



# Capilano College 2006/2007 Calendar

**Capilano College 2006/2007 Calendar**

## **Corrections to the 2006/2007 College Calendar**

Associate of Arts in Global Stewardship, Third Term 3-credit requirement reads Math/Computer Science/Science/Statistics requirement (Math 101 recommended). It should omit the Science and read Math/Computer Science/Statistics requirement (Math 101 recommended).

The admission requirement for the Early Childhood Care and Education Certificate is incorrect. The correct requirements are as follows:

BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.  
College level courses highly recommended for full-time program.

Interview

Submission of resume, three references, 40 hours work experience, a letter outlining career goals. Criminal record check for practicum, medical report, TB test, First Aid. English Language requirement, TOEFL/ELA/IELTS (where English is not your first language):

Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internetbased requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

Specific Secondary School requirement: English 12.

Students will be required to write a department English Assessment test.

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

Capilano College reserves the right to make such changes in the College 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 the College.

# Academic Information

## Academic Schedule 2006/2007

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Please see the current [Academic Schedule](#) online.

## Admission and Readmission

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### BECOMING A CAPILANO COLLEGE 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 Advising at 604.984.4990 to see if there are information nights available for the program you are interested in — information sheets are available.
2. **Submit an application:**

#### Note

Students who do not attend classes for a Fall or Spring term must submit an Application for Admission/Readmission. Students who wish to change programs must also submit an Application for Admission/Readmission.

Your application must include:

- An application for Admission/Readmission form:
  - Apply online at [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application)
  - Alternatively, Application for Admission/Readmission forms may be downloaded from this web page or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish.
- official high school and post-secondary transcripts (if not previously submitted)
- a \$25 application fee for new and returning\* students (an additional \$25 is assessed for all first time applicants whose academic records originate outside B.C. The fee is waived if documents originate from a secondary school located in Canada.) or a \$100 application fee for international students (document evaluation fee is included)

#### Note

\* The \$25 application fee for returning students may not be charged for program changes that are considered to be a continuation in the same discipline (e.g. Business Diploma change to Business Degree). If you have any questions please contact [admissions@capcollege.bc.ca](mailto:admissions@capcollege.bc.ca)

Submit your application online or in person or by mail to:

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

There may be other documents or procedures required. See the Admission Requirements for your program in this publication.

Letters of acceptance are issued by Admissions, Registrar's Office.

3. **Register:**

- **University Transfer and Business Administration Students:** Complete information on how and when to register, as well as a timetable of all the courses to be offered in the coming term will be available online at [www.capcollege.bc.ca/current](http://www.capcollege.bc.ca/current). This information will be available prior to the commencement of registration.
- **Career/Vocational Students:** If you have been accepted into a specific Career/Vocational program, consult the department for your timetable and registration procedures.

4. **Pay your tuition:** Canadians and Landed Immigrants: a minimum, non-refundable deposit of \$150 is due before classes begin. This amount is the first installment in the payment of tuition fees and will be deducted from the total tuition fees owed by the student. The remainder of the tuition is due by the end of the second week of classes. Please check your timetable for the specific date. Exceptional tuition fees must be paid in full at the time of registration. International Students: payment of all fees must be made in full on the day you register. Fees are non-refundable after the second week of class and only partially refundable up to the end of the second week of class (67% is refundable). International students admitted to Capilano College for the first time must pay a \$5,000 deposit prior to registering.

**Regarding Medical Insurance:**

- a. Students are not covered by Workers' Compensation while attending Capilano College. Students are responsible for acquiring their own Medical Services Plan (MSP) and accident insurance coverage.
- b. International students must have medical insurance while studying at the College. Medical insurance for the first 90 days in British Columbia is available at the cost of approximately \$135 Cdn. After the first 90 days, international students are eligible to subscribe to the government-operated Medical Services Plan of B.C. after the first 90 days of residency in British Columbia. This plan costs approximately \$54 Cdn per month, single person rate. Contact the International Student Centre for information 604.983.7544.

## APPLICATION DATES

### University Transfer and Business Administration 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

Complete applications with all required documentation submitted by the document deadline will be assigned Registration Time Tickets based on admission/readmission grade point averages.

Applications and/or required documentation submitted after the Document deadline will be assigned Registration Time Tickets, but they may not be assigned according to admission/readmission grade point averages.

## Career/Vocational 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 are required to submit, along with your application, one of the following:

- TOEFL Score (Test of English as a Foreign Language) **Contact:** Educational Testing Service, Box 898, Princeton, New Jersey USA 03540
- ELA (English Language Assessment Test) **Contact:** Vancouver Community College, King Edward Campus, 1155 East Broadway
- IELTS (International English Language Testing System) **Contact:** [www.ielts.org](http://www.ielts.org) or [ielts@sfu.ca](mailto:ielts@sfu.ca)
- CAEL (Canadian Academic English Language Assessment Test) **Contact:** [www.cael.ca](http://www.cael.ca)

**For students applying only for ESL:** ESL Placement Test, contact: ESL Department, Capilano College, 604.986.1911, ext. 2971 for testing appointment.

The College reserves the right to also give consideration to the following:

- How long you have lived in an English-speaking country
- The number of years of secondary school or post-secondary education (e.g. college or university) and if English was the language of instruction
- A secondary school or post-secondary degree or diploma, the grades received and the level of English used.

If the College 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.

**Table 1. Specific Testing Requirements for Admission:**

University Transfer, Career or Vocational Programs	
TOEFL	220 computer-based score, 83 internet-based score, 560 paper-based score
ELA	145
IELTS	6.5 overall, and no one score less than 6
CAEL	70
English as a Second Language (ESL) Program	
ESL Placement Test	

## Adult Basic Education Programs

Applicants to the Adult Basic Education program should be at least 18 years old and have been out of the public school system for at least one year. Exceptions will be made only with departmental approval.

While there is no educational prerequisite for entering the ABE program, placement in courses is based upon an assessment of writing and mathematical skills.

## **Career/Vocational Programs**

British Columbia secondary school graduation (Grade 12) or equivalent.

Additional admission requirements are noted in the individual program descriptions in the College Calendar.

## **University Transfer Programs**

- British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three academic Grade 12 courses selected from:
  - Applications of Mathematics 12
  - Applications of Physics 12
  - Biology 12\*
  - Calculus 12\*
  - Chemistry 12\*
  - Comparative Civilization 12
  - Economics 12
  - English Literature 12\*
  - First Nations 12
  - French 12\* or
  - Français-Langue Seconde 12
  - Geography 12\*
  - Geology 12
  - German 12\*
  - History 12\*
  - Information Technology 12 or one of the following: ICTC 12, ICTM 12, ICTP 12, ICTS 12, ICTX 12
  - Japanese 12\*
  - Law 12
  - Mandarin 12\*
  - Principles of Mathematics 12\*
  - Principles of Physics 12\*
  - Punjabi 12
  - Spanish 12\*
  - Writing 12

### **Note**

Students who have successfully completed an Advanced Placement (AP) or International Baccalaureate (IB) course in one of the above subjects marked with an asterisk may use the AP or IB course, for the purpose of admission, in place of the equivalent provincially examinable B.C. Grade 12 course.

**Or:**

- British Columbia Adult Dogwood Graduation Diploma, or
- General Education Diploma (GED), or
- Mature Student Status

Additional admission requirements are noted in the individual program descriptions in this publication.

### **Concurrent Admission**

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

The application must be co-signed by the applicant's parent or legal guardian and must be accompanied by a letter of recommendation from the school principal or designate, and an official copy of the secondary school academic record. Enquiries should be directed to the Registrar's Office.

### **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 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 for University Transfer program applicants or with a program coordinator for other programs.

### **Other Canadian Provinces**

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

#### **Alberta, Northwest Territories and Nunavut**

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

1. English Language Arts 30-1 or English 30; and
2. at least three additional courses selected from: Aboriginal Studies 30, Algebra 30, Applied Math 30, Biology 30, Chemistry 30, Language and Literature 30, 31, Math 31, Physics 30, Pure Math 30, Science 30, Social Studies 30, Western World History 30, World Geography 30

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

#### **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: Algebra 30, Biology 30, Calculus 30, Chemistry 30, Computer Science 30, Economics 30, Geography 30, Geometry-Trigonometry 30, Geology 30, History 30, Law 30, Math 30, Math A30, B30 or C30, Native Studies 30, Physics 30, Second Language 30, Social Studies 30.

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

**Note**

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

**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 40G and 40S, or English 40S (2 credits)
2. at least three additional courses selected from: Applied Math 40S or Precalculus Math 40S, Biology 40S, Chemistry 40S, Computer Science 40S, Economics 40S, History 40S, Language 40S, Law 40S, Math 40S, Physical Science 40S, Physics 40S, Western Civilization 40S, World Geography 40S, World Issues 40S.

**Note**

Mathematics 45A may not be used.

Admission average will be based on English 40G and 40S, or English 40S (2 credits) and the three best courses in group two.

**Ontario**

**Old Curriculum.** Applicants must supply evidence of completion of the OSSD including four OACs and including the following:

1. English OAC; and
2. at least three additional OAC courses selected from: Algebra, Biology, Calculus, Chemistry, Computing Science, Economics, English, Finite Math, Français or other languages, Geography, Geometry, History, Law, Literature, Modern Western Civilization, North American Perspectives, Physics.

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

**New Curriculum.** 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 Biology, Chemistry, Physics, Advanced Functions and Introductory Calculus, Economics, Geometry and Discrete Mathematics or Mathematics of Data Management, Literature, World Geography, Canada: History, Identity, and Culture, French, Second Language, World Issues: Geographic Analysis.

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

**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 three best courses in group two.

### **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 (college preparatory) courses selected from: Biology 121 or 122, Calculus 120, Canadian Geography, Canadian History 121 or 122, Canadian Lit 120, Chemistry 121 or 122, Economics 120, Environmental Science 122, Geology 120, Language 121 or 122, Law 120, Native Studies 120, Physics 121 or 122, Political Science 120, Science 122, Trig and 3 Space 122 or Advanced Math 120, or Advanced Math with Calculus 120, World Issues 120.

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

### **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 Biology, Botany, Computer Studies, Chemistry, Advanced Math, Physics, Geography, Global Studies, Economics, History, Law, Language, Political Studies.

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

### **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
2. at least three additional Grade 12 courses selected from: Advanced Biology 12, Advanced Chemistry 12, Advanced Math 12, Advanced Physics 12, African Heritage Literature 12, Biology 12, Calculus 12, Canadian Lit 12, Chemistry 12, Computer Related Studies 12, Economics 12, Geography 12 or Global Geography 12, Geology 12, History 12 or Global History 12, Language 12, Law 12, Math 12 or Precalculus Math 12, Physics 12, Political Science 12.

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

### **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:

1. English 3201 and
2. at least three additional Grade 12 courses selected from: Biology 3201, Calculus 3207, Chemistry 3202, Earth Systems 3209, Environmental Science 3205, Folk Literature 3203, Geology 3203, Global Issues 3205, Language 3104, Language 3200, Math 3103 or 3204 or 3205 or 3207, Physics 3204, World Geography 3202, World History 3201, World Religions 3103.

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



## Other Countries

International students are eligible for admission if they have completed the equivalent of secondary school graduation (Grade 12) in British Columbia.

### Examples of Equivalence:

China	Senior Middle School Graduation Diploma
France	Baccalaureat de L'Enseignement du Second Degré
Germany and Austria	Abitur, Zeugnis der Allgemeinen Hochschulreife, Reifezeugnis, or Zeugnis der Reife
Hong Kong	Hong Kong Certificate of Education and Advanced Level Certificate with standing in five subjects, two of which must be at the Advanced Level
Indonesia	Sekolah Menengah Tingkat Atas (SMA) or Sekolah Menengah Umum (SMU) with examination results (Ebtanas)
Iran	Pre-University year Certificate and Diploma Metevaseth
Japan	Kotogakko Sotsugyo Shomeisho (Upper Secondary Leaving Certificate)
Korea	Immungye Kodung Hakkyo (Academic Upper Secondary School Certificate)
Malaysia	Sijil Tinggi Malaysia Certificate (STPM) (Malaysian Higher School Certificate) or Sijil Pelajaran Malaysia Certificate (SPM)
Philippines	High School Graduation Diploma plus 2 years of university study
Singapore	Singapore-Cambridge General Certificate of Education (GCE) with two Advanced level subjects
Taiwan	Senior High School Leaving Certificate on an academic program
United Kingdom and Commonwealth	General Certificate of Secondary Education (GCE) with passes in five GCE subjects, two of which must be at the Advanced Level

## TRANSFER CREDIT

All public B.C. colleges accept each other's credit upon transfer if applicable to a program at the admitting college 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 or diploma requirements if applicable.

### Limit of Transfer Credits

For diplomas and certificates, 50 per cent of the credit required must be completed at Capilano College. (This may vary for some programs. See specific programs for more information.)

For students who are no longer residents of the College region and lack one or two courses for certificate or diploma completion, credit may be granted for an additional one or two courses from

another institution. This arrangement must be made in consultation with the Registrar's Office in advance of enrolment at another institution.

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

## Advanced Placement (AP) Transfer Credit

Applicants who have passed an Advanced Placement Examination, administered by the College Entrance Examination board, with a minimum mark of 4 will receive credit as noted below:

Subject	Completion of Advanced Placement	Receives Credit for
<b>Anthropology</b>	Social Anthropology	Anthropology 100 level (6)
<b>Art History</b>	Art History	AHIS 100 (3) & AHIS 101 (3)
<b>Biology</b>	Biology	BIOL 110 (4) & BIOL 111 (4)
<b>Chemistry</b>	Chemistry	CHEM 110 (4) & CHEM 111 (4)
<b>Chinese</b>	Chinese Initio	CHIN 100 (3) & CHIN 101 (3)
<b>Computer Science</b>	Computer Science A	COMP 121 (3)
<b>Economics</b>	Economics	Economics (6) unassigned
<b>English</b>	English Language/Composition or English Literature/Composition	ENGL 100 (3) & ENGL 103 (3); EDT requirement waived
<b>French</b>	French Language or French Literature	FREN 170 (3) & FREN 171 (3)
<b>German</b>	German	GERM 100 (3) & GERM 101 (3)
<b>History</b>	History-European, History-American, History-World	HIST 102 (3) & HIST 103 (3) History 100 level (6)
<b>Mathematics</b>	Calculus AB	MATH 116 (3)
	Calculus BC	MATH 116 (3) & MATH 126 (3)
<b>Physics</b>	Physics B	PHYS 110 (4) & PHYS 111 (4)
	Physics C (Mechanics)	PHYS 114 (4)
	Physics C (Electricity)	PHYS 115 (4)
<b>Psychology</b>	Psychology	PSYC 100 (3) & PSYC 101 (3)
<b>Spanish</b>	Spanish Language or Spanish Literature	SPAN 200 (3) & SPAN 201 (3)
<b>Statistics</b>	Statistics	MATH 101 (3)

### Note

Transfer credit granted for Advanced Placement courses will apply to certificates or diplomas at Capilano College. Students should be aware that other colleges and universities 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 noted in the table below will receive credit or waivers for some higher level subjects passed as noted below.

Subject	International Baccalaureate with Minimum Marks of:	Receives Credit for
<b>Anthropology</b>	4 (Anthropology)	ANTH 121 (3)
<b>Biology</b>	6 (Biology)	BIOL 110 (4) & BIOL 111 (4)

<b>Subject</b>	<b>International Baccalaureate with Minimum Marks of:</b>	<b>Receives Credit for</b>
<b>Chemistry</b>	6 (Chemistry)	CHEM 110 (4) & CHEM 111 (4)
<b>Chinese</b>	4 (Chinese A1 or B)	CHIN 200 (3) & CHIN 201 (3)
<b>Computer Science</b>	4 (Computing Science A)	COMP 121 (3)
<b>Economics</b>	4 (Economics)	Economics (6) unassigned
<b>English</b>	5 (English Language A Higher Level)	ENGL 100 (3) & ENGL 103 (3); EDT requirement waived
<b>French</b>	4 (French Language A or B)	FREN 270 (3) & FREN 271 (3)
<b>Geography</b>	6 (Geography)	GEOG 112 (3) & GEOG 114 (3)
<b>German</b>	4 (German)	GERM 100 (3) & GERM 101 (3)
<b>History</b>	4 (History-Americas, History-Asian, History-European, or History-Modern)	History 100 level (6)
<b>Japanese</b>	4 (Japanese B)	JAPN 200 (3) & JAPN 201 (3)
<b>Mathematics</b>	6 (Higher Level Mathematics)	MATH 116 (3)
	6 (Further Mathematics)	MATH 116 (3) & MATH 126 (3)
<b>Philosophy</b>	4 (Philosophy)	PHIL 150 (3) & PHIL 151 (3)
<b>Physics</b>	6 (Physics)	PHYS 110 (4) & PHYS 111 (4)
<b>Psychology</b>	4 (Psychology)	PSYC 100 (3) & PSYC 101 (3)
<b>Spanish</b>	4 (Spanish A or B)	SPAN 200 (3) & SPAN 201 (3)

**Note**

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

**Prior Learning Assessment**

An innovative process is available at Capilano College whereby students may receive college credits for learning acquired in formal and informal situations. This process, called Prior Learning Assessment (PLA), is of immense benefit to mature students who have work and life experiences that equate to courses offered at the College. 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 prove that you have acquired the knowledge, skills and values required in the formal course you are requesting credit for. 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 and oral presentation, portfolio. For more information about whether the PLA option is available in the program for which you are applying, please contact the program coordinator.

**Registration****RIGHT TO REGISTER**

A 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 Probation Policy to continue enrolment.

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

## INSTRUCTIONAL YEAR

The instructional year is comprised of three terms:

**Fall:** September through December

**Spring:** January through April

**Summer:**

- Session #1: May through June
- Session #2: 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 as alternative admission instruments 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 091 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 091 is one month or longer. For more information please contact the Advising Centre or the Pure and Applied Sciences Division, or visit the Mathematics and Statistics Department web site at [www.capcollege.bc.ca/programs/math](http://www.capcollege.bc.ca/programs/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.

### Note

Students must pay for the MPT through the Cashiers' Office prior to writing the test. A fee of \$10 is charged to write the MPT.

## ENGLISH DIAGNOSTIC TEST (EDT)

Those students who wish to enrol in English courses must submit the results of the Language Proficiency Index Test or the College's English Diagnostic Test (EDT).

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

1. a final grade of A or higher in English 12 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 of A in BENG 052
5. a final grade of C- or higher in an English transfer course from another college or university
6. a degree from an English-speaking university

**Note**

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

**Note**

Based on the EDT, students are placed in ESL, ENGL 010, ENGL 100, or any English course.

**Note**

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

Level	Score	Placement
1	10	ESL
3	18 - 22	English 010
4	24, 25, 26	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 university transfer English course who do not qualify for an exemption must submit the results of the Language Proficiency Index Test (LPI), or must sit the Capilano College English Diagnostic Test (EDT) prior to registration. EDT schedules will be printed in the timetable.

**Note**

Students must pay for the EDT through the Cashiers' Office, North Vancouver campus. Students may also pay for Sunshine Coast or Squamish sittings of the EDT through those campuses. A fee of \$35 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

See also: procedure for condensed courses/terms and procedure for Summer term in this section.

**Table 2. Add, Drop/Withdrawal Procedures - Full Term Courses Only**

Period	Allowed to			Appears on Transcript	Refund <sup>1</sup>
	Add	Drop/Withdraw	Change between credit and audit		
before classes start	yes	drop	no	add - yes drop - no	partial refund for drop
*add/drop period	yes	drop	yes	add - yes drop - no audit - yes	partial refund for drop
withdrawal period	no	withdraw	no	withdraw - yes	no refunds
post withdrawal period	no	no <sup>2</sup>	no	yes	no refunds

<sup>1</sup> please refer to Fees section

<sup>2</sup> check WE, Grading System section

**Note**

**All other courses:** Please contact the [Registrar's Office](#) for add, drop and withdrawal dates for courses with start and end dates that differ from the full-term start and end dates.

\*See procedure for Summer Term in this section of the calendar for information on the Add/Drop period and the withdrawal period for summer sessions.

**Adding, Dropping or Changing Courses Before Classes Commence**

**Course Change Procedure**

1. Students may drop or add courses or change sections following their registration appointment and until the first day of classes. If you registered for your courses online via the Student Information Web Service you may continue to use this service to drop your courses once classes commence. Once classes commence you must submit a signed Course Change form to the Registrar's Office to add a course, change sections, or change audit/credit status. If you registered for Career, Vocational, or Foundation courses via paper Registration form, you must submit a Course Change form to the Registrar's Office in order to add or drop a course, to change sections or to change audit/credit status.
2. Prior to the commencement of classes faculty signatures are only required for changes to Career, Vocational, and Foundation Courses that are submitted via paper Registration form. Career, Vocational, and Foundation students who registered online can continue to use this service to make changes prior to the commencement of classes.
3. 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:** 1st through 10th day of each term for regular, full-term courses.

**All Other Courses:** Please contact the [Registrar's Office](#) for add and drop dates for courses with start and end dates that differ from the full-term start and end dates.

## Add/Drop Procedure during the Add/Drop Period

**Add/Change Sections/Audit:** To add a course, change sections, change from credit to audit or audit to credit you must obtain permission from the instructor and submit a Course Change form to the Registrar's Office. The instructor's signature is required on all Course Change forms. Instructors will indicate a deadline for submission of the Course Change form, in order to allow other students to gain entry to the class during this period.

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

1. Course drops will not be noted on the student transcript during this period; however, a record for drops will be maintained on the permanent student record for accounting and statistical purposes.
2. If a course change is requested by the instructor or student to a lower or less difficult level of instruction in a subject, the Course Change form must bear the signatures of the instructor of each course.

### 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 College policies and procedures.

## Withdrawal Period

**Full-Term Courses:** 11th through the 30th day of each term (third week through the end of the sixth week) for regular, full-term courses.

**All Other Courses:** Please contact the [Registrar's Office](#) for add and drop dates for courses with start and end dates that differ from the full-term start and end 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 advisor before withdrawing.

If you registered for your courses via the 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 Course Change form to the Registrar's Office in order to withdraw from a course. The Course Change form must bear the instructor's signature.

1. A withdrawal ("W") will be noted on the Official Transcript of Academic Record.
2. Complete withdrawal: If a complete withdrawal is requested, it must be submitted to the Registrar's Office no later than the end of the 30th instructional day (end of the sixth week) of term.

## Post Withdrawal Period

**Course withdrawals or complete withdrawals are not permitted except for the reasons listed below:**

1. The student record is incorrect as the result of an error by the College.
2. The student transfers to a lower level of the same course by instructor request. A completed Course Change form is required for this request. In this instance, only the final course of enrolment will show on the Official Transcript of Academic Record. A record of the change will also be maintained on the student's permanent record.
3. Extenuating circumstances, usually for medical reasons. Official documentation is required to substantiate all claims of such circumstances and should be submitted to the Registrar's Office. If the student is requesting a withdrawal for medical reasons, a Request for Withdrawal for Medical Reasons form must be completed and submitted to the Registrar's Office. This form must be supplemented with official documentation such as a typed letter from the physician, an official copy of an accident report, or official documentation of a family emergency, death certificate, and so forth.

## Procedure - Withdrawal for Medical Reasons

1. Students who wish to apply for special status under (3) above must submit the Request for Withdrawal for Medical Reasons form with a letter explaining the circumstances leading to withdrawal to the Registrar with official documentation. If, in the opinion of the Registrar, the request does not fall under (3) above, or the documentation is insufficient to support the request, the request will be denied. If the request is granted, the Registrar will inform the student's instructors of the WE status.
2. The permanent student record will be annotated as withdrawal for extenuating circumstances (WE).
3. Withdrawal with extenuating circumstances will not be granted for lack of academic performance on the part of the student.

## Procedure - Withdrawal for Extenuating Circumstances

1. Students who wish to apply for a withdrawal for extenuating circumstances must submit a letter explaining the circumstances leading to withdrawal to the Registrar with official documentation. If, in the opinion of the Registrar, the request does not fall under (3) above, or the documentation is insufficient to support the request, the request will be denied. If the request is granted, the student will be assigned a "WE" status (withdrawal for extenuating circumstances) for each course in which the extenuating withdrawal is granted.
2. The permanent student record will be annotated as withdrawal for extenuating circumstances ("WE").
3. Withdrawal for extenuating circumstances will not be granted for lack of academic performance on the part of the student.

## 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

Deadline will be prorated to the duration of the intensive courses. Please contact the [Registrar's Office](#) for add, drop and withdrawal dates.

## 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 judgement 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 instructor 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 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 wish for an overload with a counsellor or advisor and the Course Change form bears the counsellor's or advisor's signature. Science students, however, are automatically allowed 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 certificates or diplomas at Capilano College. Students should be aware that other colleges and universities may not grant credit or transfer credit for credit received by course challenge.

## Fees and Fee Payment

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Fees are under review and subject to change without notice. The most current fee information is available on the College web site at [www.capcollege.bc.ca/admission/fees](http://www.capcollege.bc.ca/admission/fees)

## Graduation

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Convocation ceremonies are held in the spring and fall terms. Degrees, diplomas, certificates and citations are issued only at these two ceremonies. Students completing all coursework before the ceremonies will have their permanent student records and transcripts annotated as Program Requisites complete. The date that the diploma or certificate is awarded will then be placed on the permanent student record and transcript at the date of the appropriate graduation.

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 form to the Registrar's Office, together with the program evaluation fee (See Fee Schedule) no later than the deadlines listed in the Academic Schedule at the beginning of this calendar.

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

Degree	Requires completion of a minimum of 120 credits
Diploma	Requires completion of a minimum of 60 credits
Certificate	Requires completion of 15 credits
Citation	Requires completion of 6 to 14 credits
Statement of Completion	Offered for particular courses in Labour Studies, and other contract courses to fulfil Ministry and business requests, and where documentation other than a transcript is required
With Distinction Designation	The "Graduated with Distinction" designation is noted on official transcripts and permanent student records for students that complete a University Transfer, Career, Vocational, Adult Basic Education, or English as a Second Language program with a minimum program cumulative grade point average of 3.75 and with no grade lower than a C+ in the program requirements. The "Graduated with Distinction" designation is only assigned where the credential earned is a certificate, diploma or degree.

#### Note

A previously-awarded Academic Studies or General Studies Diploma may be exchanged for an Associate Degree in Arts or Science as appropriate, provided that all the requirements for the Associate Degree are met. This includes the five-year requirement which is applied to the date of exchanging a diploma for an Associate Degree.

# Academic Policies and Procedures

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## ATTENDANCE

Students are expected to attend all classes, seminars, labs in which they are officially registered, as evaluation of progress in any course is cumulative and based on class assignments, participation and examinations.

## ENROLMENT STATUS

**Full-time status:** A student registered in a minimum of nine credits is classified as a full-time student. For most scholarships, however, the requirement for full-time status is 12 credits. Please refer to individual scholarship applications.

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 financial aid.

**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. However, 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 diploma, certificate, associate degree or degree.

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.

**Second Year Standing:** Second year standing is based on the number of credits completed within a program as noted below:

- i. **University Transfer:** successful completion of 24 credits in that program;
- ii. **Career programs:** successful completion of 50 percent of the total credits required for a two-year diploma in a specified program, or 30 credits.

## 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/Vocational 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.

## STUDENT RECORDS

1. All official permanent student records are kept in the Registrar's Office, and are considered confidential. The information on file for a student is always available to that individual. Information will not be given

to any agency or person other than the student, unless the student has given their permission in writing, or for institutional research projects approved by the College.

2. Grade statements are available online.
  - Grade statements are available online via the Student Information Web Service at the end of each term.
3. 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 are issued by the Registrar's Office at the request of the student.
4. The records of First Nations students (including registration, transcripts and grades) held by the Registrar's Office may be released to the sponsoring band or the Capilano College First Nations Advisor only if a release has been signed by the student. A copy of this release must be on file in the Registrar's Office. Alternatively, a band may submit a copy of a release signed by the student, together with their request for information. Requests must be received in writing and shall be responded to by letter from the Registrar or the Registrar's designate. Requests will not be received by telephone. Band officials are requested to direct their inquiries to designated College representatives, including the Registrar and/or project coordinator.

## USE OF PERSONAL EDUCATION NUMBER

Personal information contained on your student record will be used to verify your Personal Education Number (PEN) or to assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation, but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner. Students are required to supply this information to complete their registration in courses or programs at the institution.

If you have any questions about the use of PEN, please contact the Freedom of Information coordinator in writing at: [privacy@capcollege.bc.ca](mailto:privacy@capcollege.bc.ca) or: Freedom of Information Coordinate, 2055 Purcell Way North Vancouver, B.C. V7J 3H5.

## PROTECTION OF PRIVACY AND ACCESS TO INFORMATION

Capilano College gathers and maintains information used for the purposes of admission, registration, alumni and other fundamental activities related to being a member of the Capilano College 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 will be protected and used in compliance with the B.C. Freedom of Information and Privacy Protection Act (1992).

## EXEMPTION, SUBSTITUTION, TRANSFER CREDIT

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
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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

Transfer credit is credit given for work successfully completed at another institution. The transfer credits reduce the total number of credits required to complete a certificate, diploma, associate degree or degree. Approved transfer credit is noted on the student's Official Transcript of Academic Record. While grades are noted on the student record system, they are not included in the calculation of the GPA, nor are they printed on an official Capilano College transcript.

**Note**

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

**GRADING SYSTEM**

The College employs a letter grade system.

A+	4.33	Excellent
A	4.00	
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	
D	1.00	Minimal Pass
F	0.00	Fail
CON	N/A <sup>1</sup>	Course continues to next term
CR	N/A <sup>1</sup>	Credit Granted
NC	N/A <sup>1</sup>	No Credit Granted
NGR	N/A <sup>1</sup>	No Grade Reported
I	N/A <sup>1</sup>	Incomplete
W	N/A <sup>1</sup>	Withdrawn
WE	N/A <sup>1</sup>	Withdrawal — Extenuating Circumstances
AU	N/A <sup>1</sup>	Audit
AD	N/A <sup>1</sup>	Audit Denied

<sup>1</sup>not calculated in grade point average

## 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 a higher grade point average for graduation purposes. Please refer to the relevant program section of this calendar for further information.

## 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 diploma, certificate, associate degree or degree.

## Withdrawal — Extenuating Circumstances

Withdrawal from a course after the end of the withdrawal period given for circumstances usually related to a medical situation.

## 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 I grade was assigned.

## GRADE APPEALS

Students must take immediate action for a grade appeal. Students must contact a counsellor no later than two weeks after the end of term or after receipt of a Change of Grade Notification. The counsellor will discuss the grade and appeal procedure with the student and with the instructor. The counsellor will provide the student with a *Final Grade Appeal* form and will submit a report to the Appeals Committee.

If the student wishes to pursue the appeal, he/she must complete the *Final Grade Appeal* form and submit it to the Appeals Committee within 14 days after the counsellor's report has been received by the Appeals Committee Secretary. Failure to meet this timeline will be grounds for dismissal of the appeal.

Appeals are considered by an Appeals Committee chaired by one of the College deans. The Committee consists of representatives from faculty, students, and a counsellor. During the appeal process all term grades, including the final examination mark, are taken into consideration. In all cases, the students are informed in writing of the Committee's decision.

Only those appeals that follow the above process will be considered.

## REPEATED COURSES

**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

The following notations and awards are determined by the Registrar's Office based on criteria as noted:

### Dean's List

All students who achieve a minimum Grade Point Average of 3.67, have no incompletes, no No Credit Granted or Fail Grades, and have completed a minimum of 12 credits for the term are given Dean's List status for that term.

Students completing a term and meeting the Dean's List criteria will receive a congratulatory letter from the College recognizing their achievement.

### Merit List

All students who achieve a minimum of 3.67 on both their Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) and who are not on the Dean's List are given Merit List status for that term.

Students completing a term and meeting the Merit List criteria will receive a congratulatory letter from the College recognizing their achievement.

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

This award is presented to a diploma graduate from a two-year 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 Calendar, during attendance at Capilano College.

### The Lieutenant Governor's Silver Medal

Awarded for academic excellence and contribution to the College and community to a graduate in a Career/Vocational program of less than two years' duration.

## ACADEMIC PERFORMANCE

Academic standing is assessed

- when a student has received grades for 9.0 credits of course work after the student's first admission to the College
- using grades assigned at Capilano College
- using grades A+ through F and excluding W, CR, AU, AD, WE, NGR, NC, I, and CON

## GOOD ACADEMIC STANDING

A student at Capilano College is deemed to be in Good Academic Standing if both his/her Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) are equal to or greater than 1.67.

## ACADEMIC PROBATION

A student who has attempted a minimum of 9.0 credits at Capilano College and who has achieved at Term Grade Point Average (TGPA) of less than 1.67 and a Cumulative Grade Point Average (CGPA) of less than 1.67 is placed on Academic Probation. Academic Probation status is noted permanently on all Capilano College transcripts.

A student on Academic Probation is permitted to register in a following term but is usually restricted to enrolling in a maximum of 9.0 credits. Students wishing to enrol in more than 9.0 credits must consult a Capilano College Advisor.

## REMAIN ON ACADEMIC PROBATION

A student who is on Academic Probation remains on Academic Probation, even if a Term Grade Point Average (TGPA) of 1.67 or higher is achieved, if the Cumulative Grade Point Average (CGPA) is less than 1.67.

## RESTORED TO GOOD ACADEMIC STANDING

A student who is on Academic Probation is restored to Good Academic Standing when both the Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) are 1.67 or higher.

## REQUIRED TO WITHDRAW

A student on Academic Probation is required to withdraw (RTW) if the Term Grade Point Average (TGPA) is less than 1.67. Students required to withdraw for the first time must do so for one major term (Fall or Spring).

Students who are required to withdraw (RTW) for a second time must do so for one full year.

Required to Withdraw (RTW) status is noted permanently on all Capilano College transcripts.

Students who are required to withdraw and who have already registered for a subsequent term are de-registered for that term and their fees are refunded.

## READMISSION AFTER REQUIRED TO WITHDRAW

A student who has been required to withdraw and wishes to reapply must complete an Application for Admission/Readmission. The student should also submit a letter outlining his or her educational plan. The Application for Admission/Readmission form and educational plan must be submitted to the Registrar's



Office and the application fee must be paid. If the application is approved, the student is readmitted on Academic Probation and is subject to the conditions of Academic Probation outlined in the previous sections.

## ACADEMIC APPEALS POLICY

If a student is considering appealing a final grade, it is recommended that, if at all possible, a student first contact his/her instructor for discussion and clarification of the grounds/rationale for the assigned grade.

### 1. The Purpose of the Academic Appeals Policy

The purpose of the Academic Appeals Policy is to provide a process that ensures students have recourse to an independent, impartial body to review policy application in the following areas:

- 1.1. Final Grades<sup>1</sup> (Grades throughout the term can only be appealed to the Academic Appeals Committee after final course grades have been assigned and inasmuch as in-term grades form part of the final grade).
- 1.2. Probationary continuance, restricted enrolment, or discontinuation of a student in a program/course(s).

### 2. Responsibility for Development of Academic Policy and its Application

- 2.1. All instructors are responsible for informing students of the basis for the assignment of final grades in courses.
- 2.2. The College Policy, which clarifies the circumstances and procedures for putting students on probationary status in the program, restricting a student's enrolment, or discontinuing a student's enrolment, may be supplemented by written policy developed by departments/divisions.

### 3. The Academic Appeals Committee

#### 3.1. Mandate

The Academic Appeals Committee will consider appeals in the areas specified by the Academic Appeals Policy.

#### 3.2. Committee Membership

The Academic Appeals Committee is comprised of the following members:

- The Administrator responsible for Student Services —Chair;
- A Counsellor selected by the Counselling Department for a one year term that is renewable;
- Two faculty representatives selected by the faculty union for a one year term that is renewable;
- Two student representatives selected by the Student Union for a one year term that is renewable.

#### 3.3. Conflict of Interest

If a member of the Committee is either an appellant or respondent in an appeal, he/she will be replaced by an alternate during that particular appeal process.

### 4. Grounds for Appeal

A student may make an appeal under the Academic Appeals Policy on the following grounds:

- Failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the Course Outline. Students must be notified in writing of any changes to the distributed course outline;

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<sup>1</sup>The word "grade" is used to mean either a percentage or a letter grade. Human errors and omissions in the grade statements will be corrected as soon as identified without appeal or cost to the student and are not the subject of consideration by the Academic Appeals Committee.

- Failure of the instructor to treat the student with fairness or the degree of equity extended to other students in the class;
  - Failure by the instructor or departments/divisions to follow approved college policies and procedures.
5. Deadlines for Initiating and Resolving Appeals
- 5.1. A student wishing to appeal a final grade must contact a Counsellor within two weeks after a student is advised that final grades are posted online or receipt of a Change of Grade Notification form.
- 5.2. For appeals under 1.2, the student must contact a Counsellor within two weeks after being advised in writing that a policy is being applied.
- 5.3. In adjudication processes, the Academic Appeals Committee shall attempt to resolve the appeal as soon as possible and by no later than the end of the following term.
6. The Appeals Process
- 6.1. Mediation
- 6.1.1. In all appeals, attempts may be made to mediate the situation. To this end, Counsellors will refer students first to the instructor, and then to the Department Coordinator and Division Chair.
- 6.1.2. The Counsellor does not act as a student advocate. The role of the Counsellor is to guide the student in the Appeals process and give information.
- 6.1.3. If the student is not satisfied that the concerns raised have been addressed in the mediation process, the Counsellor will provide the student with information about the adjudication process.
- 6.1.4. For final grade appeals, the Counsellor will provide the student with a Final Grade Appeal Form.
- 6.1.5. For appeals under 1.2, the Counsellor will provide the student with information about how to develop a letter to the Academic Appeals Committee that presents the grounds for appeal.
- 6.1.6. The Counsellor will prepare for the Committee a Counsellor's report that reviews the Counsellor's interview with the student and provides information about the mediation attempts. Within two weeks, the Counsellor's report will be submitted to the Chair of the Academic Appeals Committee for filing or use in the adjudication process.
- 6.2. Adjudication
- The Appellant's Role and Responsibility
- 6.2.1. If a student wishes to appeal a final grade, the student must complete and mail the Grade Appeal Form to the Academic Appeals Committee Chair within 14 calendar days of the date of receipt of the Grade Appeals Form from the Counsellor.
- 6.2.2. For appeals under 1.2, the appellant must write and mail a letter outlining the nature and reasons for the appeal to the Academic Appeals Committee Chair within 14 calendar days after the completion of the mediation process.
- 6.2.3. Failure to meet the above timetable is grounds for dismissal of the appeal.
- The Respondent's Role and Responsibility
- 6.2.4. After receiving a copy of the student's Grade Appeal Form (or appeal letter) and the Counsellor's Report, the respondent (instructor or departments/divisions) is required to complete the Faculty Report Form (for final grade appeals) or provide a letter of response for the Academic Appeals Committee.
- The Academic Appeals Committee's Role and Responsibility — General
- 6.2.5. The Academic Appeals Committee shall review the Grade Appeal Form (or appeal letter), Faculty Report (or respondent's letter), and the Counsellor's Report.

- 6.2.6. The Committee may request either the appellant or the respondent to appear before the Committee. If the Committee asks either one to appear, the invitation must be extended to the other. The appellant and respondent shall not appear before the Committee at the same time.
- 6.2.7. Except in exceptional circumstances and on request of the Committee, neither appellants nor respondents may appoint representatives to appear for them before the Committee.
- 6.2.8. The Chair of the Committee shall notify the appellant and respondent in writing informing her/him of the outcome of the Committee's decision.
- 6.2.9. The decision of the Committee is final. The Chair will provide a written rationale of the appeal within one week to both the student and the respondent.
- 6.2.10. Upon a request to the Chair of the Academic Appeals Committee, the student will be provided with a copy of the Faculty Report or letter of response and the Counsellor's Report.

#### The Academic Appeals Committee's Role and Responsibility — Final Grade Appeals

- 6.2.11. For final grade appeals, the Committee may request that the instructor's grade book be submitted for review by the Committee.
- 6.2.12. For final grade appeals, the Committee may request that all course material be submitted by the appellant for review by the Committee.
- 6.2.13. For final grade appeals, the Committee shall not consider the appellant's grades in other courses.
- 6.2.14. In the event that the Committee decides a final grade should be revised, it may:
  - Request the instructor to re-evaluate the material that is the subject of the appeal;
  - In exceptional circumstances, seek a re-evaluation of work in dispute by another discipline expert chosen by the Committee;
  - Base the new grade on a proportionate weighting of those graded components that are not in question, excluding in part or in entirety those that are in question.
- 6.2.15. The Committee will only change final grades for the following reasons:
  - Failure by the instructor to follow approved college policies and procedures;
  - Failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the Course Outline. Students must be notified in writing of any changes to the distributed course outline;
  - Failure of the instructor to treat the student with the degree of equity extended to other students in the class.

## College Policies

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### STUDENT RIGHTS AND RESPONSIBILITIES

Capilano College recognizes a set of student rights and holds students responsible for their understanding and conduct in view of College policies, rules and regulations.

#### Student Rights

You are entitled to have your rights respected by fellow students, faculty, staff, administrators and other persons associated with the College. In addition to your rights guaranteed under the Canadian Charter of Rights, you have the right to:

1. a healthy and safe learning environment free from harassment and discrimination.
2. the confidentiality of information regarding all student records and grades unless you consent in writing to its disclosure. You also have a right to ethical behaviour from College personnel who have access to your student records.
3. seek redress through appropriate College committees for any potential infringement of your rights, according to the procedures in effect at the College.
4. access to documents contained in your student records, and to add pertinent comments or documents as appropriate.
5. be informed in advance of the basic content and general procedures of a course and to be sure that the course will not change substantially after registration. You also have the right to receive at the beginning of a course a written outline and to receive written notification of changes in the course outline. The course outline normally will include course objectives, teaching methods, evaluation system, and due dates and late penalties for major assignments.
6. reasonable access to information on program and graduation requirements, academic regulations, and university admission.
7. be notified of class cancellations as soon as possible and to expect that classes will start and end on time.
8. be informed of your performance on occasions spaced throughout the term.
9. have your instructor keep designated office hours.
10. review any of your examinations and major course assignments up to the beginning of the following term.
11. retain intellectual property concerning your assignments, essay, theses, and other written work.

## **Student Responsibilities**

It is your responsibility to acquaint yourself with course outlines, content, evaluations and methodology. You are also responsible for conducting yourself in a reasonable manner and in accordance with College policies as set out in the Calendar. You are responsible for:

1. inquiring into the availability of your instructors (time and place).
2. communicating with instructors and/or counsellors in order to solve any of the problems that you may encounter.
3. attending classes and being punctual.
4. submitting your assignments in the required format to your instructors within the deadline; or, if you cannot do so, for making other arrangements with the agreement of the concerned instructor.
5. being familiar with the information contained in the course outlines and for seeking from your instructors clarification of any areas of concern.
6. undertaking to complete course requirements as described in the course outline and to observe deadlines and schedules contained therein.
7. discussing any dissatisfactions with the instructor concerned before attempting further redress through appropriate College channels.
8. respecting the rights of students, faculty, staff, administrators and other persons associated with the College.
9. respecting other people's health and their right to security and dignity.
10. adhering to College policies including:
  - a. cheating and plagiarism;
  - b. improper behaviour;
  - c. sexual harassment.

## ACCESS AND ACCOMMODATION POLICY FOR STUDENTS WITH DISABILITIES AT CAPILANO COLLEGE

### I. Preamble

Capilano College recognizes the importance of providing access to learning opportunities for all. To this end, the College endeavours to provide access to courses and programs for applicants with disabilities and/or special education needs.

Capilano College is also committed to supporting the successful learning of students after they have been admitted. Following admission, the College will strive to provide, within reasonable time and resource limits, access to a range of appropriate services which will assist students to meet their educational goals.

The approach chosen by Capilano College is one of self-advocacy and one in which each student takes personal responsibility for meeting his or her own needs. While primary responsibility for the provision of services to students with disabilities rests with the student and the Student Services and Foundation Programs Division, the supportive physical, academic, and social environment is the responsibility of the entire College.

### II. Intake Procedures for Applicants with Disabilities

1. The Office of Disability Services is the identified first point of contact for all applicants with disabilities.

Timely contact with the Office of Disability Services will allow for an accommodation or classroom modification to be in place when classes begin. Applicants with disabilities must meet College and program admissions and eligibility criteria and provide current documentation to receive services as outlined in College calendars.

2. Applicants may be assisted with the following:

- a. Completion of the Application process

The Office of Disability Services provides information about the completion and submission of application forms and admissions procedures.

- b. Development of an Educational Plan

The Office of Disability Services, in collaboration with the Advising Centre, helps applicants to select courses and programs in which they have a reasonable opportunity to succeed.

- c. Development of an Accommodation Plan

The Office of Disability Services, in collaboration with faculty in various program areas, assists applicants to develop an accommodation plan which will serve them when they are accepted as students.

### III. Eligibility for an Accommodation and Services

1. **Eligibility for Accommodation**

- a. Eligibility for an accommodation is based upon the assumption that each student will be able to demonstrate an ability to benefit from the accommodation and services provided for him or her; attempting to ensure that such accommodation and services do not offer an advantage over other students.

- b. To be eligible for an accommodation through the Office of Disability Services, students are required:

- i. to be a qualified student who meets college eligibility and admissions criteria;

- ii. to self-disclose the disability or condition for which accommodation is being requested, and;
    - iii. to provide evidence of the specific disability, through current psycho-educational or medical documentation, prior to an accommodation or service being arranged.
2. **Identification of a Reasonable Accommodation or Service**
  - a. Through a consultative process, Disability Services seeks to identify and meet individual student needs and, in a timely fashion, to arrange for a reasonable accommodation and appropriate services.
  - b. Although past recommendations provided in intake documents will be considered, the College reserves the right to decide which classroom accommodation is most reasonable and appropriate based upon:
    - i. evidence in the documents provided;
    - ii. the course or program in which the student is registered;
    - iii. evidence of current service and accommodation needs.
  - c. A classroom accommodation, and any modifications or services will be determined by Disability Services personnel in consultation with the student and various faculty in specific departments and/or program areas.
  - d. Once classes begin, students will be referred within the College for direct services and technical equipment provision.
3. **Appeals Process for an Accommodation**
  - a. The Office of Disability Services will inform students that an accommodation review process is available.
  - b. At any point during the first six weeks of classes, students may request an accommodation review by the Office of Disability Service
  - c. If a student and the Office of Disability Services cannot agree upon an appropriate accommodation, the Dean of Student Services and Foundation Programs will establish a review panel in keeping with College guidelines.
  - d. The review panel will be comprised of one representative selected from each of the following: faculty union, staff union, Students' Union, and the Administration.
  - e. The review panel will be chaired by the Administrator responsible for Student Services who will cast the vote to break ties. The decision of the review panel is final.

## STUDENT CONDUCT POLICY

To enhance their opportunities for educational success, the College expects all students to conduct themselves so as to help, not hinder, their fellow students, staff and instructors in achieving their common goals.

### 1. Aims of this Policy

The College regards certain forms of conduct as improper and unacceptable and will deal with such behaviour following processes which regard both the rights and safety of the College community.

The purposes of this policy are:

#### 1.1. To facilitate:

- Creation of an environment conducive to learning and teaching;
- Development of a community based on civility and mutual respect;
- Respect for diversity and free intellectual inquiry;
- Respect for property;

- Maintenance of individual safety.

1.2. To ensure that violations of this Policy are dealt with in an equitable, unbiased and timely manner.

This policy does not cover behaviour which is subject of a complaint under the Sexual Harassment Policy or the Academic Policies of the College.

## **2. Appropriate Conduct**

The College recognizes that most students make considerable sacrifices to be able to attend classes. To enhance their opportunities for success, the College expects everyone to conduct themselves so as to help, not hinder, their fellow students, staff, and instructors in achieving their common goals.

One of the most important of those goals is to develop the skill of critical thinking through the free expression and exploration of a wide range of ideas. This may involve challenges to students' and faculty's strongly held beliefs and values. As long as such challenges are clearly directed at ideas, and are not merely personal attacks on those who hold them, the College accepts and encourages them as part of the learning process.

Nothing in this policy shall be construed as to prohibit peaceful assemblies and demonstrations or reasonable expressions of free speech.

## **3. Improper Behaviour**

Improper behaviour is defined as either disruptive behaviour or as threatening and dangerous behaviour.

## **4. Disruptive Behaviour**

Some kinds of expression and behaviour do not further the learning process; they may become disruptive to all concerned and may hinder the College's basic purpose: to foster both learning and a constructive, positive attitude toward learning. Therefore, the College will not accept disruptive behaviour in any College-sponsored activities whether conducted on or off campus.

Disruptive behaviour may include but is not limited to:

- Speech or action that seriously distracts others from the task at hand, or the hindrance of others' work by failure to complete one's own work;
- Speech or action that is clearly not part of a learning process and that creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students, staff or instructors;
- Action that impedes the delivery of College services;
- Falsification of identification or provision of false information to any College employee or representative in the performance of his/her duties;
- Action that abuses College property and services by using them for unauthorized purposes;
- Excessive and unreasonable demand for attention or special treatment from faculty or staff, to the detriment of other students;
- Actions which are arguably violations of the B.C. Human Rights Code or municipal bylaws;
- Aiding, inciting, abetting or acting as an accomplice in the commission of any of the foregoing acts.

## **5. Threatening and Dangerous Behaviour**

All members of the College community are expected to show respect for the College and its students and employees. Behaviour that is threatening or dangerous to others is unacceptable and will be dealt with quickly and firmly. The College will protect its students and employees against such conduct.

Threatening or dangerous behaviour may include but is not limited to:

- Assaulting, threatening, physically or verbally abusing or intimidating another member of the College community;
- Acting in a way which endangers the health, safety or well-being of others;
- Damage, misuse, or threat to, or the unauthorized removal of, College property or the property of students or College employees;
- Actions which are arguably violations of the Criminal Code of Canada;
- Aiding, inciting, abetting or acting as an accomplice in the commission of any of the foregoing acts.

## 6. Procedures — Student Improper Behaviour

College employees are governed by the Human Resources policies of the College. The following procedures and sanctions apply to student

- 6.1. At their own discretion, employees who observe improper behaviour should intervene and deal with the situation. In class, the instructor may make such determination as appropriate.
- 6.2. All members of the College community who observe serious examples of improper behaviour outside of class should report these incidents with as much information as possible, including the names of witnesses, to the Dean responsible for Student Services who will deal with the incident and inform the complainant of any outcomes.
- 6.3. In minor examples of improper behaviour in class the instructor may consult with or refer the situation to the Coordinator, the Division Chair, a Counsellor or the Conflict Resolution Advisor. The instructor may also immediately employ the sanction described in article 7.1 of this policy.
- 6.4. If there are repeated minor examples of improper behaviour (i.e., after a student has been given two explicit warnings) in class, or a major example of improper behaviour in class, the instructor should report the incident(s) to the Coordinator, Division Chair, and to the Dean responsible for Student Services.
- 6.5. In incidents of improper behaviour reported to the Dean responsible for Student Services, he/she will investigate the situation and may have recourse to the services of the Counselling department for mediation purposes or may request the aid of the Conflict Resolution Advisor.
- 6.6. Among the recourses available to achieve a mediated settlement of an improper behaviour issue are apology, restitution or community service.
- 6.7. When an incident of improper behaviour is particularly serious or when danger may exist to students or others, an instructor or supervisor of a College-sponsored activity has the prerogative to cancel the class or activity in progress.
- 6.8. If the Dean responsible for Student Services does not believe the incident(s) of improper behaviour can be successfully mediated or subject to conflict resolution, he/she may apply any of the sanctions outlined in articles 7.2 through 7.6 or recommend that the President apply the sanction outlined in article 7.7
- 6.9. In determining a sanction to be applied, the Dean responsible for Student Services will consider whether a student has been previously involved in incidents of improper behaviour at the College.
- 6.10. When an incident of improper behaviour is particularly serious or when danger may exist to the student or others, the student may be immediately excluded from all classes and College services pending further investigation and resolution of the case.

## 7. Sanctions

- 7.1. Exclusion from a class — Requirement that a student immediately leave class.
- 7.2. Written reprimand — The student is advised in writing that further incidents of improper behaviour may result in more severe sanctions. Written reprimands will be kept on file by the Dean responsible for Student Services.
- 7.3. Probation — Conditional permission for a student to enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication.



- 7.4. Activity/Access Restriction — Restriction or exclusion of a student from certain College activities; restricted, or denial of, access to certain areas of the College or to the use of certain facilities or equipment. The terms of this measure will be provided to the student in a written communication, but should not be designed to inhibit a student's ability to complete course requirements.
- 7.5. Expulsion — Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.
- 7.6. Refusal to enrol or re-enrol — Refusal of the College to enrol or re-enrol a student in a course, courses or a program. The terms of this measure will be provided to the student in a written communication.
- 7.7. Suspension from the College — Immediate exclusion of a student from all classes and College services. In future, the student will not be permitted to re-enrol in any course or program or take advantage of any College-sponsored activity or service. The terms of this measure will be provided to the student in a written communication.

## 8. Appeal Procedure

Individuals who wish to appeal may do so and be assured that the principles of natural justice will be observed, including the right for representation at all hearings.

- 8.1. All written communications informing the students of sanctions will outline the possible appeal procedure.
- 8.2. There is no appeal to the Dean's imposition of sanctions 7.2 and 7.3 or an Instructor's imposition of sanction 7.1.
- 8.3. Students who wish to appeal the Dean's imposition of sanction 7.4, 7.5 or 7.6 must make a written appeal to the Student Behaviour Appeals Committee within five working days after the imposition of the sanction.
- 8.4. The Committee is composed of one academic administrator plus one faculty member, one staff member and two students, elected by their respective unions, who each serve a one-year term. The committee is chaired by the Academic Vice-President.
- 8.5. Students who wish to appeal the President's imposition of sanction 7.7 must make a written appeal to the College's Board within ten working days after the imposition of the sanction.

## SEXUAL HARASSMENT POLICY

1. Capilano College is committed to providing a working and learning environment that is free from sexual harassment. For the purpose of this policy, members of the College community include students, staff, faculty, and administrators. Capilano College abides by the Human Rights Act of British Columbia and the Canadian Human Rights Act and considers sexual harassment to be one of the eight prohibited grounds for discrimination under the B.C. statute. Actions contravening this policy may constitute grounds for a disciplinary response. All members of the College community have a responsibility to ensure awareness of, and adherence to this policy.
2. Sexual harassment is comment or conduct of a sexual nature, including sexual advances, requests for sexual favours, suggestive comments or gestures, or physical contact when any one of the following occurs:
  - a. the conduct is engaged in, or the comment is made by, a person who knows, or ought reasonably to know, that the conduct or comment is unwanted or unwelcome;
  - b. the conduct or comment has the effect of creating an intimidating, hostile or offensive environment, and may include the expression of sexist attitudes, language and behaviour;
  - c. the conduct or comment exploits the fiduciary relationship between students and employees of the College;
  - d. the conduct or comment is accompanied by a reward, or the express or implied promise of a reward, for compliance;

- e. the conduct or comment is accompanied by reprisal, or an express or implied threat of reprisal, for refusal to comply;
- f. the conduct or comment is accompanied by the actual denial of opportunity, or the express or implied threat of the denial of opportunity, for failure to comply.

This policy is not intended to infringe upon the ability of instructors to academically discuss issues of harassment, sexism and sexuality.

- 3. The College shall appoint a Conflict Resolution Advisor:
  - a. to serve as the first official College contact in allegations of sexual harassment; and
  - b. to provide a confidential advisory/information service to the parties involved in sexual harassment allegations; and
  - c. to make appropriate recommendations to the President's Advisory Committee on Sexual Harassment; and
  - d. to provide the College Community with information on the issue of sexual harassment, and to lead the effort to educate the campus community on the Sexual Harassment Policy.
- 4. A President's Advisory Committee on Sexual Harassment comprised of representatives from the faculty union, staff union, Student Union and Capilano College administration shall:
  - a. review, from time to time, the effectiveness of the sexual harassment policy and procedures; and
  - b. make appropriate recommendations to the President; and
  - c. be available to the President for consultation regarding the selection of the Conflict Resolution Advisor, and the development of a list of mediators.
- 5. Notwithstanding this policy and its corresponding procedures, the complainant shall, at his/her option, continue to have access to any applicable grievance and problem resolution procedures approved by the Board, or included in collective agreements, as appropriate; but a complainant may not concurrently pursue a particular sexual harassment complaint through these sexual harassment procedures if he/she pursues any other problem resolution procedure whether at common law, under statute or under any other College policy or collective agreement to which the College is a party.

## **Procedures for Allegations Involving Employees of the College and/or Students of the College**

### **1. Complaints**

A member of the College community who believes that she/he has a complaint of sexual harassment is encouraged to make a direct request of the harasser that the offensive behaviour or actions cease. If the request is unsuccessful, or if it is considered inappropriate, or uncomfortable to make such a request, the complainant may seek the confidential advice of the Conflict Resolution Advisor.

### **2. Consultation with Conflict Resolution Advisor**

- 2.1. The Conflict Resolution Advisor will assist all parties involved in allegations of sexual harassment, in determining the basis, if any, for a complaint of sexual harassment; in formulating the complaint and/or response; and by explaining the options available through College policy or collective agreements. With the written agreement of the complainant, the Advisor may discuss the complaint with the alleged harasser (the respondent) in an effort to reach a mutually acceptable resolution without recourse to formal procedures.
- 2.2. Following consultation with the Conflict Resolution Advisor the complainant has the following options:
  - a. to proceed to mediation;
  - b. to proceed to formal administrative action;

- c. not to take further action.

If the complainant decides to take no further action, the Advisor will not proceed and the matter will be closed.

- 2.3. If the matter becomes the subject of any other problem resolution procedure, including the subject of a charge laid pursuant to the Criminal Code of Canada, the Advisor shall not take any further action until the other process has been concluded and further action is requested by the complainant.

### 3. Mediation

If a complainant wishes to proceed to informal mediation, the following shall occur:

- 3.1. The complainant must provide the Advisor with a written complaint giving details of the alleged sexual harassment as defined in Section 2 of the Sexual Harassment Policy, including dates, times, places, names of individuals involved in the incident(s), names of any witnesses and any other relevant information.
- 3.2. Within five working days from the date of receipt of the written complaint, the Advisor shall inform the respondent of the allegation(s) and shall provide the respondent with a copy of the written complaint.
- 3.3. Within ten working days of the action in 3.2 above, the Advisor shall, if the respondent agrees, select a mediator from a list of potential mediators and shall receive agreement of the choice of mediator from both the complainant and the respondent. The mediator chosen must be unbiased and independent of both parties. The list of mediators shall be established by the President following consultation with the President's Advisory Committee on Sexual Harassment and the Conflict Resolution Advisor.
- 3.4. Within a period of thirty working days from the date of appointment of the mediator under 3.3 above, the mediation process shall be concluded. The options for resolution shall be of a voluntary or informal nature and shall not include the power of formal administrative action such as discipline. If resolution is achieved as a result of mediation, a written copy of the resolution shall be signed by the complainant and the respondent. A copy of the written complaint, the mediator's report and the resolution shall be maintained by the Advisor in a confidential file for a period of six years from the date of mediation and shall be destroyed thereafter.

### 4. Formal Administrative Action

- 4.1. The complainant or the respondent may proceed to formal administrative action in the following circumstances, and within the time limits indicated, by notifying the Advisor in writing:
  - a. if the respondent or the complainant does not agree to participate in informal mediation, within ten working days of the rejection of mediation;
  - b. if informal mediation does not resolve the dispute, within ten working days of completion of the mediation process.
- 4.2. If formal administrative action is invoked the following shall occur:
  - 4.2.1. The Advisor shall forward a copy of the written complaint to the President who will forward it to the appropriate senior administrator.
  - 4.2.2. Within five working days of the action in 4.2.1 above the senior administrator shall inform both parties, in writing, of the receipt of the complaint, provide a copy of the written complaint if it has not already been made available pursuant to the informal mediation procedure, and invite a written response from the respondent within ten working days. The complainant shall be invited to deliver a written reply to the response within five working days after a copy of the response has been received by the complainant.
  - 4.2.3. The senior administrator shall review the complaint or arrange for such review by an experienced fact finder. This process shall involve interviews with the complainant and with the respondent and, if required, with any witnesses. If a fact finder is chosen he or she shall

report to the senior administrator concerned. This process shall be completed within 15 working days of receipt of the documents under 4.2.2 above.

- 4.2.4. The complainant and the respondent may each be accompanied by a person of their choice when interviewed by a fact finder.
- 4.2.5. Within ten working days of the conclusion of the review under 4.2.3, the senior administrator will submit a report on the allegation to the Director of Employee Relations. Such report may include the senior administrator's conclusions as to whether sexual harassment has occurred. Copies of that report will be provided to the complainant and the respondent. Within ten working days of receipt of the report of the senior administrator the Director of Employee Relations will submit a recommendation to the President. Such recommendation may range from complete exoneration of the respondent to disciplinary action in accordance with established policies and procedures and may include proposals for remedial or preventive action.
- 4.2.6. Within 20 working days of receipt of the recommendation of the Director of Employee Relations the President will make a decision and shall advise the parties in writing with copies to the Conflict Resolution Advisor and senior administrator involved.
- 4.2.7. In cases where a senior administrator is accused of sexual harassment the President will act as the appropriate senior administrator as contemplated in 4.2.1.
- 4.2.8. Reasonable efforts will be made to protect the complainant from any subsequent harassment, discrimination, or reprisal which might arise as a result of the complaint.

## 5. Records

- 5.1. The Conflict Resolution Advisor shall maintain his/her records, including the President's final decision, under this procedure in the strictest confidence.

## 6. Other Policies and Agreements

- 6.1. The application of the Sexual Harassment Policy and Procedures may be modified in specific instances, as is reasonably necessary, by the terms of existing College employment policies and collective agreements.

## 7. Amendments

- 7.1. No changes will be made to the Sexual Harassment Policy and Procedures without consultation with the appropriate faculty, staff, administrative and student organizations.

# CHEATING AND PLAGIARISM POLICY

## 1. Definitions

- 1.1. Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.
- 1.2. Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without acknowledgement.

## 2. Responsibility for Knowledge of Proper Academic Practice

- 2.1. Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre or the Library.

## 3. Responsibility for Development and Administration of Policy

- 3.1. Departments or divisions may develop their own sanction for first cases of cheating and plagiarism or may refer students to College Policy (**See this Policy 5.1, 5.2**). Departments or divisions must inform students of the applicable sanctions.
  - 3.1.1. Departmental or division policies on cheating and plagiarism will be reviewed by the Education Council.

3.2. Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the College policy.

**4. Informing Students**

- 4.1. Students will be provided with a copy of the College Policy on Cheating and Plagiarism.
- 4.2. All course outlines must provide students with a clear definition of cheating and plagiarism and a statement of sanctions for cheating and plagiarism which the department/instructor may apply.

**5. Procedure**

- 5.1. Before assigning a grade to an assignment which is suspected as resulting from cheating or plagiarism, an instructor may require the student to take an oral examination on the content of the assignment.
- 5.2. If an instructor or department determines that a student has cheated or plagiarized, the instructor may impose a sanction ranging from a failing grade for the assignment to a failing grade for the course.
- 5.3. If it is determined that cheating or plagiarism has taken place, the instructor will inform the student in writing of the reasons for applying sanctions and will indicate that the Dean responsible for Student Services will be informed of the instructor's decision.
- 5.4. A record of all cheating or plagiarism cases, with appropriate documentation, will be kept in the office of the Dean responsible for Student Services for five years.
- 5.5. The Dean responsible for Student Services will review the case of all students who are reported to have cheated or plagiarized on a second or subsequent occasion or in first incidents deemed by a department/instructor to be particularly serious.
- 5.6. The Dean responsible for Student Services may impose or recommend imposition of the following sanctions, singly or in combination, for a first incident deemed to be particularly serious or for a second or subsequent incident:
  - 5.6.1. Notice of the incident(s) placed in the student's file. The length of time such a record is to be maintained in the file will be specified.
  - 5.6.2. Probation — Conditional permission for a student to enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication.
  - 5.6.3. Expulsion — Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.
  - 5.6.4. Refusal to enrol or re-enrol — Refusal of the College to enrol or re-enrol a student in a course, courses or program. The terms of this measure will be provided to the student in a written communication.
  - 5.6.5. Suspension from the College — Immediate exclusion of a student from all classes and college services. In future, the student will not be permitted to re-enrol in any course or program or take advantage of any college-sponsored activity or service. The terms of this measure will be provided to the student in a written communication.
- 5.7. When the Dean proposes to invoke a sanction for a first incident deemed to be particularly serious or for a second or subsequent incident, the student involved will be interviewed by the Dean before a decision is made.
- 5.8. For a first incident deemed to be particularly serious or for a second or subsequent incident, the Dean may invoke sanctions 5.6.1 through 5.6.4 or may recommend that the President invoke sanction 5.6.5.
- 5.9. Appeals of the Dean's decision to impose sanctions 5.6.1 through 5.6.4 for cheating or plagiarism must be made in writing to the College Academic Vice-President within ten working days after the imposition of the sanction.
- 5.10. Appeals of the President's sanction 5.6.5 must be made by written appeal to the College's Board within ten working days after the imposition of the sanction.

5.11. Appeals made under 5.9 or 5.10 may include the imposition of a sanction and/or the extent of a sanction.

## **COPYRIGHT POLICY**

### **Terms**

1. Capilano College will seek to ensure that its employees are aware of the terms of the Canadian Copyright Act and will take all reasonable steps to ensure that its employees do not violate the law.
2. Printed matter, computer software, television programs, or any other copyrighted or patented material for which the rights are not owned by the College or a College employee, or for which the rights are not in the public domain, shall not be reproduced without the written permission of the owner of those rights unless the use falls into the “fair dealing” category of the Canadian Copyright Act. It is understood that the reproduction of all or a substantial portion of any copyrighted work is not permissible under the “fair dealing” clause even for private study, research, criticism, review, or educational purposes.
3. College equipment, services, or other resources shall not be used to support infringement of copyright.

### **Procedures**

1. Employees wishing to reproduce copyrighted materials shall be responsible for obtaining, in writing, permission to do so.
2. Upon request, the Library will undertake to negotiate copyright clearance on behalf of departments for materials to be used in the classroom. Costs associated with the clearance and a service fee of \$20.00 per request will be charged back to the requesting department.
3. A “Request for Copyright Waiver” form shall be submitted to the Library for each such request. Upon completion of the services, the Library will notify the requester of the results and a Requisition for Library Services form itemizing costs will be sent to the department’s coordinator for authorization of funds transfer from the requesting department to the Library.
4. The authorizing signature for materials to be printed or duplicated by the College’s Print Shop will certify that the material is free from any copyright infringement. Permission notices will be included where applicable.
5. The Library will accept copies of periodical articles, excerpts from books, or sound cassettes for the reserve collection, but will immediately request permission from the copyright holder to do so. If refused, the article will be removed and returned to its requester. Where available, publishers’ reprints will be purchased.
6. The Library will not record off-air any program for which permission to do so has not been obtained. Faculty may not use in a classroom setting video or audio programs taped off-air at home or rented from a home-use video outlet.
7. All material to be included in an audio-visual production will be free of copyright restriction or permission will be secured. This includes the use of print, graphic and audio material as well as the recording of a performance of a work covered by copyright.
8. Employees shall not use unlawfully duplicated computer programs for instructional or administrative purposes.

## **MISUSE OF COMPUTER SYSTEM POLICY**

The misuse of a computer system (such as unauthorized access to other computer accounts or unauthorized use of system software) is not only unfair to other students but can result, at the instructor’s discretion, in suspension of the offender’s computer access in a course, which may result in an F grade. Repeated offences may result in a permanent revoking of all computer privileges.

## Governance and Administration

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### CAPILANO COLLEGE BOARD

The Capilano College Board, established in conformity with the College and Institute Act, consists of 15 members, including eight appointed by the Minister of Advanced Education, two elected from the student body, and one member elected from each of staff and faculty. The President of Capilano College and the Chair of the College's Education Council are non-voting members.

The Board is responsible for governing the College, and in that capacity determines the policy by which the College operates and reviews the performance of the College and its component parts. Traditionally, the Board meets monthly to fulfil its statutory responsibilities and to conduct its general business.

- Linda Robertson, Chair
- Pat Dejong, Vice Chair
- Tom Adair
- Cherry Itty (student)
- Daryl Collier
- Richard Davies
- Melanie Fahlman Reid (faculty)
- Dr. Robert Harris (Education Council Chair)
- Karen Hodson
- Dr. Greg Lee
- Benjamin Newsom (student)
- Dr. John Webster
- Brian Smith
- Shoshana Somerville (staff)
- Dorothy Jantzen (Ex-Officio Admin. Representative, rotating)
- Dr. Penny Le Couteur (Ex-Officio Admin. Representative, rotating)

### EDUCATIONAL COUNCIL

Education Council, established in conformity with the College and Institute Act, is the advisory body to the College Board on major institution-wide issues and educational policy. Voting members on Education Council include 10 faculty members (elected by faculty), four students (elected by students), two support staff (elected by support staff), and four education administrators appointed by the College President.

- **Two-Year Terms, Faculty**
  - Dr. Robert Campbell, Chair
  - Dr. Frank Harris
  - Jonathan Rouse
  - Gordon Rudolph
  - Mary Lou Trinkwon
  - Marion Haythorne
  - Wayne Henry
  - Jan Shiell (Aug 1/06 - July 31/08)

- Rebecca Wayte
- Stephen Williams
- **One-Year Term, Students**
  - Orith Fogel
  - Christine Ellis
  - Caity Sackeroff
- **Two-Year Terms, Support Staff**
  - Laraine Hamilton
  - Shoshana Somerville, Vice-Chair
- **Education Administrators**
  - Jim Cooke
  - Catherine Vertesi
  - Dorothy Jantzen
- **Ex-Officio Members**
  - John Wilson
  - Kathy Chute
  - Casey Dorin
  - Nadine Bruce
  - Dr. Greg Lee
  - Itidal Sadek
  - Benjamin West

## OFFICE OF DEVELOPMENT & ALUMNI RELATIONS

Capilano College's Office of Development & Alumni Relations engages donors and alumni in advancing the mission of the College. Working together, corporations, individuals, associations, foundations and alumni help enable student success in the pursuit of knowledge, and in contributing effectively as responsible citizens in a diverse global community. Capilano College Foundation is the vehicle for receiving donations (cash, gifts-in-kind, securities, life insurance or bequests) to assist students and programs at the College. Alumni Relations provides programs and services that foster lifelong relationships between the College and its alumni.

For more information, please see [www.capcollege.bc.ca/about/foundation](http://www.capcollege.bc.ca/about/foundation)

### Contact

Office of Development & Alumni Relations,

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Jessica Thoms  
Director of Development & Alumni Relations  
Phone: 604.984.1765  
E-mail: [jthoms@capcollege.bc.ca](mailto:jthoms@capcollege.bc.ca)

Alison Bailey  
Development Assistant  
Phone: 604.984.4983



Fax: 604.990.7880  
E-mail: [abailey@capcollege.bc.ca](mailto:abailey@capcollege.bc.ca)

Janis Connolly  
Alumni Relations Officer  
Phone: 604.984.7968  
E-mail: [jconnoll@capcollege.bc.ca](mailto:jconnoll@capcollege.bc.ca)

Christine Craft  
Donor Relations Assistant  
Phone: 604.983.7566  
E-mail: [ccraft@capcollege.bc.ca](mailto:ccraft@capcollege.bc.ca)

## **ADMINISTRATION**

### **Executive**

President	Greg F. Lee, B.Sc., M.Sc., PhD
Vice-President, Academic Affairs	Vacant
Vice-President, Education - Management and International Programs	Catherine Vertesi, MBA
Acting Vice-President, Finance and Administration	Cindy Turner, CGA, CCP, ISP
Vice-President, Human Resources	Mike Arbogast, B.Sc., MBA, CHRP
Vice-President, Student and Institutional Support	James E. Cooke, BA, MA
Dean of Arts and Sciences	Penny Le Couteur, B.Sc., M.Sc., PhD
Dean of Fine and Applied Arts	Dorothy Jantzen, BA, MA
Dean of Business	Paul Dangerfield,
Dean of Human Services and International Education	John Potts, BA, MPA
Director, Development and College Foundation	Jessica Thoms, MPA
Chief Information Officer	Cindy Turner, CGA, CCP, ISP

### **Athletics and Recreation**

Manager	Joseph Iacobellis, BPE, MPE
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### **BC Centre of Tourism and Leadership**

Manager, BC Centre of Tourism and Leadership	Terry Hood, BA, P.T. Cert.
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### **Bookstore**

Manager	Brian Ball, B.Comm.
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### **Child Care Centre**

Manager	Janet MacDonald
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## China Operations

Manager Jonathan Yin, BA, MBA, MS (TESOL)

## College Foundation

Director, Development and College Foundation Jessica Thoms, MPA

## Continuing Education

Director Lynn Jest, M.Ed.

## Contract Services and Capital Planning

Director Mark Clifford, CPP

## Facilities

Director, Buildings and Grounds Ian Robertson

## Financial Services

Acting Vice-President, Finance and Administration Cindy Turner, CGA, CCP, ISP

Comptroller Carole Selig, CA

Director, Financial Systems Greg Gates, MCSD, CMA

Manager, Accounting Services Amy Woo, BBA

Manager, Payroll Services Nikta Bayanpour, B.Sc., CGA

## Human Resources

Vice-President, Human Resources Mike Arbogast, B.Sc., MBA, CHRP

Manager, Staff Human Resources Rachel Zuckerman

Manager, Faculty Human Resources Tamara Ilersich, BA

## Institutional Research

Manager Jacy Lee, MPA, Ed. D

## International Student Centre

Manager, Institutional Research Gary Henkelmann, B.Ed.

## IT Services

Director, IT Operations Bill Green, B.Sc., M.Sc.

Director, IT Applications Steve Gallagher, BA

## Marketing and Communications

Manager David DeMuyneck

**Performing Arts Theatre**

Manager Julie Vanderyagt, BA, Adv. Cert. A & E

**Regional Centres**

Campus Dean - Sunshine Coast Jean Bennett, BA, MA

Dean - Howe Sound and Tourism Programs Casey Dorin, BA, BSW, MSW

**Registrar's Office**

Registrar Itidal Sadek, B.Arch., B.Sc.

Associate Registrar, Director of Admissions Cheryl Helm, BA

Associate Registrar, Systems and Scheduling Michelle Philippe, Dip. Tech., B.Sc.

# Student Services

## Educational Advice

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### THE ADVISING CENTRE

The Advising Centre:

- provides prospective students with educational planning consistent with their career goals
- assists students and prospective students in making course selections consistent with their career goals
- organizes admission and course planning workshops on campus to help prospective students make an easy and successful transition into college
- provides on-going educational planning for students on campus
- assists students in planning their transfer to other institutions
- provides the general public with information on Capilano College programs
- visits high schools in the Lower Mainland to provide information on College programs and to assist students in their transition from high school to college.

Appointments may be made at the Advising Centre in Birch building, Room 238 or by calling the Advising Centre at 604.984.4990. Drop-in advising is also available.

#### Admissions Advising/ Educational Planning/ High School Liaison

A.L. BOULTON	Supervisor, BA (Alberta), APMCP Post-Baccalaureate Diploma (Capilano College)
E. BROWN	Academic Advisor, BA (SFU)
S. NORMAN	Academic Advisor, BA (McMaster)
S. WEBSTER	Academic Advisor, BA (West Midlands), Cert. Ed. (U. Leicester)
A. YEE	Academic Advisor, BA (UBC)
J. BELL-IRVING	Educational Planning Assistant, Business Certificate (Capilano College), General Studies Diploma (Capilano College)

### Contact

Advising Centre  
Birch building, room 238

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

### REGISTRAR'S OFFICE

The Registrar's Office is responsible for admission, maintenance of all permanent student records, registration for all prospective and continuing students,, evaluating student records for the purpose of graduating, and administration of College policies pertinent to those areas. In addition, all term and examination timetables

and official course articulation and graduation ceremonies or convocation is coordinated by the Registrar's Office.

I. SADEK	Registrar, B.Arch, B.Sc. (Egypt)
C. HELM	Associate Registrar, BA (UBC)
M. PHILIPPE	Associate Registrar, B.Sc. (Arizona State), Dip. (BCIT)
J. FEIST	Office Manager, MBA (Asia Pacific International University) (on leave)
A. WILKE	Office Manager, MA (Germany)

## **Contact**

Registrar's Office  
Birch building, room 230

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

## **DISABILITY SERVICES**

### **General Information**

Intake services for students with disabilities are provided in the Office of Disability Services (Birch 284 & Birch 272). Admitted students will be referred for on-going technical equipment, classroom accommodations, assessments and learning support services.

Contact must be made up to 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
- College orientation
- Registration assistance
- Instructor notifications
- Exam accommodations
- Classroom accommodations
- Alternate format texts (CILS)
- Interpreting services
- Assessment services
- Assistance in accessing equipment and services throughout the Canada Study Grant (CSG)

Faculty are available Monday through Thursday. For more information about Disability Services call Sandra Cooper at 604.983.7526 for an appointment.

## Faculty

Lucas FOSS BA (Carleton), MA Counselling Psychology (Adler School of Professional Psychology), RCC, RRP (1980-2004)  
Alison PARRY BA (York University), M.Ed. (SFU)  
Jan SHIELL B. Ed., M.Ed., PhD (UBC), RRP

## Support Staff

Sandra COOPER Divisional Departmental Assistant

## Contact

Disability Services  
Birch building, room 284

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Sandra Cooper  
Phone: 604.983.7526 for an appointment.

## FIRST NATIONS STUDENT SERVICES

The First Nations Student Advisor provides direct services to First Nations students in a variety of ways: assistance with course selection and registration, information concerning College resources, advisor for special programs, liaison with First Nations Band education officers and college instructors, consultation regarding personal and educational matters. The advisor also acts as a resource to the student-based First Nations Issues Committee.

## Faculty

Peggy SHANNON M.Ed. (UBC), First Nations Advisor

## Support Staff

Susan JOHNSTON B.T.M., MA candidate (RRU), First Nations Liaison Officer

## Contact

First Nations Student Services Advisor  
Birch building, room 327.

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1762.

