**2.25 credits (2,0,1) hrs 15 wks**

*Prerequisite:* RADP 111 is a prerequisite or co-requisite

Students will learn about physical therapy in terms of rehabilitation theory, principles, process and practice.

**RADP 113 Rehabilitation Principles and Practices: SLP/SLPA**

**2.00 credits (4,0,0) hrs 10 wks**

*Prerequisite:* RADP 114 is a prerequisite or co-requisite

Students will gain an understanding of speech-language pathology in terms of rehabilitation theory, principles, process and practice.

**RADP 114 Rehabilitation Principles and Practices: RA**

**1.00 credit (2,0,0) hrs 10 wks**

*Prerequisite:* RADP 111 and 112

Students will learn about being a Rehabilitation Assistant in terms of rehabilitation theory, principles, process and practices specifically designed to provide Rehabilitation Assistants with a practice process and strong foundation for problem-solving.

**RADP 120 Growth and Development for Rehabilitation Assistants**

**0.50 credits (2,0,0) hrs 05 wks**

Students will learn about developmental milestones and skill acquisition. These will be discussed in terms of impairments and treatment plans for developing or restoring skill function following disease or injury.

**RADP 121 Functional Anatomy, Theory and Skills: OTA/PTA**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* RADP 120 is a prerequisite or co-requisite

Students will learn about the musculoskeletal system, its functions, how it coordinates posture, core stability and body mechanics.

**RADP 122 Physiology and Cardio-Respiratory Theory and Skills: PTA**

**1.00 credit (2,0,0) hrs 12 wks**

*Prerequisite:* RADP 120 and 121

Students will learn about the cardio-respiratory and lymphatic systems, and acquire the practical rehabilitation assistant skills used in the treatment of cardiac and pulmonary diseases when working with physiotherapists.

**RADP 130      Disease, Injury and Intervention: Musculoskeletal Systems**  
**1.00 credit      (2,0,0) hrs      10 wks**

*Prerequisite:* RADP 120 and 121 are prerequisites or co-requisites

Students will learn about diseases and injuries which cause impairment to the musculoskeletal system, usual interventions and effects on a person's activity and participation levels.

**RADP 131      Musculoskeletal Theory and Skills: OTA**  
**2.25 credits      (2,0,1) hrs      15 wks**

*Prerequisite:* RADP 130 is a prerequisite or co-requisite

Students will learn to apply theory and acquire the practical rehabilitation assistant skills used in the treatment of musculoskeletal diseases and injuries when working with occupational therapists.

**RADP 132      Musculoskeletal Theory and Skills: PTA**  
**2.25 credits      (1,2,0) hrs      15 wks**

*Prerequisite:* RADP 130 and 131 are prerequisites or co-requisites

Students will learn to apply theory and acquire the practical rehabilitation assistant skills used in the treatment of musculoskeletal diseases and injuries when working with physiotherapists.

**RADP 140      Disease, Injury and Intervention: Psychosocial/Cognitive Systems**  
**1.50 credits      (2,0,0) hrs      15 wks**

*Prerequisite:* RADP 130, 131 and 132

Students will learn about diseases and injuries which cause impairment to cognitive and/or psychosocial systems, usual interventions and effects on a person's activity and participation levels.

**RADP 141      Psychosocial/Cognitive Theory and Skills: OTA/PTA**  
**2.00 credits      (2,0,0) hrs      20 wks**

*Prerequisite:* RADP 140 is a prerequisite or co-requisite

Students will learn to apply theory and acquire the practical rehabilitation assistant skills used in the treatment of cognitive and psychosocial diseases and injuries when working with occupational therapists and physiotherapists.

**RADP 190      Practicum: Fieldwork I**  
**6.00 credits      (0,0,34) hrs      05 wks**

*Corequisite:* RADP 101, 113, 114, 122, 140 and 141

Students will have practical clinical experience necessary to work effectively as a Rehabilitation Assistant supporting occupational therapists, physiotherapists and speech-language pathologists in public or private practice. All fieldwork competencies must be successfully completed at Fieldwork I Level in order to continue in the program.

**RADP 201      Advanced Communications in Rehabilitation**  
**1.50 credits      (3,0,0) hrs      10 wks**

*Prerequisite:* RADP 101

Students will learn advanced communication skills and learn technological methods to support clinical work with clients, clinicians, interdisciplinary teams and operational work that supports the delivery of rehabilitation services and related records.

**RADP 210      Administrative Support Systems for Rehabilitation Assistants**

**1.50 credits      (3,0,0) hrs              10 wks**

*Corequisite:* RADP 230

Students will learn the fundamental data, file management and system skills to support efficient and effective operations within the health care delivery system.

**RADP 211      Recreation Techniques for Rehabilitation Assistants**

**1.50 credits      (3,0,0) hrs              10 wks**

*Prerequisite:* RADP 114

Students will gain an understanding of the function and process of recreation activities and how to use these activities to assist people in developing, maintaining or restoring skills to their optimal levels of activity and participation within their community.

**RADP 230      Disease, Injury and Intervention: Neurological System**

**1.50 credits      (2,0,0) hrs              15 wks**

*Prerequisite:* RADP 140 and 141

Students will learn about diseases and injuries which cause impairment to the neurological system, usual interventions and effect on a person's activity and participation levels.

**RADP 231      Neurology Theory and Skills: OTA**

**3.00 credits      (3,1,0) hrs              15 wks**

*Prerequisite:* RADP 230 is a prerequisite or co-requisite

Students will learn to apply theory and acquire the practical rehabilitation assistant skills used in the treatment of neurological diseases and injuries when working with occupational therapists.

**RADP 232      Neurology Theory and Skills: PTA**

**3.00 credits      (1,1,2) hrs              15 wks**

*Prerequisite:* RADP 230 is a prerequisite or co-requisite

Students will learn to apply theory and acquire the practical rehabilitation assistants skills used in the treatment of neurological diseases and injuries when working with physiotherapists.

**RADP 233      Neurology Theory and Skills: SLPA**

**1.50 credits      (3,0,0) hrs              10 wks**

*Prerequisite:* RADP 230 is a prerequisite or co-requisite

Students will learn to apply theory and acquire the practical rehabilitation assistant skills used in the treatment of neurological diseases and injuries when working with speech-language pathologists.

**RADP 240      Gerontology Theory and Skills: OTA/PTA**

**2.00 credits      (4,0,0) hrs              10 wks**

*Prerequisite:* RADP 230, 231, 232, 233 and 290

Students will learn about aging; the resulting effects on activity, participation, social community; and interventions for safety and maintenance of function used by Rehabilitation Assistants working with occupational therapists and physiotherapists.

**RADP 243      Audiology Theory and Skills: SLPA**

**1.00 credit      (2,0,0) hrs              10 wks**

*Prerequisite:* RADP 240 is a prerequisite or co-requisite

Students will learn about hearing, its functions, how it affects communication, and the strategies and devices used to restore function.



**RADP 250      Community Integration Theory and Skills: OTA/PTA**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* Completion of all first, second and third term RADP courses

*Corequisite:* RADP 201, 210, 240 and 243

Students will learn about the delivery of rehabilitation services in the community including maintenance, development or restoration of skills and performance in terms of activity and participation including home, work, and leisure.

**RADP 290      Practicum: Fieldwork II**

**6.00 credits      (0,0,34) hrs                  05 wks**

*Prerequisite:* RADP 190

*Corequisite:* RADP 210, 230, 231, 232 and 233

Students will have practical clinical experience necessary to work effectively as a Rehabilitation Assistant supporting occupational therapists, physiotherapists and speech-language pathologists in public or private practice. All fieldwork competencies must be successfully completed at Fieldwork II Level in order to continue in the program.

**RADP 291      Practicum: Fieldwork III**

**6.00 credits      (0,0,34) hrs                  05 wks**

*Prerequisite:* RADP 290

*Corequisite:* RADP 201, 211, 240, 243 and 250

In this practical clinical experience, the student will have an opportunity to work at a level comparable to that of employable Rehabilitation Assistants. All fieldwork competencies must be successfully completed at the Graduate Level in order to complete the program and receive a diploma.

## Retail Marketing

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**RMCP 172      Retail Technology/Store Management I**

**3.00 credits      (4,0,0) hrs                  15 wks**

Retail technology is the introductory segment to Store Management I. This course provides the student with a working knowledge of cash register systems and point of sale terminals as well as the latest in Interac technology. Store Management I is a practical application to retail marketing. Students will do buying, display, promotion, accounting, scheduling and all those managerial skills involved in operating a successful retail store.

**RMCP 173      Retail Finance/Store Management II**

**3.00 credits      (4,0,0) hrs                  15 wks**

A continuation of Store Management I. This extension of the store management course exposes the student to daily systems analysis, banking procedures, monthly accounting practices and money management in a practical setting. A portion of this course has been set aside to do a visual marketing project where field work is required. The employment standards act is also included as part of the curriculum.

**RMCP 181      Strategic Retail Buying**

**3.00 credits      (4,0,0) hrs                  15 wks**

This course teaches students to develop strategies and skills to be successful retail buyers and merchants. Students will apply both quantitative and qualitative methods to devise buying plans for fashion and hard line categories. What to buy, when to buy, from whom to buy, and how much to buy for specific retail formats

including digital and traditional bricks and mortar. Up to the minute retail developments will be discussed and applied to course learning outcomes.

## Science

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### **SCI 410      The Science of Sound and Light**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of post-secondary education at 100-level or higher

An introduction to the study of sound and light from a scientific perspective. This course examines the properties of waves, which apply to both sound and light, as well as topics specific to each of the two fields. For sound, these will include hearing, pitch and timbre, resonance, music and musical instruments, the human voice, acoustics, noise, and the human ear. For light, topics will include colour, reflection and refraction, optical instruments, images, and the human eye.

*Note:* While familiarity and facility with mathematics to the high school grade 10-11 level will be helpful, a primer on the mathematical skills required will be included. Graphs will be used whenever possible to visually represent mathematical information.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

## Social Science

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### **SOSC 249      Social Sciences Field School**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 24 post secondary credits

This course is intended for students who wish to include an overseas field school in their academic curriculum. The Field school will combine on campus course work with experiential learning in the field. Topics and locations will vary depending on the Instructor teaching the course.

### **SOSC 300      Eco-literacy**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course introduces students to concepts involving ecological practice and connectedness within the framework of bio-environmental sustainability. Students move through several core themes such as: introduction to eco-literacy, applied biodiversity, community sustainability, connectivity and unintended consequences, community resilience, protecting natural systems, and initiating transformational change. Through lectures, research, site visits, guest speakers and networking, students will gain valuable knowledge on the principles of ecology, practical field-based skills, connection with communities and community leaders, and the role of business and government in an eco-literate society.

### **SOSC 310      People in Relationships: The Good Society**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of post-secondary education at 100-level or higher

This course will examine the social, economic, and political structures that organize human relationships. Through a variety of disciplines, which may include sociology, anthropology, economics, psychology, and political studies, the course will seek to interrogate questions of social order.

### **SOSC 320      People and the Environment: Past and Future Relationships**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at 100-level or higher

This course will consider the environment from the perspective of the interrelationships between nature and culture. The first part of the course will examine the history of ideas of human encounters with the environment, and the second part of the course will identify and critically analyse a number of interpretations and controversies shaping current cultural relationships to the natural world as identified by some of the disciplines of geography, economics, anthropology and sociology.

**SOSC 349 Social Sciences Study Abroad**

**6.00 credits (0,0,8) hrs 15 wks**

*Prerequisite:* 24 post secondary credits

This course is intended for students who are participating in a study abroad course overseas such as the Aichi Gakusen Exchange. Students will register in this course before embarking on the study abroad and will be expected to complete specific assignments according to the course outline.

**SOSC 401 Contemporary Issues: The Presence of the Past**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at 100-level or higher

This course will focus upon case studies that address the presence of the past in contemporary society. The course will be interdisciplinary, and may address such topics as land claims, language rights, globalization, ethnic relations, the role of tradition, the nature of historical and archaeological knowledge, and the forces of political, economic and social change.

**SOSC 402 Contemporary Issues: The Present Context**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of post-secondary education at 100-level or higher

This course will address current social, cultural, political, and economic trends as they are made manifest initially in the local and then potentially expanded to a global context. It will explore the relevance of the social sciences to an understanding of contemporary society. The issues that are explored may include local politics, homelessness, changing technology, ecological and environmental awareness, demographic change, changing labour markets, healthcare, crime rates, and the like. The specific case studies will be chosen by the instructors to reflect contemporary debates.

**SOSC 403 Contemporary Issues: The Future**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits or post-secondary education at 100-level or higher

This course will explore the future direction of humanity, the challenges that will be faced, and the potential solutions that can be drawn from existing knowledge. This will involve looking back at the lessons that can be learned from such things as, economic policy, religious and Utopian movements, climate change debates, social reform movements, and the challenges of balancing growth with sustainable resources. These lessons will be applied to address current public debates about the future in the local and global contexts.

## Sociology

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**SOC 100 Social Structures**

**3.00 credits (4,0,0) hrs 15 wks**

The course systematically covers major topics and issues of concern to anyone who wishes to begin to understand and come to terms with the modern world in a personally and sociologically relevant way. The

basic theme of the course is that we are, to a greater extent than generally imagined, produced, structured and run by the social machine or social or societal determinants. This structured aspect of society is comprised of institutions such as the family, religion, the mass media and education, for example, as well as rules, customs, laws, ideologies, etc. Our society is also embedded with structural inequalities related to gender, social class and ethnicity. Utilizing what has been termed "the sociological imagination," the course looks at how we are influenced by these aspects of society and in turn how we react to these influences.

*Note:* Both SOC 100 and SOC 101 are required for students intending to major in Sociology at SFU or UBC.

**SOC 101          Concepts and Theories of Society**

**3.00 credits      (4,0,0) hrs          15 wks**

With current social conditions in mind, this course analyzes the general development of sociological thought in the 19th and 20th centuries. We will look at a variety of sociological theories and approaches to understanding society (structural functionalism, conflict theory, symbolic interactionism, feminism, and others) and employ these approaches to analyze events of current interest, importance and impact in society.

*Note:* Both SOC 100 and SOC 101 are required for students intending to major in Sociology at SFU or UBC.