# International Students

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## GENERAL INFORMATION

Capilano College provides a wide variety of educational programs including: university transfer courses in arts and science, diplomas and certificates in Career and Vocational areas, English as a Second Language (ESL), ESL combined with university transfer or career courses, and four-year degrees in Business Administration, Tourism, Music Therapy, and Jazz Studies. Capilano College welcomes students from all parts of the world.

For more information, please see [www.capcollege.bc.ca/services/international](http://www.capcollege.bc.ca/services/international)

## General Admission Requirements

All international applicants must:

- Be 18 years of age or older on arrival
- Have the minimum grade point average of 2.0 on a 4-point scale
- Have completed the equivalent of secondary school graduation (Grade 12) in British Columbia
- Meet the admission requirements as specified for the intended program of study
- Have a valid Study Permit from the Government of Canada

## Admission Requirements for Specific Program Areas

**To Apply for the English Language Program (ESL).** In addition to the above general admission requirements, applicants must:

- Have some prior studies in English. Students should arrive with a minimum of a lower intermediate level of English.

**To Apply for University Transfer and Degree Programs.** In addition to the above general admission requirements, applicants must:

- If required, have successfully completed any necessary prerequisite courses appropriate to the chosen field of study.
- Demonstrate the required English language proficiency either by presenting an official TOEFL score of 220 (560 paper-based test) or an official IELTS score of 6.5 overall, and no one score less than 6.0, or an ELA score of 145 or an official CAEL score of 70.

**To Apply for Career and Technology and Vocational Programs.** In addition to the above general admission requirements, the applicants must:

- Have permission from the coordinator of the program.
- Demonstrate the required English language proficiency either by presenting an official TOEFL score of 220 (560 paper-based test) or an official IELTS score of 6.5 overall, and no one score less than 6.0, or an ELA score of 145 or an official CAEL score of 70.

## Application Process

To apply to Capilano College, international students should follow these steps:

- Complete an Application for Admission form. (Students may apply online through PASBC, or the Application for Admission form can be printed from the College Web site.)
- Enclose a \$100 CAD (non-refundable) Application Processing fee.
- Enclose an original transcript or a certified copy of all high school and university transcripts in their original language of instruction and translated into English. Certified true copies of transcripts must be stamped and signed by the issuing institution.
- If applying for the academic or career programs, arrange to have an original copy of your TOEFL results sent to Capilano College (Capilano College code is 0505).
- Submit a tuition deposit of \$5,000 CAD

After receiving all required information, and if all admission criteria are met, Capilano College will send the student an admission letter indicating the conditions of the admission. If the College requires further information to evaluate the student's file, a letter will be mailed informing the student of the outstanding documentation required.

## International Student Fees (as of April 1, 2005)

International student tuition fees for all programs of study are \$375 CAD per credit. Most courses are 3 credits. The tuition fee for most courses is \$1125 (\$375 x 3 credits).

International students are required to be enrolled in a full-time program of study, which includes 9-15 credits per term (3-5 courses). Exceptions will be made for students who are in the final term of their program and require fewer courses for completion.

If an international student's status changes to that of a landed immigrant status on/after the first day of classes in a term, the change in tuition fees will occur the following term. Students are asked to provide documentation of the status change.

### Note

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

## Additional Fees

**General Fees:** Incidental fees approximating \$81.30 CAD per term, depending on total registered credits, will be assessed for student union fees.

**Material/Lab Fees:** Where applicable to specific courses, students will be assessed lab/materials fees.

In addition, students are also responsible for such expenses as medical insurance coverage, textbooks, housing, meals, recreational and transportation costs.

## Refund Policy

Students should familiarize themselves with Capilano College's refund policy prior to submitting payment for their studies.

Prior to and During Add/Drop Period

Tuition fees for courses dropped prior to and during the Add/Drop period are 100% refundable. If all courses are dropped, 33% of the tuition charged is non-refundable, 67% is refundable.

Withdrawal Period and After

Tuition fees for courses withdrawn from are non-refundable.



Failure to Obtain Study Permit	Students will be entitled to 100% refund provided that a copy of the refusal letter from the Canadian Embassy is submitted to Financial Services.
International Deposit	Students who fail to register for courses at Capilano College will receive a 90% refund of the \$5,000 tuition deposit.

## Medical Insurance

All students must have adequate medical coverage while studying at Capilano College. Medical insurance for the first 90 days in British Columbia is available at a cost of \$140 CAD. After the first 90 days students must subscribe to the government-operated Medical Services Plan of British Columbia, which costs \$54 CAD per month.

## Satisfactory Academic Achievement

All students who enter Capilano College are expected to maintain acceptable standards of academic performance. Students should refer to the section in this Calendar which explains Capilano College's guidelines for acceptable performance. Should an international student begin to fall below the acceptable performance standards, he/she 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, he/she shall be placed on probation and may, if the situation persists, be required to withdraw from the program.

## International Student Support

Capilano College provides special support to international students.

Staff in the **International Student Centre** work closely with students to ensure that they receive the necessary application and admission information and documentation.

- The International Student Centre provides information and resources on all aspects of the international student's stay in Canada. E-mail: [IntEd@capcollege.bc.ca](mailto:IntEd@capcollege.bc.ca).
- The **Advising Centre** has Academic Advisors who answer questions about programs of study, course selection for university transfer and career programs, and developing an educational plan. Tel: 604.984.4990.
- The **Counselling Department** has professional Counsellors who provide educational counselling, career counselling, and personal counselling, plus provide workshops and outreach programs. Tel: 604.984.1744.
- Capilano College encourages all international students to participate in ISC events to meet Canadian and other international students and to participate in a variety of activities, on and off campus. Tel: 604.990.7929.
- The **Peer Support Centre** has student volunteers who are available as International Buddies, to help students practise English in Conversation Corner, to provide support and information in the Drop-In Centre (BR294) and participate in a variety of outreach activities on campus. For information, please contact the Counselling Department (BR267) 604.984.1744.

Capilano College strives to ensure that all international students are well received and have a positive and successful educational experience.

## INTERNATIONAL STUDENT CENTRE PERSONNEL

G. HENKELMANN	Manager, B.Ed. (U of Alberta)
C. FORTUGNO	International Academic Advisor, BA (U. of Sask)
S. PAYNTER	International Admissions Officer, BA (Carleton)

M. FRANKOWSKI	Events Planner, BPE (U. of Calgary)
V. ADAMEC	Support Staff
W. BOTELHO	B.Sc. (SFU), Support Staff

## CONTACT

International Student Centre  
Birch building, room 339

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Gary Henkelmann: 604.983.7544  
Carlo Fortugno: 604.990.7972  
Stacie Paynter: 604.984.4989  
Michael Frankowski: 604.990.7929  
Viera Adamec: 604.990.7863  
Wendy Botelho: 604.990.7914

## Learning Support Services

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### LIBRARY

#### Library Hours

<b>North Vancouver Campus</b>	
Monday – Thursday	8:00 a.m. – 9:30 p.m.
Friday	8:00 a.m. – 4:30 p.m.
Saturday – Sunday	1:00 p.m. – 5:00 p.m.
<b>Audio Visual Services</b>	
Monday – Thursday	8:00 a.m. – 9:30 p.m.
Friday	8:00 a.m. – 4:30 p.m.
<b>Squamish Campus</b>	
Monday – Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.
<b>Sunshine Coast Campus</b>	
Monday – Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.

Call ahead for summer hours.

### Collections

Students have access to a book collection of over 100,000 volumes, periodical and newspaper collections of 600 current titles, and collections of videos, online databases, maps, government documents, annual

reports and pamphlets. Reference workstation computers provide access to the library web page, INNOPAC online catalogue, online periodical indexes, full-text databases, the World Wide Web, and other online information resources.

## **Research Assistance and Instruction**

Students receive a library orientation and basic research methods class during the first year of English and Psychology courses. Other courses often include a class in the use of library materials specific to the subject area. Individual research assistance is available from the Reference Librarian on duty. Guides to resources and services are available in print and electronically through the library web page.

## **Circulation Services**

Students are required to present current Capilano College ID to borrow library materials. For loan periods and other policies see "Borrowing Guidelines" on the Library's web site at [www.capcollege.bc.ca/services/learning-support/library](http://www.capcollege.bc.ca/services/learning-support/library)

### **Note**

Fines are charged on all overdue library materials. Hourly and daily charges vary depending on whether the item is on reserve, recalled, or on regular loan. Please note the due date on each item borrowed and return materials on time. Failure to return materials and pay all fines at the end of each term will result in transcripts being withheld and registration denied.

## **Audio-Visual Services**

Faculty and students can book ahead and borrow a variety of audio visual equipment from this department: laptop computers, data projectors, cassette recorders, CD & DVD players, etc. There are also bookable computer workstations for slide and document scanning, digital camera image downloading, creating or altering digital images, and some desktop publishing, as well as a copystand camera and photography studio setup. Other services available include colour printing and photocopying (print or acetate), and lamination. Training in equipment use is available by appointment, and emergency assistance is provided on weekdays during Library hours.

This department also houses the video, DVD, CD and LP record collections, which are listed in the library catalogue. Videos and DVDs may be booked ahead of time. With enough notice, titles not in our collection can be requested from other educational institutions for classroom use.

Appointments and sign-in required for some services.

## **Computer Learning Centre**

The Computer Learning Centre provides a self-serve microcomputer lab. Services provided by the lab supervisor include an introduction to word processing, solutions to hardware and software problems, and provision of general information about computing resources at the College. The Centre is located on the main floor of the Library and assistance by the lab supervisor is available during posted hours.

## **Squamish and Sunshine Coast Campuses**

The primary library collection is housed at the main Capilano College Library in North Vancouver, and limited library resources are available at the Sunshine Coast and Squamish campuses. Sunshine Coast and Squamish students have full access to the main Library collection through the online library catalogue and inter-campus lending, as well as full-text periodicals and other databases and Web resources.

## Administration

James COOKE Vice-President, Student Services and Foundation Programs

## Faculty

Karin HALL	BA, MLS (UBC)
David LAMBERT	BA (U of A), MLS (UBC)
Annette LOREK	BA, MLS (McGill)
George MODENESI	BA, MLS (UBC)
Sidney MYERS	BA (UBC), MLS (Western)
Maureen WITNEY	BA (Trent), MLS (U of T)

## Staff

Jason ASBELL	Audio Visual Services
Kathleen COSGROVE	Audio Visual Services
Dianne COTTRELL	Departmental Assistant
Diane CRUICKSHANK	Technical Services
Sarah GALLAGHER	Circulation Services
Glen GREENLY	Technical Services
Karen KLAVER	Circulation Services
Kathleen KLEIN	Audio Visual Services
James KWOK	Circulation Services
KD McARTHUR	Circulation Services
Carol NOONAN	Technical Services
Gail OWEN	Circulation Services
Scott RADNIDGE	Audio Visual Services
Ruth SIEMENS	Audio Visual Services
Judy STEAR	Circulation Services
Deborah SWIGART	Technical Services
Amy TONG	Circulation Services
Luisa VESCHINI	Circulation Services
George VILLAVICENCIO	Circulation Services
Jan WILSON	Technical Services

## Contact

Capilano College Library

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

Web site: [www.capcollege.bc.ca/services/learning-support/library](http://www.capcollege.bc.ca/services/learning-support/library)

## LEARNING SPECIALIST

The office of the learning specialist offers the following services to Capilano College 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. Credit courses, team taught with counsellors, that help students adopt attitudes and methods that promote student success.
3. Individual assistance to students with specific academic concerns and difficulties.
4. Support to students with documented learning disabilities in the form of individual learning strategies instruction.

## Faculty

Alison PARRY

BA (York), M.Ed. (SFU)

## Contact

For more information on the services offered by the learning specialists, or to make an appointment to see the learning specialist contact the appropriate campus:

### North Vancouver Campus

Learning Specialist  
Counselling Department  
Birch building, room 267

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1744

### Squamish Campus

Learning Specialist  
Phone: 604.892.5322 (local)  
Phone: 604.986.1911, ext. 5800 (toll free from North Vancouver)

### Sunshine Coast Campus

Learning Specialist  
Phone: 604.885.9310  
Phone: 604.986.1911, ext. 5900 (toll free)

## WRITING CENTRE

All students registered at the College are welcome to visit the Writing Centre (FR402) for individual help with their writing assignments or writing difficulties. The Centre is not a proofreading service but aims to help students develop their writing ability.

Aside from help from instructors, the Centre also offers a wide variety of free handouts; a Web site ([www.capcollege.bc.ca/student-services/writing-centre](http://www.capcollege.bc.ca/student-services/writing-centre)) with links to writing resources; a Web-searchable

catalogue of the extensive reference book collection; a computer lab with six PCs, a laser printer, and an appealing and quiet workspace.

The Writing Centre is staffed by faculty members from the English, ESL and ABE Departments. Hours of operation are posted outside the door of the Centre and on the Writing Centre web site at [www.capcollege.bc.ca/services/learning-support/writing-centre](http://www.capcollege.bc.ca/services/learning-support/writing-centre).

## THE MATHEMATICS LEARNING CENTRE

Students studying mathematics at Capilano College benefit from one of the most comprehensive learning centres in the province. The Mathematics Learning Centre (MLC) is located in the Birch building, Room 289. During scheduled hours students may obtain individual assistance from the instructor on duty. The MLC also contains an extensive collection of learning materials including software, videos, and reference texts.

## Student Financial Support

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### EMPLOYMENT CENTRE FOR STUDENTS

The Student Employment Centre offers extensive services to support students with their important search for employment — whether full-time, part-time, seasonal, work experience, co-op or practicum. Students may access the Centre's services in two ways — drop-in and by appointment.

#### General Service

- current job postings available
- résumé and cover letter review
- access to potential employer lists
- interview suggestions
- student computers available for company research, resume development and posting, job search, plus extensive and beneficial employment related links
- tutor registry
- childcare registry

#### Contact

Employment Centre for Students  
Birch building, room 270  
Judy Sankey, Centre Assistant  
Phone: 604.984.4965  
Fax: 604.990.7866  
E-mail: [jsankey@capcollege.bc.ca](mailto:jsankey@capcollege.bc.ca)

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

#### Individual Employability Coaching (by appointment)

- strengthening your ability to secure employment

- determining an employment focus
- résumé and job posting dissection techniques
- developing a mature, effective cover letter
- self advocacy
- clearly understanding your contribution to a potential employer
- interview portfolio development
- long-term support (even after graduation!)
- on-going motivation and guidance
- all discussions are confidential

### Main Centre Contact

Employment Centre for Students  
 Birch building, room 270  
 Shoshana Somerville, Employability Coach  
 Phone: 604.990.7922  
 Fax: 604.990.7866  
 E-mail: [ssomervi@capcollege.bc.ca](mailto:ssomervi@capcollege.bc.ca)

Capilano College  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5

## FINANCIAL AID AND AWARDS

### Programs Administered by the Financial Aid and Awards Office

- Adult Basic Education Student Assistance Program (ABESAP)
- Canada Study Grants for High-Need Part-Time Students (CSG-HNPT)
- Internal scholarships, bursaries, and awards

### Deadlines for Internal Scholarships, Bursaries, and Awards

Fall Term	September 30
Spring Term	January 31

### Services Provided by the Financial Aid and Awards Office

- Information on the British Columbia Student Assistance Program (BCSAP)
  - applications, assessments, reassessments and appeals
  - maintaining eligibility and interest free status
  - repayment
  - [www.bcsap.bc.ca](http://www.bcsap.bc.ca)
- Information on the student assistance programs of other provinces
- Information on other sources of educational funding
- Emergency aid (limited). Includes emergency loans and emergency bursaries
- Individual financial counselling
- Workshops and information sessions on financing an education, and budgeting

### Note

Government loan/grant programs are intended to assist students who do not have the resources available to pay for their education. Students and, in some cases, family may be required to contribute. The amount of money a student will receive may not cover the entire costs associated with post-secondary education. It is expected that students create a financial plan and budget their funds for each educational year. Students are expected to have arranged finances prior to registration.

## Publications

- Financial Aid and Awards – A Student Guide
- Government brochures related to student financial aid
- Student hand outs

## Scholarships, Bursaries, and Awards

A variety of awards which recognize achievement, and/or other qualifications are available. A detailed listing of these awards is contained in the free booklet: *Financial Aid and Awards – A Student Guide* or on the College Financial Aid Web site at [www.capcollege.bc.ca/services/financial/financial](http://www.capcollege.bc.ca/services/financial/financial).

## Financial Aid and Awards Personnel

S. BISHOP	Financial Aid Assistant
J. BOYLAN	Financial Aid Officer
G. HIRSCH	Financial Aid Supervisor
D. KANE	Financial Aid Clerk

## Contact

Financial Aid and Awards  
Birch building, room 238

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4966  
Fax: 604.984.1798  
E-mail: [finaid@capcollege.bc.ca](mailto:finaid@capcollege.bc.ca)

[www.capcollege.bc.ca/services/financial/financial](http://www.capcollege.bc.ca/services/financial/financial)

## Alternative Learning Formats

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### DISTANCE EDUCATION

Capilano College offers a variety of courses by distance education. Some courses are offered online.



## Paralegal/Legal Assistant Certificate Program

This part-time distance education certificate program is available in distance learning format for students living outside the Vancouver and Lower Mainland areas. Students must be employed as a legal secretary or legal administrative assistant while completing the program and have at least two years of such experience before starting the program. The content of this program is identical to the content of the evening option part-time Paralegal/Legal Assistant Certificate program. Please refer to this program in the calendar for course listings.

### Contact

For more information or to receive a brochure, contact the Institute of Paralegal Studies - Distance Education: Fir building, room 550a

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911, ext. 2361  
E-mail: [de-lgas@capcollege.bc.ca](mailto:de-lgas@capcollege.bc.ca)

Web site: [www.capcollege.bc.ca/programs/paralegal](http://www.capcollege.bc.ca/programs/paralegal)

## CO-OPERATIVE EDUCATION

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 and unpaid employment in business, industry, government and non-profit organizations. The goal is to develop high calibre 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.

The co-op experience provides students with a superior, well-rounded education enriched by the practical application of their skills. They obtain valuable "hands-on" experience and are able to evaluate their career choices.

The College receives immediate feedback on the quality and relevance of the program areas and on the quality of the students. Co-op education also helps the College develop contacts with the business community in general.

The following are co-operative education programs at Capilano College:

- McRae Institute of International Management
- Tourism Management
- Arts and Entertainment Management

## Practicum and Short-term Work Experiences

Several programs include a period of work placement as part of their program requirements. They include:

- Legal Administrative Assistant Program
- Medical Office Assistant Program

- Executive Support and Office Administration Program
- Paralegal Diploma Program
- Health Programs
- Early Childhood Care and Education Program
- Special Education Assistant Program
- Magazine Publishing Program

In addition, Capilano College School of Business operates short term, directed work experience programming under BADM 206 & 306. Details on these programs are available in the appropriate program area of this Calendar.

## Personal Support Services

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### COUNSELLING

#### General Information

The counsellors at Capilano College 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, the Counselling Department offers the following services to Capilano College students:

*Educational Counselling* is available to help students plan their college education according to their interests, aptitudes and career goals.

Students are advised to consult with a counsellor when experiencing academic difficulties. Students **must** see a counsellor before registering for an overload or when considering filing a formal grade appeal.

*Career Counselling* offers help to students who are having trouble deciding on a career, who perhaps feel unsure, confused, or lacking motivation. Counselling and testing can help students make realistic career plans based on their interests, abilities and values.

*Personal Counselling* is available to help students who are experiencing personal difficulties which affect their ability to succeed in college. 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.

CSS 100, *College Success - Academic and Personal Success*, is a three credit, full term course co-taught by a counsellor and the learning specialist.

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

## Peer Support Centre

The Peer Support Centre (PSC) is made up of a group of students who volunteer their time to assist other Capilano College students. Volunteers act as buddies to international students to help facilitate their transition to Capilano College and to Canadian culture. They also lead conversation groups for ESL students and may assist ESL students in classroom settings. The PSC is also involved in activities such as orientation, campus tours and outreach events. The volunteers are trained and supervised by the Counselling department, and financial support for the PSC is provided by the Capilano Students' Union. Students who are interested in becoming volunteers can contact the Counselling Department at 604.984.1744.

## Faculty

M. FEIST	M.Ed. (UBC)
D. FRANKEL	BA (Concordia), M.Ed. (McGill)
K. LAM	MSW (Washington Univ.), PhD (Univ. of Minnesota)
Y. McCOLL	BA (Simmons), M.Ed. (Harvard)
S. MITCHELL	B.S.Ed. (N. Illinois), MA (UVic)
K. PEARDON	BA (Univ. of Regina), MA (UBC)
S. SOHI	MA (UBC)
S. WALLSTER	BA (Carroll), M.Ed. (Montana State Univ.)

## Support Staff

L. HAMILTON	Divisional Assistant
B. GERELA	Receptionist

## Contact

### North Vancouver Campus

The Counselling Department  
Birch building, room 267

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1744

Appointment times are available Monday through Friday, from 9 a.m. to 4:30 p.m. Drop-in counselling is also available to accommodate students in crisis or emergency situations, or for short consultations.

### Squamish Campus

Phone: 604.892.5322

### Sunshine Coast Campus

Phone: 604.885.9310

## CHILD CARE

Capilano College offers child care for infants, toddlers and 3 – 5 year olds. Some part-time spaces are available. Priority is given to Capilano College students.

Applications for child care are available at the Child Care Centre or by calling 604.984.4950.

## CONFLICT RESOLUTION ADVISOR

Naya KEE

BA, LLB (U of T)

The primary work of the Conflict Resolution Advisor is to assist campus members to informally resolve disputes, including difficult interpersonal situations and other 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 College Sexual Harassment Policy (see Policies and Procedures in this Calendar).

The advisor also offers presentations and workshops on campus on many topics, including harassment, conflict resolution, human rights, bullying, dating violence, and assertiveness training. The advisor and her resource library are available to all student researchers with questions about harassment, conflict resolution and related topics.

See [www.capcollege.bc.ca/services/personal/conflict.html](http://www.capcollege.bc.ca/services/personal/conflict.html) for details on this service, links, resources and FAQs.

## Contact

Conflict Resolution Advisor  
Birch building, room 270a

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7547

Appointments may be arranged by calling 604.990.7863

## 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.

## Health Services Personnel

Dr. Bill MACKIE	B.Sc., M.Sc., MD (UBC), FCFP, Dip. Sport Med., Director of Medical Services
Dr. F.V. DENHOED	MD, FRCS (C) Plastic Surgeon
Dr. Debbie COLLINS	BSR, MD, CCFP, Dip. Sport Med.
Dr. Mona LEE	MD, CCFP

## Contact

Health Services  
Birch building, room 249

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

## SPORTS MEDICINE CLINIC

Allison MACKAY	B.Sc.PT, BA, CAFCI, CSCS, MCPA, Registered Physiotherapist
Paige LARSON	B.Sc.PT, BPE, CAFCI, MCPA, Sports Physiotherapist
Florence YIP	B.Sc.PT, MCPA, Registered Physiotherapist
Walter AMENT	RMT, Registered Massage Therapist

## Contact

Physiotherapy and Massage Therapy  
Birch building, room 249a

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7851

Physiotherapy appointments may be made through the receptionist.

## Hours

Monday – Friday 7 a.m. to 7 p.m.

## FIRST AID

First Aid is administered through the Facilities Department.

First Aid Services are available on campus 24 hours a day, seven days a week.

## Contact

First Aid  
Phone: 604.984.1772.

## SECURITY

Capilano College is concerned with the safety and security of students, faculty, staff and visitors on campus.

Security at the North Vancouver campus is provided by uniformed officers. These officers are available to escort any member of the College community. Advance notice is appreciated, but not required. Campus security may be reached at 604.984.1763.

A security awareness orientation is provided to every class at the beginning of each term. Faculty, particularly those teaching evening classes, promote and actively encourage the buddy system. Students are advised to walk with a friend or, if possible, travel in groups to parked cars or to other locations, or get a ride to their vehicle if they are parked some distance away from others.

## Career Planning Information

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### CAREER RESOURCE CENTRE

The Counselling Department assists students considering career options by providing information and reference materials on a wide variety of occupations. The Career Resource Centre houses a collection of vocational literature and information on labour market trends. The Centre also contains calendars from Canadian and foreign universities and colleges, and free informational brochures on campus and community resources. Copies of past and current course outlines for Capilano College are available for reference in choosing courses and instructors. In addition, there are two computers located in the Career Resource Centre to allow students to find career and occupational information on the Internet. A program to help students improve their study skills is also available on one of these computers.

### Contact

The Career Resource Centre  
Birch building, room 267

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

For assistance, contact the Counselling Department receptionist at 604.984.1744.

The Career Resource Centre is open from 8:30 a.m. – 4:30 p.m. Monday through Friday.

## Campus Activities

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### ATHLETICS AND RECREATION

#### Athletics

Capilano College is a full member of the British Columbia Colleges' Athletic Association, which is the governing body for all intercollegiate athletics in the province. Provincial championships are determined annually, with winners advancing to national finals. This affords our College's highly skilled student athletes an opportunity to meet with and compete against the best college athletes in Canada.

Intercollegiately, Capilano Blues teams compete in soccer, basketball, volleyball, and badminton 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 College 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, Athletics and Recreation, Joe Iacobellis at 604.983.7533.

## Campus Recreation

The department offers an expanding intramural program, utilizing the College's Sportsplex facility and the Weight Training Centre, together with recreation and fitness programs, which are available during the day and evenings in the fall and spring terms. Some examples of the scheduled activities are: co-ed volleyball, basketball, indoor soccer, yoga, badminton, table tennis, aerobics, dance, rowing, weight training, boxercise and many more.

The Sportsplex is located in the south east corner of the south campus parking lot across from Birch building.

## Sportsplex and Fitness Centre

The Sportsplex is one of the finest multipurpose facilities in the province. It houses intramural programs, athletics, gymnasium-based programs, extension courses in sports and recreation, as well as general activity drop-in programs for those requiring scheduling flexibility. Each of these programs offers a variety of activities which will satisfy the recreational needs of the student body.

Facilities include a 14,500 sq. ft. gymnasium with seating capacity for 1,700, suitable for basketball, volleyball, badminton, indoor soccer, wrestling, martial arts and many other activities; a 2,400 sq. ft. aerobics gym; weight and fitness centre; dressing rooms and sauna. A wide range of services including towel service, locker rentals, first aid, laundry service and equipment loans are available.

### Current hours of operation during the term (September to April)

Monday to Thursday:	8:30 a.m. to 11 p.m.
Friday:	8:30 a.m. to 7:30 p.m.
Saturday/Sunday:	Please call 604.984.1737 for schedule

## Administration

Joseph IACOBELLIS                      BPE, MPE (UBC), Manager

## Faculty

Milton WILLIAMS                      BPE (UBC), Campus Recreation Programmer, Sports Information Director

Wayne DESJARDINS                      BEd (UBC), Sport Camps Programmer

## Support Staff

Rosa OLYNYK                              Department Assistant

Eran FOREMAN                            Evening Attendant

Shawn SILVERSTONE                    Senior Attendant

Choyal BROWN                            Attendant

Tom SMITH                                 Evening Attendant

## Contact

Sportsplex Office  
Sportsplex building, room 114

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

## **Gym Schedule and Game Times**

Phone: 604.984.1737  
Fax: 604.984.1736

## **Intramurals, Recreational Programming**

604.983.7532 Milt Williams

## **Sports Line (general information)**

Phone: 604.990.7845

## **STUDENTS' UNION**

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 Union commences at registration and includes both part-time and full-time students. The Union works to protect the rights of students and to advocate wherever decision making affects the quality of life for students at Capilano College. For example, the Union appoints student representatives to college committees to ensure that student perspectives are a part of the College's decision making processes. The Union also organizes social, political and cultural events and provides a variety of low-cost services to members. Capilano students are also members of the Canadian Federation of Students (CFS), an alliance of 400,000 students across Canada. Through the Canadian Federation of Students, the Union works to advance post-secondary education policies in areas such as tuition fees and student financial assistance.

The activities of the Students Union are coordinated by an elected Executive Committee and various Union committees. Elections of all vacant and expiring positions are held during the first five weeks of each college term. Students interested in getting involved with their Students' Union can drop by the Student Union office in the Maple building for an orientation, check out our Web page, join a Union committee, study in the Student Union lounge, consign old texts, work on campaigns to keep post-secondary education accessible, or run for an executive position. To obtain a copy of the Union's Constitution and Bylaws students can stop by the Union Office, Room 116 in the Maple Building.

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

Office Hours Monday to Thursday 8 a.m. to 3:45 p.m. Friday 8 a.m. to 3:00 p.m.

## **Contact**

CSU Front Office - Maple building, room 116  
Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4969  
Fax: 604.984.4995  
E-mail: [csu@capcollege.bc.ca](mailto:csu@capcollege.bc.ca)



## Campus Publications

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### THE CAPILANO REVIEW

*The Capilano Review* is a venturesome tri-annual magazine of the arts, publishing innovative poetry, fiction, visual art, and drama from Canada and the world. Since its inception in 1972 in the Capilano College Humanities Division, the magazine has won seven National Magazine Awards, three Western Magazine Awards, and one Journey Prize Award. *The Capilano Review* is published by the Capilano Press Society; it receives support funding from the Canada Council and Capilano College. Subscriptions are \$25 for one year (three issues) or \$45 for two years. The student rate for one year is \$15. The Capilano Press Society welcomes donations to its Friends and Benefactors Program and to its endowment fund (tax deductible through The Capilano College Foundation).

For more information, please see [www.capcollege.bc.ca/about/publications/cap-review](http://www.capcollege.bc.ca/about/publications/cap-review)

### Contact

Carol L. Hamshaw  
The Capilano Review  
Fir building, room 456

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1712  
Fax: 604.990.7837  
E-mail: [tcr@capcollege.bc.ca](mailto:tcr@capcollege.bc.ca)

Web site: [www.thecapilanoreview.ca](http://www.thecapilanoreview.ca)

### STUDENT NEWSPAPER

The student newspaper at Capilano College is the Capilano Courier, published every other week. The Courier is run by an independent staff of students, autonomous from the student society and College 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 College 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 College  
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. Go to: [www.capcollege.bc.ca/services/community/bookstore](http://www.capcollege.bc.ca/services/community/bookstore) then go to the Bookstore List 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 Web site 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 CENTRE (STUDENT PHOTO IDENTIFICATION)

The CapCard Centre produces the official student photo identification card of Capilano College. All new or returning students will need to obtain a *CapCard* after completing the registration process.

The *CapCard* is your official ID card and library card, allowing you to borrow material and access online databases. Once you have obtained your card, please go in person to the Library to activate your barcode. Your card can also be used for photocopying and laser printing (see Adding Value to the *CapCard*).

The *CapCard* is required to be presented at the Registrar's Office when requesting any services, i.e. transcripts, changes, etc.

The *CapCard* system will continue to develop with the goal of improving access and services for the safety and convenience of the College community.

Please note that hats (baseball caps, toques, etc.) as well as sunglasses, may **NOT** be worn in photos.

### Facts You Should Know

#### How to Obtain Your CapCard

- **Option 1 - Pay First**

Attend the Cashiers' Office and pay the card fee of \$10.00. Then bring your receipt (proof of payment) to the CapCard Centre to receive your card.

- **Option 2 - Pay Later**

Attend the CapCard Centre for the entire transaction. The card fee of \$10.00 will be added to your student account, which will need to be paid at the Cashier's office before the end of the current term.

**With either option, you are required to present your student number and one piece of government issued Photo ID (Driver's Licence, Passport, or Canadian Citizenship) to obtain your CapCard. NO EXCEPTIONS.**

The CapCard will be issued immediately and all cards must be signed upon receipt.

## **Sunshine Coast and Squamish Campuses**

If you are taking courses at either of these campuses, please attend the appropriate campus for details on obtaining your photo ID. You may also attend the North Vancouver campus to acquire your card.

## **Adding Value to the CapCard**

Value may be added to the *CapCard* for photocopying and laser printing at one of two Cash Card Managers (CCMs): one is located outside and one inside the main doors of the Library.

The CCMs accept loonies, toonies, and \$5, \$10, and \$20 bills. They do **NOT** accept MasterCard, Visa, or any other credit cards.

The Cash Card Managers do **NOT** give change. *Use exact change only.*

## **Lost or Stolen Cards**

Report lost or stolen cards to the Registrar's Office and check to see if your card has been turned in. Also check with the Library for lost cards. If you do need to replace your card, follow the process outlined above. There is a \$10 replacement fee.

## **Damaged Cards**

Cards that are damaged or have "error messages" should be taken directly to the CapCard Centre for possible repair or replacement

## **Expiry**

1 year

## **Refunds**

There are no refunds of any value added to your *CapCard* or *ServicesCard*. (The *Services Card* is a generic copy card obtained from the CCMs.) If your card is lost or stolen, just like cash, the value on the card is lost. Please consider putting a reasonable amount on your card.

## **Hours of Service**

Monday to Friday: 8:30am – 4:30pm

### **Note**

Extended hours will be offered during peak periods and will be posted at that time.

## **Contact**

CapCard Centre  
Arbutus building, lower level, room 017

Capilano College  
2055 Purcell Way

North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1725  
E-mail: capcard@capcollege.bc.ca

## FOOD AND BEVERAGE SERVICE

**The Food Court** (located main floor, Birch building)

Hours of Service: (when classes are in session)

Monday to Thursday: 8:00 a.m. – 8:00 p.m.
Friday: 8:00 a.m. – 2:00 p.m.

**Tim Hortons** (located main floor, Birch building)

Hours of Service: (when classes are in session)

Monday to Thursday: 7:00 a.m. – 3:30 p.m.
Friday: 7:00 a.m. – 1:30 p.m.

**Montagues** (Soups and made to order sandwiches & wraps) (located main floor, Birch building beside Tim Hortons)

Hours of Service: (when classes are in session)

Monday to Thursday: 11:00 a.m. – 1:30 p.m.
Friday: 11:00 a.m. – 1:00 p.m.

**Cedar Building Kiosk** (Cedar building, 1st floor)

Hours of Service: (when classes are in session)

Monday to Thursday: 8:00 a.m. – 1:00 p.m.
Friday: 8:00 a.m. - 12:30 p.m.

**Fir Building Kiosk** (Fir building, 2nd floor)

Hours of Service: (when classes are in session)

Monday to Thursday 8:00 a.m. – 2:00 p.m.
Friday: 8:00 a.m. – 1:00 p.m.

**Vending services** are available throughout the campus.

**Catering services** for meetings or other on-site occasions are also available. Contact the Director of Food Services at 604.984.4970.

*Hours of service may be altered with notice.*

See Aramark web site at [www.capcollege.campusdish.com](http://www.capcollege.campusdish.com) for updates to hours of service, weekly menu offerings, seasonal events, and to order catering or to provide feedback on your campus dining experience.

## LOST AND FOUND

Students may inquire about lost or found items at the Check Out counter of the Library.

## PARKING

Pay parking is in effect 24 hours a day, seven days a week, all year.

Pay parking applies to all parking spaces at the North Vancouver campus, including all those on College roadways, and is strictly enforced.

### Note

Parking on Purcell Way is reserved for the residents of Purcell Way.

Northwest Boarding Kennels' pay parking lot is a private entity. Tickets/permits purchased from their lot are not valid for parking on College property, and Capilano College tickets/permits are not valid on their property.

The administration and operation of pay parking including permit sales, equipment, parking violation notices, courtesy notices and towing is handled by Imperial Parking Canada Corporation.

## Fees for Pay Parking

- \$3/day (or \$0.25 per 15 minutes in short term parking areas, Lots #7 and #10)
- \$30/month (first day – last day)
- \$100/term (four calendar months)
- \$180/ annual (12 calendar months)
- Parking lots #7 and #10 — short term parking between 6 a.m. and 5 p.m.

The College reserves the right to adjust the parking rates without notice.

## Payment Methods

Daily tickets may be purchased from dispensers (coin and/or credit cards) located throughout the campus.

Verrus Pay & Park provides customers with the option of purchasing daily or hourly parking using a cellular telephone. Verrus instructions are posted at each pay station throughout the campus.

One month, term and annual permits may be purchased from Imperial Parking Canada Corporation, located in the Arbutus Building, Room 032 (basement level).

Parking permits can also be purchased online at [www.capcollege.bc.ca/services/community/parking](http://www.capcollege.bc.ca/services/community/parking)

## Permit Sales Office Hours

The Parking Services Office is open for sales during the following times:

Each month during the first and last five business days: Monday – Friday: 10:15 – 10:45 a.m. and 12:15 – 1:15 p.m.

On the remaining days of the month, permit sales are: Monday through Friday 12:15 – 1:15 p.m.

Additional extended hours may be available and will be advertised during rush periods at the beginning of fall and spring terms.

## **Car Pooling = Free Parking**

Persons wanting to take advantage of car pooling may obtain application forms from the Purchasing Department located in Arbutus Building, Room 018 (basement level).

Registered groups of three or more individuals arriving and unloading at the same time, in one vehicle, in the designated parking area, will be provided with free parking.

## **Contact**

Parking Services Lot Manager  
Arbutus building, room 032

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.329.5171 (cell)  
Phone: 604.983.7593  
Fax: 604.990.7887

## **STUDENT STORE — CAP CORNER**

The student store, located in the Library building, is operated by the Retail Marketing students.

The store serves as a teaching aid allowing students to put into practical use the skills they learn while in the classroom.

The store sells Capilano College sweatwear, school supplies, common pharmaceutical items, gifts, candy, snacks and cold drinks.

Special sweatwear orders for clubs, organizations, and various athletic teams can be arranged.

Hours of operation are Monday to Thursday from 10:15 a.m. to 3:45 p.m. during the spring and fall terms. Occasionally the store is closed due to field trips or exams.

# Programs by Credential

## Bachelor Degrees

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Capilano College offers the following bachelor degrees:

- [Bachelor of Business Administration Degree](#)
- [Bachelor of Music in Jazz Studies Degree](#)
- [Bachelor of Music in Jazz Studies Degree - Arranging/Composition](#)
- [Bachelor of Music in Jazz Studies Degree - Education Stream](#)
- [Bachelor of Music in Jazz Studies Degree - Vocal Performance](#)
- [Bachelor of Music in Jazz Studies Degree -Instrumental Performance](#)
- [Bachelor of Music Therapy Degree](#)
- [Bachelor of Tourism Management Degree](#)

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

## Associate Degrees

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

- [Degree of Associate of Arts](#)
- [Degree of Associate of Arts - Applied Ethics Concentration](#)
- [Degree of Associate of Arts - Art History Concentration](#)
- [Degree of Associate of Arts - Global Stewardship](#)
- [Degree of Associate of Arts - Psychology Concentration](#)
- [Degree of Associate of Science](#)
- [Degree of Associate of Science - Biology Concentration](#)
- [Degree of Associate of Science - Chemistry Concentration](#)
- [Degree of Associate of Science - Computing Science Concentration](#)
- [Degree of Associate of Science - Mathematics Concentration](#)
- [Degree of Associate of Science - Physics Concentration](#)

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

## Diploma Programs

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Capilano College offers the following diploma programs:

- [Aboriginal Tourism Management Co-op](#)

- [Academic Studies](#)
- [Acting for Stage and Screen](#)
- [Advanced Business Administration - Accounting](#)
- [Advanced Business Administration - General Management](#)
- [Advanced Business Administration - International Business Studies](#)
- [Advanced Business Administration - Marketing](#)
- [Advanced Business Administration - Strategic HR Management](#)
- [Advanced Motion Picture Production](#)
- [Arts and Entertainment Management](#)
- [Bachelor of Music Transfer](#)
- [Business Administration](#)
- [Business Administration - Chinook](#)
- [Business Administration - Chinook Intensive Transfer](#)
- [Commercial Animation](#)
- [Communications Studies](#)
- [Computing Science](#)
- [Costuming for Stage and Screen](#)
- [Destination Resort Management Co-op](#)
- [Documentary and Small Unit Production](#)
- [Engineering Transition](#)
- [General Studies](#)
- [Human Kinetics \(Exercise Science Stream\)](#)
- [Human Kinetics \(Physical Education Stream\)](#)
- [Illustration/Design: Elements & Applications](#)
- [Indigenous Independent Digital Filmmaking](#)
- [Interactive Design](#)
- [Jazz Studies \(Instrumental Concentration\)](#)
- [Jazz Studies \(Vocal Concentration\)](#)
- [McRae International Management Graduate](#)
- [Motion Picture Production](#)
- [Musical Theatre](#)
- [Outdoor Recreation Management](#)
- [Paralegal/Legal Assistant](#)
- [Rehabilitation Assistant](#)
- [Studio Art](#)
- [Technical Theatre](#)
- [Textile Arts](#)
- [Theatre](#)
- [Tourism Management Co-op](#)
- [Tourism Management for International Students](#)

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



## Certificate Programs

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Capilano College offers the following certificate programs:

- [Aboriginal Tourism Operations](#)
- [Accounting Assistant](#)
- [Accounting Fundamentals](#)
- [Accounting Support](#)
- [Acting for Stage and Screen](#)
- [Acting for the Camera](#)
- [Administrative Fundamentals](#)
- [Advanced Arts & Entertainment Management](#)
- [Advanced Illustration](#)
- [Advanced Textile Arts](#)
- [Advanced Tourism Studies](#)
- [Advanced Wilderness Leadership](#)
- [Advertising](#)
- [Alternative Career Training](#)
- [Animation Institute](#)
- [Applied Business Technology Online](#)
- [Applied Environmental Science Post Graduate](#)
- [Art Institute](#)
- [Business Administration - Advanced](#)
- [Business Administration](#)
- [Business Administration-Business Computing](#)
- [Business Fundamentals](#)
- [Business in Tourism](#)
- [Capilano Magazine Publishing](#)
- [Chinook Foundation](#)
- [Cinematography for Film and Video](#)
- [Computer Fundamentals](#)
- [Costuming for Stage & Screen](#)
- [Digital Animation](#)
- [Early Childhood Care & Education](#)
- [ECCE - Infant & Toddler](#)
- [ECCE - Special Needs](#)
- [Entry Level Grip](#)
- [Entry Level Set Dresser](#)
- [Entry-Level Film Lighting](#)
- [Environmental Assessment Post Graduate](#)
- [ESL - Lower Intermediate Intensive](#)
- [ESL - Upper Beginner Intensive](#)

- [ESL - English Language Foundations I](#)
- [ESL - English Language Foundations 2](#)
- [ESL - College Academic English Preparation I](#)
- [Executive and Project Administration](#)
- [Exhibit Design](#)
- [Foundations in Illustration and Design](#)
- [Guided Imagery and Music](#)
- [Home Support/Resident Care Combined](#)
- [Landscape Horticulture](#)
- [Legal Administrative Assistant Online](#)
- [Legal Administrative Assistant](#)
- [Local Government Administration](#)
- [Medical Office Assistant](#)
- [Motion Picture Production](#)
- [Mountain Bike Operations](#)
- [Paralegal/Legal Assistant](#)
- [Payroll Practitioner](#)
- [Pharmacy Technician/Assistant](#)
- [Post Baccalaureate Jazz Pedagogy](#)
- [Pre-Occupational Skills Training](#)
- [Professional Communications](#)
- [Professional SCUBA Dive Instructor](#)
- [Retail Marketing](#)
- [Special Education Assistant](#)
- [Sunshine Coast Trades Entry](#)
- [Theatre Institute - Acting Concentration](#)
- [Theatre Institute - Directing Concentration](#)
- [Theatre Institute - Production Concentration](#)
- [Tourism Event Management](#)
- [Wilderness Leadership](#)

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

## **Citation Programs**

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Capilano College offers the following citation programs:

- [Animation Fundamentals](#)
- [College and Career Preparation \(Web Assisted\)](#)
- [Computer Animation & Visual Effects](#)
- [ESL - College Academic English Preparation 2](#)
- [ESL - College Academic English Preparation 3A](#)

## *Programs by Credential*

- [Gateways: Personal Management and Planning](#)
- [Post Baccalaureate Strategic Tourism Leadership](#)
- [VISION](#)

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

# Preparatory Programs

## General Information

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Many students who enter Capilano College require preparatory courses to meet entry level requirements for a particular college program, or to upgrade their academic skills from basic literacy to the Provincial Level (regular or adult Dogwood Certificate).

Students who have been out of school for a number of years and want to resume their education often find that the Adult Basic Education program best meets their needs. Most courses in the program are self-paced and may be taken on a part-time basis. Full-time students attend classes in which they work up to five hours a day in the classroom with College instructors. In addition, some courses require independent study outside of class. The level of courses in the Adult Basic Education program ranges from Basic Literacy to Provincial (Grade 12) level. Many of the upper-level courses, taken alone or as part of a larger program of studies, will meet entry requirements for university transfer and career/vocational programs.

The preparatory courses which are offered by a number of departments at the College are designed to upgrade students who lack course prerequisites for university transfer and career/vocational programs. Many of these courses are taught in two-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.

Either the Adult Basic Education program or the preparatory courses offered in the University Transfer departments may satisfy the student's upgrading needs. Students should refer to the Adult Basic Education section of the Calendar or contact the program coordinator. For information on other preparatory courses consult the Advising Centre at 604.984.4990 (Birch Building, Room 238).

For more information, please see [www.capcollege.bc.ca/programs/preparatory](http://www.capcollege.bc.ca/programs/preparatory)

## Pre-University Transfer Level Courses

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For students who do not have some of the course prerequisites for University Transfer or Career programs, the College offers the following pre-university transfer level courses. Students interested in registering for the following Pre-University Transfer Level courses must apply and be admitted to the University Transfer 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

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### GENERAL INFORMATION

The Career Access Centre is a learning and resource centre for students who need extra support (financial and educational) to access the college services and preparatory programs. The CAC program provides continuous intake tutoring and support for both full and part-time learners to begin their upgrading in a self-paced setting with English, math, computer, transition planning, and student success strategies. For those students who are parents of young children, the Family Focus program may be available. Through the CAC, students can bridge into a preparatory program of their choice as efficiently as possible and receive continued support as they move through their college program.

The Sunshine Coast and Squamish campuses offer programs tailored to their particular needs. For information, contact the campus directly.

For more information, please see [www.capcollege.bc.ca/programs/career](http://www.capcollege.bc.ca/programs/career)

### 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 3430.

### FACULTY

M. ACIMOVIC	BA (Belgrade), TESL Cert. (George Brown College), M.Ed. (OISE/UT)
L. ALDERSON	BA (Trent), M.Ed. in Adult Ed. (UBC)
B. ALKENBRACK	BES (Waterloo), M.Ed. (South Africa)
J. BROOKS	BA (SFU)
M. FEIST	M.Ed. (UBC) <i>Squamish</i>
G. JOHNSTON	BTM (Capilano College), Prof. Instructor's Diploma (Alberta)
C. JUNG	BA, TESL Cert., MA (UBC)
J. MacDONALD	ECE Diploma
R. MOON	BA (Alberta), M.Ed. (UBC) <i>Sunshine Coast</i>
C. NIELSON	BA, MA (UBC), Prov. Instructor's Diploma (VCC) <i>Sunshine Coast</i>
D. VOLLBRECHT	BA (Regina), Prof. B.C. Teacher's Cert. (UBC)
S. WALLSTER	M.Ed. (Montana)

### CONTACT

#### North Vancouver Campus

Career Access Centre  
Birch building, room 324

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911, local 3430

## Squamish Campus

Phone: 604.892.5322

Phone: 604.986.1911, local 5800 (Toll Free)

## Sunshine Coast Campus

Phone: 604.885.9310

Phone: 604.986.1911, local 5900 (Toll Free)

# College and Career Preparation Program (Web-Assisted)

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## 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 by developing college life-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, career or university transfer 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, 10:30 - 3:30 plus online activities on Friday) for 15 weeks. Students should begin the application process at least two months prior to the start of classes. There are "**Information Sessions**" where students can come and visit the College campus, and ask questions about the program.

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 web-assisted technology. Attendance and participation are keys to student success. The maximum class size is 20 students.

For more information, please see [www.capcollege.bc.ca/programs/ccpp](http://www.capcollege.bc.ca/programs/ccpp)

## PROGRAM OBJECTIVES

Students will gain confidence working in a post-secondary setting, and acquire life and academic skills useful for pursuing their career goals, which may include:

- career and vocational programs at a college or technical institute;
- university or university transfer programs at a university/college;
- skills to become a successful online student;

- entrepreneurial programs at post-secondary institutions;
- 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:

	Monday	Tuesday	Wednesday	Thursday	Friday
10:30-12:30	Math	Career Planning	Math	English	Online Activities
12:30-1:30	Lunch				
1:30-3:30	Computers	English	Computers	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. Program application, english assessment, math skills assessment and computer skills assessment are required.

## INFORMATION SESSIONS

For students who would like to visit the College and ask questions about the program before applying, information sessions are held prior to the beginning of term. Students are strongly encouraged to come for an information session, visit the College, ask questions and meet other potential students. Contact the program coordinator for the date of the next information session.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's

Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano College, Birch Building, Room 230  
2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## 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. The program coordinator will provide, if requested, attendance and progress reports to education coordinators in order to give both the student and the funding agent ongoing feedback.

## CITATION REQUIREMENTS

In order to receive a citation from the College and Career Preparation (Web-Assisted) program, students must successfully complete one course from each of the four areas of study (Education and Career Planning, Mathematics, Computers, English).

## CITATION IN THE COLLEGE AND CAREER PREPARATION (WEB ASSISTED) PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time

Program Requirements	Course Credits	Required Credits
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">EDCP 020</a> Fundamental Education and Career Planning	1.00	
<a href="#">EDCP 040</a> Education and Career Planning	2.00	
<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	
<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 040</a> Advanced Level English: Short Report Writing	2.00	
<i>Choose 1.00 credits from the following list:</i>		1.00



Program Requirements	Course Credits	Required Credits
<a href="#">BMTH 021</a> Fundamental Level Mathematics	1.00	
<a href="#">BMTH 033</a> Introductory Algebra	1.00	
<a href="#">BMTH 041</a> Advanced Level Business Math	2.00	
Credits		6.00
<b>Total Program Credits</b>		<b>6.00</b>

## FACULTY

D. BENTLEY	B. Tech. (Hons.) Computer Systems (BCIT)
D. DHAMMI	B.Sc. (Hons.) Chemistry & Energy Studies (U. of Brighton), Cert. Teacher Training (England)
C.B. MACLEAN	B.Ed. (SFU), M.Ed. (UBC), B.C. Teacher's Cert.
J. ROSE	BA (Western), B.C. Teacher's Cert., M.Ed. (UBC)
S. TRUDEL	B.Sc. (Hons.), M.Ed. (U. of Ottawa), <b>Coordinator</b>

## FIRST NATIONS ADVISING

S. JOHNSTON	B.T.M., MA candidate (RRU), First Nations Liaison Officer
P. SHANNON	M.Ed. (UBC), First Nations Advisor

## CONTACT

Sylvie Trudel, Coordinator  
 Phone: 604.986.1911, ext. 3021  
 Fax: 604.984.1718  
 E-mail: [strudel@capcollege.bc.ca](mailto:strudel@capcollege.bc.ca)

Don Bentley  
 Phone: 604.984.1911, ext. 2588  
 Fax: 604.984.1718  
 E-mail: [dbentley@capcollege.bc.ca](mailto:dbentley@capcollege.bc.ca)

# College Success Strategies Credit Courses

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## GENERAL INFORMATION

College 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.capcollege.bc.ca/programs/strategies](http://www.capcollege.bc.ca/programs/strategies)

## Courses

CSS-100	N/A
CSSF-105	N/A
CSSF-110	N/A

**Note**

Students may not take CSS 100 and CSSF 105 in the same term.

**FACULTY**

M. FEIST	M.Ed. (UBC)
D. FRANKEL	BA (Concordia), M.Ed. (McGill)
K. LAM	BA (University of Texas) MSW (Washington University), PhD (Minnesota)
Y. McCOLL	BA (Simmons), M.Ed. (Harvard)
S. MITCHELL	B.Sc.Ed. (N. Illinois), MA (UVic)
A. PARRY	BA (York), M.Ed. (SFU)
K. PEARDON	BA (University of Regina), M.Ed. (UBC)
S. SOHI	MA (UBC)
D. TWISS	BA, MA (Guelph), B.Ed. (Nipissing)
D. VOLLBRECHT	BA (Regina), Prof. B.C. Teacher's Cert. (UBC)
S. WALLSTER	BA (Carroll), M.Ed. (Montana State University)

**CONTACT**

**For CSS courses**

Phone: 604.984.1744 (Counselling department)

**For CSSF courses**

Phone: 604.983.7577 (Community Development and Outreach (CDO) department)

**Adult Basic Education**

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**GENERAL INFORMATION**

The Adult Basic Education (ABE) program enables students to upgrade their knowledge of English, mathematics, biology, chemistry, earth sciences, physics, geography, 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:

- 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
- academic studies (including college and university programs)

The program operates year-round, offering instruction in two-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 College.

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. High enrolment may necessitate limiting students to a maximum of three classes in a subject area.

For more information, please see [www.capcollege.bc.ca/programs/adult-basic-ed](http://www.capcollege.bc.ca/programs/adult-basic-ed)

**Class times are as follows:**

Morning classes:	8:30 a.m. and 10:30 a.m.
Afternoon classes:	1:30 p.m. and 3:30 p.m.
Evening classes:	7 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. Some students may be referred to the English as a Second Language Department as certain language restrictions do apply.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

**Note**

Offerings and procedures at the Sunshine Coast campus and Squamish campus are slightly different. Contact the local ABE coordinator.

## REGISTRATION

All students must attend an information session to be followed by a personal interview and assessment 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.

**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 and Squamish campus are slightly different. Contact the local ABE coordinator.

**ABE CERTIFICATES & DIPLOMA**

To be eligible for a diploma or a certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College.
2. 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 College 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 satisfy most employers' high school requirements. Certain high school courses may qualify as transfer credit toward ABE certificates.

The program also offers instruction for students preparing for the General Education Development (Grade 12 equivalency) tests.

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 figure 1 below.

**Figure 1. Adult Basic Education - Levels of Instruction**

Courses	Fundamental	Intermediate	Advanced	Provincial Level
BENG	011 and/or 021*	031*	040 or 041*	052*
BSCI	021	033 and 034*		
BMTH	021*	033 and 034*	043 and 044*	053 and 054
BCHM			043 and 044	053 and 054
BESC			041	
BPHY			043 and 044	053 and 054
BBIO			043 and 044	053 and 054
BGEO				052
BHST				052
BSOC		031*	041	
BCMP	021	031	041	051 or 052

\*Choose 2

\*Choose 3 or any 2 PLUS an advanced Social Science

\* 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 need to take both courses to complete the level.  
Not all courses are offered every term or at every campus.

## ADULT BASIC ED.- BIOLOGY (BBIO) COURSES

<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 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 Science

## 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 052</a>	Provincial Level English - Critical Reading and Writing

## ADULT BASIC ED. - HISTORY (BHST) COURSES

<a href="#">BHST 052</a>	Provincial Level History
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## 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 053</a>	Precalculus I
<a href="#">BMTH 054</a>	Precalculus II

## ADULT BASIC ED. - PHYSICS (BPHY) COURSES

<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
<a href="#">BSCI 033</a>	ABE Intermediate Science I
<a href="#">BSCI 034</a>	ABE Intermediate Science II

## ADULT BASIC ED.-SOCIOLOGY (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)
D.J. ATHAIDE	B.Sc. (Hons.) (McGill), M.Sc. (UBC), B.C. Teacher's Cert. <b>On leave</b>
A. BELSHAW	B.Sc., UBC, MA (Princeton)
D. BENTLEY	B. Tech. (Hons.), Computer Systems (BCIT)
T.R. BRAND	B.Sc.(SFU), B.Ed.(UBC), B.C. Teacher's Cert.
M.C. CAIRNS	B.Sc. (Math) (Calgary), Alta. Teach. Cert.
D. DHAMMI	B.Sc. (Hons.), (U of Brighton), Cert. Teacher Training (England)
B. DRURY	B.Sc. (Brock)
J. FIELD	B.Sc. (UVic), PhD (University of Queensland)
M. GUNNESS	B.Sc. (University of Western Ontario), M.Sc. (Carleton)
P. HODGSON	BA (Hons.), B.Ed. (Queen's) M.Ed. (UBC)
C. JACKSON	B.Sc. (SFU)
L. JENSEN	B.Sc., B.Ed. (Calgary), B.C. Teaching Certificate
M. LEBEAU	BA (SFU)
S. LEBLANC	BA (York)
C.B. MACLEAN	B.Ed. (SFU), M.Ed. (UBC), B.C. Teacher's Cert.
G. NEWMAN	BA (Hons.), Post-graduate Certificate of Education (Leeds University), B.C. Teacher's Cert.
I. OORD	Dip. Commerce (Osnabrück), Adv. Bus. Admin. Cert. (Capilano College)
J. PASS	BA (UBC), B.C. Teacher's Cert.
J. RITCHIE	BA, MA, Adult Education (St. F.X.)
J. ROSE	BA (Western), B.C. Teacher's Cert., M.Ed. (UBC)
G.B. RUDOLPH	B.Sc., B.C. Teacher's Cert., M.Ed. (UBC)
C. SCHOEN	BA (Carleton), M.Ed. (McGill)
S. TRUDEL	B.Sc. (Hons.), M.Ed. (U of Ottawa)

## CONTACT

### North Vancouver Campus

Adult Basic Education  
Birch building, room 344

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7578  
E-mail: [sdrzazgo@capcollege.bc.ca](mailto:sdrzazgo@capcollege.bc.ca)

### Squamish Campus

Phone: 604.892.5322  
E-mail: [ljensen@capcollege.bc.ca](mailto:ljensen@capcollege.bc.ca)

### Sunshine Coast Campus

Phone: 604.885.9310  
E-mail: [jpass@capcollege.bc.ca](mailto:jpass@capcollege.bc.ca)

## Adult Special Education

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### GENERAL INFORMATION

The Adult Special Education Programs offer a combination of classroom activities and practical work experience opportunities.

The classroom component provides courses geared towards helping the student gain employment ready skills. These courses include: a customer service module, occupational health and safety preparation, 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. College supervisors understand each student's unique strengths and limitations and have knowledge of potential strategies to make workplace accommodations. Both the employer and the college contribute essential support and insight that can make a positive difference in each student's growth.

For more information, please see [www.capcollege.bc.ca/programs/adult-special-ed](http://www.capcollege.bc.ca/programs/adult-special-ed)

### HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish.

Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## ALTERNATIVE CAREER TRAINING PROGRAM (ACTP)

### General Information

The Alternative Career Training program is an employment exploration program with a unique focus and approach. The program is based on a developmental perspective and is committed to working with young adults with special learning needs. Students are educated to accept the responsibilities of independent living as young adults, as well as the demands of competitive entry-level employment, and will have the opportunity to address social or emotional issues which could act as barriers to employment. The ACT program combines in-class instruction with practical work experience, emphasizing the development or maintenance of skills which may be used in employment situations. Students meet with faculty to discuss an individual course plan that best fits their needs. Personal goals will be set and monitored throughout the year.

For more information, please see [www.capcollege.bc.ca/programs/adult-special-ed/alternative](http://www.capcollege.bc.ca/programs/adult-special-ed/alternative)

### Student Profile

Students who will find the ACT program beneficial are learning or developmentally delayed, as well as individuals who have physical disabilities that still allow them to meet employment requirements.

Students who will obtain the most benefit from the ACT program are those who have reached a moderate level of independence (i.e., self-care management; social skills, they travel independently locally; they have had some work or volunteer experience; they can articulate several areas of interest or a willingness to try various work sites).

### Admission Requirements

- Interview

### Admission/Application Notes

The ACT Foundations program is in session for eight months (two terms). Classes are offered for nine weeks, with community work/volunteer practicums offered for an additional six weeks in the fall term. During the spring term, classes will be held for seven weeks with an additional eight weeks of work/volunteer practicums. Entry is by referral and interview. Students may combine their in-class work with self-selected volunteer or employment training sites based upon aptitude, attitude, ability and interest.

Each candidate is interviewed by the program faculty, and a maximum of 14 students will be admitted. Students may be accepted for a second year by faculty permission.



An information meeting is held in March followed by appointments for interviews which take place in April. Letters to the successful candidates will be sent by May 30.

## Certificate in the Alternative Career Training Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>Program Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			24.00
<a href="#">ACTP 001</a>	Job Search and Maintenance Techniques	3.00	
<a href="#">ACTP 002</a>	Occupational Preparation and Safety in the Workplace	3.00	
<a href="#">ACTP 005</a>	Visual and Print Communication Skills	3.00	
<a href="#">ACTP 006</a>	Leisure Education	3.00	
<a href="#">ACTP 007</a>	Consumer Preparation	3.00	
<a href="#">ACTP 008</a>	Interpersonal Communications	3.00	
<a href="#">ACTP 009</a>	Work Experience	6.00	
Credits			24.00
<b>Total Program Credits</b>			<b>24.00</b>

## Contact

Alternative Career Training Program (ACTP)  
Birch building, room 356

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Laverne Thompson, Coordinator  
Phone: 604.984.1711  
E-mail: lthomps@capcollege.bc.ca

## PRE-OCCUPATIONAL SKILLS TRAINING PROGRAM (POST)

### General Information

The Pre-Occupational Skills Training program provides both technical knowledge and personal and practical skills training through a combination of classroom theory and on-the-job experience. For work experience, we have teamed up with a number of leading retail and service businesses offering on-the-job experience and customer service training. Areas of specific training include positions in customer service. Class instruction emphasizes the development and maintenance of skills which may be used in employment situations. Students will meet with faculty to discuss an individual plan to set personal goals that will be monitored throughout the program.

For more information, please see [www.capcollege.bc.ca/programs/adult-special-ed/skills](http://www.capcollege.bc.ca/programs/adult-special-ed/skills)

## Student Profile

Students who will find the POST 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

The POST program is a combination of classroom instruction and practical application in the community. Practical applications take place in industry work sites throughout the program's duration and constitute 50% of the program.

Entry is by referral and interview. Candidates are interviewed by the program faculty, and a maximum of 12 students will be admitted.

Interviews take place between May and September each year.

## Certificate in the Pre-Occupational Skills Training Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2006	Full-Time
Required Courses		Course Credits	Required Credits
<i>Required:</i>			23.00
<a href="#">OCTR 001</a>	Occupational Aptitudes and Strategies	2.00	
<a href="#">OCTR 002</a>	Occupational Health and Safety	3.00	
<a href="#">OCTR 003</a>	Employability Skills	4.50	
<a href="#">OCTR 004</a>	Customer Service	4.50	
<a href="#">OCTR 005</a>	Occupational Training	9.00	
Credits			23.00
<b>Total Program Credits</b>			<b>23.00</b>

## Contact

Pre-Occupational Skills Training Program (POST)  
Birch building, room 356

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Laverne Thompson, Coordinator  
Phone: 604.984.1711  
E-mail: lthompso@capcollege.bc.ca

## FACULTY

T. BYRNES	BA (UBC), 5th Year Professional (UBC), MA (UVic)
K. MOSCRIP	BA (UBC)
P. STANBURY	BA (UBC), Cert. of Ed. (London), RSA Literacy Cert. (London)
L. THOMPSON	BA (U of SK), P.D.P. (SFU), M.Ed. (Lesley U)

## English as a Second Language

### GENERAL INFORMATION

English as a Second Language (ESL) courses offer landed immigrants and international students a variety of Intermediate, Advanced and College 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.

ESL courses are offered part-time and full-time.

For more information, please see [www.capcollege.bc.ca/programs/esl](http://www.capcollege.bc.ca/programs/esl)

### 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 ESLF 040, 050 and 060 are each the equivalent of five courses. ESLF 070 is the equivalent of four courses. ESLF 080 is the equivalent of two courses. 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 College.

Depending on the results of the English Placement Test, students may enter at one of five full-time levels:

Level	Courses	Hours/Week
English Language Foundations 1 (Intermediate)	ESLF 040	20
English Language Foundations 2 (Advanced)	ESLF 050	20
College Academic English Preparation 1	ESLF 060	20
College Academic English Preparation 2	ESLF 070	16
College Academic English Preparation 3A	ESLF 080	8

At the College Academic English Preparation levels, students may be allowed to take a combination of ESL and University/School of Business courses at the same time, depending on the results from ESLF 060 and ESLF 070 or external tests such as ELA, TOEFL, IELTS or CAEL.

#### Part-Time Program

International students may enroll in part-time courses at a variety of levels depending on their English Placement test results. Each course consists of four hours of instruction per week.

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
College Preparatory	ESL 071	ESL 078	ESL 079
College Academic English Prep 3B		ESL 085 (R & W)	

## TOEFL

Level	Courses	Prerequisites
TOEFL Preparation I	ESL 076	Completion of ESL 069 or ESLF 060
TOEFL Preparation II	ESL 086	Completion of ESL 079 or ESLF 070

## College Academic English Preparation

At Capilano College, students can begin their academic studies while completing their ESL studies

- When students complete ESLF 060 with a B+, they are permitted to register in ESLF 070 plus 1 (one) University transfer (UT) / School of Business course.
- When they complete ESLF 070 with a B+, they are permitted to register in ESLF 080 plus 2 (two) University transfer (UT) / School of Business courses.
- When they complete ESLF 080 with a B+, they may enrol in a full-time UT / School of Business program.

### Note

No other test (e.g. TOEFL) score is needed for students who follow this route to UT / School of Business.

## PLACEMENT TESTING OF ESL STUDENTS

English as a Second Language (ESL) students must arrange to take ONE of these English assessment tests to ensure placement at the appropriate ESL level:

1. the Capilano College English Placement Test. The ESL 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 International Student Centre at Capilano College, or the Registrar's Office.

For full entry into University transfer/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 ESLF 080, **OR**
2. Take an external language test. Students require:
  - A TOEFL\* score of 560 (220 computer-based; 83 Internet-based), 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 College, or the Registrar's Office.

\* Capilano College TOEFL code=0505

## 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 60 OR the ESL Department Placement test.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Application and Admission Notes

Once all documents and records have been received, we will consider your application. If you are admitted, the College will send you an official letter of acceptance by mail.

Once students are accepted, they will be contacted by the ESL Department to come in and write the ESL placement test. Students who wish to enrol in ESL 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 permits.

## FEES AND EXPENSES

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

## ESL PROGRAMS

### Certificate in the ESL - English Language Foundations 1 Program

Certificate Requirement	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">ESLF 040</a> English Language Foundations I	15.00	
Credits		15.00
<b>Total Program Credits</b>		<b>15.00</b>

### Certificate in the ESL - English Language Foundations 2 Program

Certificate Requirement	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">ESLF 050</a> English Language Foundations 2	15.00	
Credits		15.00
<b>Total Program Credits</b>		<b>15.00</b>

### Certificate in the ESL - College Academic English Preparation 1 Program

Certificate Requirement	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">ESLF 060</a> College Academic English Preparation I	15.00	
Credits		15.00
<b>Total Program Credits</b>		<b>15.00</b>

## Citation in the ESL - College Academic English Preparation 2 Program

Required Course	Course Credits	Required Credits
<i>Required:</i>		12.00
<a href="#">ESLF 070</a> College Academic English Preparation 2	12.00	
Credits		12.00
<b>Total Program Credits</b>		<b>12.00</b>

## Citation in the ESL - College Academic English Preparation 3A Program

Citation Requirement	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">ESLF 080</a> College Academic English Preparation 3A	6.00	
Credits		6.00
<b>Total Program Credits</b>		<b>6.00</b>

## GRADUATION REQUIREMENTS

To be eligible for a certificate or citation a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College
2. Achieved a cumulative grade point average of 2.0 or higher

## FACULTY

M. ACIMOVIC	BA (Belgrade), TESL Cert. (George Brown College), M.Ed. (OISE/UT)
J. ACOSTA	BA (UC, Berkeley), ESL Cert. (San Francisco State U), Ontario Professional Teacher's Certificate
D. BOUVIER	BA (London School of Economics), PGCE Postgraduate Certificate in Education (London University), MA (UCSD), B.C. Teacher's Certificate
E. CHANG	BA (Calgary), M.Ed. (UBC), on leave
N.J. COLLINS	BA (London), MA, B.C. Professional Teacher's Cert. (UBC)
S. HALSALL	BA (SFU), MBA (McGill)
C. HOPPENRATH	BA, M.Ed. (UBC)
W. HUGHES	BIS (Waterloo), MFA (UBC), TESL Cert. (VCC)
D. JOHNSTONE	BA, MA, TESL (American University in Cairo)
C. JUNG	BA, TESL Cert., MA (UBC)
C. OSTLER	BA (UVic), MA TESL (UBC)
L. POLLARD	BA, MA (UT), TESL Cert. (George Brown College)
M. REAGH	BA (Dalhousie University, King's College), MA TESOL (SIT Vermont), Vermont Professional Teaching Cert.
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)

A. SOUZA	BA, MA (UBC)
E. WITKOWSKI	MA (Jaqiellonian), B.C. Professional Teacher's Cert.
L. ZHANG	BA, MA (Nanjing), M.Ed. (U of Alta.), B.C./Alberta Professional Teacher's Cert.

## CONTACT

English as a Second Language  
Birch building, room 344

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4971  
Fax: 604.984.1718  
E-mail: [esl@capcollege.bc.ca](mailto:esl@capcollege.bc.ca)

## Gateways: Personal Management and Planning

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### GENERAL INFORMATION

Gateways is a full-time, personal management and planning program offered at the Sunshine Coast campus. This program will be of interest to those who have been unemployed for a prolonged period of time and who are ready to explore, develop and implement a comprehensive career action plan. Suitable candidates for this program are committed to identifying goals and taking firm steps towards the development of an action plan to achieve financial independence.

The Gateways program offers:

- personal development and career exploration
- computer instruction
- work experience

For more information, please see [www.capcollege.bc.ca/programs/sunshine/gateways](http://www.capcollege.bc.ca/programs/sunshine/gateways)

### ADMISSION REQUIREMENTS

- Interview
- Sponsorship authorized by Program Funding Agency

### HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:



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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CITATION IN THE GATEWAYS: PERSONAL MANAGEMENT & PLANNING PROGRAM

First Term		Course Credits	Required Credits
<i>Required:</i>			10.00
<a href="#">GATE 100</a>	Gateways: Career Planning and Labour Market Research	1.50	
<a href="#">GATE 101</a>	Gateways: Lifestyle Planning and Management	4.50	
<a href="#">GATE 102</a>	Gateways: Personal Management Skills	1.50	
<a href="#">GATE 103</a>	Gateways: Work Placement	1.00	
<a href="#">GATE 104</a>	Gateways: Introduction to Computers	1.50	
Credits			10.00
<b>Total Program Credits</b>			<b>10.00</b>

## CONTACT

### Sunshine Coast Campus

Phone: 604.885.9310  
 Phone: 604.986.1911, local 5900 (Toll Free)

## Speech Assisted Reading, Writing and Math (SARAW and SAM)

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### GENERAL INFORMATION

The SARAW program, offered by the Foundations for Independent Living Department, offers literacy upgrading to students who have physical disabilities, limited or no speech and may rely on the use of technological communication devices such as Canon communicators, Blissymbolic boards etc. Speech Assisted Reading and Writing (SARAW) offers an unprecedented range of opportunities to explore and address the literacy needs of this unique group of learners. SARAW classes at Capilano College (North Vancouver and Sunshine Coast campuses) enable students to upgrade their literacy level using computers with assistive, voice synthesized technology. SAM classes enable students to upgrade their basic numeracy skills using the same assistive, voice synthesized technology. Students set goals for each semester which are evaluated on an ongoing basis.

Some examples of goals set by students are:

1. to learn to read personal correspondence independently
2. to improve the reading and understanding of employment related print material
3. to achieve high school equivalency.

These goals are personal in nature and represent the individual's own needs for literacy achievement. The accumulation of individual achievements may lead to formal higher education such as that offered by an Adult Basic Education program. The classes are held over two semesters (Fall and Spring), offering students self-paced instruction in various time slots. Students must attend a minimum of 20 hours per week. Graduates have accomplished this through various combinations of:

1. in-lab instruction at the College
2. in-residence instruction
3. in-residence tutorials
4. independent in-residence time
5. independent lab time at the College.

Students registered in the class will have a SARAW computer station installed in their residence. SARAW can also be installed into a student's existing computer, provided it is a compatible system. This system will be on loan from Capilano College to the students for the length of their registration in the class. Students are expected to act in a mature, independent manner regarding decision making, transportation and completion of assignments. Transportation arrangements are the responsibility of the student. Personal Care Support is also the responsibility of the student, but financial support may be available through the College.

For more information, please see [www.capcollege.bc.ca/programs/speech](http://www.capcollege.bc.ca/programs/speech)

## ADMISSION REQUIREMENTS

Students interested in enrolling in SARAW classes must first arrange an interview with the department. They should be able to demonstrate a firm knowledge of the alphabet and the sounds related to each letter. They should also be able to articulate a goal for literacy upgrading. Students will be asked to produce a short writing sample to identify strengths and weaknesses in reading and writing. Numeracy levels can also be assessed during the interview process.

## FACULTY

D. BENTLEY	B. Tech. (Hons.), Computer Systems (BCIT)
D. KIRKBY	B.Ed. (Winnipeg)
R. WEDEL	BA (SFU), B.C. Teacher's Cert. <b>on leave</b>
C. MacLEAN	B.Ed., M.Ed. (UBC)

## CONTACT

Speech Assisted Reading, Writing and Math (SARAW and SAM)  
Birch building, room 310

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Lucas Foss, Coordinator

Phone: 604-983-7504  
E-mail: [lfoss@capcollege.bc.ca](mailto:lfoss@capcollege.bc.ca)

## Sunshine Coast Trades Entry

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### GENERAL INFORMATION

The program is designed to provide participants with the necessary core knowledge and skills that will enable them to obtain employment in various trades positions and/or to further their studies in specific trades training programs. Curriculum content has been designed to reflect the importance of learning both academic and applied skills required for success in trades occupations. An introduction to residential carpentry, plumbing, electrical, welding and the tools commonly used in these trades are core components of the program. Skills such as reading technical drawings, safe work practices and math for the trades are also integrated through the courses. This program is ideally suited for persons wishing to pursue a specific career in trades via further education and apprenticeship.

For more information, please see [www.capcollege.bc.ca/programs/sunshine/trades-entry](http://www.capcollege.bc.ca/programs/sunshine/trades-entry)

### ADMISSION REQUIREMENTS

- ABE Math/English Assessment
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Letter of recommendation.

### HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

### FEES AND EXPENSES

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

## CERTIFICATE IN THE SUNSHINE COAST TRADES ENTRY PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	Sunshine Coast	Spring 2007	Full-Time
<b>Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">STEC 101</a>	Safe Work Practices	1.00	
<a href="#">STEC 102</a>	Sketch and Read Drawings	1.00	
<a href="#">STEC 103</a>	Process Technical Information	1.00	
<a href="#">STEC 104</a>	Basic Measurement, Layout and Hand Tools	1.00	
<a href="#">STEC 105</a>	Use Power Tools	1.00	
<a href="#">STEC 106</a>	Loads and Hitches	1.00	
<a href="#">STEC 107</a>	Ladders and Scaffolds	0.50	
<a href="#">STEC 108</a>	Oxyacetylene Cut and Weld	1.00	
<a href="#">STEC 109</a>	Basic Principles of Electricity	1.50	
<a href="#">STEC 110</a>	Use Fasteners and Fittings	1.50	
<a href="#">STEC 111</a>	Use Materials	1.50	
<a href="#">STEC 112</a>	Prepare for Employment	1.00	
<a href="#">STEC 115</a>	Integrated Project	2.00	
Credits			15.00
<b>Total Program Credits</b>			<b>15.00</b>

## CONTACT

### Sunshine Coast Campus

Phone: 604.885.9310

Phone: 604.986.1911, local 5900 (Toll Free)

## VISION

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### GENERAL INFORMATION

This is a new program offered at our Squamish campus. This unique 16-week program is an effective stepping-stone to success in school, training or in the advancement of your career. For more details, please contact the Squamish Campus or see [www.capcollege.bc.ca/programs/squamish/VISION](http://www.capcollege.bc.ca/programs/squamish/VISION)

### ADMISSION REQUIREMENTS

- Interview

### HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's

Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CITATION IN THE VISION PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	Squamish	Spring 2007	Part-Time
	Squamish	Fall 2007	Part-Time
<b>Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">VISN 010</a>	Cognitive Learning Skills Development Foundation Level	3.00	
<a href="#">VISN 012</a>	Cognitive Learning Skills Development Strengthening Level	3.00	
<a href="#">VISN 020</a>	Perceptual Skills Development Foundation Level	1.50	
<a href="#">VISN 022</a>	Perceptual Skills Development Strengthening Level	1.50	
Credits			9.00
<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
<a href="#">VISN 030</a>	Auditory Processing Skill Development	1.50	
<a href="#">VISN 040</a>	Preparation for the Language Arts Curriculum	1.50	
<a href="#">VISN 050</a>	Preparation for the Math Curriculum	1.50	
<a href="#">VISN 060</a>	Memory Skills Development	1.50	
<a href="#">VISN 070</a>	Preparation for Reading	3.00	
Credits			0.00
<b>Total Program Credits</b>			<b>9.00</b>

## CONTACT

Capilano College  
1150 Carson Place  
Squamish, B.C. V7J 3H5  
Phone: 604.892.5322  
Fax: 604.892.9274

E-mail: [Squamish@capcollege.bc.ca](mailto:Squamish@capcollege.bc.ca)  
E-mail: [sbell2@capcollege.bc.ca](mailto:sbell2@capcollege.bc.ca)  
E-mail: [sherity@capcollege.bc.ca](mailto:sherity@capcollege.bc.ca)

# Liberal Arts & Sciences

Other related programs and courses in this calendar:

- [Communications](#)
- [Environmental Science](#)
- [Jazz Studies](#)
- [Music Transfer](#)
- [Studio Art](#)
- [Theatre](#)

## General Information

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University transfer courses at Capilano College provide students with a variety of options. Students can select a full program of study equivalent to the first two years of university (see note on Course Selection and Advising), and can enrol on a full-time or part-time basis. University transfer courses are of interest both to students who plan to transfer to a university and to students who do not intend to continue to upper-level studies.

For those students who need extra help in basic skills, Capilano College 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).

Students interested in special fields of study such as Canadian Studies, First Nations Studies, Women's Studies, or Global Stewardship can select from innovative courses or programs in these areas (as offered from year to year).

Academic instruction at Capilano College is both disciplinary and interdisciplinary and is of a high intellectual calibre. The College carefully reviews the content and the delivery methods of its university transfer courses to ensure that those courses are current and that they continue to meet university standards.

*Students in university transfer courses should expect to work at least two to three hours outside of class for every hour of class time.*

*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 to an advisor prior to registering for a course.*

The College offers a library collection and full media and reference services to complement the courses of study.

The Arts and Sciences Faculties offer a range of courses in various disciplines which are grouped in four divisions (see below). For a list of Arts and Sciences courses, please see the [Classification of Subjects for Associate Degree](#) section of this Calendar.

- **Faculty of Humanities**
  - [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)
  - 604.984.4957
- **Faculty of Pure and Applied Sciences**

- 604.984.4955
- **Faculty of Social Sciences**
  - 604.984.4953
- **Faculty of Visual and Performing Arts**
  - 604.984.4911 for Arts and Entertainment Management, Studio Art, Textile Arts or Theatre
  - 604.984.4951 for Bachelor of Music Transfer or Jazz Studies

## 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 College;
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 Sciences, Astronomy, Biology, Chemistry, Computing Science, Geography (Physical), Geology, Human Kinetics, Kinesiology, Mathematics, Physics
  - 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, Thai, Theatre, Women's Studies
4. All courses must be university transferable courses.

## DIPLOMA IN GENERAL STUDIES

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 College;
2. Achieved a cumulative grade point average of 2.00 or higher.

## ASSOCIATE DEGREES IN ARTS AND SCIENCE

An Associate Degree is a formal credential that recognizes the successful completion of sixty (60) credits in the Academic Studies / University Transfer program. An Associate of Arts degree and an Associate of Science degree are offered. Specializations within the Associate Degree include: [Art History](#), [Applied Ethics](#), [Biology](#), [Chemistry](#), [Computing Science](#), [Global Stewardship](#), [Mathematics](#), [Physics](#) and [Psychology](#).

Some 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 university transfer 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 College within five years preceding the awarding of the degree, of which at least 12 credits are in courses that have assigned or unassigned university transfer credit at the 200-level or higher.
4. Completed at least six credits in courses that have assigned or unassigned university transfer 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 transfer 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 transfer 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 transfer credit at the 100-level or higher; credits may be for university transfer courses in subjects listed on the following page or for university transfer 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
<b>English</b>	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 and excludes any course in Applied or Computing Science
Science Courses	3.0	
<b>Electives</b> <sup>†</sup>	9.0	<b>100 Level or Higher</b>
<b>Total Credits</b>	60.0	

<sup>†</sup>May be Arts or Science courses or other subjects, e.g. Commerce, 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 transfer 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 College within five years preceding the awarding of the degree, of which at least 12 credits are in courses which have assigned or unassigned university transfer credit at the 200-level or higher.
4. Completed at least six credits in courses that have assigned or unassigned university transfer 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 transfer 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 transfer 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 transfer credit at the 100-level or higher, excluding English and excluding any course that has university transfer credit in both Arts and Science (e.g. Mathematics).
9. Completed at least six credits in courses that have assigned or unassigned university transfer credit at the 100-level or higher; these credits may be for university transfer courses in subjects listed as follows, or for university transfer 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 Science courses or other subjects, e.g. Commerce, Business Administration, Communications with university transfer credits.

## Classification of Subjects for Associate Degrees

Only those Capilano College 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 College courses are categorized as follows:

### ARTS

Humanities	Art History, Chinese, English, French, German, History, Japanese, Linguistics, Music, Philosophy, Spanish, Studio Art, Thai, Theatre, Women's Studies (100, 104, 106, 130)
Social Sciences	Anthropology, Criminology, Economics, Geography (Human) (100, 101, 102, 106, 108, 200, 201, 202, 205), Political Studies, Psychology, Sociology, Women's Studies (100, 102, 108, 110, 113, 115, 122, 124, 126, 140, 150, 220)

### SCIENCES

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

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

## 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 Arts and Science Divisions maintain transferability of their courses with other post-secondary institutions. The College's representatives meet regularly with those of other institutions to ensure that Capilano's first and second year courses are fully transferable as university courses.

## Transfer 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 in the admitting college, and given suitable equivalency. Capilano College 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 College 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.

## **University Transfer Course Descriptions**

Full descriptions of all university transfer 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 university transfer courses.

## **COURSE SELECTION AND ADVISING**

Advising and Counselling assist students in selecting the best program of studies. The final responsibility for course selection, however, rests with students. All university transfer students are advised to see an advisor or a counsellor to plan their courses of study.

## **REQUIREMENTS**

### **English Entrance Requirements**

Students who wish to enrol in English courses may be required to write a placement test BEFORE REGISTERING IN ANY ENGLISH COURSE.

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

### **Math Entrance Requirements**

Students wanting to enrol in MATH 091, 096, 101, 105, 107, 108, 116, 124 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.

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

## **REGISTRATION PRIORITY**

Registration priority will be determined by the student's previous term GPA or, if entering from high school, the high school GPA or, if transferring from a post-secondary institution, the last term's GPA.

## Interdisciplinary Studies

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### WOMEN'S STUDIES PROGRAM

A Women's Studies program, consisting of a variety of university transfer credit, college credit and credit-free courses, has been developed at Capilano College. These courses are taught from a perspective and with a methodology developed within Women's Studies.

In addition to the Women's Studies program courses, there are career and university transfer 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 (except some Labour Studies courses) hold full transfer credit and transfer into the Canadian Studies program at SFU. To qualify for a Canadian Studies Specialty, complete a Capilano College 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 which 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, 204, 205
- ENGL 203
- FREN 270, 271
- GEOG 106, 108
- GEOL 111
- 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.

### WRITING ACROSS THE CURRICULUM

English courses are occasionally paired with other courses such as Philosophy or Theatre. Instruction in the two courses will be coordinated, with the writing assignments in the English course growing out of the content of the other course. Students will receive the full three credits for both courses, and will benefit from having two of their subjects connected with each other. Students who enrol in one part of the pair, must also enrol in the other part of the pair. Consult the online timetable to see if any sections are paired this year.

### PURE AND APPLIED SCIENCES

The following options are available from a wide range of pure and applied sciences.

i. **Non-Science Students**

Students planning to continue studies at a university are advised to consider the following courses to fulfil their science requirement. It should be noted 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, 113
- CHEM 101, 130
- COMP 101, 165
- GEOG 112, 114
- GEOL 110, 111
- MATH 101, 102, 105, 107, 108, 109, 190
- PHYS 104

Please check the prerequisites given in the individual course descriptions.

**Note**

BIOL 104 and CHEM 030 or CHEM 101 fulfil biology entrance requirements for the Nursing program at BCIT. Completion of BIOL 104 and BIOL 113 permits students (upon entering Basic Health Sciences at BCIT) to receive credit for BHSC 105. BIOL 104/113 also are equivalent to first year human anatomy and physiology in many nursing programs. (See the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca))

ii. **Science Students**

Capilano College Pure and Applied Sciences Division offers first and second year university transfer programs in biology, chemistry, computing science, mathematics & statistics, and physics, and first year university transfer programs in engineering, geology and kinesiology. In addition, the Pure and Applied Sciences Division offers science transfer requirements in the following: pre-medicine, pre-veterinary, pre-dentistry, oceanography, forestry, agriculture, pharmacy, home economics, rehabilitation medicine, and dental hygiene.

iii. **Engineering**

a. **First Year Engineering Transfer Program**

Modelled after UBC's, Capilano College offers a comprehensive first year university transfer program in engineering. Students who successfully complete this program are eligible to apply for transfer into second year engineering at either UBC, SFU or UVic.

b. **Engineering Transition Program**

This two-year program was developed 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 student graduates who aspire to become engineers but lack the prerequisites for entry into a traditional engineering transfer program. Satisfactory completion of this program would not only guarantee Capilano College students a clean transfer to second year engineering at UBC, but once there, would also ensure them a reduced second year workload.

iv. **Kinesiology Program**

Capilano College offers a first year university transfer program in kinesiology designed for students planning to transfer to the Kinesiology Program at SFU for their second year. For additional information, consult the [Kinesiology program](#) section of this Calendar.

## POST-BACCALAUREATE DIPLOMA PROGRAMS

### i. Environmental Science and Management Programs

Capilano College offers Baccalaureate programs in environmental science and management for students who have already completed a degree in science or engineering and who are interested in further practical studies in environmental fields.

### ii. McRae Institute of International Management

The McRae Institute of International Management is a centre of excellence preparing global leaders to excel in business, non-profit and government sectors. Students accepted into the McRae International Management Graduate Program choose to major in either the Asia Pacific Region or the Latin America Region. For additional information, refer to the [McRae Institute](#) in the Post-Graduate section of this Calendar.

## 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 native groups.

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, 124 and 200. Students intending on taking second, third and fourth year courses in archaeology or biological anthropology at SFU should take ANTH 123 and 124, and those intending on taking third and fourth year courses in social anthropology at SFU should take ANTH 121.

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

### UNIVERSITY 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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 130</a>	Anthropology of Religion
<a href="#">ANTH 140</a>	Visual 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 232</a>	Archaeology of Africa, Asia and Europe
<a href="#">ANTH 233</a>	Archaeology of the Americas
<a href="#">ANTH 241</a>	Archaeology Field School
<a href="#">ANTH 249</a>	Comparative Cultures: A Field Study in Anthropology

## FACULTY

C.BILL BA (Hons.) (UVic), MA (Trent), PhD (Tulane)

M. BRACEWELL BA (Hons.) (Queen's), MA (UBC)

G. CROWTHER B.Sc. (Hons.) (London), M. Phil., PhD (Cambridge)

T. McILWRAITH BA (Toronto), MA (UBC) (**on leave**)

R. MUCKLE BA, MA (SFU)

## CONTACT

Anthropology Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capcollege.bc.ca](mailto:socsci@capcollege.bc.ca)

## 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.capcollege.bc.ca/programs/art-history](http://www.capcollege.bc.ca/programs/art-history)



## UNIVERSITY TRANSFER CREDIT

Art history courses offered at Capilano College 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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

## 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, this 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 years chronological surveys, one that emphasizes the western European perspective and the other centering on 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, to the History of Textiles, 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 CONCENTRATION

Please see Classification of Subjects for Associate Degrees in the College 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 Credits	6.00	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 Credits	6.00	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 Credits	6.00	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	3.00	
Mathematics or Computing Science or Statistics Elective	3.00	

<b>Science Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
Science Elective Credits	3.00	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	
<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	9.00
<b>Total Program Credits</b>		<b>60.00</b>

## FACULTY

E. EL-HANANY	BA (Hebrew U), MA, PhD (Indiana)
J. JUNGIC	BA, MA (UBC)
D. NEAVE	BA (Manchester), MA (UVic)
S. SEEKINS	BA, MA (UBC), PhD (Michigan)
P. SINGER	BA (George Williams), MFA (Concordia)

## CONTACT

Art History Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: humanities@capcollege.bc.ca

# Astronomy

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## GENERAL INFORMATION

Astronomy is the branch of physics that studies celestial bodies and the universe as a whole. Two first-year University-level courses are offered, ASTR106 (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.capcollege.bc.ca/programs/physics](http://www.capcollege.bc.ca/programs/physics)

## UNIVERSITY TRANSFER CREDIT

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

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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

S. GREENSPOON	B.Sc. (Hons.) (McGill), M.Sc., PhD (Waterloo), <b>Chair of the Faculty of Pure and Applied Sciences</b>
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## LABORATORY SUPERVISOR

B. SIMSON	B.Sc. (SFU), Laboratory Supervisor
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## CONTACT

Physics Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4555  
E-mail: [physics@capcollege.bc.ca](mailto:physics@capcollege.bc.ca)

[www.physics.capcollege.bc.ca](http://www.physics.capcollege.bc.ca)

# Biology

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## GENERAL INFORMATION

Capilano College Biology Department offers courses to meet a variety of educational needs. The BIOL 104/105 and 104/113 sequences meet the laboratory science requirements for Arts students as well as general interest biology courses. BIOL 104/113 also are equivalent to first year human anatomy and physiology in many nursing 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 106/107 or 110, and BIOL 111.

Students lacking a C+ in Biology 12 (or BBIO 042) and/or Chemistry 11 should enrol in BIOL 106/107 rather than BIOL 110.

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 of Arts and Science Degree](#) in Arts and Sciences: General Information.

All biology courses except BIOL 200, BIOL 201 and BIOL 206 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.capcollege.bc.ca/programs/biology](http://www.capcollege.bc.ca/programs/biology)

## UNIVERSITY TRANSFER CREDIT

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

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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 I
<a href="#">BIOL 105</a>	Environmental Biology
<a href="#">BIOL 106</a>	Basic Introductory Biology I
<a href="#">BIOL 107</a>	Basic Introductory Biology II
<a href="#">BIOL 110</a>	Introductory Biology I
<a href="#">BIOL 111</a>	Introductory Biology II
<a href="#">BIOL 113</a>	Human Biology II
<a href="#">BIOL 200</a>	Genetics I

<a href="#">BIOL 201</a>	Genetics II
<a href="#">BIOL 204</a>	Ecology I
<a href="#">BIOL 205</a>	Ecology II
<a href="#">BIOL 206</a>	Ecology of the Western Pacific
<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 220</a>	Microbiology I
<a href="#">BIOL 221</a>	Microbiology II

## UNIVERSITY TRANSFER PROGRAM IN BIOLOGY

### First Year

- BIOL 106/107 or 110, and BIOL 111
- CHEM 110/111
- PHYS 114/115 or 110/111
- 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 IN BIOLOGY

### Associate of Science Degree - Biology Concentration

Please see Classification of Subjects for Associate Degrees in the College 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	6.00	
Credits			6.00
Mathematics requirements		Course Credits	Required Credits
<i>Required:</i>			3.00
<a href="#">MATH 116</a>	Calculus I	3.00	
<i>Required:</i>			3.00
<a href="#">MATH</a>	Mathematics	3.00	

<b>Mathematics requirements</b>	<b>Course Credits</b>	<b>Required Credits</b>
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> Basic Introductory Biology I	1.50	
<a href="#">BIOL 107</a> Basic Introductory Biology II	4.00	
<a href="#">BIOL 110</a> Introductory Biology I	4.00	
<a href="#">BIOL 111</a> Introductory 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 108</a> Basic Physics	5.50	
<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

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

## FACULTY

R.G. CAMFIELD	B.Sc. (Hons.) (Monash), PhD (UBC)
M. DE JONG-WESTMAN	B.Sc. (Hons.), M.Sc. (UBC), <b>Coordinator of Biology</b>
P.A. McMILLAN	BS, MS, PhD (Rutgers)
N.A. RICKER	BA (Calif.), M.Sc., PhD (UBC),
L.K. WADE	B.Sc., M.Sc. (UBC), PhD (Austral. Nat. U)

## LABORATORY SUPERVISORS AND TECHNICIANS

C. BEATSON	B.Sc. (Waterloo), M.Sc. (Western), Laboratory Supervisor
J. CANNING	B.Sc., B.C. Prof. Teaching Cert. (UBC), Laboratory Supervisor
D. FEDIW	RT (BCIT), Laboratory Technician
C. HARRISON	B.Sc. (Hons.) (UVic), Laboratory Technician
A. MEITZ	M.Sc. (Uvic), BSC (UVic), Laboratory Supervisor

## CONTACT

Biology Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4955  
E-mail: [kchute@capcollege.bc.ca](mailto:kchute@capcollege.bc.ca)

[www.capcollege.bc.ca/programs/biology](http://www.capcollege.bc.ca/programs/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 also earn an Associate of Science Degree with a specialization in chemistry. For more information, see [Associate of Arts and Science Degree](#) in Arts and Sciences: General Information or <http://courses.capcollege.bc.ca/chem>



## UNIVERSITY TRANSFER CREDIT

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

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## UNIVERSITY TRANSFER PROGRAM IN CHEMISTRY

### First Year

- CHEM 110/111
- PHYS 114/115 or 110/111
- 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.

## ASSOCIATE OF SCIENCE DEGREE IN CHEMISTRY

### Associate of Science Degree - Chemistry Concentration

Please see Classification of Subjects for Associate Degrees in the College 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
Chemistry requirements - 1st year	Course Credits	Required Credits
<i>Required:</i>		8.00

<b>Chemistry requirements - 1st year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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>Mathematics requirement - 1st year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">MATH 116</a>	Calculus I	3.00	
<a href="#">MATH 126</a>	Calculus II	3.00	
Credits			6.00
<b>Physics requirement - 1st year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 4.00 credits from the following list:</i>			4.00
<a href="#">PHYS 108</a>	Basic Physics	5.50	
<a href="#">PHYS 110</a>	General Physics I	4.00	
<a href="#">PHYS 114</a>	Fundamental Physics I	4.00	
<i>Choose 4.00 credits from the following list:</i>			4.00
<a href="#">PHYS 111</a>	General Physics II	4.00	
<a href="#">PHYS 115</a>	Fundamental Physics II	4.00	
Credits			8.00
<b>Chemistry requirements - 2nd year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			8.00
<a href="#">CHEM 200</a>	Organic Chemistry I	4.00	
<a href="#">CHEM 201</a>	Organic Chemistry II	4.00	
<i>Choose 7.00 credits from the following list:</i>			7.00
<a href="#">CHEM 204</a>	Introduction to Physical Chemistry	3.00	
<a href="#">CHEM 205</a>	Introduction to Inorganic Chemistry	4.00	
<a href="#">CHEM 206</a>	Introduction to Analytical Chemistry	4.00	
Credits			15.00
<b>Mathematics requirements - 2nd year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">MATH 200</a>	Linear Algebra	3.00	
<a href="#">MATH 230</a>	Calculus III	3.00	
Credits			6.00
<b>Arts Elective (excluding English and any course that has university transfer credit in both Arts and Science eg: Mathematics)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits of electives:</i>			6.00
University Transferable Arts Electives		6.00	
Credits			6.00

Electives	Course Credits	Required Credits
Choose 6.00 credits of electives:		6.00
University Transferable Electives Credits	6.00	6.00
<b>Total Program Credits</b>		<b>61.00</b>

## 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>	The Diversity of Chemistry
<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 Inorganic Chemistry
<a href="#">CHEM 206</a>	Introduction to Analytical Chemistry

## FACULTY

T. CUSANELLI	B.Sc., PhD (SFU) <b>Coordinator of Chemistry, Geology, and Physics</b>
U. DEO-JANGRA	B.Sc. (Ottawa), PhD (Cornell)
K.G. TYERS	B.Sc. (Hons.), M.Sc. (Western Ontario), PhD (SFU)

## LABORATORY SUPERVISORS AND TECHNICIANS

J. AU	B.Sc., PhD (UBC), Laboratory Supervisor
M. LEPAGE	B.Sc. (TWU), PhD (UBC), Laboratory Supervisor
M. MATZ	B.Sc. (UBC), Laboratory Supervisor
I. SMITH	HNC (Aberdeen, U.K.), Senior Laboratory Supervisor
B. YOUNAN	Dip. Tech. (CEGEP), Laboratory Technician

## CONTACT

Chemistry Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4955  
E-mail: [tcusanel@capcollege.bc.ca](mailto:tcusanel@capcollege.bc.ca)

# Chinese

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## GENERAL INFORMATION

All university transfer courses in Mandarin Chinese consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

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 Language 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.capcollege.bc.ca/programs/languages/chinese](http://www.capcollege.bc.ca/programs/languages/chinese)

## UNIVERSITY TRANSFER CREDIT

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

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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

## FACULTY

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

## Language Associate

J. LI BA (Beijing Foreign Language Institute), MA (Reading), MA (Dist. of Columbia)

## CONTACT

Chinese Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: humanities@capcollege.bc.ca

## Commerce

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### GENERAL INFORMATION

The College offers a two-year transfer package to UBC consisting of Year I and Year II as follows:

#### Year I

Students do not need to apply to the Commerce Department to enter the first year. Refer to the [University Transfer](#) programs section of this calendar for information on admission requirements and application procedures. Students interested in entering the Commerce program must ensure that the following courses are taken:

- a. ECON 111 and 112;
- b. ENGL 100; (minimum grade of C);
  - Students are encouraged to take an additional English course (103, 104, 105 or 106) as one of the electives mentioned below.
- c. MATH 108
  - the prerequisite to MATH 108 is the Math Placement Test (MPT) OR completion in the past year of Math 12 with a B grade or better, or MATH 105, MATH 107 or BMTH 054 with at least a C- grade.
  - Students not ready for MATH 108 will take MATH 107, followed by MATH 108. Students not ready for MATH 107 should see an advisor at the College's Advising Centre to plan a preparatory year.
  - Certain majors at UBC require MATH 109 as one of the electives mentioned below.

#### Note

MATH 116 and 126 may be substituted for MATH 108/109, but this combination is oriented more toward science than business;

- d. Six electives: any six university transfer courses (18 credits);
  - Commerce students should NOT take MATH 101 or 102.

#### Year II

Upon completion of Year I, students must apply for admission to the Commerce program by completing a Commerce Program Application which can be obtained from the Faculty of Social Sciences. There are 35 seats available in Year II and preference is given to students with the best Year I records who want to take the entire Year II program with the intention of transferring to UBC. Applications to the Commerce program should be made immediately in late spring once the Year I courses are complete and grades received. Students who wait until late summer may find that all spaces have been filled.

In the fall term students admitted to Year II take:

COMM 290, COMM 292, COMM 293, ECON 207 and one university transfer elective.

A fall term Grade Point Average (GPA) of 2.67 with no grade below C- **must** be achieved to continue into the spring term, when the following courses are taken:

COMM 291, COMM 294, COMM 298, COMM 392 and one university transfer elective.

For further information contact the Commerce Convenor in Social Sciences at 604.990.7807, or see [www.capcollege.bc.ca/programs/commerce](http://www.capcollege.bc.ca/programs/commerce)

## COMMERCE (COMM) COURSES

<a href="#">COMM 290</a>	Quantitative Methods for Business
<a href="#">COMM 291</a>	Applications of Statistics in Business
<a href="#">COMM 292</a>	Principles of Organizational Behaviour
<a href="#">COMM 293</a>	Financial Accounting
<a href="#">COMM 294</a>	Managerial Accounting
<a href="#">COMM 298</a>	Introduction to Finance
<a href="#">COMM 392</a>	Labour Relations

## TRANSFER TO UNIVERSITY OF BRITISH COLUMBIA

Last year UBC admitted into Year III all students who completed Capilano College's Year II program (in one year) with a GPA in Year II of at least 3.2 or higher.

## TRANSFER TO SIMON FRASER UNIVERSITY OR UNIVERSITY OF VICTORIA

Some courses in the UBC transfer package do not transfer to SFU or UVic. Students wishing to transfer to either of these institutions are, therefore, strongly urged to consult an advisor in the Advising Centre to determine an alternative course of action.

## TRANSFER TO UNIVERSITY COMMERCE

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>Year 1 - Program Entry Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			30.00
Minimum C grade in English 100 is required and a minimum 2.50 grade point average over the 30 post-secondary credits for acceptance to Year 2 (First Year Commerce).			
<a href="#">ECON 111</a>	Principles of Microeconomic Theory	3.00	
<a href="#">ECON 112</a>	Principles of Macroeconomic Theory	3.00	
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">MATH 108</a>	Calculus I for Business and Social Sciences	3.00	
	University Transferable Arts and/or Science Electives	18.00	
	Credits		30.00

<b>Year 2 - Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">COMM 290</a>	Quantitative Methods for Business	3.00	
<a href="#">COMM 292</a>	Principles of Organizational Behaviour	3.00	
<a href="#">COMM 293</a>	Financial Accounting	3.00	
<a href="#">ECON 207</a>	Managerial Economics	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
	University Transferable Elective Credits	3.00	
			15.00
<b>Year 2 - Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">COMM 291</a>	Applications of Statistics in Business	3.00	
<a href="#">COMM 294</a>	Managerial Accounting	3.00	
<a href="#">COMM 298</a>	Introduction to Finance	3.00	
<a href="#">COMM 392</a>	Labour Relations	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
	University Transferable Elective Credits	3.00	
			15.00
<b>Total Program Credits</b>			<b>60.00</b>

## FACULTY

A. ANDERSON	BBA, MBA (SFU)
C.S. LUM	B.Econ. (Hons.) (Malaya), MPA (Harvard), MA, PhD (SFU)
A. MORRIS	BA (Hons.) (Manchester), MA (SFU), ACIS (U.K.)
K.V. TOWSON	B.Sc., M.Sc. (SFU)
J. WATERS	BA (Hons.), MA, PhD (SFU), <b>Commerce Convenor</b>
J. WATSON	B.Admin. (Brock), CMA
J. WILSON	B.Comm. (UBC), CA
M. YASERI	BA (Hons.) (Thames), MA (Sask.)

## CONTACT

Commerce Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: socsci@capcollege.bc.ca

# Computing Science

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## GENERAL INFORMATION

The Computing Science Department offers computing science courses at the first-year and second-year university level. Students may obtain a [Diploma in Computing Science](#) or an [Associate of Science Degree](#) with a concentration in Computing Science. Students enrolled in these courses have excellent access to the College's computing facilities. Students planning to major in computing science will take COMP 121/126/202 to satisfy the first year computing science course requirements. Non-computing science majors seeking an introduction to computers and programming normally take COMP 101, COMP 106, COMP 107, or COMP 165.

Computing courses are **continuously** being updated. Please contact the Computing Science Department for current course offerings and transfer status, or see [www.capcollege.bc.ca/programs/computing-science](http://www.capcollege.bc.ca/programs/computing-science)

## UNIVERSITY TRANSFER CREDIT

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

## RESTRICTED SECTIONS

From time to time the Computing Science Department may find it necessary to restrict enrolment in certain courses due to limited resources and/or high demand for its courses. The criteria for enrolment in these courses may be more stringent than the prerequisites listed in this Calendar, and enrolment may be restricted to students who have not already attempted the course or an equivalent course. Under such circumstances the enrolment criteria will be made known prior to the registration period.

## PREREQUISITES

The Computing Science Department requires at least a C- grade in a prerequisite before allowing a student 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 120</a>	Introduction to Computer Science
<a href="#">COMP 121</a>	Fundamentals of Programming
<a href="#">COMP 126</a>	Principles of Software Design
<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



[COMP 213](#) Introduction to Software Engineering

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## ASSOCIATE OF SCIENCE - COMPUTING SCIENCE CONCENTRATION

Students who intend to transfer to a university for a BSc Computing Science must ensure that their Science, Arts and General Electives are chosen according to the requirements of the university's degree program. Students are strongly encouraged to take a course in technical writing, CMNS 250. Please see Classification of Subjects for Associate Degrees in the College Calendar for clarification of Arts, Humanities, Social Science and Science electives.

English requirements		Course Credits	Required Credits
<i>Required:</i>			6.00
<a href="#">ENGL</a>	English 100-Level	3.00	
<a href="#">ENGL 100</a>	Composition	3.00	
Credits			6.00

Mathematics requirements		Course Credits	Required Credits
<i>Required:</i>			6.00
<a href="#">MATH 116</a>	Calculus I	3.00	
<a href="#">MATH 124</a>	Discrete Mathematics I	3.00	
Credits			6.00

Science requirements - 1st year		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">COMP 121</a>	Fundamentals of Programming	3.00	
<a href="#">COMP 126</a>	Principles of Software Design	3.00	
<a href="#">MATH 126</a>	Calculus II	3.00	
<i>Choose 9.00 credits from the following list:</i>			9.00
Science 100-Level (6 credits maximum in one subject area)		9.00	
Credits			18.00

Science requirements - 2nd year		Course Credits	Required Credits
<i>Required:</i>			16.00
<a href="#">COMP 202</a>	Foundations of Computer Science	3.00	
<a href="#">COMP 210</a>	Data Structures and Abstraction	3.00	
<a href="#">COMP 211</a>	Computer Design and Architecture I	3.00	
<a href="#">COMP 212</a>	Computer Design and Architecture II	3.00	
<a href="#">COMP 213</a>	Introduction to Software Engineering	4.00	
<i>Choose 3.00 credits from the following list:</i>			3.00

<b>Science requirements - 2nd year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">MATH 200</a>	Linear Algebra	3.00	
<a href="#">MATH 205</a>	Introduction to Probability and Statistics	3.00	
<a href="#">MATH 224</a>	Discrete Mathematics II	3.00	
Credits			19.00
<b>Arts Elective (excluding English and 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		6.00	
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>Total Program Credits</b>			<b>61.00</b>

## DIPLOMA IN COMPUTING SCIENCE

Capilano College offers formal recognition for the completion of a certain set of courses in Computing Science. The Diploma in Computing Science provides both part-time and full-time students an opportunity to obtain an understanding of the fundamentals of computers and programming, enabling students to secure many of today's computing career opportunities.

### 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 and three academic Grade 12 courses.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

### Diploma in the Computing Science Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

Students who intend to transfer to a university for a BSc Computing Science must ensure that their Science, Arts and General Electives are chosen according to the requirements of the university's degree program. Students are strongly encouraged to take a course in technical writing, CMNS 250. Please see Classification

of Subjects for Associate Degrees in the College 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>		3.00
<a href="#">ENGL 100</a> Composition	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> Fiction	3.00	
<a href="#">ENGL 105</a> Poetry	3.00	
<a href="#">ENGL 106</a> Drama	3.00	
Credits		6.00
 <b>Math Requirement</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">MATH 116</a> Calculus I	3.00	
<a href="#">MATH 124</a> Discrete Mathematics I	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">MATH 126</a> Calculus II	3.00	
<a href="#">MATH 224</a> Discrete Mathematics II	3.00	
Credits		9.00
 <b>Communications Requirement</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">CMNS 250</a> Introduction to Technical Writing	3.00	
Credits		3.00
 <b>Computing Science Requirement</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		22.00
<a href="#">COMP 121</a> Fundamentals of Programming	3.00	
<a href="#">COMP 126</a> Principles of Software Design	3.00	
<a href="#">COMP 202</a> Foundations of Computer Science	3.00	
<a href="#">COMP 210</a> Data Structures and Abstraction	3.00	
<a href="#">COMP 211</a> Computer Design and Architecture I	3.00	
<a href="#">COMP 212</a> Computer Design and Architecture II	3.00	
<a href="#">COMP 213</a> Introduction to Software Engineering	4.00	
Credits		22.00
 <b>University Transfer Course Electives</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose 20.00 credits of electives:</i>		20.00
University Transferable Electives	20.00	
Credits		20.00

University Transfer Course Electives	Course Credits	Required Credits
<b>Total Program Credits</b>		<b>60.00</b>

## Please Note

- The remaining credits must be made up of courses that transfer to at least one of the following universities: UBC, SFU, UVic, UNBC.
- Those with equivalent electives or experience may have the CMNS 250 requirement waived.
- Students will not be allowed to take a prerequisite course for credit towards the diploma once they have completed a subsequent course with a C- or better grade.
- Students transferring credits from another institution may not accumulate transfer credits for any second year courses in Computing Science towards the diploma.
- Computing courses that are older than three years may not be used for credits towards the diploma.

## FACULTY

T. DAKIC	B.Sc., M.Sc. (Zagreb), PhD (SFU)
M. DULAT	B.Sc., M. Math (Waterloo)
J. FALL	B.Sc. (UVic), MRM (SFU), <b>Coordinator of Computing Science</b>
J. MADAR	B.Sc., M.Sc. (UBC)
J. Z. WANG	B.Sc., M.E. (Shandong), M.Sc. (SFU)

## CONTACT

Computing Science Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4555  
E-mail: [kchute@capcollege.bc.ca](mailto:kchute@capcollege.bc.ca)  
or E-mail: [compsci@capcollege.bc.ca](mailto:compsci@capcollege.bc.ca)

[www.capcollege.bc.ca/cs](http://www.capcollege.bc.ca/cs)

## 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.

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.

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

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## CRIMINOLOGY (CRIM) COURSES

[CRIM 101](#) Introduction to Criminology

## PLEASE NOTE

PHIL 140 and 141 transfer to SFU as criminology courses.

## FACULTY

L. WHITNEY BA (Hons.) (SFU), B.Ed. (Toronto), MA (York)

## CONTACT

Criminology Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capcollege.bc.ca](mailto:socsci@capcollege.bc.ca)

## 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 the College or the universities. Students who plan to major in economics at SFU are also advised to complete their second year economics requirements from ECON 210, 212, 250, 252, 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. Students who plan to enter the Commerce program must take ECON 111 and 112 in their first year.

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

## UNIVERSITY 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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

## FACULTY

N. AMON	BA (Hons.) (Kent), MA (SFU)
C. CHAU	BBA, MA (SFU)
C.S. LUM	B.Econ. (Hons.) (Malaya), MPA (Harvard), MA, PhD (SFU)
K.M. MackINTOSH	BA (Manitoba), MA (McGill) <b>(on leave)</b>
K.W. MOAK	BA, MPA (UVic)
A.J. MORRIS	BA (Hons.) (Manchester), MA (SFU), ACIS (U.K.)
J.E. SAYRE	BS, BA (Denver), MA (Boston)
C. TANIMURA	BA (Lethbridge), MA (SFU)
M. YASERI	BA (Hons.) (Thames), MA (Sask.)

## CONTACT

Economics Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capcollege.bc.ca](mailto:socsci@capcollege.bc.ca)

# Engineering

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## GENERAL INFORMATION

Capilano College is recognized provincially for producing high quality engineering transfer students. The engineering transfer programs at Capilano are multidiscipline, 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 College offers two engineering transfer programs: (i) the First-Year Engineering Program and (ii) the Engineering Transition Program. Since both programs are university transferable, the subsequent completion of the Bachelor's degree at the receiving institution generally requires only three additional years of study.

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

## FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of the College Web site. 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 160</a>	Engineering Design

## FIRST YEAR ENGINEERING PROGRAM

The First-Year Engineering Program at Capilano College, which is modelled after the one at the University of British Columbia, 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)

Students who complete the First-Year Engineering Program are guaranteed admission to second-year engineering at UBC provided they have obtained a cumulative grade point average of at least 2.5 (approximately 67% average). Students who transfer into the program from a science stream must complete all of the courses in the first-year core program to be considered engineering transfer students when they go to UBC. Please consult the [UBC Calendar](#) or the [UBC Web site](#) for more detailed information.

### Simon Fraser University (SFU)

Students who complete the First-Year Engineering Program with a cumulative grade point average of at least 2.7 (approximately 70% average) will be eligible for admission to second-year engineering at SFU. Please consult the [SFU Calendar](#) or the [SFU web site](#) for more detailed information.

## University of Victoria (UVic)

Students who complete the First-Year Engineering Program with a cumulative grade point average of 3.0 (approximately 75% average) or better will be eligible for admission to second-year engineering at UVic. Please consult the [UVic Calendar](#) or the [UVic web site](#) for more detailed information.

## Admission

### General

To apply for admission to the First-Year Engineering Program, students must complete the College's Application for Admission form with 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. With the exception of current Capilano College students, entry to the program is limited to the fall term (see Admission in the Spring Term for more information). It is important to note that to be eligible for the First-Year Engineering Program the general admission requirements for the College must be satisfied (Please see the [Admission section](#) of the Capilano College Calendar). Enrolment is limited to 35 students, 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 August. Students must reply to the acceptance letter by a deadline, submitting a non-refundable deposit, to ensure a seat in the program.

### Note

Students may be required to achieve an acceptable grade in a diagnostic test before enrolling in some courses in the First-Year Engineering Program (e.g. Language Proficiency Index (LPI) Test or English Diagnostic Test (EDT) for ENGL 100, Math Placement Test (MPT) for MATH 116). Please see the relevant sections of the Capilano College Calendar or the appropriate department web site for details. Prospective students are encouraged to take these tests early to avoid delays in acceptance and/or registration.

### Admission from Secondary School

Students who wish to enter the First-Year Engineering Program directly from secondary school must have B.C. Grade 12 graduation (or equivalent) with at least a B grade in Math 12, Chemistry 12 and Physics 12, and at least a C- grade in English 12. 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.

### 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 web site or the Capilano College Calendar).



## Admission in the Spring Term

A limited number of places in the First-Year Engineering Program are available for the spring term. These places are reserved for Capilano College students who have successfully completed MATH 116, PHYS 114, CHEM 110 and COMP 120, usually in the previous fall term, with a minimum GPA of 2.5 as calculated from these courses. With the completion of the engineering courses it is possible for the spring entrant to complete the First-Year Engineering Program before the following fall term

## Scholarships

A number of scholarships administered by the College 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 concerning these awards, please contact the Financial Aid Office or visit:

[www.capcollege.bc.ca/student-services/financial](http://www.capcollege.bc.ca/student-services/financial)

## TRANSFER TO UNIVERSITY ENGINEERING (DIRECT ENTRY FROM SECONDARY SCHOOL)

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			17.00
<a href="#">APSC 120</a>	Introduction to Engineering	1.00	
<a href="#">CHEM 154</a>	Chemical Principles for Engineers	3.00	
<a href="#">COMP 120</a>	Introduction to Computer Science	3.00	
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">MATH 116</a>	Calculus I	3.00	
<a href="#">PHYS 114</a>	Fundamental Physics I	4.00	
Credits			17.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			19.00
<a href="#">APSC 120</a>	Introduction to Engineering	Continued	
<a href="#">APSC 160</a>	Engineering Design	6.00	
<a href="#">MATH 126</a>	Calculus II	3.00	
<a href="#">MATH 152</a>	Linear Algebra and Differential Equations	3.00	
<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 Arts and/or Science Elective		3.00	
Credits			22.00
<b>Total Program Credits</b>			<b>39.00</b>

## TRANSFER TO UNIVERSITY ENGINEERING (TRANSFERRING FROM 1ST YEAR SCIENCE)

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.00
<a href="#">APSC 120</a>	Introduction to Engineering	1.00	
<a href="#">CHEM 154</a>	Chemical Principles for Engineers	3.00	
<a href="#">MATH 200</a>	Linear Algebra	3.00	
<a href="#">MATH 230</a>	Calculus III	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
Non-Science University Transfer Elective Credits		3.00	13.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">APSC 120</a>	Introduction to Engineering	Continued	
<a href="#">APSC 160</a>	Engineering Design	6.00	
<a href="#">CMNS 250</a>	Introduction to Technical Writing	3.00	
<a href="#">MATH 235</a>	Introduction to Differential Equations	3.00	
<a href="#">PHYS 116</a>	Fundamental Physics III	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>28.00</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

### University Transfer

#### University of British Columbia (UBC)

The Engineering Transition Program was constructed for transfer to UBC. Completion of this two-year academic program with a cumulative grade point average of 2.7 or better (approximately 70% average) would not only guarantee Capilano College students a clean transfer to second year engineering at UBC, but once there, would also ensure them a reduced second year workload. Please consult the [UBC Calendar](#) or the [UBC web site](#) for more detailed information.

#### Simon Fraser University (SFU)

Students who complete the Engineering Transition Program may be eligible for admission to second-year engineering at SFU. Please consult the [SFU Calendar](#) or the [SFU web site](#) for more detailed information.

## University of Victoria (UVic)

Students who complete the Engineering Transition Program may be eligible for admission to second-year engineering at UVic. Please consult the [UVic Calendar](#) or the [UVic web site](#) for more detailed information.

## Admission

### General

To apply for admission to the Engineering Transition Program, students must complete the College'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. Please note that to be eligible for the Engineering Transition Program the general admission requirements for the College must be satisfied. Please see the [Admission section](#) of the Capilano College Calendar for additional information. Enrolment is limited to 35 students, 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 August. Students must reply to the acceptance letter by a deadline, submitting a non-refundable deposit, to ensure a seat in the program.

### Note

Students may be required to achieve an acceptable grade in a diagnostic test before enrolling in some courses in the Engineering Transition Program (e.g. Language Proficiency Index (LPI) Test or English Diagnostic Test (EDT) for ENGL 100, Math Placement Test (MPT) for MATH 105 or MATH 116). Please see the relevant sections of the Capilano College Calendar or the appropriate department web site for details. Prospective students are encouraged to take these tests early to avoid delays in acceptance and/or registration.

### 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.

### Admission from Secondary School

To be eligible to enter the Engineering Transition Program from secondary school (directly or one year removed) students must have B.C. Grade 12 graduation (or equivalent) with a minimum GPA of 2.0 calculated on English 12, Math 12, and two other academic Grade 12 courses. Preference will be given to students who possess strong math skills (Math 12 grade of B or better) and good grades in Chemistry 11 and Physics 11. High school students are also encouraged to graduate with at least one tech course if they intend to study engineering.

### Diploma in the Engineering Transition Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">CHEM 101</a> Fundamentals of Chemistry	3.00	
<a href="#">ENGL 100</a> Composition	3.00	
<a href="#">MATH 105</a> Precalculus Mathematics	3.00	
<a href="#">PHYS 104</a> Principles of Physics	3.00	
Credits		12.00
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.00
<a href="#">APSC 160</a> Engineering Design	6.00	
<a href="#">COMP 106</a> Programming with Robots	3.00	
<a href="#">MATH 116</a> Calculus I	3.00	
<a href="#">PHYS 114</a> Fundamental Physics I	4.00	
Credits		16.00
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		13.00
<a href="#">APSC 120</a> Introduction to Engineering	1.00	
<a href="#">CHEM 154</a> Chemical Principles for Engineers	3.00	
<a href="#">COMP 120</a> Introduction to Computer Science	3.00	
<a href="#">MATH 126</a> Calculus II	3.00	
<a href="#">MATH 204</a> Probability and Statistics for Applications	3.00	
<i>Choose 3.00 credits of electives:</i>		3.00
Non-Science University Transfer Elective	3.00	
Credits		16.00
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.00
<a href="#">CMNS 250</a> Introduction to Technical Writing	3.00	
<a href="#">MATH 152</a> Linear Algebra and Differential Equations	3.00	
<a href="#">MATH 230</a> Calculus III	3.00	
<a href="#">PHYS 115</a> Fundamental Physics II	4.00	
<a href="#">PHYS 116</a> Fundamental Physics III	3.00	
Credits		16.00
<b>Total Program Credits</b>		<b>60.00</b>

## FACULTY

Selected Faculty from Pure and Applied Sciences.

## CONTACT

Engineering Department  
Fir building, Room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4955  
E-mail: [engineering@capcollege.bc.ca](mailto:engineering@capcollege.bc.ca)

[www.capcollege.bc.ca/programs/engineering](http://www.capcollege.bc.ca/programs/engineering)

## English

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### GENERAL INFORMATION

English Studies at Capilano College 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.capcollege.bc.ca/programs/english](http://www.capcollege.bc.ca/programs/english)

### UNIVERSITY TRANSFER CREDIT

Most English courses transfer to B.C. 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, 104, 105, or 106.

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

### ENGLISH DIAGNOSTIC TEST (EDT)

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

### ENGLISH AS A SECOND LANGUAGE

See listing in the [Preparatory Programs](#) section.

### WRITING CENTRE

All students registered at the College may come to the Writing Centre for advice on work in progress or help with writing problems. The Centre is not a proofreading service, but aims to help students develop their writing ability.

The Centre also offers resources for writing: quiet space, a collection of reference books, handout sheets and exercises, and computers with word processing, outlining, and editing programs.

The Writing Centre is located in Fir building, room 402. It is staffed by faculty members from the English, ESL, and ABE departments. Hours of operation are posted.

## **ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS**

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

## **ENGLISH (ENGL) COURSES**

<a href="#">ENGL 010</a>	Language Skills
<a href="#">ENGL 100</a>	Composition
<a href="#">ENGL 103</a>	Studies in Contemporary Literature
<a href="#">ENGL 104</a>	Fiction
<a href="#">ENGL 105</a>	Poetry
<a href="#">ENGL 106</a>	Drama
<a href="#">ENGL 190</a>	Creative Writing
<a href="#">ENGL 191</a>	Creative Writing
<a href="#">ENGL 200</a>	English Literature to 1660
<a href="#">ENGL 201</a>	English Literature Since 1660
<a href="#">ENGL 203</a>	Canadian Literature - Modernism and Beyond
<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 (The Novel)
<a href="#">ENGL 209</a>	Studies in Poetry
<a href="#">ENGL 210</a>	Studies in Drama
<a href="#">ENGL 211</a>	Studies in Short Fiction
<a href="#">ENGL 212</a>	Traditions in Western Literature
<a href="#">ENGL 213</a>	Readings in World Literature
<a href="#">ENGL 214</a>	Technology and Writing: A Literary Perspective
<a href="#">ENGL 217</a>	Special Topics in Literature
<a href="#">ENGL 218</a>	Children's Literature
<a href="#">ENGL 290</a>	Creative Writing - Poetry
<a href="#">ENGL 291</a>	Creative Writing - Fiction

## **INTERDISCIPLINARY STUDIES**

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

WMST 104 Women Writers and Feminist Criticism

WMST 106 Contemporary American Women Writers

## **FACULTY**

T. ACTON	BA (UVic), MA, PhD (Calgary)
J. CLIFFORD	BA, MA (UBC), PhD (York)
P.L. COUPEY	BA (McGill), MA (UBC)
I.P. CRESSWELL	BA (Hons) (W. London), MA (UBC), MLit (Oxford), CPE/LPC (Guildford/Chester)
M.L. FAHLMAN REID	BA (UBC), MA (Toronto)
R. FARR	BA, MA (SFU)
G.N. FORST	BA, PhD (UBC)
S.R. GILBERT	BA (UVic), MA (UBC)
B. HALVORSON	BA (Queen's), MA (UVic)
C. HURDLE	BA, MA (UVic)
R. JOHANSON	BA, MA (SFU)
A. KLOBUCAR	BA (Toronto), M.Sc. (Edinburgh), PhD (UBC)
R. KNIGHTON	BA, MA (SFU)
K. LEWIS	BA (Queen's), MA (UBC), PhD (UVic)
H. LITTMAN	BA (SFU), MA (Concordia), MA (Johns Hopkins)
A. MAHOOD	BA (Hons.) (SFU), MA (Toronto), PhD (Oxford)
D. MUNTEANU	MA (Bucharest), MA (UBC)
R. NICKOLICHUK	BA (Carleton), MA (UBC)
J. PENBERTHY	BA (Univ. of Natal), MA, PhD (UBC)
C. PICKARD	BA (UVic), MA (UBC)
J. READ	BA, MA (UBC)
V. ROSS	BA (Cambridgeshire), MA (UBC)
R.G. SHERRIN	BFA, MFA (UBC)
A. STONE	BA (Concordia), MA (McGill)
S. THESEN MIER	BA, MA (SFU)
A. WESTCOTT	BA (Alberta), MA (Queen's), PhD (Toronto)

## **CONTACT**

English Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)

# French

## GENERAL INFORMATION

All courses in French, except French 215, consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes). Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students with an enhanced speaking ability should register in FREN 180 or 181 or in FREN 270 or 271. 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.capcollege.bc.ca/programs/languages/french](http://www.capcollege.bc.ca/programs/languages/french)

## SUMMARY OF PROGRAMS

Level	Courses
Beginning French (0 – Grade 11)	FREN 100/101
Univ. Preparatory French (Grade 12)	FREN 120/121
1st year Univ. French	FREN 170/171
1st year Univ. French (Immersion)	FREN 180/181
2nd year French Oral Expression	FREN 215
2nd year Univ. French	FREN 270/271

## UNIVERSITY TRANSFER CREDIT

French courses, with the exception of French 215, are transferable to SFU, UBC, UNBC, and UVic. French 215 is currently transferable to UVic, UBC and UBC (Okanagan). Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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>	University Preparatory French I
<a href="#">FREN 121</a>	University Preparatory French II
<a href="#">FREN 170</a>	First Year University French I
<a href="#">FREN 171</a>	First Year University French II
<a href="#">FREN 180</a>	First Year University French for Immersion Students I
<a href="#">FREN 181</a>	First Year University French for Immersion Students II
<a href="#">FREN 215</a>	Oral French Practice
<a href="#">FREN 270</a>	Second Year University French I
<a href="#">FREN 271</a>	Second Year University French II



## FACULTY

L. GAREAU	BA (Laval), MA (SFU)
C.H. GLOOR	BA (Concordia), BEd (UBC), MA (McMaster)

## Instructional Associates

M. GEOFFROY	BA (UBC), MA (Concordia)
G. LACHANCE	BA (Ottawa), B.Ed. (Montreal)

## CONTACT

French Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)

## 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 for men and women in 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 give you a whole new perspective on the world.

For more information, please see [www.capcollege.bc.ca/programs/geography](http://www.capcollege.bc.ca/programs/geography)

### UNIVERSITY 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 UNIVERSITY TRANSFER PROGRAMS

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

### GEOGRAPHY (GEOG) COURSES

[GEOG 100](#) Human Geography: People, Places and Cultures

<a href="#">GEOG 101</a>	Environmental Geography: Perception and Change
<a href="#">GEOG 102</a>	Environmental Geography: Global Concerns
<a href="#">GEOG 106</a>	British Columbia: A Regional Analysis
<a href="#">GEOG 107</a>	Introduction to North America
<a href="#">GEOG 108</a>	Canada: A Nation of Regions
<a href="#">GEOG 112</a>	Introduction to Earth Environments
<a href="#">GEOG 114</a>	Weather and Climate
<a href="#">GEOG 200</a>	Technology and Economic Environments
<a href="#">GEOG 201</a>	Urban Studies
<a href="#">GEOG 202</a>	Urban Field Studies
<a href="#">GEOG 205</a>	Asia Pacific Geography
<a href="#">GEOG 214</a>	Our Atmospheric Environment
<a href="#">GEOG 221</a>	Map and Airphoto Interpretation

## FACULTY

K. EWING	BA, M.Sc. (Michigan)
C. GRATHAM	B.Sc., M.Sc. (UBC)
C. GREENBERG	BA, MA, (U of Manitoba), PhD (UBC)
S. MACLEOD	BA, MA, PhD (UBC)
B. MCGILLIVRAY	BA, MA (UBC)
J. MIKITA	BA, MA (SFU)
R. PATRICK	BA. (UBC), B.Ed. (Dalhousie), MA (SFU) <b>on leave</b>
S. ROSS	B.Sc., M.Sc. (UBC)
C. SCHREADER	B.Sc. (Trent), M.Sc. (McMaster)

## CONTACT

Geography Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: socsci@capcollege.bc.ca

## Geology

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### GENERAL INFORMATION

Geology courses are designed for students planning a university degree program in the geological sciences or in the arts, humanities or social sciences. GEOL 110 and 111 are especially appropriate for students in need of a laboratory science. They provide an understanding of the origin, structure, composition and history of the earth.

Courses include weekly laboratory investigations and several local field trips. Lab tuition fees are included in the course fee; however, students must purchase a lab manual and testing kit, and share some field trip costs.

For more information, please see [www.capcollege.bc.ca/programs/geology](http://www.capcollege.bc.ca/programs/geology)

## UNIVERSITY TRANSFER CREDIT

Geology 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.

## GEOLOGICAL SCIENCES

(including GEOPHYSICS, GEOCHEMISTRY, GEOLOGICAL ENGINEERING, ENVIRONMENTAL STUDIES AND OTHER EARTH SCIENCES)

### FIRST YEAR ONLY

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

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## GEOLOGY (GEOL) COURSES

<a href="#">GEOL 110</a>	Physical Geology
<a href="#">GEOL 111</a>	Historical Geology

## FACULTY

D.J.A. ATHAIDE	B.Sc. (Hons.) (McGill), M.Sc. (UBC), B.C. Prof. Teacher's Cert. <b>on leave</b>
J.S. GETSINGER	AB (Radcliffe), M.Sc. (Washington), PhD (UBC)

## CONTACT

Geology Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4955  
E-mail: [kchute@capcollege.bc.ca](mailto:kchute@capcollege.bc.ca)

# German

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## GENERAL INFORMATION

All courses in German consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Native speakers of German are not allowed in first year courses; those who wish to take a second-year German course must consult a German instructor first. University rules governing such students differ within departments, but the Language Department has correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid any misunderstanding, such students are invited to discuss these problems with the Department prior to enrolment.

Students with a German Abitur are not permitted to enrol in the courses. 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.

For more information, please see [www.capcollege.bc.ca/programs/languages/german](http://www.capcollege.bc.ca/programs/languages/german)

## UNIVERSITY TRANSFER CREDIT

German 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.

### SFU

Students who wish to proceed to SFU and to pursue further courses in German are reminded of the present equivalency standards. Transfer and course challenge credit in German will be given at SFU for Capilano College German courses to a total of 11 semester hours. Exemption from and placement in higher courses are determined by the results of a placement test or other assessment procedure.

### UBC

In the case of UBC, present equivalent standards provide transfer credit on the following basis:

Capilano College	UBC
GERM 100	GERM 100
GERM 101	GERM 110
GERM 200	GERM 200
GERM 201	GERM 210

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## GERMAN (GERM) COURSES

[GERM 100](#)      Beginning German I

<a href="#">GERM 101</a>	Beginning German II
<a href="#">GERM 200</a>	Intermediate German I
<a href="#">GERM 201</a>	Intermediate German II

## **FACULTY**

M. WERNICKE-HEINRICHS      BA, MA (SFU)

## **Language Associate**

ANDREA BOWING      Magister Artium (Freiburg)

## **CONTACT**

German Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)

## **Global Stewardship**

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### **GENERAL INFORMATION**

The two-year Global Stewardship program was designed for young people who are interested in pursuing careers in the not-for-profit sector either in Canada or internationally. Students will study world politics, geography, economics, history, languages and literature as a means to understand the global forces at play today. They will 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 will also gain hands-on work experience volunteering at non-governmental organizations locally or overseas. Graduates will receive an Associate of Arts degree, which is transferable to any university in B.C.

For more information, please see [www.capcollege.bc.ca/programs/global-stewardship](http://www.capcollege.bc.ca/programs/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 bachelors degree, and possibly a masters in the future. Other graduates of the Global Stewardship Program are pursuing careers in education and international law. Graduates of the Global Stewardship Program are eligible for the paid internship positions supported by CIDA and DFAIT.

## 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 and three academic Grade 12 courses.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Letter of intent and letter of recommendation.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## GRADUATION REQUIREMENTS

Completion of all courses as outlined on the [Global Stewardship](#) Web site.

## FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of the College Web site. 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 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 Non-For-Profit's

## ASSOCIATE OF ARTS IN GLOBAL STEWARDSHIP

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Both

English 100 must be completed prior to term 4.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">ENGL 100</a> Composition	3.00	
<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	
Language Credits	3.00	16.50
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		14.50
<a href="#">ANTH 121</a> Introduction to Social Anthropology	3.00	
<a href="#">BADM 106</a> Organizational Behaviour	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	
Language	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> Fiction	3.00	
<a href="#">ENGL 105</a> Poetry	3.00	
<a href="#">ENGL 106</a> Drama	3.00	
Credits		17.50
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.50
<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	
200-Level Arts/Science elective with International content	3.00	
Math/Computer Science/Science/Statistics requirement (Math 101 recommended)	3.00	
Credits		16.50
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">ENGL 213</a> Readings in World Literature	3.00	
<a href="#">GLBS 201</a> Global Stewardship Seminar IV: Volunteering in a Group for Non-For-Profit's	1.50	

Fourth Term	Course	Course Credits	Required Credits
<a href="#">PHIL 207</a>	Business Ethics	3.00	
<a href="#">POL 203</a>	International Organizations	3.00	
	200-Level Arts/Science elective with International content	3.00	
	Science Requirement	3.00	
	Credits		16.50
	<b>Total Program Credits</b>		<b>67.00</b>

## FACULTY

N. AMON	BA (Hons.)(Kent), MA (SFU)
M. BATTERSBY	BA (NYU), PhD (UBC) <b>on leave</b>
G. CROWTHER	B.Sc. (Hons.) (London), M. Phil., PhD (Cambridge)
N. DELAYEN	BA, MA (Sask.)
W. HENRY	BA (Hons.) (UVic), MA (UBC), PhD (Western Ontario)
P.A. McMILLAN	BS, MS, PhD (Rutgers)
J. MIKITA	BA, MA (SFU)
C. SYLVESTER	BA (Gonzaga), MA (Notre Dame) <b>Program Convenor</b>
K. TAFT	BA (U of Calgary), CHRP

## SUPPORT STAFF

Lorraine Hamilton  
 Tamara Parizek

## CONTACT

Capilano College  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
 Cam Sylvester, Program Convenor  
 Phone: 604.986.1911 ext. 2463  
 E-mail: csylvest@capcollege.bc.ca

## 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 College. 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.

For more information, please see [www.capcollege.bc.ca/programs/history](http://www.capcollege.bc.ca/programs/history)

## UNIVERSITY TRANSFER CREDIT

History courses at Capilano (including WMST 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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 103</a>	Europe in the 19th and 20th Centuries
<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 115</a>	Introduction to Latin America
<a href="#">HIST 205</a>	British Columbia History
<a href="#">HIST 207</a>	Europe in the Middle Ages and Renaissance
<a href="#">HIST 208</a>	Canadian-American Relations
<a href="#">HIST 209</a>	History of the First Nations of Canada
<a href="#">HIST 210</a>	Introduction to Japanese History, 1550-1950
<a href="#">HIST 230</a>	World History Since 1500
<a href="#">HIST 235</a>	World Civilizations from 1945 to Present

## INTERDISCIPLINARY STUDIES

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

WMST-220      N/A

## FACULTY

R. CAMPBELL	BA (California), MA (UBC), PhD (SFU)
N. DELAYEN	BA, MA (Sask.)
D. DUBORD	BA (U of A), MA (UVic)
A. GEIGER-ADAMS	BA (Edison State), JD, MA (Washington) <b>(on leave)</b>
H. JONES	BA (Hons.), MA (UBC)

M. LEGATES

BA (Wash.), MA, M.Phil., PhD (Yale)

W. MAKI

BSc (McGill), MA, PhD (UBC)

## **CONTACT**

History Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: socsci@capcollege.bc.ca

## **Human Kinetics**

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### **GENERAL INFORMATION**

Capilano College 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 provides a multi-disciplinary program for students interested in becoming physical education teachers, private instructors or pursuing a career in coaching. Varied employment may also be found in recreation centres, seniors' centres, sports clubs, sport associations and sport administration.

For more information, please see [www.capcollege.bc.ca/programs/human-kinetics](http://www.capcollege.bc.ca/programs/human-kinetics)

### **UNIVERSITY TRANSFER CREDIT**

The Capilano College 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 College Human Kinetics program may be transferable to comparable courses of studies 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**

Applicants to the Human Kinetics two-year diploma program must satisfy the general university transfer admission requirements for the College, which include a B.C. Grade 12 or equivalent or mature status with a minimum GPA of 2.0 (60%) in English 12 plus three other Grade 12 academic courses. Students entering the Exercise Science stream are also required to have their high school prerequisites for their first year science electives. Information on these prerequisites can be found in the [Course Descriptions](#) section of this Calendar.

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 College'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), and a brief description of career goals must accompany the College application form.

The Human Kinetics program is limited to 40 students and it is strongly recommended that students apply to Capilano College before the end of March.

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

**DIPLOMA IN THE HUMAN KINETICS PROGRAM (EXERCISE SCIENCE STREAM)**

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">HKIN 103</a>	Active Health	3.00	
<a href="#">HKIN 190</a>	Anatomy and Physiology I	3.00	

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<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	
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 112</a> Health and Human Nutrition	3.00	
<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 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>

## DIPLOMA IN THE HUMAN KINETICS PROGRAM (PHYSICAL EDUCATION STREAM)

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">ENGL 100</a> Composition	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 from the following list:</i>		3.00
<a href="#">HKIN 112</a> Health and Human Nutrition	3.00	
University Transferable Elective Credits	3.00	
		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
University Transferable Elective Credits	3.00	
		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 Credits	3.00	
		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	

Fourth Term	Course	Course Credits	Required Credits
<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 Credits			3.00
<b>Total Program Credits</b>			<b>15.00</b>
			<b>60.00</b>

## FACULTY

A. BUTLER	BHK (UBC), MHK (UBC)
D. PERRY	BA (UCFV), M.Sc. (W. Wash.)
V. JOHNSON	B.Sc.PT (IND), PG.Dip. PT (UK), M.Sc. Neuro-Kin. (Canada), MIAP
A. MAWANI	BPE (UBC), PE Dip. (VCC) NCCP Level 4
J. SNEDDON	BA (York), NCCP Level 3

## CONTACT

Human Kinetics Department  
Sportsplex building, room 114

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Coordinator, Milt Williams  
604.983.7532  
Phone: 604.990.7966  
E-mail: [hkin@capcollege.bc.ca](mailto:hkin@capcollege.bc.ca)

## Japanese

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### GENERAL INFORMATION

All courses in Japanese consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (taking approximately 45 minutes).

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 a Japanese 12 credit should register in JAPN 200.

Students who have studied Japanese elsewhere **cannot** register in JAPN 100.

The instructor is available for consultation regarding placements. Contact the Department prior to registration if you are not sure of your placement.

For more information, please see [www.capcollege.bc.ca/programs/languages/japanese](http://www.capcollege.bc.ca/programs/languages/japanese)

## UNIVERSITY TRANSFER CREDIT

The following Japanese courses at Capilano College transfer to UBC, SFU, UNBC, UVic, and other post-secondary institutions in B.C. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

Students with 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.

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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

## FACULTY

K. MITO BA, MA (UBC)

## Instructional Associates

C. SHIMOYAMA BA (Nanzan, Japan), MA (Nagoya, Japan)  
Y. SHINBO Associate of Arts (Obirin), BA, MA (UBC)

## CONTACT

Japanese Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)

## Kinesiology

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## GENERAL INFORMATION

The Capilano College Department of Kinesiology offers first-year university courses in kinesiology, designed for students planning on transferring to Simon Fraser University for second year for completion of a major or a degree in the subject.

For more information, please see [www.capcollege.bc.ca/programs/kinesiology](http://www.capcollege.bc.ca/programs/kinesiology)

## UNIVERSITY TRANSFER CREDIT

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

### Transfers to the University of British Columbia Human Kinetics program

Capilano College kinesiology courses transfer to the UBC Department of Human Kinetics, which offers three streams: (1) Kinesiology and Health Science, (2) Physical and Health Education, and (3) Human Kinetics Interdisciplinary studies.

### Transfers to the University of Victoria

The University of Victoria Faculty of Education, School of Physical Education, also accepts transfer of kinesiology courses from Capilano College.

### Transfers to Simon Fraser University Kinesiology Program

The Kinesiology program at SFU offers four different areas of concentration: (1) Active Health, (2) Health and Physiological Sciences, (3) Human Factors/Ergonomics, and (4) Human Movement Sciences.

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## KINESIOLOGY (KIN) COURSES

<a href="#">KIN 142</a>	Introduction to Kinesiology
<a href="#">KIN 143</a>	Exercise Management

## FACULTY

M. WALSH                                      BPE, MPE (UBC), PhD (SFU)

## CONTACT

Kinesiology Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4955  
E-mail: [kchute@capcollege.bc.ca](mailto:kchute@capcollege.bc.ca)



# Landscape Horticulture Program

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## GENERAL INFORMATION

The objective of the Landscape Horticulture program is to provide individuals with the basic skills and knowledge prerequisite to beginning a career in landscape gardening and landscape-related industries.

This full-time, eight-month certificate program integrates horticultural theory with practice; the first term emphasizing theory and the second term practical applications.

Due to the popular nature of the program, and its limited enrolment, prospective students are advised to contact the Horticulture department by early April to arrange to attend an early May information meeting. Student/instructor interviews can be arranged at the conclusion of this meeting.

For more information, please see [www.capcollege.bc.ca/programs/landscape-horticulture](http://www.capcollege.bc.ca/programs/landscape-horticulture)

## Career Opportunities

Graduates of the Landscape Horticulture program find employment in many areas of horticulture including: municipal parks, golf courses, residential and commercial landscape installation and/or maintenance, garden centre sales, nursery and greenhouse operations, movie and film industry, arboriculture.

## 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 10 or equivalent. BC Secondary School graduation (grade 12) or equivalent is preferred.
- Minimum Math 10 and Science 10; preferred Math 11, English 12, any Science 11.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview (early May) contact Program for interview dates. Recommended all candidates attend an information meeting.
- EDT requirement to qualify for 100 level English courses = EDT 100 level, OR LPI requirement to qualify for 100 level English courses = 24/40.
- Submit resume, references and cover letter at interview.

## GRADUATION REQUIREMENTS

Due to the intense nature of the program, regular full-time attendance is crucial. Students are expected to attend and participate in all classes and program activities. Students with poor attendance will be required to withdraw. Participation in all field trips, including the three-day orientation field trip, is compulsory.

Students must attain a minimum cumulative GPA of 2.0, pass all courses, must possess a valid B.C. pesticide dispenser or applicator certificate, and attain a minimum C- standing in HORT 102 and HORT 109 to successfully complete the program.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE LANDSCAPE HORTICULTURE PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.50
<a href="#">HORT 101</a>	Introductory Horticulture	5.00	
<a href="#">HORT 102</a>	Plant Materials I	5.00	
<a href="#">HORT 103</a>	Growing Media and Fertilizers	2.00	
<a href="#">HORT 105</a>	Plant Production	2.00	
<a href="#">HORT 107</a>	Fall Garden Practicum	0.00	
<a href="#">HORT 115</a>	Basic Landscape Drafting	1.50	
Credits			15.50
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">HORT 106</a>	Landscape Irrigation and Drainage	2.00	
<a href="#">HORT 108</a>	Landscape Design	1.50	
<a href="#">HORT 109</a>	Plant Materials II	4.00	
<a href="#">HORT 110</a>	Turfgrass Management	3.00	
<a href="#">HORT 111</a>	Business Practices	1.00	
<a href="#">HORT 112</a>	Landscape Installation and Maintenance	5.00	
<a href="#">HORT 114</a>	Spring Garden Practicum	0.00	
Credits			16.50
<b>Total Program Credits</b>			<b>32.00</b>

## FACULTY

L. KOSKITALO

B.Sc. (U of M), PhD (UBC)

R. WELSH

Dip. Landscape Tech. (BCIT)

## SUPPORT STAFF

D. MORRISON

Divisional Assistant

A. DELANEY

Lab Technician II

## CONTACT

Landscape Horticulture Program  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
E-mail: [landscape@capcollege.bc.ca](mailto:landscape@capcollege.bc.ca)

## Linguistics

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### GENERAL INFORMATION

The Department of Linguistics offers a range of first-year courses including an introduction to grammatical description and practical phonetics. Second-year courses are offered with First Nations Studies and provide an introduction to the First Nations languages of BC and a course on the distribution of indigenous languages around the world. Students interested in language learning or teaching, speech pathology or cognitive science will find linguistics courses a great start.

For more information, please see [www.capcollege.bc.ca/programs/linguistics](http://www.capcollege.bc.ca/programs/linguistics)

### UNIVERSITY TRANSFER CREDIT

LING 100, and 101 transfer to British Columbia universities. LING 102 transfers 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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

[LING 206](#) First Nations Languages of British Columbia  
[LING 208](#) Indigenous Languages and Their Speakers

## FACULTY

D. GARDINER BA, MA, PhD (SFU)

## CONTACT

Linguistics Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)

# Mathematics and Statistics

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## GENERAL INFORMATION

The Mathematics and Statistics Department offers first- and second-year university level courses in mathematics and statistics as well as preparatory courses. Students may also earn an Associate of Science Degree with a concentration in mathematics. For more information, see [Associate of Arts and Science Degree](#) in Arts and Sciences: General Information or the web site [www.capcollege.bc.ca/programs/math](http://www.capcollege.bc.ca/programs/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 091 is a one credit course designed for students who need to refresh basic algebra. It serves as a prerequisite for MATH 096 (Intermediate Algebra with Functions), MATH 101 (Introduction to Statistics), and MATH 190 (Mathematics for Elementary School Teachers). MATH 096 is a two credit course that continues the development of algebra and introduces the concept of a function. It is possible to complete both MATH 091 and 096 in a single term. The combined MATH 091/096 is recognized by post secondary institutions as a Principles of Math 11 equivalent.

### 2. Precalculus

MATH 107 is a precalculus course specifically designed for students planning to pursue a business or commerce program, whereas MATH 105 focuses more on scientific applications.

Although each of MATH 105 and 107 is recognized by post secondary institutions as a Principles of Math 12 equivalent, it is common for students even with Principles of Math 12 completion to take one of these precalculus courses in preparation for calculus. Both 105 and 107 receive individual transfer credit at SFU, UVic. and UNBC.

**3. Calculus I**

MATH 108 is a calculus course designed primarily for students planning to pursue a business or commerce program, whereas MATH 116 is oriented to the sciences. As enrolment permits, separate engineering, life science and physical science streams of MATH 116 will be offered with each stream covering the same core content but emphasizing examples relevant to the associated applications area.

**4. Introductory Statistics**

MATH 101 is an introductory statistics course designed primarily for non-science students wanting to fulfil a science elective requirement. MATH 204 is an introductory statistics course designed primarily for science students who have already completed one term of calculus.

**5. Discrete Mathematics**

MATH 124 is a discrete mathematics course for computing science. A strong mathematics background is recommended for students taking this as an entry course.

**6. Mathematics for Elementary Teachers**

MATH 190 is a course designed for future elementary school teachers. This course is intended to transfer to SFU's MATH 190 and to many university colleges' education programs. 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 as alternative admission instruments 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 091 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 091 is one month or longer. For more information please contact the Advising Centre or the Pure and Applied Sciences Division, or visit the Mathematics and Statistics Department web site at [www.capcollege.bc.ca/programs/math](http://www.capcollege.bc.ca/programs/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 Courses	Minimum Grade Requirement - Any One of the Courses Listed								
	Princ. 11	Princ. 12	Applic. 12	BMTH 044	BMTH 054	MATH 091 OR BMTH 043	MATH 096	MATH 105	MATH 107
091	C-		C-						
096				C		B-			
101	C		C	C-		C+	C-		
105		C		B			C-		
107		C		B			C-		
108		B			C+			C-	C-
116		A <sup>†</sup>			B			C-	
124		A <sup>†</sup>			A			A	
190	C		C	C+		B	C-		

<sup>†</sup>or at least a "B" grade in both Principles of Math 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 at the universities, the Mathematics and Statistics Department advises students to consult the university calendars and to seek guidance from a College advisor or math instructor for appropriate course selection.

### 1. Science, Forestry, 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. Students planning to pursue mathematics or statistics at UBC should take in their first year:

- MATH 116 and 126
- PHYS 114/115
- CHEM 110/111
- COMP 121/126
- ENGL (6 credits)

### 2. Arts, Social Science

To fulfil a one-year science elective requirement non-science students typically take MATH 101/102 or 101/190, although any of the precalculus/calculus combinations also meet this requirement. Students planning to pursue a psychology program at SFU or UBC are required to take MATH 107 if they have not completed Principles of Math 12.

### 3. Commerce, Business, Economics

Students planning to pursue a commerce, business or economics program are required to take MATH 108 (and MATH 107 if the prerequisite requirements for 108 are not met; transfer credit will be given for MATH 107). In addition MATH 109 is required for students planning to transfer to the commerce program or economics at UBC. For a detailed description of commerce courses and program requirements see the Calendar section titled Commerce.

## Graphing Calculator

The Mathematics and Statistics Department believes that the graphing calculator greatly enhances mathematics instruction and learning. Students enrolling in any course, MATH 096 or higher, are required to have a graphing calculator. Specific recommendations on make and model can be found online at: [www.capcollege.bc.ca/programs/math](http://www.capcollege.bc.ca/programs/math)

## UNIVERSITY 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.

## THE MATHEMATICS LEARNING CENTRE

Students studying mathematics at Capilano College benefit from one of the most comprehensive learning centres in the province. The Mathematics Learning Centre (MLC) is located in the Birch Building, Room 289. During scheduled hours students may obtain individual assistance from the instructor on duty. The MLC also contains an extensive collection of learning materials including software, videos, and reference texts.

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## ASSOCIATE OF SCIENCE - MATHEMATICS CONCENTRATION

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

<b>English requirement</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">ENGL</a> English 100-Level		6.00	
Credits			6.00
<b>Mathematics requirements - 1st year</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">MATH 116</a> Calculus I		3.00	
<a href="#">MATH 124</a> Discrete Mathematics I		3.00	
<a href="#">MATH 126</a> Calculus II		3.00	
Credits			9.00
<b>Science requirements - 1st year</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<i>Choose 4.00 credits from the following list:</i>			4.00
<a href="#">PHYS 108</a> Basic Physics		5.50	
<a href="#">PHYS 110</a> General Physics I		4.00	
<a href="#">PHYS 114</a> Fundamental Physics I		4.00	

<b>Science requirements - 1st year</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 4.00 credits from the following list:</i>		4.00
<a href="#">PHYS 111</a> General Physics II	4.00	
<a href="#">PHYS 115</a> Fundamental Physics II	4.00	
<i>Choose 7.00 credits from the following list:</i>		7.00
100-Level Computer Science, Biology, Chemistry, Geology Credits	7.00	
		15.00
 <b>Mathematics requirements - 2nd year</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">MATH 200</a> Linear Algebra	3.00	
<a href="#">MATH 230</a> Calculus III	3.00	
<a href="#">MATH 235</a> Introduction to Differential Equations	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">MATH 204</a> Probability and Statistics for Applications	3.00	
<a href="#">MATH 205</a> Introduction to Probability and Statistics	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">MATH 215</a> Introduction to Analysis	3.00	
<a href="#">MATH 224</a> Discrete Mathematics II	3.00	
Credits		15.00
 <b>Science requirement - 2nd year</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
200-Level or higher	3.00	
Credits		3.00
 <b>Arts Elective (excluding subjects that have transfer 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	6.00	
Credits		6.00
 <b>Elective</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>Total Program Credits</b>		<b>60.00</b>

## MATHEMATICS AND STATISTICS (MATH) COURSES

<a href="#">MATH 091</a>	Introductory Algebra
<a href="#">MATH 096</a>	Intermediate Algebra with Functions
<a href="#">MATH 101</a>	Introduction to Statistics



<a href="#">MATH 102</a>	Statistical Methods
<a href="#">MATH 105</a>	Precalculus Mathematics
<a href="#">MATH 107</a>	Precalculus for Business and Social Sciences
<a href="#">MATH 108</a>	Calculus I for Business and Social Sciences
<a href="#">MATH 109</a>	Calculus II for Business and Social Sciences
<a href="#">MATH 116</a>	Calculus I
<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

## FACULTY

M. ANDERSON	B.Sc., M.Sc. (SFU)
D. BAXTER	B.Sc. (SFU), M.Sc. (UBC)
A.E.T. BENTLEY	B.Sc. (Hons.) (UBC), MA, PhD (Missouri)
L.F. HARRIS	BA, MA, (UBC), PhD (Austral. Nat. U)
R. HAUSCHILDT	B.Sc. (Hons.) (Queen's), M.Sc. (UBC)
J. JOHNSTON	B.Math (Waterloo), B.Ed. (Toronto), M.Math (Waterloo)
L. LAJEUNESSE,	B.Math (Hons.) (Waterloo), M.Sc. (Carleton)
W. LYNN	B.Sc. (Carleton), M.A.Sc. (Waterloo)
C. MORGAN	B.Sc. (Hons.), M.Sc., PhD (Memorial) <b>Coordinator of Mathematics and Statistics</b>
A. ROBERTS	B.Sc. (Hons.) (Queen's), M.Sc. (Alberta)
K.V. TOWSON	B.Sc., M.Sc. (SFU)
L. YEN	B.Sc. (Hons.) (SFU), PhD (Pennsylvania)

## CONTACT

Mathematics and Statistics Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4955  
E-mail: [kchute@capcollege.bc.ca](mailto:kchute@capcollege.bc.ca)

# Philosophy

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## GENERAL INFORMATION

The Philosophy Department at Capilano College offers a wide range first and second year university transfer courses introducing students to most of these issues. Critical thinking is taught in all philosophy courses. 200 level courses have no prerequisites with the exception of PHIL 211.

For more information, please see [www.capcollege.bc.ca/programs/philosophy](http://www.capcollege.bc.ca/programs/philosophy)

## UNIVERSITY TRANSFER CREDIT

Philosophy courses offered at Capilano College have university transfer credit in B.C. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## 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

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## CONCENTRATION IN APPLIED ETHICS

To qualified for an Applied Ethics 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).** PHIL 101, PHIL 102, PHIL 110, PHIL 207, PHIL 208, PHIL 209.

**List B (Choose two).** PHIL 117, PHIL 120, PHIL 141, PHIL 150, PHIL 151, PHIL 200, PHIL 201, PHIL 220, PHIL 221, PHIL 222, PHIL 240, PHIL 242.

The concentration in applied ethics within the Associate of Arts degree gives students a credential in a practical sub-discipline of philosophy. Biomedical ethics, environmental ethics, and business ethics form the core of applied ethics, and all have recently become important interdisciplinary specialities in their own right. Each area is concerned with inquiring into what we ought to do from an "all things considered" point of view. The requirements for this concentration include courses in all three areas, and other philosophy courses such as Introductory Ethics and Critical Thinking. The electives range from political philosophy to studies in human nature, gender relations, criminal justice, the philosophy of religion, the philosophy of culture, and the analysis of ethical issues in literature. They all throw light on the many ethical dimensions of our lives. The Philosophy Department at Capilano College has several talented ethicists and moral philosophers among its faculty.

Apply to the Registrar's Office to have the concentration in applied ethics added to your Associate of Arts degree at the time of graduation.