**SOC 200          Canadian Society**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* SOC 100 or 101

An introduction to the study of Canadian society and culture, including an analysis of the major Canadian institutions studied on a national basis, with special emphasis on the dynamics of change in a complex multicultural society. Issues that explore the intersection of state, capital and labour with gender, class and ethnicity will be discussed as they relate to such concerns as multiculturalism, Aboriginal peoples and Quebec society.

*Note:* This course serves as a Canadian Studies credit.

**SOC 201          The Paradox of Plenty: Social Inequality in BC**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* SOC 100 or 101

A sociological approach to the dynamics of Canadian society with special emphasis on British Columbia. Close attention will be given to economic, historical and cultural developments which have shaped British Columbia from its early years into a modern industrial society. Contemporary social questions surrounding such issues as education, health, labour, Native land claims, and resource questions will be discussed.

*Note:* This course serves as a Canadian Studies credit.

**SOC 210          Current Social Issues**

**3.00 credits      (4,0,0) hrs          15 wks**

*Prerequisite:* SOC 100 or 101

A study of social concerns and cultural problems common to current conditions in the 20th century in our society and in global perspective. Classical sociological concepts will be used to examine current social issues in a global framework of political, economic, and cultural analysis. The course may explore an array of social issues or have a specific emphasis on a particular concern (e.g. popular culture, or sociology of sport). Current issues are placed in the context of the student's daily world, as it is happening now, to develop the student's sociological imagination.

**SOC 211          Sociology of the Global South**

**3.00 credits      (4,0,0) hrs          15 wks**

A study of the major theories of development and under-development, social, cultural and political responses to under-development, and the interrelationship of social institutions in and between the "developed" and "under-developed" societies. This course will provide students with an opportunity to better understand the social, economic and political causes and effects of under-development. Both sociological and "non-sociological" literature on the impact of globalization on Third World Societies will be considered. This course may be taken by itself or as a complement to SOC. 210, Current Social Issues.

**SOC 222          Sociology of the Arts**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* SOC 100 or 101

A sociological study of art and artists in western and non-western societies. The course will relate the various art forms (painting, music, literature) to the social context in which they exist and to their social production; hence it will develop an understanding of the interrelationships between ideas (aesthetic codes), social institutions, cultural politics and political economy. This course is particularly recommended as a complement to SOC. 101 or 223.

**SOC 223          Media and Society**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* SOC 100 or 101

An intensive study of the relationship between a society's communication systems as media and its technological, economic and political base, its ideology, its behaviour patterns and its cultural life. This will encompass current forms of television, radio, magazines, all forms of advertisement, news production and films. This course is particularly recommended as a complement to SOC. 222 or 100.

**SOC 300          The Sociology of Consumer Culture**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including 3 credits of SOC

This course looks at the construction of consumer culture in contemporary society. Specific attention is paid to the processes by which consumer culture is created, reproduced and sustained through the media and advertising. This course is situated in the historical and current debates on ideology, political economy and capitalism. It will also examine the processes by which the role of consumer is created and the impact and implications on personal identity and self.

**SOC 301          Social Inequality**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Canadian society faces numerous social divisions, such as those between rich and poor, women and men, and Aboriginal and non-Aboriginal people. These differences lead to important social outcomes, as in access to health care, seniors' pensions, or the wages we earn in our jobs. The student will use theories and research to understand social inequality in Canada today.

**SOC 302          Sociology of Climate Change**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Scientists agree that human activity is creating a climate crisis. The social effects of this crisis will be experienced depending on whether you are rich or poor, or live in the global South or North. Students will look at the role of human society in climate change, in particular at consumerism, the fossil fuel industry, and the role of the media, as well as at possible solutions to the crisis.

**SOC 330          Sociology of the City: Issues and Processes of Exclusion**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including SOC 100 or SOC 101

The City is a hot topic among policy makers, cultural creative, and academics. Urban issues and processes of exclusion including gentrification are linked to globalization and the increasing commodification of everyday life. This course will provide students with the opportunity to examine processes of exclusion in Los Angeles, Paris and Shanghai, but will also use Vancouver as a living laboratory.

**SOC 351      Modernism, Postmodernism, and Society**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including SOC 101

Sociological tradition argues that empirical social science can be used as a tool to change society for the better. "Postmodern" social theories emerged in the 1970s to criticize these mainstream assumptions, about rational science, revolutionary politics, and the "grand narrative" of progress. The debate continues, and this course will provide an overview of the social theories involved and the social changes that provide the context for these theories.

**SOC 352      Marxism and Social Theory**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including SOC 101

While Karl Marx's ideas seemed to collapse with the fall of communism in the Soviet Union and Eastern Bloc, this course will argue that Marx is better seen as a critic of capitalism rather than a theorist of communism. His analysis of subjects such as class struggle, the magical lure of commodities, and the spread of globalization remain relevant today. Indeed, many contemporary thinkers have taken Marx's ideas and reworked them in ways that provide an original and critical view of our society.

## Spanish

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**SPAN 100      Beginning Spanish I**

**4.00 credits      (4,0.75,1) hrs      15 wks**

This is a beginners' course which offers a comprehensive introduction to the Spanish language and culture. Emphasis is placed on grammar and the development of the students' speaking, understanding, reading and writing skills.

*Note:* This is not a course for students with training or background in Spanish.

**SPAN 101      Beginning Spanish II**

**4.00 credits      (4,0.75,1) hrs      15 wks**

*Prerequisite:* SPAN 100 or Spanish 11

A continuation of the work of SPAN 100. Must be taken in order to realize first year level college/university Spanish. Recommended also for those who are considering taking SPAN 200 and need review work.

**SPAN 200      Intermediate Spanish I**

**4.00 credits      (4,0.75,1) hrs      15 wks**

*Prerequisite:* SPAN 101 or Spanish 12

A review of Spanish grammar with special emphasis on problematic areas normally encountered by students of the language. The reading, writing and oral fluency of the student will be improved through translations, compositions and extensive conversation practice. Also, the student will be introduced to Hispanic Literature.

**SPAN 201      Intermediate Spanish II**

**4.00 credits      (4,0.75,1) hrs      15 wks**

*Prerequisite:* SPAN 200

A continuation of the work of SPAN 200. This course should be taken, wherever possible, in the term following SPAN 200.

**SPAN 300      Advanced Spanish I**  
**4.00 credits    (4,0.75,1) hrs      15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including SPAN 201

This course is a continuation of SPAN 201; it is designed for students who want to take their oral, spoken and written abilities to the next level of fluency. Students will engage in readings, text analysis, translation, writing exercises and oral presentations that develop their knowledge of grammar and vocabulary of Spanish.

## Special Education Assistant

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**SEA 100      History, Philosophy and Issues in Special Education**  
**1.50 credits    (5,0,0) hrs      06 wks**

*Prerequisite:* SEA 102

The student will gain an understanding of the historical and philosophical issues in the field of special education.

**SEA 101      Working in Schools**  
**1.50 credits    (5,0,0) hrs      06 wks**

*Corequisite:* SEA 100

The student will have gained an understanding of the school system and the EA role within that setting.

**SEA 102      Interpersonal Skills for Education Assistants**  
**1.50 credits    (30,0,0) hrs      01 wks**

The emphasis of this course is practicing the application of basic communication principles, interpersonal and problem solving skills.

**SEA 103      Challenging Behaviours & Mental Health Concerns**  
**3.00 credits    (4,0,0) hrs      15 wks**

Students will gain knowledge of various behaviour profiles and develop an understanding of how to support children with behavioural difficulties in a school setting. 15 hours of NVCI certification is also included.

**SEA 105      Exploring Diverse Learners in Schools**  
**3.00 credits    (4,0,0) hrs      15 wks**

The student will explore philosophical and current issues emphasized in inclusive education through definition, etiology, prevalence and implications for learning in the various areas of exceptionality. A practical skills introduction is included.

**SEA 106      Supporting Students with Technology and AAC Systems**  
**3.00 credits    (4,0,0) hrs      15 wks**

EA students will become familiar with a wide range of low and high technology adaptations for students with disabilities. Common computer hardware and software that are used in school will be explored. Students will learn how the school system and related agencies assess the needs of students who present with a wide range of abilities and provide appropriate adaptations. Also covered will be the relationship between teachers, related professionals, and the education assistants in term of educational planning and implementation of plans regarding technology. Ten hours of basic signing is also included.

Note: Familiarity with basic computer skills/word processing on both MAC and PC

**SEA 107            Strategies 1: Supporting Students in High Incidence Areas**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* SEA 103

The student will gain knowledge of and experience with a range of instructional strategies suitable for inclusion of high incidence students in mainstream settings.

**SEA 108            Strategies 2: Supporting Students in Low Incidence Areas**  
**1.50 credits    (3,0,0) hrs            10 wks**

*Prerequisite:* SEA 107

The student will gain knowledge of and experience with a range of instructional strategies suitable for inclusion of low incidence students in mainstream settings.

**SEA 109            Practicum for Education Assistants**  
**6.00 credits    (2,0,8) hrs            15 wks**

*Prerequisite:* SEA 100, 101, 102, 103, 105, 106, 107, 108 and 110

The student will gain the practical experience necessary to work effectively in the classroom assisting teachers in the support of students who present with a wide range of abilities. The student will have an opportunity to work at a level comparable to that of employable education assistants.

*Note:* Students must have current TB test, criminal records check and First Aid/CPR Level C certificate and approval by the EA Department

**SEA 110            Supporting Students with Autism Spectrum Disorders**  
**3.00 credits    (4,0,0) hrs            15 wks**

Students will gain knowledge of best practices in autism and develop an understanding of how to support students with autism spectrum disorders in a wide range of school environments.

## Study Abroad - ABA (Autism)

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**SAAB 300            Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits    (4,0,0) hrs            15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 301            Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits    (4,0,0) hrs            15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 302            Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits    (4,0,0) hrs            15 wks**



The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 303 Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 304 Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 305 Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 306 Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 307 Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 308 Study Abroad - Applied Behaviour Analysis (Autism)**  
**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion.

Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAAB 309 Study Abroad - Applied Behaviour Analysis (Autism)**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Applied Behaviour Analysis - Autism program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

## Study Abroad - Business Admin

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**SABA 300 Study Abroad Business Administration I**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full college credits. Most partner universities and colleges offer programs in English and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 301 Study Abroad Business Administration II**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in English and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 302 Study Abroad Business Administration III**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in English and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 303 Study Abroad Business Administration IV**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in English and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 304 Study Abroad Business Administration V**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in English and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 305 Study Abroad Business Administration VI**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 306 Study Abroad Business Administration VII**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 307 Study Abroad Business Administration VIII**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 308 Study Abroad Business Administration IX**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 309 Study Abroad Business Administration X**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 500 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 501 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 502 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 503 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 504 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 505 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 506 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 507 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 508 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in english and in all cases you will gain invaluable academic, business and cultural experiences.

**SABA 509 Study Abroad - Business Administration**

**0.00 credits (4,0,0) hrs 15 wks**

The School of Business has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano

University tuition fees and earning full university credits. Most partner universities and colleges offer programs in English and in all cases you will gain invaluable academic, business and cultural experiences.

## Study Abroad - CMNS

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### **SACM 300 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SACM 301 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SACM 302 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SACM 303 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SACM 304 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SACM 305 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SACM 306 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SACM 307 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SACM 308 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SACM 309 Study Abroad - Communication Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Communication Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

## Study Abroad - ECCE

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**SAEC 200 Study Abroad/Study Exchange-Early Childhood Care & Education**

**0.00 credits (0,0,2) hrs 15 wks**

The purpose of the study abroad course is to provide students with global experience. The study abroad course gives students the opportunity to study in a foreign culture and to enrich and augment their program of studies. The study abroad course offers the students the opportunity to acquire "global competencies" that will support their study and/or career development in Canada and abroad.

**SAEC 201 Study Abroad/Study Exchange-Early Childhood Care & Education**

**0.00 credits (0,0,4) hrs 15 wks**

The purpose of the study abroad course is to provide students with global experience. The study abroad course gives students the opportunity to study in a foreign culture and to enrich and augment their program of studies. The study abroad course offers the students the opportunity to acquire "global competencies" that will support their study and/or career development in Canada and abroad.

**SAEC 202 Study Abroad/Study Exchange-Early Childhood Care & Education**

**0.00 credits (0,0,4) hrs 15 wks**

The purpose of the study abroad course is to provide students with global experience. The study abroad course gives students the opportunity to study in a foreign culture and to enrich and augment their program

of studies. The study abroad course offers the students the opportunity to acquire "global competencies" that will support their study and/or career development in Canada and abroad.

**SAEC 203 Study Abroad/Study Exchange-Early Childhood Care & Education**

**0.00 credits (0,0,4) hrs 15 wks**

The purpose of the study abroad course is to provide students with global experience. The study abroad course gives students the opportunity to study in a foreign culture and to enrich and augment their program of studies. The study abroad course offers the students the opportunity to acquire "global competencies" that will support their study and/or career development in Canada and abroad.

**SAEC 204 Study Abroad/Study Exchange-Early Childhood Care & Education**

**0.00 credits (0,0,4) hrs 15 wks**

The purpose of the study abroad course is to provide students with global experience. The study abroad course gives students the opportunity to study in a foreign culture and to enrich and augment their program of studies. The study abroad course offers the students the opportunity to acquire "global competencies" that will support their study and/or career development in Canada and abroad.

**SAEC 205 Study Abroad/Study Exchange-Early Childhood Care & Education**

**0.00 credits (0,0,4) hrs 15 wks**

The purpose of the study abroad course is to provide students with global experience. The study abroad course gives students the opportunity to study in a foreign culture and to enrich and augment their program of studies. The study abroad course offers the students the opportunity to acquire "global competencies" that will support their study and/or career development in Canada and abroad.

**SAEC 300 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 301 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 302 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 303 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 304 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 305 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 306 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 307 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 308 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.



institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAEC 309 Study Abroad - Early Childhood Care & Education**

**0.00 credits (4,0,0) hrs 15 wks**

The Early childhood Care & Education program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

## Study Abroad - Humanities

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**SAHU 200 Study Abroad/Student Exchange (Humanities)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Humanities studies as part of a study abroad program at another institution.

**SAHU 201 Study Abroad/Student Exchange (Humanities)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Humanities studies as part of a study abroad program at another institution.

**SAHU 202 Study Abroad/Student Exchange (Humanities)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Humanities studies as part of a study abroad program at another institution.

**SAHU 203 Study Abroad/Student Exchange (Humanities)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Humanities studies as part of a study abroad program at another institution.

**SAHU 204 Study Abroad/Student Exchange (Humanities)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Humanities studies as part of a study abroad program at another institution.

**SAHU 205 Study Abroad/Student Exchange (Humanities)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Humanities studies as part of a study abroad program at another institution.

## Study Abroad - IDEA

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### **SAID 200 Study Abroad/Student Exchange (IDEA)**

**0.00 credits (0,0,8) hrs 15 wks**

The IDEA program has developed exchange partnerships with universities and colleges around the globe. The program provides you the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning full university credits. Most partner universities and colleges offer programs in English and in all cases you will gain invaluable academic, business and cultural experiences.

## Study Abroad - Jazz Studies

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### **SAJS 300 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SAJS 301 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SAJS 302 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SAJS 303 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SAJS 304 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

### **SAJS 305 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAJS 306 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAJS 307 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAJS 308 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAJS 309 Study Abroad - Jazz Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Jazz Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

## Study Abroad - Liberal Arts

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**SALA 300 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 301 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano

University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 302 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 303 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 304 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 305 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 306 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 307 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 308 Study Abroad - Liberal Studies**

**0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SALA 309 Study Abroad - Liberal Studies****0.00 credits (4,0,0) hrs 15 wks**

The Arts in Liberal Studies program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

## Study Abroad - MOPA

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**SAMP 300 Study Abroad - Motion Picture Arts****0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAMP 301 Study Abroad - Motion Picture Arts****0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAMP 302 Study Abroad - Motion Picture Arts****0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAMP 303 Study Abroad - Motion Picture Arts****0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAMP 304 Study Abroad - Motion Picture Arts****0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAMP 305 Study Abroad - Motion Picture Arts****0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano

University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAMP 306 Study Abroad - Motion Picture Arts**

**0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences

**SAMP 307 Study Abroad - Motion Picture Arts**

**0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences

**SAMP 308 Study Abroad - Motion Picture Arts**

**0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

**SAMP 309 Study Abroad - Motion Picture Arts**

**0.00 credits (4,0,0) hrs 15 wks**

The Motion Picture Arts program has developed exchange partnerships with institutions around the globe. The program provides students the opportunity to study up to one term abroad, while paying Capilano University tuition fees and earning University credits towards degree completion. Most partner institutions offer programs in English and in all cases students will gain invaluable academic and cultural experiences.

## Study Abroad - Social Sciences

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**SASS 200 Study Abroad/Student Exchange (Social Sciences)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Social Sciences studies as part of a study abroad program at another institution.

**SASS 201 Study Abroad/Student Exchange (Social Sciences)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Social Sciences studies as part of a study abroad program at another institution.

**SASS 202 Study Abroad/Student Exchange (Social Sciences)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Social Sciences studies as part of a study abroad program at another institution.

**SASS 203 Study Abroad/Student Exchange (Social Sciences)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Social Sciences studies as part of a study abroad program at another institution.

**SASS 204 Study Abroad/Student Exchange (Social Sciences)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Social Sciences studies as part of a study abroad program at another institution.

**SASS 205 Study Abroad/Student Exchange (Social Sciences)**

**0.00 credits (4,0,0) hrs 15 wks**

This course is a field study course. Students will register in this course before they embark on Social Sciences studies as part of a study abroad program at another institution.

## Study Abroad - Tourism/OREC

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**SATO 201 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,2) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 202 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 203 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 204 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 205 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 206 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, internships, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 301 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, practica, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 302 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, practica, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 303 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, practica, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 304 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**

These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, practica, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

**SATO 305 Study Abroad/Student Exchange (Tourism/OREC)**

**0.00 credits (0,0,4) hrs 15 wks**



These Study Abroad courses in Tourism Management bank credits that allow students to embark upon a variety of international (and national) study experiences with other partner colleges, universities or agencies/organizations. Programs of study can consist of academic courses, practica, field skills development and/or co-op. Normally, students will be registered in these courses after being accepted in a study abroad program such as a study tour, field school or student exchange partnership.

## Technical Theatre

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### **TECT 130 Theatre Crew Responsibilities**

**1.50 credits (2,0,0) hrs 15 wks**

This course will familiarize students with the equipment and technology found in a working full production range theatre, learning the terminology and developing the skills used in theatrical productions.

### **TECT 132 Stagecraft and Grip Production**

**4.50 credits (1,0,11) hrs 15 wks**

*Prerequisite:* TECT 130 as a pre- or co-requisite

Students are creatively involved in projects involving a wide range of professional theatrical and music performances including stage, jazz and music concert based student productions each term. They explore various areas of stage grip responsibilities in experiential learning environments, developing their technical skills to a good- to - excellent level.

### **TECT 134 Theatrical Production and Design**

**3.00 credits (4,0,0) hrs 15 wks**

This course is an introduction to some of the basic elements of theatrical production and design and will help develop skills in scenic painting, properties, carpentry, and theatrical rigging. Students will be exposed to a wide range of theatrical materials and techniques, as well as background information on design, staging, and working in technical theatre.

### **TECT 136 Scenic Construction**

**1.50 credits (2,0,0) hrs 15 wks**

This course will familiarize students with the terminology, skills, and equipment necessary to function as a member of a set construction crew.

### **TECT 138 Stagecraft and Scenic Construction Production**

**4.00 credits (1,0,9.6) hrs 15 wks**

*Prerequisite:* TECT 136 as a pre- or co-requisite

Students are creatively involved in projects involving a wide range of professional theatrical and music performances, including stage, jazz and music concert-based student productions each term. They explore various areas of scenic construction in experiential learning environments, developing their technical skills to a good- to - excellent level.

### **TECT 140 Stagecraft and Theatrical Production Design**

**3.50 credits (1,0,7) hrs 15 wks**

*Prerequisite:* TECT 134 as a pre- or co-requisite

Students are creatively involved in projects involving a wide range of professional theatrical and music performances, including stage, jazz and music concert-based student productions each term. They explore various areas of theatrical production design in experiential learning environments, developing their technical skills to a good- to - excellent level.

**TECT 210 Senior Production and Theatrical Design I**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100 and TECT 134

An introduction to the theory and practice of the duties of the set designer. By the end of the course, students should be able to successfully create a scenic design from start to finish.

**TECT 211 Senior Production and Theatrical Design II**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* TECT 210

This course will introduce the student to the theory and practice of the duties of senior production personnel. By the end of the course, they should be familiar with the skills necessary to fulfill the duties required of the Technical Director, Designer and Department Heads in Carpentry.

**TECT 212 Theatrical Lighting and Design**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100 and TECT 134

This course will help develop an understanding of lighting design and instrument operation. Students will receive hands on experience with lighting equipment.

**TECT 214 Scenic Art**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100 and TECT 134

This course is a study of theory, techniques, and practice of creating scenic art for the stage. Students will explore colour, line, and shape as it relates to theatrical form.

**TECT 216 Stagecraft and Scenic Art Responsibilities**

**5.00 credits (1,0,12.3) hrs 15 wks**

*Prerequisite:* ENGL 100 and TECT 134, and TECT 214 as a pre- or co-requisite

This is a 200 level continuation of a series of courses where students are creatively involved in projects involving a wide range of professional theatrical and music performances, including stage, jazz and music concert-based student productions each term. They explore various areas of scenic art in experiential learning environments, developing their technical skills to a good- to - excellent level.

**TECT 218 Stagecraft and Lighting Design**

**5.00 credits (1,0,12.3) hrs 15 wks**

*Prerequisite:* ENGL 100 and TECT 134, and TECT 212 as a pre- or co-requisite

This is a 200 level continuation of a series of courses where students are creatively involved in projects involving a wide range of professional theatrical and music performances, including stage, jazz and music concert-based student productions each term. They explore various areas of lighting design in experiential learning environments, developing their technical skills to a good- to - excellent level.

**TECT 220 Live and Studio Sound Design**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* TECT 134

This course will familiarize students with sound and audio terminology, skills and equipment used in live and studio sound production.

**TECT 222 Properties Design**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* TECT 134

This course is a study of the theory, techniques, and practice of creating stage properties. Students will work in a variety of mediums as they create various prop elements for different theatrical productions.

**TECT 224 Stagecraft and Senior Production Responsibilities**

**5.00 credits (1,0,12.3) hrs 15 wks**

*Prerequisite:* TECT 211 as a pre- or co-requisite

This is a 200 level continuation of a series of courses where students are creatively involved in projects involving a wide range of professional theatrical and music performances, including stage, jazz and music concert-based student productions each term. They explore various areas of senior production responsibilities in experiential learning environments, developing their technical skills to a good- to - excellent level.

**TECT 226 Stagecraft and Properties**

**6.00 credits (1,0,15) hrs 15 wks**

*Prerequisite:* TECT 222 as a pre- or co-requisite

This is a 200 level continuation of a series of courses where students are creatively involved in projects involving a wide range of professional theatrical and music performances, including stage, jazz and music concert-based student productions each term. They explore various areas of theatrical properties in experiential learning environments, developing their technical skills to a good- to - excellent level.

**TECT 374 Theatre Institute I - Production**

**12.00 credits (1,0,30) hrs 15 wks**

This is part one of the Theatre Institute program focusing on production and stage management. Students will attend a tutorial production seminar, and complete their first and second projects. (The second project may be done in the second term.)

**TECT 375 Theatre Institute II - Production**

**12.00 credits (1,0,30) hrs 15 wks**

This is part two of the Theatre Institute program focusing on production and stage management. Students will attend a tutorial production seminar, and complete their second (if not completed in the previous term) and third projects.

## Textile Arts

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**TXTL 120 Dyeing and Breakdown for Film and Theatre I**

**3.00 credits (4,0,0) hrs 15 wks**

An introduction to textile arts and dyeing for the costumer applied to film and theatre.

**TXTL 121 Dyeing and Breakdown for Film and Theatre II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TXTL 120

A further exploration of textile arts and dying with an emphasis on techniques used to age costumes and break down fabrics.

**TXTL 220 Textile Arts for Costumers**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TXTL 121

This course considers the application of textile arts techniques to the creation of costumes for stage and screen. A wide range of techniques and materials will be discussed. Specific techniques will be explored in class with exercises and projects pertinent to their application to costume creation.

## Theatre

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**THTR 152      Costume Production I**  
**3.00 credits    (2,4,0) hrs          15 wks**

An introduction to the theory and practice of the duties of the costume designer and other members of the costume department in a producing theatre company.

*Note:* For Costuming for Film and Theatre program students only.

**THTR 153      Costume Production II**  
**3.00 credits    (2,4,0) hrs          15 wks**

*Prerequisite:* THTR 152

A continuation of THTR 152.

*Note:* For Costuming for Film and Theatre program students only.

**THTR 160      Technical Theatre Fundamentals**  
**3.00 credits    (4,0,0) hrs          15 wks**

This course provides an introduction to the basic elements of technical production and design. Students will receive instruction in a wide range of topics in technical theatre.

**THTR 266      Costume Production III**  
**3.00 credits    (2,4,0) hrs          15 wks**

*Prerequisite:* THTR 153

Students work in assigned key level positions in all areas of costume production and management for theatre department productions. Working in a mentored situation, students will be directly involved in producing the costumes for one or more Theatre department mainstage productions. Instruction will take the form of practical demonstrations, and supervised work on assigned projects.

**THTR 267      Costume Production IV**  
**3.00 credits    (2,4,0) hrs          15 wks**

*Prerequisite:* THTR 266

Following THTR 266, students have opportunities to work in more and different positions in the costuming of the Theatre Department main stage shows, and therefore expand their knowledge base in the production of large scale live theatrical productions.

## Theatre Institute - Directing

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**INST 370      Theatre Institute I - Directing**  
**12.00 credits    (1,0,30) hrs          15 wks**

This is part one of the Theatre Institute program focusing on directing. Students will attend a tutorial seminar, direct scenes, and complete their first project as an assistant director or director.

**INST 371 Theatre Institute II - Directing**

**12.00 credits (1,0,30) hrs 15 wks**

This is part two of the Theatre Institute program focusing on directing. Students will attend a tutorial seminar, direct scenes, and complete their second project as an assistant director or director.

## Tourism Management

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**TOUR 104 Marine Tourism and Interpretation**

**3.00 credits (6,0,0) hrs 10 wks**

The objective of this course is to enable students to develop an awareness and understanding of the marine near-shore environment. The content will focus on learning about marine resources within the context of tourism development and responsible stewardship by user groups within the marine tourism field.

**TOUR 111 Tourism Introduction: Theory and Practice**

**3.00 credits (4,0,0) hrs 15 wks**

An introduction to the key concepts, language, and issues facing the tourism industry. Trends, market profiles and demographic factors, key industry sectors, tourism geography and key regional products in B.C., tourism's role in community development, social impacts of tourism, transportation, communication, and legal issues in tourism.

*Note:* This course is equivalent to REC 111 and TOUR 160. Duplicate credit will not be granted for REC 111 or TOUR 160.

**TOUR 112 Tourism Marketing**

**3.00 credits (4,0,0) hrs 15 wks**

The objectives of this course are to examine the existing tourism marketing system in Canada; to develop the student's understanding of Canadian tourism marketing and the basics of consumer marketing; and to enable the student to relate to current aspects of tourism business and how they affect Canadian tourism marketing.

**TOUR 113 Human Resource Management in Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

Human resource issues, job analysis, recruitment, interviewing, orientation, training and development, performance management, legislation, and labour-management relations.

**TOUR 114 Organizational Behaviour in Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

Individual behaviour, interpersonal communication skills, decision-making, group dynamics and team building, service management, conflict resolution, negotiation, and giving performance feedback.