## ASSOCIATE OF ARTS DEGREE - APPLIED ETHICS CONCENTRATION

Please see Classification of Subjects for Associate Degrees in the College 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 Credits	6.00	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="#">PHIL 101</a> Introductory Philosophy: Ethics	3.00	
<a href="#">PHIL 102</a> Introductory Philosophy: Knowledge and Reality	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="#">PHIL 110</a> Critical Thinking	3.00	
<a href="#">PHIL 207</a> Business Ethics	3.00	

<b>Arts Courses 200-Level or Higher - 2 subject areas</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PHIL 208</a>	Environmental Ethics	3.00	
<a href="#">PHIL 209</a>	Biomedical Ethics	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
200-Level Arts Elective Credits		6.00	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="#">PHIL 117</a>	Philosophy of Religion	3.00	
<a href="#">PHIL 120</a>	Scientific Reasoning	3.00	
<a href="#">PHIL 141</a>	Philosophy and Law: Introduction to Criminal Justice System	3.00	
<a href="#">PHIL 150</a>	History of Philosophy: Ancient and Medieval	3.00	
<a href="#">PHIL 151</a>	History of Philosophy: Modern	3.00	
<a href="#">PHIL 200</a>	Political Philosophy: Classic Theories	3.00	
<a href="#">PHIL 201</a>	Political Philosophy: Problems and Issues	3.00	
<a href="#">PHIL 220</a>	Philosophy in Literature	3.00	
<a href="#">PHIL 221</a>	Existentialism in Literature	3.00	
<a href="#">PHIL 222</a>	Philosophy of Culture (Aesthetics)	3.00	
<a href="#">PHIL 240</a>	Philosophy and Gender Relations	3.00	
<a href="#">PHIL 242</a>	Philosophy of Human Nature	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective Credits		3.00	9.00
<b>Total Program Credits</b>			<b>60.00</b>

## FACULTY

M. BATTERSBY	BA (NYU), PhD (UBC)
J. DIXON	BA, PhD (UBC)
M. FLEMING	BA, M.Soc.Sci. (Waikato, N.Z.), PhD (UBC)
S. GARDNER	BA (Hons.) (McGill), B.Phil. (Oxford), PhD (Concordia)
W. HENRY	BA (Hons.) (UVic), MA (UBC), PhD (Western Ontario)
S. PERSKY	BA, MA (UBC)

Y. WESTWELL-ROPER

B.Ed., MA, Ed.D (UBC), D.Phil. (Oxford)

## CONTACT

Philosophy Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)

## 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.capcollege.bc.ca/programs/physics](http://www.capcollege.bc.ca/programs/physics)

### UNIVERSITY TRANSFER CREDIT

Physics courses at Capilano carry transfer credit to B.C. universities. 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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 108</a>	Basic 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

[PHYS 218](#) Computational Physics  
[PHYS 222](#) Mechanics

## RECOMMENDED SEQUENCE FOR MAJOR IN PHYSICS

### 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)

### SECOND YEAR (not offered in 2006 - 2007)

- PHYS 200/201, 210/211, 218/222
- MATH 200, 230, 231, 235
- Elective (six credits)

Students interested in honours physics should consult Physics instructors.

## ASSOCIATE OF SCIENCE DEGREE - PHYSICS CONCENTRATION

Second year Physics courses not offered in 2006/2007. Please see Classification of Subjects for Associate Degrees in the College Calendar for clarification of Arts, Humanities, Social Science and Science electives.

English requirements		Course Credits	Required Credits
<i>Required:</i>			6.00
<a href="#">ENGL</a>	English 100-Level	6.00	
Credits			6.00
Mathematics requirements		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">MATH 116</a>	Calculus I	3.00	
<a href="#">MATH 126</a>	Calculus II	3.00	
<a href="#">MATH 200</a>	Linear Algebra	3.00	
<a href="#">MATH 230</a>	Calculus III	3.00	
<a href="#">MATH 235</a>	Introduction to Differential Equations	3.00	
Credits			15.00
Physics requirements-Students who do not have Physics 12 should take PHYS 104, 114 & 115		Course Credits	Required Credits
<i>Required:</i>			8.00
<a href="#">PHYS 114</a>	Fundamental Physics I	4.00	
<a href="#">PHYS 115</a>	Fundamental Physics II	4.00	

**Physics requirements-Students who do not have Physics 12 should take PHYS 104, 114 & 115**

	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		14.00
<a href="#">PHYS 200</a> Thermal Physics and Waves	3.00	
<a href="#">PHYS 201</a> Electricity and Magnetism	3.00	
<a href="#">PHYS 210</a> Physics Laboratory I	1.00	
<a href="#">PHYS 211</a> Physics Laboratory II	1.00	
<a href="#">PHYS 218</a> Computational Physics	3.00	
<a href="#">PHYS 222</a> Mechanics	3.00	
Credits		22.00

**Science requirements**

	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 12.00 credits from the following list:</i>		12.00
100-Level (excluding Physics and maximum 8 credits in one subject area)	12.00	
Credits		12.00

**Arts Electives**

	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 1.00 credits of electives:</i>		1.00
University Transferable Arts Elective	1.00	
Credits		1.00

**Arts Electives (excluding subjects that have transfer credit in both Arts & Science)**

	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits of electives:</i>		6.00
University Transferable Arts Electives	6.00	
Credits		6.00

**Total Program Credits** **62.00**

**FACULTY**

M. FREEMAN	B.Sc. (Hons.) (UBC), M.Sc. (Cal. Tech.), PhD (UBC), <b>Convenor of Physics</b>
S. GREENSPOON	B.Sc. (Hons.) (McGill), M.Sc., PhD (Waterloo), <b>Chair of the Faculty of Pure and Applied Sciences</b>
C. HOOGE	B.Sc.(Hons.), M.Sc. (McGill), Laboratory Supervisor
F. PARVAZ	B.Sc. (Tehran), M.S. Dip. (San Diego State)

**LABORATORY SUPERVISORS AND TECHNICIAN**

C. HOOGE	B.Sc.(Hons.), M.Sc. (McGill)
V. MOEN	B.Sc. (SFU), Laboratory Supervisor
B. SIMSON	B.Sc. (SFU), Laboratory Supervisor
M. CRENSHAW	B.Sc. (Kansas State), BA (Evergreen), Physics Holography Research Lab

## CONTACT

Physics Department  
Fir building, room 471

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4555  
E-mail: [physics@capcollege.bc.ca](mailto:physics@capcollege.bc.ca)

## Political Studies

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### GENERAL INFORMATION

Women and men preparing 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 enrol in Political Studies courses. So, too, those hoping to bring about change in their own communities in such areas 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.capcollege.bc.ca/programs/political-studies](http://www.capcollege.bc.ca/programs/political-studies)

### UNIVERSITY 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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 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 222</a>	Regional Comparative Politics

## **FACULTY**

A. BRAHA	BA (Hons.) (York), MA (Toronto), LLB (Osgoode Hall)
E.M. LAVALLE	B.Comm., LLB (UBC), MA (Duke)
P. MIER	BA (SFU), MA (Toronto)
T. SCHOULS	BA (Hons.) (Alberta), MA (Toronto), PhD (UBC)
C. SYLVESTER	BA (Gonzaga), MA (Notre Dame)
D. WINCHESTER	BA (Hons.) (Concordia), MA (UBC)

## **CONTACT**

Political Studies Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capcollege.bc.ca](mailto:socsci@capcollege.bc.ca)

# **Psychology**

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## **GENERAL INFORMATION**

Psychology courses teach students theory and research findings in psychology that can help students 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 the universities.

Talk to any of our faculty about career options, our course offerings, and/or transferability, or see our web site for further information: [www.capcollege.bc.ca/programs/psychology](http://www.capcollege.bc.ca/programs/psychology)

## **UNIVERSITY 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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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
<a href="#">PSYC 101</a>	Theories of Behaviour
<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>	Developmental Psychology
<a href="#">PSYC 205</a>	The Psychology of 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 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

## 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 degree or to facilitate transfer to four year institutions, such as Simon Fraser University, and completes the first two year of the four year degree program.

### Associate of Arts Degree - Psychology Concentration

Please see Classification of Subjects for Associate Degrees in the College 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
<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="#">PSYC 100</a> Introduction to Psychology	3.00	
<a href="#">PSYC 101</a> Theories of Behaviour	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
Humanities Electives	6.00	
<i>Choose 6.00 credits from the following list:</i>		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>
Humanities or Social Science Electives 100-Level Credits	6.00	18.00
<b>Arts Courses 200-Level of Higher - 2 subject areas</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">PSYC 203</a> History of Psychology	3.00	
<a href="#">PSYC 212</a> Research Methods in Psychology	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PSYC 225</a> Biopsychology of Behaviour	3.00	
<a href="#">PSYC 230</a> Cognitive Psychology	3.00	
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">PSYC 200</a> Social Psychology	3.00	
<a href="#">PSYC 204</a> Developmental Psychology	3.00	
<a href="#">PSYC 213</a> Statistical Methods in Psychology	3.00	
<a href="#">PSYC 220</a> Theories of Personality	3.00	
<a href="#">PSYC 222</a> Abnormal Psychology	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
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	3.00	
Mathematics or Computer Science or Statistics Elective	3.00	
Science Elective Credits	3.00	9.00
<b>Electives 9 credits or assigned or unassigned transfer 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>

## INTERDISCIPLINARY STUDIES

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

WMST-110 N/A

## FACULTY

E. BOYLE BA (U Chicago), PhD (UBC)

E. DOMM	BA (U Michigan), MA, PhD (Wayne State U)
L. GEORGE	BA, MA, PhD (U. of W. Ont)
R. HAWRYLKO	BA (Hunter), MA (SFU)
R. STEINBERG	BA (McGill), M.Sc. (St. Frances College), PhD (U Sask)
C. VANSTON	BA, M.Sc. (SFU)
S. WALTERS	BA (UBC), MA, PhD (SFU)
J. WATERS	BA, MA, PhD (SFU)
C. ZASKOW	BA (UBC), MA, PhD (SFU)

## CONTACT

Psychology Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capcollege.bc.ca](mailto:socsci@capcollege.bc.ca)

## Sociology

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### GENERAL INFORMATION

All courses in sociology are geared to help the student comprehend personal and global events in a relevant and meaningful way. Sociology should thus help students in their endeavour to cope with their increasingly complex society. A major in sociology leads to work in the following areas: social work, teaching, probation work, criminology, industrial sociology, communications, media, government research and related areas. For more information, please see [www.capcollege.bc.ca/programs/sociology](http://www.capcollege.bc.ca/programs/sociology)

### UNIVERSITY TRANSFER CREDIT

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 UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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>	British Columbia Society
<a href="#">SOC 210</a>	Current Social Issues
<a href="#">SOC 211</a>	Sociology of the Third World
<a href="#">SOC 222</a>	Sociology of the Arts
<a href="#">SOC 223</a>	Media and Society

## **FACULTY**

G. BAILEY	B.Sc. (McGill), PhD (Oregon)
G. COOK	BA (Hons.) (UBC), MA (New School for Social Research, NYC)
N. GAYLE	BA (Hons.) (York), MA (Western), PhD (UBC)
R. ISOLA	BA, MA (SFU)

## **CONTACT**

Sociology Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capcollege.bc.ca](mailto:socsci@capcollege.bc.ca)

## **Spanish**

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### **GENERAL INFORMATION**

All courses in Spanish consist of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

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.

Native speakers of Spanish are not allowed in first year courses. If they wish to take second year courses in Spanish, they must consult with the Spanish instructor first. University rules governing such students differ within departments, but the Language Department has correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid any misunderstandings, such students are invited to discuss these problems with the Department prior to enrolment.

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.

For more information, please see [www.capcollege.bc.ca/programs/languages/spanish](http://www.capcollege.bc.ca/programs/languages/spanish)

### **UNIVERSITY TRANSFER CREDIT**

The following Spanish courses at Capilano College 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.

## SFU

At SFU, present equivalent standard equate SPAN 100 and 101 with SFU SPAN 102 and 103; SPAN 200 and 201 with SFU SPAN 201 and 2XX.

## UBC

At UBC, present equivalent standards equate SPAN 100 and 101 with UBC SPAN 101 and 102; SPAN 200 and 201 with UBC SPAN 201 and 202. The student who plans to major in Spanish may enter UBC's Spanish program when the student completes the Capilano courses.

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12\* and three 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

## FACULTY

E. MANDIOLA	BA (Austral, Chile), MA (SFU-pending)
E. PEREIRA	BA, MA (UBC)

## Instructional Associate

K. MATTSON	BA (Hons.) (SFU), Licenciatura (Barcelona)
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## CONTACT

Spanish Department  
Fir building, room 404

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4957  
E-mail: [humanities@capcollege.bc.ca](mailto:humanities@capcollege.bc.ca)

# Women's Studies

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## GENERAL INFORMATION

The Women's Studies program consists of a variety of university transfer credit, college credit and credit-free courses. These courses are taught from a perspective and with a methodology developed within Women's Studies.

In addition to the Women's Studies program courses, there are career and university transfer courses in other disciplines of special interest to women.

For more information, please see [www.capcollege.bc.ca/programs/womens-studies](http://www.capcollege.bc.ca/programs/womens-studies)

## UNIVERSITY TRANSFER CREDIT

Students who wish to pursue further courses in Women's Studies are advised that UBC, SFU and UVic have programs in Women's Studies. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for further information.

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

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

## WOMEN'S STUDIES (WMST) COURSES

<a href="#">WMST 100</a>	Introduction to Women's Studies
<a href="#">WMST 102</a>	Political Economy of Women
<a href="#">WMST 104</a>	Women Writers and Feminist Criticism
<a href="#">WMST 106</a>	Contemporary American Women Writers
<a href="#">WMST 108</a>	Women and the Law
<a href="#">WMST 110</a>	Women and Psychology
<a href="#">WMST 113</a>	Women in Politics
<a href="#">WMST 115</a>	Women and Geography
<a href="#">WMST 122</a>	Women in Anthropology
<a href="#">WMST 124</a>	Women and Health
<a href="#">WMST 126</a>	Women and Religion
<a href="#">WMST 130</a>	Women and Art
<a href="#">WMST 140</a>	Women, Science and Technology
<a href="#">WMST 150</a>	Popular Culture and Gender
<a href="#">WMST 220</a>	Women and the Past: A Historical Survey

## FACULTY

A. BRAHA	BA (Hons.) (York), MA (Toronto), LLB (Osgoode Hall)
A. DEAN	BA (Alberta) MA (SFU)
N. GAYLE	BA (York), MA (Western), PhD (UBC)

R. HAWRYLKO

BA (Hunter), MA (SFU)

M. LEGATES

BA (Wash), MA, M.Phil., PhD (Yale)

J. MIKITA

BA, MA (SFU)

S. SEEKINS

BA, MA (UBC)

A. WESTCOTT

BA (Alberta), MA (Queen's), PhD (Toronto)

## **CONTACT**

Women's Studies Department  
Fir building, room 401

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4953  
E-mail: [socsci@capcollege.bc.ca](mailto:socsci@capcollege.bc.ca)



# Business & Professional Studies

Other related programs and courses in this calendar:

- [Arts and Entertainment Management](#)
- [Bachelor of Tourism Management](#)
- [Business in Tourism](#)
- [Commerce](#)
- [Destination Resort Management Co-op](#)
- [Economics](#)
- [Interactive Design](#)
- [Landscape Horticulture](#)
- [McRae Institute of International Management](#)
- [Outdoor Recreation Management](#)
- [Tourism Event Management](#)
- [Tourism Co-op Management](#)

## 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 you gain at Capilano College can be applied to any organization or career, regardless of the path you choose.

Capilano College 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, 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.*

## GRADUATE EMPLOYMENT

Employment opportunities for graduates are excellent; however, the College does not guarantee jobs for its graduates.

## **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 College 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.

## **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.

## **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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College;
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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College.
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.

## **DEGREE PROGRAMS**

Opportunities for degree completion are available to students who have finished diplomas at Capilano College in the following areas:

- Business Administration (Bachelor of Business Administration)
- Jazz Studies (Bachelor of Music in Jazz Studies)
- Music Therapy (Bachelor of Music Therapy)
- Outdoor Recreation Management (Bachelor of Tourism Management)
- Tourism Management Co-op (Bachelor of Tourism Management)

## **Accounting Assistant Program**

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### **GENERAL INFORMATION**

The Accounting Assistant program is a full-time, nine and a half-month program offered from September to June. 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 124 may substitute for BCPT 121 and 122.

For more information, please see [www.capcollege.bc.ca/programs/accounting-assistant](http://www.capcollege.bc.ca/programs/accounting-assistant)

### **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- SLEP (Secondary Level English Proficiency) test for ESL students (college 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 College might require a TOEFL, EDT or LPI.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ACCOUNTING ASSISTANT PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time

Students must achieve a minimum of a "B" grade in the final exam of BTEC117 to continue in this program.

First Term		Course Credits	Required Credits
<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 124</a>	Comprehensive Computer Applications	6.00	
Credits			15.00
Second Term		Course Credits	Required Credits
<i>Required:</i>			13.50
<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	
Credits			13.50
Third Term		Course Credits	Required Credits
<i>Required:</i>			4.50
<a href="#">BTEC 215</a>	Computerized Accounting for Accounting Programs	3.00	

<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BTEC 300</a> Directed Work Experience Credits	1.50	4.50
<b>Optional Course</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
<a href="#">BTEC 112</a> Language Skill Development Credits	1.50	0.00
<b>Total Program Credits</b>		<b>33.00</b>

## **FACULTY**

M. HAYTHORNE	BA Law (Durham), B.C. Teaching Cert.
C. CRAM	BA (Reading), MA (Toronto), Post Graduate Certificate in Educ. (Durham)
L. CROWE	B.Sc. (U Conn.) MBA (Northeastern Univ.)
M. GIOVANNETTI	BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
S. GREENAWAY	B.Comm. (UBC), CA
N. POWER	BA, (Sir George Williams), Lab Supervisor
S. QUARLES	Lab Supervisor
B. SMITH	BA, Professional Teaching Cert. (UBC), TESL Cert.
K. SWEETZIR	BA, MBA (Ed. Admin.) (Royal Roads)

## **SUPPORT STAFF**

Colleen Temple	Divisional Assistant
Faye Ulker	Clerk Typist

## **CONTACT**

Accounting Assistant Program  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

# Accounting Support Program

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## GENERAL INFORMATION

The Accounting Support program is a full-time, six-month program offered from January to June. This program provides training in accounting, general office procedures and computer applications. The Accounting Support program also includes a two-week supervised practicum.

For more information, please see [www.capcollege.bc.ca/programs/accounting-support](http://www.capcollege.bc.ca/programs/accounting-support)

## Career Opportunities

Graduates find employment as accounting assistants, accounts receivable or accounts payable clerks, and 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 financial courses, leading towards a diploma, degree, or a professional accounting designation, are encouraged to contact the School of Business as they will receive credit for some courses.

Students who achieve a minimum of B in the following courses will receive credit from the School of Business:

- BTEC 117 and 217 may substitute for BFIN 141
- BTEC 124 may substitute for BCPT 121 and 122

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- SLEP (Secondary Level English Proficiency) test for ESL students (college level required).
- Applicants are required to attend an information meeting or make an appointment with a faculty member or program convenor.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ACCOUNTING SUPPORT PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			19.50
<a href="#">BTEC 111</a>	Business English I	3.00	
<a href="#">BTEC 112</a>	Language Skill Development	1.50	
<a href="#">BTEC 115</a>	Business Systems and Procedures	3.00	
<a href="#">BTEC 117</a>	Accounting Procedures I	3.00	
<a href="#">BTEC 124</a>	Comprehensive Computer Applications	6.00	
<a href="#">BTEC 217</a>	Accounting Procedures II	3.00	
Credits			19.50
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			4.50
<a href="#">BTEC 215</a>	Computerized Accounting for Accounting Programs	3.00	
<a href="#">BTEC 217</a>	Accounting Procedures II	Continued	
<a href="#">BTEC 300</a>	Directed Work Experience	1.50	
Credits			4.50
<b>Total Program Credits</b>			<b>24.00</b>

### PLEASE NOTE

Students must achieve a minimum of a B grade in the final exam of BTEC117 to continue in this program.

### FACULTY

L. CROWE	B.Sc. (U Conn.) MBA (Northeastern Univ.)
S. LIVINGSTONE	RN, MAMS (London, England)
N. POWER	BA, (Sir George Williams), Lab Supervisor
S. QUARLES	Lab Supervisor
K. SWEETZIR	BA (History), MBA (Ed. Admin.) (Royal Roads)

### SUPPORT STAFF

Colleen Temple	Divisional Assistant
Faye Ulker	Clerk Typist

### CONTACT

Accounting Support Program  
Fir building, room 502

Capilano College  
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Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

## **Applied Business Technology Online Program**

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### **GENERAL INFORMATION**

The Applied Business Technology Online Program at Capilano College is part of BCcampus. BCcampus is a collaboration of post-secondary institutions in British Columbia providing an online central access point to post-secondary online and distance learning courses, programs and resources.

The courses in the Applied Business Technology Online program are designed to provide learners with the knowledge and skills necessary to function effectively in entry-level office support positions, or to assist learners in meeting specific goals required to continue their education in other certificate programs in Applied Business Technology.

There are a total of 20 courses in the Applied Business Technology Online Program. Drawing from these 20 courses, three additional separate certificate programs have been created - Computer Fundamentals, Accounting Fundamentals, and Administrative Fundamentals. All courses are offered online throughout the year from August to June. Most courses start every month; others have four intakes a year. Course descriptions and information regarding the start date for specific courses can be obtained from the provincial web site at: [www.bccampus.ca](http://www.bccampus.ca). Click on Programs/Courses, then on Applied Business Technology.

For more information, please see [www.capcollege.bc.ca/programs/online/Home](http://www.capcollege.bc.ca/programs/online/Home)

### **Further Information**

Courses may be taken on a full- or part-time basis. Call 604.984.4959 for detailed instructions or to arrange a meeting with the program convenor. Information regarding the start date for specific courses can be obtained from the provincial Web site at: [www.bccampus.ca](http://www.bccampus.ca). Click on Programs/Courses, then on Applied Business Technology.

### **Admission/Application Notes**

Please note that while a student may meet the English requirements for the Online Fundamentals programs; other departments or programs within the College might require a TOEFL, EDT or CPI.

### **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.



## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY ONLINE PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Online	Fall 2006	Both
	Online	Spring 2007	Both

Required Courses	Course Credits	Required Credits
<i>Required:</i>		35.25
<a href="#">ABTO 100</a>	Online Learner Success	0.00
<a href="#">ABTO 101</a>	Computers and the Internet	1.50
<a href="#">ABTO 102</a>	Administrative Procedures	1.50
<a href="#">ABTO 103</a>	Records Management	1.50
<a href="#">ABTO 110</a>	Keyboarding I	1.50
<a href="#">ABTO 111</a>	Word Processing I	1.50
<a href="#">ABTO 112</a>	Keyboarding II	1.50
<a href="#">ABTO 113</a>	Word Processing II	1.50
<a href="#">ABTO 114</a>	Spreadsheets I	1.50
<a href="#">ABTO 115</a>	Database	1.50
<a href="#">ABTO 116</a>	Presentation Software	0.75
<a href="#">ABTO 120</a>	Business English	3.00
<a href="#">ABTO 121</a>	Business Communications	3.00
<a href="#">ABTO 130</a>	Business Calculators and Mathematics	1.50
<a href="#">ABTO 131</a>	Accounting Level I	3.00
<a href="#">ABTO 132</a>	Accounting Level II	3.00
<a href="#">ABTO 133</a>	Spreadsheets II	1.50
<a href="#">ABTO 134</a>	Computerized Accounting	3.00
<a href="#">ABTO 140</a>	Human Relations	1.50
<a href="#">ABTO 141</a>	Job Search	1.50

Required Courses	Course Credits	Required Credits
Credits		35.25
<b>Total Program Credits</b>		<b>35.25</b>

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ACCOUNTING FUNDAMENTALS PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Online	Fall 2006	Both
	Online	Spring 2007	Both

Certificate Requirements	Course Credits	Required Credits
<i>Required:</i>		18.00
<a href="#">ABTO 100</a> Online Learner Success	0.00	
<a href="#">ABTO 114</a> Spreadsheets I	1.50	
<a href="#">ABTO 120</a> Business English	3.00	
<a href="#">ABTO 130</a> Business Calculators and Mathematics	1.50	
<a href="#">ABTO 131</a> Accounting Level I	3.00	
<a href="#">ABTO 132</a> Accounting Level II	3.00	
<a href="#">ABTO 133</a> Spreadsheets II	1.50	
<a href="#">ABTO 134</a> Computerized Accounting	3.00	
<a href="#">ABTO 141</a> Job Search	1.50	
Credits		18.00
<b>Total Program Credits</b>		<b>18.00</b>

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ADMINISTRATIVE FUNDAMENTALS PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Online	Fall 2006	Both
	Online	Spring 2007	Both

Certificate Requirements	Course Credits	Required Credits
<i>Required:</i>		15.75
<a href="#">ABTO 100</a> Online Learner Success	0.00	
<a href="#">ABTO 102</a> Administrative Procedures	1.50	
<a href="#">ABTO 103</a> Records Management	1.50	
<a href="#">ABTO 111</a> Word Processing I	1.50	
<a href="#">ABTO 113</a> Word Processing II	1.50	
<a href="#">ABTO 114</a> Spreadsheets I	1.50	
<a href="#">ABTO 115</a> Database	1.50	
<a href="#">ABTO 116</a> Presentation Software	0.75	
<a href="#">ABTO 120</a> Business English	3.00	

<b>Certificate Requirements</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ABTO 130</a> Business Calculators and Mathematics	1.50	
<a href="#">ABTO 141</a> Job Search	1.50	
<i>Choose 1.50 credits from the following list:</i>		1.50
<a href="#">ABTO 110</a> Keyboarding I	1.50	
<a href="#">ABTO 112</a> Keyboarding II	1.50	
Credits		17.25
<b>Total Program Credits</b>		<b>17.25</b>

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - COMPUTER FUNDAMENTALS PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	Online	Fall 2006	Both
	Online	Spring 2007	Both

<b>Certificate Requirements</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.75
<a href="#">ABTO 100</a> Online Learner Success	0.00	
<a href="#">ABTO 101</a> Computers and the Internet	1.50	
<a href="#">ABTO 110</a> Keyboarding I	1.50	
<a href="#">ABTO 111</a> Word Processing I	1.50	
<a href="#">ABTO 112</a> Keyboarding II	1.50	
<a href="#">ABTO 114</a> Spreadsheets I	1.50	
<a href="#">ABTO 115</a> Database	1.50	
<a href="#">ABTO 116</a> Presentation Software	0.75	
<a href="#">ABTO 120</a> Business English	3.00	
<a href="#">ABTO 130</a> Business Calculators and Mathematics	1.50	
<a href="#">ABTO 141</a> Job Search	1.50	
Credits		15.75
<b>Total Program Credits</b>		<b>15.75</b>

## GRADUATION REQUIREMENTS

A cumulative GPA of 2.0 is required and all courses in the certificate program must be completed within two years from the commencement of the first course of study.

Curriculum in all courses is common throughout the colleges in the British Columbia public post-secondary system. Individual institutions may also have articulation agreements between the Applied Business Technology Online program and similar courses in other certificate programs in Applied Business Technology. Other avenues for receiving credit for individual courses in the program other than enrolling in a course at an institution include transfer credit and Prior Learning Assessment.

## FACULTY

D. BLANEY CPS, ID (UBC), M.Ed. (SFU)

B. SMITH

BA, Prof. Teaching Cert. (UBC), TESL Cert.

## **PROVINCIAL FACULTY**

A group of online instructors from various B.C. colleges.

## **CONTACT**

Applied Business Technology Online Program  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

## **Business Programs - School of Business**

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### **GENERAL INFORMATION**

The School of Business at Capilano College 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 Program](#)
- [Business Administration-Advanced Diploma Programs](#)
- [Bachelor of Business Administration \(BBA\) Degree Completion Program](#)
- [Evening Certificate Programs](#)
- [Retail Marketing Certificate Program \(RMCP\)](#)
- [Professional Accounting Transfer Package](#)
- [Chinook 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
- Lending Officer

- Operations Manager
- Production Manager
- Promotion Manager
- Retail Specialist
- Research Coordinator
- Sales Representative/Sales Manager
- Store Manager/Owner

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.capcollege.bc.ca/programs/business](http://www.capcollege.bc.ca/programs/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.

## **Registration Priority**

Registration priority will be determined by the student's previous term GPA or, if entering from high school, the high school GPA.

## **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 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, with Prior Learning Assessment, or by attending school for four consecutive terms. 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

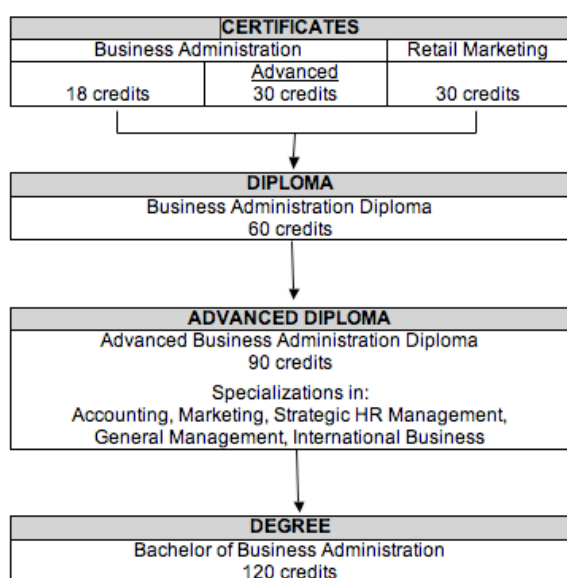
A block transfer agreement of 60 credits exists for students who have completed the Business Administration diploma program, with the following universities: Royal Roads University, University of Northern British Columbia, Thompson Rivers University - Open Learning, Athabasca University, and University of Lethbridge. Contact the Business Administration department 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 College, 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 College 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.

**Figure 1. 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 College 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 College to receive a Capilano College business diploma or certificate
- 25% of the School of Business requirements at Capilano College to receive a Capilano College business degree

To receive a Business degree from Capilano College, a student 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. In addition, the School of Business requires that students complete 15 additional Capilano College course credits in Business or University Transfer.

## **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 College 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 administration 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 College 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 College and College-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 Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA) accreditation 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 online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's

Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano College, Birch Building, Room 230

2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## **Fees and Expenses**

Please see the [Fees and Fee Payment](#) section of the College Web site. 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 of specialization. Six of the 10 second-year courses are electives: four business electives and two arts or science 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 College (BADM, BCPT, BFIN, BMKT, or IBUS courses). You can use the business electives to commence specialization in any of these management areas:

- Accounting / Finance
- General Management
- Marketing

Art or science electives must be university transfer courses. Non-university transfer courses will be considered only if prior approval is granted from the Chair of the School of Business

Flexibility is a key aspect of all our program offerings. You have the option of completing your Business Administration diploma on a full-time or part-time basis, depending upon your needs. As your needs and those of employers change, we are able to respond with customized education packages that enable you to "ladder" into different areas or levels of specialization. This includes the option to obtain an Advanced Diploma specializing in Accounting, General Management, or Marketing or the option to obtain a Bachelor of Business Administration degree at Capilano College.

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.capcollege.bc.ca/programs/business/diploma](http://www.capcollege.bc.ca/programs/business/diploma)

## 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.
- A minimum grade of C+ in English 12 and a minimum grade of C in Principles of Math 11 or a B in Applications of Math 12.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- An interview may be required for those students applying for Mature Student status.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Credential

Diploma in Business Administration (60 credits).

## Program Information

Students must complete all first year courses prior to taking second year courses. If necessary, any remaining first year courses can be taken concurrently in the second year, first term.

## Diploma in the Business Administration Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	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.

<b>First Year</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<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>	Composition	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 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 121</a>	Business Computing I	3.00	

<b>First Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BCPT 122</a>	Business Computing II	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing III - Electronic Commerce	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 331</a>	Assurance and Auditing	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 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 264</a>	Branding and Innovation	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="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 369</a>	e-Commerce and Marketing	3.00	
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	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	
Credits			30.00

Second Year		Course Credits	Required Credits
<i>Required:</i>			12.00
<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	
<i>Choose 12.00 credits from the following list:</i>			12.00
<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 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 121</a>	Business Computing I	3.00	
<a href="#">BCPT 122</a>	Business Computing II	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing III - Electronic Commerce	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>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BFIN 331</a>	Assurance and Auditing	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 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 264</a>	Branding and Innovation	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="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 369</a>	e-Commerce and Marketing	3.00	
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	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	
Credits			24.00

<b>University Transferable Arts and/or Science Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits of electives:</i>		6.00
Credits		6.00
<b>Total Program Credits</b>		<b>60.00</b>

## BUSINESS ADMINISTRATION-ADVANCED DIPLOMA PROGRAMS

Students can complete a Business Administration Advanced Diploma to establish their area of specialization in Accounting, Marketing, Strategic HR Management, International Business or General Management.

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 English literature course.

## Admission Requirements

- Business Administration Diploma or equivalent
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

## How to Apply

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## Fees and Expenses

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## Advanced Diploma in the Business Administration - International Business Studies Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

Successful completion of the Business Administration Diploma program (60 credits) including the following electives: IBUS 255 Cross-Cultural Business, 6 credits of a language other than English. During the Advanced Diploma program, courses may be taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306). 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.

Business Administration Diploma	Course Credits	Required Credits
<i>Required:</i>		60.00
<a href="#">BADM</a> Business Administration Diploma or equivalent	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="#">ECON 112</a> Principles of Macroeconomic Theory	3.00	
<a href="#">IBUS 321</a> International Business	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		12.00
 <b>Core Courses - minimum C+ grade required</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>		6.00
<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		6.00
 <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 340</a> International Trade Law	3.00	
<a href="#">IBUS 357</a> International Marketing	3.00	
<a href="#">IBUS 368</a> International Entrepreneurship	3.00	
Credits		9.00
 <b>English Literature</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> Fiction	3.00	
<a href="#">ENGL 105</a> Poetry	3.00	
<a href="#">ENGL 106</a> Drama	3.00	
Credits		3.00
<b>Total Program Credits</b>		<b>90.00</b>

## Advanced Diploma in the Business Administration - General Management Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

Successful completion of the Business Administration Diploma program (60 credits). During the Advanced Diploma program, courses may be taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306). 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

Business Administration Diploma		Course Credits	Required Credits
<i>Required:</i>			60.00
<a href="#">BADM</a>	Business Administration Program Diploma	60.00	
Credits			60.00

Required Courses		Course Credits	Required Credits
<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

Core Courses - Minimum C+ grade required		Course Credits	Required Credits
<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	
<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	
Credits			9.00

Upper Level Business Electives		Course Credits	Required Credits
<i>Choose 9.00 credits from the following list:</i>			9.00



<b>Upper Level Business Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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 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 and Auditing	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 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 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>	e-Commerce and 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	

<b>Upper Level Business Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">IBUS 434</a>	Advanced Topics in Cross-Cultural 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	
Credits			9.00

<b>English Literature</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>	Fiction	3.00	
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	Drama	3.00	
Credits			3.00
<b>Total Program Credits</b>			<b>90.00</b>

## Advanced Diploma in the Business Administration - Accounting Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

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. During the Advanced Diploma program, courses may be taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306). 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.

<b>Business Administration Diploma</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			60.00
<a href="#">BADM</a>	Business Administration Program 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 - Minimum C+ grade required</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">BADM 301</a> Operations Management	3.00	
<a href="#">BFIN 342</a> Cost Accounting II	3.00	
<a href="#">BFIN 347</a> Financial Accounting 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 and Auditing	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	
Credits		9.00
 <b>English Literature</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> Fiction	3.00	
<a href="#">ENGL 105</a> Poetry	3.00	
<a href="#">ENGL 106</a> Drama	3.00	
Credits		3.00
<b>Total Program Credits</b>		<b>90.00</b>

## Advanced Diploma in the Business Administration - Marketing Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

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, BMKT 264 Branding and Innovation, IBUS 255 Cross-Cultural Business. During the Advanced Diploma program, courses may be taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306). 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.

<b>Business Administration Diploma</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			60.00
<a href="#">BADM</a>	Business Administration Program 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 - Minimum C+ grade required</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 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>	e-Commerce and Marketing	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
Credits			9.00
<b>English Literature</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>	Fiction	3.00	
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	Drama	3.00	
Credits			3.00
<b>Total Program Credits</b>			<b>90.00</b>

## Advanced Diploma in the Business Administration - Strategic HR Management Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

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, IBUS 255 Cross-Cultural Business. During the Advanced Diploma program, courses may be taken as part of a study abroad term (SABA 300, 301, 302, 303, 304, 305, 306). 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.

Business Administration Program		Course Credits	Required Credits
<i>Required:</i>			60.00
<a href="#">BADM</a>	Business Administration Program Diploma	60.00	
Credits			60.00

Required Courses		Course Credits	Required Credits
<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

Core Courses - Minimum C+ grade required		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">BADM 305</a>	Leadership	3.00	
<a href="#">BADM 318</a>	Project Management	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
Credits			9.00

Upper Level Business Electives		Course Credits	Required Credits
<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	

<b>Upper Level Business Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
Credits			9.00
<b>English Literature</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>	Fiction	3.00	
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	Drama	3.00	
Credits			3.00
<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

Bill Inkster, Accounting/Finance Advisor  
The School of Business  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 3468  
Fax: 604.984.1734  
E-mail: [binkster@capcollege.bc.ca](mailto:binkster@capcollege.bc.ca)

### Advanced Diploma International Business Studies Program or the Marketing Program

Cyri Jones, International Business and Marketing Advisor and Convenor  
The School of Business  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1788  
Fax: 604.984.1734  
E-mail: [cyri@shaw.ca](mailto:cyri@shaw.ca)

### Advanced Diploma General Management Program and Strategic HR Management Program

Kathryn Taft, General Management and Strategic HR Management Advisor and Convenor  
The School of Business  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 local 2360  
Fax: 604.984.1734  
E-mail: ktaft@capcollege.bc.ca

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE COMPLETION PROGRAM**

Capilano College Business diploma graduates have the option of pursuing the Bachelor of Business Administration degree.

For more information, please see [www.capcollege.bc.ca/programs/business](http://www.capcollege.bc.ca/programs/business)

### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent or mature student status with successful completion of testing and/or upgrading in English and/or Math skills.
- A minimum grade of C+ in English 12 and a minimum grade of C in Principles of Math 11 or a B in Applications of Math 12.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

### **How to Apply**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

### **Fees and Expenses**

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

### **Bachelor of Business Administration Degree**

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Both

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	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 BADM107 in the second year as a business elective.

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>	Composition	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 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 335</a>	Workplace Development	3.00	



<b>First Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 382</a>	Case Analysis and Decision Making in Human Resources Management	3.00	
<a href="#">BCPT 121</a>	Business Computing I	3.00	
<a href="#">BCPT 122</a>	Business Computing II	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing III - Electronic Commerce	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 331</a>	Assurance and Auditing	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 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 264</a>	Branding and Innovation	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="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 369</a>	e-Commerce and Marketing	3.00	
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">RMCP</a>	172 and 173 Retail Technology/Store Management I and II	3.00	
<a href="#">RMCP 181</a>	Strategic Retail Buying	3.00	

First Year	Course Credits	Required Credits
Credits		30.00
Second Year	Course Credits	Required Credits
<i>Required:</i>		12.00
<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	
<i>Choose 12.00 credits from the following list:</i>		12.00
<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 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 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 121</a>	Business Computing I 3.00	
<a href="#">BCPT 122</a>	Business Computing II 3.00	
<a href="#">BCPT 123</a>	Business Computing Basics 3.00	
<a href="#">BCPT 221</a>	Business Computing III - Electronic Commerce 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	

<b>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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 331</a>	Assurance and Auditing	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 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 264</a>	Branding and Innovation	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="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 369</a>	e-Commerce and Marketing	3.00	
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">RMCP</a>	172 and 173 Retail Technology/Store Management I and II	3.00	
<a href="#">RMCP 181</a>	Strategic Retail Buying	3.00	
<i>Choose 6.00 credits of electives:</i>			6.00
University Transferable Arts and/or Science Elective Credits		6.00	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
<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 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 325</a>	Business Technology Disaster Recovery and Planning	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 and Auditing	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 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 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 369</a>	e-Commerce and Marketing	3.00	
<a href="#">BMKT 401</a>	Applied Marketing Methods	3.00	
<a href="#">BMKT 405</a>	Marketing Projects in Industry	3.00	

<b>Third Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ECON 210</a>	Money and Banking	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">IBUS 434</a>	Advanced Topics in Cross-Cultural 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	
<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	
<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	
<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>	Fiction	3.00	
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	Drama	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
<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 431</a>	Advanced Management Accounting	3.00	

Fourth Year		Course Credits	Required Credits
<a href="#">BMKT 401</a>	Applied Marketing Methods	3.00	
<a href="#">BMKT 405</a>	Marketing Projects in Industry	3.00	
<a href="#">IBUS 434</a>	Advanced Topics in Cross-Cultural Business	3.00	
<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 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 325</a>	Business Technology Disaster Recovery and Planning	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 and Auditing	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 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 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	

Fourth Year		Course Credits	Required Credits
<a href="#">BMKT 369</a>	e-Commerce and 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="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
<a href="#">IBUS 434</a>	Advanced Topics in Cross-Cultural 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	
<i>Choose 9.00 credits of electives:</i>			9.00
University Transferable Arts and/or Science Elective Credits		9.00	30.00
<b>Total Program Credits</b>			<b>120.00</b>

## Credential

- Bachelor of Business Administration Degree

## 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.capcollege.bc.ca/programs/business/certificate](http://www.capcollege.bc.ca/programs/business/certificate)

## Admission Requirements for the Business Administration and Business Computing Certificate Programs

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status. Not applicable for applicants who are 18 years of age or older who wish to register for evening sections.
- A minimum grade of C+ in English 12 and a minimum grade of C in Principles of Math 11 or a B in Applications of Math 12. Not applicable for applicants who are 18 years of age or older who wish to register for evening sections.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview required for mature students applying for daytime studies.

## Admission Requirements for the Certificate in the Business Administration - Advanced Program

### Admission Requirements

- Completion of the Business Administration Program Certificate.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

### Fees and Expenses

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

## Certificate in the Business Administration Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both



Intakes:	Campus	Terms	Full/Part Time
	Squamish	Spring 2007	Part-Time
	Squamish	Fall 2007	Part-Time
	Sunshine Coast	Spring 2007	Part-Time
	Sunshine Coast	Fall 2007	Part-Time

Successful completion of two required courses and a choice of any four business elective (3-credit) courses chosen from the Business Administration evening or daytime course offerings. Substitution may be allowed at the discretion of the certificate program coordinator.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		6.00
<a href="#">BADM 101</a> Management	3.00	
<a href="#">BMKT 161</a> Marketing	3.00	
<i>Choose 12.00 credits from the following list:</i>		12.00
<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 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 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 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 121</a> Business Computing I	3.00	
<a href="#">BCPT 122</a> Business Computing II	3.00	
<a href="#">BCPT 123</a> Business Computing Basics	3.00	

<b>Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BCPT 221</a>	Business Computing III - Electronic Commerce	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 331</a>	Assurance and Auditing	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 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 264</a>	Branding and Innovation	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="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 369</a>	e-Commerce and Marketing	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
Credits			18.00
<b>Total Program Credits</b>			<b>18.00</b>

## **Certificate in the Business Administration - Advanced Program**

Successful completion of the Business Administration Certificate program and a choice of any four business electives (3 credits) chosen from the evening or daytime course offerings. Substitution may be allowed at the discretion of the certificate program coordinator.

<b>Advanced Business Certificate Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">BADM</a>	Business Administration Program Certificate	18.00	
<i>Choose 12.00 credits from the following list:</i>			12.00
<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 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 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 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 121</a>	Business Computing I	3.00	
<a href="#">BCPT 122</a>	Business Computing II	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	3.00	
<a href="#">BCPT 221</a>	Business Computing III - Electronic Commerce	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	

<b>Advanced Business Certificate Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BFIN 246</a>	Financial Accounting II	3.00	
<a href="#">BFIN 249</a>	Accounting Microcomputer Applications	3.00	
<a href="#">BFIN 331</a>	Assurance and Auditing	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 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 264</a>	Branding and Innovation	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="#">BMKT 365</a>	Marketing Strategies and Decisions	3.00	
<a href="#">BMKT 366</a>	Professional Sales and Management	3.00	
<a href="#">BMKT 369</a>	e-Commerce and Marketing	3.00	
<a href="#">IBUS 255</a>	Cross-Cultural Business	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
<a href="#">IBUS 334</a>	Communication and Culture in International Business	3.00	
<a href="#">IBUS 340</a>	International Trade Law	3.00	
<a href="#">IBUS 357</a>	International Marketing	3.00	
<a href="#">IBUS 368</a>	International Entrepreneurship	3.00	
Credits			30.00
<b>Total Program Credits</b>			<b>30.00</b>

## Certificate in the Business Administration - Business Computing Program

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">BCPT 121</a>	Business Computing I	3.00
<a href="#">BCPT 122</a>	Business Computing II	3.00
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BADM 201</a>	Business Information Systems	3.00
<a href="#">BCPT 221</a>	Business Computing III - Electronic Commerce	3.00
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">BADM 101</a>	Management	3.00
<a href="#">BADM 102</a>	Quantitative Methods	3.00

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<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 210</a> Business Statistics	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="#">BCPT 221</a> Business Computing III - Electronic Commerce	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 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	
<a href="#">BFIN 351</a> Taxation	3.00	
<a href="#">BMKT 161</a> Marketing	3.00	
<a href="#">BMKT 261</a> Advertising	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 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 367</a> Promotion Strategy and Analysis	3.00	
<a href="#">BMKT 369</a> e-Commerce and Marketing	3.00	
<a href="#">IBUS 321</a> International Business	3.00	
<a href="#">IBUS 334</a> Communication and Culture in International Business	3.00	
<a href="#">IBUS 357</a> International Marketing	3.00	
Credits		18.00
<b>Total Program Credits</b>		<b>18.00</b>

## Credentials

- Certificate in the Business Administration Program (18 credits)
- Certificate in the Business Administration Program - Advanced Program (30 credits)
- Certificate in Business Administration Program - Business Computing (18 credits)

### **Note**

A student must attain a minimum GPA of 2.00 or better to qualify for these certificates.

## **RETAIL MARKETING CERTIFICATE PROGRAM (RMCP)**

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 30 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 RMCP 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 – Retail Marketing Option. Upgrade of Math or English may be required.

For more information, please see [www.capcollege.bc.ca/programs/business/retail](http://www.capcollege.bc.ca/programs/business/retail)

## **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 English 12.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview may be required.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano College, Birch Building, Room 230

2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Business Administration - Retail Marketing Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Fall 2007	Both
<b>First 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="#">CMNS 152</a>	Report Writing	3.00	
<a href="#">RMCP 172</a>	Retail Technology/Store Management 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="#">BADM 107</a>	Business Law I	3.00	
<a href="#">BMKT 262</a>	Event Marketing	3.00	
<a href="#">BMKT 263</a>	Professional Selling Skills	3.00	
<a href="#">RMCP 173</a>	Retail Finance/Store Management II	3.00	
<a href="#">RMCP 181</a>	Strategic Retail Buying	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>30.00</b>

## Credentials

- Retail Marketing Certificate (30 credits)

## PROFESSIONAL ACCOUNTING TRANSFER PACKAGE

Students can begin taking courses in any term and work towards a professional accounting designation at their own pace. Accounting (BFIN 141) and Financial Accounting I (BFIN 142) are prerequisites for many of the courses required in the transfer programs.

In order to receive a Business Administration degree, diploma or certificate, students must complete the core courses for degree, diploma or certificate programs. It is crucial that courses be taken in the proper sequence to receive a certificate, diploma or degree.

For more information, please see [www.capcollege.bc.ca/programs/business/specialty](http://www.capcollege.bc.ca/programs/business/specialty)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade of C in Math 11.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

### Fees and Expenses

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

## Business Administration - Professional Accounting Transfer Program

Courses	Course Credits	Required Credits
<i>Choose from the following list:</i>		0.00
<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	



<b>Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 204</a>	Introduction to Strategic Management	3.00	
<a href="#">BADM 210</a>	Business Statistics	3.00	
<a href="#">BADM 301</a>	Operations Management	3.00	
<a href="#">BADM 310</a>	Quantitative Methods III	3.00	
<a href="#">BADM 382</a>	Case Analysis and Decision Making in Human Resources Management	3.00	
<a href="#">BCPT 121</a>	Business Computing I	3.00	
<a href="#">BCPT 122</a>	Business Computing II	3.00	
<a href="#">BCPT 123</a>	Business Computing Basics	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 246</a>	Financial Accounting II	3.00	
<a href="#">BFIN 331</a>	Assurance and Auditing	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	
<a href="#">BFIN 351</a>	Taxation	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 161</a>	Marketing	3.00	
<a href="#">CMNS 170</a>	Presentation Skills for Public Speaking	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="#">ECON 112</a>	Principles of Macroeconomic Theory	3.00	
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">IBUS 321</a>	International Business	3.00	
Credits			0.00
<b>Total Program Credits</b>			<b>0.00</b>

## CHINOOK PROGRAMS

The Chinook diploma and the Chinook Intensive Transfer programs are for students of Aboriginal ancestry. For more details contact the School of Business.

For more information, please see [www.capcollege.bc.ca/programs/business/specialty](http://www.capcollege.bc.ca/programs/business/specialty)

### Chinook Intensive Transfer Program

The Chinook Intensive Transfer program offers aboriginal students with demonstrated academic strength, a two-year program of designated business foundation courses linked with specialized aboriginal business courses, in preparation for transfer to the UBC Chinook Bachelor of Commerce program.

This program is designed to ladder into the UBC Chinook Bachelor of Commerce program. Students can also continue at Capilano College and complete the Bachelor of Business Administration.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status. High School graduation with a B+ average.
- A minimum grade of B+ in Math 12 and a minimum grade of C+ in English 12.
- First Nation Origin.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Business Administration - Chinook Intensive Transfer Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Both
First Year		Course Credits	Required Credits
<i>Required:</i>			27.00
<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="#">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>	Composition	3.00	
<a href="#">MATH 108</a>	Calculus I for Business and Social Sciences	3.00	
	Chinook I - Overview Areas of Business (taken at UBC-COMM 184)	3.00	
	Chinook Work Placement (taken at UBC-COMM 284)	3.00	
	Credits		27.00
Second Year		Course Credits	Required Credits
<i>Required:</i>			27.00
<a href="#">BADM 201</a>	Business Information Systems	3.00	
<a href="#">BADM 210</a>	Business Statistics	3.00	
<a href="#">BADM 301</a>	Operations Management	3.00	

<b>Second Year</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 303</a>	Industrial Relations	3.00	
<a href="#">BFIN 241</a>	Finance for Managers	3.00	
<a href="#">BFIN 244</a>	Managerial Accounting	3.00	
<a href="#">BMKT 161</a>	Marketing	3.00	
<a href="#">ECON 112</a>	Principles of Macroeconomic Theory	3.00	
Chinook II - Applied Business Problems (taken at UBC-COMM 285)		3.00	
Credits			27.00

<b>First Nations Elective</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">AHIS 232</a>	History of Textile Art II	3.00	
<a href="#">ANTH 121</a>	Introduction to Social Anthropology	3.00	
<a href="#">ANTH 204</a>	Ethnic Relations	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 105</a>	Environmental Biology	4.00	
<a href="#">ENGL 103</a>	Studies in Contemporary Literature	3.00	
<a href="#">GEOG 106</a>	British Columbia: A Regional Analysis	3.00	
<a href="#">GEOG 108</a>	Canada: A Nation of Regions	3.00	
<a href="#">GEOL 111</a>	Historical Geology	4.00	
<a href="#">HIST 109</a>	Issues and Themes in U.S. History: 1865-Present	3.00	
<a href="#">HIST 110</a>	Canada Before Confederation	3.00	
<a href="#">HIST 111</a>	Canada Since Confederation	3.00	
<a href="#">HIST 205</a>	British Columbia History	3.00	
<a href="#">HIST 209</a>	History of the First Nations of Canada	3.00	
<a href="#">POL 104</a>	Canadian Government	3.00	
<a href="#">POL 202</a>	Government and Politics of British Columbia	3.00	
<a href="#">POL 208</a>	Aboriginal Politics in Canada	3.00	
<a href="#">SOC 100</a>	Social Structures	3.00	
<a href="#">SOC 101</a>	Concepts and Theories of Society	3.00	
<a href="#">SOC 201</a>	British Columbia Society	3.00	
Credits			6.00
<b>Total Program Credits</b>			<b>60.00</b>

## Credential

Diploma in the Chinook Intensive Transfer Program

## Chinook Diploma Program

The Chinook Diploma program is designed to reflect the needs of aboriginal students in a post secondary setting. It is a two-year program in business foundation and fundamentals that will allow students of aboriginal ancestry to gain the skills required for a career in business. These foundation courses are linked with

specialized aboriginal business courses in preparation for transfer to UBC's Chinook Bachelor of Commerce program.

This program is designed to ladder into the UBC Chinook Bachelor of Commerce program. Students can also continue at Capilano College and complete the Bachelor of Business Administration degree program.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status. Non-high school graduates must be 18 years of age.
- A minimum grade of C+ English 11 or English Diagnostic test equal to English 100 and a minimum grade of C in Math 11 or Math Placement test equal to Math 107.
- Successful completion of: BFIN 141 or BTEC 117 and BTEC 217 and BADM 106 or BTEC 252 OR successful completion of the Chinook Foundation Certificate Program.
- First Nation Origin.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Business Administration - Chinook Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Fall 2007	Both
First Term		Course Credits	Required Credits
<i>Required:</i>			12.00
<a href="#">BADM 107</a>	Business Law I	3.00	
<a href="#">ECON 111</a>	Principles of Microeconomic Theory	3.00	
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">MATH 107</a>	Precalculus for Business and Social Sciences	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">AHIS 232</a>	History of Textile Art II	3.00	
<a href="#">ANTH 121</a>	Introduction to Social Anthropology	3.00	
<a href="#">ANTH 204</a>	Ethnic Relations	3.00	

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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 105</a>	Environmental Biology	4.00	
<a href="#">ENGL 103</a>	Studies in Contemporary Literature	3.00	
<a href="#">GEOG 106</a>	British Columbia: A Regional Analysis	3.00	
<a href="#">GEOG 108</a>	Canada: A Nation of Regions	3.00	
<a href="#">GEOL 111</a>	Historical Geology	4.00	
<a href="#">HIST 109</a>	Issues and Themes in U.S. History: 1865-Present	3.00	
<a href="#">HIST 110</a>	Canada Before Confederation	3.00	
<a href="#">HIST 111</a>	Canada Since Confederation	3.00	
<a href="#">HIST 205</a>	British Columbia History	3.00	
<a href="#">HIST 209</a>	History of the First Nations of Canada	3.00	
<a href="#">POL 104</a>	Canadian Government	3.00	
<a href="#">POL 202</a>	Government and Politics of British Columbia	3.00	
<a href="#">POL 208</a>	Aboriginal Politics in Canada	3.00	
<a href="#">SOC 100</a>	Social Structures	3.00	
<a href="#">SOC 101</a>	Concepts and Theories of Society	3.00	
<a href="#">SOC 201</a>	British Columbia Society	3.00	
Credits			15.00

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">BFIN 241</a>	Finance for Managers	3.00	
<a href="#">BMKT 161</a>	Marketing	3.00	
<a href="#">CMNS 220</a>	Advanced Business Writing and Editing	3.00	
<a href="#">MATH 108</a>	Calculus I for Business and Social Sciences	3.00	
	Chinook I - Overview of Areas of Business (taken at UBC-COMM 184)	3.00	
	Chinook Work Placement (taken at UBC-COMM 284)	3.00	
Credits			18.00

<b>Third Term</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 210</a>	Business Statistics	3.00	
<a href="#">BFIN 244</a>	Managerial Accounting	3.00	
<a href="#">ECON 112</a>	Principles of Macroeconomic Theory	3.00	
	Chinook II - Applied Business Problems (taken at UBC-COMM 285)	3.00	
Credits			15.00

<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00

<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BADM 204</a> Introduction to Strategic Management	3.00	
<a href="#">BADM 301</a> Operations Management	3.00	
<a href="#">BADM 303</a> Industrial Relations	3.00	
Chinook II - Applied Business Problems (taken at UBC-COMM 285 continued)		
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">AHIS 232</a> History of Textile Art II	3.00	
<a href="#">ANTH 121</a> Introduction to Social Anthropology	3.00	
<a href="#">ANTH 204</a> Ethnic Relations	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 105</a> Environmental Biology	4.00	
<a href="#">ENGL 103</a> Studies in Contemporary Literature	3.00	
<a href="#">GEOG 106</a> British Columbia: A Regional Analysis	3.00	
<a href="#">GEOG 108</a> Canada: A Nation of Regions	3.00	
<a href="#">GEOL 111</a> Historical Geology	4.00	
<a href="#">HIST 109</a> Issues and Themes in U.S. History: 1865-Present	3.00	
<a href="#">HIST 110</a> Canada Before Confederation	3.00	
<a href="#">HIST 111</a> Canada Since Confederation	3.00	
<a href="#">HIST 205</a> British Columbia History	3.00	
<a href="#">HIST 209</a> History of the First Nations of Canada	3.00	
<a href="#">POL 104</a> Canadian Government	3.00	
<a href="#">POL 202</a> Government and Politics of British Columbia	3.00	
<a href="#">POL 208</a> Aboriginal Politics in Canada	3.00	
<a href="#">SOC 100</a> Social Structures	3.00	
<a href="#">SOC 101</a> Concepts and Theories of Society	3.00	
<a href="#">SOC 201</a> British Columbia Society	3.00	
Credits		12.00
<b>Total Program Credits</b>		<b>60.00</b>

## Credential

Diploma in the Chinook Program

## Contact

The School of Business  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1734  
E-mail: bba@capcollege.bc.ca

## **FACULTY**

J.S. BROWNLEE-BAKER	BBA (SFU), MBA (Asia Pacific Institute)
J. CHARLEY	BA (UNSW, Australia), MBA, CA (SFU)
J. COLLIER	BBA (SFU)
W. ENWRIGHT	BFA, MFA (UBC), LLB (McGill)
G. FANE	Dip. Tech. (BCIT), B.Sc., MBA, CMA (City U, UBC)
A. GHASEMINEJAD	M.Sc. in CE (Sharif U of Technology), MCDDBA, MCSE, MCSA (Microsoft), A+, Network+ (Compt TIA)
C. HILL	BA (Santa Clara)
R. HILL	BBA (Hons.) Marketing (U of Manitoba)
S. HOGAN	B.Comm. (Toronto), CA
P. HOLDEN	BA (UBC), LLB (U of Ottawa), MBA (UBC)
R. JACKES	BA, Lic. Acct. (UBC), CA
D. JONES	MBA (UBC)
S. LE BLANC	Associate of Arts - Marketing (Camosun College), BBA (Open University), MBA (SFU)
R. LONGWORTH	B.Sc., M.Ed. (Concordia, St. Michaels), ISP
R. MCBLANE	B.Ed., M.Ed. (U of A)
L. MICHAELS	B.Sc., B.Ed., M.Ed. (U of A)
J. MOLENDYK	B.Tech. (BCIT)
T. NEWFIELD	M.Sc. Japanese Business Studies/Chominade (University Hi. USA), (Sophia University, Japan), B. Comm. (U of Calgary)
R.C. NICHOLS	B.Comm., CMA (U of A)
G. NIKOLOV	UDE (Sofia), PhD (U of London)
N. NOWLAN	BA (Queen's University), MA, M.Ed., (UBC)
S. PEAKE	BA (SFU), TESL CERT (SFU), MSC (Ashton U, U.K.)
H. PLUME	CMA, ACSM (Capilano)
J. SARREAL	B.Sc. (U of Philippines), M.Sc. (U of Florida), PhD (N. Carolina State U), ACSM, (Capilano)
D. SAUER	BA (SFU), MBA (UBC)
M. SONG	BA (UBC), LLB (UBC)
S. STUYT	BBA, MBA (SFU)
K. TAFT	BA (U of Calgary), CHRP
L. TEETZEL	B.Comm. (UBC), MPA (Queens)
T. TOWILL	CMA, MBA (Asia Pacific Institute)
M. VAN HORN	B.Ed. (U of A), ACSM (Capilano), MCP
A. WATSON	BA (U of C), AIBC, MBA (Asia Pacific Institute)
J. WATSON	B.Admin. (Brock), CMA
G. WAUGH	BA (Reading), MA (UBC), Standard Teaching Credentials (UK), BC Registered Psychologist
R. WHYZEL	BPE, B.Comm. (U of M), MBA (McMaster), CMA
J. WILSON	B.Comm. (UBC), CA
D. YASINSKI	BFA (U of M)

A. ZHU

B.Comm. (BCUEB), M.Sc. (UBC)

## **SUPPORT STAFF**

C. ORTON

Divisional Assistant

S. HUZEK

Receptionist

J. MERRICK

Department/Divisional Assistant

L. SIKAVISH

Receptionist

## **CONTACT**

### **For General Information**

The School of Business  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1734  
E-mail: [bba@capcollege.bc.ca](mailto:bba@capcollege.bc.ca)

[www.capcollege.bc.ca/business](http://www.capcollege.bc.ca/business)

### **For Advising Information**

Accounting/Finance  
Bill Inkster  
Phone: 604.986.1911, ext. 3468  
Fax: 604.984.1734  
E-mail: [binkster@capcollege.bc.ca](mailto:binkster@capcollege.bc.ca)

Bachelor of Business Administration  
Suzanne Norman  
Phone: 604.983.7555  
Fax: 604.984.1734  
E-mail: [bba@capcollege.bc.ca](mailto:bba@capcollege.bc.ca)

Business Administration Diploma  
Suzanne Norman  
Phone: 604.983.7555  
Fax: 604.984.1734  
E-mail: [bba@capcollege.bc.ca](mailto:bba@capcollege.bc.ca)

Business Marketing  
Cyri Jones  
Phone: 604.986.1911, ext. 1788  
Fax: 604.984.1734  
E-mail: [djones2@capcollege.bc.ca](mailto:djones2@capcollege.bc.ca)

Information Management  
John Molendyk  
Phone: 604.986.1911, ext. 2055



Fax: 604.984.1734  
E-mail: [jmolendy@capcollege.bc.ca](mailto:jmolendy@capcollege.bc.ca)

Strategic Management  
Kathryn Taft  
Phone: 604.986.1911, ext. 2360  
Fax: 604.984.1734  
E-mail: [ktaft@capcollege.bc.ca](mailto:ktaft@capcollege.bc.ca)

Retail Marketing  
Mary Ann Van Horn  
Phone: 604.984.1735  
Fax: 604.984.1734  
E-mail: [mvanhorn@capcollege.bc.ca](mailto:mvanhorn@capcollege.bc.ca)

Chinook Diploma and Intensive Programs  
Mary Ann Van Horn  
Phone: 604.984.1735  
Fax: 604.984.1734  
E-mail: [mvanhorn@capcollege.bc.ca](mailto:mvanhorn@capcollege.bc.ca)

Study Abroad Opportunities  
Mary Ann Van Horn  
604.984.1735  
Fax: 604.984.1734  
E-mail: [mvanhorn@capcollege.bc.ca](mailto:mvanhorn@capcollege.bc.ca)

## **Business Fundamentals Program**

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### **GENERAL INFORMATION**

The Business Fundamentals program is a four-month program that may be taken during the fall or spring 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 in other Applied Business Technology programs (Accounting Assistant, Accounting Support, Legal Administrative Assistant or Medical Office Assistant) or in the School of Business.

Students who achieve a grade of B in BTEC 115 will be considered to have acquired a 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 124 may substitute for BCPT 121 & 122

For more information, please see [www.capcollege.bc.ca/programs/business-fundamentals](http://www.capcollege.bc.ca/programs/business-fundamentals)

### **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- SLEP (Secondary Level English Proficiency) test for ESL students (college 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 College might require a TOEFL, EDT or LPI.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - BUSINESS FUNDAMENTALS PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Mt. Currie	Spring 2007	Both
	Mt. Currie	Fall 2007	Both
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time

Required Courses	Course Credits	Required Credits
<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 124</a> Comprehensive Computer Applications	6.00	
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>

## **FACULTY**

D. BLANEY	ID (UBC), CPS, M.Ed. (SFU)
L. CROWE	B.Sc. (U Conn.) MBA (Northeastern Univ.)
S. LIVINGSTONE	RN, MAMS (London, England)
N. POWER	BA (Sir George Williams), Lab Supervisor
S. QUARLES	Lab Supervisor
B. SMITH	BA, Professional Teaching Cert. (UBC), TESL Cert.
K. SWEETZIR	BA (History), MBA (Ed. Admin) (Royal Roads)

## **SUPPORT STAFF**

Colleen Temple	Divisional Assistant
Faye Ulker	Clerk Typist

## **CONTACT**

Business Fundamentals Program  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

# **Chinook Foundation Program**

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## **GENERAL INFORMATION**

The Chinook Foundation program is designed to reflect the needs of aboriginal students in a post secondary setting. It is an eight month program with emphasis on accounting, computer applications, communication and upgrading of math skills that will allow students of aboriginal ancestry to gain the skills required for a career in business. These foundation courses are designed to ladder into Capilano College School of Business Chinook Diploma program and UBC Chinook Bachelor of Commerce program (.Com.) Chinook Major. The Chinook Major will provide mentoring by Aboriginal business leaders, and courses developed to address Aboriginal business issues and interests. First Nations electives and a paid summer internship are also included.

## **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Applicants are required to make an appointment with a faculty member or convenor.

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's

Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano College, Birch Building, Room 230  
2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - CHINOOK FOUNDATION PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<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 124</a>	Comprehensive Computer Applications	6.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">BTEC 211</a>	Business Writing	3.00	
<a href="#">BTEC 217</a>	Accounting Procedures II	3.00	
<a href="#">BTEC 252</a>	Organizational Behaviour	3.00	
<a href="#">MATH 091</a>	Introductory Algebra	1.00	
<a href="#">MATH 096</a>	Intermediate Algebra with Functions	2.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BADM</a>	Business Administration	3.00	
<a href="#">BCPT</a>	Business Computing	3.00	
<a href="#">BFIN</a>	Business Finance	3.00	
<a href="#">BMKT</a>	Business Marketing	3.00	
<a href="#">IBUS</a>	International Business	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>30.00</b>

## **FACULTY**

L. CROWE	B.Sc. (U Conn.) MBA (Northeastern Univ.)
L. LIVINGSTONE	RN, MAMS (London, England)
N. POWER	BA, (Sir George Williams), Lab Supervisor
S. QUARLES	Lab Supervisor
B. SMITH	BA, Professional Teaching Cert. (UBC), TESL Cert.
K. SWEETZIR	BA (History), MBA (Ed. Admin.) (Royal Roads)

## **SUPPORT STAFF**

Colleen Temple	Divisional Assistant
Faye Ulker	Clerk Typist

## **CONTACT**

Chinook Foundation Program  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

# **Communications Programs**

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## **GENERAL INFORMATION**

Communications Department faculty believe that clear writing and speech, in any medium, require both clear thinking and respect for the reader and listener. Writing and speech also achieve the greatest effect with the fewest and simplest words appropriate to the occasion and the audience. We believe that to write and speak well, we must read and listen well. We promote this philosophy in our coursework, in our internal communications, and in the information we give the public. We succeed when our students succeed — by writing and speaking well in the workplace.

The Communications Department's mission is to train students in clear, effective communications skills to help them achieve their academic, personal and career goals. Students come from different backgrounds, work in different media, and pursue different careers. The department therefore uses various and changing means to achieve its purpose. It welcomes constant change in course content, in teaching methods, and in the use of media.

For more information, please see [www.capcollege.bc.ca/programs/cmns](http://www.capcollege.bc.ca/programs/cmns)

## **Information for Prospective Students**

Students wishing to enrol in a specialized career program communications course must be admitted to that particular program. In some cases students may wish to take the Communications component before enrolling

in the rest of the program. Such students will require permission of the coordinators of both Communications and the career program in question.

Students wishing to enrol in open sections of Communications must meet general College admission requirements.

## **COMMUNICATIONS COURSES**

Many communications courses carry credit as electives in academic and business programs. The writing practice and experience in presentations help students excel in other courses. As well, the writing assignments often help students obtain jobs both in the summer between academic sessions, and after they graduate.

Communications also designs and delivers courses tailored to the needs of various career programs. Among the programs we serve are Business Administration, Outdoor Recreation and Tourism Management, Legal Administrative Assistant, and Early Childhood Care and Education.

In addition, we offer a number of "open" courses to equip students with general skills, from basic writing to freelance journalism.

## **University Transfer Courses**

Some Communications courses are eligible for full or partial university transfer credit. Please refer to the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for more information.

## **Communications (CMNS) Courses**

<a href="#">CMNS 103</a>	Contemporary Communications and Culture
<a href="#">CMNS 105</a>	International Interaction I
<a href="#">CMNS 110</a>	Standard English Usage
<a href="#">CMNS 111</a>	Administrative Writing
<a href="#">CMNS 112</a>	Introduction to Communications Studies
<a href="#">CMNS 115</a>	Communications for Animation
<a href="#">CMNS 120</a>	Professional Writing for Artists
<a href="#">CMNS 123</a>	Fundamentals of Communication for Artists and Designers
<a href="#">CMNS 132</a>	Explorations in Mass Media
<a href="#">CMNS 135</a>	Storytelling for Media
<a href="#">CMNS 152</a>	Report Writing
<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 170</a>	Presentation Skills for Public Speaking
<a href="#">CMNS 174</a>	Wilderness Leadership Communications
<a href="#">CMNS 179</a>	Writing for Paralegals
<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 220</a>	Advanced Business Writing and Editing
<a href="#">CMNS 221</a>	Editing and Writing for the Business of Publishing
<a href="#">CMNS 222</a>	Decoding Media Strategies
<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 236</a>	The details of this course are not available
<a href="#">CMNS 241</a>	Software for Magazine Publishing
<a href="#">CMNS 250</a>	Introduction to Technical Writing
<a href="#">CMNS 253</a>	The details of this course are not available
<a href="#">CMNS 260</a>	Applied Communications Research Methods
<a href="#">CMNS 261</a>	The details of this course are not available
<a href="#">CMNS 270</a>	Visual Communications
<a href="#">CMNS 280</a>	Marketing Commercial Fiction
<a href="#">CMNS 345</a>	Web Content Development
<a href="#">CMNS 351</a>	Magazine Writing
<a href="#">CMNS 354</a>	Advanced Communications Skills for Tourism Management
<a href="#">CMNS 360</a>	Corporate Communications
<a href="#">CMNS 371</a>	Foundations of Design, Layout and Production for Magazines
<a href="#">CMNS 400</a>	Magazine Internship

## **COMMUNICATION STUDIES PROGRAM**

### **Program Overview**

Successful students graduating from the Communication Studies Diploma Program (60 credits) will have the skills and abilities to pursue undergraduate university courses in communication studies, and will be able to obtain entry-level work in communications industries.

This program provides a foundation for students who are aiming at careers in journalism; public, community and government affairs; radio or television; audio visual programming; media administration and research; publishing; communications project development; and writing and editing.

Our interdisciplinary program fosters a critical understanding of communication processes in human culture. Learning outcomes include the ability to think discerningly about communications issues; the ability to speak and write in a wide variety of contexts for different audiences and different media; and awareness of the communications practices that support social life and culture.

For more information, please see [www.capcollege.bc.ca/programs/cmns/communications-diploma](http://www.capcollege.bc.ca/programs/cmns/communications-diploma)

### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12 with a minimum B grade or Capilano College's English Diagnostic Test (EDT) with results allowing registration in English 100.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Eligibility to register for ENGL 100. See English Diagnostic Test in the Registration section of the College Calendar
- Mature student status with completion of Communications Department entrance interview.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Communications Studies Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

Students taking PSYC 101 and planning to take PSYC 212, PSYC 101 is a pre-requisite.

First Term	Course	Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">CMNS 112</a>	Introduction to Communications Studies	3.00	
<a href="#">CMNS 132</a>	Explorations in Mass Media	3.00	
<a href="#">ENGL 100</a>	Composition	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BADM 102</a>	Quantitative Methods	3.00	
<a href="#">PSYC 100</a>	Introduction to Psychology	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Communications Credits		3.00	
			15.00
Second Term	Course	Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">CMNS 222</a>	Decoding Media Strategies	3.00	
<a href="#">CMNS 231</a>	Cultural Industries in Canada	3.00	
<a href="#">CMNS 270</a>	Visual Communications	3.00	
<i>Choose 6.00 credits of electives:</i>			6.00
University Transferable Elective - excluding Communications		6.00	



<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="#">CMNS 236</a> The details of this course are not available	0.00	
<a href="#">CMNS 253</a> The details of this course are not available	0.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">BADM 210</a> Business Statistics	3.00	
<a href="#">PSYC 212</a> Research Methods in Psychology	3.00	
<i>Choose 6.00 credits of electives:</i>		6.00
University Transferable Elective - excluding Communications Credits	6.00	
		15.00
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">CMNS 260</a> Applied Communications Research Methods	3.00	
<a href="#">CMNS 261</a> The details of this course are not available	0.00	
<a href="#">CMNS 360</a> Corporate Communications	3.00	
<i>Choose 6.00 credits of electives:</i>		6.00
University Transferable Elective - excluding Communications Credits	6.00	
		15.00
<b>Total Program Credits</b>		<b>60.00</b>

## MAGAZINE PUBLISHING PROGRAM

### Program Overview

The Capilano College Magazine Publishing Certificate is an intensive full-time sixteen-week program in magazine publishing. This program begins with seven weeks of courses that prepare students for a directed internship. Planned and taught by experienced magazine industry personnel, the program adopts a practical approach as students learn editorial and layout skills from editors, writers and art directors.

The primary goal of the program is to help university graduates in general arts, fine arts, business and science programs find employment in magazine publishing. The learning outcomes of the program address magazine format, concept and theme, audience preferences, advertising issues, media ethics, and publisher control. Practical objectives include assignment letters, editing manuscripts, designing layouts, paginating "the book," and dealing with images, colour, picture searches, layouts and typography.

For more information, please see [www.capcollege.bc.ca/programs/cmns/magazine-publishing](http://www.capcollege.bc.ca/programs/cmns/magazine-publishing)

### Career Opportunities

Across Canada, about 700,000 people are employed in magazine publishing. Opportunities exist in editing, production, circulation, design, sales and marketing for talented, energetic individuals with a strong interest

in media and an broad educational background. The Program's internship course helps students find mentored placements in magazines of their choice for ten week internships.

## Admission Requirements

- An undergraduate degree. An Associate Degree from a community college, or a Diploma in Academic Studies (2 years successful post-secondary studies). Candidates with other qualifications may be considered, and should write to the Communications Department, sending in a resume and a letter their education background with specifics, and their work experience.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview by telephone.
- Letter explaining motivation to join program and work in publishing.

## Admission/Application Notes

Applicants for the Magazine Publishing Program must send a letter and résumé directly to the Magazine Publishing Program, Communications Department, Capilano College, 2055 Purcell Way, North Vancouver, BC V7J 3H5. We will contact you for an interview, either in person or by telephone or via e-mail. If your application is successful, we will send you an acceptance package with course registration data.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Capilano Magazine Publishing Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Summer 2007	Full-Time
<b>Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50

Required Courses		Course Credits	Required Credits
<a href="#">CMNS 191</a>	Writing for Magazines	1.50	
<a href="#">CMNS 221</a>	Editing and Writing for the Business of Publishing	1.50	
<a href="#">CMNS 241</a>	Software for Magazine Publishing	1.50	
<a href="#">CMNS 351</a>	Magazine Writing	3.00	
<a href="#">CMNS 371</a>	Foundations of Design, Layout and Production for Magazines	3.00	
<a href="#">CMNS 400</a>	Magazine Internship	6.00	
Credits			16.50
<b>Total Program Credits</b>			<b>16.50</b>

## PROFESSIONAL COMMUNICATIONS PROGRAM

### Program Overview

This is a 15-credit certificate program in Professional Communications and teaches general communication skills for work in business, communications industries, or the applied arts. After completing the program, you will have the skills you need to plan and write correspondence, business and technical reports, proposals, promotional materials, Web content, speeches, presentations, and visual media materials.

After completing the program, you will have the skills you need to plan and write correspondence, business and technical reports, proposals, promotional materials, Web content, speeches, presentations, and visual media materials.

For more information, please see [www.capcollege.bc.ca/programs/cmns/programs](http://www.capcollege.bc.ca/programs/cmns/programs)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 12.
- English 100 or CMNS 120, or equivalent, are pre- or co-requisites for entry.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview - a writing test on-site may be required as part of the interview process.
- Letter 500-700 words, from candidate in own handwriting, stating why he or she wants to be accepted into the Professional Communications Certificate Program.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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 Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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## Certificate in the Professional Communications Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both

### Choose three of

Choose 9.00 credits from the following list:

	Course Credits	Required Credits
<a href="#">CMNS 170</a> Presentation Skills for Public Speaking	3.00	9.00
<a href="#">CMNS 190</a> Magazine Article Writing	3.00	
<a href="#">CMNS 220</a> Advanced Business Writing and Editing	3.00	
<a href="#">CMNS 250</a> Introduction to Technical Writing	3.00	
<a href="#">CMNS 270</a> Visual Communications	3.00	
Credits		9.00

### Choose two of

Choose 6.00 credits from the following list:

	Course Credits	Required Credits
<a href="#">CMNS 345</a> Web Content Development	3.00	6.00
<a href="#">CMNS 354</a> Advanced Communications Skills for Tourism Management	3.00	
<a href="#">CMNS 360</a> Corporate Communications	3.00	
Credits		6.00
<b>Total Program Credits</b>		<b>15.00</b>

## FACULTY

S. BELL	M.Ed. (SFU)
S. DRITMANIS	BFA (UBC)
M. GIOVANNETTI	B.Ed. (Mt. St. Vincent), MA (SFU)
T. HAYE	MA Ed. (West Indies)
S. JACKEL	PhD (U of A)
C. KILIAN	BA (Columbia), MA (SFU)
O. LEBLANC	MBA (U. of Montreal)
P. MENEILLY	MA (UBC)

E. RAINS	MA (Carleton)
A. ROSE	Journalism (Langara)
L. SAVAGE	BA (McGill), Dip.Ed., M.Ed. (Alberta) <b>Coordinator</b>
R. STAEHLING	BFA (ACCD, Pasadena)
A. SEDKY	BA, MA, PhD (Ain Shams, Cairo)
W. VAN LUVEN	BA, MFA (UBC)
D. WHITWORTH	MA (Northumbria, UK)
M. WITTMAN	BA (Toronto), MA (UBC)
C. WOLF	BFA (SFU)

## **CONTACT**

Communications  
Leslie Savage, Coordinator  
Capilano College Cedar building, room 243  
2055 Purcell Way North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7515  
E-mail: lsavage@capcollege.bc.ca

## **Executive and Project Administration Program**

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### **GENERAL INFORMATION**

The Executive and Project Administration program is a full-time, eight-month program offered from September to April, followed by a work practicum. Students develop communication and presentation skills, writing and training skills, supervisory skills, and an understanding of project management and the role of e-Commerce in contemporary business. In addition, students receive comprehensive training in advanced spreadsheet and database applications, document development, and presentation software skills along with computerized accounting, event planning, and Web page design and maintenance.

For more information, please see [www.capcollege.bc.ca/programs/esom](http://www.capcollege.bc.ca/programs/esom)

### **Career Opportunities**

Graduates of the Executive and Project Administration program provide a high level of technological and administrative support to management in a wide range of public and private organizations. Employment opportunities include office administrators, administrative or executive assistants, office managers, and software trainers.