**TOUR 116 Financial Planning in Tourism I**

**3.00 credits (4,0,0) hrs 15 wks**

Designed to provide future entrepreneurs and managers in the field of tourism an introductory review of the basic accounting and planning skills required for small business operations. This course will also cover basic financial statement analysis for the purpose of providing information to meet the needs of investors, owners and management.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**TOUR 120 Adventure and Eco-Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

Adventure tourism products will be examined; economic impact of the industry, selling adventure tourism, identifying markets, packaging, legal liability, organization and structure of the industry, government's role in area and activity management, resource management issues, protecting resource areas, eco-tourism issues, land use planning, and product opportunities.

**TOUR 131 Tourism Product Development**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 111 or TOUR 160 or REC 111

With today's intense global competition for tourists combined with the subjective and tangible nature of the tourism experience, operations and destinations are now compelled to analytically and methodically develop appropriate tourism products. This course will examine how to effectively develop, package and position tourism products for success in the market-place.

**TOUR 133 Tourism Career Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 12 credits of 100 level or higher coursework including TOUR 111 or TOUR 160 or REC 111

This course will provide career counselling, job search coaching, feedback, tips, tools and techniques for tourism educational and career development through one-on-one meetings, class workshops, industry forums, and networking opportunities. Course work will focus on defining and developing skills necessary for the job search process. The course will provide tools and strategies to prepare students to research, apply for, and secure an appropriate placement. Confidence in interview skills and presentation skills will be strengthened through workshop activities. Students will develop a personal career plan to help in identifying workplace opportunities consistent with defined career and educational goals.

**TOUR 134 Promotions Management for Tourism and Hospitality**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 112

This course covers the "P" in promotions and expands on the material covered in TOUR 112, Tourism Marketing. Emphasis will be placed on the unique requirements of promoting products and services within the tourism and hospitality industries.

**TOUR 135 Hospitality Operations**

**3.00 credits (4,0,0) hrs 15 wks**

This course takes a management perspective in introducing the lodging industry, with emphasis on the industry's management, ownership and scope. Students become familiar with the organizational structures of both front and back offices of a hotel; roles and functional interrelationships of various departments within a hotel as well as an understanding of the major segments within the lodging industry. This course covers historical developments of the industry, roles and functions of key departments, trends and future directions, as well as the dynamics of the hospitality industry.

**TOUR 137 Hospitality Operations & Food & Beverage Management in Destination Resort Environments**

**3.00 credits (3,0,1) hrs 15 wks**

This course introduces hospitality operations and food & beverage management within the tourism industry. The course studies topics such as organizational structures of hotels, casinos, spas, convention centre operations, roles and functional interrelationships of various organizational departments and their strengths and interests as they relate to hospitality operations. Students will learn to analyze a hospitality operation and understand the food and beverage operation as part of the resort environment through menu planning, inventory control, and food and beverage service.

**TOUR 140 Tourism Co-op Work Experience**

**6.00 credits (0,0,33.33) hrs 15 wks**

*Prerequisite:* 24 credits including TOUR 133, and TOUR 111 or TOUR 160 or REC 111

The student co-op work experience is designed to provide a period of full-time, productive, paid employment in industry or government. The co-op work experience enables the student to apply classroom theory and skills to employment practices. It provides the student, faculty, and the employer with a measuring device for assessing the student's approach to full-time employment.

**TOUR 145 Tourism Work Practicum Preparation**

**3.00 credits (4,0,0) hrs 15 wks**

This course will assist students in securing a successful work placement. Course work will focus on defining and developing skills necessary for the job search process.

**TOUR 149 Computer Applications in Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

This course provides the student with hands-on experience using software to create professionally formatted documents and brochures as well as manage financial information using electronic spreadsheets.

**TOUR 150 Tourism Practicum**

**6.00 credits (0,0,35) hrs 08 wks**

*Prerequisite:* 24 credits of 100 level or higher coursework including TOUR 145, and TOUR 111 or TOUR 160 or REC 111

Students will complete 280 hours of volunteer work experience in the tourism industry.

**TOUR 151 Service Management in Tourism**

**3.00 credits (0,0,4) hrs 15 wks**

The overall purpose of this course is to place emphasis on the single most important aspect of business within the tourism industry, and that is service management, in particular as it pertains to the customer. The course follows a sequence necessary for an industry leader to design, develop and implement a service culture that will support and enhance an organization's ability to provide a continual high level of service excellence.

**TOUR 152 Event Administration**

**3.00 credits (6,0,0) hrs 10 wks**

This course is designed to give students an understanding of the basic skills and concepts necessary to develop, finance, plan, and contract for a special event.

**TOUR 154 Marketing and Public Relations for Events**

**3.00 credits (5.45,0,0) hrs 11 wks**

This course is designed to give students an understanding of the basic skills and concepts necessary to create a professional marketing plan and sponsorship package for a special event.

**TOUR 157 Event Production and Logistics**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to give students an understanding of the basic skills and concepts necessary to completely manage all technical and non-technical aspects of special event production.

**TOUR 159 Geography of Destination Resort Environments**

**3.00 credits (3,0,1) hrs 15 wks**

This course introduces the concepts of geography and its relationship to tourism, specifically to natural environments of destination resorts. The course highlights spatial distribution of destination resort environments in a global and local context, the evolution of destination resort landscapes, models and typologies of resort development environments in mountain and coastal settings, the evolution and dynamics of destination resort communities, community governance and management and the implications on tourism management and development, tourism impacts on the natural and cultural environment, First Nation land rights and destination resort environments, Parks and park management in destination resort setting, and other topical issues affecting the geography of the resort.

**TOUR 160 Introduction to Resort Management**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces the key concepts, language, and issues facing the tourism industry, specifically identifying trends, market profiles and demographic factors for leisure and business travel. Key industry sectors and regional products in BC, tourism's role in community development, social impacts of tourism, transportation, communication, and legal issues in tourism are all addressed. Students utilize general tourism concepts and adapt them to destination environments including examining the roles of the destination marketing organization, destination management, recreational programming, resort design and trends within resort destinations.

*Note:* This course is equivalent to REC 111 and TOUR 111. Duplicate credit will not be granted for REC 111 or TOUR 111.

**TOUR 162 Food and Beverage Management**

**3.00 credits (4,0,0) hrs 15 wks**

This course covers the theoretical application of food service management. Students develop competencies in management practices, menu making, purchasing, payroll systems and merchandising and promotional techniques. Through discussion and examination, students will gain a thorough understanding of the many aspects of food and beverage management from service operations to production. Students learn to plan, organize and cater functions through integrated teamwork and participation.

**TOUR 165 Resort Management Co-op**

**6.00 credits (0,0,33.33) hrs 15 wks**

*Prerequisite:* 30 credits 100 level or higher coursework

The student co-op work experience is designed to provide a period of full-time productive paid employment in industry or government. The co-op work experience enables the student to apply classroom theory and skills to employment practices. It provides the student, faculty and the employer with a measuring device for assessing the student's approach to full-time employment.

**TOUR 170 Mountain Bike Park/Trail Design and Building I**

**4.50 credits (11,19,0) hrs 03 wks**

This course is an introduction to mountain bike park/trail design and building. Students learn the foundations of trail design and building, including partnerships involved, volunteer management, the philosophy of trail and park development, and the principles of sustainable design and building. In addition, students learn to properly handle relevant tools, and design and build a basic technical feature. Taking a 40-hour first aid course is strongly recommended prior to enrolling in this course.

**TOUR 172 Mountain Bike Park/Trail Design and Building II**

**4.50 credits (11,19,0) hrs 03 wks**

*Prerequisite:* TOUR 170

This is an advanced course on mountain bike park/trail design and building. It builds on the material covered in TOUR 170. Students learn more advanced techniques for designing a park or trail and create a comprehensive proposal for a complete trail or park. Students build a section of trail and learn the different



concepts around trail maintenance. Sustainable principles are applied throughout. Taking a 40-hour first aid course is strongly recommended prior to enrolling in this course.

**TOUR 190 Destination Canada**  
**3.00 credits (4,0,0) hrs 15 wks**

This course focuses on increasing the student's knowledge of Canada as a tourism destination, developing awareness of the primary tourism destinations and the visitor experiences they offer. Students will gain awareness of existing and developing tourism destinations and products in Canada, and improve their understanding of traveller expectations, market needs, and challenges and opportunities facing Canada's tourism industry. Students will be introduced to tourism businesses and associations across Canada.

**TOUR 200 Revenue Management for Tourism**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 112, plus one of TOUR 111 or TOUR 160 or REC 111

A clear view on how the operating environment of hotel and airline companies influences the process of revenue enhancement. Students will understand the different mechanisms used to enhance revenues, master the theoretical and practical background of revenue management and techniques and understand the importance of these techniques in yield and revenue management.

**TOUR 201 Tourism and Technology**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 111 or TOUR 160 or REC 111

Students will gain an understanding of the function and importance of management information systems in tourism. This course explores a range of issues from Airlines Global Distribution Systems (GDS) to restaurant management systems. This course is not designed to train students in hands-on computer usage, but how these systems are used for decision making, problem solving, and increasing productivity and profitability.

**TOUR 202 Strategic Marketing Management - Case Study Approach**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 112

This course will provide students with a greater understanding and appreciation of strategic marketing management in the tourism industry. Marketplace potential, risk, delivery mechanism and the industry's unique characteristics will be explained. Strategic marketing process of how marketing plans are developed, implemented and amended are reviewed and analysed.

**TOUR 205 Tourism Sales**  
**3.00 credits (6,0,0) hrs 10 wks**

Building on components of the marketing mix, this course explores the development of a personal selling philosophy for those active in tourism and hospitality. Sales is an essential component of successful businesses and students develop skills in the selling process including selling techniques, communication strategies, human motivation, questioning, closing, and verbal and non-verbal cues.

**TOUR 206 Directed Study in Tourism I**  
**3.00 credits (0,0,6.67) hrs 15 wks**

*Prerequisite:* 30 credits of 100 level or higher coursework including TOUR 111

Directed Studies is a student-driven course intended for students that demonstrate clear interest and capabilities in a selected topic in a subject area that is not included in any other available course. Major emphasis of this experience is to allow students to put emerging tourism knowledge into practice while developing new sector-related skills and knowledge in the context of their applied topic.

**TOUR 208 Risk Management for Tourism and Outdoor Recreation**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 12 credits of 100 level or higher coursework

This course is designed to familiarize students with the concepts of risk management and legal liability as it applies to the tourism industry. Students will be introduced to areas of risk, methods of identifying risk, and risk management systems. They will learn about important challenges facing tourism operations. Students will be familiarized with methods of reducing risk. They will also be introduced to the rights and liabilities of different parties relative to their relationships within the tourism industry.

**TOUR 210 Strategic Management: Resort Case Study**

**3.00 credits (20,0,0) hrs 03 wks**

*Prerequisite:* 27 credits 100 level or higher coursework

This course is an integration course of terms one and two Destination Resort Management courses. The course will focus on methods of applying strategic management utilizing the entire cross section of skills that have been developed in previous terms of study, such as human resources, marketing, accounting and communications. Using a basic business case model, students will be provided with an opportunity to integrate a selection of operational and business issues to address key opportunities and challenges facing a resort operation.

**TOUR 212 Sales and Promotions Management for Tourism**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* TOUR 112

This course is intended for students who have taken an introduction to marketing course and have a positive foundation of marketing knowledge. It focuses on the 'sales and promotions' aspect of marketing examining the role that advertising, consumer and trade promotion, online marketing communications, direct marketing, public relations, alternative marketing and personal selling plays in marketing communications. Students will investigate current trends, theories, and frameworks of integrated marketing communications management in the tourism and hospitality sector in a variety of different market conditions.

*Note:* This course is equivalent to TOUR 312. Duplicate credit will not be granted for this course and TOUR 312.

**TOUR 216 Financial Planning in Tourism II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 116 or BFIN 141

This course focuses on business planning, control, and financial decision making in a tourism management environment, and the concepts are applicable to both large and small organizations. This course builds on concepts learned in Tour 116. Students apply financial knowledge to analyze current information, project future results, and support tourism business decisions.

*Note:* This course is equivalent to TOUR 125. Duplicate credit will not be granted for this course and TOUR 125.

*Note:* This course or TOUR 125 is an approved Quantitative/Analytical course for baccalaureate degrees.

**TOUR 220 Special Events - Tourism Generators**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 18 credits of 100 level or higher coursework including TOUR 111 or REC 111

This course will cover all aspects of event management and event marketing: choosing the right event, designing a business (event) plan, event/cause marketing, sponsor proposals, managing the pre-event, event day(s) management, and post event activities. Students will design a new special event and prepare a business plan for that event. The course will also include case studies from existing events.

*Note:* This course is equivalent to TOUR 118. Duplicate credit will not be granted for this course and TOUR 118.

**TOUR 221      Conference Services**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework including TOUR 111 or REC 111 or TOUR 160  
 This course provides students with an overview of the conference market focusing on the expectations of meeting planners and the purpose behind why people meet. Following the guidelines of the Certified Meeting Planner (CMP) certification students will develop knowledge in the planning phases of an event, relationship management, site management, and meeting/event design.

**TOUR 225      Small and Medium Enterprise Entrepreneurship in Tourism**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework including TOUR 116, and TOUR 111 or TOUR 160 or REC 111  
 This course familiarizes students with developing, owning and operating their own businesses in tourism and outdoor recreation. Students will be introduced to entrepreneurship concepts, principles and processes as they apply specifically to the tourism industry. Students will gain an understanding of the business planning process by generating innovative ideas for small to medium sized tourism enterprises, evaluating those ideas, preparing formal business plans, and pitching their plans to the class.  
*Note:* This course is equivalent to REC 225. Duplicate credit will not be granted for this course and REC 225.

**TOUR 227      Heritage, Cultural and Arts Planning for Tourism**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* TOUR 111 or TOUR 160 or REC 111  
 An overview of heritage cultural, and arts tourism, with emphasis on community and regionally-based planning and development approaches. A review of market demand, demographic trends, product development, development of arts and entertainment tourism, and First Nations tourism.

**TOUR 232      Tourism Planning**  
**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* TOUR 111 or TOUR 160 or REC 111  
 This course introduces the role and processes of planning and its significance in tourism development. The course builds knowledge of key elements of tourism planning, planning processes and their application to tourism, critical issues in tourism planning, and the roles of stakeholders in tourism planning. The course is designed to help students understand the significance of tourism planning and how it can lead to different and more productive outcomes for individuals, economies, and the environment. Special focus is placed on sustainable tourism management and the role of planning at a community level using case studies from around the world.

**TOUR 233      Cross Cultural Tourism**  
**3.00 credits      (5.45,0,0) hrs              11 wks**

*Prerequisite:* TOUR 111 or TOUR 160 or REC 111  
 An overview of cross-cultural issues in tourism. The nature of prejudice and racism is examined as are effective communication skills and behaviours in selected cultures: gender relationships, business and social customs, body language, negotiation skills and others. In addition to acquiring practical knowledge about culture in general, participants research and present information on a variety of specific cultures, with the link between cultural knowledge/skills and the success of Tourism or Outdoor Recreation activities being stressed.

**TOUR 249      Advanced Computer Applications in Tourism**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* TOUR 149

This course provides the student with hands-on experience using computer software to create electronic presentations, databases and Web sites.

**TOUR 250      Tourism Operations I**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework including TOUR 111

This course introduces students to the decisions tourism firms need to make in order to run efficient, competitive, lean and profitable operations. In general, this course presents the fundamental issues in operations supply and chain management. This course focuses on examples that deal with specific tourism industry settings and issues.

**TOUR 251      Hotel Operations I: Food and Beverage**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework including TOUR 111 or REC 111 or TOUR 160

This course provides students with a broad understanding of the Food and Beverage division in hotel and resort environments with exposure to both front and back of house areas. Students will focus on the decisions required in order to run efficient, competitive, lean and profitable operations.

**TOUR 252      Hotel Operations I: Rooms Division**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework including TOUR 111 or REC 111 or TOUR 160

Known as the heartbeat of a hotel and resort, this course provides students with a 360-degree view looking at the decisions required in order to run efficient, competitive, lean and profitable operations. Understanding of both front of house (concierge, front desk and guest services) and back of house (housekeeping, sales and marketing) and the integral link between them is examined

**TOUR 253      Adventure Tourism Operations**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework

The course is an introduction to the operation of various types of adventure businesses, programs and activities. Students will address decisions relevant to small- to medium-sized adventure tourism businesses including the day-to-day tasks, roles and responsibilities tied to operating adventure businesses. They will explore topics that specifically affect the running of adventure operations.

**TOUR 255      Adventure Leadership**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework

This course focuses on leadership principles including theory and technique within a recreation environment. Students will reflect on their leadership style and discover their strengths within various recreation avenues.

**TOUR 256      Adventure Education and Recreation Programming**

**3.00 credits      (4,0,0) hrs              15 wks**

*Prerequisite:* 15 credits of 100 level or higher coursework

Programming is an important function with the leisure and outdoor education sector. This course gives the students the knowledge to design, stage and evaluate recreation and leisure services to enhance guest experiences.

**TOUR 261 Resort Financial Management**

**3.00 credits (5.45,0,0) hrs 11 wks**

*Prerequisite:* TOUR 116

Students will be introduced to the basic concepts of financial management including accounting, cash management, budgeting, forecasting and payroll, in a destination resort environment.

**TOUR 301 Business Law in Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework

By the end of this course students should be able to appreciate the impact of applicable Canadian Law on tourism business ventures. Students will be introduced to relevant B.C. and Federal statute law as well as applicable judge-made law. They will learn about important legal issues and legal challenges facing tourism businesses. The rights and potential liabilities of the various parties in tourism business relationships will also be discussed.

**TOUR 306 Directed Study in Tourism II**

**3.00 credits (6.67,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including TOUR 111

Directed Studies is a student-driven course intended for students that demonstrate clear interest and capabilities in a selected topic in a subject area that is not included in any other available course. Major emphasis of this experience is to allow students to reinforce existing tourism skills and knowledge into practice while continuing to enhance the sector-related skills and knowledge in the context of their applied topic.

**TOUR 307 Tourism and Climate Change**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework

In this course, students will explore the climate change challenge facing the global tourism industry. They will examine key trends and issues impacting the industry; discuss technological and policy solutions for addressing this challenge; and evaluate some initiatives undertaken by industry to be in front of this crucial issue. Students will also learn to be an agent for change in meeting the climate change challenge.

**TOUR 312 Tourism Marketing II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including TOUR 112

This course gives the students the opportunity to participate in the major activities of Integrated Marketing Communications (IMC) and to develop the knowledge and skills necessary to create and execute marketing communications campaigns in the Tourism and Hospitality industry. Students will gain experience with IMC strategies and tactics for building brand equity using advertising, publicity, personal selling, consumer and trade promotion, online and social network marketing, and relationship marketing.

*Note:* This course is equivalent to TOUR 212. Duplicate credit will not be granted for this course and TOUR 212.

**TOUR 316 Financial Management for Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including TOUR 125 or TOUR 216 or TOUR 225 or TOUR 261 or REC 225

Applied financial management and planning capabilities, including financial ratios, budgets, pro forma statements, risk management, and working capital management.

*Note:* This course is equivalent to TOUR 425. Duplicate credit will not be granted for this course and TOUR 425.

**TOUR 321      Organizational Leadership in Tourism**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including TOUR 113 or TOUR 114 or REC 245 or BADM 106

Advanced skills in organizational leadership, including leadership approaches, motivation, understanding of organizational culture, and management of working relationships.

**TOUR 325      Tourism Managerial Accounting**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* TOUR 116

The focus of this tourism service-industry course is on using financial information for management decision making. Specific topics include financial statement analysis, budgeting and planning, cost-volume-profit relationships, and cash management and control. The course will include several tourism industry cases, and a final major case or project, which is the development of the financial portion of a business plan.

*Note:* Please note that students must have completed an introductory Financial Accounting course as a pre-requisite to this course.

**TOUR 326      Advanced Topics in Cross-Cultural Tourism**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including ENGL 100 and TOUR 233

Ability to apply cross-cultural communications skills and knowledge, including conflict resolution and negotiation skills, with employees, clients and customers from different cultures. Ability to apply leadership and negotiation skills to community issues in tourism.

**TOUR 327      Research Methods and Applications in Tourism**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

Ability to use market research skills needed for the effective management of tourism operations, including survey techniques.

**TOUR 328      International Destination Marketing**

**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including TOUR 112 or BMKT 161

Students will develop the capability to manage tourism operations in an international context -- economic, political, legal, cultural, and financial environments.

**TOUR 331      Regional Topics in Tourism**

**3.00 credits    (1,0,3) hrs            15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course provides students with the experience to study overseas where they can develop the skills to describe the geographical, historical and economic context of tourism of the destinations under consideration. Students will learn to analyze product and destination development in relation to regional culture and target markets, and to assess the benefits and impacts of tourism on economic and social development. Research skills will be applied to the evaluation of the future of tourism and development in the region, and students will gain practice in the development of a code of conduct to maintain the sustainability of the tourism industry in the region.

**TOUR 335 Strategic Management in Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including ENGL 100

The course focuses on the formal decision making process called "strategic management". The primary course objective is to acquaint students with the process of developing a business strategy and how to implement that strategy. As a bachelor of tourism management student you will be able to integrate the knowledge and skills you have learned in other courses such as policy and planning, human resources, leadership accounting, and marketing.

**TOUR 341 Advanced Tourism Product Development**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including TOUR 225 or REC 225

Students will develop advanced skills in product development based on market and demographic research, including marketing, pricing, competitive analysis, and conceptualizing new products across a range of industry sectors.

**TOUR 342 Environmental Stewardship: Advanced Principles and Applications**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including REC 152 or 252

Students will review principled negotiation, the ethics of environmental stewardship, the environmental legislative regime and provincial resource policy, geographical information system applications, negotiations of land use agreements, co-management approaches, and sustainability issues using case studies.

**TOUR 343 Cultural Tourism Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework

This course deals with the management of cultural, heritage, and entertainment tourism. Topics include negotiating agreements with municipalities, planning approaches, sponsorships, protection of heritage properties, museum tourism, and performing arts and visual arts partnerships.

**TOUR 344 International Ecotourism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework

This comparative approach to eco-tourism in different countries will highlight issues of sustainability, planning, socio-cultural issues, and economic demand.

**TOUR 350 Quantitative Methods for Tourism Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework including TOUR 125 or TOUR 216 or TOUR 225 or TOUR 261 or REC 225, and REC 149 or TOUR 149 or BCPT 123

Students will be introduced to a variety of quantitative tools used to aid decision-making in the tourism industry. Financial and statistical concepts, methods, and applications will be examined.

*Note:* This is an approved Quantitative/Analytical course for baccalaureate degrees.

**TOUR 351 Tourism Consumer Behaviour**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including TOUR 112 or BMKT 161

This course examines and evaluates consumer behaviour in the tourism industry. Students will learn key theoretical perspectives and will analyse the relationship between tourist motivation and particular tourism

products. They will be able to explain the reasons for variations between market sectors, and will become conversant with recent developments in tourist psychology and tourism consumer behaviour research.

**TOUR 356 Adventure Sport Event Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework

This course addresses events with an adventure sport focus within the realm of tourism, including an overview of winter and summer events at a local and international level. Topics include risk assessment and management, land access issues, sponsorship and funding models, use of adventure events in community development, and stakeholder engagement. Students will plan, organize and operate an event and may be required to volunteer at an adventure sports event in conjunction with the course delivery.

**TOUR 400 Revenue Management and Advanced Sales in Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including TOUR 205, plus one of REC 225 or TOUR 125 or TOUR 216 or TOUR 225

This course provides students with the skill and knowledge needed for a business to maximize growth and manage inventory. Emphasis is placed on sales as a revenue management tool and the use of a systematic process designed to optimize revenue. Through case studies students will analyze and develop pricing strategies for tourism products and services.

**TOUR 404 Travel Distribution Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including TOUR 212 or 312

Focusing on the use of new technologies in travel distribution, this course addresses the history, development, operations and management of traditional and evolving channels including retail travel agents, wholesalers, tour operators, specialty channels such as meeting planners and incentive houses, tourism associations, and destination marketing organizations. Three main components of distribution channels will be address: suppliers, connectivity systems, and intermediaries.

**TOUR 406 Directed Study in Tourism III**

**3.00 credits (0,0,6.67) hrs 15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including TOUR 111

Directed Studies is a student-driven course intended for students that demonstrate clear interest and capabilities in a selected topic in a subject area that is not included in any other available course. Major emphasis of this experience is to allow students to exhibit mastery in a specific tourism skill set and may be focused on in depth exploration of specific specialty areas while integrating knowledge and skills from previous courses in the context of their topic.

**TOUR 416 Applied Hotel Financial Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 251, 252 and 316

This is the capstone course for students within the hotel concentration. Students participate in a realistic hotel model/simulation that combines Food and Beverage and Rooms Division operations with finance, sales and human resources in order to be more efficient and competitive in meeting the needs of their customers. This semester long case study will challenge their knowledge and skills gained throughout their degree and concentration program.

**TOUR 422 People Management - Human Relations in Tourism**

**3.00 credits (3,0,1) hrs 15 wks**



*Prerequisite:* 60 credits of 100 level or higher coursework including ENGL 100, and TOUR 111 or TOUR 160 or REC 111

Advanced human resource management skills and professional knowledge for application to the tourism workforce including the best practices of recruitment and selection, motivating and managing performance, compensation and benefits, and employee and labour relations techniques which align with the business strategy of the tourism operation.

**TOUR 423      Tourism Planning and Policy**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 60 credits of 100 level or higher coursework including ENGL 100, and TOUR 111 or TOUR 160 or REC 111

Use and apply planning and policy knowledge specific to tourism, including planning and policy negotiation skills, advanced policy and planning writing skills, and organization and leadership of planning initiatives.

**TOUR 424      Entrepreneurship in Tourism**  
**3.00 credits      (0,0,4) hrs      15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including ENGL 100, and TOUR 125 or TOUR 216 or TOUR 225 or TOUR 261 or REC 225, and TOUR 341 or TOUR 441

Advanced capabilities in tourism product development, including innovation within the entrepreneurial process and through existing organizations with the entrepreneurial process.

**TOUR 435      Applied Project Management in Tourism**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including TOUR 335

This course will provide students with an opportunity to apply concepts and skills learned from diverse courses through a team-based project. By solving a real problem for a client organization, students will integrate previous course content and project management techniques to deliver a high quality solution. The project may include deliverables for one or more functional areas including Strategic Planning, Marketing, Human Resources and Product Development. Wherever possible, students will be working on student teams and project topics that correspond to their individual career path aspirations.

**TOUR 440      Applied Research in Tourism**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including ENGL 100, and TOUR 327 or 427

Applied Research in Tourism is a capstone course for the Bachelor of Tourism Management. Students will develop effective research skills to address issues or challenges in tourism, either from an academic or business perspective. Participants will learn how their own perspectives can alter the way that a research topic is approached and the outcomes that will be produced. Students will develop skills in applied research, gain advanced knowledge on specific topics, and generate a research paper that demonstrates their research capacity and specific knowledge.

**TOUR 450      Tourism Operations II**  
**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including TOUR 135, or TOUR 250, or TOUR 251 and 252, or TOUR 253

Students will build upon the learning outcomes of Tourism Operations I. This course will focus on the strategic decision-making approaches that tourism firms need in order to run efficient, competitive, lean, and profitable operations. Through case studies and applied assignments, students will deepen their knowledge of the standards, design, and analysis of cost controls in a tourism business.

**TOUR 451      Hotel Operations II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including TOUR 251 and TOUR 252

Building on TOUR 250 and TOUR 251 students continue to develop knowledge of operations through the core divisions and add other ancillary areas such as spa, health club and golf. This management focused course looks at operations from a strategic standpoint analyzing requirements of different styles of accommodations including standards, design, cost controls, sales, income and labour costs.

**TOUR 455 Adventure Tourism Community-based Economic Development**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework

Adventure tourism can be a vehicle for community development. Students will examine and analyze the role of adventure tourism and the community in the planning, policy and development stages of adventure tourism products and destinations. Students identify and examine the role of community stakeholders in adventure tourism community development including the community itself, public and private sector, non-government organizations, academic institutions, indigenous communities and women.