### **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English 100 or equivalent
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5

overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Interview
- Basic computer skills evaluated by entrance test.

## ADMISSION/APPLICATION NOTES

At least two years of post-secondary preparation or a Bachelor's degree is preferred.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE ABT - EXECUTIVE AND PROJECT ADMINISTRATION PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">CMNS 220</a>	Advanced Business Writing and Editing	3.00	
<a href="#">EXEC 100</a>	Document Development	3.00	
<a href="#">EXEC 110</a>	Financial Accounting Support Skills	3.00	
<a href="#">EXEC 115</a>	Information Management	3.00	
<a href="#">EXEC 125</a>	Essential Business Concepts and Applications	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">BMKT 262</a>	Event Marketing	3.00	
<a href="#">EXEC 205</a>	Web Site Design and Maintenance	3.00	
<a href="#">EXEC 215</a>	Budgeting and Analysis	1.50	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">EXEC 220</a>	Training Skills	1.50	
<a href="#">EXEC 225</a>	Project Administration	3.00	
<a href="#">EXEC 240</a>	Directed Work Experience	1.50	
<a href="#">EXEC 252</a>	Organizational Behaviour	3.00	
Credits			16.50
<b>Total Program Credits</b>			<b>31.50</b>

## **FACULTY**

C. CRAM	BA (Reading), MA (Toronto), Post Graduate Certificate in Education (Durham)
L. CROWE	B.Sc. (U Conn.), MBA (Northeastern Univ.)
M. GIOVANNETTI	BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
J. HARRISON	BA (UBC), Dip. Computer Systems Tech. (BCIT)
S. LIVINGSTONE	RN, MAMS, (London, England)
N. POWER	BA, (George Williams), Lab Supervisor
S. QUARLES	Lab Supervisor

## **SUPPORT STAFF**

Colleen Temple	Divisional Assistant
Faye Ulker	Clerk Typist

## **CONTACT**

Executive and Project Administration Program  
 Fir building, room 502

Capilano College  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
 Phone: 604.984.4959  
 E-mail: abt@capcollege.bc.ca

# **Legal Administrative Assistant Program**

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## **GENERAL INFORMATION**

This eight-month vocational 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 College certificate is granted upon successful completion of the program.

For more information, please see [www.capcollege.bc.ca/programs/legal-admin](http://www.capcollege.bc.ca/programs/legal-admin)

## **Career Opportunities**

The exacting field of law offers excellent career opportunities for students graduating as legal secretaries.

This very specialized program provides intense training in traditional secretarial skills as well as legal procedural courses including: civil litigation, wills and probate, corporate law, conveyancing and mortgaging, family and legal office procedures. Upon completion of the program, students find employment in specialized, as well as general, law offices.

Many graduates of the Legal Administrative Assistant program proceed to the Part-time Paralegal/Legal Assistant Certificate program.

The Paralegal/Legal Assistant Certificate program requires students to have two years work experience as a legal secretary prior to enrolling in the first course. The 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/Legal Assistant 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- 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 ESL students (college level required).

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site



## Further Information

Interested applicants are invited to call the Applied Business Technology Department at 604.984.4959 for an appointment. An evaluation of keyboarding speed and English language proficiency will be conducted at this time.

Students will also have an opportunity to ask further questions and discuss their qualifications and career goals. Test results will be reviewed with the student at this time.

## Prior Learning Assessment (PLA)

The Applied Business Technology Department 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. For further information contact the program coordinator.

## FEES AND EXPENSES

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

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - LEGAL ADMINISTRATIVE ASSISTANT PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			18.00
<a href="#">CMNS 159</a>	Communications for the Legal Administrative Assistant	3.00	
<a href="#">LGST 109</a>	Basic Litigation 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 123</a>	Legal Document Formatting	4.50	
<a href="#">LGST 124</a>	Organizational Behaviour	3.00	
Credits			18.00
Second Term		Course Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">LGST 108</a>	Family Law Litigation Procedures	1.50	
<a href="#">LGST 110</a>	Corporate Procedures	3.00	
<a href="#">LGST 114</a>	Wills and Probate Procedures	1.50	
<a href="#">LGST 117</a>	Legal Office Procedures	1.50	
<a href="#">LGST 119</a>	Practicum	1.50	
<a href="#">LGST 122</a>	Computer Applications in the Legal Office	1.50	
<a href="#">LGST 126</a>	Basic Securities Procedures	1.50	
<a href="#">LGST 130</a>	Legal Document Transcription	4.50	

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		16.50
<b>Optional Course</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
<a href="#">LGST 118</a> Language Skill Development	1.50	
Credits		0.00
<b>Total Program Credits</b>		<b>34.50</b>

## **FACULTY**

D. BLANEY	ID (UBC), CPS, M.Ed. (SFU)
M. HAYTHORNE	BA Law (Durham), Teaching Cert. (UBC)
M. GIOVANNETTI	BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
D. GUSPIE	AGDDE (Athabasca)
N. POWER	BA (Sir George Williams University), instructor/Lab Supervisor
B. SMITH	BA, Prof. Teaching Cert. (UBC), TESL Cert.
G. WAUGH	BA (Reading), MA (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist
K. YIP	BA, LLB (UBC), Legal Systems

## **SUPPORT STAFF**

Colleen Temple	Divisional Assistant
Faye Ulker	Clerk Typist

## **CONTACT**

Legal Administrative Assistant Program  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

# **Legal Administrative Assistant Online Program**

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## **GENERAL INFORMATION**

The Legal Administrative Assistant Online Program is part of BCcampus. BCcampus is a collaboration of post-secondary institutions in British Columbia providing an online central access point to post-secondary online and distance learning courses, programs and resources.

The Legal Administrative Assistant Online Program is designed to provide learners with the fundamental skills and knowledge required for entry-level employment in a law office environment.

The program consists of fourteen online courses beginning with Online Learner Success, a 15-hour course which introduces students to WebCT—the delivery platform used for all online courses. In addition, Applied Business Technology Online courses provide an opportunity for prospective learners lacking basic administrative skills and experience an opportunity to acquire minimum entry requirements.

For more information, please see [www.capcollege.bc.ca/programs/legal-admin-online](http://www.capcollege.bc.ca/programs/legal-admin-online)

## **Further Information**

Courses may be taken on a full- or part-time basis. Call 604.984.4959 for detailed instructions or to arrange a meeting with the program convener. Information regarding the start date for specific course can be obtained from the BC Campus Web site at [www.bccampus.ca](http://www.bccampus.ca). Click on Programs/Courses, then select Legal Administrative Assistant.

## **Career Opportunities**

The Legal Administrative Assistant is an essential part of today's law office team. As a Legal Administrative Assistant the graduate of this program will perform a variety of administrative tasks to ensure that the firm functions efficiently. They will prepare documents and correspondence, edit legal paperwork, manage files, and process documents in addition to keeping track of important deadlines and court appearances—all of which help to keep the legal team on schedule.

With online learning becoming a learning option for those who are looking for a change or advancement in their careers the Legal Administrative Assistant Online Program offers students the ability to study in their own home or office, at their own pace, and on their own schedule. The program will prepare graduates for positions in law firms, corporate legal departments, court and government agencies. Students will receive training in administrative support with emphasis on legal terminology and transcription; word processing and formatting legal documents; and, important communication and language skills. Upon graduation, they will be prepared to become members of law office teams dealing in civil, corporate, family or probate law.

## **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- 45 wpm keyboarding, ABTO 101 Computers and the Internet or equivalent; ABTO 111 Word Processing I or equivalent; ABTO 113 Word Processing II or equivalent; ABTO 120 Business English or equivalent

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE LEGAL ADMINISTRATIVE ASSISTANT ONLINE PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Online	Fall 2006	Both
	Online	Spring 2007	Both

Required Courses	Course Credits	Required Credits
<i>Required:</i>		21.75
<a href="#">ABTO 100</a> Online Learner Success	0.00	
<a href="#">ABTO 120</a> Business English	3.00	
<a href="#">ABTO 140</a> Human Relations	1.50	
<a href="#">ABTO 141</a> Job Search	1.50	
<a href="#">LGAO 100</a> Introduction to the Canadian Legal System	0.75	
<a href="#">LGAO 115</a> Legal Office Procedures	1.50	
<a href="#">LGAO 125</a> Litigation Procedures I	1.50	
<a href="#">LGAO 130</a> Litigation Procedures II	1.50	
<a href="#">LGAO 135</a> Family Litigation Procedures	1.50	
<a href="#">LGAO 140</a> Corporate Procedures I	3.00	
<a href="#">LGAO 145</a> Conveyancing Procedures I	1.50	
<a href="#">LGAO 150</a> Conveyancing Procedures II	1.50	
<a href="#">LGAO 155</a> Wills and Estates	1.50	
<a href="#">LGAO 160</a> Corporate Procedures II	1.50	
Credits		21.75
<b>Total Program Credits</b>		<b>21.75</b>

## GRADUATION REQUIREMENTS

A cumulative GPA of 2.0 is required and all courses in the program must be completed within two years from the commencement of the first course of study.

Curriculum in all courses is common throughout the colleges in the British Columbia public post-secondary system. Individual institutions may also have articulation agreements between the Legal Administrative Assistant Online Program and similar courses in the other certificate programs in Applied Business Technology. Other avenues for receiving credit for individual courses in the program other than enrolling in a course at an institution include transfer credit and Prior Learning Assessment.

## **FACULTY**

D. BLANEY	CPS, I.D. (UBC), M.Ed. (SFU)
M. HAYTHORNE	BA Law (Durham), Teaching Cert. (UBC)
D. GUSPIE	AGDDE (Athabasca University)

## **PROVINCIAL FACULTY**

A group of online instructors from various B.C. colleges

## **SUPPORT STAFF**

Colleen Temple	Departmental/Divisional Assistant
Faye Ulker	Clerk Typist

## **CONTACT**

Applied Business Technology  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

# **Local Government Administration Program**

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## **GENERAL INFORMATION**

This program is designed with, and for professionals currently employed by Municipalities, First Nations Governments, Regional Districts, Improvement Districts, or supporting agencies in British Columbia.

The purpose of the program is to provide opportunities for participants to gain increased knowledge of the political and organizational realities of local governments in B.C. as well as identifying 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.

The Education Committee of the Local Government Management Association of British Columbia (LGMA) and the Provincial Board of Examiners has sanctioned several courses of study offered through the college and university systems in British Columbia which, when supplemented by work experience in B.C. local government, will lead to Provincial Certification.

The four courses described later in this section are recognized by the LGMA and Board of Examiners as being transferable for credit toward the Intermediate Certificate in Municipal Administration. For more details about the Board of Examiners/LGMA Certificate Programs, contact Mary Harkness, Administrator, Board of Examiners, Ministry of Municipal Affairs at 250.387.4053 or e-mail at [Mary.Harkness@gems5.gov.bc.ca](mailto:Mary.Harkness@gems5.gov.bc.ca)

On completion of the following four PADM courses (Local Government Administration, Local Government Services, Municipal Law, and Municipal Finance in British Columbia), plus one other course, successful candidates will be eligible to receive a Capilano College Certificate in Local Government Administration.

For more information, please see [www.capcollege.bc.ca/programs/local-government](http://www.capcollege.bc.ca/programs/local-government)

## **Further Information**

The courses taken for the Capilano College Certificate in Local Government are transferable to Thompson River University, Open Learning (TRO-OL) toward the Bachelor of Business Administration Degree in Public Sector Management.

Students who have successfully completed the Capilano College Professional Certificate in Local Government (with a minimum C+ grade) may apply for block transfer credit to the University of Victoria's Diploma in Public Sector Management. Students will be allowed transfer credit of three courses (4.5 units at the University of Victoria is equivalent to nine credits at Capilano College) toward their Diploma in Public Sector Management elective requirements.

## **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the program convenor.
- One post-secondary course will be required for graduation (in addition to the four program courses).
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Current employment in a local or regional government or supporting agency.

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## **FEES AND EXPENSES**

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

## CERTIFICATE IN THE LOCAL GOVERNMENT ADMINISTRATION PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Spring 2007	Part-Time
	Off Campus	Fall 2007	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 206</a> Transforming Communities through Tourism	3.00	
<a href="#">PADM 207</a> Managing People in Local Government Organizations	3.00	
Post Secondary Elective	3.00	
Credits		15.00
<b>Total Program Credits</b>		<b>15.00</b>

## CONTACT

Local Government Administration Certificate Program  
Linn Teetzel  
Cedar building, room 369

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960, ext. 2340 or Phone: 604.983.7570, ext. 2340  
Fax: 604.990.7878  
E-mail: lteetzel@capcollege.bc.ca

[www.capcollege.bc.ca/programs/local-government](http://www.capcollege.bc.ca/programs/local-government)

[www.civicinfo.bc.ca](http://www.civicinfo.bc.ca) (click on Education tab)

## Medical Office Assistant Program

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### GENERAL INFORMATION

The Medical Office Assistant program is a full-time, eight-month program beginning in September. The program offers specialized education for students which includes:

- Medical Terminology
- Anatomy and Related Physiology
- Pharmacology
- Clinical Procedures
- Medical Office Procedures
- Standard English Usage
- Keyboarding Skill and Speed Development
- Medical Document Processing
- Medical Transcription
- Computer Applications for the Medical Office
- Computerized Medical Billing
- Job Search Strategies and Techniques
- Two-week practicum in the medical field

A Capilano College certificate is granted upon successful completion of the program.

For more information, please see [www.capcollege.bc.ca/programs/medical-office](http://www.capcollege.bc.ca/programs/medical-office)

## **Career Opportunities**

The health care industry is one of the largest in Canada. The Medical Office Assistant is a valued allied health professional. Graduates of the MOA program have the specialized training required to work as a medical office assistant in a number of medical office settings:

- general practitioner, specialist office or a medical clinic
- the offices of other allied health professionals or alternative health care providers
- in a hospital as a clerk in Admitting, Emergency or other departments

## **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Applicants are required to attend an information meeting or make an appointment with a faculty member or program convenor. Applicants must submit a resume.
- MOA English Diagnostic Test (30/50 required)
- SLEP (Secondary Level English Proficiency) test for ESL students (college level required). Standard First Aid Enhanced or First Aid for Industry Certificate required. Keyboarding skills of 25 wpm.

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish.



Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - MEDICAL OFFICE ASSISTANT PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">CMNS 110</a>	Standard English Usage	3.00	
<a href="#">MOA 105</a>	Medical Administrative Procedures	3.00	
<a href="#">MOA 107</a>	Clinical Procedures	1.50	
<a href="#">MOA 109</a>	Anatomy, Physiology, and Pathology I	3.00	
<a href="#">MOA 111</a>	Medical Terminology I	3.00	
<a href="#">MOA 118</a>	Medical Document Processing	4.50	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.75
<a href="#">MOA 103</a>	Medical Machine Transcription and Computer Applications	4.50	
<a href="#">MOA 108</a>	Pharmacology and Immunization	0.75	
<a href="#">MOA 110</a>	Anatomy, Related Physiology and Pathology II	3.00	
<a href="#">MOA 112</a>	Medical Terminology II	3.00	
<a href="#">MOA 115</a>	Directed Work Experience	1.50	
<a href="#">MOA 122</a>	Computerized Medical Billing	3.00	
Credits			15.75
<b>Total Program Credits</b>			<b>33.75</b>

## FACULTY

J. CLARK	RN (Regina Gen. Hosp.), I.A. Teaching Dip. (Univ. of Sask.)
S. LIVINGSTONE	RN, MAMS (London, Eng.)
A. SEDKY	BA, MA, PhD (Ain Shams, Cairo)

B. SMITH

BA, Prof. Teaching Cert. (UBC), TESL Cert.

## **SUPPORT STAFF**

Colleen Temple

Divisional Assistant

Faye Ulker

Clerk Typist

## **CONTACT**

Medical Office Assistant Program  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

# **Paralegal/Legal Assistant Programs - Institute of Paralegal Studies**

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## **GENERAL INFORMATION**

To meet the needs of the legal community the Paralegal Program was designed to provide substantive, procedural and skills-based education for paralegals. The first diploma and certificate programs were developed in 1976 at which time the curriculum and course content were sanctioned by the BC Law Society and mirrored the American Bar Association requirements for Paralegal Education. The Capilano College Institute of Paralegal Studies continues to be a member of the American Association for Paralegal Education.

There are two Paralegal/Legal assistant programs offered at Capilano College:

1. The [diploma program](#) is a two-year, full-time program designed for people without current legal experience.
2. The part-time [certificate program](#) is designed for people who are presently working in a law office and who have at least two years legal secretarial or legal administrative assistant experience.

Two options:

- a) Part-time evening option [certificate program](#) for those living locally.
- b) Part-time option [distance education program](#) for those living outside of the Greater Vancouver area.

For more information, please see [www.capcollege.bc.ca/programs/paralegal](http://www.capcollege.bc.ca/programs/paralegal)

## **Career Opportunities**

A paralegal/legal assistant plays an important role in a law office. Working under the supervision of a lawyer, the paralegal/legal assistant is capable of originating work and making decisions. This person has knowledge of both procedural and substantive law. Some examples of work functions are:

- interviewing clients
- drafting pleadings, wills, and probate, conveyancing and corporate documents
- conducting legal research and writing memoranda of law
- managing files
- assisting in trial preparation

Graduates of the Paralegal/Legal Assistant program will find challenging careers working in law offices, government agencies, and corporate legal departments.

The program has been in operation since 1976 and has a 99% placement rate. (This figure may fluctuate for any one graduating class depending on the economy.)

*Capilano College has entered into an agreement with Athabasca University that now permits transfer credit of Capilano College Paralegal programs and specified courses to a number of baccalaureate degrees offered through Athabasca University. See Athabasca University Web site at [www.athabascau.ca](http://www.athabascau.ca) for further details.*

## **PARALEGAL/LEGAL ASSISTANT DIPLOMA**

Students in the two-year diploma program attend full-time classes during the day at Capilano College's North Vancouver campus. They complete course study 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 program, 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 Paralegal diploma program, please visit the Institute of Paralegal Studies web site at [www.capcollege.bc.ca/programs/paralegal](http://www.capcollege.bc.ca/programs/paralegal)

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum of two years post-secondary university transfer education or equivalent prior learning experience.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Applicants to the Paralegal/Legal Assistant Program must have a "B-" or better in English 100, or must obtain LPI Level 5 (minimum) to be accepted to the diploma program. Please note that the Paralegal Department does not accept the EDT in place of the LPI for entrance to their program.
- Two letters of reference (preferably from past employers or College/University Instructors), resume and a short handwritten essay (3 pages, double spaced) entitled "MY REASONS FOR WANTING TO BE A PARALEGAL". Work experience in an office setting (highly recommended), good working knowledge of computers.

## Further Information

Eligible applicants are required to attend a personal interview. Contact us at 604.983.7594 or [paralegal@capcollege.bc.ca](mailto:paralegal@capcollege.bc.ca) if you have any questions regarding the application process.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Academic Standards

The Institute of Paralegal Studies diploma program requires students to maintain a cumulative 3.0 grade point average over the four terms. In addition, any student whose grade point average falls below 2.0 will not be permitted to continue in the program. To be eligible to go out on practicums, students must maintain a cumulative 3.0 GPA.

## Fees and Expenses

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

## Diploma in the Paralegal/Legal Assistant Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">CMNS 179</a>	Writing for Paralegals	3.00	
<a href="#">IPS 115</a>	Legal Document Processing	1.50	
<a href="#">IPS 150</a>	Introduction to the Study of Law	3.00	
<a href="#">IPS 152</a>	Litigation Procedures I	3.00	
<a href="#">IPS 170</a>	Legal Research	3.00	
<a href="#">IPS 252</a>	Torts 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="#">IPS 151</a>	Evidence	3.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IPS 157</a>	Wills and Probate Procedures	3.00	
<a href="#">IPS 164</a>	Litigation Procedures II	1.50	
<a href="#">IPS 180</a>	Contracts I	3.00	
<a href="#">IPS 254</a>	Torts II	3.00	
<a href="#">IPS 256</a>	Family Law	3.00	
Credits			16.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">IPS 155</a>	Conveyancing Procedures	1.50	
<a href="#">IPS 179</a>	Legal Interviewing	3.00	
<a href="#">IPS 181</a>	Contracts II	3.00	
<a href="#">IPS 253</a>	Company Law	3.00	
<a href="#">IPS 255</a>	Real Property	3.00	
<a href="#">IPS 264</a>	Insurance Law I	3.00	
Credits			16.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">IPS 153</a>	Basic Corporate Procedures	1.50	
<a href="#">IPS 172</a>	Legal Drafting	3.00	
<a href="#">IPS 199</a>	Career Practicum	3.00	
<a href="#">IPS 215</a>	Law Office Procedures	1.50	
<a href="#">IPS 262</a>	Litigation Procedures III	3.00	
<a href="#">IPS 265</a>	Insurance Law II	3.00	
<a href="#">IPS 267</a>	Intellectual Property	3.00	
Credits			18.00
<b>Total Program Credits</b>			<b>67.50</b>

## **PARALEGAL/LEGAL ASSISTANT PART -TIME CERTIFICATE**

This is a part-time evening program designed for students with two years legal secretarial experience who are presently working in a law office or legal department. Students will study substantive law and legal skills courses while gaining their procedural law skills on the job. The Certificate program has three intakes per year: September, January, and May. Courses are currently held one night per week at the downtown BCIT campus on Seymour Street and are offered in three terms: Fall (September - December), Spring (January - April), and Summer (May - June). Contact the Institute of Paralegal Studies at 604.983.7594 for registration deadline information.

For more information, please see [www.capcollege.bc.ca/programs/paralegal/evening](http://www.capcollege.bc.ca/programs/paralegal/evening)

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.

- Applicants to the Paralegal/Legal Assistant Program must have a minimum B- grade in English 100, or must obtain a minimum Level 5 on the LPI to be accepted to the certificate program.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Applicants to the Paralegal/Legal Assistant Program must have a minimum B- grade in English 100, or must obtain a minimum Level 5 on the LPI to be accepted to the certificate program. Please note that the Paralegal Department does not accept the EDT in place of the LPI for entrance to their program.
- Two year's legal secretarial experience and currently working in a law firm. Submit: official transcripts from any post-secondary educational institutions attended, a letter from your current employer, an up-to-date resume.

## **Admission/Application Notes**

In addition to at least two years legal secretarial or legal administrative experience who are presently working in a law office, successful applicants should have BC Secondary School Graduation (Grade 12) or equivalent or Mature Student status. In addition applicants must have a B- or better in ENGL 100.

Applicants must submit a résumé and a letter from their employer confirming their work experience.

Those without a legal background and two years of experience may be admitted to a particular course only after consultation with the Institute Chairperson. Acceptance into a particular course does not mean a student has been accepted into the Certificate program as a whole. Notification of acceptance into the program is by letter.

The Certificate program starts in September of each year. Specific courses are offered in each of the three terms: fall (September to December), spring (January to April), and summer (May and June).

## **How to Apply**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## **(PLA) Prior Learning Assessment**

The Institute of Paralegal Studies 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. For further information contact the Institute Chairperson.

## Transfer Credits

Transfer credits will not automatically be given for courses taken at other institutions. Requests for transfer credit must be submitted on the *Request for Transfer Credit* form and submitted to the Registrar's Office.

## Transferability

Athabasca University accepts transfer credit from Capilano College's Paralegal/Legal Assistant programs and from other specific courses. These credits may be applied to a number of baccalaureate degrees offered through Athabasca University. See their web site for details: [www.athabascau.ca](http://www.athabascau.ca)

## Graduation Requirements

In order to attain the Paralegal/Legal Assistant Certificate students must successfully complete 30 credits chosen from substantive Paralegal/Legal Assistant courses. Students are required to maintain a cumulative GPA of 3.0 to graduate.

The requirements for the Certificate must be completed within five years of commencing the program. The five-year period may be extended for one year in exceptional circumstances.

## Fees and Expenses

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

## Certificate in the Paralegal/Legal Assistant Program

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Spring 2007	Part-Time
	Off Campus	Summer 2007	Part-Time
	Off Campus	Fall 2007	Part-Time

Program Requirements	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">IPS 150</a> Introduction to the Study of Law	3.00	
<a href="#">IPS 151</a> Evidence	3.00	
<a href="#">IPS 170</a> Legal Research	3.00	
<a href="#">IPS 180</a> Contracts I	3.00	
<a href="#">IPS 181</a> Contracts II	3.00	
<i>Choose 15.00 credits from the following list:</i>		15.00
<a href="#">IPS 172</a> Legal Drafting	3.00	
<a href="#">IPS 179</a> Legal Interviewing	3.00	
<a href="#">IPS 182</a> Creditors' Remedies	3.00	
<a href="#">IPS 186</a> Aboriginal Law	3.00	
<a href="#">IPS 252</a> Torts I	3.00	
<a href="#">IPS 253</a> Company Law	3.00	
<a href="#">IPS 254</a> Torts II	3.00	
<a href="#">IPS 255</a> Real Property	3.00	
<a href="#">IPS 256</a> Family Law	3.00	

<b>Program Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IPS 257</a>	Wills and Estates	3.00	
<a href="#">IPS 264</a>	Insurance Law I	3.00	
<a href="#">IPS 265</a>	Insurance Law II	3.00	
<a href="#">IPS 267</a>	Intellectual Property	3.00	
<a href="#">IPS 268</a>	Criminal Law	3.00	
<a href="#">IPS 271</a>	Administrative Law	3.00	
Credits			30.00
<b>Total Program Credits</b>			<b>30.00</b>

## **Please Note**

Students are advised to take the five required courses and five elective courses first and then the five elective courses. Courses IPS 150, IPS 151 and IPS 170 form the prerequisites for many of the Paralegal program courses.

Students must first take LGAS 150 followed by LGAS 151 and LGAS 170 before being admitted to any other course.

## **PARALEGAL/LEGAL ASSISTANT PART-TIME DISTANCE EDUCATION CERTIFICATE**

This is a part-time distance education program designed for students with two years legal secretarial experience who are presently working in a law office or legal department and who do not live in the Lower Mainland area of Greater Vancouver and are unable to attend evening downtown classes. Students will study substantive law and legal skills courses while gaining their procedural law skills on the job.

This part-time certificate is offered entirely online, instructor-led, semester-style, and delivered through your web browser.

For more information, please see [www.capcollege.bc.ca/programs/paralegal/distance](http://www.capcollege.bc.ca/programs/paralegal/distance)

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Applicants to the Paralegal/Legal Assistant Program must have a minimum B- grade in English 100, or must obtain a minimum Level 5 on the LPI to be accepted to the certificate program.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Applicants to the Paralegal/Legal Assistant Program must have a minimum B- grade in English 100, or must obtain a minimum Level 5 on the LPI to be accepted to the certificate program. Please note that the Paralegal Department does not accept the EDT in place of the LPI for entrance to their program.
- Two year's legal secretarial experience and currently working in a law firm. Submit: official transcripts from any post-secondary educational institutions attended, a letter from your current employer, an up-to-date resume.



## **Application/Admission Notes**

The certificate program starts in September, January and May of each year. Specific courses are offered in each of the three terms: fall (September to December), spring (January to April), and a condensed, eight week summer (May and June). The program accepts applications throughout the year on a first come, first serve basis. Contact the Institute of Paralegal Studies at 604.983.7594 for application deadline information.

## **English Prerequisite**

A grade of B- or better in ENGL 100. Applicants who do not have this are required to submit the results of a Language Proficiency Index (LPI) given through the Educational Measurement Research together with their application documents. Applicants must obtain a minimum Level 5 on the LPI.

Distance education students may seek advice from the Institute on alternate ways of establishing their English competency.

## **How to Apply**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano College, Birch Building, Room 230

2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## **Computer System Requirements**

In order to participate in these courses, students should own or have regular access to the following system hardware and software. Some courses may require students to communicate with fellow students and the instructors outside of office hours.

Because of access and security issues with networked computers, students should not use a networked computer at their workplace as their main computer for participation in this program.

## **Minimum System Requirements**

- Microsoft Window 98 SE
- Intel Pentium II 350 MHz processor
- 128 MB of RAM (random access memory)
- 100 MB (or more) free hard disk space
- CD-ROM drive
- SVGA monitor
- 56 K modem, DSL or cable Internet access
- 16 bit sound card with computer speakers
- a reliable e-mail program and a dedicated e-mail address that can accept attachments
- Internet Explorer or Netscape Navigator later version browsers
- Word processing software that can read and write Microsoft Word documents

- Adobe Acrobat Reader (free download)

### More Suitable Choices

- Windows 2000/XP
- Intel Pentium III 500 MHz processor
- 128 or 256 MB of RAM (random access memory)
- CD-ROM drive
- DSL or cable high speed Internet access

Students will be responsible for their own communication costs such as long distance telephone charges, Internet service and other communication service requirements.

### Fees and Expenses

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

### Certificate in the Paralegal/Legal Assistant Program

Intakes:	Campus	Terms	Full/Part Time
	Off Campus	Spring 2007	Part-Time
	Off Campus	Summer 2007	Part-Time
	Off Campus	Fall 2007	Part-Time

Program Requirements	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">IPS 150</a> Introduction to the Study of Law	3.00	
<a href="#">IPS 151</a> Evidence	3.00	
<a href="#">IPS 170</a> Legal Research	3.00	
<a href="#">IPS 180</a> Contracts I	3.00	
<a href="#">IPS 181</a> Contracts II	3.00	
<i>Choose 15.00 credits from the following list:</i>		15.00
<a href="#">IPS 172</a> Legal Drafting	3.00	
<a href="#">IPS 179</a> Legal Interviewing	3.00	
<a href="#">IPS 182</a> Creditors' Remedies	3.00	
<a href="#">IPS 186</a> Aboriginal Law	3.00	
<a href="#">IPS 252</a> Torts I	3.00	
<a href="#">IPS 253</a> Company Law	3.00	
<a href="#">IPS 254</a> Torts II	3.00	
<a href="#">IPS 255</a> Real Property	3.00	
<a href="#">IPS 256</a> Family Law	3.00	
<a href="#">IPS 257</a> Wills and Estates	3.00	
<a href="#">IPS 264</a> Insurance Law I	3.00	
<a href="#">IPS 265</a> Insurance Law II	3.00	
<a href="#">IPS 267</a> Intellectual Property	3.00	
<a href="#">IPS 268</a> Criminal Law	3.00	

<b>Program Requirements</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IPS 271</a> Administrative Law	3.00	
Credits		30.00
<b>Total Program Credits</b>		<b>30.00</b>

## **FACULTY**

L. BAKER	BA, LLB (UBC), Teaching Cert. (SFU)
D. COCHRAN	BA, LLB (UBC), Cert. Ed., M.A.Ed. (SFU)
W. ENWRIGHT	BFA, MFA (UBC), LLB (McGill)
J. FAIRLIE	B. Mus., LLB (UBC), LLM
L. GOUNDEN	LLB
L. HILL	LLB (UBC)
D. JAMISON	LGAS Dip. (Capilano College), BA Psych (UBC)
C. JOSEPH	LLB
S. KURELEK	LLB
E. MACAULAY	LLB
H. MACINNES	LLB
L. MURPHY	LLB
M. SPENCE	B.Sc., LLB (UBC), <b>Institute Chair</b>
L. STARTUP	B. Com (UBC), LLB (UVic), LLM (Cambridge)
E. VAN ECK	LGAS Dip. (Capilano College)
K. YIP	BA, LLB (UBC)

## **SUPPORT STAFF**

M. OGAWA	Divisional Assistant, Diploma and Evening Options
L. MCLEAN	Online Program Assistant, Distance Education

## **CONTACT**

Institute of Paralegal Studies  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Diploma and Evening Options  
Phone: 604.984.7594  
Fax: 604.990.7808  
E-mail: [paralegal@capcollege.bc.ca](mailto:paralegal@capcollege.bc.ca)

Distance Education Option  
Phone: 604.986.1911 ext. 2361  
Fax: 604.990.7808  
E-mail: [de-paralegal@capcollege.bc.ca](mailto:de-paralegal@capcollege.bc.ca)

# Payroll Practitioner Program

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## GENERAL INFORMATION

The Payroll Practitioner Certificate Program is a part-time program offered from September to April. This program provides students with training in payroll administration, accounting, and business English. Graduates find employment as payroll clerks, accounting assistants, and accounts receivable or payable clerks. For more information, please see [www.capcollege.bc.ca/programs/payroll-practitioner](http://www.capcollege.bc.ca/programs/payroll-practitioner)

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- SLEP (Secondary Level English Proficiency) test score of 56 or equivalent, SLEP test at college level for ESL students.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE PAYROLL PRACTITIONER PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Part-Time
Required Courses		Course Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">BTEC 111</a>	Business English I	3.00	
<a href="#">BTEC 117</a>	Accounting Procedures I	3.00	

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">BTEC 135</a> Introduction to Payroll Compliance and Applications	4.50	
<a href="#">BTEC 217</a> Accounting Procedures II	3.00	
<a href="#">BTEC 235</a> Payroll Applications II	3.00	
Credits		16.50
<b>Total Program Credits</b>		<b>16.50</b>

## **FACULTY**

C. CRAM	BA (Reading), MA (Toronto), Post Graduate Teaching Cert. (Durham), BC Prof. Teaching Certificate
L. CROWE	B.Sc. (U Conn.) MBA (Northeastern Univ.)
M. GIOVANNETTI	BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
S. GREENAWAY	B.Comm. (UBC), CA
N. POWER	BA, (Sir George Williams), Lab Supervisor
S. QUARLES	Lab Supervisor
B. SMITH	BA, Professional Teaching Cert. (UBC), TESL Cert.
K. SWEETZIR	BA, MBA (Ed. Admin.) (Royal Roads)

## **SUPPORT STAFF**

Colleen Temple	Divisional Assistant
Faye Ulker	Clerk Typist

## **CONTACT**

Payroll Practitioner Program  
Fir building, room 502

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4959  
E-mail: [abt@capcollege.bc.ca](mailto:abt@capcollege.bc.ca)

# Tourism & Outdoor Recreation

Other related programs and courses in this calendar:

- [Arts and Entertainment Management](#)
- [Business Administration](#)
- [Landscape Horticulture](#)
- [Local Government Administration](#)
- [Professional Communications](#)
- [Strategic Tourism Leadership](#)

## General Information

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Capilano College offers a variety of employment-related programs. Turn your passion for people, places and the great outdoors into your profession. From mountain bike operations and event planning to professional scuba diving instruction and resort management, careers in this field combine business with the pleasures of meeting people from around the world, travelling and life in the open air.

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, 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.*

## GRADUATE EMPLOYMENT

Employment opportunities for graduates are excellent; however, the College does not guarantee jobs for its graduates.

## 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 College 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.

## **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.

## **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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College;
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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College.
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.

## **DEGREE PROGRAMS**

Opportunities for degree completion are available to students who have finished diplomas at Capilano College in the following areas:

- Business Administration (Bachelor of Business Administration)
- Jazz Studies (Bachelor of Music in Jazz Studies)
- Music Therapy (Bachelor of Music Therapy)
- Outdoor Recreation Management (Bachelor of Tourism Management)
- Tourism Management Co-op (Bachelor of Tourism Management)

# Aboriginal Tourism Operations Program

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## GENERAL INFORMATION

### Mission

Our mission is to challenge and inspire future leaders of the tourism community to develop leading edge professional skills and values.

### Program Overview

This one year program offers a variety of educational and training opportunities to assist you begin your career in Tourism. As part of this program, you will develop a portfolio to demonstrate the skills and knowledge you have developed throughout the year in areas such as: Aboriginal Tourism, Communications, and Computer Applications.

For more information, please see [www.capcollege.bc.ca/programs/aboriginal-tourism](http://www.capcollege.bc.ca/programs/aboriginal-tourism)

### Tourism Career Opportunities

Graduates can pursue careers in:

- Tour companies
- Airlines
- Special events companies

## ADMISSION REQUIREMENTS

- Dogwood Certificate and/or recommendation of Band Training Manager; language competency.
- Interview with program coordinator
- Usually sponsored by band or appropriate agency.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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



## CERTIFICATE IN THE ABORIGINAL TOURISM OPERATIONS PROGRAM

<b>Intakes:</b>	<b>Campus</b> Squamish	<b>Terms</b> Spring 2007	<b>Full/Part Time</b> Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	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="#">TOUR 111</a>	Tourism Introduction: Theory and Practice	3.00	
<a href="#">TOUR 112</a>	Tourism Marketing	3.00	
<a href="#">TOUR 133</a>	Tourism Career Preparation	3.00	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">TOUR 109</a>	Tourism Selective Skills	0.00	
<a href="#">TOUR 140</a>	Tourism Co-op Work Experience	9.00	
<a href="#">TOUR 151</a>	Service Management in Tourism	3.00	
Credits			12.00
<b>Total Program Credits</b>			<b>30.00</b>

## FACULTY

G. BIRD	BA (Guelph), M.Sc. (Leicester), <b>Convenor, Tourism Management Co-op</b>
C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc.(SFU)
C. BOTTRILL	B.Soc.Sc. (Waikato), MA (Hons.), (Canterbury, N.Z.), <b>Divisional Chair</b>
P. BRAND	BPHE, B.Ed. (Toronto), MA (Alberta)
A. CAMPBELL	BPE (UBC), MEd. (Toronto)
C. D'ALMEIDA	BA (Macau), M.Sc. (Surrey)
R. DAVIES	
Carol FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), RCABC Instructor
Caroline FISHER	BTM (Capilano)
S. FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, RCABC Master Instructor
S. GEORGE	B.Sc. (U. West Indies), M.Sc. (Surrey), PMP
G. GJERDALEN	BA (SFU), APMCP (Capilano), APMCP (Capilano), MRM (SFU), <b>Convenor, Outdoor Recreation Management</b>
S. HALSALL	BA (SFU), MBA (McGill)
S. HOGAN	B.Comm. (U of T), CA (Institute of Chartered Accountants of Ontario), <b>Convenor, Tourism Management for International Students</b>

P. HOLDEN	BA (UBC), LLB (U. of Ottawa), MBA (UBC)
R. JANTZEN	Dip. Outdoor Rec. Mgmt. (Capilano College), Program Manager, <b>Wilderness Leadership Program</b>
C. KILIAN	BA (Col.), MA (SFU)
D. MATTHEWS	B.Eng., M.Eng. (Royal Military College of Canada)
R. McBLANE	B.Ed., M.Ed. (Alberta)
G. NIKOLOV	BA, (Wye College), PhD (U. of London)
A. SEDKY	BA, MA, PhD (Cairo)
T. TOWHILL	CMA, MBA (Asia Pacific International Graduate School of Management)
W. VAN LUVEN	BA, MFA (UBC)
C. WATTS	DMATP, BA (SDSU), Dip. Tourism Mgmt. (Capilano)
B. WHITE	BA (Hons.), MA (SFU), PhD (SFU), <b>Convenor, Bachelor of Tourism Management Degree</b>
K. YIP	BA, LLB (UBC)

## CONTACT

Capilano College  
P.O. Box 1538  
Squamish, B.C. V0N 3G0  
Phone: 604.986.1911 ext. 5814  
E-mail: [at@capcollege.bc.ca](mailto:at@capcollege.bc.ca)

## Advanced Tourism Studies Program

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### GENERAL INFORMATION

The certificate program provides advanced management and entrepreneurial skills for persons working in the tourism and hospitality industry needing to upgrade their skills and knowledge and gain higher-level credentials for professional advancement.

### Mission

Our mission is to challenge and inspire future leaders of the tourism community to develop leading edge professional skills and values.

For more information, please see [www.capcollege.bc.ca/programs/bachelor-tourism/advanced-tourism](http://www.capcollege.bc.ca/programs/bachelor-tourism/advanced-tourism)

### ADMISSION REQUIREMENTS

- Diploma or industry experience.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Letter or application, resume and interview
- Minimum 3 years industry experience or permission of the coordinator.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE ADVANCED TOURISM STUDIES PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Part-Time
	North Vancouver	Fall 2007	Part-Time

Students will be eligible for a Certificate in Advanced Tourism Studies upon successful completion of six courses (18 credits) of upper level course work. Students enrolled in the program will select a minimum of three core courses plus one of either TOUR 427 or TOUR 428. Up to two specialty courses may be selected.

Required		Course Credits	Required Credits
			3.00
	<i>Choose 3.00 credits from the following list:</i>		
	<a href="#">TOUR 427</a> Marketing Research for Tourism	3.00	
	<a href="#">TOUR 428</a> International Tourism Marketing	3.00	
	Credits		3.00
Core Courses		Course Credits	Required Credits
			15.00
	<i>Choose 15.00 credits from the following list:</i>		
	<a href="#">CMNS 354</a> Advanced Communications Skills for Tourism Management	3.00	
	<a href="#">TOUR 421</a> Organizational Leadership in Tourism	3.00	
	<a href="#">TOUR 422</a> People Management - Human Relations in Tourism	3.00	
	<a href="#">TOUR 423</a> Tourism Planning and Policy	3.00	
	<a href="#">TOUR 424</a> Entrepreneurship in Tourism	3.00	
	<a href="#">TOUR 425</a> Financial Management for Tourism	3.00	
	<a href="#">TOUR 426</a> Advanced Topics in Cross-Cultural Tourism	3.00	

<b>Core Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		15.00
<b>Specialty Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
<a href="#">TOUR 301</a> Business Law in Tourism	3.00	
<a href="#">TOUR 351</a> Tourism Consumer Behaviour	3.00	
<a href="#">TOUR 441</a> Advanced Tourism Product Development	3.00	
<a href="#">TOUR 442</a> Environmental Stewardship for Tourism	3.00	
<a href="#">TOUR 443</a> Cultural Tourism Management	3.00	
<a href="#">TOUR 444</a> International Ecotourism	3.00	
Credits		0.00
<b>Total Program Credits</b>		<b>18.00</b>

## **FACULTY**

G. BIRD	BA (Guelph), M.Sc. (Leicester), <b>Convener, Tourism Management Co-op</b>
C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc.(SFU)
C. BOTTRILL	B.Soc.Sc. (Waikato), MA (Hons.), (Canterbury, N.Z.), <b>Divisional Chair</b>
P. BRAND	BPHE, B.Ed. (Toronto), MA (Alberta)
A. CAMPBELL	BPE (UBC), MEd. (Toronto)
C. D'ALMEIDA	BA (Macau), M.Sc. (Surrey)
R. DAVIES	
Carol FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), RCABC Instructor
Caroline FISHER	BTM (Capilano)
S. FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, RCABC Master Instructor
S. GEORGE	B.Sc. (U. West Indies), M.Sc. (Surrey), PMP
G. GJERDALEN	BA (SFU), APMCP (Capilano), APMCP (Capilano), MRM (SFU), <b>Convener, Outdoor Recreation Management</b>
S. HALSALL	BA (SFU), MBA (McGill)
S. HOGAN	B.Comm. (U of T), CA (Institute of Chartered Accountants of Ontario), <b>Convener, Tourism Management for International Students</b>
P. HOLDEN	BA (UBC), LLB (U. of Ottawa), MBA (UBC)
R. JANTZEN	Dip. Outdoor Rec. Mgmt. (Capilano College), Program Manager, <b>Wilderness Leadership Program</b>
C. KILIAN	BA (Col.), MA (SFU)
D. MATTHEWS	B.Eng., M.Eng. (Royal Military College of Canada)
R. McBLANE	B.Ed., M.Ed. (Alberta)
G. NIKOLOV	BA, (Wye College), PhD (U. of London)
A. SEDKY	BA, MA, PhD (Cairo)
T. TOWHILL	CMA, MBA (Asia Pacific International Graduate School of Management)
W. VAN LUVEN	BA, MFA (UBC)

C. WATTS	DMATP, BA (SDSU), Dip. Tourism Management (Capilano)
B. WHITE	BA (Hons.), MA (SFU), PhD (SFU), <b>Convenor, Bachelor of Tourism Management Degree</b>
K. YIP	BA, LLB (UBC)

## **SUPPORT STAFF**

Dawn Morrison	Divisional Assistant
Shari Bergman	Departmental Assistant
Lorraine Sickavish	Receptionist
Sylvia Huzek	Receptionist

## **CONTACT**

Tourism Department  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [btm@capcollege.bc.ca](mailto:btm@capcollege.bc.ca)

# **Business in Tourism Program**

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## **GENERAL INFORMATION**

This program provides students with the foundations skills for entry into management work in the tourism or business sectors. It operates on a part-time basis to allow students who are currently employed to continue working while they pursue their education. The program is being developed specifically for Regional campuses to address the need for Tourism education delivered on a flexible, part time basis.

## **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish.

Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE BUSINESS IN TOURISM PROGRAM

Sunshine Coast Program

<b>Required Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">TOUR 111</a> Tourism Introduction: Theory and Practice	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="#">ENGL 100</a> Composition	3.00	
Credits		6.00
<b>Electives - at least three electives must come from the Tourism Department</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 12.00 credits from the following list:</i>		12.00
<a href="#">REC 149</a> Computer Applications for Outdoor Recreation and Tourism	3.00	
<a href="#">TOUR 104</a> Marine Tourism and Interpretation	3.00	
<a href="#">TOUR 112</a> Tourism Marketing	3.00	
<a href="#">TOUR 205</a> Tourism Sales	3.00	
<a href="#">TOUR 208</a> Risk Management for Tourism and Outdoor Recreation	3.00	
Credits		12.00
<b>Some Business courses may be used as electives with prior written approval from the Tourism Department.</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
BMKT 161 may be substituted for TOUR 112		
<a href="#">BADM 101</a> Management	3.00	
<a href="#">BADM 268</a> Entrepreneurship/Small Business Management	3.00	
<a href="#">BFIN 141</a> Accounting	3.00	
<a href="#">BMKT 161</a> Marketing	3.00	
Credits		0.00
<b>Total Program Credits</b>		<b>18.00</b>

## **CONTACT**

### **Sunshine Coast Campus**

Phone: 604.885.9310

Phone: 604.986.1911, local 5900 (Toll Free)

## **Bachelor of Tourism Management Program**

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### **GENERAL INFORMATION**

#### **Mission**

Our mission is to challenge and inspire future leaders of the tourism community to develop leading edge professional skills and values.

#### **Program Overview**

The Bachelor of Tourism Management is a degree completion program for graduates of two-year diploma program in tourism management, hospitality administration, recreation and outdoor recreation, and those with related programs and educational backgrounds. The intent of the degree program is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry, and to provide advanced professional training for diploma holders in the workforce. The degree forms an integral part of the British Columbia Tourism Learning System.

This program is designed to accommodate full-time and part-time students. All courses needed for degree completion are offered at Capilano College.

Students who successfully complete six advanced (300 & 400) level courses can apply for an Advanced Certificate in Tourism Studies.

Credits from Capilano College's Tourism Management diploma programs, the Outdoor Recreation Management diploma program and the Destination Resort Management Diploma transfer to the Bachelor of Tourism Management degree. Program credits from other tourism, hospitality, and recreation diploma and certificate programs may also be applied upon college approval.

All courses needed for degree completion are offered at Capilano College's North Vancouver campus. Students may also be able to apply lower-level academic courses credits taken previously towards the degree. Students need approximately seven lower-level academic transfer courses and 13 upper-level tourism management courses. Applicants for the degree will develop an individualized course plan with the program advisor.

The degree requirements include core diploma-level tourism, hospitality foundation courses or equivalent, academic transfer course requirements and tourism courses at the upper level. Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements. General education requirements can be taken before, during, or after the diploma program.

In order to be eligible for the maximum block transfer towards the Bachelor of Tourism Management degree, students must be graduates of a tourism, hospitality or recreation diploma program with a GPA of at least 2.67 (70%). Any deficiencies will be added to a student's degree completion program plan by the program coordinator.

For more information, please see [www.capcollege.bc.ca/programs/bachelor-tourism](http://www.capcollege.bc.ca/programs/bachelor-tourism)

## ADMISSION REQUIREMENTS

- Successful completion of 60 credits with a GPA of 2.67 or higher in the Tourism Management or Outdoor Recreation Management Diploma Programs or equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Letter of intent, resume and references

## ADMISSION/APPLICATION NOTES

Please bring the following documentation to your interview:

- At least two letters of reference
- High school or post-secondary education transcripts
- A resume listing past work and educational experience

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of the College Web site. 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	Spring 2007	Both
	North Vancouver	Summer 2007	Both
	North Vancouver	Fall 2007	Both



<b>Pre-requisite Diploma</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 60.00 credits from the following list:</i>			60.00
<a href="#">REC</a>	Outdoor Recreation Management Program Diploma	60.00	
<a href="#">TOUR</a>	Tourism Management Program Diploma	60.00	
Credits			60.00
<b>General Education Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
<a href="#">ENGL</a>	100-level English or higher	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ASTR</a>	Astronomy	3.00	
<a href="#">BIOL</a>	Biology	3.00	
<a href="#">CHEM</a>	Chemistry	3.00	
<a href="#">GEOG</a>	Geography (Physical - 112, 114, 214, 221)	3.00	
<a href="#">GEOL</a>	Geology	3.00	
<a href="#">KIN</a>	Kinesiology (KIN 142 or 143)	3.00	
<a href="#">PHYS</a>	Physics	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BADM 210</a>	Business Statistics	3.00	
<a href="#">MATH 101</a>	Introduction to Statistics	3.00	
<a href="#">TOUR 350</a>	Quantitative Methods for Tourism Management	3.00	
Statistics 100-Level or higher		3.00	
<i>Choose 6.00 credits of electives:</i>			6.00
<a href="#">AHIS</a>	Art History	3.00	
<a href="#">ANTH</a>	Anthropology	3.00	
<a href="#">CHIN</a>	Chinese	3.00	
<a href="#">CRIM</a>	Criminology	3.00	
<a href="#">ECON</a>	Economics	3.00	
<a href="#">ENGL</a>	English	3.00	
<a href="#">FREN</a>	French	3.00	
<a href="#">GEOG</a>	Geography (Human)	3.00	
<a href="#">GERM</a>	German	3.00	
<a href="#">HIST</a>	History	3.00	
<a href="#">JAPN</a>	Japanese	3.00	
<a href="#">LING</a>	Linguistics	3.00	
<a href="#">MRTH</a>	Thai	3.00	
<a href="#">MUS</a>	Music	3.00	
<a href="#">PHIL</a>	Philosophy	3.00	
<a href="#">POL</a>	Political Studies	3.00	
<a href="#">PSYC</a>	Psychology	3.00	
<a href="#">SART</a>	Studio Art	3.00	
<a href="#">SOC</a>	Sociology	3.00	
<a href="#">SPAN</a>	Spanish	3.00	
<a href="#">THTR</a>	Theatre	3.00	

<b>General Education Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">WMST</a>	Women's Studies	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ECON</a>	100-Level Economics or higher	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">GEOG</a>	Non-physical Geography (Human, Cultural or Regional)	3.00	
Credits			21.00

<b>Upper Level Required Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			24.00
<a href="#">CMNS 354</a>	Advanced Communications Skills for Tourism Management	3.00	
<a href="#">TOUR 421</a>	Organizational Leadership in Tourism	3.00	
<a href="#">TOUR 422</a>	People Management - Human Relations in Tourism	3.00	
<a href="#">TOUR 423</a>	Tourism Planning and Policy	3.00	
<a href="#">TOUR 424</a>	Entrepreneurship in Tourism	3.00	
<a href="#">TOUR 425</a>	Financial Management for Tourism	3.00	
<a href="#">TOUR 426</a>	Advanced Topics in Cross-Cultural Tourism	3.00	
<a href="#">TOUR 440</a>	Graduating Seminar	3.00	
Credits			24.00

<b>Upper-Level Tourism or Hospitality Specialty Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 15.00 credits from the following list:</i>			15.00
Any five of the speciality courses or approved alternate upper level courses.			
<a href="#">TOUR 301</a>	Business Law in Tourism	3.00	
<a href="#">TOUR 351</a>	Tourism Consumer Behaviour	3.00	
<a href="#">TOUR 427</a>	Marketing Research for Tourism	3.00	
<a href="#">TOUR 428</a>	International Tourism Marketing	3.00	
<a href="#">TOUR 431</a>	Regional Topics in Tourism	3.00	
<a href="#">TOUR 441</a>	Advanced Tourism Product Development	3.00	
<a href="#">TOUR 442</a>	Environmental Stewardship for Tourism	3.00	
<a href="#">TOUR 443</a>	Cultural Tourism Management	3.00	
<a href="#">TOUR 444</a>	International Ecotourism	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>120.00</b>

## FACULTY

G. BIRD	BA (Guelph), M.Sc. (Leicester), <b>Convener, Tourism Management Co-op</b>
C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc.(SFU)
C. BOTTRILL	B.Soc.Sc. (Waikato), MA (Hons.), (Canterbury, N.Z.), <b>Divisional Chair</b>
P. BRAND	BPHE, B.Ed. (Toronto), MA (Alberta)

A. CAMPBELL	BPE (UBC), MEd. (Toronto)
C. D'ALMEIDA	BA (Macau), M.Sc. (Surrey)
R. DAVIES	
Carol FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), RCABC Instructor
Caroline FISHER	BTM (Capilano)
S. FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, RCABC Master Instructor
S. GEORGE	B.Sc. (U. West Indies), M.Sc. (Surrey), PMP
G. GJERDALEN	BA (SFU), APMCP (Capilano), APMCP (Capilano), MRM (SFU), <b>Convenor, Outdoor Recreation Management</b>
S. HALSALL	BA (SFU), MBA (McGill)
S. HOGAN	B.Comm. (U of T), CA (Institute of Chartered Accountants of Ontario), <b>Convenor, Tourism Management for International Students</b>
P. HOLDEN	BA (UBC), LLB (U. of Ottawa), MBA (UBC)
R. JANTZEN	Dip. Outdoor Rec. Mgmt. (Capilano College), Program Manager, <b>Wilderness Leadership Program</b>
C. KILIAN	BA (Col.), MA (SFU)
D. MATTHEWS	B.Eng., M.Eng. (Royal Military College of Canada)
R. McBLANE	B.Ed., M.Ed. (Alberta)
G. NIKOLOV	BA, (Wye College), PhD (U. of London)
A. SEDKY	BA, MA, PhD (Cairo)
T. TOWHILL	CMA, MBA (Asia Pacific International Graduate School of Management)
W. VAN LUVEN	BA, MFA (UBC)
C. WATTS	DMATP, BA (SDSU), Dip. Tourism Management (Capilano)
B. WHITE	BA (Hons.), MA (SFU), PhD (SFU), <b>Convenor, Bachelor of Tourism Management Degree</b>
K. YIP	BA, LLB (UBC)

## **SUPPORT STAFF**

Dawn Morrison	Divisional Assistant
Shari Bergman	Departmental Assistant
Lorraine Sickavish	Receptionist
Sylvia Huzek	Receptionist

## **CONTACT**

Tourism Department  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [btm@capcollege.bc.ca](mailto:btm@capcollege.bc.ca)

# Destination Resort Management Co-op Program

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## GENERAL INFORMATION

**Mission:** To challenge and inspire future leaders of the tourism community in the field of destination resort management by building leading edge professional skills and values.

The Destination Resort Management Diploma program is taught by experienced and qualified Capilano College faculty and by experts from the resort management industry. The accelerated 16-month program is one solution to the fastest growing field in tourism - destination resorts. Students acquire their education and training in an exciting learning environment and will graduate with a wide range of career options open to them. Our ultimate aim is to train students in the leadership and management skills necessary for a successful and fulfilling career across a range of tourism-related positions. The program focuses on operations, product development and sales as they relate to the field of resort management. Along with classroom led coursework, students will have contact with industry, field trips and a 500-hour supervised work term that will encourage a professional attitude toward the industry. This approach to learning promises a rewarding educational investment for students. The program will appeal to dynamic, outgoing individuals with previous experience in the tourism field or those who would like to work within a resort environment. The program is also designed for people considering a career shift, since the accelerated co-op model is cost effective and requires minimal time out of the workforce.

The Destination Resort Management program is based at the Squamish campus, which is north of Vancouver, British Columbia, in the Howe Sound corridor. Whistler, the number one ski resort in North America, is located just 45 minutes north of Squamish and will be a key contributor in the learning environment of this program.

The Destination Resort Management Diploma ladders into the Tourism Management Degree at Capilano College or students may want to specialize their diploma in the ski or golf industry through our partnership with Selkirk College. Contact us at [drmco-op@capcollege.bc.ca](mailto:drmco-op@capcollege.bc.ca) for more details or visit [www.capcollege.bc.ca/programs/squamish/destination](http://www.capcollege.bc.ca/programs/squamish/destination)

## Tourism Career Opportunities

Recent graduates of Capilano College Tourism programs are pursuing careers as

- Director, Public Relations
- Manager, Operations of a tour company
- Product Coordinator for an inbound tour packaging company
- Senior Sales Manager for a major downtown Vancouver hotel
- Program Coordinator for a special events company
- Tourism Information Officer for a Chamber of Commerce

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade of C+ in English 11, Math 11 or Accounting 11.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5

overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## DIPLOMA IN THE DESTINATION RESORT MANAGEMENT CO-OP PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Squamish	Fall 2007	Both
First Term		Course Credits	Required Credits
<i>Required:</i>			18.00
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">REC 149</a>	Computer Applications for Outdoor Recreation and Tourism	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 135</a>	Hospitality Operations	3.00	
<a href="#">TOUR 160</a>	Introduction to Resort Management	3.00	
Credits			18.00
Second Term		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">REC 152</a>	Environmental Stewardship I	3.00	
<a href="#">REC 245</a>	Organizational Leadership for Outdoor Recreation Programs	3.00	
<a href="#">TOUR 112</a>	Tourism Marketing	3.00	
<a href="#">TOUR 151</a>	Service Management in Tourism	3.00	
<a href="#">TOUR 162</a>	Food and Beverage Management	3.00	
Credits			15.00

<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">TOUR 165</a>	Resort Management Co-op	6.00	
<a href="#">TOUR 205</a>	Tourism Sales	3.00	
<a href="#">TOUR 210</a>	Strategic Management: Resort Case Study	3.00	
Credits			12.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">TOUR 131</a>	Tourism Product Development	3.00	
<a href="#">TOUR 208</a>	Risk Management for Tourism and Outdoor Recreation	3.00	
<a href="#">TOUR 232</a>	Tourism Planning	3.00	
<a href="#">TOUR 233</a>	Cross Cultural Tourism	3.00	
<a href="#">TOUR 261</a>	Resort Financial Management	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>60.00</b>

## FACULTY

S. BELL	Dip. Tourism and Travel (Lasalle Career College), Dip. Creative Arts (Marianopolis)
G. BIRD	BA (Guelph), M.Sc. (Leicester)
C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc.(SFU)
C. BOTTRIL	B.Soc.Sc. (Waikato), MA (Hons.), (Canterbury, N.Z.) <b>Divisional Chair</b>
R. DAVIES	
S. GEORGE	
R. JANTZEN	
W. VAN LUVEN	BA, MFA (UBC)
S. WELLS	BPR (Mt. St. Vincent) <b>Project Manager</b>

## CONTACT

Destination Resort Management Co-op Diploma Program  
 Capilano College  
 1150 Carson Place  
 Squamish, B.C. V7J 3H5  
 Phone: 604.892.5322  
 E-mail: drmc0-op@capcollege.bc.ca

# Mountain Bike Operations Program

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## GENERAL INFORMATION

In your courses, you will learn about the mountain biking tourism industry, risk management, event management and communications skills necessary for you to succeed. A main focus of the program will be on sustainable trail and park 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.capcollege.bc.ca/programs/mountain-bike](http://www.capcollege.bc.ca/programs/mountain-bike)

## PROGRAM OVERVIEW

Live your dream. The Capilano College 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 three sectors related to mountain biking:

- Mountain Resorts
- Government (ie. municipal and provincial)
- Non-profit (ie. clubs, national and provincial sport organizations, etc.)

## 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- 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 online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano College, Birch Building, Room 230  
2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE MOUNTAIN BIKE OPERATIONS PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	Sunshine Coast	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			14.00
<a href="#">REC 152</a>	Environmental Stewardship I	3.00	
<a href="#">REC 163</a>	Wilderness First Aid I	3.00	
<a href="#">TOUR 111</a>	Tourism Introduction: Theory and Practice	3.00	
<a href="#">TOUR 170</a>	Mountain Bike Park/Trail Design and Building I	3.00	
<a href="#">WLP 145</a>	Mountain Biking	2.00	
Credits			14.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			13.50
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">TOUR 118</a>	Special Events - Tourism Generators	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	
Credits			13.50
<b>Total Program Credits</b>			<b>27.50</b>

## CONTACT

Capilano College  
 5627 Inlet Avenue  
 PO Box 1609  
 Sechelt, B.C. V0N 3A0  
 Phone: 604.986.1911 ext. 5900

E-mail: [mtbo@capcollege.bc.ca](mailto:mtbo@capcollege.bc.ca)



# Outdoor Recreation Management Program

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## GENERAL INFORMATION

B.C.'s "super natural" environment is ideal for outdoor recreation. Rapid growth in nature-based and adventure tourism and an increased desire to experience the outdoors has led to a high demand for qualified outdoor recreation professionals. The Outdoor Recreation Management diploma program meets this demand by offering an outstanding curriculum blending leadership, business, and natural history.

Nestled on the forested slopes of the North Shore mountains and situated close to whitewater rivers, wilderness lakes, and ocean shoreline, Capilano College is ideally suited for the challenging two-year program.

The Outdoor Recreation Department is relaxed and informal; however, we set and maintain high academic and outdoor leadership performance standards. Students will appreciate the individual attention College faculty are able to provide.

The curriculum includes trips into B.C.'s wilderness areas including backpacking experience in the Coast Mountains, and a West Coast marine expedition for leadership development.

Our Outdoor Recreation Management diploma program has earned an excellent reputation for its commitment to leading edge professional skills, values, and knowledge. Over the past three decades, we have expanded our network of practicum placements, keeping us in touch with the latest developments and providing access to career prospects.

For more information, please see [www.capcollege.bc.ca/programs/tourism](http://www.capcollege.bc.ca/programs/tourism)

## Career Opportunities

The well-established Outdoor Recreation Management program provides excellent training for a wide range of careers in federal, provincial and regional 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 and tourism foundation courses, general education requirements, specified and elective courses at the upper level, and a number of defined elective credits. The academic credentials earned in the Outdoor Recreation Management diploma satisfy most core business and tourism foundation courses, and elective requirements. For a detailed brochure about the degree, please contact Capilano College 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.
- A minimum grade of C in English 12 and Mathematics 11 or Accounting 11 with a minimum C+ grade.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment

(ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Interview and attendance at an information meeting preferred.
- Letter of interest, resume, two letters of reference and Doctor's certificate of Health.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Further Information

The Application for Admission must be submitted to the Registrar's Office, together with official transcripts and other pertinent documents.

Please bring the following documentation to your interview:

- At least two letters of reference
- A résumé of past experiences
- A letter of introduction

## FEES AND EXPENSES

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

## DIPLOMA IN THE OUTDOOR RECREATION MANAGEMENT PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			15.00
<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 Leadership Skills	3.00	
<a href="#">TOUR 111</a>	Tourism Introduction: Theory and Practice	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00

## Tourism & Outdoor Recreation

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">CMNS 174</a>	Wilderness Leadership Communications	3.00	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">REC 163</a>	Wilderness First Aid I	3.00	
<a href="#">REC 169</a>	Interpreting Natural and Cultural Landscapes	3.00	
<a href="#">REC 245</a>	Organizational Leadership for Outdoor Recreation Programs	3.00	
<a href="#">TOUR 116</a>	Financial Planning in Tourism I	3.00	
<a href="#">TOUR 208</a>	Risk Management for Tourism and Outdoor Recreation	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">TOUR 104</a>	Marine Tourism and Interpretation	3.00	
<a href="#">TOUR 118</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	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="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			18.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">REC 151</a>	The Outdoor Recreation Environment	3.00	
<a href="#">REC 252</a>	Environmental Stewardship II	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 233</a>	Cross Cultural Tourism	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">TOUR 104</a>	Marine Tourism and Interpretation	3.00	
<a href="#">TOUR 118</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	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="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			18.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">REC 255</a>	Outdoor Recreation Practicum	9.00	
Credits			9.00

<b>Wilderness Leadership Skills Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 4.00 credits from the following list:</i>			4.00
<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	
Credits			4.00
<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>67.00</b>

## FURTHER INFORMATION

During their time in the Outdoor Recreation Management program, students are required to pursue two 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.

## FACULTY

C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc. (SFU)
G. CREIGHTON	B.Comm. (McGill), MA (SUNY), Certified ACMG Rock Guide
R. DAVIES	
CAROL FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), BCRCA Instructor
CAROLINE FISHER	BTM (Capilano)
S. FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, BCRCA Master Instructor
G. GJERDALEN	BA (SFU), APMCP (Capilano), MRM (SFU), <b>Convenor, Outdoor Recreation Management</b>
S. GEORGE	B.Sc. (U. West Indies), M.Sc. (Surrey), PMP
S. HALSALL	BA (SFU), MBA (McGill)
S. HOGAN	B.Comm. (Toronto), CA (Inst. of Chartered Accountants of Ontario)
R. JANTZEN	Dip. Outdoor Rec. Mgmt. (Capilano), <b>Program Manager - Wilderness Leadership Program</b>
C. KILIAN	BA (Columbia), MA (SFU)
D. MATTHEWS	B.Eng, M.Eng (Royal Military College of Canada)
R. McBLANE	B.Ed., M.Ed. (U. of Alberta)
G. NIKOLOV	BA (Wye College), PhD (U. of London)
T. TOWILL	CMA, MBA (Asia Pacific International Graduate School of Management)
W. VAN LUVEN	BA, MFA (UBC)
B. WHITE	BA (Hons.), MA (SFU), PhD (SFU)
K. YIP	BA, LLB (UBC)

## CONTACT

Outdoor Recreation  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [outdoor@capcollege.bc.ca](mailto:outdoor@capcollege.bc.ca)

[www.capcollege.bc.ca/programs/outdoor recreation](http://www.capcollege.bc.ca/programs/outdoor%20recreation)

## Professional Scuba Dive Instructor Program

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### GENERAL INFORMATION

The Professional Scuba Dive Instructor Program is the only one of its kind in Canada. After only eight intensive but fun-filled months, successful students will achieve a unique mix of six career building academic courses from Capilano College, and over 19 PADI and other dive related certifications culminating in the Master Scuba Diver Trainer Preparation, Specialty Instructor. The program concludes with a three week

practicum course where students work with industry professionals, gain valuable job contacts and placement prospects. The dive practicum location is currently at Playa del Carmen in Mexico with SCUBA CARIBE. Diving in this area is known worldwide for the reef diving in Cozumel and the famous Cenote diving. After the program, students have the enviable credentials to gain work anywhere in the world in scuba and the opportunity to branch into many other career options. Many worldwide resorts and cruise lines are seeking employees who have more to offer than the “dive” qualifications. In this regard, our graduates offer an attractive array of skills, experience and expertise.

This full-time certificate program will be offered only at the Sunshine Coast campus of Capilano College, located a short 40-minute ferry ride from Vancouver, British Columbia. In these waters, which have been rated the third best diving in the world by Jacques Cousteau and the very best in Canada for off-shore diving by Scuba Press Magazine, students will experience 100 dives as they explore the scenic Sunshine Coast. With the ocean as a classroom, students will have a first-hand opportunity to develop the skills, confidence and competence to build a successful long-term career in tourism management. Only 24 applicants will be selected to enter this exciting program. Courses will be conducted full-time from September until the end of April.

For more information, please see [www.capcollege.bc.ca/programs/scuba](http://www.capcollege.bc.ca/programs/scuba)

## **Career Opportunities**

Graduates will be in demand to teach scuba diving at world class tourism resort destinations, cruise lines or work in a variety of dive/aquatic and tourism related settings. Students' career paths may lead to other tourism management positions or self-employment in their own scuba dive/tourism related businesses. At some point they may decide to go back to school to earn a diploma or degree in tourism management.

## **Program Content**

A series of core Capilano College academic courses, dive practicums, tropical dive/work practicum and industry specific courses will be combined to form the Professional Dive Instructor Certificate Program.

## **Transferability**

Graduates will have the foundation of training and experience needed to begin a career in outdoor recreation management or tourism management. Some students may decide to continue in school after achieving their certificate. Core academic courses transfer into Capilano College's Outdoor Recreation Management Diploma Program and the Tourism Management Co-op Diploma. From there students can apply their two years from the diploma towards a Bachelor of Tourism Management degree.

## **THE PADI SYSTEM OF DIVER TRAINING**

Worldwide, more people learn to dive using the PADI system of diver education than any other recreational scuba program. PADI's Instructor Development Course (IDC) defines the standard for instructor training. Coupled with PADI's state-of the art educational materials, the PADI IDC allows the student to learn quickly and effectively. It is the most comprehensive program in the industry. The IDC is the heart of PADI Instructor Training. During their courses, students will apply their diving knowledge and skills while learning to use the PADI System of diver education in the classroom and in the water. For further information: [www.padi.com](http://www.padi.com)

## **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560,

computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- The dive training requires that all students be 18 years of age by November 1st of each program year.

## **GRADUATION REQUIREMENTS**

A Professional Scuba Dive Instructor Certificate will be awarded upon successful completion of all six core academic courses and all the PADI and other dive related certifications as listed on the Program Profile. Students must maintain a satisfactory level of performance in all academic and dive courses. Anyone falling below the satisfactory level may be asked to leave the program depending on the circumstances.

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## **Deadline for Program Applications**

The program will be open to a maximum of 24 students on a first come, first served basis provided they meet the entry qualifications. The target date to fill all program spots is mid-June. This will allow students plenty of time to arrange accommodation, passports, travel arrangements, visas etc.

## **Further Information**

Complete the e-mail version of the dive program supplemental application and return to Rose Moon, Professional Scuba Dive Instructor Program at [dive@capcollege.bc.ca](mailto:dive@capcollege.bc.ca).

Rose Moon - Program Manager  
Capilano College Sunshine Coast Campus  
Box 1609, Sechelt B.C.  
VON 3A0

### **Note**

Students also need to complete the PADI Medical form which must be signed by a medical doctor.

## **FEES AND EXPENSES**

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

Contact Rose Moon at [dive@capcollege.bc.ca](mailto:dive@capcollege.bc.ca) for other program related costs.

## CERTIFICATE IN THE PROFESSIONAL SCUBA DIVE INSTRUCTOR PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	Sunshine Coast	Fall 2007	Both
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<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 205</a>	Tourism Sales	3.00	
Credits			9.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">TOUR 104</a>	Marine Tourism and Interpretation	3.00	
<a href="#">TOUR 136</a>	Professional Dive Practicum	3.00	
<a href="#">TOUR 208</a>	Risk Management for Tourism and Outdoor Recreation	3.00	
Credits			9.00
<b>Dive Certificates/Credentials</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			0.00
Dive Emerg Mgmt-Divers Alert			
Gas Blender-Dive Sci & Tech			
Emergency First Responder			
Emerg 1st Rsp-Instruct/Child			
Advanced Diver			
Rescue Diver			
Divemaster			
Deep Diver			
Night Diver			
Enriched Air			
Underwater Navigation			
Open Water Dive Course			
Equipment Maintenance			
Project Aware Fish Iden			
Boat Diver			
Drift Diver			
Master Student Diver Prep			
Underwater Photographer			
Dry Suit			
Instructor Development Course			
Pleasure Craft Operation (optional)			
Credits			0.00



Dive Certificates/Credentials	Course Credits	Required Credits
Total Program Credits		18.00

## FACULTY

R. MOON	MPE Lifestyle Management (UBC), BPE (U of Alberta), <b>Program Manager and Instructor of Tourism Sales, Recreation Dive Practicum</b>
J. PASS	BA, English, <b>Instructor of Communications</b>
R. WAYTE	Assoc. Arts Degree, <b>Instructor of Computers</b>
J. ROSSI	M.Sc. (Marine natural products and bio-chemistry), B.Sc. (Biochemistry), <b>Instructor of Marine Tourism and Interpretation</b>

## CONTACT

Professional Scuba Dive Instructor Program  
 Rose Moon - Program Manager  
 Capilano College Sunshine Coast Campus  
 Box 1609, Sechelt B.C. V0N 3A0  
 Phone: 604.885.9310, ext. 5909  
 Phone: (toll free) 604.986.1911, ext. 5909  
 Fax: 604.885.9350  
 E-mail: [dive@capcollege.bc.ca](mailto:dive@capcollege.bc.ca)

# Tourism Event Management Program

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## GENERAL INFORMATION

Tourism Event planning is a career niche that is growing in popularity and recognition. The Tourism Event Management Certificate program will help students gain valuable event planning skills including event concept, organization and development, marketing and sponsorship, onsite operations, risk management and evaluation. They will also learn more about support networks welcoming new players to the industry and further accreditation options.

It is becoming more and more important in today's competitive marketplace to stand out both by producing exceptional products and committing time and energy to professional development. The five courses complement each other in their mix of basic business practices as they relate directly to the development and production of events and festivals.

For more information, please see [www.capcollege.bc.ca/programs/squamish/tourism-event](http://www.capcollege.bc.ca/programs/squamish/tourism-event)

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5

overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Interview required.
- Experience in the field an asset.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE TOURISM EVENT MANAGEMENT PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Squamish	Spring 2007	Part-Time
	Squamish	Fall 2007	Part-Time

Required Courses	Course Credits	Required Credits
<i>Required:</i>		15.00
<a href="#">TOUR 152</a> Event Administration	3.00	
<a href="#">TOUR 153</a> Business Relations for Events	3.00	
<a href="#">TOUR 154</a> Marketing and Public Relations for Events	3.00	
<a href="#">TOUR 155</a> Catering for Events	1.50	
<a href="#">TOUR 156</a> Meetings, Incentives, and Trade Shows	1.50	
<a href="#">TOUR 157</a> Event Production and Logistics	3.00	
Credits		15.00
<b>Total Program Credits</b>		<b>15.00</b>

## CONTACT

Capilano College  
1150 Carson Place  
Squamish, B.C. V8B 0B1  
Phone: 604.892.5322  
Fax: 604.892.9274  
E-mail: [Squamish@capcollege.bc.ca](mailto:Squamish@capcollege.bc.ca)

# Tourism Management Co-op Program

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## GENERAL INFORMATION

### Mission

Our mission is to challenge and inspire future leaders of the tourism community to develop leading-edge professional skills and values.

### Program Overview

Capilano College's Tourism Management Co-op diploma program offers top quality instruction, a beautiful campus and an exciting learning environment. The accelerated 16-month program is on the leading edge of tourism education, both in how students acquire their education and training and in the wide range of career options open to them upon graduation. Our ultimate aim is to train students in the leadership and management skills necessary for a successful and fulfilling career across a range of tourism-related job opportunities such as:

- tour operations
- resorts and accommodations
- adventure tourism
- attractions
- conferences and special events
- transportation and tourism services

The program focuses on marketing, research and entrepreneurial skills as they relate to the tourism industry.

Intensive courses, contact with the industry and a four-month supervised workterm encourage a professional attitude toward the industry. The program's practical business approach, combined with creative teaching, promises a rewarding educational investment for students. The program will appeal to dynamic, outgoing individuals with previous post-secondary education and successful work experience in tourism or related fields. The program is also designed for people considering a career shift, since the accelerated co-op model is cost effective and requires minimal time out of the workforce.

For more information, please see [www.capcollege.bc.ca/programs/tourism-co-op](http://www.capcollege.bc.ca/programs/tourism-co-op)

### Tourism Career Opportunities

Recent graduates are pursuing careers as:

- Manager, operations for a tour company
- Product coordinator for an inbound tour packaging company
- Owner of an adventure tourism company in Tofino, British Columbia
- Senior sales manager for a major downtown Vancouver hotel
- Manager, sales and operations for a tour operator
- Base manager for a regional airline
- Program coordinator for a special events company
- Tourism information officer for a Chamber of Commerce

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum C grade in English 12 and a minimum C grade in Principles of Math 11 or a minimum B grade in Applications of Math 12.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview - information meeting and interview preferred.
- Two letters of reference.

## ADMISSION/APPLICATION NOTES

Applicants should have sound reading, writing, and math skills, and ideally some tourism industry work experience. Previous post-secondary education is a definite asset.

Contact the Tourism department to receive notification of the dates for our fall information meetings. Interviews are arranged at the information meeting and take place during the following weeks. Out-of-town applicants may schedule their interview for the day after the information meeting.

## Interview Procedure

Please bring the following documentation to your interview:

- at least two letters of reference
- high school and post-secondary education transcripts
- a résumé of past experiences
- a letter of interest

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## DIPLOMA IN THE TOURISM MANAGEMENT CO-OP PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">CMNS 154</a>	Communications in Outdoor Recreation and Tourism	3.00	
<a href="#">REC 149</a>	Computer Applications for 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 133</a>	Tourism Career Preparation	3.00	
<a href="#">TOUR 205</a>	Tourism Sales	3.00	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">TOUR 140</a>	Tourism Co-op Work Experience	9.00	
<a href="#">TOUR 151</a>	Service Management in Tourism	3.00	
Credits			12.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">REC 245</a>	Organizational Leadership for Outdoor Recreation Programs	3.00	
<a href="#">TOUR 116</a>	Financial Planning in Tourism I	3.00	
<a href="#">TOUR 134</a>	Promotions Management for Tourism and Hospitality	3.00	
<a href="#">TOUR 140</a>	Tourism Co-op Work Experience	Continued	
<a href="#">TOUR 151</a>	Service Management in Tourism	Continued	
<a href="#">TOUR 208</a>	Risk Management for Tourism and Outdoor Recreation	3.00	
Credits			12.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">TOUR 113</a>	Human Resource Management in Tourism	3.00	
<a href="#">TOUR 125</a>	Financial Planning in Tourism II	3.00	
<a href="#">TOUR 131</a>	Tourism Product Development	3.00	
<a href="#">TOUR 233</a>	Cross Cultural Tourism	3.00	
Credits			12.00
<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>			6.00

<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">TOUR 104</a>	Marine Tourism and Interpretation	3.00	
<a href="#">TOUR 118</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	3.00	
<a href="#">TOUR 135</a>	Hospitality Operations	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 227</a>	Heritage, Cultural and Arts Planning for Tourism	3.00	
<a href="#">TOUR 232</a>	Tourism Planning	3.00	
<a href="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			6.00
<b>40 hours of Industry-relevant course work (SuperHost, FoodSafe, Event Planning, Adventure Skills, etc)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
Tourism 40-hrs relevant work			
Credits			0.00
<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>

## FACULTY

G. BIRD	BA (Guelph), M.Sc. (Leicester), <b>Convenor, Tourism Management Co-op</b>
C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc.(SFU)
C. BOTTRILL	B.Soc.Sc. (Waikato), MA (Hons.), (Canterbury, N.Z.), <b>Divisional Chair</b>
P. BRAND	BPHE, B.Ed. (Toronto), MA (Alberta)
A. CAMPBELL	BPE (UBC), MEd. (Toronto)
C. D'ALMEIDA	BA (Macau), M.Sc. (Surrey)
R. DAVIES	
Carol FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), RCABC Instructor
Caroline FISHER	BTM (Capilano)
S. FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, RCABC Master Instructor

S. GEORGE	B.Sc. (U. West Indies), M.Sc. (Surrey), PMP
G. GJERDALEN	BA (SFU), APMCP (Capilano), APMCP (Capilano), MRM (SFU), <b>Convenor, Outdoor Recreation Management</b>
S. HALSALL	BA (SFU), MBA (McGill)
S. HOGAN	B.Comm. (U of T), CA (Institute of Chartered Accountants of Ontario), <b>Convenor, Tourism Management for International Students</b>
P. HOLDEN	BA (UBC), LLB (U. of Ottawa), MBA (UBC)
R. JANTZEN	Dip. Outdoor Rec. Mgmt. (Capilano College), Program Manager, <b>Wilderness Leadership Program</b>
C. KILIAN	BA (Col.), MA (SFU)
D. MATTHEWS	B.Eng., M.Eng. (Royal Military College of Canada)
R. McBLANE	B.Ed., M.Ed. (Alberta)
G. NIKOLOV	BA, (Wye College), PhD (U. of London)
A. SEDKY	BA, MA, PhD (Cairo)
T. TOWHILL	CMA, MBA (Asia Pacific International Graduate School of Management)
W. VAN LUVEN	BA, MFA (UBC)
C. WATTS	DMATP, BA (SDSU), Dip. Tourism Management (Capilano)
B. WHITE	BA (Hons.), MA (SFU), PhD (SFU), <b>Convenor, Bachelor of Tourism Management Degree</b>
K. YIP	BA, LLB (UBC)

## **SUPPORT STAFF**

Dawn Morrison	Divisional Assistant
Shari Bergman	Departmental Assistant
Lorraine Sickavish	Receptionist
Sylvia Huzek	Receptionist

## **CONTACT**

Tourism Department  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [tourism@capcollege.bc.ca](mailto:tourism@capcollege.bc.ca)

# Tourism Management for International Students Program

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## GENERAL INFORMATION

### Mission

Our mission is to challenge and inspire future leaders of the tourism community to develop leading edge professional skills and values.

### Program Overview

The Tourism Management for International Students diploma program educates students in the tourism and management skills necessary for a successful career in the operation of large and small travel businesses, including hotels and resorts, attractions, entertainment, conferences, and special events.

The "culture" of Capilano College's Tourism department 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 College for those who successfully complete the diploma
- an international credential in tourism management
- blended classes with Canadian and international tourism students
- support from Capilano College's International Students' Centre, and, if needed, ESL (English as a Second Language) support

For more information, please see [www.capcollege.bc.ca/programs/international-tourism](http://www.capcollege.bc.ca/programs/international-tourism)

### Tourism Career Opportunities

- director, public relations, for a rail tour company
- product coordinator for an inbound tour packaging company
- senior sales manager for a major hotel
- manager, sales & operations for a tour operator
- provincial coordinator for national tourism training programs
- base manager for a regional airline



- program coordinator for a special events company
- tourism information officer for a Chamber of Commerce

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- TOEFL paper-based requirement = 540, computer-based = 200 or internet based = 73 OR English Language Assessment requirement=130 (ELA) OR IELTS=5.0 overall, with no one score less than 4.5, CAEL=60. Possible alternatives to waive above English Tests: Capilano College's ESLF080 with a B+ grade or English 100 with a C+ grade.
- Resume, two letters of reference and a personal statement.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## DIPLOMA IN THE TOURISM MANAGEMENT FOR INTERNATIONAL STUDENTS PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<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	
Credits			12.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">TOUR 114</a>	Organizational Behaviour in Tourism	3.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">TOUR 116</a>	Financial Planning in Tourism I	3.00	
<a href="#">TOUR 135</a>	Hospitality Operations	3.00	
<a href="#">TOUR 145</a>	Tourism Work Practicum Preparation	3.00	
<a href="#">TOUR 205</a>	Tourism Sales	3.00	
Credits			15.00

<b>Third Term - (May - June)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
<a href="#">TOUR 145</a>	Tourism Work Practicum Preparation	Continued	
<a href="#">TOUR 249</a>	Advanced Computer Applications in Tourism	3.00	
Credits			3.00

<b>Third Term - (July - August)</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">TOUR 150</a>	Tourism Practicum	6.00	
Credits			6.00

<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">TOUR 125</a>	Financial Planning in Tourism II	3.00	
<a href="#">TOUR 131</a>	Tourism Product Development	3.00	
<a href="#">TOUR 150</a>	Tourism Practicum	Continued	
<a href="#">TOUR 201</a>	Tourism and Technology	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">TOUR 118</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	3.00	
<a href="#">TOUR 134</a>	Promotions Management for Tourism and Hospitality	3.00	
<a href="#">TOUR 200</a>	Revenue Management for Tourism	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	
Credits			12.00

<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">TOUR 113</a>	Human Resource Management in Tourism	3.00	
<a href="#">TOUR 202</a>	Strategic Marketing Management - Case Study Approach	3.00	
<a href="#">TOUR 233</a>	Cross Cultural Tourism	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">TOUR 118</a>	Special Events - Tourism Generators	3.00	
<a href="#">TOUR 120</a>	Adventure and Eco-Tourism	3.00	

<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">TOUR 134</a>	Promotions Management for Tourism and Hospitality	3.00	
<a href="#">TOUR 200</a>	Revenue Management for Tourism	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	
	Credits		12.00
	<b>Total Program Credits</b>		<b>60.00</b>

## **FACULTY**

G. BIRD	BA (Guelph), M.Sc. (Leicester), <b>Convener, Tourism Management Co-op</b>
C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc.(SFU)
C. BOTTRILL	B.Soc.Sc. (Waikato), MA (Hons.), (Canterbury, N.Z.), <b>Divisional Chair</b>
P. BRAND	BPHE, B.Ed. (Toronto), MA (Alberta)
A. CAMPBELL	BPE (UBC), MEd. (Toronto)
C. D'ALMEIDA	BA (Macau), M.Sc. (Surrey)
R. DAVIES	
Carol FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), RCABC Instructor
Caroline FISHER	BTM (Capilano)
S. FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, RCABC Master Instructor
S. GEORGE	B.Sc. (U. West Indies), M.Sc. (Surrey), PMP
G. GJERDALEN	BA (SFU), APMCP (Capilano), APMCP (Capilano), MRM (SFU), <b>Convener, Outdoor Recreation Management</b>
S. HALSALL	BA (SFU), MBA (McGill)
S. HOGAN	B.Comm. (U of T), CA (Institute of Chartered Accountants of Ontario), <b>Convener, Tourism Management for International Students</b>
P. HOLDEN	BA (UBC), LLB (U. of Ottawa), MBA (UBC)
R. JANTZEN	Dip. Outdoor Rec. Mgmt. (Capilano College), Program Manager, <b>Wilderness Leadership Program</b>
C. KILIAN	BA (Col.), MA (SFU)
D. MATTHEWS	B.Eng., M.Eng. (Royal Military College of Canada)
R. McBLANE	B.Ed., M.Ed. (Alberta)
G. NIKOLOV	BA, (Wye College), PhD (U. of London)
A. SEDKY	BA, MA, PhD (Cairo)
T. TOWHILL	CMA, MBA (Asia Pacific International Graduate School of Management)
W. VAN LUVEN	BA, MFA (UBC)
C. WATTS	DMATP, BA (SDSU), Dip. Tourism Management (Capilano)
B. WHITE	BA (Hons.), MA (SFU), PhD (SFU), <b>Convener, Bachelor of Tourism Management Degree</b>
K. YIP	BA, LLB (UBC)

## SUPPORT STAFF

Dawn Morrison	Divisional Assistant
Shari Bergman	Departmental Assistant
Lorraine Sickavish	Receptionist
Sylvia Huzek	Receptionist

## CONTACT

Tourism Department  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
Fax: 604.984.1761  
E-mail: [tourism@capcollege.bc.ca](mailto:tourism@capcollege.bc.ca)

## Wilderness Leadership Programs

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### 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 Wilderness Leadership certificate program offers a combination of essential outdoor leadership skills and activity instruction set against the breathtaking beauty of some of British Columbia's most famous adventure travel destinations.

In this section you will find information on the following programs:

- [Wilderness Leadership Program](#)
- [Wilderness Leadership Advanced Certificate](#)

For more information, please see [www.capcollege.bc.ca/programs/wilderness](http://www.capcollege.bc.ca/programs/wilderness)

### WILDERNESS LEADERSHIP CERTIFICATE PROGRAM

#### General Information

[capcollege.bc.ca/programs/wilderness/certificate](http://capcollege.bc.ca/programs/wilderness/certificate)

The Wilderness Leadership certificate program is taught by experienced and qualified Capilano College faculty and by 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 yourselves and others.

## **Program Location**

The Wilderness Leadership program is based north of Vancouver, British Columbia, in the Howe Sound/Whistler/Pemberton corridor. The Capilano College campus at Squamish forms a base for the program.

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
- Rock Rescue
- Nordic Skiing
- Avalanche Safety
- Sailing
- Radio Operations
- Mountain Biking
- Class 4 Licence

## **Information Meetings**

- [Program information meetings](#) are held in March, April, and May.
- Call 604.892.5800 or e-mail [wlp@capcollege.bc.ca](mailto:wlp@capcollege.bc.ca) to receive notification of the exact dates.
- Interview appointments can be arranged at the information meeting.

## **Program Overview**

Length of Program: 20 weeks

Start Date: August

Finish Date: December

A Wilderness Leadership Certificate will be awarded upon successful completion of all core courses plus 12 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.

Outdoor Recreation Management Diploma students may acquire the Wilderness Leadership program certificate by completing an additional 8 credits of skill courses offered in the Wilderness Leadership Certificate program. (These courses may not have been taken previously within the Outdoor Recreation diploma program.)

## 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.
- A minimum grade of C in English 12 or equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Submission of resume and references. Physically able to meet the challenges of the program. Medical certificate of Health.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Wilderness Leadership Program

Intakes:	Campus	Terms	Full/Part Time
	Squamish	Spring 2007	Both
	Squamish	Summer 2007	Both
Core Courses		Course Credits	Required Credits
<i>Required:</i>			18.00
<a href="#">CMNS 174</a>	Wilderness Leadership Communications	3.00	
<a href="#">REC 156</a>	Natural History for Outdoor Leaders	3.00	
<a href="#">REC 157</a>	Wilderness Leadership Skills	3.00	
<a href="#">REC 163</a>	Wilderness First Aid I	3.00	
<a href="#">REC 169</a>	Interpreting Natural and Cultural Landscapes	3.00	
<a href="#">WLP 153</a>	Guiding Leadership	3.00	
Credits			18.00

Skill Sets		Course Credits	Required Credits
Choose 12.00 credits from the following list:			12.00
<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	
Credits			12.00
<b>Total Program Credits</b>			<b>30.00</b>

## WILDERNESS LEADERSHIP ADVANCED CERTIFICATE PROGRAM

### General Information

Many graduates return to complete an advanced certificate. This includes advanced skill courses in wilderness first aid, rock climbing, rafting, Nordic skiing, sailing, sea kayaking, whitewater canoeing and mountaineering. Students may also choose different first level skills not previously taken. The advanced certificate gives students an additional 15 credits.

For more information, please see [www.capcollege.bc.ca/programs/wilderness/advanced](http://www.capcollege.bc.ca/programs/wilderness/advanced)

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the Coordinator.
- A minimum grade of C in English 12 or equivalent.
- Completion of Wilderness Leadership Certificate Program or equivalent.

- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Physically able to meet the challenges of the program. Medical certificate of Health.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), 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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Graduation Requirements

A Wilderness Leadership advanced certificate will be awarded upon successful completion of a total of 15 credits of skills courses not previously taken. Wilderness First Aid II is required to complete the advanced certificate.

## Certificate in the Wilderness Leadership Advanced Program

Intakes:	Campus	Terms	Full/Part Time
	Squamish	Spring 2007	Both
	Squamish	Summer 2007	Both

A Wilderness Leadership Advanced Certificate will be awarded upon successful completion of the Wilderness Leadership Certificate Program and the following 16 credits.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		30.00
<a href="#">WLP</a> Wilderness Leadership Certificate	30.00	
<i>Required:</i>		8.00
<a href="#">REC 263</a> Wilderness First Aid II	3.00	
<a href="#">WLP 151</a> Interpreting the Wilderness Environment	3.00	
<a href="#">WLP 152</a> Wilderness Leadership Work Practicum	2.00	
<i>Choose 8.00 credits from the following list:</i>		8.00



Required Courses		Course Credits	Required Credits
<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 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 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	
Credits			46.00
<b>Total Program Credits</b>			<b>46.00</b>

## Faculty

C. BONIFACE	B.Sc., PGCE (Birmingham), M.Sc. (SFU)
G. CREIGHTON	B.Comm. (McGill), MA (SUNY), Certified ACMG Rock Guide
L. EDWARDS	Certified Guide - SKGABC
CAROL FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), BCRCA Instructor
CAROLINE FISHER	BTM (Capilano)
S. FISHER	Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, BCRCA Master Instructor
M. HOBBS	Dip. Outdoor Rec. Mgmt. (Capilano), Canadian Coast Guide Certification (PMTI)
R. JANTZEN	Dip. Outdoor Rec. Mgmt. (Capilano), <b>Program Manager - Wilderness Leadership Program</b>
J. JONES	BA (Middlebury), M.Sc. (Reading), Level 3 Mountain Biking Coach, NCCP
C. KILIAN	BA (Columbia), MA (SFU)
C. LAWRENCE	Alpine Guide - ACMG, Lead Guide - COLT
E. PHILLIPS	Dip. Tourism Management (Capilano)
G. SHEA	Examiner - SKGABC, Instructor - BCRCA
D. SKELTON	Canadian Mountainbike Instructor Certification (CMIC)
W. VAN LUVEN	BA, MFA (UBC)

## **CONTACT**

Wilderness Leadership Program  
Capilano College  
1150 Carson Place  
Squamish, BC  
Canada V0N 3G0  
Phone: 604.986.1911 ext. 5800  
Fax: 604.892.9274  
E-mail: [wlp@capcollege.bc.ca](mailto:wlp@capcollege.bc.ca)

[www.capcollege.bc.ca/programs/wilderness](http://www.capcollege.bc.ca/programs/wilderness)

# Health & Education

Other related programs and courses in this calendar:

- [Human Kinetics](#)
- [Jazz Pedagogy](#)
- [Kinesiology](#)
- [Medical Office Assistant](#)

## General Information

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Capilano College offers a variety of employment-related programs. When you choose a career in health care or education, you open the door to so 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.

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, 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.*

## GRADUATE EMPLOYMENT

Employment opportunities for graduates are excellent; however, the College does not guarantee jobs for its graduates.

## 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 College 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.

## 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.

## **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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College;
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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College.
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.

## **DEGREE PROGRAMS**

Opportunities for degree completion are available to students who have finished diplomas at Capilano College in the following areas:

- Business Administration (Bachelor of Business Administration)
- Jazz Studies (Bachelor of Music in Jazz Studies)
- Music Therapy (Bachelor of Music Therapy)
- Outdoor Recreation Management (Bachelor of Tourism Management)
- Tourism Management Co-op (Bachelor of Tourism Management)

# Early Childhood Care and Education Programs

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## GENERAL INFORMATION

Our society is recognizing the importance of the early years in children's development. There is an increasing need in communities for child care services, and for trained staff who can ensure that all children's interests and needs are met in a variety of programs. The Early Childhood Care and Education program prepares students to work in various settings, including preschools and daycare centres.

For more information, please see [www.capcollege.bc.ca/programs/ecce](http://www.capcollege.bc.ca/programs/ecce)

## International Opportunities

In conjunction with Capilano College International Programs, the ECCE program offers several international opportunities to ECCE students and alumni. These include Kindergarten work placements e.g. Beijing, China and study abroad courses e.g. England, Sweden, Finland. For more information about these initiatives, visit [www.capcollege.bc.ca/about/partnerships](http://www.capcollege.bc.ca/about/partnerships) or call the ECCE department at 604.984.4960

## Career Opportunities

Graduates of the programs have found rewarding careers working in licensed preschool and daycare centres, in schools as Special Education Teaching Assistants, as Community Care Licensing Officers, in management positions in childcare organizations and as consultants. The placement record for our graduates is excellent.

## Credentials Awarded

### Early Childhood Care and Education Certificate

This is awarded to students who successfully complete the full-time or evening basic program.

### Infant & Toddler Certificate

Following successful completion of the Early Childhood Care and Education Certificate program and the Infant & Toddler program, the student is awarded an Infant & Toddler Certificate from Capilano College.

### Special Needs Certificate

Following successful completion of the Early Childhood Care and Education Certificate program and the Special Needs program, the student is awarded a Special Needs Certificate from Capilano College.

### ECCE Diploma

The diploma is a compilation of the basic ECCE Certificate, the Infant Toddler Certificate, and the Special Needs Certificate.

The Early Childhood Care and Education Certificate and successful completion of the required 500 hours work experience enables students to register as an Early Childhood Educator in British Columbia. For information regarding regulatory requirements for registration as Early Childhood Educator in British Columbia please see the Early Childhood Information web page at: [www.mcf.gov.bc.ca/childcare](http://www.mcf.gov.bc.ca/childcare). The Early Childhood Education Registry can also be reached by contacting the office at 250.952.1726.

A diploma in ECCE may be transferred as a block into the second year of the four-year Child and Youth Care degree program at the University of Victoria. In order to receive the block transfer, a student must have an overall graduating GPA of 3.0 or higher.

## Continuation in the Program

Continuation into 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. Practicum grades must be C or higher.

## Transfer Credits

Transfer credits will not automatically be given for courses taken at other institutions. Students will be required to demonstrate current knowledge before course exemption will be granted. Courses taken before 1994 will be considered stale and will not be granted exemption (at the discretion of the Department). Requests for transfer credit must be submitted on the Request for Transfer Credit form and submitted to the Registrar's Office

## EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

The North Vancouver campus offers both a full-time 10-month program and an evening program which may be completed within two years. Sunshine Coast and Squamish campuses may offer evening programs.

These programs are based on the Competencies in Early Childhood Education, and are approved by the Community Care Facilities Branch of the Ministry of Health. The foundation of the ECCE programs is the study of development from birth to school-age. The history and current philosophies of early childhood education are examined. An interrelated series of courses focus on the care and education of young children from an anti-bias perspective. Students also study program planning, curriculum content, health and nutrition, interpersonal skills and family-centre relationships. Theory and practice are closely related throughout the program. Students have practical experience in three practicum centres under the guidance of qualified Early Childhood Educators. In practicum centres students adhere to the Early Childhood Educators of B.C.'s Code of Ethics

Courses are presented in a manner which promotes active participation through demonstrations, oral reports, group projects, role-play and discussions.

Students who require government funding for part-time studies are advised to contact a Financial Aid Officer at Capilano College prior to applying for financial assistance.

For more information, please see [www.capcollege.bc.ca/programs/ecce/basic](http://www.capcollege.bc.ca/programs/ecce/basic)

## Admission Requirements

- ECCE Certificate, Special Needs and Infant & Toddler Certificates

## Admission/Application Notes

Enrolment in the Early Childhood Care and Education Certificate programs is limited to 26 students in each program (full-time and evening)

Due to the intensity of the full-time program, it is recommended that applicants have at least one year of college or university experience.

In preparation for applying to the program, prospective students may choose to take some of the following courses: ENGL 100, AHIS 100, ANTH 121, BIOL 104, CMNS 111, PHIL 101, PSYC 100, 101, SOC 100, 101, WMST 100.

Please note: One of the following two courses is required to receive an ECCE certificate - CMNS 111 (Administrative Writing) or ENGL 100 (Composition)

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

### Please note, applicants required to:

1. Attend an Information Meeting. Call 604.984.4960 for the date of the information meeting. After the Information Meeting, you will schedule a group interview time.
2. Submit a résumé, a letter outlining career goals, three letters of reference, and complete a writing assignment at the interview.
3. Complete a Reading Assessment.

### Upon Acceptance:

Submit a completed medical report on a form provided by the College, plus evidence of absence of active tuberculosis.

## Certificate in Early Childhood Care and Education Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Both
	Sunshine Coast	Fall 2007	Part-Time

Full-time profile

First Term	Course	Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">EDUC 155</a>	Childhood Development	4.50	
<a href="#">EDUC 170</a>	Interpersonal Skills	1.50	
<a href="#">EDUC 171</a>	Caring and Learning Environments	1.50	
<a href="#">EDUC 172</a>	Guiding Young Children I	1.50	
<a href="#">EDUC 173</a>	Curriculum Development I	3.00	
<a href="#">EDUC 175</a>	Observing and Recording	1.50	
<a href="#">EDUC 176</a>	Applied Theory - Practicum I	3.00	

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		16.50
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		20.00
<a href="#">EDUC 220</a> Health, Safety and Nutrition	1.50	
<a href="#">EDUC 254</a> Theoretical Perspectives	3.00	
<a href="#">EDUC 256</a> Working with Young Children in Inclusive Group Settings	1.50	
<a href="#">EDUC 270</a> Introduction to Working with Families	1.50	
<a href="#">EDUC 272</a> Guiding Young Children II	1.50	
<a href="#">EDUC 273</a> Curriculum Development II	3.00	
<a href="#">EDUC 276</a> Applied Theory - Practicum II	4.00	
<a href="#">EDUC 277</a> Applied Theory - Practicum III	4.00	
Credits		20.00
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		1.50
<a href="#">EDUC 254</a> Theoretical Perspectives	Continued	
<a href="#">EDUC 271</a> Introduction to Centre Organization	1.50	
<a href="#">EDUC 277</a> Applied Theory - Practicum III	Continued	
Credits		1.50
<b>Other Requirements</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">CMNS 111</a> Administrative Writing	3.00	
<a href="#">ENGL 100</a> Composition	3.00	
Credits		3.00
<b>Study Abroad Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
<a href="#">SAEC 200</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 201</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 202</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 203</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 204</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 205</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	



<b>Study Abroad Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		0.00
<b>Total Program Credits</b>		<b>41.00</b>

## Certificate in the Early Childhood Care and Education Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Both
	Sunshine Coast	Fall 2007	Part-Time

Evening profile

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		5.25
<a href="#">EDUC 166</a> Child Development I	2.25	
<a href="#">EDUC 170</a> Interpersonal Skills	1.50	
<a href="#">EDUC 171</a> Caring and Learning Environments	1.50	
Credits		5.25
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		5.25
<a href="#">EDUC 167</a> Child Development II	2.25	
<a href="#">EDUC 173</a> Curriculum Development I	3.00	
Credits		5.25
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">EDUC 172</a> Guiding Young Children I	1.50	
<a href="#">EDUC 173</a> Curriculum Development I	Continued	
<a href="#">EDUC 175</a> Observing and Recording	1.50	
<a href="#">EDUC 176</a> Applied Theory - Practicum I	3.00	
Credits		6.00
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		10.00
<a href="#">EDUC 220</a> Health, Safety and Nutrition	1.50	
<a href="#">EDUC 272</a> Guiding Young Children II	1.50	
<a href="#">EDUC 273</a> Curriculum Development II	3.00	
<a href="#">EDUC 276</a> Applied Theory - Practicum II	4.00	
Credits		10.00

<b>Fifth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		8.50
<a href="#">EDUC 254</a> Theoretical Perspectives	3.00	
<a href="#">EDUC 256</a> Working with Young Children in Inclusive Group Settings	1.50	
<a href="#">EDUC 273</a> Curriculum Development II	Continued	
<a href="#">EDUC 276</a> Applied Theory - Practicum II	Continued	
<a href="#">EDUC 277</a> Applied Theory - Practicum III	4.00	
Credits		8.50
<b>Sixth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">EDUC 270</a> Introduction to Working with Families	1.50	
<a href="#">EDUC 271</a> Introduction to Centre Organization	1.50	
Credits		3.00
<b>Other Requirements</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">CMNS 111</a> Administrative Writing	3.00	
<a href="#">ENGL 100</a> Composition	3.00	
Credits		3.00
<b>Study Abroad Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>		0.00
<a href="#">SAEC 200</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 201</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 202</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 203</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 204</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 205</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
Credits		0.00
<b>Total Program Credits</b>		<b>41.00</b>

## Diploma in the Early Childhood Care and Education Program

<b>Completion of Early Childhood Care &amp; Education Certificate</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		41.00

<b>Completion of Early Childhood Care &amp; Education Certificate</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">EDUC</a>	Early Childhood Care and Education Certificate	41.00	
Credits			41.00
<b>Completion of Special Needs Certificate</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.50
<a href="#">EDUC</a>	ECCE - Special Needs Certificate	9.50	
Credits			9.50
<b>Completion of Infant &amp; Toddler Certificate</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">EDUC</a>	ECCE - Infant & Toddler Certificate	9.00	
Credits			9.00
<b>Core Courses for both Infant &amp; Toddler and Special Needs Certificates</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">EDUC 350</a>	Advanced Child Development	2.00	
<a href="#">EDUC 351</a>	Family, School and Community	2.00	
<a href="#">EDUC 352</a>	Centre Operations	2.00	
Credits			6.00
<b>Study Abroad Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose from the following list:</i>			0.00
<a href="#">SAEC 200</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 201</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 202</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 203</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 204</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 205</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
Credits			0.00
<b>Total Program Credits</b>			<b>65.50</b>

## Please Note

For more program content in the Squamish and Sunshine Coast campuses please check the corresponding calendar.

## INFANT & TODDLER CERTIFICATE PROGRAM

The Infant & Toddler and Special Needs Certificate programs are for students who are certified as Early Childhood Educators or are in the process of completing the required 500 hours work experience.

Each program consists of seven courses including two practicums. Courses are scheduled in the evenings and Saturdays. Practicums are scheduled on an individual basis to meet students' needs. Students must be enrolled in Infant/Toddler or Special Needs courses or be in the process of completing the certificate(s) and have a Licence to Practice in order to register in the post basic practicums.

Courses in these programs are scheduled on a two-year rotation. Students may begin at any time in the sequence. There are three core courses which are part of both programs.

Priority for registering in the Infant/Toddler and Special Needs Certificate programs is given to Capilano ECCE graduates. A waiting list for other students wanting to register in these post-basic courses is kept. Applications will be accepted from June 1 to August 31 for the fall term; and from November 1 to January 6 for the spring term.

For more information, please see [www.capcollege.bc.ca/programs/ecce/certificate](http://www.capcollege.bc.ca/programs/ecce/certificate)

### Admission Requirements

- Early Childhood Care and Education Program Certificate or BC Licence as an Early Childhood Educator.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

### Fees and Expenses

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

## Certificate in the Early Childhood Care & Education - Infant and Toddler Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Part-Time
	North Vancouver	Fall 2007	Part-Time
	Squamish	Fall 2007	Part-Time

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		5.50
<a href="#">EDUC 350</a> Advanced Child Development	2.00	
<a href="#">EDUC 351</a> Family, School and Community	2.00	
<a href="#">EDUC 355</a> Physical Care and Safety	1.50	
Credits		5.50
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		3.50
<a href="#">EDUC 352</a> Centre Operations	2.00	
<a href="#">EDUC 353</a> Program Planning for Infants and Toddlers	1.50	
Credits		3.50
 <b>Practicum</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">EDUC 349</a> Applied Theory Infant/Toddler Practicum	6.00	
<a href="#">EDUC 356</a> Infant and Toddler Practicum	3.00	
<a href="#">EDUC 357</a> Infant and Toddler Practicum	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="#">EDUC 375</a> Early Childhood: Children, Culture and Globalization	3.00	
<a href="#">EDUC 376</a> Children's Literacy: A Global Perspective	1.50	
<a href="#">EDUC 378</a> Seminar in Early Childhood Care and Educational Leadership	3.00	
<a href="#">EDUC 379</a> Role of the Pedagogista in ECCE	6.00	
<a href="#">SAEC 200</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 201</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 202</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 203</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 204</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 205</a> Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
Credits		0.00
<b>Total Program Credits</b>		<b>15.00</b>

## Please Note

The above Infant/Toddler courses are offered on a rotating basis. Please check with the Department for information about terms offered.

## SPECIAL NEEDS CERTIFICATE PROGRAM

The Infant & Toddler and Special Needs Certificate programs are for students who are certified as Early Childhood Educators or are in the process of completing the required 500 hours work experience.

Each program consists of seven courses including two practicums. Courses are scheduled in the evenings and Saturdays. Practicums are scheduled on an individual basis to meet students' needs. Students must be enrolled in Infant/Toddler or Special Needs courses or be in the process of completing the certificate(s) and have a Licence to Practice in order to register in the post basic practicums.

Courses in these programs are scheduled on a two-year rotation. Students may begin at any time in the sequence. There are three core courses which are part of both programs.

Priority for registering in the Infant/Toddler and Special Needs Certificate programs is given to Capilano ECCE graduates. A waiting list for other students wanting to register in these post-basic courses is kept. Applications will be accepted from June 1 to August 31 for the fall term; and from November 1 to January 6 for the spring term.

For more information, please see [www.capcollege.bc.ca/programs/ecce/special-needs](http://www.capcollege.bc.ca/programs/ecce/special-needs)

## Admission Requirements

- Early Childhood Care and Education Program Certificate or BC Licence as an Early Childhood Educator.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Early Childhood Care & Education - Special Needs Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Part-Time

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Part-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			5.50
<a href="#">EDUC 256</a>	Working with Young Children in Inclusive Group Settings	1.50	
<a href="#">EDUC 350</a>	Advanced Child Development	2.00	
<a href="#">EDUC 351</a>	Family, School and Community	2.00	
Credits			5.50
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			4.00
<a href="#">EDUC 352</a>	Centre Operations	2.00	
<a href="#">EDUC 354</a>	Program Planning for Special Needs	2.00	
Credits			4.00
<b>Practicum</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">EDUC 358</a>	Special Needs Practicum	3.00	
<a href="#">EDUC 359</a>	Special Needs Practicum	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="#">EDUC 375</a>	Early Childhood: Children, Culture and Globalization	3.00	
<a href="#">EDUC 376</a>	Children's Literacy: A Global Perspective	1.50	
<a href="#">EDUC 378</a>	Seminar in Early Childhood Care and Educational Leadership	3.00	
<a href="#">EDUC 379</a>	Role of the Pedagogista in ECCE	6.00	
<a href="#">SAEC 200</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 201</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 202</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 203</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 204</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
<a href="#">SAEC 205</a>	Study Abroad/Study Exchange-Early Childhood Care & Education	0.00	
Credits			0.00
<b>Total Program Credits</b>			<b>15.50</b>

## Please Note

The above Special Needs courses are offered on a rotating basis. Please check with the department for information about terms offered.

## EARLY CHILDHOOD CARE AND EDUCATION MENTORING PROGRAM

### General Information

This program offers courses in advanced curriculum development and on-site support for the implementation of negotiated curriculum with young children in licensed group care. These courses provide 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. In addition the on-site mentoring course provides students with the opportunity to develop, demonstrate and practice the teaching skills necessary to conduct a quality negotiated curriculum for young children.

For more information, please see [www.capcollege.bc.ca/programs/ecce/mentoring](http://www.capcollege.bc.ca/programs/ecce/mentoring)

### Admission Requirements

- ECCE Certificate or a valid Licence to practice as an Early Childhood Educator.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

### Fees and Expenses

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

Please call the ECCE department for further information about fees.

## Statement of Completion in the Early Childhood Care and Education Mentoring Program

Required Courses	Course Credits	Required Credits
<i>Required:</i>		3.50
<a href="#">EDUC 373</a> Negotiated Curriculum	1.50	
<a href="#">EDUC 377</a> On-site ECCE Mentoring Practices	2.00	



Required Courses	Course Credits	Required Credits
Credits		3.50
<b>Total Program Credits</b>		<b>3.50</b>

## FACULTY

R. ANNE	B.Sc. (Columbia Pacific), Dip. ECE (Ryerson) <b>On leave</b>
M. BROUGHTON	M.Sc.(UBC), RD
A. CARR	EdD (UBC), MA (SFU), Dip.Ed. (London)
J. CLARK	RN (Regina General Hospital), Teaching Dip. (Sask.)
C. HAYWARD	B.Ed. (Alberta), M.Ed. (Bristol), PhD (UBC), ECE Diploma
B. HOLMES	B.Sc.(PEI), RD
V. JESSEN	BA (SFU), ECE Cert., M.Ed., ECE (UVic)
K. KUMMEN	M.Ed. (U of Manitoba), ECE Cert.
J. MOSES	BA, BSW (McMaster), M.Ed. (UBC), ECE Cert., <b>Coordinator</b>
D. O'KRAINETZ	B.Ed. (UBC), ECE Cert.
T. SMITH	MA (Pacific Oaks College), ECE Dip.

## SUPPORT STAFF

Sylvia Huzek	Receptionist
Lorraine Sickavish	Divisional / Departmental Assistant
Diane Mills	Divisional / Departmental Assistant

## CONTACT

Early Childhood Care and Education  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
E-mail: [ecce@capcollege.bc.ca](mailto:ecce@capcollege.bc.ca)

# Guided Imagery and Music Program

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## GENERAL INFORMATION

This post-baccalaureate certificate program in Guided Imagery and Music (GIM) is a music-centred transformational therapy in which a client listens to specifically programmed music in a relaxed state. The music acts as a catalyst to evoke, develop and transform images, memories, and feelings from deep levels of consciousness. With the help of the therapist, the GIM experience can lead to integration and healing on many levels. It is also very effective in developing creativity and for individual and group problem-solving.

The training blends experiential and academic course work with personal experience of the method, and spans three levels. The first and second levels are in a week-long format and the third level is offered in six, four-day seminars spanning two to three years. Upon completion of the first and second levels, graduates are equipped to apply their learning in adapted forms to their pre-existing practices. After the third level, graduates are endorsed by the Association of Music and Imagery to practise as GIM practitioners in both group and individual sessions with a wide variety of clientele.

This program develops knowledge, skills and abilities in the theory and practice of the Bonny Method of Guided Imagery and Music. By the end of the training, students will have completed over 175 classroom hours and 250 hours of supervised GIM practice sessions with clients. Upon successful completion of this certificate, graduates will be eligible to become a Fellow of the Association of Music and Imagery (FAMI).

## Career Opportunities

Graduates of the program are able to utilize Guided Imagery and Music in private practice. They can also adapt Guided Imagery and Music to fit a very wide variety of clinical situations, work situations, and needs for personal creativity development.

## ADMISSION REQUIREMENTS

- Bachelor's Degree
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Two years of experience in a Creative Arts Therapies, Counselling, or other field as approved by the Primary Trainer.

## APPLICATION/ADMISSION NOTES

The GIM Introductory Level I Training is designed for interested professionals with a background in music therapy, music, counselling, art therapy, psychology, psychiatry, social work, nursing and other health related professions.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE GUIDED IMAGERY AND MUSIC PROGRAM

Required		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">MT 521</a>	Guided Imagery and Music II	3.00	
<a href="#">MT 522</a>	Guided Imagery and Music III A: Professional Practice	2.00	
<a href="#">MT 523</a>	Guided Imagery and Music III B: The use of Music in GIM	2.00	
<a href="#">MT 524</a>	Guided Imagery and Music III C: Imagery, Myth and Symbol	2.00	
<a href="#">MT 525</a>	Guided Imagery and Music III D: Spirituality	3.00	
<a href="#">MT 526</a>	Guided Imagery and Music: Practicum I	1.50	
<a href="#">MT 527</a>	Guided Imagery and Music: Practicum II	1.50	
Credits			15.00
<b>Total Program Credits</b>			<b>15.00</b>

## FACULTY

N. MCMASTER	MA (NYU), MTA, FAMI, Faculty of Music Therapy
L. MOFFITT	MA (CPU), MTA, RCC, FAMI, Primary Trainer, Faculty of Music Therapy
M. RANKIN	MA, FAMI, Registered Counsellor, WA
K. THOMPSON	MTA, FAMI

## SUPPORT STAFF

L. MCLEAN	Receptionist
T. COFFEY	Stores Clerk
J. MCMURRAY	Stores Clerk

## CONTACT

Music Department  
Liz Moffitt  
Fir building, room 101

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.986.1911 ext. 2306  
Fax: 604.983.7559  
E-mail: [lmoffitt@capcollege.bc.ca](mailto:lmoffitt@capcollege.bc.ca)

# Home Support/Resident Care Attendant Program

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## GENERAL INFORMATION

The Home Support/Resident Care Attendant program is a 23-week, full-time certificate program recognized throughout B.C. Graduates of the program are qualified to work in continuing care settings and with clients in home support agencies.

The program integrates health care theory with practice. Students learn the basics in physical care with a focus on the spiritual and emotional well-being of the resident. Clinical experiences take place in a variety of continuing care facilities and home support agencies. All students who are interested in the HS/RCA program must attend an information meeting and have an interview with an HS/RCA instructor.

Two programs are offered each year from September to February, and January to June. In the 2006/2007 academic year, the September 2006 program will be offered in North Vancouver. The January 2007 program will be offered at the North Vancouver campus.

Applications are considered in October for the January program, and in March/April for the September program.

Graduates of the program may transfer some HSRC courses to the Licensed Practical Nurse program.

For more information, please see [www.capcollege.bc.ca/programs/home-support](http://www.capcollege.bc.ca/programs/home-support)

## Career Opportunities

The number of people needing continuing health care and home care in our community is increasing, and there is an ever-growing demand for qualified men and women to work full-time or part-time in this field.

Graduates of this full-time program are qualified to work with clients/residents in various continuing care settings, such as extended care facilities, intermediate care facilities and Home Support Agencies. The potential for employment is good.

Employers may require a Criminal Record check.

## Graduation Requirements

Attendance: The Home Support/Resident Care Attendant courses are intensive; regular attendance is essential.

Students must obtain a B- average (2.67 CGPA), with completion of all courses in the program. If the average theory grade is lower than B-, the student will be unable to complete the last five-week clinical course, HSRC 113.

## 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 10 or equivalent.
- English Language Requirement, TOEFL/ELA/IELTS/CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement

= 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Group interview with 2 instructors; 2 written references.
- Recommended 40 hours of volunteer work at a Long Term Care Facility with satisfactory reference. Criminal record check; basic first aid; CPR (level C); medical; TB test. May require reading assessment done (Nelson Denny) here at Capilano College.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE HOME SUPPORT/RESIDENT CARE ATTENDANT PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time
	Sunshine Coast	Spring 2007	Full-Time

First Term	Course	Credits	Required Credits
<i>Required:</i>			18.25
<a href="#">HSRC 100</a>	Health: Lifestyle and Choices	1.50	
<a href="#">HSRC 101</a>	Health and Healing: Concepts for Practice	3.75	
<a href="#">HSRC 102</a>	Human Relations: Interpersonal Communications	1.50	
<a href="#">HSRC 110</a>	Work Role: Introduction to Continuing Care	1.50	
<a href="#">HSRC 111</a>	Clinical Skills	7.00	
<a href="#">HSRC 112</a>	Special Needs in Resident Care	3.00	
Credits			18.25

Second Term	Course	Credits	Required Credits
<i>Required:</i>			4.75
<a href="#">HSRC 113</a>	Home Support/Resident Care Practicum	4.75	
Credits			4.75

**Second Term**

**Course  
Credits**

**Required  
Credits**

**Total Program Credits**

**23.00**

**FACULTY**

T. ADLER	BA (Toronto), MSW (UBC)
P. DeSOUSA	RN, BScN
E. ROBERTS	RN, BSN
K. TAYLOR	BA, RN, <b>Coordinator</b>

**SUPPORT STAFF**

Diane Mills	Divisional/Departmental Assistant
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**CONTACT**

Home Support/Resident Care Attendant Program  
Cedar building, room 306

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4960  
E-mail: [hsrca@capcollege.bc.ca](mailto:hsrca@capcollege.bc.ca)

## **Music Therapy Program**

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### **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 College.

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 College Music Therapy program receive a Bachelor of Music Therapy.

For more information, please see [www.capcollege.bc.ca/programs/music-therapy](http://www.capcollege.bc.ca/programs/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.

## Some Music Therapy Practicum Placements

- Children
  - North Vancouver School Board
  - Bob Berwick Preschool
- Psychiatry
  - Riverview Hospital
  - Westside Community Care Team
- Geriatrics
  - UBC Extended Care
  - Yaletown House
- Palliative Care
  - Lion's Gate Hospital
  - St. Paul's Hospital
- Community Setting
  - Greater Vancouver Community Mental Health Services
  - Mount Pleasant Neighbourhood House

## 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 Application/Admission Notes section of the College calendar for this program.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Audition and portfolio

## APPLICATION/ADMISSION NOTES

For admission requirements to the **first** year, consult the entrance requirements for the Bachelor of Music Transfer 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.

## Course Credits Requirements

For successful entry to third year, candidates must complete the following course credits:

	Credits
English – Literature & Composition	6.0
Psychology – Introductory	6.0
Psychology – Child Development	3.0
Psychology – Elective (200+ level) <sup>1</sup>	3.0
Human Biology (or Math/Science elective)	3.0
Music History	6.0
Music Theory	6.0
Ear Training and Sight Singing	3.0
Humanities / Social Sciences / Music	6.0
Electives	3.0

<sup>1</sup>Abnormal Psychology is offered within the Music Transfer program

## 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@capcollege.bc.ca](mailto:mtherapy@capcollege.bc.ca)

## Application Deadlines

Portfolio submission deadline: May 1st.



## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## BACHELOR OF MUSIC THERAPY DEGREE

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
Prerequisite Courses		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">PSYC 100</a>	Introduction to Psychology	3.00	
<a href="#">PSYC 101</a>	Theories of Behaviour	3.00	
<a href="#">PSYC 204</a>	Developmental Psychology	3.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">ENGL 103</a>	Studies in Contemporary Literature	3.00	
<a href="#">ENGL 104</a>	Fiction	3.00	
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	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>	The Psychology of 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 - excluding Jazz and Music		3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">BIOL 104</a>	Human Biology I	4.00	
<a href="#">MATH</a>	Math Elective	3.00	

<b>Prerequisite Courses</b>	<b>Course Credits</b>	<b>Required Credits</b>
<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 103</a> The Language of Music	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 106</a> Traditional Harmony and Composition	1.50	
<a href="#">JAZZ 107</a> Jazz Theory and Composition I	1.50	
<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> Sight Singing/Ear Training 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> Sight Singing/Ear Training 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 170</a> History of Jazz	3.00	
<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 273</a> Music History II	3.00	
<a href="#">MUS 121</a> Music History II	3.00	
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/Practicum I	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> Disabling Conditions - 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>		16.00
<a href="#">MT 361</a> Music Therapy II	3.00	
<a href="#">MT 370</a> Disabling Conditions - Childhood	3.00	
<a href="#">MT 391</a> Practicum II	6.00	
<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		19.00
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">MT 340</a> Midi Synthesis Technology	1.50	
<a href="#">MT 450</a> The Influence of Music II	1.50	
<a href="#">MT 460</a> Music Therapy III	3.00	
<a href="#">MT 490</a> Practicum III	6.00	
<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		18.00
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">MT 451</a> Music and the Creative Arts	1.50	
<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 IV	6.00	
<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		18.00
 <b>Post Basic Program Requirements</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		9.00
<a href="#">MT 510</a> Internship	9.00	
Credits		9.00

**Program Electives (optional)**

Choose from the following list:

	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">MT 520</a> Guided Imagery and Music	3.00	0.00
<a href="#">MUS 361</a> Method Studies in Music Education: Orff Methodology	1.50	
Credits		0.00
<b>Total Program Credits</b>		<b>127.00</b>

**FACULTY**

S. BAINES	B.Mus. (Calgary), BMT (Wilfrid Laurier), MA (NYU), FAMI, MTA
E. BOTMAN	B.Sc. (PT) (McGill), M.Ed. (Manitoba)
K. BURKE	BA (Antioch), Dip.M.T. (Capilano), MTA
L. GEORGE	B.Sc. (U of Toronto), MA, PhD (U of Western Ontario)
R. GURR	
M. HOWARD	BMT (OUBC), MTA
K. KIRKLAND	B.Mus. (Alberta), Dip.M.T. (Capilano), MA (California), FAMI, MTA
N. MCMASTER	BA (UBC), Dip.M.T. (Nordoff & Robbins), MA (NYU), FAMI, MTA
E. MOFFITT	B.Mus. (McGill), MA (CPU), Dip.M.T. (Capilano), FAMI, MTA
H. MOHAN VAN HEERDEN	BMT (Wilfrid Laurier), MMT (BCOU), PhD (SFU), RCC, MTA
S. SUMMERS	BPE, B.Ed., Dip.Sp.Ed. (Calgary), Dip.M.T. (Capilano), MMT (OUBC), MTA
E. THANE	BMT (BCOU), MTA
J. WATERS	BA, MA (SFU), PhD (SFU)
W. WEIR	BA, MA, PhD (UBC)
S. WILLIAMS	B.Mus. (Toronto), MCAT (Hahnemann), MTA, CMT, <b>Program Coordinator</b>

**SUPPORT STAFF**

Linda McLean	Receptionist
Tim Coffey	Stores Clerk
John McMurray	Stores Clerk

**CONTACT**

Bachelor of Music Therapy Program  
 Fir building, room 101

Capilano College  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5  
 Phone: 604.984.4951  
 Fax: 604.983.7559  
 E-mail: mtherapy@capcollege.bc.ca

# Pharmacy Assistant/Technician Program

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## GENERAL INFORMATION

This program is currently under review, and therefore no program details are available at this time. For more information please see [www.capcollege.bc.ca/programs/pharmacy](http://www.capcollege.bc.ca/programs/pharmacy)

A Pharmacy Technician or Pharmacy Assistant is a valuable member of the health care team working under the supervision of, and in collaboration with, pharmacists. The shortage of pharmacists throughout Canada is extreme and creating challenges in the delivery of pharmaceutical services and products. The pharmacy profession is delegating more technical and distribution functions to Pharmacy Technicians in hospitals and Pharmacy Assistants in community practice. Across Canada, pharmacy colleges and associations strongly support increased scope of practice for pharmacy technicians and assistants.

## Who Should Apply

The Pharmacy Technician/Assistant Program (PTAP) is best suited for individuals who have a strong interest in health care and direct patient care, such as high school graduates, mature students and baccalaureate graduates, seeking employment in health care (i.e. B.Sc). Flexibility 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. Successful Pharmacy Technicians and Assistants have positive attitudes; enjoy working independently and as a part of a team; are responsible, dependable and proactive; have good skills in organization and time management and enjoy both a fast-paced learning environment and workplace.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CONTACT

Health/Education Programs reception  
Phone: 604.984.4960  
E-mail: [pharmacy@capcollege.bc.ca](mailto:pharmacy@capcollege.bc.ca)

Capilano College

2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

## Rehabilitation Assistant Program

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### 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 College 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.capcollege.bc.ca/programs/radp](http://www.capcollege.bc.ca/programs/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 program is limited to 20 students. It is recommended that interested students apply to Capilano College by April 30. 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 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 or 10 minute test with Program Coordinator to verify.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Applicants are required to attend a Program Information Session & will be assessed on the basis of an interview, academic experience, relevant work experience, individual objectives & areas of interest. Submit three letters of reference, from employers or responsible persons in the community, one of which must certify the completed work experience. Attach resume & handwritten letter of interest describing why you want to work in rehabilitation sciences & why you would be an excellent candidate.
- 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. A current criminal records check is required. To qualify for fieldwork placements, students must have a Standard First Aid & CPR certification and TB test.

## GRADUATION REQUIREMENTS

Graduates from Capilano College'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 75% (B-) or better average in all courses and successfully complete all clinical fieldwork in order to graduate with the RA Diploma.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## DIPLOMA IN THE REHABILITATION ASSISTANT PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	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	
Credits			16.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00



Fourth Term		Course Credits	Required Credits
<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

Health/Education Programs reception  
 Phone: 604.984.4960  
 E-mail: [rehab@capcollege.bc.ca](mailto:rehab@capcollege.bc.ca)

Capilano College  
 2055 Purcell Way  
 North Vancouver, B.C. V7J 3H5

Diane Koch, Co-coordinator

[dkoch@capcollege.bc.ca](mailto:dkoch@capcollege.bc.ca)

Tracy Dignum, Co-coordinator

[tdignum@capcollege.bc.ca](mailto:tdignum@capcollege.bc.ca)

## Special Education Assistant Program (SEA)

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### GENERAL INFORMATION

The Special Education Assistant (SEA) evening/weekend program prepares students to work in inclusive educational settings with children and adolescents, Kindergarten to Grade 12, who have diverse learning needs. SEA students are trained to support children with special needs so that these children can participate fully as members of a community of learners.

Special 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.capcollege.bc.ca/programs/special-ed](http://www.capcollege.bc.ca/programs/special-ed)

## Who Should Apply?

Successful SEA 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. Applicants who do not meet the above requirement must be at least 18 years of age and be able to demonstrate equivalent work experience.
- Successful completion (B-) English 12 or Communications 12 is recommended. Applicants who have not successfully completed Grade 12 English or Communications 12 equivalency are strongly advised to take an English Writing Course for upgrading prior to applying to the SEA program.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- 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 and three reference letters are required. A short SEA English Placement test will be administered during the interview session.
- Applicants may have the SEA English Placement Test waived if a copy of transcripts can be provided with recent successfully completed English 100 courses or EDT score from another post-secondary program (within last 18 months).
- Standard First Aid certificate, CPR certificate, TB test, current criminal records search.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE SPECIAL EDUCATION ASSISTANT PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time

Graduation requirement: students must pass all courses and practicum achieving a GPA of B- (75%) or better.

Required Courses	Course Credits	Required Credits
<i>Required:</i>		25.25
<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 102</a> Interpersonal Skills for Special Education Assistants	1.50	
<a href="#">SEA 103</a> Supporting Students with Challenging Behaviours	1.50	
<a href="#">SEA 104</a> Child Growth and Development for SEAs	1.50	
<a href="#">SEA 105</a> Developmental Challenges for SEAs	3.00	
<a href="#">SEA 106</a> Technology and Communications Systems for SEAs	2.00	
<a href="#">SEA 107</a> Strategies 1: Supporting Students in High Incidence Areas	3.00	
<a href="#">SEA 108</a> Strategies 2: Supporting Students in Low Incidence Areas	1.50	
<a href="#">SEA 109</a> SEA Practicum	6.00	
<a href="#">SEA 110</a> Supporting Students with Autism Spectrum Disorders	2.25	
Credits		25.25
<b>Total Program Credits</b>		<b>25.25</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
M. COBURN	BA, M.Ed.
A. GERLACH	OT
L. KAMP	BA, MA
D. KOCH	B.Ed., Sp.Ed., M.Ed, <b>Coordinator</b>
J. MOSS	B.Ph.Ed., M.Ed.
K. NEILL	BA, M.Sc., SLP(C)
A. STEVENS	B.Ed., M.Ed., EDD
D. WALSH	BA, Sp.Ed., M.Ed., RCC

## **CONTACT**

Health/Education Programs reception  
Phone: 604.984.4960  
E-mail: sea@capcollege.bc.ca

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Diane Koch, Coordinator  
Phone: 604.986.1911, ext. 2209  
E-mail: dkoch@capcollege.bc.ca

# Fine & Applied Arts

Other related programs and courses in this calendar:

- [Art Institute](#)
- [Jazz Pedagogy](#)
- [Music Therapy](#)
- [Theatre Institute](#)

## General Information

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From the computer screen to the big screen and from behind the scenes to centre stage, Capilano College is where the arts happen. The College offers a variety of employment-related fine and applied arts programs from three-dimensional forms to multimedia. 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, 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.*

## GRADUATE EMPLOYMENT

Employment opportunities for graduates are excellent; however, the College does not guarantee jobs for its graduates.

## 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 College 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.

## 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.

## **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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College;
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/VOCATIONAL PROGRAMS**

To be eligible for a Career/Vocational certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College.
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.

## **DEGREE PROGRAMS**

Opportunities for degree completion are available to students who have finished diplomas at Capilano College in the following areas:

- Business Administration (Bachelor of Business Administration)
- Jazz Studies (Bachelor of Music in Jazz Studies)
- Music Therapy (Bachelor of Music Therapy)
- Outdoor Recreation Management (Bachelor of Tourism Management)
- Tourism Management Co-op (Bachelor of Tourism Management)

# Animation Programs

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## GENERAL INFORMATION

Prospective students should contact the Animation department directly to receive a current admissions package which contains the information and procedures necessary to apply for admission to any of the animation programs.

In this section you will find information on the following programs:

- [Animation Fundamentals Program](#)
- [Commercial Animation Program](#)
- [Computer Animation and Visual Effects Program](#)
- [Digital Animation Program](#)
- [Animation Institute](#)

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Application Deadlines

The application deadline for all animation programs is Monday, April 23, 2007.

## Information Meetings

Please contact the department at 604.983.7516 for dates and times or check out our web site at: [www.gradshow.com](http://www.gradshow.com)

## 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 animation courses are offered through the [Continuing Education Department](#). Courses are designed for prospective applicants who want to find out what a career in animation is like before they commit to a full-time animation program. Courses in Life Drawing, Storyboarding, Animation, and Computer Animation are also available. Part-time courses are taught by faculty in the full-time programs. Contact Continuing Education, 604.984.4901 for details.

## ANIMATION FUNDAMENTALS 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 **Digital Animation** or **Commercial Animation** Programs.

### The Program

This program introduces students to the process of creating traditional and computer animation. Participants have an opportunity to learn and practice 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio

### Fees and Expenses

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

### Citation in the Animation Fundamentals Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			7.50
<a href="#">ANIM 010</a>	Animation Principles and Timing	2.25	
<a href="#">ANIM 020</a>	Design Basics for Animation	2.25	
<a href="#">ANIM 030</a>	Drawing for Animation	1.50	
<a href="#">ANIM 040</a>	Digital Animation	1.50	
Credits			7.50



<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<b>Total Program Credits</b>		<b>7.50</b>

## ANIMATION INSTITUTE

### General Information

The Animation Institute focuses on the concept, design and production of a personal animated film. The Institute offers advanced studies to artists with proven experience in either 2-D or 3-D (computer) character animation. Successful graduates will demonstrate a high level of competence in the following areas: film structure, storytelling, storyboarding, character development, sound design, editing, presentation and marketing skills.

### Admission Requirements

- Post-Secondary Diploma in character animation or equivalent
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Portfolio and proposal for Film.

### Fees and Expenses

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

### Certificate in the Animation Institute Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">ANIM 301</a>	Animation I	12.00	
Credits			12.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">ANIM 302</a>	Animation II	12.00	
Credits			12.00
<b>Total Program Credits</b>			<b>24.00</b>

## COMMERCIAL ANIMATION PROGRAM

### General Information

Animation can be seen everywhere in our lives today. From the traditional media of film and television to computer games and the Internet, animation dominates. Locally, the Vancouver industry has grown from small, one-artist studios making personal films and commercials to large businesses employing hundreds and working on major projects for Disney, Nelvana, Dreamworks and Warner Bros. There are more studios and places for qualified animation graduates; however, there are also many more schools training for the industry. The competition for jobs is as intense as it ever was, and it is important for students to choose the animation program which will best help them to achieve their goals.

### The Program

The Commercial Animation program prepares students for employment in the animation industry, specifically in the area of classical character animation for film, television and the Internet. This intense two-year, full-time program focuses on drawing skills and studio procedures in the production of animated commercials, television series, computer game design and feature films. The program works closely with producers of traditional and computer animation, establishing and evolving the curriculum to meet the industry's need for skilled animators and animation designers. New students are admitted each September in a class of 24.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio

### Fees and Expenses

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

### Diploma in the Commercial Animation Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">ANIM 111</a>	Animation Drawing I	6.00	
<a href="#">ANIM 112</a>	Animation Design I	2.25	
<a href="#">ANIM 113</a>	Life Drawing for Animation I	3.00	
<a href="#">ANIM 114</a>	History of Character Animation	2.25	
<a href="#">CMNS 115</a>	Communications for Animation	3.00	

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		16.50
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">ANIM 120</a> Directing for Animation	1.50	
<a href="#">ANIM 121</a> Animation Drawing II	6.00	
<a href="#">ANIM 122</a> Animation Design II	1.50	
<a href="#">ANIM 123</a> Life Drawing for Animation II	3.00	
<a href="#">ANIM 124</a> Anatomy for Animation	1.50	
<a href="#">ANIM 126</a> Layout Design I	1.50	
Credits		15.00
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">ANIM 231</a> Animation Drawing III	4.50	
<a href="#">ANIM 232</a> Storyboard Design	3.00	
<a href="#">ANIM 233</a> Life Drawing for Animation III	3.00	
<a href="#">ANIM 234</a> Computer Animation	3.00	
<a href="#">ANIM 236</a> Layout Design II	3.00	
Credits		16.50
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">ANIM 241</a> Animation Drawing IV	3.00	
<a href="#">ANIM 242</a> Major Projects	3.00	
<a href="#">ANIM 243</a> Life Drawing for Animation IV	3.00	
<a href="#">ANIM 245</a> Colour and Media	3.00	
Credits		12.00
<b>Total Program Credits</b>		<b>60.00</b>

## Graduation Requirements

In order to graduate from the Commercial Animation program, students must successfully complete all the component courses. Students must also successfully complete all courses in term one before continuing to term two.

## COMPUTER ANIMATION AND VISUAL EFFECTS PROGRAM

### General Information

This eight-week, full-time program provides students with a broad foundation of skills related to the computer animation industry. This program is designed for individuals who have an interest in computer animation

and visual effects and are seeking a career in the industry or who want to further develop their portfolio prior to entering the full-time **Digital Animation** Program.

## The Program

This program will introduce students to the process of creating computer animation and visual effects. Participants have an opportunity to learn and practise computer animation, modeling, texturing and sculpture techniques through hands-on exercises. The following topic areas are covered: Computer Animation Basics, Modeling and Texturing, Design and Sculpture.

## Program Start Date

A maximum of eighteen 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio
- Computer graphics experience required.

## Fees and Expenses

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

## Citation in the Computer Animation & Visual Effects Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			7.50
<a href="#">DIGI 010</a>	Computer Animation Basics	3.00	
<a href="#">DIGI 020</a>	Modeling and Texturing	3.00	
<a href="#">DIGI 030</a>	Character Design and Sculpture	1.50	
Credits			7.50
<b>Total Program Credits</b>			<b>7.50</b>

## DIGITAL ANIMATION PROGRAM

### General Information

Consumer demand for high quality animation and visuals has fuelled the growth of the computer animation industry. Visual artists with excellent character animation skills and a firm understanding of computer animation technology are in demand worldwide. With the assistance of new computer animation technologies, skilled animators are producing stunning visuals for computer games, multimedia, web, television, and feature film.

### The Program

The goal of the Digital Animation program is to prepare talented artists for a successful career in the computer animation field. This intensive eight-month training program is designed for accomplished artists and animators wishing to develop the artistic and technical skills necessary to work in the computer animation industry. This production-oriented approach to training prepares students for a successful animation career in the entertainment industry.

The program is focused on developing students' creative and artistic skills in the areas of drawing, design, character animation, and storytelling. Using leading edge software tools, students develop their 3-D modeling, texturing and animation expertise. Successful graduates will complete a professional quality demo reel showcasing their 3-D design and computer animation abilities.

### Program Start Date

A maximum of eighteen candidates will be selected for admission each September.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Student's who graduate from the Commercial Animation program are given first priority for acceptance into the Digital Animation Program. A diploma in a related discipline is suggested (i.e. Animation from another College; graphic design, illustration, fine arts)
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio
- Letter of intent

### Fees and Expenses

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

### Certificate in the Digital Animation Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">DIGI 311</a>	3D Character Animation I	6.00	
<a href="#">DIGI 312</a>	3D Design I	4.50	
<a href="#">DIGI 313</a>	Drawing and Design I	2.25	
<a href="#">DIGI 314</a>	Animation Principles I	2.25	
<a href="#">DIGI 315</a>	Animation Production I	3.00	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">DIGI 321</a>	3D Character Animation II	6.00	
<a href="#">DIGI 322</a>	3D Design II	4.50	
<a href="#">DIGI 323</a>	Drawing and Design II	2.25	
<a href="#">DIGI 324</a>	Animation Principles II	2.25	
<a href="#">DIGI 325</a>	Animation Production II	3.00	
Credits			18.00
<b>Total Program Credits</b>			<b>36.00</b>

## Graduation Requirements

In order to graduate from the Digital Animation Program, the students must successfully complete all the component courses. Students must also successfully complete all courses in term one before continuing to term two.

## FACULTY

D. BRERETON	Dip. Film Animation (Emily Carr College of Art & Design)
J. DELANEY	Art Director, Delaney and Friends
A. GARLAND	Cert. Digital Animation (Capilano College)
M. GHOREISHI	Dip. Animation/Television (Algonquin College), Instructor's Cert. (Iran), Theatre Stage Design (Iran)
L. HART	Dip. Commercial Animation (Capilano College)
D. MARJANOVIC	BA (Sarajevo), Theatre, Film and TV Direction (Middlesex Polytechnic, London)
D. PERRO	Dip. Film Animation (Emily Carr College of Art & Design), Cert. Teacher Development Program (Ontario)
A. SALE	Cert. Softimage Instructor Level 201 & 301, Cert. 3-D Animation & Digital Effects (Vancouver Film School)
E. SALLOCH	Dip. Classical Animation (Sheridan College), Cert. Digital Animation (Capilano College)
C. SIMMONS	Dip. Digital Art & Design, Dip. Fine Arts (University College of the Cariboo), Cert. Instructor Development (New Brunswick)
E. TEICHROEB	Cert. (Vancouver Vocational Institute)
W. VAN LUVEN	BA, MFA (UBC)

## **SUPPORT STAFF**

J. Fletcher

Department Assistant

## **CONTACT**

Animation Department  
Arbutus building, room 106

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.983.7516  
E-mail: [animation@capcollege.bc.ca](mailto:animation@capcollege.bc.ca)

[www.gradshow.com](http://www.gradshow.com)

# **Arts and Entertainment Management Programs**

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## **GENERAL INFORMATION**

The Arts and Entertainment Management Department offers two programs of study; a one-year Advanced 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, Rumble Productions, Coastal Jazz and Blues Society, Vancouver Civic Theatres, Axis Theatre, Yukon Arts Centre and Nettwerk Records. Our graduates have found employment with Sam Feldman and Associates, Vancouver East Cultural Centre, Arts Club Theatre, Firehall Arts Centre, Maximum Management, Bard on the Beach, to name just a few.

For more information, please see [www.capcollege.bc.ca/programs/arts-entertainment](http://www.capcollege.bc.ca/programs/arts-entertainment)

## **Admission Requirements**

- 2 years of post secondary education.

- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview

## Admission to Full-Time Studies in the Advanced Program

Students entering the program on a full-time basis should arrange for an interview by contacting the Visual and Performing Arts Office by the end of February for May admission. Prior to the interview, students should forward their transcripts and a résumé to the Department and should complete an application to the College.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Advanced Arts and Entertainment Management Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer 2007	Full-Time
First Term		Course Credits	Required Credits
<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>		12.00
<a href="#">AEM 340</a> Advanced Practicum in Arts and Entertainment Management I	12.00	
Credits		12.00
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		12.00
<a href="#">AEM 341</a> Advanced Practicum in Arts and Entertainment Management II	12.00	
Credits		12.00
<b>Second or Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		1.00
<a href="#">AEM 351</a> Audience Services Practicum and Computer Applications	1.00	
Credits		1.00
<b>Total Program Credits</b>		<b>34.00</b>

## ARTS AND ENTERTAINMENT MANAGEMENT DIPLOMA PROGRAM

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, production and financial management, as well as box office and audience services coordination.

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.capcollege.bc.ca/programs/arts-entertainment](http://www.capcollege.bc.ca/programs/arts-entertainment)

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5

overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Interview

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Application Deadlines

Applications must be submitted by the end of March for September admission.

Students should arrange for an interview by contacting the Visual and Performing Arts office by the end of March for September admission.

Prior to the interview, students should forward their transcripts and a resume to the Visual and Performing Arts office and should complete an Application for Admission form.

## Fees and Expenses

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

## Diploma in the Arts and Entertainment Management Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	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 Introductory Practicum I	3.00	
<a href="#">AEM 144</a>	Front of House and Box Office Systems	3.00	
<a href="#">AEM 145</a>	Computer Applications in Arts and Entertainment Management	3.00	
<a href="#">ENGL 100</a>	Composition	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">AEM 141</a>	Arts and Entertainment Management II	3.00	
<a href="#">AEM 143</a>	Arts and Entertainment Introductory Practicum II	3.00	
<a href="#">AEM 146</a>	Festival Management	1.50	
<a href="#">AEM 147</a>	Record Label Management	1.50	
<a href="#">THTR 151</a>	Introduction to Production and Design II	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 246</a>	Organizational Structures in Arts and Entertainment Management	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 250</a>	Production and Tour Management	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	
Credits			12.00
<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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

L. BAXTER	BA (Hons) (Queen's), MBA (UBC)
F. BLACK	BFA (SFU), BA (UVic), <b>Coordinator</b>
A. HARRIS	Cert. in Advanced Arts and Entertainment Management (Capilano College)
E. LANCASTER	Diploma in Journalism (Langara), BA (UBC)
J. NESSELROAD	Cert. in Advanced Arts and Entertainment Management (Capilano College), BM (Hons.) (Central Washington University)
B. NORMAN	
E. O'DAY	Dip. Communications (Camosun), BA (Pittsburgh)

D. PRICE	BA (SFU), MFA (UBC)
J. SCHNEIDER	
J. STETTNER	Cert. Arts Admin. (Banff), BA (Arizona), MBA (UBC)
J. TELFER	Cert. in Advanced Arts and Entertainment Management (Capilano College), BA (Hons.) (Windsor)

## **CONTACT**

Advanced Arts and Entertainment Management  
Arbutus building, room 202

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911  
E-mail: aem@capcollege.bc.ca

## **Film Programs**

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### **GENERAL INFORMATION**

The Capilano College Film Centre 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 Production Program, now offers 2nd and 3rd-year programs - designed specifically for emerging, entrepreneurial filmmakers.

For those seeking entry-level craft training for the film business, the Film Centre also offers courses in Lighting, Grip, and Set Dressing. The Film Centre is also the home of the Apprenticeship Programs run in conjunction with the BC branch of the Directors Guild of Canada.

In this section you will find information on the following programs:

#### **Film Crafts Department**

- [Acting for the Camera Program](#)
- [Cinematography for Film and Video Program](#)
- [Costuming for Stage and Screen Certificate Program](#)
- [Costuming for Stage and Screen Diploma Program](#)

#### **Motion Picture Production Department**

- [Motion Picture Production Certificate Program](#)
- [Motion Picture Production Diploma Program](#)
- [Advanced Motion Picture Production Diploma Program](#)
- [Documentary and Small Unit Production Program](#)

#### **Entry Level Craft Training/Apprenticeship Training Department**

- [Entry Level Film Grip Program](#)

- [Entry Level Film Lighting Program](#)
- [Entry Level Set Dresser Program](#)

For more information please see [www.capcollege.bc.ca/programs/film](http://www.capcollege.bc.ca/programs/film)

## **ACTING FOR THE CAMERA PROGRAM**

This two term, 30-week program is specifically designed to train actors for work in the B.C. film and commercial production industries. The program not only includes a series of acting classes, but also features courses in technical and camera applications as well as screenwriting to help the actor understand both the creative and technical processes employed in production. The program helps students become familiar with, and more comfortable in, the technical environment in which they are required to work.

### **Career Opportunities**

The motion picture, television and commercial production industries require skilled, experienced, well trained and talented performers to support continued high levels of local production. It is important the actor be familiar with those specific skills associated with working in front of the camera to take advantage of available opportunities. The film sector has been one of our fastest growing industries over the past ten years.

### **Program Objectives**

This program helps students to develop the skills necessary to act in front of a camera as well as an understanding of the technical and creative processes involved in production. Upon successful completion of the program, graduates should be able to do the following:

- Perform roles of an appropriate age and social background with an understanding of film acting technique
- Describe the film and video production process and how the actor fits in
- Deal with the “business” of acting including personal promotion and auditioning
- Describe the working relationship between the director and actor
- Identify the differences between stage and on-camera performances

### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and audition

### **Admission/Application Notes**

Please enclose any relevant materials with the application form such as copies of a video in which the applicant performed, an essay outlining reasons for wanting to work in film, proof of volunteer work in film or video, proof of completing related courses, etc. This documentation will be helpful to the selection committee members when making their decision. An audition will be included as part of the selection process.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Acting for the Camera Program

<b>First Term</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ACTS 100</a>	Working with the Director	3.00	
<a href="#">ACTS 101</a>	The Working Actor	3.00	
<a href="#">FILM 103</a>	Screenplay Development and Analysis	3.00	
<a href="#">FILM 110</a>	Lighting and Camera for Film and Video	3.00	
<a href="#">THTR 212</a>	Film Acting I	3.00	
Credits			15.00
<b>Second Term</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ACTS 103</a>	Working with the Director (Advanced)	4.50	
<a href="#">ACTS 104</a>	The Working Actor (Advanced)	4.50	
<a href="#">FILM 111</a>	History of Film	3.00	
<a href="#">THTR 213</a>	Film Acting II	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>30.00</b>

## CINEMATOGRAPHY FOR FILM AND VIDEO PROGRAM

This is a one-year certificate program which helps students acquire a solid foundation in the art and craft of cinematography. The curriculum includes courses in the technical aspects of cinematography, short film projects and camera workshops.

Upon successful completion of the program, graduates are able to demonstrate basic skills associated with camera operator and director of photography for the film and video industry including independent films, commercials and television projects.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Some educational or practical experience in cinematography.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Cinematography for Film and Video Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i> <a href="#">CINE 118</a>	Cinematography for Film and Video	15.00	15.00
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i> <a href="#">CINE 119</a>	Advanced Cinematography for Film and Video	15.00	15.00
Credits			15.00
<b>Total Program Credits</b>			<b>30.00</b>

## COSTUMING FOR STAGE AND SCREEN CERTIFICATE PROGRAM

This two term program is designed to provide students with a sound knowledge base in the technical and creative procedures, methods and requirements for both theatre and film costuming.

### Career Opportunities

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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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For more information, please review [Admission and Registration](#) on the College Web site

### Fees and Expenses

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### Certificate in the Costuming for Stage and Screen Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">COST 100</a>	Costume Cutting and Construction I	4.50	



<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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>	Costuming 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 Practicum	3.00	
<a href="#">THTR 153</a>	Costuming II	3.00	
<a href="#">TXTL 121</a>	Dyeing and Breakdown for Film and Theatre II	3.00	
Credits			16.50
<b>Total Program Credits</b>			<b>33.00</b>

## COSTUMING FOR STAGE AND SCREEN DIPLOMA PROGRAM

The Costuming Programs at Capilano College are designed to provide students with a sound knowledge base in the technical and creative procedures for both stage and screen costuming. Graduating students will be well equipped for work within the department in disciplines of theatre, dance, opera, ballet, and all areas of the film and television industry.

### Admission Requirements

- Successful completion of the Costuming for Theatre and Film or equivalent.
- Interview.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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For more information, please review [Admission and Registration](#) on the College Web site

### Fees and Expenses

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

## Diploma in the Costuming for Stage and Screen Program

<b>Intakes:</b>	<b>Campus</b> North Vancouver	<b>Terms</b> Fall 2007	<b>Full/Part Time</b> Full-Time
<b>Certificate Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			33.00
<a href="#">COST</a>	First Year Costuming for Theatre & Film Program	33.00	
Credits			33.00
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">COST 202</a>	Elements of Costume Design	3.00	
<a href="#">TXTL 220</a>	Textile Arts for Costumers	3.00	
Credits			6.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
COST	Costume Cutting and Construction III	4.50 *	
COST	Writing for the Arts	3.00 *	
<a href="#">THTR 266</a>	Costuming III	3.00	
Credits			10.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
COST	Costume Skills Intensive	6.00 *	
COST	Film Costumer Practicum II	3.00 *	
THTR	Costuming IV	3.00 *	
Credits			12.00
<b>Total Program Credits</b>			<b>61.50</b>

\* Under development

## ENTRY LEVEL FILM GRIP PROGRAM

This 14-week program is designed to prepare the student for an entry-level position as a grip in motion picture, video and commercial production. Technical, demonstration and hands-on training methods help build a strong understanding of the procedures, methods and requirements for working as a grip. Practical training sessions help develop the skills necessary to function effectively and safely at an entry level and provide the foundation for rapid, on-the-job advancement.

## 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 grip 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.

## **Program Objectives**

Upon successful completion of the program, the student should be able to:

- Identify various types of lighting and grip equipment as well as cranes, dollies and various types of fabrics
- Prepare grip and electric 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
- Practice WCB safety procedures as they pertain to the film industry
- Maintain equipment

## **Program Delivery**

- Students attend five hours per day, five days per week.
- The program is offered twice per year with classes beginning in early September and again in early January. There is limited enrolment and generally students are accepted on a first come, first served basis, so prospective students are advised to apply early.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

## **How to Apply**

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Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## **Further Information**

Please contact the Capilano College Film Training Centre (tel: 604.990.7868) and ask for an application package.

## Fees and Expenses

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

## Certificate in the Entry Level Grip Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ELCT 109</a>	Entry Level Grip Course	15.00	
Credits			15.00
<b>Total Program Credits</b>			<b>15.00</b>

## ENTRY LEVEL FILM LIGHTING PROGRAM

This 14-week program is designed to prepare the student for an entry-level lighting position in motion picture, video and commercial production. Technical, demonstration and hands-on training methods help build a strong understanding of procedures, methods and requirements. Practical training sessions help develop the skills necessary to function effectively and safely at an entry level and provide the foundation for rapid, on-the-job advancement.

## 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.

## Program Objectives

Upon successful completion of the program the graduate 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
- Practice WCB safety procedures as they pertain to the film industry
- Maintain and do elementary repairs to lighting equipment

## Program Delivery

- Students attend five hours per day, five days per week.
- The program is offered twice per year with classes beginning in early September and again in early January. There is limited enrolment and generally students are accepted on a first come, first served basis, so prospective students are advised to apply early.

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

## How to Apply

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Further Information

Please contact the Capilano College Film Training Centre (tel: 604.990.7868) and ask for an application package.

## Fees and Expenses

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## Certificate in the Entry Level Film Lighting Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2006	Full-Time
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			15.00

First Term		Course Credits	Required Credits
<a href="#">ELCT 107</a>	Entry Level Film Lighting	15.00	
	Credits		15.00
	<b>Total Program Credits</b>		<b>15.00</b>

## ENTRY LEVEL SET DRESSER PROGRAM

This 15-week, full time program prepares the student for an entry-level position in a motion picture set dressing department. Our hands-on training methods help the student build a strong understanding of the procedures, methods and requirements for work as a set dresser.

Practical training sessions help to develop the skills necessary to function effectively and safely at an entry level and provide students with the foundation for rapid on-the-job advancement.

### Career Opportunities

During the past decade, the film sector has been one of British Columbia's fastest growing industries. The motion picture and video production industries require skilled, experienced and well-trained people to continue to attract high levels of local production. Set dressing is one of the largest departments and requires a significant number of skilled craftspeople.

### Program Objectives

Upon successful completion of the program, students will be able to:

- complete start packages, time sheets, and rental agreements
- apply and demonstrate safe work practices
- pick-up and return items and materials used as set decor
- demonstrate the carriage, movement, placement, preparation and application of dressings in studio and/or location sets
- dress and wrap studio and/or location sets
- demonstrate the safe operation of a variety of hand, cordless and power tools

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

### How to Apply

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For more information, please review [Admission and Registration](#) on the College Web site

## Further Information

Please contact the Capilano College Film Training Centre (tel: 604.990.7868) and ask for an application package. This is a very popular program with a limited number of available spaces. It is advisable to apply as soon as possible.

## Fees and Expenses

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

## Certificate in the Entry Level Set Dresser Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time
<b>Required Course</b>	<b>Course</b>	<b>Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ELCT 115</a>	Entry Level Set Dresser	15.00	
Credits			15.00
<b>Total Program Credits</b>			<b>15.00</b>

## MOTION PICTURE PRODUCTION CERTIFICATE PROGRAM

The two-term Motion Picture Production Program introduces the student to the complex world of the dramatic film, television and video industry. It offers a general overview of the types of creative and craft jobs available and gives the graduate a solid foundation from which to build a career. Our hands-on and practical approach to education enables the student to identify specific areas of personal interest and employment options while acting as a member of a production crew. Successful graduates will receive a certificate and may pursue entry-level positions in film and video production or may continue their education in any of our advanced programs.

This program is offered at the North Vancouver campus.

## Career Opportunities

Major motion picture production in BC is a multi-million dollar industry requiring well-trained personnel to fill its entry level requirements. Further, the growth of BC's independent indigenous 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. Courses focus on:

- Creation of the screenplay and its breakdown for production
- The stages of production from concept to post
- Production techniques
- Editing techniques
- Set administration
- The technical aspects, including camera, lighting and sound
- Keys to success, including attitude, teamwork and how to market yourself

## Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview

## How to Apply

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For more information, please review [Admission and Registration](#) on the College Web site

## Further Information

Students are asked to enclose an essay outlining the reasons they want to attend the program and showing a long-term interest in film or video production. Relevant materials included, such as proof of volunteer work in film, video, or any area of the entertainment industry, completion of related courses etc., would significantly contribute to the applicant's acceptance. It is unlikely any application will be considered unless it contains at least the essay.