**TOUR 456 Land Use and Tourism Operations**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework

This course is designed to increase students' awareness of issues related to operating tourism businesses on various land ownership types. Students will examine the issues land management of these areas, and how these issues impact tourism businesses from an operational perspective. A case study approach to this course will provide students with a variety of solutions for dealing with issues.

**TOUR 457 Adventure Advanced Risk Management and Tourism Law**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 75 credits of 100 level or higher coursework including TOUR 208

This course focuses on increasing the student's knowledge of legal issues facing adventure tourism businesses, sports organizers, recreationalists, and recreation facilities. Students will develop knowledge of how various areas of the law impact the adventure tourism industry, and will include civil and criminal matters, administrative law, and risk management. The rights and potential liabilities of various parties will be discussed.

## University Success Strat-Couns

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**USS 100 Introduction to University Success Strategies**

**3.00 credits (4,0,0) hrs 15 wks**

This course is co-taught by a learning specialist and a counsellor. Topics include: time management, memory techniques, stress management, reading a textbook with improved retention, test taking tips, note taking strategies, goal setting, communication skills, using University resources, and career exploration.

## University Success Strat-Found

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**USSD 090 Foundations for Student Success**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed for students currently enrolled the Education & Employment Access certificate and/or those who plan to enroll in first year courses or programs at Capilano University and require support to succeed. The focus will be on developing the academic and personal skills necessary to develop into successful students. Emphasis will be placed on taking personal responsibility for learning and how to effectively disclose learning disabilities in an educational and workplace environment.

**USSD 105      University and College Reading, Study and Online Management Skills**  
**3.00 credits    (4,0,0) hrs            15 wks**

Students learn and adopt methods and attitudes that promote success in college or university. Study skills learned are memory techniques, goal setting, time management, note taking and test taking. The reading component focuses on problems students have with textbook comprehension and retention, vocabulary development, and critical thinking and reading. In addition, this course addresses challenges students face through participation in courses delivered on-line, via course management software. Topics include log-in and navigation basics; use of calendars; downloading and submitting assignments; completing self-tests, quizzes and surveys; participating in discussions and chats; creating student presentations and homepages; and tracking progress and grades.

*Note:* Students may not enrol in USS 100 and USSD 105 concurrently.

**USSD 110      Reading Dynamics**  
**3.00 credits    (4,0,0) hrs            15 wks**

Participants learn and practice flexible and efficient reading skills at the college level. Strategies for increasing speed, improving vocabulary, reading comprehension, memory, and critical thinking are also included.

## Vision

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**VISN 010      Cognitive Learning Skills Development Foundation Level**  
**3.00 credits    (4,0,0) hrs            15 wks**

This course is designed for students who have difficulty with the comprehension, retention, evaluation or analysis required for success with their general academic program. An assessment is followed by a program to strengthen any under-developed abilities. Students will develop their comprehension, memory and problem solving at the basic, foundational level, and will learn concepts underlying the mathematics and language arts curriculum.

**VISN 012      Cognitive Learning Skills Development Strengthening Level**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* VISN 010

This course is designed for students who have difficulty with more advanced comprehension, retention, evaluation or analysis required for success with their general academic program. Students will strengthen their cognitive abilities in the areas of comprehension, memory and problem solving, and will learn concepts underlying the mathematics and language arts curriculum.

**VISN 020      Perceptual Skills Development Foundation Level**  
**1.50 credits    (2,0,0) hrs            15 wks**

This course is designed for students who have physically-based perceptual problems affecting their academic success. For example, while the eyes may see, the brain may not necessarily understand what is being looked at. An assessment is undertaken and students are given an individualized program of activities. The activities are progressive in nature. Foundation level activities are undertaken in this course.

**VISN 022      Perceptual Skills Development Strengthening Level**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* VISN 020

This course involves more advanced perceptual skills development activities. Like VISN 020, the prerequisite course, this course is designed for students who have physically-based perceptual problems affecting their academic success. For example, while the eyes may see, the brain may not necessarily understand what is being looked at. An assessment is undertaken and students are given an individualized program of activities. Advanced level activities are undertaken in this course.

**VISN 030 Auditory Processing Skill Development**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* VISN 010 and 020

This course is designed for students who have auditory processing problems affecting their ability to succeed with their general academic curriculum. These problems are identified through the VISN 010 assessment and through observation in VISN 020. This course provides a range of auditory processing exercises geared to strengthening auditory processing abilities.

**VISN 040 Preparation for the Language Arts Curriculum**

**1.50 credits (2,0,0) hrs 15 wks**

This course is designed for students who need direct instruction with the fundamental concepts needed to benefit from language arts instruction. Many students gain the concepts through language arts instruction itself, but many do not. It presents basic linguistic concepts in as concrete a form as possible. It is not a substitute for language arts instruction. This course provides the framework for learning detailed linguistic standards, procedures, and techniques.

**VISN 050 Preparation for the Math Curriculum**

**1.50 credits (2,0,0) hrs 15 wks**

This course is designed for students who begin to flounder when the math curriculum turns from memorization to the broader application of concepts and the understanding of more abstract math. The focus is on developing the cognitive foundations needed and the acquisition of the concepts underlying math skills, not on arithmetic or math skills themselves. The approach is specifically designed for non-semantic learners, but semantic learners can benefit as well.

**VISN 060 Memory Skills Development**

**1.50 credits (2,0,0) hrs 15 wks**

This course is designed for students who have memory problems. Memory is the ability to retrieve previously learned or cognized information. Good cognition does not necessarily mean good memory. Cognition is the ability to take in information, whereas memory is the ability to bring back information. Memory is often assumed to be present, but if it is not, it can cause significant frustrations to both students and instructors. This course is designed to develop memory.

**VISN 070 Preparation for Reading**

**3.00 credits (4,0,0) hrs 15 wks**

This course is not intended as reading instruction. It is designed for those people who have not succeeded with learning to read. Reading instruction rests on presuppositions about students' perceptual skills, cognitive abilities, and conceptual repertoire. This course is designed to help meet these presuppositions so students can be successful with reading instruction.

# Visual Communication

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## **IDES 131      Survey and Principles of Illustration I**

**3.00 credits      (4,0,2) hrs      15 wks**

This course introduces students to the origins of illustration through an integration of history, theory, and practice. Lectures review notable artists and their work, and illuminate the influence of society on visual expression from the Renaissance until the mid-20th century. Applied projects are based on lecture content and related mediums and techniques, including principles of light, form, and colour.

## **IDES 132      Survey and Principles of Illustration II**

**3.00 credits      (4,0,2) hrs      15 wks**

This course provides a grounding in the development of illustration as a profession through the integration of history, theory, and practice. Lectures review notable illustrators and their work, and the influence of economic and historical milestones from the Golden Age until the present day. Applied projects are based on lecture content and the use mediums, techniques, voice, and storytelling in illustration.

## **IDES 133      Visual Studio**

**3.00 credits      (4,0,2) hrs      15 wks**

This course provides an introduction to line, form, and light through an exploration of drawing and photography. Students develop skills in the use of drawing tools and a digital SLR (single lens reflex) camera. Principles of perception, observation, proportion, and perspective are covered through drawing and photography of man-made and natural objects, including the human figure.

## **IDES 141      Survey and Principles of Design I**

**3.00 credits      (4,0,2) hrs      15 wks**

This course examines graphic design and typography from the Industrial Revolution to the mid-20th century through an integration of history, theory and practice. The course begins with the origins of the professions of design and advertising and ends with mid-century modernism. Applied projects explore the articulation of historical styles and aesthetics.

## **IDES 142      Survey and Principles of Design II**

**3.00 credits      (4,0,2) hrs      15 wks**

This course examines graphic design and typography from the mid-20th century to the present day through an integration of history, theory, and practice. Students are introduced to modernist, post-modernist, and information age movements as an aesthetic and philosophical basis of modern graphic design and advertising. Applied projects, including the integration of concept with design principles, are integral to the course.

## **IDES 151      Digital Media I**

**3.00 credits      (4,0,2) hrs      15 wks**

In this course students are introduced to the digital technologies and media used in the design and advertising industries. Students gain technical knowledge on the set up and maintenance of digital platforms and tools, and begin to work with image-making software for static and dynamic media. The fundamentals of shaping the interactive experience – information architecture, navigation design, user interface design, and the user experience as it relates to screen technologies – are also introduced.

## **IDES 211      Technology Intensive I**

**1.00 credit      (20,0,10) hrs      01 wks**

*Prerequisite:* IDES 151

This course introduces students to professional page layout software for print and digital publishing. Students gain knowledge in the use of industry-standard software and associated file formats, learn to manage fonts and colour systems, and prepare files for production. Students need a working knowledge of the computer desktop environment, file management, and vector/image software to take this course.

**IDES 212      Technology Intensive II**  
**1.00 credit      (3,0,0) hrs      10 wks**

This course introduces students to digital illustration for dynamic media. Students develop skills in image making and motion graphic software and develop a basic language of time-based media. Students need a working knowledge of the computer desktop environment and file management to take this course.

**IDES 235      Illustration Studio I**  
**3.00 credits      (4,0,2) hrs      15 wks**

This course introduces students to illustration as visual communication. Students learn the process of completing an illustration project through concept, sketches, client approval, and finished work, and begin to develop style and voice. Skills are developed using various mediums and techniques including contemporary painting and life drawing.

**IDES 236      Illustration Studio II**  
**3.00 credits      (4,0,2) hrs      15 wks**

This course focuses on the development of illustration styles for visual communication using voice and storytelling. Students are assigned targeted briefs and create conceptual solutions using moderately complex subject matter. The roles of illustrator and art director as part of a creative team are emphasized in the process of creating illustration for advertising, design, and publishing.

**IDES 237      Digital Illustration**  
**3.00 credits      (4,0,2) hrs      15 wks**

This course introduces digital illustration techniques for static and dynamic media. Students gain an understanding of the strengths of digital technology in contemporary conceptual illustration and motion graphics. Technical skills using image-making and motion graphics software are introduced through a variety of in-class exercises and projects with targeted briefs.

**IDES 243      Design Studio I**  
**3.00 credits      (4,0,2) hrs      15 wks**

*Corequisite:* IDES 211

This course introduces students to the fields of communication design, information design, and advertising, and to the role of design in business and marketing. Students understand the design process by analyzing design problems, working through creative briefs, creating appropriate design solutions, and developing rationales. Instruction in design-related software supports the course.

**IDES 244      Design Studio II**  
**3.00 credits      (4,0,2) hrs      15 wks**

*Prerequisite:* IDES 211

This course focuses on communication design practice and its role in promoting sustainability. Students are introduced to ways in which design solutions can engage “strategies, processes and materials that value environmental, cultural, social and economic responsibility” (GDC Sustainable Design Principles, 2009). Projects emphasize collaboration, the discovery process, and the development of platform-neutral solutions. Instruction in design-related software supports the course.

**IDES 247      Survey and Principles of Typography**  
**3.00 credits      (4,0,2) hrs      15 wks**

*Corequisite:* IDES 211

This course provides students with a thorough understanding of typography as a core element of visual communication. The evolution of type from the mid-1400s to the present day is discussed in the context of the technology of the time and its influence on letterforms. Students gain a grounding in the principles of best typographic practice as they apply to print and digital mediums. Instruction in design-related software supports the course.

**IDES 249      Brand Identity**  
**3.00 credits    (4,0,2) hrs      15 wks**

*Prerequisite:* IDES 211

This course introduces students to the field of brand identity by following the process of a branding assignment as it would typically be handled in a design studio or advertising agency. Students are guided through the process from creative brief through strategic framework to logo development and design of a variety of marketing materials. Presentations are conducted in a simulated “real world” environment.

*Note:* This course is equivalent to IDEA 246. Duplicate credit will not be granted for this course and IDEA 246.

**IDES 252      Digital Media II**  
**3.00 credits    (4,0,2) hrs      15 wks**

*Prerequisite:* IDES 151

This course focuses on developing skills in the primary software programs used in the visual communication professions and builds on the principles introduced in Digital Media I. The emphasis is on the role of the designer and/or illustrator in the creation of visual communication for static and dynamic media, including information-rich websites. Applied projects address the needs of differing real-world digital communications scenarios.

**IDES 313      Technology Intensive III**  
**1.00 credit    (20,0,10) hrs      01 wks**

*Prerequisite:* 50 IDES/DSGN credits

This course builds skills in front-end technologies for digital media production. The emphasis is on user interface design and navigation for different types of screen technologies. It is important for students to already have a working knowledge of web authoring tools.

**IDES 340      Visual Communication Workshops I**  
**3.00 credits    (4,0,2) hrs      15 wks**

*Prerequisite:* 45 credits of 100-level or higher coursework

Students select from a wide variety of full-day workshops covering specialized topics in visual communication. Some workshops support skill development specific to a concentration (e.g. interactive design, illustration, or branding). All workshops provide tools and resources for self-learning, online support, and individualized faculty feedback on workshop projects.

**IDES 341      Visual Communication Workshops II**  
**3.00 credits    (4,0,2) hrs      15 wks**

*Prerequisite:* 45 credits of 100-level or higher coursework

Students select from a wide variety of full-day workshops covering specialized topics in visual communication (topics differ from those in Visual Communication Workshops I). Some workshops support skill development specific to a concentration (e.g. interactive design, illustration, or branding). All workshops provide tools and resources for self-learning, online support, and individualized faculty feedback on workshop projects.

**IDES 360      Visual Communication Studio I**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Thematically structured around the concept of “design for good”, this course introduces a variety of creative briefs, research methods, leadership skills, and tools that model best practices. Students work in groups to deconstruct the briefs, build on the research, identify tasks, map workflow, explore and define problem-solving strategies, and build solutions and case studies. Students will work in their choice of visual communication areas.

**IDES 361 Visual Communication Studio I: Illustration Concentration**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Thematically structured around the concept of “design for good”, this course introduces a variety of creative briefs, research methods, leadership skills, and tools that model best practices. Students work in groups to deconstruct the briefs, build on the research, identify tasks, map workflow, explore and define problem-solving strategies, and build solutions and case studies. Students concentrate on illustration for project deliverables.

**IDES 362 Visual Communication Studio I: Branding Concentration**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Thematically structured around the concept of “design for good”, this course introduces a variety of creative briefs, research methods, leadership skills, and tools that model best practices. Students work in groups to deconstruct the briefs, build on the research, identify tasks, map workflow, explore and define problem-solving strategies, and build solutions and case studies. Students concentrate on branding for project deliverables.

**IDES 363 Visual Communication Studio I: Interactive Concentration**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Thematically structured around the concept of “design for good”, this course introduces a variety of creative briefs, research methods, leadership skills, and tools that model best practices. Students work in groups to deconstruct the briefs, build on the research, identify tasks, map workflow, explore and define problem-solving strategies, and build solutions and case studies. Students concentrate on interactive design for project deliverables.

**IDES 380 Visual Communication Studio II**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Using the process modeled in Visual Communication Studio I, students collaborate to identify areas of research that could benefit from design thinking expertise. The entire design process from problem identification to final solution is followed and recorded in case studies. Group work is complemented with focused individual study in a choice of visual communication subjects. The course is supported by research conducted in Design Thinking and Research II.

**IDES 381 Visual Communication Studio II: Illustration Concentration**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Using the process modeled in Visual Communication Studio I, students collaborate to identify areas of research that could benefit from design thinking expertise. The entire design process from problem identification to final solution is followed and recorded in case studies. Group work is complemented with



focused individual study in illustration. The course is supported by research conducted in Design Thinking and Research II.

**IDES 382 Visual Communication Studio II: Branding Concentration**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Using the process modeled in Visual Communication Studio I, students collaborate to identify areas of research that could benefit from design thinking expertise. The entire design process from problem identification to final solution is followed and recorded in case studies. Group work is complemented with focused individual study in branding. The course is supported by research conducted in Design Thinking and Research II.

**IDES 383 Visual Communication Studio II: Interactive Concentration**

**6.00 credits (8,0,4) hrs 15 wks**

*Prerequisite:* 50 IDES/DSGN credits

Using the process modeled in Visual Communication Studio I, students collaborate to identify areas of research that could benefit from design thinking expertise. The entire design process from problem identification to final solution is followed and recorded in case studies. Group work is complemented with focused individual study in interactive design. The course is supported by research conducted in Design Thinking and Research II.

**IDES 414 Technology Intensive IV**

**1.00 credit (20,0,15) hrs 01 wks**

*Prerequisite:* 75 IDES/DSGN credits

This course focuses on the development of interactive portfolios for screen. Students are introduced to current trends in visual and experience design; front- and back-end technologies; and open-source CMS (Content Management Systems).

**IDES 490 Industry Practicum**

**9.00 credits (0,0,35) hrs 15 wks**

*Prerequisite:* 75 IDES/DSGN credits

This experiential learning course takes place primarily off campus. Students work within a studio/agency environment or with a personal mentor in a capacity related to visual communication. Students undergo a placement interview and both parties work to strict contractual guidelines that guide behaviour and learning in a professional environment. Students provide written reflection and a final report on their work experience.

## Visual Effects

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**VFX 100 Visual Effects Foundation I**

**3.00 credits (4,0,0) hrs 15 wks**

In this course, students will be introduced to the basic processes and procedures involved in the production of visual effects for the film industry. This course will emphasize the application of motion picture production methods and techniques and their relationship to visual effects. An understanding of the fundamental roles and equipment involved in motion picture production will be covered.

**VFX 101 Visual Effects Foundation II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 15 VFX credits

In this course, students will focus on professional production procedures used in the visual effects industry. Students will continue to develop the technical understanding of motion picture production methods and techniques and their relationship to visual effects. Students will learn about working on a film set, the roles of various crew members on set, work flow on set, and appropriate professional etiquette and behaviour. Motion picture language and vocabulary will be introduced. Students will learn about the use of technical equipment on set related to visual effects, including cameras, lenses and lighting.

**VFX 110          Digital Compositing I**  
**3.00 credits    (4,0,0) hrs          15 wks**

In this course, students will learn and practise the concepts necessary to successfully combine film and computer graphics elements. Students will be introduced to the concepts of blue and green screen removal and keying, travelling mattes and colour correction. The course will also cover the technical aspects of multi layer digital image creation and composition. An analysis of the production pipeline used in professional motion picture platforms will be implemented in student projects.

**VFX 111          Digital Compositing II**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 15 VFX credits

In this course, students will learn advanced digital compositing techniques including the importance of shot breakdowns for effective compositing, how and when to use mattes, incorporating 2D and 3D visual elements, colour space and grading, motion tracking and rotoscoping techniques.

**VFX 120          Visual Effects Modelling and Texturing I**  
**3.00 credits    (4,0,0) hrs          15 wks**

In this course, students will learn to create production ready hard surface and organic 3D assets for use in visual effects productions. An introduction to 3D image creation, including modelling, texturing, lighting and rendering, will allow students to create production quality assets. An emphasis on research, design and project planning will help students understand the role of an artist in creating assets in a timely and professional manner.

**VFX 121          Visual Effects Modelling and Texturing II**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 15 VFX credits

In this course, students will further develop their skills for creating 3D models and assets for visual effects. The creation of props and set extensions which match live action plates will be studied. Students will practice advanced modelling, texturing, lighting and rendering techniques in order to match live action plates.

**VFX 130          Visual Effects Animation I**  
**3.00 credits    (4,0,0) hrs          15 wks**

In this course, students will be introduced to the process of animating objects and effects in 3D space. This course will cover animation techniques used in the creation of visual effects shots in film projects. This course will focus on the use of realistic animated effects in film projects and their creation using advanced 3D animation software.

**VFX 131          Visual Effects Animation II**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 15 VFX credits

In this course, students will continue to develop skills in animating particles, fluids and dynamics simulations. Using advanced 3D software, students will create natural phenomena such as fire, explosions, lightning, dust, rain, snow and water effects. Students will also learn to use dynamic simulations such as cloth, hair and object destruction.

**VFX 140          Digital Matte Painting I**  
**3.00 credits    (4,0,0) hrs          15 wks**

In this course, students will be introduced to the art and science of digital matte painting. An overview of traditional versus digital matte painting techniques will be covered. Students will use digital tools to create matte paintings which match the atmosphere and lighting of film footage. This course will emphasize the use of digital painting and photo montage techniques to create matte paintings suitable for use as background plates in a film production.

**VFX 200          Visual Effects Lighting and Rendering**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 27 VFX credits

In this course, students will learn advanced techniques for creating 3D elements for a visual effect shot; how to create complex materials, match on set lighting and how to utilize advanced rendering technology effectively in the creation of visual effects shots.

**VFX 205          Visual Effects Production I**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 27 VFX credits

In this course, students will plan and create visual effects shots in collaboration with an outside film production. This course will introduce students to the role of the visual effects artist in a film production, from analyzing and breaking down scripts to creating completed visual effects shot(s). Students will identify the keys to quality control in from onset production to integrated digital elements. The effects shots created during the course will serve as a basis for creating an effective visual effects demo reel.

**VFX 210          Digital Compositing III**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 27 VFX credits

This course emphasizes developing advanced compositing skills with a focus on various pipeline workflows and shot finishing. Students will practice advanced compositing techniques using plates from actual film projects. Students will also learn stereo compositing techniques and workflows.

**VFX 215          Visual Effects Production II**  
**6.00 credits    (14,0,0) hrs          15 wks**

*Prerequisite:* 42 VFX credits

In this course, students will identify a career specialty and create an industry relevant self-directed portfolio project. Through group and individual critiques and mentoring sessions, students will practice creative evaluation and critical analysis skills. The emphasis will be on quality, professionalism and project management.

**VFX 220          Visual Effects Demo Reel**  
**3.00 credits    (4,0,0) hrs          15 wks**

*Prerequisite:* 42 VFX credits

This course will help students prepare a professional portfolio and demo reel. Students will learn to critique their own work, while learning about professional presentation practices. A final portfolio presentation to industry will provide the opportunity for a professional critique of each student's portfolio before graduation. Students will plan and organize a grad show to showcase their talents to prospective industry recruiters and executives.

**VFX 230          Visual Effects Work Project**  
**3.00 credits    (0,0,4) hrs          15 wks**

*Prerequisite:* 42 VFX credits

This course will prepare students to work in a professional industry environment. Students will complete a project for a client, or complete work experience in a local studio (based on studio availability). Students will be instructed in professional standards, ethics and practices. Students will be evaluated by their clients in the areas of work ethic, project realization and completion, professionalism and communication.

**VFX 231            Visual Effects Animation III**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 27 VFX credits

In this course, students will continue to develop and refine the process of simulating particles, fluids, dynamic objects and cloth in 3D space. This course will focus on the use of realistic simulated effects in film projects and their creation using advanced 3D software.

**VFX 240            Digital Matte Painting II**  
**3.00 credits    (4,0,0) hrs            15 wks**

*Prerequisite:* 27 VFX credits

In this course, students will continue to develop and refine their digital matte painting and masking skills using digital tools. An emphasis on creating hand painted assets supported by photo texturing in the creation of convincing mattes suitable for use as film plates.

## Wilderness Leadership

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**WLP 124            Winter Skills**  
**2.00 credits    (60,0,0) hrs            01 wks**

An introductory course developing skills in avalanche safety, terrain and hazard assessment, route finding, winter camping, and shelter building. Students that achieve the required competency level may achieve Avalanche Skills Training Level 1 Certification from the Canadian Avalanche Association.

**WLP 125            Ski Touring**  
**2.00 credits    (60,0,0) hrs            01 wks**

*Prerequisite:* WLP 124 is a prerequisite or co-requisite

Students will develop backcountry touring skills including track setting, winter camp craft, hazard avoidance, skiing techniques and route planning, weather observations and avalanche safety. Students that achieve the required competency level may achieve Avalanche Skills Training Level 2 Certification from the Canadian Avalanche Association.

**WLP 126            Backpacking**  
**2.00 credits    (60,0,0) hrs            01 wks**

Students will develop skills in client care, risk management, navigation, professionalism, travel, instruction, terrain assessment, camping and mountain sense.

**WLP 127            Mountaineering**  
**2.00 credits    (60,0,0) hrs            01 wks**

*Prerequisite:* WLP 124 or WLP 126 is a prerequisite or co-requisite

This course is designed for the experienced backpacker with little or no rope skills. Skills in basic rock climbing, rope management, crevasse rescue, snow and glacier travel and ice climbing will be developed.

**WLP 128            Rock Climbing I**

**2.00 credits (48,0,0) hrs 01 wks**

A technical course for non-climbers, emphasizing technique development through practical application of field skills. Students will gain competency in outdoor top rope climbing and following a lead climber. Skill sets include anchor construction, rope management, rappelling, climbing and movement techniques, and hazard management.

**WLP 129 Rock Climbing II**

**2.00 credits (24,0,0) hrs 02 wks**

*Prerequisite:* WLP 128 is a prerequisite or co-requisite

An intermediate level of skill development of rock climbing techniques including rock rescue and introduction to lead climbing.

**WLP 130 Rock Rescue Clinic**

**1.00 credit (24,0,0) hrs 01 wks**

*Prerequisite:* WLP 128 is a prerequisite or co-requisite

This course emphasizes the practical aspects of technical rock rescue.

**WLP 131 Nordic Skiing I**

**2.00 credits (48,0,0) hrs 01 wks**

This is an introductory course in Nordic skiing that develops competency in equipment selection and use, waxing, diagonal stride, poling, turns, skating, and telemark techniques. Students that achieve the required competency level may achieve Level 1 Instructor Certification from the Canadian Association of Nordic Ski Instructors.

**WLP 132 Nordic Skiing II**

**2.00 credits (31.5,0,0) hrs 02 wks**

*Prerequisite:* WLP 131 is a prerequisite or co-requisite

Students will develop and demonstrate competency in skiing and teaching diagonal stride, snow plow turns, double poling, off-set skate, and intermediate telemark techniques. Students that achieve the required competency level may achieve Level 2 Instructor Certification from the Canadian Association of Nordic Ski Instructors.

**WLP 133 Canoeing I**

**2.00 credits (56,0,0) hrs 01 wks**

A course in developing leadership skills in lake water canoeing; includes canoe history in Canada, equipment, canoe safety and leadership, tandem and solo rescues, and canoe-tripping standards and practice. Competent students may achieve industry certification for instruction in lake-water canoeing.

**WLP 134 Canoeing II**

**2.00 credits (54,0,0) hrs 01 wks**

*Prerequisite:* WLP 133 is a prerequisite or co-requisite

Tandem and solo moving water canoeing skills are developed in this course. Content includes theory, strokes, manoeuvres, and rescues. Competent students may achieve industry certification in moving water canoeing.

**WLP 135 Rafting I**

**2.00 credits (48,0,0) hrs 01 wks**

Includes equipment, strokes for oar and paddle boats, raft manoeuvring, and river reading. Competent students may achieve industry certification in rafting.

**WLP 136      Rafting II**  
**2.00 credits      (63,0,0) hrs              01 wks**

*Prerequisite:* WLP 135 is a prerequisite or co-requisite

This intensive course is designed to prepare students for the rafting industry. Students that achieve the required competency level may achieve raft guide certification.

**WLP 137      Sea Kayaking I**  
**2.00 credits      (60,0,0) hrs              01 wks**

A progressive introduction to sea kayaking, providing the student with sound kayaking skills while introducing the guiding element. Skill set includes paddling skills, rescue techniques, equipment, navigation, ocean skills, interpretation of the coastal environment, weather and group/leadership skills.

**WLP 138      Sea Kayaking II**  
**2.00 credits      (60,0,0) hrs              01 wks**

*Prerequisite:* WLP 137 is a prerequisite or co-requisite

An intensive course focusing on each student's ability to make safe leadership decisions, perform surf landings and launches, and provide appropriate client care and instruction. Students that achieve the required competency level may achieve industry certification in sea kayaking as an Assistant Overnight Guide from the Sea Kayak Guides Alliance of British Columbia.

**WLP 139      River Kayaking Clinic**  
**1.00 credit      (24,0,0) hrs              01 wks**

This clinic introduces students to river kayaking equipment, safety procedures, strokes and rolling techniques. Skills will be introduced on flat water and will progress to river paddling.