## Fees and Expenses

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

## Certificate in the Motion Picture Production Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time



<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		18.00
<a href="#">FILM 100</a> Film Development and Production	3.00	
<a href="#">FILM 101</a> Film Crafts, Level I	3.00	
<a href="#">FILM 102</a> Post-Production and Non-linear Editing	3.00	
<a href="#">FILM 103</a> Screenplay Development and Analysis	3.00	
<a href="#">FILM 104</a> The Business of Film	3.00	
<a href="#">FILM 110</a> Lighting and Camera for Film and Video	3.00	
Credits		18.00
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">FILM 105</a> Film Crafts, Level II	1.50	
<a href="#">FILM 106</a> The Director's Team	1.50	
<a href="#">FILM 107</a> Technical Production	1.50	
<a href="#">FILM 111</a> History of Film	3.00	
<a href="#">FILM 112</a> Audio and Video Post Production	1.50	
<a href="#">FILM 113</a> Motion Picture Project #1	3.00	
<a href="#">FILM 114</a> Motion Picture Project #2	3.00	
Credits		15.00
<b>Total Program Credits</b>		<b>33.00</b>

## MOTION PICTURE PRODUCTION DIPLOMA PROGRAM

This program is designed for students who have completed the Motion Picture Production Certificate program and wish to expand their understanding of production design and the creative processes involved in motion picture production. Areas of study include producing, directing, production design, post production and screenwriting. Lecture, lab and project work will be combined in order to create a realistic and effective learning environment.

### Career Opportunities

Major motion picture production in BC is a multi-million dollar industry requiring well-trained personnel to fill its entry level requirements. Further, the growth of BC's independent indigenous 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. Courses focus on:

- Creation of the screenplay and its breakdown for production
- The stages of production from concept to post
- Production techniques
- Editing techniques
- Set administration
- The technical aspects, including camera, lighting and sound

- Keys to success, including attitude, teamwork and how to market yourself

## Admission Requirements

- Successful completion of the Motion Picture Production Certificate Program
- Interview

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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For more information, please review [Admission and Registration](#) on the College Web site

## Further Information

Students will be asked to enclose an essay outlining the reasons they want to attend the program and showing a long-term interest in film or video production. Relevant materials included, such as proof of volunteer work in film, video, or any area of the entertainment industry, completion of related courses etc., would significantly contribute to the applicant's acceptance. It is unlikely any application will be considered unless it contains at least the essay.

## Fees and Expenses

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

## Diploma in the Motion Picture Production Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>Certificate Requirements</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			33.00
<a href="#">FILM</a>	Motion Picture Production Certificate Program	33.00	
Credits			33.00
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			19.50
<a href="#">FILM 201</a>	Directing the Camera and Actor	3.00	
<a href="#">FILM 202</a>	Producing	3.00	
<a href="#">FILM 204</a>	Screenwriting	3.00	

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">FILM 207</a>	Project #3	1.50	
<a href="#">FILM 216</a>	Picture and Sound Editing	3.00	
<a href="#">FILM 217</a>	Recording Sound for Film and Video	1.50	
<a href="#">FILM 218</a>	Sound Design for Film and Video	1.50	
<a href="#">FILM 219</a>	Basics of Production Design	1.50	
<a href="#">FILM 220</a>	Principles of Cinematography	1.50	
Credits			19.50
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			13.50
<a href="#">CMNS 135</a>	Storytelling for Media	3.00	
<a href="#">FILM 212</a>	History of Canadian Film	3.00	
<a href="#">FILM 213</a>	Project #4 and #5	6.00	
<a href="#">FILM 214</a>	Advanced Digital Editing	1.50	
Credits			13.50
<b>Total Program Credits</b>			<b>66.00</b>

## ADVANCED MOTION PICTURE PRODUCTION DIPLOMA PROGRAM

The Motion Picture Advanced Diploma Program has been created to build upon the knowledge gained in the Motion Picture Production Diploma Program. It is designed to create a higher degree of competency in a wider spectrum of skills essential to those wishing to enter the world of independent production. Special emphasis is placed, not only on the creative areas such as writing, directing and editing, but on those areas of expertise necessary to create a production "from the ground up", including development, budgeting, financing and distribution.

All students in this program will gain extensive "hands-on" experience in the creative and technical aspects of independent production by taking several projects all the way through the production process - from initial concept to finished product.

### Career Opportunities

The motion picture industry in B.C. requires, not only skilled dedicated people to support its multi-million dollar Hollywood production base, but also creative, entrepreneurial film-makers to help build our growing locally developed production sector.

### Program Objectives

Through classroom studies and an intensive schedule of dramatic production, the following areas of interest will be explored:

- Advanced producing
- Advanced directing
- Advanced screenwriting
- Visual aesthetics
- Production budgeting and accounting
- Financing

- International cinema history
- Entrepreneurship for filmmakers
- Special and visual effects
- Creative direction in post-production

Upon successful completion of this program, the students 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.

## Admission Requirements

- Completion of the Capilano College Motion Picture Production Diploma Program.
- Interview

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Advanced Motion Picture Production Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>Motion Picture Production Diploma</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			66.00
<a href="#">FILM</a>	Motion Picture Production Diploma	66.00	
Credits			66.00
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">FILM 300</a>	Advanced Screenwriting	3.00	

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">FILM 305</a>	Advanced Directing for Film and Television	3.00	
<a href="#">FILM 307</a>	History of World Cinema	3.00	
<a href="#">FILM 309</a>	Special and Visual Effects	1.50	
<a href="#">FILM 311</a>	Advanced Producing	1.50	
<a href="#">FILM 313</a>	Production Financing	1.50	
<a href="#">FILM 315</a>	Visual Aesthetics	1.50	
<a href="#">FILM 322</a>	Entrepreneurship for Film and Television	3.00	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">FILM 303</a>	Production Budgeting and Accounting	3.00	
<a href="#">FILM 320</a>	Production Project	6.00	
<a href="#">FILM 325</a>	Creative Direction in Post Production	3.00	
Credits			12.00
<b>Total Program Credits</b>			<b>96.00</b>

## DOCUMENTARY AND SMALL UNIT PRODUCTION DIPLOMA PROGRAM

Focusing on the growing market for smaller scale productions, this intensive diploma program provides students with skills needed to produce, write and edit documentary or specialized productions. The two-year, full-time program covers the development, pre-production, production, post-production and packaging stages. The program covers a thorough understanding of the genre, focusing on writing, camera techniques, picture and sound editing and business management.

### Admission Requirements

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status (Applicants who are at least 20 years of age who lack the minimum admission requirements may apply as mature students provided they have not attended secondary school for at least two years. Written requests for admission as a mature student will be considered by the Admissions Office).
- Successful completion of the Capilano College Motion Picture Production (one-year Certificate) Program or equivalent training or experience.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview, application letter and resume.

### How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish.

Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Documentary and Small Unit Production Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	Sunshine Coast	Spring 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">DOCS 100</a>	Equipment Field Use	3.00	
<a href="#">DOCS 105</a>	Audio and Video Post Production, Level I	3.00	
<a href="#">DOCS 110</a>	Small Unit Pre-Production, Level I	1.50	
<a href="#">DOCS 115</a>	Small Unit Production, Level I	3.00	
<a href="#">DOCS 120</a>	Documentary Story, Level I	3.00	
<a href="#">DOCS 125</a>	History of Documentary and Small Unit Production	3.00	
<a href="#">DOCS 130</a>	Project Financing, Level I	1.50	
Credits			18.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">DOCS 135</a>	Documentary Project #1	12.00	
Credits			12.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">CMNS 135</a>	Storytelling for Media	3.00	
<a href="#">DOCS 200</a>	Equipment Field Use, Level II	3.00	
<a href="#">DOCS 205</a>	Audio and Video Post Production, Level II	3.00	
<a href="#">DOCS 210</a>	Documentary and Small Unit Pre Production, Level II	1.50	
<a href="#">DOCS 215</a>	Small Unit Production, Level II	3.00	
<a href="#">DOCS 220</a>	Documentary Story, Level II	3.00	
<a href="#">DOCS 230</a>	Project Financing	1.50	
Credits			18.00

Fourth Term	Course Credits	Required Credits
<i>Required:</i>		12.00
DOCS            Documentary Project # 2	12.00 *	
Credits		12.00
<b>Total Program Credits</b>		<b>60.00</b>

\* Under development

## FACULTY

### Motion Picture Production Program

D. GORDON	BA (SFU)
R. JACKES	BA
J. JORDAN	BA (UBC) <b>on leave</b>
S. McPHERSON	
J. NABLO	MA (San Diego)
D. NEUFELD	BA (UBC)
M. STILLER	BA
M. THOMA	BA
B. THUMM	<b>Coordinator</b>
C. WILKINSON	BA
C. WILLIAMS	Media Resources Specialist (Capilano College)

### Costuming Program

K. BOTHEN	
A. MALLINSON	
M. McRAE	Associate in Arts and Science (Capilano), BFA (Concordia)
J. STILL	Diploma (National Theatre School of Canada)

### Acting for the Camera Program

J. DAVIES	
P. L. JOHNSON	
B. MURDOCH	BFA (UVic), MFA (UBC)
M. THOMA	BA, MA (in progress)
M. STILLER	BA

### Cinematography for Film and Video Program

R. KELSAY

## **Entry Level Film Grip Program**

B. McCROARY

D. STEINKOPF

## **Entry Level Film Lighting Program**

J. SCOTT

## **Entry Level Set Dresser Program**

J. QUIRK

## **CONTACT**

Film Programs  
Film Centre building (P), room 209  
Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7868  
Fax: 604.990.7867  
E-mail: [film@capcollege.bc.ca](mailto:film@capcollege.bc.ca)

# **Illustration/Design: Elements & Applications (IDEA) Programs**

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These programs are part of a department within the Faculty of Media Technology. This Faculty also includes Film Centre programs, Animation programs, and the Interactive Design program. Other art programs in this calendar include Studio Art and Textile Arts.

## **ILLUSTRATION/DESIGN: ELEMENTS & APPLICATIONS PROGRAM (IDEA)**

The Illustration/Design: Elements and Applications (IDEA) program is a unique three-year diploma program that prepares students for employment as visual communicators. The curriculum addresses applied development in both design and illustration skills supported by a strong theoretical foundation. This dual training makes IDEA very different from other programs and gives graduates a definite edge in career building. IDEA teaches students how to think conceptually and to apply traditional and digital tools to solve communication challenges using both disciplines in an integrated way. IDEA is also different because instructors are working professionals, bringing current experience into the classroom.

For more information, please see [www.capcollege.bc.ca/programs/idea](http://www.capcollege.bc.ca/programs/idea)

## **Career Relevance**

The versatility of IDEA's training enables graduates to work in a wide range of fields. Upon completion of the program, IDEA students will have skills and knowledge for career opportunities in graphic design,



advertising, multi-media and Web site production, publishing, public relations, book and editorial design, package design, corporate communications, fine art, exhibition and environmental design, government and education. As well, graduates can apply their knowledge of the creative process and project management to freelance or contractual employment. The growing network of IDEA graduates as well as the reputation of the program greatly support career development.

## **IDEA Environment**

The IDEA program requires an intensive, full-time commitment. Courses are taught by professional illustrators, graphic designers, and consultants. IDEA offers a hands-on, practical learning environment. First year students working on fundamentals have their own work areas in a studio environment and use artist materials and supplies. A colour kit for first year fundamentals is included. In the second year, the emphasis is on tools, processes and skills development, including mastering the digital domain. Students have sole use of an Apple Macintosh computer and software tools. IDEA's computer lab with dedicated workstations will network each student's computer, providing a "real world" working environment for almost all instruction and practical work. The third year is focused on career development with advanced projects, specialized areas of study, and professional development. Students must take all courses.

The IDEA program uses the current industry standard in hardware and software configurations. Students have access to their designated Apple Macintosh workstation through second and third year. Upon completion of the IDEA program, students may, for a nominal sum, purchase the computer.

## **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- A minimum grade of C in English 12 and a minimum grade of B in Art 12.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Portfolios are reviewed by an admissions committee on the basis of drawing, design, colour, creativity, media variety, skill and presentation. Applicants whose portfolios meet the standards of the program will be required to attend a mandatory interview and have their drawing and writing skills tested on a scheduled day in May.

## **Portfolios**

Portfolios must be submitted:

April 23, 24 and 25, 2007 for September 2007.

Portfolios will not be reviewed if proper documentation has not been received by the College by March 30, 2007.

Late portfolio submissions will not be accepted.

### **1. Portfolio Content:**

- no fewer than 10–15 original samples of work (excluding photos of 3-D or larger work)
- portfolio samples must be produced, drawn, designed or photographed by the applicant and must represent current abilities

- imaginative experimental designs and drawings, in any medium representing personal interests, are encouraged
  - 1/3 of the portfolio must include drawings/paintings from life (still life and figure – not from photography)
2. Presentation Format:
    - samples must be flat, not rolled
    - photographs or slides of larger or 3-D work are preferred
  3. Portfolio Submission:
    - applicant's name and address must be printed on the outside of the portfolio in large letters with smaller labels attached to the back of each sample of work
    - a completed Program Information Sheet is to be included
    - the portfolio is to be addressed to: Capilano College / IDEA program AR106 – 2055 Purcell Way North Vancouver, B.C., Canada V7J 3H5
    - portfolios may be picked up between April 30 and May 4 or can be sent to the applicant – if sufficient postage, a cheque in the correct amount to cover the cost of return postage, or a prepaid waybill for a courier is provided
  4. Portfolio Review:
    - Portfolios are reviewed by an admissions committee on the basis of drawing, design, colour, creativity, media variety, skills and presentation. Applicants whose portfolios meet the standards of the program will be required to attend a mandatory interview and have their drawing and communications skills tested on a scheduled day during the week of May 7, 2007.
    - Successful applicants will be notified during the week of May 21, 2007.
    - All portfolios must be picked up by May 4, 2007.
    - The College cannot accept responsibility for loss or damage to applicants' work.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Illustration/Design: Elements & Applications Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">IDEA 100</a>	Survey of Design	2.00	
<a href="#">IDEA 101</a>	Creative Thinking for Designers	3.00	
<a href="#">IDEA 110</a>	Life Drawing I	2.00	
<a href="#">IDEA 120</a>	Illustration Fundamentals I	2.00	
<a href="#">IDEA 130</a>	Drawing for Illustration I	2.00	
<a href="#">IDEA 140</a>	Colour Theory	1.00	
<a href="#">IDEA 150</a>	Elements of Design	1.00	
<a href="#">IDEA 162</a>	Introduction to Typography	2.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			18.00
<a href="#">CMNS 123</a>	Fundamentals of Communication for Artists and Designers	3.00	
<a href="#">IDEA 105</a>	Survey of Art and Illustration	2.00	
<a href="#">IDEA 106</a>	Introduction to Marketing for Graphic Designers	2.00	
<a href="#">IDEA 115</a>	Life Drawing II	2.00	
<a href="#">IDEA 125</a>	Illustration Fundamentals II	2.00	
<a href="#">IDEA 135</a>	Drawing for Illustration II	2.00	
<a href="#">IDEA 145</a>	Photography for Designers	3.00	
<a href="#">IDEA 155</a>	Conceptual Design I	2.00	
Credits			18.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">IDEA 200</a>	Pitching and Proposals for Designers	1.50	
<a href="#">IDEA 210</a>	Life Drawing III	2.00	
<a href="#">IDEA 220</a>	Applied Illustration I	2.00	
<a href="#">IDEA 250</a>	Conceptual Design II	2.00	
<a href="#">IDEA 260</a>	Typography Digital I	2.00	
<a href="#">IDEA 270</a>	Digital Applications II	1.00	
<a href="#">IDEA 271</a>	Digital Applications III (Photoshop)	2.00	
<a href="#">IDEA 272</a>	Digital Applications IV	2.00	
<a href="#">IDEA 290</a>	Applied Design I	2.00	
Credits			16.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">IDEA 205</a>	Content Development for Design and Advertising I	1.50	
<a href="#">IDEA 206</a>	Project Management for Designers	1.50	
<a href="#">IDEA 225</a>	Applied Illustration II	2.00	

<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">IDEA 237</a>	Diagrammatic Graphics	2.00	
<a href="#">IDEA 255</a>	Design for Exhibits/Environmental Graphics	2.00	
<a href="#">IDEA 265</a>	Typography Digital II	2.00	
<a href="#">IDEA 285</a>	Web Site Design	2.00	
<a href="#">IDEA 295</a>	Applied Design II	2.00	
Credits			15.00
<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			13.50
<a href="#">IDEA 310</a>	Illustration for Portfolio	2.00	
<a href="#">IDEA 332</a>	Advanced Illustration I	2.00	
<a href="#">IDEA 341</a>	Production for Print and Digital Media I	1.50	
<a href="#">IDEA 345</a>	Self Promotion I	2.00	
<a href="#">IDEA 350</a>	Packaging	2.00	
<a href="#">IDEA 380</a>	Web Site Applications	2.00	
<a href="#">IDEA 390</a>	Applied Design III	2.00	
Credits			13.50
<b>Sixth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">IDEA 300</a>	Business Practices: Design and Illustration	1.00	
<a href="#">IDEA 305</a>	Professional Development	2.00	
<a href="#">IDEA 306</a>	Content Development for Design and Advertising II	3.00	
<a href="#">IDEA 336</a>	Advanced Illustration II	2.00	
<a href="#">IDEA 342</a>	Production for Print and Digital Media II	1.50	
<a href="#">IDEA 346</a>	Self Promotion II	2.00	
<a href="#">IDEA 395</a>	Applied Design IV	2.00	
<a href="#">IDEA 397</a>	Portfolio Development	3.00	
Credits			16.50
<b>Total Program Credits</b>			<b>94.50</b>

**Note:**

Application deadline for the IDEA program is Friday, March 30, 2007.

**CREATIVE INTENSIVE PROGRAMS**

**IDEA Department's Summer Certificate Programs**

Creative Intensives includes four IDEA Department summer certificate programs in the visual arts, designed to offer students the flexibility to explore several streams of interest. Students have the opportunity to develop their talent, expand upon their skills, and explore new areas in art, design or media under the guidance of inspiring instructors who are professionals in their field. Foundations in Illustration & Design: assists students interested in fine or applied arts to develop a portfolio, gain basic skills in design, drawing and media, and learn about careers available in today's industry. Exhibit Design: Introduces the essentials of three-dimensional

design relating to exhibits, point of purchase display, and informational signage. Advanced Illustration: For practicing illustrators, artists, and designers wishing to expand their artistic breadth. Advertising: Offers specialized training in advertising.

## **Program Delivery**

Students can choose to complete an entire certificate program or take just one or more courses. Certificates provide a wide range of elective options. Courses are intensive and completed within an 11 day period. Each course includes nine instructional days. The courses are held from 9 am to 5 pm each day at Capilano College. Each course is worth three credits. A certificate requires the completion of three core and two elective courses, including 100-level English or Communications course for a total of 15 credits. Students may submit transcripts of course completion to fulfil the 100-level English or Communications course requirement. Please visit <http://www.capcollege.bc.ca/creative-intensives> to download a detailed program schedule.

## **Advanced Illustration Program**

The Advanced Illustration Certificate Program is intended for practicing illustrators, artists and designers wishing to expand their artistic breadth; discover new markets for their work and enhance their portfolios. Working with other professionals, participants will produce new portfolio pieces in a stimulating and productive environment where networking is encouraged and inevitable.

The Advanced Illustration Certificate offers a deeper understanding of illustration. It covers the process by which illustration projects are commissioned—and by whom; the differences between illustration and fine art; resources and methods for the development of strong concepts; the relationship between the art director and the illustrator; and self-assessment of work, in determining unique and distinctive aspects. All of the five core courses have consistent learning objectives, with each course focusing on a specialized area of illustration work and method, thus providing ample opportunity for portfolio development.

## **Admission Requirements**

- Diploma in a Fine or Applied Arts Program.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview.
- Portfolio submission.

## **How to Apply**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Advanced Illustration Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Summer 2007	Both

<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="#">ILUS 150</a> Promotional Illustration	3.00	
<a href="#">ILUS 152</a> The Illustrated Picture Book	3.00	
<a href="#">ILUS 154</a> The Graphic Novel	3.00	
<a href="#">ILUS 156</a> The Visual Journalist	3.00	
<a href="#">ILUS 158</a> The Killer Image: If You Can't Find It, Shoot It	3.00	
Credits		9.00

<b>English or Communications</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">CMNS</a> Communications	3.00	
<a href="#">ENGL</a> English	3.00	
Credits		3.00

<b>Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ADVR 130</a> Strategic Development and Media Planning for Advertising	3.00	
<a href="#">ADVR 133</a> The Big Idea	3.00	
<a href="#">ADVR 135</a> Evolution of Conceptual Advertising	3.00	
<a href="#">ADVR 137</a> Art Direction and Agency Process	3.00	
<a href="#">ADVR 139</a> Branding	3.00	
<a href="#">CMNS 103</a> Contemporary Communications and Culture	3.00	
<a href="#">EXBT 101</a> Space, Structure and Flow: The Human Factor	3.00	
<a href="#">EXBT 106</a> The Big Picture: Visual Hierarchy for 3-Dimensional Design	3.00	
<a href="#">EXBT 111</a> Information Design for Exhibits	3.00	
<a href="#">EXBT 116</a> Drawing for 3-Dimensional Design	3.00	
<a href="#">EXBT 121</a> Proposals, Research and Presentation for Exhibit Design	3.00	
<a href="#">ILUS 150</a> Promotional Illustration	3.00	
<a href="#">ILUS 152</a> The Illustrated Picture Book	3.00	
<a href="#">ILUS 154</a> The Graphic Novel	3.00	
<a href="#">ILUS 156</a> The Visual Journalist	3.00	

Electives		Course Credits	Required Credits
<a href="#">ILUS 158</a>	The Killer Image: If You Can't Find It, Shoot It	3.00	
	Credits		3.00
<b>Total Program Credits</b>			<b>15.00</b>

## Advertising Program

The Advertising Certificate Program offers specialized training in advertising for grads from design or business, and for individuals interested in entering the advertising industry. This program covers the essentials of advertising — strategic marketing, advertising conceptual development, and media buying. The courses offer creative professionals or individuals the opportunity to broaden and deepen their knowledge of the industry, and to develop an advertising projects portfolio.

The core curriculum for the five courses includes processes that are consistent with the following learning outcomes:

- Knowledge about the advertising industry and agency process;
- Developing a range of skills in advertising;
- Knowledge about advertising campaigns past and present;
- Knowledge of media available for advertising and the media buying process;
- Creating an advertising portfolio;
- Developing advertising concepts and to create advertising materials consistent with specific strategic goals and budgets.

## Admission Requirements

- Diploma in an Arts or Business Program or permission from the department.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Advertising Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Summer 2007	Both

### Core Courses

Choose 9.00 credits from the following list:

		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ADVR 130</a>	Strategic Development and Media Planning for Advertising	3.00	9.00
<a href="#">ADVR 133</a>	The Big Idea	3.00	
<a href="#">ADVR 135</a>	Evolution of Conceptual Advertising	3.00	
<a href="#">ADVR 137</a>	Art Direction and Agency Process	3.00	
<a href="#">ADVR 139</a>	Branding	3.00	
	Credits		9.00

### English or Communications

Choose 3.00 credits from the following list:

		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">CMNS</a>	Communications	3.00	3.00
<a href="#">ENGL</a>	English	3.00	
	Credits		3.00

### Electives

Choose 3.00 credits from the following list:

		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ADVR 130</a>	Strategic Development and Media Planning for Advertising	3.00	3.00
<a href="#">ADVR 133</a>	The Big Idea	3.00	
<a href="#">ADVR 135</a>	Evolution of Conceptual Advertising	3.00	
<a href="#">ADVR 137</a>	Art Direction and Agency Process	3.00	
<a href="#">ADVR 139</a>	Branding	3.00	
<a href="#">CMNS 103</a>	Contemporary Communications and Culture	3.00	
<a href="#">EXBT 101</a>	Space, Structure and Flow: The Human Factor	3.00	
<a href="#">EXBT 106</a>	The Big Picture: Visual Hierarchy for 3-Dimensional Design	3.00	
<a href="#">EXBT 111</a>	Information Design for Exhibits	3.00	
<a href="#">EXBT 116</a>	Drawing for 3-Dimensional Design	3.00	
<a href="#">EXBT 121</a>	Proposals, Research and Presentation for Exhibit Design	3.00	
<a href="#">FDES 100</a>	Design Basics	3.00	
<a href="#">FDES 105</a>	Drawing Basics	3.00	
<a href="#">FDES 110</a>	Careers in Art and Design	3.00	
<a href="#">FDES 115</a>	Exploration: Colour, Mediums and Techniques	3.00	
<a href="#">ILUS 150</a>	Promotional Illustration	3.00	
<a href="#">ILUS 152</a>	The Illustrated Picture Book	3.00	
<a href="#">ILUS 154</a>	The Graphic Novel	3.00	



Electives		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ILUS 156</a>	The Visual Journalist	3.00	
<a href="#">ILUS 158</a>	The Killer Image: If You Can't Find It, Shoot It	3.00	
Credits			3.00
<b>Total Program Credits</b>			<b>15.00</b>

## Exhibit Design Program

The Exhibit Design Certificate Program offers instruction in the essentials of three-dimensional design. It provides opportunities to learn from other professionals, to build a working knowledge of the industry, to acquire new skills, and to develop an exhibit design projects portfolio. Through theory as well as in-class demonstrations and exercises, students learn how to approach and produce three-dimensional design for an exhibit environment; how to make scale models; how to render and prepare plans; how to develop concepts, and how to create and apply appropriate distribution of interpretive and informational content for exhibit marketing. The current focus on international events and urban development in many North American cities has given rise to new opportunities for creative individuals to specialize in Exhibit Design. Additional growth areas in the field of exhibit design include the trade and consumer show industry; cultural and entertainment industry; education; and public service. The skills set in Exhibit Design is interdisciplinary, combining knowledge and skills in architecture, information design, industrial design, professional practices, and construction.

## 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Exhibit Design Program

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Summer 2007	Both
<b>Core Courses</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">EXBT 101</a>	Space, Structure and Flow: The Human Factor	3.00	
<a href="#">EXBT 106</a>	The Big Picture: Visual Hierarchy for 3-Dimensional Design	3.00	
<a href="#">EXBT 111</a>	Information Design for Exhibits	3.00	
Credits			9.00
<b>English or Communications</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS</a>	Communications	3.00	
<a href="#">ENGL</a>	English	3.00	
Credits			3.00
<b>Electives</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ADVR 130</a>	Strategic Development and Media Planning for Advertising	3.00	
<a href="#">ADVR 133</a>	The Big Idea	3.00	
<a href="#">ADVR 135</a>	Evolution of Conceptual Advertising	3.00	
<a href="#">ADVR 137</a>	Art Direction and Agency Process	3.00	
<a href="#">ADVR 139</a>	Branding	3.00	
<a href="#">CMNS 103</a>	Contemporary Communications and Culture	3.00	
<a href="#">EXBT 116</a>	Drawing for 3-Dimensional Design	3.00	
<a href="#">EXBT 121</a>	Proposals, Research and Presentation for Exhibit Design	3.00	
<a href="#">FDES 100</a>	Design Basics	3.00	
<a href="#">FDES 105</a>	Drawing Basics	3.00	
<a href="#">FDES 110</a>	Careers in Art and Design	3.00	
<a href="#">FDES 115</a>	Exploration: Colour, Mediums and Techniques	3.00	
<a href="#">ILUS 150</a>	Promotional Illustration	3.00	
<a href="#">ILUS 152</a>	The Illustrated Picture Book	3.00	
<a href="#">ILUS 154</a>	The Graphic Novel	3.00	
<a href="#">ILUS 156</a>	The Visual Journalist	3.00	
<a href="#">ILUS 158</a>	The Killer Image: If You Can't Find It, Shoot It	3.00	
Credits			3.00
<b>Total Program Credits</b>			<b>15.00</b>

## Foundations in Illustration and Design Program

Many students applying to fine or applied arts programs need training in portfolio presentation and foundations in the visual arts. Foundations in Illustration and Design is intended to help students prepare an entry-level portfolio and to gain some basic skills in illustration and design. The program provides an introduction to careers (and trends) in the current art and design market. This program also addresses the needs of international students who are seeking to develop an understanding of visual art culture in a Canadian context.

### 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

### How to Apply

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 Phone: 604.984.4900  
 Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

### Fees and Expenses

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

### Certificate in the Foundations in Illustration and Design Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer 2007	Both
Core Courses		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">FDES 100</a>	Design Basics	3.00	
<a href="#">FDES 105</a>	Drawing Basics	3.00	
<a href="#">FDES 110</a>	Careers in Art and Design	3.00	
Credits			9.00

**English or Communications**

Choose 3.00 credits from the following list:

	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">CMNS</a> Communications	3.00	
<a href="#">ENGL</a> English	3.00	
Credits		3.00

**Electives**

Choose 3.00 credits from the following list:

	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ADVR 130</a> Strategic Development and Media Planning for Advertising	3.00	
<a href="#">ADVR 133</a> The Big Idea	3.00	
<a href="#">ADVR 135</a> Evolution of Conceptual Advertising	3.00	
<a href="#">ADVR 137</a> Art Direction and Agency Process	3.00	
<a href="#">ADVR 139</a> Branding	3.00	
<a href="#">CMNS 103</a> Contemporary Communications and Culture	3.00	
<a href="#">EXBT 101</a> Space, Structure and Flow: The Human Factor	3.00	
<a href="#">EXBT 106</a> The Big Picture: Visual Hierarchy for 3-Dimensional Design	3.00	
<a href="#">EXBT 111</a> Information Design for Exhibits	3.00	
<a href="#">EXBT 116</a> Drawing for 3-Dimensional Design	3.00	
<a href="#">EXBT 121</a> Proposals, Research and Presentation for Exhibit Design	3.00	
<a href="#">FDES 115</a> Exploration: Colour, Mediums and Techniques	3.00	
<a href="#">ILUS 158</a> The Killer Image: If You Can't Find It, Shoot It	3.00	
Credits		3.00
<b>Total Program Credits</b>		<b>15.00</b>

**FACULTY**

**Illustration/Design: Elements & Applications Program (IDEA)**

C. AITKEN	BA (Hons) (Kingston), M. Publishing (SFU)
M. ANDERSON	BFA (Emily Carr College of Art & Design)
P. COTTER	BA (Toronto)
D. COMOGLIO	Dip. Interior Design (Torino), BA Environmental Design (Torino)
S. CARTER	Dip. Graphic Design (Langara College)
J. DUBUC	BFA: Studio Arts (Concordia), MFA: Visual Arts - New Media (York)
J. EDGE	Dip. Commercial Art (Alberta College of Art)
F. FORSTER	Dip. Commercial Art (Alberta College of Art)
M. HICKS	Arts (California State University of Long Beach)
K. HOLLAND	Fine Art (Witswatersrand), Dip. Commercial Art (Johannesburg School of Art)
K. JAGER	Dip. Graphic Design (Emily Carr College of Art & Design)

V. JURCIC	Dip. Arts and Science (Capilano College), Dip. Graphic Design (Emily Carr College of Art & Design)
S. KINAKIN	Dip. Arts and Science (Capilano College)
J. LAU	Dip. Graphic Arts Production (Vancouver Community College), Adobe Certified Expert
P. MILELLI	Dip. Visual Communications (Alberta College of Art)
A. SAMUEL	BA (UBC)
C. WOLF	Dip. Multimedia (Vancouver Community College), BFA (SFU)
L. WU	Dip. Commercial Music (Capilano College)
D. YASINSKI	BFA (Manitoba)

### **Advanced Illustration Certificate Program**

J. DUBUC	BFA: Studio Arts (Concordia), MFA: Visual Arts - New Media (York)
K. HOLLAND	Fine Art (Witwatersrand), Dip. Commercial Art (Johannesburg School of Art)
P. MILELLI	Dip. Visual Communications (Alberta College of Art)

### **Advertising Certificate Program**

A. FLOWERS	Bachelor of Applied Arts - Radio and TV (Ryerson Polytechnic U)
H. LEONHARDT	Dip. (The Urnley School of Professional Art)
C. O'BYRNE	Dip. (4-Year) - Advertising (Alberta College of Art), Provincial Instructor Dip. (VCC)

### **Exhibit Design Program**

D. COMOGLIO	Dip. Interior Design (Torino), BA (Torino)
M. HICKS	Arts (California State U. of Long Beach)

### **Foundations in Illustration and Design Program**

F. FORSTER	Dip. Commercial Art (Alberta College of Art)
S. KINAKIN	Dip. Arts and Science - Commercial Art Program (Capilano College)
M. HICKS	Arts (California State U. of Long Beach)
C. WOLF	Dip. Multimedia (VCC), BFA (SFU)

### **CONTACT**

IDEA Department  
Arbutus building, room 106

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Phone: 604 .990.7820  
E-mail: [idea@capcollege.bc.ca](mailto:idea@capcollege.bc.ca)

[www.capcollege.bc.ca/creative-intesives](http://www.capcollege.bc.ca/creative-intesives)

# Indigenous Independent Digital Filmmaking Program

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## GENERAL INFORMATION

The Indigenous Independent Digital Filmmaking (IIDF) program at Capilano College has been providing basic production training for Aboriginal students since the spring of 2000. The program is a response to the expanding demand for trained professionals in all areas of the Aboriginal production industry. The industry is growing and so are the opportunities for creative, committed and skilled producers, writers, directors and technicians. The Aboriginal Film and Television Production program is committed to providing Aboriginal students with high-quality production training from the Aboriginal perspective. Instructors are experienced, connected and respected Aboriginal professionals working in the industry. Students participating in the program 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 Aboriginal production.

In addition to lectures, hands-on instruction and project work, students have the opportunity to participate in a five-week work practicum. This enables students to obtain on-the-job experience in the professional production environment and make connections with industry experts and potential employers.

For more information, please see [www.capcollege.bc.ca/programs/aboriginal-film](http://www.capcollege.bc.ca/programs/aboriginal-film)

## Career Opportunities

Career opportunities in all areas within the Aboriginal production 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 Aboriginal 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 program have obtained positions as production assistants, camera assistants, camera operators, editing assistants, editors, writers, and production managers. Some graduates are self-employed, developing and producing their own productions.

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Interview

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), 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

For more information, please review [Admission and Registration](#) on the College Web site

Please contact the Indigenous Independent Digital Filmmaking Program, Film Centre for more information.

## FEES AND EXPENSES

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

## DIPLOMA IN THE INDIGENOUS INDEPENDENT DIGITAL FILMMAKING PROGRAM

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.50
<a href="#">IDF 119</a> Personal Professional Development I	1.50	
<a href="#">IDF 120</a> Indigenous Media History	3.00	
<a href="#">IDF 121</a> Indigenous Technical - Camera	2.00	
<a href="#">IDF 122</a> Indigenous Technical - Editing	1.50	
<a href="#">IDF 123</a> Indigenous Technical - Sound	0.50	
<a href="#">IDF 124</a> Indigenous Technical - Sound Design	1.50	
<a href="#">IDF 125</a> Indigenous Technical - Combined Editing	1.50	
<a href="#">IDF 126</a> Indigenous Scriptwriting	4.00	
Credits		15.50
 <b>Second Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		14.50
<a href="#">IDF 119</a> Personal Professional Development I	Continued	
<a href="#">IDF 127</a> Indigenous Documentary Journalism	5.00	
<a href="#">IDF 128</a> Indigenous Production Management	1.50	
<a href="#">IDF 129</a> Indigenous Production	7.00	
<a href="#">IDF 130</a> Indigenous Practicum	1.00	
Credits		14.50
 <b>Third Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		15.50
IDF      Documentary Journalism	4.00 *	
IDF      Indigenous Media	1.50 *	
IDF      Personal Professional Development II	1.50 *	
IDF      Scriptwriting	4.00 *	
IDF      Technical Production	4.50 *	
Credits		15.50
 <b>Fourth Term</b>	 <b>Course Credits</b>	 <b>Required Credits</b>
<i>Required:</i>		14.50

Fourth Term		Course Credits	Required Credits
IDF	Independent Producing	1.50 *	
IDF	Personal Professional Development II - continued	*	
IDF	Practicum	1.00 *	
IDF	Production	12.00 *	
Credits			14.50
<b>Total Program Credits</b>			<b>60.00</b>

\* Under development

## FACULTY

M.L. GEORGE	Instructor
P. GUMMERSON	Instructor
G. HENRY	Instructor
D. MANUEL	<b>Coordinator</b>
L. TODD	Instructor
J. WHEELER	Instructor
TBA	Lab Supervisor

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  
Film building, room 203

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7904  
Fax: 604.990.7867  
E-mail: [dmanuel@capcollege.bc.ca](mailto:dmanuel@capcollege.bc.ca)

## Interactive Design Program

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### GENERAL INFORMATION

Design + Technology = Opportunity.

Did you know that Canada leads the world when it comes to developing digital technologies? Whether you're interested in developing dazzling web sites, creating cool Flash games or designing interactive CD-ROMs, the new media industry offers great opportunities for people with talent, creative thinking and cutting-edge technical skills. The Interactive Design program gives you the tools and experience you need to launch your career in the digital world.



In Year One you learn how to plan, design and build complex web sites. In Year Two you have the opportunity to specialize in E-learning, interactive multimedia, or web design and development. You will work on real world projects, develop your digital portfolio, and gain work experience during a six-week work practicum.

Classes are led by industry professionals in a dedicated digital media lab outfitted with the most current hardware and software. Developed with industry input, the program is designed to equip you with the practical skills and knowledge that employers are looking for, giving you a competitive advantage in the job market.

Design your future today.

For more information, please see [www.capcollege.bc.ca/programs/interactive-design](http://www.capcollege.bc.ca/programs/interactive-design)

## **ADMISSION REQUIREMENTS**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Working knowledge of computers, high speed internet access, modest keyboarding rate, resume, a computer that meets the department's requirements.

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## **ADMISSION/APPLICATION NOTES**

The following items must be received **prior to an interview**:

### **Mandatory**

- application for admission completed and payment made
- resume (send directly to the department)
- copies of transcripts (send directly to the department)

### **Optional supporting documents**

- letters of reference (send directly to the department)

The interview includes group interaction with a problem solving scenario, completion of an applicant questionnaire, and the instructors viewing 2-3 samples of your creative work which could include:

- writing, video, sound, media files or digital design (non-returnable copies)
- original visual art, crafts or other objects (to be taken away with you after the interview)
- current URLs of online work

## GRADUATION REQUIREMENTS

The Interactive Design Diploma program requires completion of 61.5 credits of course work with a minimum grade point average of 2.0

## FEES AND EXPENSES

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

## DIPLOMA IN THE INTERACTIVE DESIGN PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.00
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">INTE 108</a>	Orientation	0.50	
<a href="#">INTE 109</a>	Interactive Information Design	3.00	
<a href="#">INTE 110</a>	System Diagnostics and Support	1.50	
<a href="#">INTE 111</a>	HTML and CSS Authoring	2.00	
<a href="#">INTE 112</a>	Interactive Graphics	3.00	
<a href="#">INTE 113</a>	Visual Design	1.50	
<a href="#">INTE 120</a>	Contemporary Issues	1.50	
Credits			16.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.50
<a href="#">CMNS 220</a>	Advanced Business Writing and Editing	3.00	
<a href="#">INTE 109</a>	Interactive Information Design	Continued	
<a href="#">INTE 114</a>	Project Management	1.50	
<a href="#">INTE 115</a>	Interactive Vector Graphics	1.50	
<a href="#">INTE 116</a>	Usability Design and Testing	1.50	
<a href="#">INTE 117</a>	Web Prototype Development	1.50	
<a href="#">INTE 118</a>	Structured Programming and Scripting for a Web Browser	2.00	
<a href="#">INTE 119</a>	Self Marketing and Business Practices	3.00	
<a href="#">INTE 121</a>	Introduction to e-Learning	1.50	

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		15.50
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">INTE 201</a> Directed Study I	3.00	
<a href="#">INTE 202</a> Advanced Web Authoring	1.50	
<a href="#">INTE 203</a> Applied Project Management	3.00	
<a href="#">INTE 204</a> Rich Media Integration	3.00	
<a href="#">INTE 205</a> Vector Graphics	1.50	
<a href="#">INTE 206</a> Applied Database Design	1.50	
<a href="#">INTE 207</a> Professional Alliance	1.50	
Credits		15.00
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		15.00
<a href="#">INTE 207</a> Professional Alliance	Continued	
<a href="#">INTE 208</a> Work Practicum	6.00	
<a href="#">INTE 209</a> Directed Study II	3.00	
<a href="#">INTE 210</a> Portfolio Development	1.50	
<a href="#">INTE 211</a> Quality Assurance	1.50	
<a href="#">INTE 212</a> Presentation Skills	1.50	
<a href="#">INTE 213</a> Emerging Technologies	1.50	
Credits		15.00
<b>Total Program Credits</b>		<b>61.50</b>

## FACULTY

V. ANAYIAN	B.Sc. Engineering (Georgian U.)
M. ANDERSON	BFA (Emily Carr), Dip. Applied Information Tech. (Capilano)
B. CALVERT	BA (Sask), Dip. Applied Information Tech. (Capilano)
L. CHISHOLM, Coordinator	BFA (Nova Scotia College of Art & Design)
J. DAVIES	BFA (UVic)
J. LAU	Dip. Graphic Arts Production (VCC), Adobe Certified Expert
S. LO	BA (Alberta)
D. RANKIN	BFA (SFU), Dip. Applied Information Tech. (Capilano)
R. SINGH	MBA (SFU)
D. WHITWORTH	MA (U. of Northumbria, England)
L. WU	Dip. Commercial Mus. (Capilano)
K. ZUIDINGA	BSc (Bishop U.), MA Publishing (SFU)

## SUPPORT STAFF

Cathy Cole

Department Assistant

## CONTACT

Interactive Design  
Arbutus building, room 110

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.1727  
Fax: 604.984.4985  
E-mail: [info@id.capcollege.bc.ca](mailto:info@id.capcollege.bc.ca)

## Jazz Studies Programs

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### GENERAL INFORMATION

Capilano College offers a four-year [Bachelor of Music \(Jazz Studies\)](#) and a two-year [Diploma in Jazz Studies](#).

The College 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.capcollege.bc.ca/programs/jazz-studies](http://www.capcollege.bc.ca/programs/jazz-studies)

### Mission and Goals

The Bachelor of Music (Jazz Studies) provides a broad-based academic background, while developing comprehensive abilities in music, with jazz as the main focus. In keeping with the eclectic nature of jazz, students are exposed to music from diverse cultural sources, historical periods and media. Because jazz is an applied art form, the achievement of specific high standards in vocal and/or instrumental performance, improvisation, composition, and arranging are fundamental goals of the program curriculum, and demonstration of ability in these areas is required of all graduates. Teaching music within the public school system will be a goal for some graduates; to this end, the Jazz Studies program includes all the necessary prerequisites for acceptance into the fifth year Teacher Education Program at the University of British Columbia. While most Jazz Studies graduates who do not enter the public school system as teachers embark upon creative and varied careers as self-employed professionals, the Bachelor of Music (Jazz Studies) also qualifies its graduates who wish to teach at the college or university level for some post-graduate degrees. Since 1995, some graduates from the Jazz Studies program have been admitted into graduate programs at Canadian and American universities in the areas of composition, education, conducting and performance.

### Career Opportunities

The two-year Diploma program is intended to provide its students with the skills necessary to develop careers as self-employed professionals in the contemporary music industry.

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. For those who wish to pursue music as self-employed professionals, teach music in the public school system, or

continue their musical development as part of a liberal arts education, it is a unique and attractive option. Increasingly, graduates are building 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 College), specialized training in business or technology relevant to the commercial music industry, or post-graduate music degrees; many others upon leaving Capilano College launch directly into a creative combination of teaching, performing with a number of different ensembles in various jazz and contemporary styles, managing their own careers and those of fellow artists, composing, arranging, editing and working with music software in home studios.

## **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 College. Following completion of the Jazz Studies two-year Diploma program, students choose from five major streams for the remainder of the degree: Instrumental or Vocal Performance, General Studies, General Studies (Education Stream), and Composition/Arranging. These five 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**

As recording experience has become an essential part of today's musical training, the Jazz Studies program has integrated multi-track recording into the curriculum. Vocal, instrumental, and arranging/composition students all make use of our multi-track facilities.

A computer lab is available to students for supplemental help in ear training, sight-reading, and other basic music skills, as well as the printing and recording of theory and arranging assignments.

## **Faculty**

The Jazz Studies Department is comprised of a wide range of specialized faculty. Most instructors are also top professional musicians who bring extensive practical experience to their classes.

## **Transfer Credit**

The Jazz Studies program grants transfer credit for courses taken at other post-secondary institutions if they are applicable and have suitable equivalency. Because of the wide variations that exist in approach and emphasis in various 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 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 College's Bachelor of Music (Jazz Studies) program and other undergraduate jazz diploma and degree programs, Capilano College regularly receives applications for transfer into its Bachelor of Music (Jazz Studies) from other B.C. community colleges, including Malaspina University College, Vancouver Community College, Kwantlen University College and Selkirk College. In addition, students have transferred from the jazz programs at Alberta's Mount Royal College, Grant MacEwan Community College and Keyano College, to complete the four-year program at Capilano College. Across Canada, Capilano College has accepted transfer students from the classical music programs at the University of British Columbia, University of Alberta, Concordia College, and the University of Regina, as well as from the jazz programs at St. Francis Xavier (Antigonish, N.S.) and Humber

College in Ontario. Outside of Canada, Berklee College of Music (Boston, U.S.) has been another source of transfer students to Jazz Studies at Capilano College. A small number of students have transferred from music schools abroad, including the University of the Philippines, Middlesex University (U.K.), and the George Ots Talinn Musical School in Estonia.

## **Satisfactory Standing**

Students considered to be in Satisfactory Standing are entitled to pre-register in the next term of the program.

A student who has not maintained a satisfactory standing in a program in any term may be denied permission to register in that program in a subsequent term, or be required to re-audition.

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 grade point average above 1.8.

Students should refer to [Academic Policies and Procedures](#) for further information on Academic Probation.

In addition, to qualify and continue in the specialized majors, Jazz Studies Degree students are expected to achieve a minimum grade of B+ in all courses directly related to that major. These courses are the following:

### **Arranging/Composition**

- Concentration PMI (Composition)
- All required Theory courses
- Arranging I, II, III, IV
- Rhythm Section Writing

### **Instrumental Performance**

- Concentration PPMI
- Improvisation I, II, III, IV
- All Small Ensembles
- All Large Instrumental Ensembles
- JAZZ 284 and 285

### **Vocal Performance**

- Concentration PPMI
- Improvisation I, II
- Vocal Master Class I, II
- Vocal Improvisation I, II, III, IV
- Vocal Jazz Master Class I, II, III, IV
- All Vocal Ensembles
- JAZZ 284 and 285

C grades (C-, C, C+) in these courses can be applied for credit toward the Bachelor of Music in Jazz Studies only with the permission of the Jazz Studies Grade Appeals Committee. When unusual circumstances have resulted in lower than expected grades in a student's first term of a continuing course, instructors may recommend to the Committee that the student be given probationary acceptance into the next term of the

course. If the student fails to achieve a minimum of B+ in the next level of the course, no credit for either course can be applied toward the specialized degree.

## **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## **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.

## **AUDITIONS**

Auditions are required for all entrants. Live audition and testing is preferred. Contact the Jazz Studies program for an audition appointment. Audition requirements are available on the Jazz program's web site at [www.capcollege.bc.ca/jazz-studies](http://www.capcollege.bc.ca/jazz-studies)

Entrance into the Jazz Studies program is competitive, as seats are restricted. Applicants are ranked in comparison with others who audition on the same concentration instrument with the entrance year applied for taken into consideration. Providing that all other entrance requirements have been passed, students will be admitted in the order of their ranking until the seats available for that instrument have been filled.

Separate auditions are held for the Capilano College Singers, Jazz Choirs, and Jazz Bands. Acceptance into the program does not guarantee acceptance into these ensembles. It is the student's responsibility to sign up for and attend these auditions.

## **ADMISSION/APPLICATION NOTES**

Upon completion of the two-year Diploma in Jazz Studies, a student may register as a third-year student in one of the degree options. Permission to enrol in any major will be based on completion of prerequisite requirements, and the recommendation of the faculty concerned. Continuation in the Vocal Performance, Instrumental Performance and Arranging/Composition majors is subject to review at the end of the third year of studies. Students may be accepted into some upper level courses before the completion of their diploma on a part-time or probationary basis 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 lower level music courses and/or general electives that must be completed before this can take place. Official acceptance into a major of the degree program can be applied for once 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 College Web site. 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 for either the vocal or instrumental concentrations as outlined below. Six credits of general academic electives are required of all diploma students in addition to six credits of English. For the purposes of the diploma, JAZZ 271 and 273 may be replaced by six credits of Jazz, Music, or if approved by the coordinator, general electives.

Upon demonstration of sufficient piano skills a student may be given advanced placement in Class Piano. These required credits may be replaced with credits from the Jazz, Music or general electives categories.

### 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 and three academic Grade 12 courses.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and audition
- Theory Entrance Examination.

### Diploma in the Jazz Studies Program (Instrumental Concentration)

Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.0 credit and therefore will graduate with more credits by the end of their program.

First Term	Course	Course Credits	Required Credits
<i>Required:</i>			13.00
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">JAZZ 103</a>	The Language of Music	3.00	
<a href="#">JAZZ 114</a>	Class Piano I	1.00	
<a href="#">JAZZ 170</a>	History of Jazz	3.00	
<a href="#">JAZZ 184</a>	Sight Singing/Ear Training I	1.50	
<a href="#">JAZZ 194</a>	Small Ensemble I	1.50	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ 105</a>	Jazz Choir	1.00	
<a href="#">ENSJ 120</a>	Guitar/Bass Ensemble I	1.00	
<a href="#">ENSJ 135</a>	Jazz Ensemble I	1.00	



<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSJ 136</a>	Instrumental Ensemble I	1.00	
<a href="#">ENSJ 140</a>	Percussion Ensemble I	1.00	
<a href="#">ENSJ 205</a>	Jazz Choir	1.00	
<a href="#">ENSJ 220</a>	Guitar/Bass Ensemble III	1.00	
<a href="#">ENSJ 235</a>	Jazz Ensemble III	1.00	
<a href="#">ENSJ 236</a>	Instrumental Ensemble III	1.00	
<a href="#">ENSJ 240</a>	Percussion Ensemble III	1.00	
<a href="#">ENSJ 305</a>	Jazz Choir	1.00	
<a href="#">ENSJ 320</a>	Guitar/Bass Ensemble V	1.00	
<a href="#">ENSJ 335</a>	Jazz Ensemble V	1.00	
<a href="#">ENSJ 336</a>	Instrumental Ensemble V	1.00	
<a href="#">ENSJ 340</a>	Percussion Ensemble V	1.00	
<a href="#">ENSJ 405</a>	Jazz Choir	1.00	
<a href="#">ENSJ 435</a>	Jazz Ensemble VII	1.00	
<a href="#">ENSJ 436</a>	Instrumental Ensemble VII	1.00	
<a href="#">ENSJ 440</a>	Percussion Ensemble VII	1.00	
<a href="#">ENSM 100</a>	Choir - Ensemble I	2.00	
<a href="#">ENSM 110</a>	Instrumental Ensemble I	2.00	
<a href="#">ENSM 200</a>	Choir Ensemble III	2.00	
<a href="#">ENSM 210</a>	Instrumental Ensemble III	2.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 126</a>	Jazz Guitar	2.00	
<a href="#">PMI 127</a>	Jazz Bass	2.00	
<a href="#">PMI 128</a>	Jazz Piano	2.00	
<a href="#">PMI 130</a>	Jazz Flute	2.00	
<a href="#">PMI 134</a>	Jazz Saxophone	2.00	
<a href="#">PMI 135</a>	Jazz Trumpet	2.00	
<a href="#">PMI 136</a>	Jazz Trombone	2.00	
<a href="#">PMI 138</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 140</a>	Jazz Percussion (Indef. Pitch)	2.00	
Credits			16.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			8.50
<a href="#">JAZZ 105</a>	Rhythm Section Writing	1.50	
<a href="#">JAZZ 106</a>	Traditional Harmony and Composition	1.50	
<a href="#">JAZZ 107</a>	Jazz Theory and Composition I	1.50	
<a href="#">JAZZ 115</a>	Class Piano II	1.00	
<a href="#">JAZZ 185</a>	Sight Singing/Ear Training II	1.50	
<a href="#">JAZZ 195</a>	Small Ensemble II	1.50	
<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>	Fiction	3.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	Drama	3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ 155</a>	Jazz Choir	1.00	
<a href="#">ENSJ 170</a>	Guitar/Bass Ensemble II	1.00	
<a href="#">ENSJ 185</a>	Jazz Ensemble II	1.00	
<a href="#">ENSJ 186</a>	Instrumental Ensemble II	1.00	
<a href="#">ENSJ 190</a>	Percussion Ensemble II	1.00	
<a href="#">ENSJ 255</a>	Jazz Choir	1.00	
<a href="#">ENSJ 270</a>	Guitar/Bass Ensemble IV	1.00	
<a href="#">ENSJ 285</a>	Jazz Ensemble IV	1.00	
<a href="#">ENSJ 286</a>	Instrumental Ensemble IV	1.00	
<a href="#">ENSJ 290</a>	Percussion Ensemble IV	1.00	
<a href="#">ENSJ 355</a>	Jazz Choir	1.00	
<a href="#">ENSJ 370</a>	Guitar/Bass Ensemble VI	1.00	
<a href="#">ENSJ 385</a>	Jazz Ensemble VI	1.00	
<a href="#">ENSJ 386</a>	Instrumental Ensemble VI	1.00	
<a href="#">ENSJ 390</a>	Percussion Ensemble VI	1.00	
<a href="#">ENSJ 455</a>	Jazz Choir	1.00	
<a href="#">ENSJ 485</a>	Jazz Ensemble VIII	1.00	
<a href="#">ENSJ 486</a>	Instrumental Ensemble VIII	1.00	
<a href="#">ENSJ 490</a>	Percussion Ensemble VIII	1.00	
<a href="#">ENSM 150</a>	Choir - Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<a href="#">ENSM 250</a>	Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a>	Instrumental Ensemble IV	2.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 226</a>	Jazz Guitar	2.00	
<a href="#">PMI 227</a>	Jazz Bass	2.00	
<a href="#">PMI 228</a>	Jazz Piano	2.00	
<a href="#">PMI 230</a>	Jazz Flute	2.00	
<a href="#">PMI 234</a>	Jazz Saxophone	2.00	
<a href="#">PMI 235</a>	Jazz Trumpet	2.00	
<a href="#">PMI 236</a>	Jazz Trombone	2.00	
<a href="#">PMI 238</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 240</a>	Jazz Percussion (Indef. Pitch)	2.00	
Credits			14.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			7.00
<a href="#">JAZZ 203</a>	Jazz Theory and Composition II	1.50	
<a href="#">JAZZ 214</a>	Class Piano III	1.00	
<a href="#">JAZZ 282</a>	Improvisation I	1.50	

<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">JAZZ 284</a>	Sight Singing/Ear Training III	1.50	
<a href="#">JAZZ 294</a>	Small Ensemble III	1.50	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See first term for list of available Ensembles	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 172</a>	Arranging I	1.50	
<a href="#">JAZZ 240</a>	Form and Analysis	1.50	
<a href="#">JAZZ 271</a>	Music History I	3.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 326</a>	Jazz Guitar	2.00	
<a href="#">PMI 327</a>	Jazz Bass	2.00	
<a href="#">PMI 328</a>	Jazz Piano	2.00	
<a href="#">PMI 330</a>	Jazz Flute	2.00	
<a href="#">PMI 334</a>	Jazz Saxophone	2.00	
<a href="#">PMI 335</a>	Jazz Trumpet	2.00	
<a href="#">PMI 336</a>	Jazz Trombone	2.00	
<a href="#">PMI 338</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 340</a>	Jazz Percussion (Indef. Pitch)	2.00	
Credits			16.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			7.00
<a href="#">JAZZ 204</a>	Jazz Theory and Composition III	1.50	
<a href="#">JAZZ 215</a>	Class Piano IV	1.00	
<a href="#">JAZZ 283</a>	Improvisation II	1.50	
<a href="#">JAZZ 285</a>	Sight Singing/Ear Training IV	1.50	
<a href="#">JAZZ 295</a>	Small Ensemble IV	1.50	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See second term for list of available Ensembles	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 241</a>	Counterpoint	1.50	
<a href="#">JAZZ 272</a>	Arranging II	1.50	
<a href="#">JAZZ 273</a>	Music History II	3.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 426</a>	Jazz Guitar	2.00	
<a href="#">PMI 427</a>	Jazz Bass	2.00	
<a href="#">PMI 428</a>	Jazz Piano	2.00	
<a href="#">PMI 430</a>	Jazz Flute	2.00	

<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PMI 434</a>	Jazz Saxophone	2.00	
<a href="#">PMI 435</a>	Jazz Trumpet	2.00	
<a href="#">PMI 436</a>	Jazz Trombone	2.00	
<a href="#">PMI 438</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 440</a>	Jazz Percussion	2.00	
Credits			16.00
<b>Total Program Credits</b>			<b>62.50</b>

## Diploma in the Jazz Studies Program (Vocal Concentration)

Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.0 credit and therefore will graduate with more credits by the end of their program.

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">JAZZ 103</a>	The Language of Music	3.00	
<a href="#">JAZZ 114</a>	Class Piano I	1.00	
<a href="#">JAZZ 136</a>	Vocal Jazz Master Class I	1.50	
<a href="#">JAZZ 170</a>	History of Jazz	3.00	
<a href="#">JAZZ 184</a>	Sight Singing/Ear Training I	1.50	
<a href="#">PMI 145</a>	Jazz Voice	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ 105</a>	Jazz Choir	1.00	
<a href="#">ENSJ 205</a>	Jazz Choir	1.00	
<a href="#">ENSJ 305</a>	Jazz Choir	1.00	
<a href="#">ENSJ 306</a>	Jazz Vocal Ensemble I (by audition only)	1.00	
<a href="#">ENSJ 405</a>	Jazz Choir	1.00	
<a href="#">ENSJ 406</a>	Jazz Vocal Ensemble III	1.00	
<a href="#">ENSM 100</a>	Choir - Ensemble I	2.00	
<a href="#">ENSM 110</a>	Instrumental Ensemble I	2.00	
<a href="#">ENSM 200</a>	Choir Ensemble III	2.00	
<a href="#">ENSM 210</a>	Instrumental Ensemble III	2.00	
Credits			16.00

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
<a href="#">JAZZ 105</a>	Rhythm Section Writing	1.50	
<a href="#">JAZZ 106</a>	Traditional Harmony and Composition	1.50	
<a href="#">JAZZ 107</a>	Jazz Theory and Composition I	1.50	
<a href="#">JAZZ 115</a>	Class Piano II	1.00	
<a href="#">JAZZ 137</a>	Vocal Jazz Master Class II	1.50	
<a href="#">JAZZ 185</a>	Sight Singing/Ear Training II	1.50	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PMI 245</a>	Jazz Voice	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ 155</a>	Jazz Choir	1.00	
<a href="#">ENSJ 255</a>	Jazz Choir	1.00	
<a href="#">ENSJ 355</a>	Jazz Choir	1.00	
<a href="#">ENSJ 356</a>	Jazz Vocal Ensemble II	1.00	
<a href="#">ENSJ 455</a>	Jazz Choir	1.00	
<a href="#">ENSJ 456</a>	Jazz Vocal Ensemble IV	1.00	
<a href="#">ENSM 150</a>	Choir - Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<a href="#">ENSM 250</a>	Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a>	Instrumental Ensemble IV	2.00	
<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>	Fiction	3.00	
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	Drama	3.00	
Credits			14.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">JAZZ 203</a>	Jazz Theory and Composition II	1.50	
<a href="#">JAZZ 214</a>	Class Piano III	1.00	
<a href="#">JAZZ 236</a>	Vocal Improvisation I	1.50	
<a href="#">JAZZ 238</a>	Vocal Jazz Master Class III	1.50	
<a href="#">JAZZ 284</a>	Sight Singing/Ear Training III	1.50	
<a href="#">PMI 345</a>	Jazz Voice	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See first term for list of available Ensembles	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 172</a>	Arranging I	1.50	
<a href="#">JAZZ 240</a>	Form and Analysis	1.50	
<a href="#">JAZZ 271</a>	Music History I	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
Credits			16.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.00
<a href="#">JAZZ 204</a>	Jazz Theory and Composition III	1.50	
<a href="#">JAZZ 215</a>	Class Piano IV	1.00	
<a href="#">JAZZ 237</a>	Vocal Improvisation II	1.50	

<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">JAZZ 239</a>	Vocal Jazz Master Class IV	1.50	
<a href="#">JAZZ 285</a>	Sight Singing/Ear Training IV	1.50	
<a href="#">PMI 445</a>	Jazz Voice	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See second term for list of available Ensembles	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">JAZZ 241</a>	Counterpoint	1.50	
<a href="#">JAZZ 272</a>	Arranging II	1.50	
<a href="#">JAZZ 273</a>	Music History II	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music Credits		3.00	16.00
<b>Total Program Credits</b>			<b>62.50</b>

## BACHELOR OF MUSIC IN JAZZ STUDIES DEGREE PROGRAM

### Four-Year Degree

Students must complete all courses outlined in one of the following major areas of study to be eligible for the Bachelor of Music in Jazz Studies degree.

These major 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 placement of these rotating courses in your schedule will not necessarily conform to the semester plans presented below. Please take every precaution to ensure that you have all the necessary prerequisites in place when you plan to take them. The courses offered on a rotational basis are subject to change, but presently are JAZZ 460, MUS. 210/211 and MUS. 218/219.

### Admission Requirements

- Jazz Studies Diploma OR acceptable transfer equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- 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.

## Academic Course Requirement

	Credits
ENGL 100, and 103, 104, 105 or 106	6.0
Humanities	6.0
Social Sciences	6.0
Science/Math	3.0
Elective (must be an academic course from one of the above areas.)	3.0
	24.0

### Note

*It is expected that all English requirements will be completed before entrance into the third year of the program. Note that the education stream requires 30 credits of general electives.*

## Education Stream Requirements

### Secondary Music Teaching

Instrumentalists in the Education Stream who wish to enter secondary music teaching should include at least one year of a vocal ensemble and one year of secondary Private Music Instruction (PMI) in voice in their programs. Suitable Vocal Ensembles would include the Capilano College Festival Chorus, Capilano Singers, Jazz Choir, and Jazz Vocal Ensemble. Students whose major is a woodwind instrument may substitute secondary vocal PMI instruction for Class Woodwinds; brass majors may similarly substitute secondary vocal PMI for Class Brass, and percussion majors for Class Percussion. Pianists may substitute secondary voice PMI for the four credits of Class Piano normally required for the degree.

### Elementary Teaching

Students interested in elementary teaching should be sure to include three credits of laboratory science, three credits of mathematics and three credits of history or geography. Of all general electives completed, six credits should be in Canadian Studies.

## Ensemble Requirements

All large ensembles, regardless of the actual number of weekly hours of attendance required, have an assigned unit value of one credit.

A term profile requiring two credit hours of ensemble is met by enrolment in two separate ensembles.

Students terminating in the two-year diploma program may meet their ensemble requirements through the completion of any four ensemble courses.

Students enrolled in the four year Jazz Studies degree program are required to complete a combination of traditional and jazz ensembles to complete their requirements. The required combinations are as follows:

### Arranging/Composition Ensemble Requirements

Eight large ensemble credits, including: Two terms of traditional ensembles, four terms of jazz ensembles, and two additional terms of either jazz or traditional ensembles. (See Major in General Studies for lists of appropriate traditional and jazz ensembles.)

## **Major in General Studies Ensemble Requirements**

For all instruments other than percussion, eight large ensemble credits, including: Two terms of traditional ensembles. These can be met by enrolment in the Capilano College Community Choir, the Capilano Singers, the Capilano College Wind Ensemble, or by participation in another approved ensemble.

Four terms of jazz ensemble, including Jazz Ensemble I (ENSJ 135), Jazz Choir (ENSJ 105), Guitar/Bass Ensemble (ENSJ 220) at the 200 level or above and Percussion Ensemble (ENSJ 140).

Two additional terms of ensembles: for instrumentalists these may be Jazz or Traditional ensembles, for vocalists these will be ENSJ 306 and 356.

In addition to the above, percussionists must participate in at least four terms of percussion ensemble, three of which may replace JAZZ 282 and 283 (Improvisation I and II) bringing their total number of ensembles up to twelve.

## **Major in General Studies (Education) Ensemble Requirements**

For all instruments other than percussion, eight large ensemble credits, including:

Instrumentalists: Four terms each of traditional and jazz ensembles.

Vocalists: Two terms of traditional ensembles, two terms of vocal jazz ensembles (ENSJ 306 and 356) and four terms of jazz ensembles.

(See Major in General Studies for lists of appropriate traditional and jazz ensembles.)

## **Instrumental Performance Ensemble Requirements**

For all majors other than percussion, twelve large ensemble credits, including the following:

Two terms of traditional ensembles. These can be met by enrolment in the Capilano College Festival Chorus, the Capilano Singers, the Capilano College Wind Ensemble, or by participation in another approved community ensemble.

Eight terms of jazz ensemble including Jazz Ensemble I (ENSJ 135), Jazz Choir (ENSJ 105), Instrumental Ensemble (ENSJ 136) and Guitar/Bass Ensemble (ENSJ 220) at the 200 level and above. (Note the Guitar/Bass Ensemble I/II, while providing diploma students with two large ensemble credits, is not acceptable for large ensemble credit in the degree program.)

Two additional terms of either jazz or traditional ensembles.

Piano, guitar and bass performance majors can sometimes substitute other courses to complete their ensemble requirements. This is done through special arrangement with the coordinator of the program.

Percussion students are expected to complete two terms of traditional ensemble, four terms of jazz ensemble, and eight terms of percussion ensemble, for a total of fourteen ensemble credits. Three of these percussion ensembles can replace the normal improvisation requirement (JAZZ 282/283).

Percussion students wishing to take JAZZ 282/283 must gain permission of both instructors to audition.

PPMI Percussionists will need to complete an additional 3.0 credits in lieu of JAZZ 382 and 383 (Improvisation III and IV). These need not be ensembles.

## **Vocal Performance Ensemble Requirements**

Twelve large ensemble credits, including the following::



Two terms of concert choir: Capilano College Festival Chorus or the Capilano Singers (ENSM 100/150)

Four terms of jazz choir: Nite Cap or Capital Jazz (ENSJ 105)

Four terms of Jazz Vocal Ensemble (ENSJ 306)

Two additional terms of either Jazz or Traditional ensembles.

## Bachelor of Music in Jazz Studies

Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.0 credit and therefore will graduate with more credits by the end of their program.

<b>Diploma Pre-requisite</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		62.50
<a href="#">JAZZ</a> Jazz Studies Diploma or equivalent transfer	62.50	
Credits		62.50
<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		4.50
<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	
<i>Choose 3.00 credits of electives:</i>		3.00
University Transferable Elective - excluding Jazz and Music	3.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">ENSJ 105</a> Jazz Choir	1.00	
<a href="#">ENSJ 120</a> Guitar/Bass Ensemble I	1.00	
<a href="#">ENSJ 135</a> Jazz Ensemble I	1.00	
<a href="#">ENSJ 136</a> Instrumental Ensemble I	1.00	
<a href="#">ENSJ 140</a> Percussion Ensemble I	1.00	
<a href="#">ENSJ 205</a> Jazz Choir	1.00	
<a href="#">ENSJ 220</a> Guitar/Bass Ensemble III	1.00	
<a href="#">ENSJ 235</a> Jazz Ensemble III	1.00	
<a href="#">ENSJ 236</a> Instrumental Ensemble III	1.00	
<a href="#">ENSJ 240</a> Percussion Ensemble III	1.00	
<a href="#">ENSJ 305</a> Jazz Choir	1.00	
<a href="#">ENSJ 306</a> Jazz Vocal Ensemble I (by audition only)	1.00	
<a href="#">ENSJ 320</a> Guitar/Bass Ensemble V	1.00	
<a href="#">ENSJ 335</a> Jazz Ensemble V	1.00	
<a href="#">ENSJ 336</a> Instrumental Ensemble V	1.00	
<a href="#">ENSJ 340</a> Percussion Ensemble V	1.00	
<a href="#">ENSJ 405</a> Jazz Choir	1.00	
<a href="#">ENSJ 406</a> Jazz Vocal Ensemble III	1.00	
<a href="#">ENSJ 435</a> Jazz Ensemble VII	1.00	
<a href="#">ENSJ 436</a> Instrumental Ensemble VII	1.00	

<b>Third Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSJ 440</a>	Percussion Ensemble VII	1.00	
<a href="#">ENSM 100</a>	Choir - Ensemble I	2.00	
<a href="#">ENSM 110</a>	Instrumental Ensemble I	2.00	
<a href="#">ENSM 200</a>	Choir Ensemble III	2.00	
<a href="#">ENSM 210</a>	Instrumental Ensemble III	2.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 526</a>	Jazz Guitar	2.00	
<a href="#">PMI 527</a>	Jazz Bass	2.00	
<a href="#">PMI 528</a>	Jazz Piano	2.00	
<a href="#">PMI 530</a>	Jazz Flute	2.00	
<a href="#">PMI 534</a>	Jazz Saxophone	2.00	
<a href="#">PMI 535</a>	Jazz Trumpet	2.00	
<a href="#">PMI 536</a>	Jazz Trombone	2.00	
<a href="#">PMI 538</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 540</a>	Jazz Percussion	2.00	
<a href="#">PMI 545</a>	Jazz Voice	2.00	
<i>Choose 4.50 credits from the following list:</i>			4.50
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">JAZZ 382</a>	Improvisation III	1.50	
<a href="#">JAZZ 394</a>	Small Ensemble V	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 494</a>	Small Ensemble VII	1.50	
<a href="#">MUS 210</a>	Class Woodwinds I	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			15.00
<b>Third Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
<a href="#">JAZZ 241</a>	Counterpoint	1.50	
<a href="#">JAZZ 272</a>	Arranging II	1.50	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ 155</a>	Jazz Choir	1.00	
<a href="#">ENSJ 185</a>	Jazz Ensemble II	1.00	
<a href="#">ENSJ 186</a>	Instrumental Ensemble II	1.00	
<a href="#">ENSJ 190</a>	Percussion Ensemble II	1.00	
<a href="#">ENSJ 255</a>	Jazz Choir	1.00	
<a href="#">ENSJ 270</a>	Guitar/Bass Ensemble IV	1.00	

Third Year, Spring Term		Course Credits	Required Credits
<a href="#">ENSJ 285</a>	Jazz Ensemble IV	1.00	
<a href="#">ENSJ 286</a>	Instrumental Ensemble IV	1.00	
<a href="#">ENSJ 290</a>	Percussion Ensemble IV	1.00	
<a href="#">ENSJ 355</a>	Jazz Choir	1.00	
<a href="#">ENSJ 356</a>	Jazz Vocal Ensemble II	1.00	
<a href="#">ENSJ 370</a>	Guitar/Bass Ensemble VI	1.00	
<a href="#">ENSJ 385</a>	Jazz Ensemble VI	1.00	
<a href="#">ENSJ 386</a>	Instrumental Ensemble VI	1.00	
<a href="#">ENSJ 390</a>	Percussion Ensemble VI	1.00	
<a href="#">ENSJ 455</a>	Jazz Choir	1.00	
<a href="#">ENSJ 456</a>	Jazz Vocal Ensemble IV	1.00	
<a href="#">ENSJ 485</a>	Jazz Ensemble VIII	1.00	
<a href="#">ENSJ 486</a>	Instrumental Ensemble VIII	1.00	
<a href="#">ENSJ 490</a>	Percussion Ensemble VIII	1.00	
<a href="#">ENSM 150</a>	Choir - Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<a href="#">ENSM 250</a>	Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a>	Instrumental Ensemble IV	2.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 626</a>	Jazz Guitar	2.00	
<a href="#">PMI 627</a>	Jazz Bass	2.00	
<a href="#">PMI 628</a>	Jazz Piano	2.00	
<a href="#">PMI 630</a>	Jazz Flute	2.00	
<a href="#">PMI 634</a>	Jazz Saxophone	2.00	
<a href="#">PMI 635</a>	Jazz Trumpet	2.00	
<a href="#">PMI 636</a>	Jazz Trombone	2.00	
<a href="#">PMI 638</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 640</a>	Jazz Percussion	2.00	
<a href="#">PMI 645</a>	Jazz Voice	2.00	
<i>Choose 6.00 credits from the following list:</i>			6.00
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">JAZZ 383</a>	Improvisation IV	1.50	
<a href="#">JAZZ 395</a>	Small Ensemble VI	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="#">MUS 211</a>	Class Woodwinds II	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			15.00

<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			4.50
<a href="#">JAZZ 300</a>	20th Century Theory	3.00	
<a href="#">JAZZ 410</a>	Conducting I	1.50	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, fall term for list of available Ensembles	1.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 726</a>	Jazz Guitar	2.00	
<a href="#">PMI 727</a>	Jazz Bass	2.00	
<a href="#">PMI 728</a>	Jazz Piano	2.00	
<a href="#">PMI 730</a>	Jazz Flute	2.00	
<a href="#">PMI 734</a>	Jazz Saxophone	2.00	
<a href="#">PMI 735</a>	Jazz Trumpet	2.00	
<a href="#">PMI 736</a>	Jazz Trombone	2.00	
<a href="#">PMI 738</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 740</a>	Jazz Percussion	2.00	
<a href="#">PMI 745</a>	Jazz Voice	2.00	
<i>Choose 7.50 credits from the following list:</i>			7.50
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">JAZZ 382</a>	Improvisation III	1.50	
<a href="#">JAZZ 394</a>	Small Ensemble V	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 494</a>	Small Ensemble VII	1.50	
<a href="#">MUS 210</a>	Class Woodwinds I	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			18.00

<b>Fourth Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			4.50
<a href="#">JAZZ 310</a>	Jazz Pedagogy	1.50	
<a href="#">JAZZ 411</a>	Conducting II	1.50	
<a href="#">JAZZ 470</a>	World Music	1.50	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, spring term for list of available Ensembles	1.00	

<b>Fourth Year, Spring 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 826</a> Jazz Guitar	2.00	
<a href="#">PMI 827</a> Jazz Bass	2.00	
<a href="#">PMI 828</a> Jazz Piano	2.00	
<a href="#">PMI 830</a> Jazz Flute	2.00	
<a href="#">PMI 834</a> Jazz Saxophone	2.00	
<a href="#">PMI 835</a> Jazz Trumpet	2.00	
<a href="#">PMI 836</a> Jazz Trombone	2.00	
<a href="#">PMI 838</a> Jazz Bowed Strings	2.00	
<a href="#">PMI 840</a> Jazz Percussion	2.00	
<a href="#">PMI 845</a> Jazz Voice	2.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ENSJ</a> Any Large Ensemble	1.00	
<a href="#">JAZZ 372</a> Arranging III	1.50	
<a href="#">JAZZ 383</a> Improvisation IV	1.50	
<a href="#">JAZZ 395</a> Small Ensemble VI	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="#">MUS 211</a> Class Woodwinds II	1.50	
<a href="#">MUS 218</a> Class Brass	1.50	
<a href="#">MUS 219</a> Class Percussion	1.50	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
Credits		13.50
<b>Total Program Credits</b>		<b>124.00</b>

## Bachelor of Music in Jazz Studies - Education Stream

Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.0 credit and therefore will graduate with more credits by the end of their program.