**WLP 140      River Rescue Clinic**  
**1.00 credit      (24,0,0) hrs              01 wks**

This intensive course is designed to provide students with a solid foundation in river rescue. Students that achieve the required competency level may receive Swiftwater Rescue Technician Certification from Rescue 3 International.

**WLP 141      Telemark Clinic**  
**1.00 credit      (24,0,0) hrs              01 wks**

*Prerequisite:* WLP 132 is a prerequisite or co-requisite

Students will develop and demonstrate competency in skiing and teaching basic, intermediate and advanced telemark skills. Competent students may achieve industry certification in telemark skiing.

**WLP 142      Sailing**  
**2.00 credits      (60,0,0) hrs              01 wks**

Basic sailing skills are developed in this course including general seamanship, acting as a competent crew, basic navigational skills, and emergency procedures. Competent students may achieve industry certification in sailing.

**WLP 144      Sailing II**  
**2.00 credits      (60,0,0) hrs              01 wks**

*Prerequisite:* WLP 142 is a prerequisite or co-requisite

Students will further develop skills in vessel and crew management with an emphasis on navigation, coastal meteorology, boat systems, and health and safety. They will demonstrate safe navigational practices and advance their proficiency in understanding the international symbols and regulations for preventing collisions at sea. Students that achieve the required competency level may achieve industry certification in sailing.

**WLP 145 Mountain Biking**  
**2.00 credits (48,0,0) hrs 01 wks**

The course provides an awareness of safe guiding practices for leading mountain biking rides and competence at the beginner to intermediate levels. Topics discussed include site selection, teaching materials, demos, progression, skill analysis, biomechanics, teaching points, common errors and corrections, safety tips, and environmental variables.

**WLP 147 River Kayak I**  
**2.00 credits (48,0,0) hrs 01 wks**

This course introduces students to river kayaking equipment, safety procedures, strokes and rolling techniques.

**WLP 148 Snow Boarding**  
**2.00 credits (48,0,0) hrs 01 wks**

A course developing leadership skills in snowboarding, including a comprehensive overview of the sport as it relates to snowboard instruction, guiding and leadership.

**WLP 151 Interpreting the Wilderness Environment**  
**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to enable outdoor leaders to learn interpretation techniques regarding experiential teaching methods. These techniques enable students to interpret the surrounding wilderness environment including weather and the night sky.

**WLP 152 Wilderness Leadership Work Practicum**  
**2.00 credits (0,0,35) hrs 03 wks**

*Prerequisite:* CMNS 174, REC 156, 157, 163, 169, WLP 153 and 12 WLP credits

The student will gain practical experience necessary to work effectively in an adventure industry business. The student will have an opportunity to work at a level comparable to that of a non-Work Experience employee of the organization. The student will integrate and consolidate theory and skills developed during the Wilderness Leadership Certificate program.

**WLP 153 Guiding Leadership**  
**3.00 credits (60,0,0) hrs 01 wks**

This course examines the concepts of leadership and team building and expands on this theme through the exploration of skills and techniques.

**WLP 171 Nordic and Biathlon Officiating**  
**2.00 credits (50,0,0) hrs 01 wks**

This course provides an introduction to Biathlon, Ski Jumping and Nordic Combined volunteering and officiating. It will familiarize students with all relevant components of the biathlon and ski jumping venues, with the volunteer teams, roles and positions, and with the general operation of a competition. This course will take place at Whistler Olympic Park, the venue for the 2010 Olympic and Paralympic Winter Games.

**WLP 183 Selected Clinics in Outdoor Recreation**  
**1.00 credit (30,0,0) hrs 01 wks**

This course allows students to attend outdoor/adventure industry courses and obtain recognized outdoor/adventure industry certifications. Course topics may include guiding, instruction, leadership, or technical proficiency in a variety of outdoor pursuits, including rock climbing, kayaking, rafting, backpacking, rope rescue, sailing, and mountaineering.

*Note:* Must meet the minimum requirements as demanded by the course provider

**WLP 184 Selected Courses in Outdoor Recreation****2.00 credits (30,0,0) hrs 02 wks**

This course allows students to attend outdoor/adventure industry courses and obtain recognized outdoor/adventure industry certifications. Course topics may include guiding, instruction, leadership, or technical proficiency in a variety of outdoor pursuits, including rock climbing, kayaking, rafting, backpacking, rope rescue, sailing, and mountaineering.

*Note:* Must meet the minimum requirements as demanded by the course provider

## Women's and Gender Studies

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**WGST 100 Introduction to Women's Studies****3.00 credits (4,0,0) hrs 15 wks**

This course examines the status and role of women in Canadian society within a global context. Topics include the impact of Women's Studies on traditional academic disciplines, the nature and origins of patriarchal practices, gender role divisions in the family and other social institutions, women and work, reproductive rights, violence, communication/media/art, the social and legal status of women, and issues of power focusing on "race"/ethnicity, class and sexualities.

*Note:* This course is equivalent to WMST 100. Duplicate credit will not be granted for this course and WMST 100.

**WGST 111 Introduction to Gender Studies****3.00 credits (4,0,0) hrs 15 wks**

This course examines and compares various disciplinary approaches to gender, sex and sexuality, including how different disciplines construct these concepts. Disciplinary perspectives may include psychology, sociology, anthropology, biology, sport studies, law and policy. Students will learn to apply an intersectional approach – a foundational perspective in women's and gender studies – to contemporary issues of gender, including current areas of controversy and debate.

*Note:* This course is equivalent to WMST 111. Duplicate credit will not be granted for this course and WMST 111.

**WGST 204 Women Write****3.00 credits (4,0,0) hrs 15 wks**

This is a discussion-oriented literature course intended to broaden and intensify the students' awareness and appreciation of women writers from the late 19th to the 21st centuries. Material will come from a range of genre: stories, novels, poems, plays and memoirs. Using a feminist analysis, students will explore issues that mark the rise of women's writings from a sub-genre to contemporary full status acceptance.

*Note:* This course is equivalent to WMST 104. Duplicate credit will not be granted for this course and WMST 104.

*Note:* Completion of ENGL 100 and WGST 100 and/or WGST 111 is recommended.

**WGST 208 Women and the Law****3.00 credits (4,0,0) hrs 15 wks**

This course examines the history and development of equal rights for women through the lens of the Canadian legal system. Using feminist legal analysis, students will learn about sex discrimination and the interrelationship of it with "race"/ethnicity, sexual orientation and disability.

*Note:* This course is equivalent to WMST 108. Duplicate credit will not be granted for this course and WMST 108.

*Note:* Completion of WGST 100 or WGST 111 is recommended.



**WGST 210 The Psychology of Women and Gender**

**3.00 credits (4,0,0) hrs 15 wks**

This course explores the psychological construction of gender roles, their development in childhood and their maintenance in adulthood. Students will examine current research in biology, socialization, personality and mental health, and the course will include issues of current interest such as sexuality, aging, violence against women, gender relations, and the workplace.

*Note:* This course is equivalent to WMST 110. Duplicate credit will not be granted for this course and WMST 110.

*Note:* Completion of WGST 100 and/or WGST 111 is recommended.

**WGST 213 Gender, Politics and Policy**

**3.00 credits (4,0,0) hrs 15 wks**

This course examines the role of gender in political and policy processes using a multidisciplinary feminist approach. Students will focus on Canadian examples and examine the difficulties that affect women in particular. Students will be encouraged to research possible ways to increase women's political participation.

*Note:* This course is equivalent to WMST 113. Duplicate credit will not be granted for this course and WMST 113.

*Note:* Completion of WGST 110 or WGST 111 is recommended.

**WGST 215 The Geography of Gender: Global Perspectives**

**3.00 credits (4,0,0) hrs 15 wks**

This course uses a feminist perspective to examine how societal notions of gender shape our built environment and colour our perceptions of the world around us. Gender differences are apparent in how we live, work, travel, and explore. Drawing on geographical topics ranging from our everyday home and work experiences to the trafficking of women across borders, this course explores gender roles and patterns from around the world and their spatial implications.

*Note:* This course is equivalent to WMST 115. Duplicate credit will not be granted for this course and WMST 115.

*Note:* Completion of WGST 100 or WGST 111 is recommended.

**WGST 220 Women and the Past: A Historical Survey**

**3.00 credits (4,0,0) hrs 15 wks**

This course examines the lives of women in the western world from ancient times to 20th century North America. Private lives as well as public and political activities will be studied. Topics will include the role of women in the early Christian church, women in monasticism, women and the family in pre-industrial Europe, the impact of industrialization, pioneers and path-breakers, and the rise and nature of women's movements.

*Note:* This course is equivalent to WMST 220. Duplicate credit will not be granted for this course and WMST 220.

*Note:* Completion of WGST 100 or WGST 111 is recommended.

**WGST 222 Cross-Cultural Perspectives on Gender**

**3.00 credits (4,0,0) hrs 15 wks**

This course applies an anthropological perspective to the exploration of gender. Topics covered include gender diversity across cultures, the social and cultural construction of gender categories and social roles, variations in norms and beliefs concerning sex and gender, and the diverse ways in which gender intersects with other areas of culture such as work, family life, language, religion, and art.

*Note:* This course is equivalent to WMST 122. Duplicate credit will not be granted for this course and WMST 122.

*Note:* Completion of one of the following courses is recommended: WGST 100 or WGST 111 or ANTH 121.

**WGST 224      Women and Health**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course presents an overview of women's health issues across differences of race, class, sexuality, ability, and age. Topics include approaches to health care, sexuality and reproduction, and occupational and social issues.

*Note:* This course is equivalent to WMST 124. Duplicate credit will not be granted for this course and WMST 124.

*Note:* Completion of WGST 100 and/or WGST 111 is recommended.

**WGST 226      Women and Religion**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course examines ideas about and roles of women in the major religious traditions (Judaism, Christianity, Islam, Hinduism and Buddhism) as well as native religions, Wicca and goddess religions. Students will look at how women have been shaped by religious traditions, at women as agents of resistance and social change, and at women as spiritual leaders, past and present.

*Note:* This course is equivalent to WMST 126. Duplicate credit will not be granted for this course and WMST 126.

*Note:* Completion of WGST 100 and/or WGST 111 is recommended.

**WGST 230      Women, Art and Gender**  
**3.00 credits      (4,0,0) hrs              15 wks**

Focusing on Europe and North America, this course examines the historical representation of women in art as well as the particular challenges and accomplishments of women artists. Students will investigate the ways that visual imagery has both upheld and critiqued gender differences and the impact feminist inquiry has had on the theories and practices of art and art history.

*Note:* This course is equivalent to WMST 130 and AHIS 109. Duplicate credit will not be granted for WMST 130 or AHIS 109.

*Note:* Completion of WGST 100 and/or WGST 111 is recommended.

**WGST 240      Gender, Science and Technology**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course highlights the gendered packaging of science and technology and how this has affected the built environment, consumer choices, and the lives of women and men. Topics include an historical review of the role women have played in the development of science, investigation of the reasons for the traditionally low participation of women in scientific and technical fields, and an exploration of the relationship between science and gender.

*Note:* This course is equivalent to WMST 140. Duplicate credit will not be granted for this course and WMST 140.

*Note:* Completion of WGST 100 or WGST 111 is recommended.

**WGST 250      Gender and Popular Culture**  
**3.00 credits      (4,0,0) hrs              15 wks**

This course applies a feminist analysis to the study of gender in popular culture. Drawing on a variety of media, which may include advertising, film and television, comic books, video games, popular fiction, and magazines, students will examine the representation of gender. The course will also explore how popular culture often functions to reinforce social norms concerning gender roles and identities, while it may also allow for sites of resistance through challenging gender norms.

*Note:* This course is equivalent to WMST 150. Duplicate credit will not be granted for this course and WMST 150.

Note: Completion of one of the following courses is recommended: WGST 100, WGST 111, SOC 100, CMNS 112 or CMNS 132.

**WGST 302      Jobs and Gender in a Globalized Economy**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course examines women's work from the pre-industrial time until today. Topics such as participation in the workplace, inequality in the labour markets, and attempts to measure unpaid work will be covered. The course will also examine the impact of free trade, technology, privatization, and economic restructuring on women, and the gendered effects of the mounting debt and economic crisis in developing countries.

Note: Completion of WGST 100 or WGST 111 is recommended.

**WGST 360      Contemporary Topics in Women's and Gender Studies**

**3.00 credits      (4,0,0) hrs                  15 wks**

*Prerequisite:* 45 credits of 100 level or higher coursework

This course explores contemporary issues in women's and gender studies, including current debates in the discipline. Specific topics will vary from year to year, but could include, for example, examinations of gender and international development, aboriginal women in Canada, women and public policy, feminist activism, gender and sexuality in Canadian sports, or feminist critical thought.

Note: Completion of WGST 100 or WGST 111, or another first or second year WGST course is recommended.

## World Music Private Ins.

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**WMPI 100      World Music Private Instruction**

**2.00 credits      (0,0,14) hrs                  wks**

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.

Note: Successful audition and department approval are required to register in this course.

**WMPI 150      World Music Private Instruction Secondary**

**1.00 credit      (0,0,7) hrs                  wks**

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.

Note: Successful audition and department approval are required to register in this course.

**WMPI 200      World Music Private Instruction**

**2.00 credits      (0,0,14) hrs                  wks**

*Prerequisite:* WMPI 100

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.

**WMPI 250      World Music Private Instruction Secondary**

**1.00 credit      (0,0,7) hrs                  wks**

*Prerequisite:* WMPI 150

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.

**WMPI 300 World Music Private Instruction**

**2.00 credits (0,0,14) hrs wks**

*Prerequisite:* WMPI 200

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.

**WMPI 350 World Music Private Instruction Secondary**

**1.00 credit (0,0,7) hrs wks**

*Prerequisite:* WMPI 250

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.

**WMPI 400 World Music Private Instruction**

**2.00 credits (0,0,14) hrs wks**

*Prerequisite:* WMPI 300

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.

**WMPI 450 World Music Private Instruction Secondary**

**1.00 credit (0,0,7) hrs wks**

*Prerequisite:* WMPI 350

This course is designed to provide students a personalized learning environment to acquire the skills and the knowledge necessary to enable them to successfully perform on their instrument.