<b>Diploma pre-requisite</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		62.50
<a href="#">JAZZ</a> Jazz Studies Diploma or transfer equivalent	62.50	
Credits		62.50
<b>Third Year, Fall Term</b>		
<i>Required:</i>		4.50
<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	
<i>Choose 3.00 credits of electives:</i>		3.00
University Transferable Elective - excluding Jazz and Music	3.00	

**Third Year, Fall Term**

	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">ENSJ 105</a> Jazz Choir	1.00	
<a href="#">ENSJ 135</a> Jazz Ensemble I	1.00	
<a href="#">ENSJ 136</a> Instrumental Ensemble I	1.00	
<a href="#">ENSJ 140</a> Percussion Ensemble I	1.00	
<a href="#">ENSJ 205</a> Jazz Choir	1.00	
<a href="#">ENSJ 220</a> Guitar/Bass Ensemble III	1.00	
<a href="#">ENSJ 235</a> Jazz Ensemble III	1.00	
<a href="#">ENSJ 236</a> Instrumental Ensemble III	1.00	
<a href="#">ENSJ 240</a> Percussion Ensemble III	1.00	
<a href="#">ENSJ 305</a> Jazz Choir	1.00	
<a href="#">ENSJ 306</a> Jazz Vocal Ensemble I (by audition only)	1.00	
<a href="#">ENSJ 320</a> Guitar/Bass Ensemble V	1.00	
<a href="#">ENSJ 335</a> Jazz Ensemble V	1.00	
<a href="#">ENSJ 336</a> Instrumental Ensemble V	1.00	
<a href="#">ENSJ 340</a> Percussion Ensemble V	1.00	
<a href="#">ENSJ 405</a> Jazz Choir	1.00	
<a href="#">ENSJ 406</a> Jazz Vocal Ensemble III	1.00	
<a href="#">ENSJ 435</a> Jazz Ensemble VII	1.00	
<a href="#">ENSJ 436</a> Instrumental Ensemble VII	1.00	
<a href="#">ENSJ 440</a> Percussion Ensemble VII	1.00	
<a href="#">ENSM 100</a> Choir - Ensemble I	2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble I	2.00	
<a href="#">ENSM 200</a> Choir Ensemble III	2.00	
<a href="#">ENSM 210</a> Instrumental Ensemble III	2.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">PMI 526</a> Jazz Guitar	2.00	
<a href="#">PMI 527</a> Jazz Bass	2.00	
<a href="#">PMI 528</a> Jazz Piano	2.00	
<a href="#">PMI 530</a> Jazz Flute	2.00	
<a href="#">PMI 534</a> Jazz Saxophone	2.00	
<a href="#">PMI 535</a> Jazz Trumpet	2.00	
<a href="#">PMI 536</a> Jazz Trombone	2.00	
<a href="#">PMI 538</a> Jazz Bowed Strings	2.00	
<a href="#">PMI 540</a> Jazz Percussion	2.00	
<a href="#">PMI 545</a> Jazz Voice	2.00	
<i>Choose 4.50 credits from the following list:</i>		4.50
<a href="#">ENSJ</a> Any Large Ensemble	1.00	
<a href="#">JAZZ 338</a> Vocal Jazz Master Class III	1.50	
<a href="#">JAZZ 372</a> Arranging III	1.50	
<a href="#">JAZZ 382</a> Improvisation III	1.50	
<a href="#">JAZZ 394</a> Small Ensemble V	1.50	
<a href="#">JAZZ 460</a> Commercial Relations in Music	1.50	
<a href="#">JAZZ 472</a> Jazz Arranging IV	1.50	

<b>Third 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	
<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			16.50

<b>Third Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			3.00
<a href="#">JAZZ 241</a>	Counterpoint	1.50	
<a href="#">JAZZ 272</a>	Arranging II	1.50	
<i>Choose 6.00 credits of electives:</i>			6.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ 155</a>	Jazz Choir	1.00	
<a href="#">ENSJ 185</a>	Jazz Ensemble II	1.00	
<a href="#">ENSJ 186</a>	Instrumental Ensemble II	1.00	
<a href="#">ENSJ 190</a>	Percussion Ensemble II	1.00	
<a href="#">ENSJ 255</a>	Jazz Choir	1.00	
<a href="#">ENSJ 270</a>	Guitar/Bass Ensemble IV	1.00	
<a href="#">ENSJ 285</a>	Jazz Ensemble IV	1.00	
<a href="#">ENSJ 286</a>	Instrumental Ensemble IV	1.00	
<a href="#">ENSJ 290</a>	Percussion Ensemble IV	1.00	
<a href="#">ENSJ 355</a>	Jazz Choir	1.00	
<a href="#">ENSJ 356</a>	Jazz Vocal Ensemble II	1.00	
<a href="#">ENSJ 370</a>	Guitar/Bass Ensemble VI	1.00	
<a href="#">ENSJ 385</a>	Jazz Ensemble VI	1.00	
<a href="#">ENSJ 386</a>	Instrumental Ensemble VI	1.00	
<a href="#">ENSJ 390</a>	Percussion Ensemble VI	1.00	
<a href="#">ENSJ 455</a>	Jazz Choir	1.00	
<a href="#">ENSJ 456</a>	Jazz Vocal Ensemble IV	1.00	
<a href="#">ENSJ 485</a>	Jazz Ensemble VIII	1.00	
<a href="#">ENSJ 486</a>	Instrumental Ensemble VIII	1.00	
<a href="#">ENSJ 490</a>	Percussion Ensemble VIII	1.00	
<a href="#">ENSM 150</a>	Choir - Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<a href="#">ENSM 250</a>	Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a>	Instrumental Ensemble IV	2.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 626</a>	Jazz Guitar	2.00	
<a href="#">PMI 627</a>	Jazz Bass	2.00	
<a href="#">PMI 628</a>	Jazz Piano	2.00	
<a href="#">PMI 630</a>	Jazz Flute	2.00	

**Third Year, Spring Term**

		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PMI 634</a>	Jazz Saxophone	2.00	
<a href="#">PMI 635</a>	Jazz Trumpet	2.00	
<a href="#">PMI 636</a>	Jazz Trombone	2.00	
<a href="#">PMI 638</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 640</a>	Jazz Percussion	2.00	
<a href="#">PMI 645</a>	Jazz Voice	2.00	
<i>Choose 4.50 credits from the following list:</i>			4.50
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 339</a>	Vocal Jazz Master Class IV	1.50	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">JAZZ 383</a>	Improvisation IV	1.50	
<a href="#">JAZZ 395</a>	Small Ensemble VI	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	
<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			18.00

**Fourth Year, Fall Term**

		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			4.50
<a href="#">JAZZ 300</a>	20th Century Theory	3.00	
<a href="#">JAZZ 410</a>	Conducting I	1.50	
<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 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, fall term for list of available Ensembles	1.00	
<i>Required:</i>			8.00
Choral Pedagogy: Secondary (Taken at UBC-MUED 303)		4.00	
Instrumental Pedagogy: Secondary (Taken at UBC-MUED302)		4.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 726</a>	Jazz Guitar	2.00	
<a href="#">PMI 727</a>	Jazz Bass	2.00	
<a href="#">PMI 728</a>	Jazz Piano	2.00	
<a href="#">PMI 730</a>	Jazz Flute	2.00	
<a href="#">PMI 734</a>	Jazz Saxophone	2.00	
<a href="#">PMI 735</a>	Jazz Trumpet	2.00	
<a href="#">PMI 736</a>	Jazz Trombone	2.00	
<a href="#">PMI 738</a>	Jazz Bowed Strings	2.00	



<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PMI 740</a>	Jazz Percussion	2.00	
<a href="#">PMI 745</a>	Jazz Voice	2.00	
Credits			17.00

<b>Fourth Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			4.50
<a href="#">JAZZ 310</a>	Jazz Pedagogy	1.50	
<a href="#">JAZZ 411</a>	Conducting II	1.50	
<a href="#">JAZZ 470</a>	World Music	1.50	
<i>Choose 9.00 credits of electives:</i>			9.00
University Transferable Elective - excluding Jazz and Music		9.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, spring term for list of available Ensembles	1.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">PMI 826</a>	Jazz Guitar	2.00	
<a href="#">PMI 827</a>	Jazz Bass	2.00	
<a href="#">PMI 828</a>	Jazz Piano	2.00	
<a href="#">PMI 830</a>	Jazz Flute	2.00	
<a href="#">PMI 834</a>	Jazz Saxophone	2.00	
<a href="#">PMI 835</a>	Jazz Trumpet	2.00	
<a href="#">PMI 836</a>	Jazz Trombone	2.00	
<a href="#">PMI 838</a>	Jazz Bowed Strings	2.00	
<a href="#">PMI 840</a>	Jazz Percussion	2.00	
<a href="#">PMI 845</a>	Jazz Voice	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			18.00
<b>Total Program Credits</b>			<b>132.00</b>

## Bachelor of Music in Jazz Studies - Arranging/Composition

Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.0 credit and therefore will graduate with more credits by the end of their program.

<b>Diploma Pre-requisite</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		62.50
<a href="#">JAZZ</a>	Jazz Studies Diploma or equivalent transfer	62.50
Credits		62.50

<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		8.00
<a href="#">JAZZ 271</a> Music History I	3.00	
<a href="#">JAZZ 300</a> 20th Century Theory	3.00	
<a href="#">PMI 544</a> Composition	2.00	
<i>Choose 3.00 credits of electives:</i>		3.00
University Transferable Elective - excluding Jazz and Music	3.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">ENSJ 105</a> Jazz Choir	1.00	
<a href="#">ENSJ 135</a> Jazz Ensemble I	1.00	
<a href="#">ENSJ 136</a> Instrumental Ensemble I	1.00	
<a href="#">ENSJ 140</a> Percussion Ensemble I	1.00	
<a href="#">ENSJ 205</a> Jazz Choir	1.00	
<a href="#">ENSJ 220</a> Guitar/Bass Ensemble III	1.00	
<a href="#">ENSJ 235</a> Jazz Ensemble III	1.00	
<a href="#">ENSJ 236</a> Instrumental Ensemble III	1.00	
<a href="#">ENSJ 240</a> Percussion Ensemble III	1.00	
<a href="#">ENSJ 305</a> Jazz Choir	1.00	
<a href="#">ENSJ 306</a> Jazz Vocal Ensemble I (by audition only)	1.00	
<a href="#">ENSJ 320</a> Guitar/Bass Ensemble V	1.00	
<a href="#">ENSJ 335</a> Jazz Ensemble V	1.00	
<a href="#">ENSJ 336</a> Instrumental Ensemble V	1.00	
<a href="#">ENSJ 340</a> Percussion Ensemble V	1.00	
<a href="#">ENSJ 405</a> Jazz Choir	1.00	
<a href="#">ENSJ 406</a> Jazz Vocal Ensemble III	1.00	
<a href="#">ENSJ 435</a> Jazz Ensemble VII	1.00	
<a href="#">ENSJ 436</a> Instrumental Ensemble VII	1.00	
<a href="#">ENSJ 440</a> Percussion Ensemble VII	1.00	
<a href="#">ENSM 100</a> Choir - Ensemble I	2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble I	2.00	
<a href="#">ENSM 200</a> Choir Ensemble III	2.00	
<a href="#">ENSM 210</a> Instrumental Ensemble III	2.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">ENSJ</a> Any Large Ensemble	1.00	
<a href="#">JAZZ 382</a> Improvisation III	1.50	
<a href="#">JAZZ 394</a> Small Ensemble V	1.50	
<a href="#">JAZZ 494</a> Small Ensemble VII	1.50	
<a href="#">MUS 210</a> Class Woodwinds I	1.50	
<a href="#">MUS 218</a> Class Brass	1.50	
<a href="#">MUS 219</a> Class Percussion	1.50	
<a href="#">PMI</a> Private Music Instruction - Secondary	1.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">PMI 576</a> Jazz Guitar	1.00	
<a href="#">PMI 577</a> Jazz Bass	1.00	

<b>Third Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PMI 578</a>	Jazz Piano	1.00	
<a href="#">PMI 579</a>	Jazz Voice	1.00	
<a href="#">PMI 580</a>	Jazz Flute	1.00	
<a href="#">PMI 584</a>	Jazz Saxophone	1.00	
<a href="#">PMI 585</a>	Jazz Trumpet	1.00	
<a href="#">PMI 586</a>	Jazz Trombone	1.00	
<a href="#">PMI 588</a>	Jazz Bowed Strings	1.00	
<a href="#">PMI 590</a>	Jazz Percussion	1.00	
Credits			16.00

<b>Third Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.50
<a href="#">JAZZ 273</a>	Music History II	3.00	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">PMI 644</a>	Composition	2.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 383</a>	Improvisation IV	1.50	
<a href="#">JAZZ 395</a>	Small Ensemble VI	1.50	
<a href="#">JAZZ 495</a>	Small Ensemble VIII	1.50	
<a href="#">MUS 210</a>	Class Woodwinds I	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ 155</a>	Jazz Choir	1.00	
<a href="#">ENSJ 185</a>	Jazz Ensemble II	1.00	
<a href="#">ENSJ 186</a>	Instrumental Ensemble II	1.00	
<a href="#">ENSJ 190</a>	Percussion Ensemble II	1.00	
<a href="#">ENSJ 255</a>	Jazz Choir	1.00	
<a href="#">ENSJ 270</a>	Guitar/Bass Ensemble IV	1.00	
<a href="#">ENSJ 285</a>	Jazz Ensemble IV	1.00	
<a href="#">ENSJ 286</a>	Instrumental Ensemble IV	1.00	
<a href="#">ENSJ 290</a>	Percussion Ensemble IV	1.00	
<a href="#">ENSJ 355</a>	Jazz Choir	1.00	
<a href="#">ENSJ 356</a>	Jazz Vocal Ensemble II	1.00	
<a href="#">ENSJ 370</a>	Guitar/Bass Ensemble VI	1.00	
<a href="#">ENSJ 385</a>	Jazz Ensemble VI	1.00	
<a href="#">ENSJ 386</a>	Instrumental Ensemble VI	1.00	
<a href="#">ENSJ 390</a>	Percussion Ensemble VI	1.00	
<a href="#">ENSJ 455</a>	Jazz Choir	1.00	

<b>Third Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSJ 456</a>	Jazz Vocal Ensemble IV	1.00	
<a href="#">ENSJ 485</a>	Jazz Ensemble VIII	1.00	
<a href="#">ENSJ 486</a>	Instrumental Ensemble VIII	1.00	
<a href="#">ENSJ 490</a>	Percussion Ensemble VIII	1.00	
<a href="#">ENSM 150</a>	Choir - Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<a href="#">ENSM 250</a>	Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a>	Instrumental Ensemble IV	2.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">PMI 676</a>	Jazz Guitar	1.00	
<a href="#">PMI 677</a>	Jazz Bass	1.00	
<a href="#">PMI 678</a>	Jazz Piano	1.00	
<a href="#">PMI 679</a>	Jazz Voice	1.00	
<a href="#">PMI 680</a>	Jazz Flute	1.00	
<a href="#">PMI 684</a>	Jazz Saxophone	1.00	
<a href="#">PMI 685</a>	Jazz Trumpet	1.00	
<a href="#">PMI 686</a>	Commercial Trombone	1.00	
<a href="#">PMI 688</a>	Jazz Bowed Strings	1.00	
<a href="#">PMI 690</a>	Jazz Percussion	1.00	
Credits			13.00
<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			8.00
<a href="#">JAZZ 370</a>	Jazz Styles	1.50	
<a href="#">JAZZ 410</a>	Conducting I	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="#">PMI 744</a>	Composition	2.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 382</a>	Improvisation III	1.50	
<a href="#">JAZZ 394</a>	Small Ensemble V	1.50	
<a href="#">JAZZ 494</a>	Small Ensemble VII	1.50	
<a href="#">MUS 210</a>	Class Woodwinds I	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, fall term for list of available Ensembles	1.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">PMI 776</a>	Jazz Guitar Secondary	1.00	

<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PMI 777</a>	Jazz Bass Secondary	1.00	
<a href="#">PMI 778</a>	Jazz Piano Secondary	1.00	
<a href="#">PMI 779</a>	Jazz Voice	1.00	
<a href="#">PMI 780</a>	Jazz Flute Secondary	1.00	
<a href="#">PMI 785</a>	Commercial Trumpet Secondary	1.00	
<a href="#">PMI 786</a>	Commercial Trombone Secondary	1.00	
<a href="#">PMI 790</a>	Jazz Percussion Secondary	1.00	
Credits			16.00
<b>Fourth Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			7.50
<a href="#">JAZZ 310</a>	Jazz Pedagogy	1.50	
<a href="#">JAZZ 411</a>	Conducting II	1.50	
<a href="#">JAZZ 470</a>	World Music	1.50	
<a href="#">PPMI 844</a>	Private Music Instruction - Performance	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, spring term for list of available Ensembles	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 383</a>	Improvisation IV	1.50	
<a href="#">JAZZ 395</a>	Small Ensemble VI	1.50	
<a href="#">JAZZ 495</a>	Small Ensemble VIII	1.50	
<a href="#">MUS 211</a>	Class Woodwinds II	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">PMI 876</a>	Jazz Guitar Secondary	1.00	
<a href="#">PMI 877</a>	Jazz Piano Secondary	1.00	
<a href="#">PMI 878</a>	Commercial Piano Secondary	1.00	
<a href="#">PMI 879</a>	Jazz Voice Secondary	1.00	
<a href="#">PMI 880</a>	Jazz Flute Secondary	1.00	
<a href="#">PMI 884</a>	Jazz Saxophone Secondary	1.00	
<a href="#">PMI 885</a>	Jazz Trumpet Secondary	1.00	
<a href="#">PMI 886</a>	Jazz Trombone Secondary	1.00	
<a href="#">PMI 888</a>	Jazz Bowed Strings	1.00	
<a href="#">PMI 890</a>	Jazz Percussion Secondary	1.00	
Credits			15.50
<b>Total Program Credits</b>			<b>123.00</b>

## Bachelor of Music in Jazz Studies - Instrumental Performance

Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.0 credit and therefore will graduate with more credits by the end of their program.

<b>Diploma Pre-requisite</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		62.50
<a href="#">JAZZ</a> Jazz Studies Diploma or equivalent transfer	62.50	
Credits		62.50
<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		7.50
<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> Improvisation III	1.50	
<a href="#">JAZZ 394</a> Small Ensemble V	1.50	
<i>Choose 3.00 credits of electives:</i>		3.00
University Transferable Elective - excluding Jazz and Music	3.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PPMI 526</a> Jazz Guitar - Performance	3.00	
<a href="#">PPMI 527</a> Jazz Bass - Performance	3.00	
<a href="#">PPMI 528</a> Jazz Piano - Performance	3.00	
<a href="#">PPMI 530</a> Jazz Flute - Performance	3.00	
<a href="#">PPMI 534</a> Jazz Saxophone - Performance	3.00	
<a href="#">PPMI 535</a> Jazz Trumpet - Performance	3.00	
<a href="#">PPMI 536</a> Jazz Trombone - Performance	3.00	
<a href="#">PPMI 538</a> Jazz Bowed Strings - Performance	3.00	
<a href="#">PPMI 540</a> Jazz Percussion - Performance	3.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">ENSJ 135</a> Jazz Ensemble I	1.00	
<a href="#">ENSJ 136</a> Instrumental Ensemble I	1.00	
<a href="#">ENSJ 140</a> Percussion Ensemble I	1.00	
<a href="#">ENSJ 220</a> Guitar/Bass Ensemble III	1.00	
<a href="#">ENSJ 235</a> Jazz Ensemble III	1.00	
<a href="#">ENSJ 236</a> Instrumental Ensemble III	1.00	
<a href="#">ENSJ 240</a> Percussion Ensemble III	1.00	
<a href="#">ENSJ 320</a> Guitar/Bass Ensemble V	1.00	
<a href="#">ENSJ 335</a> Jazz Ensemble V	1.00	
<a href="#">ENSJ 336</a> Instrumental Ensemble V	1.00	
<a href="#">ENSJ 340</a> Percussion Ensemble V	1.00	
<a href="#">ENSJ 435</a> Jazz Ensemble VII	1.00	
<a href="#">ENSJ 436</a> Instrumental Ensemble VII	1.00	
<a href="#">ENSJ 440</a> Percussion Ensemble VII	1.00	
<a href="#">ENSM 100</a> Choir - Ensemble I	2.00	

<b>Third Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSM 110</a>	Instrumental Ensemble 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>Third Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			6.00
<a href="#">JAZZ 241</a>	Counterpoint	1.50	
<a href="#">JAZZ 272</a>	Arranging II	1.50	
<a href="#">JAZZ 383</a>	Improvisation IV	1.50	
<a href="#">JAZZ 395</a>	Small Ensemble VI	1.50	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">JAZZ 472</a>	Jazz Arranging IV	1.50	
<a href="#">MUS 210</a>	Class Woodwinds I	1.50	
<a href="#">MUS 211</a>	Class Woodwinds II	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSJ 185</a>	Jazz Ensemble II	1.00	
<a href="#">ENSJ 186</a>	Instrumental Ensemble II	1.00	
<a href="#">ENSJ 190</a>	Percussion Ensemble II	1.00	
<a href="#">ENSJ 270</a>	Guitar/Bass Ensemble IV	1.00	
<a href="#">ENSJ 285</a>	Jazz Ensemble IV	1.00	
<a href="#">ENSJ 286</a>	Instrumental Ensemble IV	1.00	
<a href="#">ENSJ 290</a>	Percussion Ensemble IV	1.00	
<a href="#">ENSJ 370</a>	Guitar/Bass Ensemble VI	1.00	
<a href="#">ENSJ 385</a>	Jazz Ensemble VI	1.00	
<a href="#">ENSJ 386</a>	Instrumental Ensemble VI	1.00	
<a href="#">ENSJ 390</a>	Percussion Ensemble VI	1.00	
<a href="#">ENSJ 485</a>	Jazz Ensemble VIII	1.00	
<a href="#">ENSJ 486</a>	Instrumental Ensemble VIII	1.00	
<a href="#">ENSJ 490</a>	Percussion Ensemble VIII	1.00	
<a href="#">ENSM 150</a>	Choir - Ensemble II	2.00	
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
<a href="#">ENSM 250</a>	Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a>	Instrumental Ensemble IV	2.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">PPMI 626</a>	Jazz Guitar - Performance	3.00	

<b>Third Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PPMI 627</a>	Jazz Bass - Performance	3.00	
<a href="#">PPMI 628</a>	Jazz Piano - Performance	3.00	
<a href="#">PPMI 630</a>	Jazz Flute - Performance	3.00	
<a href="#">PPMI 634</a>	Jazz Saxophone - Performance	3.00	
<a href="#">PPMI 635</a>	Jazz Trumpet - Performance	3.00	
<a href="#">PPMI 636</a>	Jazz Trombone - Performance	3.00	
<a href="#">PPMI 638</a>	Jazz Bowed Strings - Performance	3.00	
<a href="#">PPMI 640</a>	Jazz Percussion - Performance	3.00	
Credits			15.50
<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			7.50
<a href="#">JAZZ 300</a>	20th Century Theory	3.00	
<a href="#">JAZZ 410</a>	Conducting I	1.50	
<a href="#">JAZZ 460</a>	Commercial Relations in Music	1.50	
<a href="#">JAZZ 494</a>	Small Ensemble VII	1.50	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 2.00 credits from the following list:</i>			2.00
<a href="#">ENSJ</a>	See third year, fall term for list for available Ensembles	1.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">PPMI 726</a>	Jazz Guitar - Performance	3.00	
<a href="#">PPMI 727</a>	Jazz Bass - Performance	3.00	
<a href="#">PPMI 728</a>	Jazz Piano - Performance	3.00	
<a href="#">PPMI 730</a>	Jazz Flute - Performance	3.00	
<a href="#">PPMI 734</a>	Jazz Saxophone - Performance	3.00	
<a href="#">PPMI 735</a>	Jazz Trumpet - Performance	3.00	
<a href="#">PPMI 736</a>	Jazz Trombone - Performance	3.00	
<a href="#">PPMI 738</a>	Jazz Bowed Strings - Performance	3.00	
<a href="#">PPMI 740</a>	Jazz Percussion - Performance	3.00	
<i>Choose 1.50 credits from the following list:</i>			1.50
<a href="#">ENSJ</a>	Any Large Ensemble	1.00	
<a href="#">JAZZ 372</a>	Arranging III	1.50	
<a href="#">JAZZ 472</a>	Jazz Arranging IV	1.50	
<a href="#">MUS 210</a>	Class Woodwinds I	1.50	
<a href="#">MUS 211</a>	Class Woodwinds II	1.50	
<a href="#">MUS 218</a>	Class Brass	1.50	
<a href="#">MUS 219</a>	Class Percussion	1.50	
<a href="#">PMI</a>	Private Music Instruction - Secondary	1.00	
Credits			17.00



<b>Fourth Year, Spring Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">JAZZ 310</a> Jazz Pedagogy	1.50	
<a href="#">JAZZ 411</a> Conducting II	1.50	
<a href="#">JAZZ 470</a> World Music	1.50	
<a href="#">JAZZ 495</a> Small Ensemble VIII	1.50	
<i>Choose 3.00 credits of electives:</i>		3.00
University Transferable Elective - excluding Jazz and Music	3.00	
<i>Choose 2.00 credits from the following list:</i>		2.00
<a href="#">ENSJ</a> See third year, spring term for list of available Ensembles	1.00	
<i>Choose 3.00 credits from the following list:</i>		3.00
<a href="#">PPMI 826</a> Jazz Guitar - Performance	3.00	
<a href="#">PPMI 827</a> Jazz Bass - Performance	3.00	
<a href="#">PPMI 828</a> Jazz Piano - Performance	3.00	
<a href="#">PPMI 830</a> Jazz Flute - Performance	3.00	
<a href="#">PPMI 834</a> Jazz Saxophone - Performance	3.00	
<a href="#">PPMI 835</a> Jazz Trumpet - Performance	3.00	
<a href="#">PPMI 836</a> Jazz Trombone - Performance	3.00	
<a href="#">PPMI 838</a> Jazz Bowed Strings - Performance	3.00	
<a href="#">PPMI 840</a> Jazz Percussion - Performance	3.00	
Credits		14.00
<b>Total Program Credits</b>		<b>124.50</b>

## Bachelor of Music in Jazz Studies - Vocal Performance

Students choosing ENSM rather than ENSJ courses will be taking 2.0 credits per semester rather than 1.0 credit and therefore will graduate with more credits by the end of their program.

<b>Diploma Pre-requisite</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		62.50
<a href="#">JAZZ</a> Jazz Studies Diploma or equivalent transfer	62.50	
Credits		62.50
<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		11.50
<a href="#">ENSJ 306</a> Jazz Vocal Ensemble I (by audition only)	1.00	
<a href="#">JAZZ 172</a> Arranging I	1.50	
<a href="#">JAZZ 240</a> Form and Analysis	1.50	
<a href="#">JAZZ 282</a> Improvisation I	1.50	
<a href="#">JAZZ 336</a> Vocal Improvisation III	1.50	
<a href="#">JAZZ 338</a> Vocal Jazz Master Class III	1.50	
<a href="#">PPMI 545</a> Jazz Voice - Performance	3.00	
<i>Choose 3.00 credits of electives:</i>		3.00

<b>Third Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
University Transferable Elective - excluding Jazz and Music	3.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">ENSJ 105</a> Jazz Choir	1.00	
<a href="#">ENSJ 205</a> Jazz Choir	1.00	
<a href="#">ENSJ 305</a> Jazz Choir	1.00	
<a href="#">ENSJ 405</a> Jazz Choir	1.00	
<a href="#">ENSM 100</a> Choir - Ensemble I	2.00	
<a href="#">ENSM 110</a> Instrumental Ensemble 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>Third Year, Spring Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		11.50
<a href="#">ENSJ 356</a> Jazz Vocal Ensemble II	1.00	
<a href="#">JAZZ 241</a> Counterpoint	1.50	
<a href="#">JAZZ 272</a> Arranging II	1.50	
<a href="#">JAZZ 283</a> Improvisation II	1.50	
<a href="#">JAZZ 337</a> Vocal Improvisation IV	1.50	
<a href="#">JAZZ 339</a> Vocal Jazz Master Class IV	1.50	
<a href="#">PPMI 645</a> Jazz Voice - Performance	3.00	
<i>Choose 1.00 credits from the following list:</i>		1.00
<a href="#">ENSJ 155</a> Jazz Choir	1.00	
<a href="#">ENSJ 255</a> Jazz Choir	1.00	
<a href="#">ENSJ 355</a> Jazz Choir	1.00	
<a href="#">ENSJ 455</a> Jazz Choir	1.00	
<a href="#">ENSM 150</a> Choir - Ensemble II	2.00	
<a href="#">ENSM 160</a> Instrumental Ensemble II	2.00	
<a href="#">ENSM 250</a> Choir Ensemble IV	2.00	
<a href="#">ENSM 260</a> Instrumental Ensemble IV	2.00	
<i>Choose 3.00 credits of electives:</i>		3.00
University Transferable Elective - excluding Jazz and Music	3.00	
Credits		15.50

<b>Fourth Year, Fall Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		13.00
<a href="#">ENSJ 406</a> Jazz Vocal Ensemble III	1.00	
<a href="#">JAZZ 300</a> 20th Century Theory	3.00	
<a href="#">JAZZ 370</a> Jazz Styles	1.50	
<a href="#">JAZZ 410</a> Conducting I	1.50	
<a href="#">JAZZ 460</a> Commercial Relations in Music	1.50	
<a href="#">JAZZ 494</a> Small Ensemble VII	1.50	

<b>Fourth Year, Fall Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PPMI 745</a>	Jazz Voice - Performance	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, fall term for list of available Ensembles	1.00	
Credits			17.00
<b>Fourth Year, Spring Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.00
<a href="#">ENSJ 456</a>	Jazz Vocal Ensemble IV	1.00	
<a href="#">JAZZ 310</a>	Jazz Pedagogy	1.50	
<a href="#">JAZZ 411</a>	Conducting II	1.50	
<a href="#">JAZZ 470</a>	World Music	1.50	
<a href="#">JAZZ 495</a>	Small Ensemble VIII	1.50	
<a href="#">PPMI 845</a>	Jazz Voice - Performance	3.00	
<i>Choose 3.00 credits of electives:</i>			3.00
University Transferable Elective - excluding Jazz and Music		3.00	
<i>Choose 1.00 credits from the following list:</i>			1.00
<a href="#">ENSJ</a>	See third year, spring term for list of available Ensembles	1.00	
Credits			14.00
<b>Total Program Credits</b>			<b>124.50</b>

## FACULTY

### Composition and Theory

M. ARMANINI	B.Mus., M.Mus. (UBC) – <i>Composition</i>
MJ. BISHCOFF	M.Mus. (Georgia State) – <i>Ear Training, Theory</i>
B. COON	BFA (Concordia) – <i>Composition</i>
D. DUKE	B.Mus. (UBC), M.Mus. (N. Carolina), PhD (UVic) – <i>Composition</i>
L. FALLS	ARCT (Toronto), B.Mus., M.Mus. (UBC) – <i>Theory, Class Piano, Ear Training</i>
J. KORSRUD	B.Mus. (UBC) – <i>Composition</i>
R. MAROIS	B.Mus. (Laval) - <i>Arranging</i>
R. MCKENZIE	B.Mus., M.Mus. (UBC) – <i>Theory, Arranging</i>
G. McNAB	B.Mus., M.Mus. (UBC) – <i>Theory, Coordinator</i>
L. MILLER	B.Mus. (U of Alta.), MA (Composition) (San Francisco State U) – <i>Composition</i>
B. PACK	B.Mus., M.Mus. (UBC) – <i>Composition</i>
M. REVELY	B.Mus. (UBC), Diploma (Berklee) – <i>Theory, Arranging, Ear Training</i>
A. WOLD	ARCT (Toronto), B.Mus. (UBC) – <i>Theory, Arranging, Class Piano</i>

## Improvisation and Ensembles

M. ALLEN	B.Mus. (McGill), MA (New York) – <i>Saxophone Ensemble</i>
F. ARDIEL	BA (SFU) – <i>Guitar/Bass Ensemble, Small Ensemble</i>
G. BOYLE	<i>Percussion Ensemble</i>
L. KAARIO	B.Mus (UBC), M.Mus (WWU) – <i>Large Choral Ensembles</i>
I. KUKURUDZA	<i>Improvisation, Small Ensemble</i>
R. MAROIS	B.Mus. (Laval) – <i>Jazz Ensemble, Small Ensemble, Vocal Jazz Ensembles</i>
R. McKENZIE	B.Mus., M.Mus. (UBC) – <i>Brass Ensemble, Small Ensemble</i>
A. WOLD	ARCT (Toronto), B.Mus. (UBC) – <i>Improvisation, Small Ensemble</i>

## History

D. DUKE	B.Mus. (UBC), M.Mus. (N. Carolina), PhD (UVic) – <i>Music History</i>
R. McKENZIE	B.Mus., M.Mus. (UBC) – <i>World Music</i>
A. WOLD	ARCT (Toronto), B.Mus. (UBC) – <i>Jazz History</i>

## Music Education

G. BOYLE	<i>Class Percussion</i>
R. MAROIS	B.Mus. (Laval) – <i>Conducting</i>
R. McKENZIE	B.Mus., M.Mus. (UBC) – <i>Jazz Pedagogy</i>
T. NICKELS	BA (UCLA) – <i>Class Woodwinds</i>
S. WOODYARD	B.Mus. (UVic) – <i>Class Brass</i>

## Commercial Relations

AI HAWIRKO

## PRIVATE MUSIC INSTRUCTORS BY INSTRUMENT

### Electric and Upright Bass

A. LACHANCE	
L. MOLLERUP	B.Mus. (UBC)
J. PROZNICK	B.Mus. (McGill)
D. RADKE	B.Mus. (Jazz Studies) (Capilano College)

### Guitar

F. ARDIEL	BA (SFU)
B. COON	BFA (Concordia)
I. KUKURUDZA	
Ron SAMWORTH	

## Piano

L. KELLETT	B.Mus. (UBC)
A. MATHESON	B.Mus. (Northwestern)
C. SIGERSON	
R. TAGGART	

## Percussion

G. BOYLE	
D. ROBBINS	B.Mus., M.Mus. (McGill)
D. VAN DER SCHYFF	
B. WICKJORD	

## Saxophone, Clarinet, Flute

M. ALLEN	B.Mus. (McGill), MA (New York)
F. HOULE	B.Mus. (McGill), M.Mus. (Yale)
S. KARP	BA (California State)
T. NICKELS	BA (UCLA)
C. RYGA	

## Trombone

D. ESSON	B.Mus. (UBC), M.Mus. (UBC)
R. MCKENZIE	B.Mus., M.Mus. (UBC)

## Trumpet

K. ELASCHUK	
A. MATHESON	B.Mus. (Northwestern)
R. SHIER	B.Mus. (UBC)

## Voice – Private Instruction and Vocal Jazz Master Classes

M.J. BISHCOFF	M.Mus. (Georgia State) – <i>Private Instruction, Ear Training</i>
K. HAMMET VAUGHAN	<i>Private Instruction, Vocal Jazz Master Class</i>
S. MADDOCK	Diploma (Peel School of the Arts) – <i>Private Instruction, Vocal Improvisation</i>
R. MAROIS	B.Mus. (Laval) – <i>Private Instruction, Vocal Improvisation, Vocal Jazz Ensembles</i>

## CONTACT

J. Cyr, DDA  
L. McLean, Receptionist  
Fir building, room 101

Fax: 604.984.4951

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

Grace McNab, Coordinator  
Phone: 604.986.1911, local 2305  
Fax: 604.983.7559  
E-mail: [gmcnab@capcollege.bc.ca](mailto:gmcnab@capcollege.bc.ca)

## **Music Transfer Program**

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### **GENERAL INFORMATION**

Capilano College offers four music programs: a two-year Diploma of Music (Classical Music) from the Bachelor of Music Transfer Program, a two-year Diploma in Jazz Studies, a four-year Bachelor of Music (Jazz Studies) and a four-year Bachelor of Music Therapy.

The Bachelor of Music Transfer 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 college'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 Bachelor of Music Transfer 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 College students have also received transfer credit to the following universities: Alberta, Brandon, Calgary, Dalhousie, Guelph, Lethbridge, McGill, Regina, Simon Fraser, Toronto, Western Ontario, Western Washington and York.

For more information, please see [www.capcollege.bc.ca/programs/music-transfer](http://www.capcollege.bc.ca/programs/music-transfer)

### **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 and three academic Grade 12 courses.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment

(ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Audition, theory test, ear test, interview.

## **ADMISSION/APPLICATION NOTES**

Applicants planning to enrol in any University Transfer English course at Capilano College must take Capilano College's English Diagnostic Test (EDT), or the Language Proficiency Index (LPI), which is given through Applied Research and Evaluation Services (ARES). For more information, see the [English Department web site](#) for test dates and times. As some students may be exempt from this requirement, please review the Registration section of the College calendar.

## **AUDITION REQUIREMENTS**

All students planning to enter the Bachelor of Music Transfer 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 in March 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@capcollege.bc.ca](mailto:music@capcollege.bc.ca) to schedule an audition.

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 college 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 Music 050 (Preliminary Theory and Ear Training).

**HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

**FEES AND EXPENSES**

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

**BACHELOR OF MUSIC TRANSFER PROGRAM**

**Diploma in the Music Transfer Program**

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Both
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.50
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">MUS 100</a>	Theory I	3.00	
<a href="#">MUS 112</a>	Ear Training and Sight Singing I	1.50	



<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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>			9.50
<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	
<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>	Fiction	3.00	
<a href="#">ENGL 105</a>	Poetry	3.00	
<a href="#">ENGL 106</a>	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			15.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			9.50
<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	
<a href="#">PMI</a>	Private Music Instruction - Concentration Instrument 300-Level	2.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">ENGL</a>	200-Level English	3.00	

<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
University Transferable Elective - excluding Jazz and Music	3.00	
<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 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>		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 3.00 credits from the following list:</i>		3.00
<a href="#">ENGL</a> 200-Level English	3.00	
University Transferable Elective - excluding Jazz and Music	3.00	
<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 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>	 <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>62.00</b>

## Please Note

- Electives: UT or PMI.  
Suggestions: MUS 360/361, JAZZ, PMI, PSYC, AHIS, PHIL.

In addition to required courses listed below, choose a minimum of 2 credits from this list, to be taken in any term. Choose MUS 122/123 when available in the timetable.

## Diploma in the Music Transfer Program - Music Therapy course stream

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Both

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
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*Required:* 12.50

<a href="#">ENGL 100</a>	Composition	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

*Choose 1.00 credits from the following list:* 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

*Choose 2.00 credits from the following list:* 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>
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*Required:* 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	3.00

*Choose 3.00 credits from the following list:* 3.00

<a href="#">ENGL 103</a>	Studies in Contemporary Literature	3.00
<a href="#">ENGL 104</a>	Fiction	3.00
<a href="#">ENGL 105</a>	Poetry	3.00
<a href="#">ENGL 106</a>	Drama	3.00

*Choose 1.00 credits from the following list:* 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

*Choose 2.00 credits from the following list:* 2.00

<a href="#">ENSM 150</a>	Choir - Ensemble II	2.00
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<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">ENSM 160</a>	Instrumental Ensemble II	2.00	
Credits			18.50
<b>It is recommended that students take PSYC101 during the summer between second and third terms</b>			
<i>Required:</i>			3.00
<a href="#">PSYC 101</a>	Theories of Behaviour	3.00	
Credits			3.00
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			13.50
<a href="#">BIOL 104</a>	Human Biology I	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>	Developmental Psychology	3.00	
<a href="#">PSYC 205</a>	The Psychology of 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

<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<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>	Developmental Psychology	3.00	
<a href="#">PSYC 205</a>	The Psychology of 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>

## Please Note

- Electives: UT or PMI.  
Suggestions: MUS 360/361, JAZZ, PMI, PSYC, AHIS, PHIL.

For a description of the Music Therapy program, see the [Music Therapy program](#) section of this Calendar.

## GRADUATION REQUIREMENTS

The complete program requirements must be successfully completed to receive a Diploma in Music Transfer.

## FACULTY

M. ARMANINI	ARCT (Toronto), B.Mus., M.Mus. (UBC)
J. BERKMAN	B.Mus. (Oberlin), M.Mus. (Julliard)
N. BOHNA	B.Mus., M.Mus. (UBC)
S. BOSWELL	ARCM (Royal College of Music, London)
G. BOYLE	

S. DENROCHE	B.Mus. (UBC)
N. DINOVO	B.Mus., M.Mus. (Toronto)
L. FALLS	ARCT (Toronto), B.Mus., M.Mus. (UBC)
B. FEDORUK	B.Mus. (UBC)
W. GRANT	B.Mus. (Leth.), MA, PhD (UVic)
H. HAY	B.Mus. (Queen's), M.Mus. (San Francisco Conserv.)
P. HODGINS	B.Mus. (UBC)
P. HUTTER	B.Mus., Perf. Cert. (Eastman)
L. KAARIO	B.Mus. (UBC), M.Mus. (WWU), <b>Coordinator</b>
D. MCCOY	B.Mus., M.Mus. (UBC)
G. MCNAB	B.Mus., M.Mus. (UBC)
K. MOORE	B.Mus. (UBC)
N. NICHOLSON	
T. NICKELS	BA (UCLA)
D. OVERGAARD	B.Mus., M.Mus. (UBC), DMA (USC)
H. PAWSEY	B.Mus. (UBC)
G. RAMSBOTTOM	Principal Clarinet, CBC Vancouver Orchestra
S. REBANE	M.Mus. (Kentucky)
G. ROBERTS	B.Mus. (UBC)
R. ROZANSKI	DMA (UBC)
D. VANDEREYK	B.Mus., M.Mus. (UBC)
S. WOODYARD	B.Mus. (UVic)

If you would like more information, please see our Faculty biographies online at [www.capcollege.bc.ca/programs/music-transfer/faculty](http://www.capcollege.bc.ca/programs/music-transfer/faculty).

## **CONTACT**

### Bachelor of Music Transfer Program

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4951  
Fax: 604.983.7559  
E-mail: [music@capcollege.bc.ca](mailto:music@capcollege.bc.ca)

Music Department Reception  
Phone: 604.984.4951  
Fax: 604.983.7559  
E-mail: [music@capcollege.bc.ca](mailto:music@capcollege.bc.ca)

Lars Kaario, Coordinator  
Phone: 604.986.1911, local 2309  
Fax: 604.983.7559  
E-mail: [lkaario@capcollege.bc.ca](mailto:lkaario@capcollege.bc.ca)

# Studio Art Program

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Studio Art is a department within the Faculty of Visual and Performing Arts. Other art programs in this Calendar include Textile Arts, Illustration/Design: Elements and Applications (IDEA), and Commercial Animation.

## GENERAL INFORMATION

Studio Art offers a program of studies leading to a two-year diploma.

Studio Art has a limited number of openings in many of its courses for part-time study and in advanced ceramics. It also offers individual credit courses in Art Institute advanced studies. See [Art Institute](#) in the Post-graduate programs section of this Calendar. For more information, please see [www.capcollege.bc.ca/programs/studio-art](http://www.capcollege.bc.ca/programs/studio-art)

## Program Overview

The Studio Art diploma program at Capilano College provides a thorough, high quality foundation in the fundamentals of art. It enables students to make informed decisions regarding future career choices and enables them to prepare high quality portfolios to aid them in gaining acceptance into the advanced art and design programs of their choice. Graduates of the Studio Art program usually complete their education at university, art school or in a college design program.

The Studio Art program provides studio experiences in 2-D studies, 3-D studies, and drawing as well as courses in visual literacy/art history, and English.

Through exposure to a broad range of concepts, materials, techniques, and processes, students are assisted in developing personal interests, directions, and creative maturity. The emphasis of the program is on preparing students to function effectively within the context of current thought and practice within the fine arts, while preparing them for further studies in art and design-related fields. Because the program also exposes students to creative thinking and problem-solving, it may also serve as a foundation for further general education.

## Career and Educational Opportunities

The fields of further study listed below lead to specific career or job opportunities. It is recommended that an education in these specific careers should follow a high quality broad art foundation such as that offered by Studio Art. Students may find they need to study out of the province to pursue these educational goals.

FINE ARTS:	sculptor, printmaker, painter, ceramic artist, media artist
GALLERIES AND MUSEUMS:	curator, restorer, illustrator
INDUSTRY:	industrial, interior, furniture designer
CRAFTS:	ceramic, textile, jewellery artist
ILLUSTRATOR:	fashion, medical, advertising, publishing
ARCHITECTURE:	model maker, renderer, restorer
EDUCATION:	instructor, art therapist, consultant

Students who study full-time or part-time and acquire either a Diploma in Studio Art or a Diploma in Academic Studies (including art courses) should find that educational opportunities exist in these and other fields.

## STUDIO ART COURSES

Studio Art courses may be credited toward either a Diploma in Studio Art, a Diploma in Academic Studies or a Diploma in General Studies, depending on the student's educational objectives. For diplomas other than Studio Art, see the Graduation section in this Calendar.

Students taking Studio Art courses must be available for the labs attached to Ceramics, Sculpture, Printmaking and Media Art which take place on the afternoon of scheduled classes. Students must ensure that courses taken outside of Studio Art will not conflict with these labs.

The Department encourages students to take both terms of any given discipline (i.e. both Drawing I and II) in the interests of effective university transfer status.

## Open Courses

Academic students can register for a few studio art courses during their own registration period when space permits, and if any prerequisites are met.

The courses that are open to academic students are: Drawing I through IV, SART 110 and 111, painting. In these cases, students do not have to go through the usual portfolio process for full and part-time admittance to the program.

## University Transfer

Many Studio Art courses are university transferable to other B.C. institutions, as well as institutions outside the province. Please refer to the B.C. Transfer Guide online at [www.bctransferguide.ca](http://www.bctransferguide.ca) for more information.

## Acceptance into Second Year Courses

Due to space limitations in the second year, completion of first-year courses does not guarantee acceptance into individual second-year courses. When more students require a course than space allows, acceptance in the course will be based on the grades received in the prerequisite course.

## English Requirement

Six credits of English are required for the Studio Art Diploma. Accepted students may complete those credits concurrent with program studies. Students who have those credits before entering the program will find their workload somewhat lighter and have more time for their art courses.

## ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- All applicants must submit a portfolio and attend an information session in late April. Applicants will be shortlisted. Short-listed applicants will attend an interview by faculty in early May. Provisions will be made to interview applicants via telephone if they are out of the province.
- TOEFL score over 200 may allow students in a few SART courses along with ESL courses. Completion of ESLF 080 (6 credits) with a B+ meets the English Language requirement (TOEFL not required).



## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Further Information

Students interested in study with the Studio Art program should contact:

The Visual and Performing Arts at Phone: 604.984.4911

or write to:

Visual and Performing Arts Division,  
Capilano College  
2055 Purcell Way,  
North Vancouver B.C.  
V7J 3H7

- Both full- and part-time applicants are admitted on the basis of a portfolio presentation. The candidate decides on the nature and scope of work presented, but should provide a representative picture of past and current artistic activities.
- In addition to completed work, sketchbooks, and CDs or videos, preliminary studies should be included wherever possible. Slides, photographs or any other supporting evidence may also form part of the portfolio. *It is not necessary for prospective students to mount work for the portfolio, since the quality of work is more important than the presentation.*

Academic Students interested in Studio Art courses, see the "Open Courses" in the Studio Arts Courses section above.

The application deadline is March 31 each year, for the following September.

All applicants will be mailed a questionnaire for completion which should be brought with their portfolio to the information session. *Students are advised to complete the English Diagnostic Test (EDT) or an LPI, since English is a six-credit component of the Studio Art Program.*

Portfolios are reviewed by an admissions committee on the basis of creativity, technical skills, and content. Applicants whose portfolios meet the admission standards of the program will be contacted and interviewed following the information session. The Studio Art department will notify students when to pick up their portfolios.

## FEES AND EXPENSES

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

## DIPLOMA IN THE STUDIO ART PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Both

Students who complete all of the major program requirements but fail to take English can apply for a General Studies Diploma. SART 200 & 201 (Independent Study) may be taken with permission of coordinator. An independent study within one of the studio art disciplines, designed to enable students to complete program requirements under exceptional circumstances.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">AHIS 104</a> Introduction to Visual Culture I	3.00	
<a href="#">SART 150</a> Drawing I	3.00	
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">SART 163</a> Three-Dimensional Studies: Ceramic Art I	3.00	
<a href="#">SART 167</a> Three-Dimensional Studies: Sculpture I	3.00	
<a href="#">SART 171</a> Two-Dimensional Studies: Painting I	3.00	
<a href="#">SART 182</a> Two-Dimensional Studies: Printmaking I	3.00	
<a href="#">SART 190</a> Media Art I	3.00	
Credits		15.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">AHIS 105</a> Introduction to Visual Culture II	3.00	
<a href="#">SART 151</a> Drawing II	3.00	
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">SART 165</a> Three-Dimensional Studies: Ceramic Art II	3.00	
<a href="#">SART 172</a> Two-Dimensional Studies: Painting II	3.00	
<a href="#">SART 174</a> Three-Dimensional Studies: Sculpture II	3.00	
<a href="#">SART 183</a> Two-Dimensional Studies: Printmaking II	3.00	
<a href="#">SART 191</a> Media Art II	3.00	
Credits		15.00
<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">AHIS 210</a> History of Modern Art (19th Century)	3.00	
<a href="#">SART 262</a> Drawing III	3.00	
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">SART 250</a> Two-Dimensional Studies: Painting III	3.00	
<a href="#">SART 257</a> Three-Dimensional Studies: Sculpture III	3.00	
<a href="#">SART 273</a> Three-Dimensional Studies: Ceramic Art III	3.00	
<a href="#">SART 282</a> Two-Dimensional Studies: Printmaking III	3.00	
<a href="#">SART 290</a> Media Art III	3.00	

<b>Third Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
Credits		15.00
<b>Fourth Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		6.00
<a href="#">AHIS 211</a> History of Modern Art (20th Century)	3.00	
<a href="#">SART 263</a> Drawing IV	3.00	
<i>Choose 9.00 credits from the following list:</i>		9.00
<a href="#">SART 255</a> Two-Dimensional Studies: Painting IV	3.00	
<a href="#">SART 265</a> Three-Dimensional Studies: Sculpture IV	3.00	
<a href="#">SART 274</a> Three-Dimensional Studies: Ceramic Art IV	3.00	
<a href="#">SART 283</a> Two-Dimensional Studies: Printmaking IV	3.00	
<a href="#">SART 291</a> Media Art IV	3.00	
Credits		15.00
<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>Total Program Credits</b>		<b>66.00</b>

## PLEASE NOTE

*Students who complete all of the major program requirements but fail to take English will be granted a Diploma in General Studies.*

*SART 200 and 201, Independent Study, may be taken with permission of the coordinator, under extraordinary circumstances.*

## ADVANCED COURSES

SART-300	N/A
SART-301	N/A
SART-310	N/A
SART-311	N/A

## FACULTY

M. BOWCOTT	AOCA (Ontario), MA (RCA London)
N. BOYD	BA (Waterloo)
W. EASTCOTT	Sr.Cert. (VSA) (RCA)
J. JUNGIC	BA, MA (UBC)
S. KWAN	(ECCAD)
T. LATOUR	BFA (Windsor), MFA (Western)

T. MULVIHILL	BFA, MA (Idaho), MFA (Calgary)
D. NEAVE	BA (Hons.) (Manchester), MA (UVic)
G. RAMMELL	(ECCAD)
S. SEEKINS	BA, MFA (UBC), <b>Coordinator</b>

## CONTACT

Studio Art Program  
Arbutus building, room 202

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911  
E-mail: arts@capcollege.bc.ca

## Textile Arts Programs

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The Textile Arts Program is a department within the Visual and Performing Arts Division. Other art programs in this Calendar include Studio Art, Illustration / Design: Elements and Applications (IDEA), and Commercial Animation.

### GENERAL INFORMATION

The Textile Arts program offers a full-time, two-year program leading to a Diploma.

It also offers a one-year Advanced Textile Arts Certificate program.

For program information and faculty and student gallery please visit our web site.

Occasional part-time evening courses are also offered. For non-credit courses in Textile Arts, please contact Continuing Education at 604.984.4901.

### The Programs

Students learn about textile arts by exploring many different processes and by studying historical and contemporary works.

The core content of weaving and textile surface design is complemented by courses in drawing, design, visual literacy, communications and textile history. Courses in professional and business skills in arts and crafts and precision dyeing provide students with information and hands-on experience that will facilitate entering a professional career. A critical and analytical approach to their own work will enable graduates to be proficient in a range of professional activities.

Gallery and studio visits, as well as guest lectures by visiting artists and other professionals working in textiles or related areas, augment regular teaching sessions. They show distinct approaches to an artist's work and also provide practical information on how careers are built.

Practicums with artists, crafts people, related businesses or organizations all included as part of the course in *Professional and Business Skills*. They provide a useful work experience for students in the Textile Arts program.

For more information, please see [www.capcollege.bc.ca/programs/textile-arts](http://www.capcollege.bc.ca/programs/textile-arts)

## **Career Opportunities**

Past graduates are working professionally as artists, crafts people, or designers in fashion or interior design. Some graduates have found employment in film or theatre productions or work for arts organizations or related businesses.

The Textile Arts program can also be a stepping stone toward further studies in degree granting programs. Previous students have transferred to institutions across Canada and the USA to pursue studies in visual arts, design, fashion, textile conservation and aboriginal arts. Options also exist to combine textile arts with studies in academic areas such as anthropology and art history.

Textile arts form an important aspect of the cultural life in any community and many ways exist to apply the skills learned and build a professional career.

## **Transfer Credits**

Check the online B.C. Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for course transferability or contact the Visual and Performing Arts Department for more specific information. Many students have successfully transferred credits towards BFA degrees at Nova Scotia College of Art and Design, Alberta College of Art and other out-of-province schools.

Students should understand that advanced standing in any institution is usually based on an interview and a portfolio submission, as well as credits.

## **ADMISSION REQUIREMENTS**

### **Textile Arts Diploma Program**

#### **Admission Requirements**

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio - maximum 20 pieces in any medium (portfolio requirement can be waived depending on previous experience and courses).

#### **Admission/Application Notes**

Students without previous art background, but with suitable academic experience will also be considered.

### **Advanced Textile Arts Certificate Program**

#### **Admission Requirements**

- Two year Diploma in Visual Arts or equivalent.

- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio

### **Admission/Application Notes**

A two year Diploma in Visual Arts or equivalent studies with courses in the following areas for a combined total of 24 credits: painting, photography, printmaking, sculpture, ceramics, weaving, surface design and fashion design.

In addition, six credits in **each** of the following areas are also required: Design, Drawing, Art History or Visual Literacy, English or Communications.

Students also need to show a portfolio and come for an interview to be admitted. No previous experience in textile arts is required.

Students who miss some prerequisites may be admitted into the advanced program on condition that they take the missing courses before graduating.

### **HOW TO APPLY**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

### **Further Information**

Contact the Visual and Performing Arts Department to arrange an interview (604.984.4911). Interviews are held in May and some additional interviews may be scheduled in August, space permitting. Evening interviews are available. Send the following documentation to the Registrar's Office, before April 30:

- Completed Capilano College Application for Admission
- Secondary and post-secondary transcripts
- Official copies of English Language Assessment (ELA) Test or Test of English as a Foreign Language (TOEFL), if applicable
- Questionnaires

### **FEES AND EXPENSES**

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

## DIPLOMA IN THE TEXTILE ARTS PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">AHIS 104</a>	Introduction to Visual Culture I	3.00	
<a href="#">TXTL 158</a>	Design I	3.00	
<a href="#">TXTL 160</a>	Textile Surface Design I	3.00	
<a href="#">TXTL 168</a>	Weaving I	3.00	
<i>Choose 3.00 credits from the following list:</i>			3.00
<a href="#">CMNS 120</a>	Professional Writing for Artists	3.00	
<a href="#">ENGL</a>	English at the 100-Level	3.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">AHIS 105</a>	Introduction to Visual Culture II	3.00	
<a href="#">TXTL 154</a>	Drawing I	3.00	
<a href="#">TXTL 161</a>	Textile Surface Design II	3.00	
<a href="#">TXTL 169</a>	Weaving II	3.00	
<a href="#">TXTL 178</a>	Design 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="#">AHIS 231</a>	History of Textile Art I	3.00	
<a href="#">TXTL 267</a>	Weaving III	3.00	
<a href="#">TXTL 284</a>	Textile Surface Design III	3.00	
<a href="#">TXTL 290</a>	Precision Dyeing	3.00	
University Transferable Elective - excluding Textile		3.00	
Credits			15.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
<a href="#">AHIS 232</a>	History of Textile Art II	3.00	
<a href="#">TXTL 230</a>	Professional and Business Skills in Arts and Crafts	3.00	
<a href="#">TXTL 240</a>	3-D Fibre and Mixed Media Constructions	3.00	
<a href="#">TXTL 268</a>	Weaving IV	3.00	
<a href="#">TXTL 285</a>	Surface Design IV	3.00	
Credits			15.00
<b>Total Program Credits</b>			<b>60.00</b>

## CERTIFICATE IN THE ADVANCED TEXTILE ARTS PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Both

Students who previously completed AHIS 231 & 232 as part of the Diploma in the Textile Arts program are encouraged to take other relevant courses in place of these credits.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">AHIS 231</a> History of Textile Art I	3.00	
<i>Choose 12.00 credits from the following list:</i>		12.00
Only 3 credits of University Transferable electives can be taken each term to a maximum of 6 credits total		
<a href="#">TXTL 300</a> Directed Studies in Textile Arts I	3.00	
<a href="#">TXTL 365</a> Advanced Tapestry and Non-Woven Fibre Construction	3.00	
<a href="#">TXTL 367</a> Advanced Weaving I	3.00	
<a href="#">TXTL 382</a> Advanced Pattern Design and Shibori	3.00	
<a href="#">TXTL 384</a> Advanced Textile Surface Design I	3.00	
<a href="#">TXTL 390</a> Advanced Precision Dyeing	3.00	
University Transferable Elective - excluding Textile Credits	3.00	15.00
<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		3.00
<a href="#">AHIS 232</a> History of Textile Art II	3.00	
<i>Choose 12.00 credits from the following list:</i>		12.00
Only 3 credits of University Transferable electives can be taken each term to a maximum of 6 credits total		
<a href="#">TXTL 301</a> Directed Studies in Textile Arts II	3.00	
<a href="#">TXTL 330</a> Advanced Professional and Business Skills in Arts and Crafts	3.00	
<a href="#">TXTL 340</a> 3-D Fibre and Mixed Media Construction	3.00	
<a href="#">TXTL 366</a> Advanced Weaving with Colour, Pattern and Texture	3.00	
<a href="#">TXTL 368</a> Advanced Weaving II	3.00	
<a href="#">TXTL 383</a> Advanced Embellishment and Imagery on Fabric	3.00	
<a href="#">TXTL 385</a> Advanced Textile Surface Design II	3.00	
University Transferable Elective - excluding Textile Credits	3.00	15.00
<b>Total Program Credits</b>		<b>30.00</b>

## FACULTY

E. HANNAN	BFA (University of Manitoba)
K. HOLLAND	Dip. (Johannesburg School of Art)
A. MALLINSON	Cert. (Westdean College)
L. RICHMOND	Teach. Cert. (Trent Park) M.Art Ed. (WWU)



R. SCHEUING  
P. SINGER  
M.L. TRINKWON

BFA (Nova Scotia College of Art & Design)  
BA (Sir George Williams), MFA (Concordia)  
BA (SFU) **Coordinator**

## **CONTACT**

Textile Arts Program  
Arbutus building, room 202  
Phone: 604.984.4911

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
MaryLou Trinkwon, Coordinator  
Phone: 604.986.1911, ext. 2008  
E-mail: [textiles@capcollege.bc.ca](mailto:textiles@capcollege.bc.ca)

## **Theatre Programs**

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### **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 Diploma](#)
- [Technical Theatre Diploma](#)
- [Musical Theatre Diploma](#)
- [Theatre Institute Certificate](#)

The Theatre Department also has openings in some of its courses for non-theatre students.

For more information, please see [www.capcollege.bc.ca/programs/theatre](http://www.capcollege.bc.ca/programs/theatre)

### **MISSION AND GOALS**

Thorough grounding in all aspects of Theatre training for students is the goal of the Theatre Department. The Department values academic and professional training with practical application in acting, technical, and management laboratory situations. Competence, adaptability, and leadership are the values the department instills in its emerging Theatre artists.

### **FACILITIES**

Performance classes are held in the Arbutus Studio adjacent to the Capilano College Performing Arts Theatre, which houses the Department's season of plays. The theatre is complete with a rehearsal hall, changing rooms, technical workshops, a fly-tower, and a 376-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, Capilano College Theatre produces a season of full length plays in the Performing Arts Theatre and in the Arbutus Studio. Auditions are open to Theatre Institute and Diploma program students, and, with special permission, the College community, alumni, and members of the community at large. 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

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Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of the College Web site. 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 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 College's university transfer program, and could complete an associate of arts degree.

### Non-Theatre Students

Students not admitted into Theatre department programs are encouraged to register in the open courses and to participate in department productions. They will be included in some of the same classes as are the full-time program students. Theatre courses available to all students are listed in the timetable. The goal of the Theatre department is to foster literacy in the art of theatre.

### University 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and audition

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Acting for Stage and Screen Program

In some circumstances, with permission of the department, a student may use THTR 190-195 and THTR 290-295 to substitute for other required courses.

<b>First Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>		16.50
<a href="#">ENGL 100</a> Composition	3.00	
<a href="#">FILM 150</a> Basics of Screenplay Analysis for Actors	3.00	
<a href="#">THTR 100</a> Stage Acting I	3.00	
<a href="#">THTR 105</a> Voice and Movement for the Actor I	1.50	
<a href="#">THTR 120</a> Elements of Theatre I	3.00	
<a href="#">THTR 150</a> Introduction to Production and Design 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="#">FILM 151</a> Basics of Lighting and Camera for Actors	3.00	
<a href="#">THTR 101</a> Stage Acting II	3.00	

Second Term		Course Credits	Required Credits
<a href="#">THTR 107</a>	Voice and Movement for the Actor II	1.50	
<a href="#">THTR 110</a>	Screen Acting I	3.00	
<a href="#">THTR 121</a>	Elements of Theatre II	3.00	
<a href="#">THTR 151</a>	Introduction to Production and Design II	3.00	
Credits			16.50
<b>Total Program Credits</b>			<b>33.00</b>

## 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. Many courses transfer to university and some students may choose to complete a university degree.

### Non-Theatre Students

Students not admitted into Theatre department programs are encouraged to register in the open courses and to participate in department productions. They will be included in some of the same classes as are the full-time program students. Theatre courses available to all students are listed in the timetable. The goal of the Theatre department is to foster literacy in the art of theatre.

### University 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and audition

## How to Apply

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Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Acting for Stage and Screen Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time

In some circumstances, with permission of the department, a student may use THTR 190-195 and THTR 290-295 to substitute for other required courses.

First Term	Course	Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">FILM 150</a>	Basics of Screenplay Analysis for Actors	3.00	
<a href="#">THTR 100</a>	Stage Acting I	3.00	
<a href="#">THTR 105</a>	Voice and Movement for the Actor I	1.50	
<a href="#">THTR 120</a>	Elements of Theatre I	3.00	
<a href="#">THTR 150</a>	Introduction to Production and Design I	3.00	
Credits			16.50
Second Term	Course	Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">FILM 151</a>	Basics of Lighting and Camera for Actors	3.00	
<a href="#">THTR 101</a>	Stage Acting II	3.00	
<a href="#">THTR 107</a>	Voice and Movement for the Actor II	1.50	
<a href="#">THTR 110</a>	Screen Acting I	3.00	
<a href="#">THTR 121</a>	Elements of Theatre II	3.00	
<a href="#">THTR 151</a>	Introduction to Production and Design 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="#">FILM 152</a>	Basics of Film History for Actors	3.00	
<a href="#">THTR 200</a>	Acting III	3.00	
<a href="#">THTR 215</a>	Screen Acting II	3.00	
<a href="#">THTR 218</a>	Musical Theatre for Actors I	1.50	
<a href="#">THTR 225</a>	Voice and Movement for the Actor III	3.00	
<a href="#">THTR 260</a>	Analysis for Directing and Design	3.00	
Credits			16.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">THTR 201</a>	Acting IV	3.00	
<a href="#">THTR 214</a>	The Working Acting I	3.00	
<a href="#">THTR 219</a>	Musical Theatre for Actors II	1.50	
<a href="#">THTR 221</a>	Conceptual Approaches II	3.00	
<a href="#">THTR 227</a>	Voice and Movement for the Actor IV	3.00	
<a href="#">THTR 261</a>	Ensemble Projects for the Stage	3.00	
Credits			16.50
<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
THTR	Acting Master Classes I	1.50 *	
THTR	Advanced Voice and Movement	3.00 *	
THTR	Performance Project I	3.00 *	
THTR	Screen Acting III	3.00 *	
THTR	The Working Actor II	3.00 *	
THTR	Working with the Screen Director I	3.00 *	
Credits			16.50
<b>Sixth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			10.50
THTR	Acting Master Classes II	1.50 *	
THTR	Performance Project II	3.00 *	
THTR	Performance Project III	3.00 *	
THTR	Working with the Screen Director II	3.00 *	
Credits			10.50
<b>Total Program Credits</b>			<b>93.00</b>

\* Under development

## **TECHNICAL THEATRE DIPLOMA PROGRAM**

### **General Information**

The Technical Theatre Diploma program at Capilano College 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.

### **Facilities**

Classes are held in both the Arbutus Studio and the Capilano College Performing Arts Theatre, which houses the Department's season of plays. The theatre is complete with rehearsal hall, technical workshops, state-of-the-art equipment, a fly-tower and a 376-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 practice 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 Performing Arts Theatre. 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 Performing Arts Theatre. 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.

Plays 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview

### **How to Apply**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's

Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Phone: 604.984.4900  
Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Technical Theatre Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Both
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">THTR 120</a>	Elements of Theatre I	3.00	
<a href="#">THTR 150</a>	Introduction to Production and Design I	3.00	
<a href="#">THTR 158</a>	Stage Grip	1.50	
<a href="#">THTR 180</a>	Technical Theatre Practicum I	3.00	
<a href="#">THTR 181</a>	Technical Theatre Practicum II	3.00	
Credits			16.50
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.50
<a href="#">THTR 121</a>	Elements of Theatre II	3.00	
<a href="#">THTR 151</a>	Introduction to Production and Design II	3.00	
<a href="#">THTR 159</a>	Theatre Shop Skills	1.50	
<a href="#">THTR 182</a>	Technical Theatre Practicum III	3.00	
<a href="#">THTR 183</a>	Technical Theatre Practicum IV	3.00	
<a href="#">THTR 184</a>	Technical Theatre Practicum V	3.00	
Credits			16.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			13.50
<a href="#">THTR 250</a>	Senior Production Responsibilities I	1.50	
<a href="#">THTR 252</a>	Advanced Lighting and Sound I	1.50	
<a href="#">THTR 256</a>	Scenic Art for Theatre	1.50	
<a href="#">THTR 280</a>	Technical Theatre Practicum VI	3.00	



<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">THTR 281</a>	Technical Theatre Practicum VII	3.00	
<a href="#">THTR 282</a>	Technical Theatre Practicum VIII	3.00	
Credits			13.50
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			13.50
<a href="#">THTR 251</a>	Senior Production Responsibilities II	1.50	
<a href="#">THTR 253</a>	Advanced Lighting and Sound II	1.50	
<a href="#">THTR 257</a>	Stage Properties	1.50	
<a href="#">THTR 283</a>	Technical Theatre Practicum IX	3.00	
<a href="#">THTR 284</a>	Technical Theatre Practicum X	3.00	
<a href="#">THTR 285</a>	Technical Theatre Practicum XI	3.00	
Credits			13.50
<b>Total Program Credits</b>			<b>60.00</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, as well as produced their own shows, and met with theatre professionals for an assessment of their progress.

### University 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 Visual and Performing Arts Office (604.984.4911) before April for an information package which describes the application process. Late applicants will be considered if space permits.
2. Make an appointment through the Visual and Performing Arts Office by the middle of April for auditions, which are held in 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. 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, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Audition and Interview

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Diploma in the Musical Theatre Program

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			16.50
<a href="#">ENGL 100</a>	Composition	3.00	
<a href="#">MUS 124</a>	Musicianship Fundamentals I	1.00	
<a href="#">PMTI 100</a>	Private Musical Theatre Instruction - Voice I	0.50	
<a href="#">THTR 102</a>	Acting Fundamentals	3.00	
<a href="#">THTR 116</a>	Musical Theatre I	3.00	
<a href="#">THTR 160</a>	Technical Theatre Fundamentals	3.00	
<a href="#">THTR 170</a>	Dance for Musical Theatre I	3.00	
Credits			16.50
Second Term		Course Credits	Required Credits
<i>Required:</i>			15.50
<a href="#">MUS 125</a>	Musicianship Fundamentals II	3.00	
<a href="#">PMTI 101</a>	Private Musical Theatre Instruction - Voice II	0.50	
<a href="#">THTR 103</a>	Mask and Improvisation Acting II	3.00	

<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">THTR 117</a>	Musical Theatre II	3.00	
<a href="#">THTR 127</a>	Elements of Theatre for Musical Theatre	3.00	
<a href="#">THTR 171</a>	Dance for Musical Theatre II	3.00	
Credits			15.50
<b>Third Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.00
<a href="#">PMTI 200</a>	Private Musical Theatre Instruction - Voice III	1.00	
<a href="#">THTR 202</a>	Script and Stage for Musical Theatre - Acting III	3.00	
<a href="#">THTR 208</a>	Performance Project I	3.00	
<a href="#">THTR 210</a>	Acting for Film and Television I	3.00	
<a href="#">THTR 216</a>	Musical Theatre III	3.00	
<a href="#">THTR 270</a>	Dance for Musical Theatre III	3.00	
Credits			16.00
<b>Fourth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			16.00
<a href="#">PMTI 201</a>	Private Musical Theatre Instruction - Voice IV	1.00	
<a href="#">THTR 203</a>	Acting Styles for Musical Theatre - Acting IV	3.00	
<a href="#">THTR 209</a>	Performance Project II	3.00	
<a href="#">THTR 211</a>	Acting for Film and Television II	3.00	
<a href="#">THTR 217</a>	Musical Theatre IV	3.00	
<a href="#">THTR 271</a>	Dance for Musical Theatre IV	3.00	
Credits			16.00
<b>Fifth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.50
<a href="#">PMTI 300</a>	Private Musical Theatre Instruction - Voice V	1.50	
<a href="#">THTR 302</a>	Advanced Acting for Musical Theatre - Acting V	3.00	
<a href="#">THTR 308</a>	Performance Project III	3.00	
<a href="#">THTR 316</a>	Musical Theatre V	3.00	
<a href="#">THTR 318</a>	Ensemble Voice for Musical Theatre I	2.00	
<a href="#">THTR 376</a>	Dance for Musical Theatre V	3.00	
Credits			15.50
<b>Sixth Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.50
<a href="#">PMTI 301</a>	Private Musical Theatre Instruction - Voice VI	1.50	
<a href="#">THTR 303</a>	Advanced Acting for Musical Theatre - Acting VI	3.00	
<a href="#">THTR 309</a>	Performance Project IV	3.00	
<a href="#">THTR 317</a>	Musical Theatre VI	3.00	

Sixth Term		Course Credits	Required Credits
<a href="#">THTR 319</a>	Ensemble Voice for Musical Theatre II	2.00	
<a href="#">THTR 377</a>	Dance for Musical Theatre VI	3.00	
Credits			15.50
<b>Total Program Credits</b>			<b>95.00</b>

## THEATRE INSTITUTE

### General Information

The Theatre Institute is a one-year certificate program which is unique in the college system. It is designed for theatre students who have previous theatre training but desire the opportunity to practise their skills in production and performance; 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 actors or 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 College 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 376-seat Capilano College Performing Arts Theatre 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 performance, 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 early May. Late applicants will be considered if space permits. Contact the Visual and Performing Arts Office (604.984.4911) before April to request an information package and to book an audition and/or interview.

## Admission Requirements

### Directing Concentration

#### Admission Requirements

- 2 years in related post-secondary education training or equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Performance Stream requires interview and audition, Production Stream requires interview and portfolio review.

## Production (Technical) Concentration

### Admission Requirements

- 2 years in related post-secondary education training or equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and portfolio

## Acting Concentration

### Admission Requirements

- 2 years in related post-secondary education training or equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview and audition

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Theatre Institute Program - Acting Concentration

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Fall 2007	Full-Time

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">THTR 372</a>	Theatre Institute I - Acting	12.00	
Credits			12.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">THTR 373</a>	Theatre Institute II - Acting	12.00	
Credits			12.00
<b>Total Program Credits</b>			<b>24.00</b>

### Certificate in the Theatre Institute Program - Directing Concentration

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">THTR 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="#">THTR 371</a>	Theatre Institute II - Directing	12.00	
Credits			12.00
<b>Total Program Credits</b>			<b>24.00</b>

### Certificate in the Theatre Institute Program - Production (Technical) Concentration

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time
<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			12.00
<a href="#">THTR 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="#">THTR 375</a>	Theatre Institute II - Production	12.00	

<b>Second Term</b>	<b>Course Credits</b>	<b>Required Credits</b>
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. ATKINS	BA, MFA (SFU)
G. BARBER	AGSM (U.K.)
K. BOTHEN	
K. M. CRIPPS	Dip. Mus. (Grant McEwan College)
W. GRANT	BMus. (Lethbridge), MA, PhD (Victoria)
M. HERRMAN	BFA (UVIC)
S.S. HUNT	
L. KAARIO	B.Mus. (UBC), M.Mus. (WWU)
K. MINTY	BA (UBC)
D. MOORE	BFA (UVic), MA (WWU)
B. MURDOCH	BFA (UVic), MFA (UBC)
D. PRICE	BA (SFU), MFA (UBC)
M. STILLER	
M. THOMA	BFA
D. WINSTANLEY	B.Ed. (Alberta)
S. ZARADIC	BMUS (UBC)

## **CONTACT**

Theatre Program  
Arbutus building, room 202

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911  
E-mail: [theatre@capcollege.bc.ca](mailto:theatre@capcollege.bc.ca)

# Post Baccalaureate Programs

## Art Institute Program

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### GENERAL INFORMATION

The Art Institute, specializing in sculpture, media art, and printmaking, is a one-year, post-baccalaureate certificate program unique in the college system. Comparable to artist-in-residence programs, the Institute offers advanced studies to artists with several years experience in sculpture, media art or printmaking, or to recent college, university or art school graduates.

Members of the Institute have access to well-equipped studios and specialized equipment, plus auxiliary facilities such as a darkroom and media centre. Supplies and materials are available at cost.

Lectures, seminars and tutorials feature guest artists and faculty who are professionals in their fields. With the permission of the instructor, members may also pursue individual research beyond the one-year certificate.

A major component of the Institute experience is the interchange among the participants, which may include critiques, encouragement of work in progress, or exposure to new materials. Along with providing the artist with studio space, the Institute offers the expertise of special speakers and workshop experiences. The atmosphere is stimulating and supportive of the individual's aesthetic development.

For more information, please see [www.capcollege.bc.ca/programs/studio-art/institute](http://www.capcollege.bc.ca/programs/studio-art/institute)

### ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Post Secondary Degree or equivalent experience. As this program is equivalent to a graduate level fine arts program applicants with extensive visual arts education or experience will be given preference.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Portfolio, resume and proposal of anticipated work is required.
- TOEFL score over 200 may allow students in a few SART courses along with ESL courses. Completion of ESLF 080 (6 credits) with a B+ meets the English Language requirement (TOEFL not required).

### ADMISSION/APPLICATION NOTES

Completion of art school diploma or BFA studies are required to enter this program. Exceptional applicants with equivalent work experience may be accepted at the discretion of the instructors. Note that it is not absolutely necessary to be specifically proficient in the chosen area of study. Parallel experience would be considered, i.e. painting to printmaking.

Enquiries and applications are accepted at any time throughout the year, although the normal registration periods are May and December for the first and second terms, respectively. Phone 604.984.4911 by the end of April for an interview in early May.



## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## Submissions

1. Résumé — to include pertinent travel and other life experiences.
2. Portfolio — original works where possible; however, slides, photographs, CDs, videos or other printed material will be acceptable. Where appropriate, and with the coordinator's permission, the portfolio requirement may be waived.
3. Proposal — an outline of the anticipated directions of work. This should be as specific as possible.

Submissions should be addressed to:

The Studio Art Department

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911

## FEES AND EXPENSES

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

## CERTIFICATE IN THE ART INSTITUTE PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Spring 2007	Full-Time
	North Vancouver	Fall 2007	Full-Time

Post-Graduate Program

First Term		Course Credits	Required Credits
<i>Required:</i>			12.00
<a href="#">SART 300</a>	Art Institute I - Sculpture, Media Art and Printmaking	12.00	
Credits			12.00

Second Term	Course Credits	Required Credits
<i>Required:</i>		12.00
<a href="#">SART 301</a> Art Institute II - Sculpture, Media Art and Printmaking	12.00	
Credits		12.00
<b>Total Program Credits</b>		<b>24.00</b>

## CONTACT

Art Institute

Wayne Eastcott - Printmaking  
George Rammell - Sculpture

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4911  
E-mail: arts@capcollege.bc.ca

## Environmental Science Programs

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### GENERAL INFORMATION

The Environmental Science programs are currently under review, for more information please see [www.capcollege.bc.ca/programs/environmental-science](http://www.capcollege.bc.ca/programs/environmental-science).

The Environmental Science programs are designed to provide students with knowledge and experience in the professional application of their science background to real world environmental problems. One of its central features is a "project orientation" carrying out real world projects with partners from outside the College. Students will also undertake projects in their classes which permit them to link factual material from lectures with results from their own research, all delivered to their instructors, outside experts, and colleagues in formal "professional" presentations. This approach is found in ENSC 500 – 503 and ENSC 510 – 514. In addition, ENSC 530 may involve public participation in seminars and/or conferences. The remaining courses, ENSC 520 – 524, provide formal training in a variety of the professional skills that will be implemented in other courses.

For the students, the benefits are to:

- gain real world experience for career portfolios
- gain professional skills such as project management, communications, critical thinking
- study contemporary topics and issues in environmental science and management
- develop a professional portfolio to support career options
- gain experience working professionally with others: teams, community partners and advisors
- complete the program in nine months with the aid of practising professionals
- have many opportunities to choose project/research options that build on their interests and backgrounds

The program will be modeled on professional practices, where the students

- work as if they are practising in the environmental field
- receive mentoring from instructors and experts (guest speakers)
- enhance and focus on their existing expertise/training
- receive feedback from instructors on technical aspects
- receive feedback on selected assignments for “communications”
- information exchange through formal scheduled seminars and conferences
- participate in project-based learning
- apply skills such as critical thinking, problem solving and project management
- practice time management and project management

## **APPLIED ENVIRONMENTAL SCIENCE POST GRADUATE CERTIFICATE PROGRAM**

### **Program Overview**

The Environmental Science programs are currently under review, for more information please see [www.capcollege.bc.ca/programs/environmental-reports](http://www.capcollege.bc.ca/programs/environmental-reports).

This certificate program is intended for students who have already completed a degree in science. Through a set of interdisciplinary courses, students will learn how to integrate and apply their knowledge to solving environmental problems while developing the practical, professional skills necessary to work in the environmental sector. This intensive program is designed to provide students with experience applying environmental science to solve environmental problems.

The program is delivered through a combination of academic studies, field assignments, and project work. Problem solving, systems thinking, decision making, critical thinking, and communications are central themes throughout the program. Areas of emphasis include applied ecology, eco-toxicology, statistical analysis and simulation, mapping and spatial data analysis, environmental values, ethics and decision-making, negotiation, public participation and facilitation, and professional development. Each student will also leave the program with a professional work portfolio documenting their experiences. This program can be completed in one or more academic years, taking courses in the semesters in which they are offered.

### **Admission Requirements**

- BSc, BAsC, BEng, MSc, or PhD required
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview
- Successful completion of first or second year university courses (or equivalents) in chemistry, biology, English, calculus, as well as basic statistics. Consideration is given to previous volunteer and/or paid experience at the discretion of program Faculty. Self-declaration of proficiency, example of written work.

### **How to Apply**

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's

Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

Registrar's Office Capilano College, Birch Building, Room 230

2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Phone: 604.984.4900

Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## **Fees and Expenses**

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

## **CERTIFICATE IN THE APPLIED ENVIRONMENTAL SCIENCE POST GRADUATE PROGRAM**

Program information not available - please contact the department.

## **ENVIRONMENTAL ASSESSMENT POST GRADUATE CERTIFICATE PROGRAM**

### **Program Overview**

The Environmental Science programs are currently under review, for more information please see [www.capcollege.bc.ca/programs/environmental-reports](http://www.capcollege.bc.ca/programs/environmental-reports).

This certificate program is intended for students who have already completed a degree in science. Through a set of interdisciplinary courses, students will learn how to integrate and apply their knowledge to solving environmental problems while developing the practical, professional skills necessary to work in the environmental sector. This intensive program is designed to provide students with experience applying environmental science to solve environmental problems.

The program is delivered through a combination of academic studies, field assignments, and project work. Problem solving, systems thinking, decision making, critical thinking, and communications are central themes throughout the program. Areas of emphasis include environmental assessment, systems and sustainability, environmental law, environmental management and EMS, environmental values, ethics and decision-making, negotiation, public participation and facilitation, and professional development. Each student will also leave the program with a professional work portfolio documenting their experiences. This program can be completed in one or more academic years, taking courses in the semesters in which they are offered.

### **Admission Requirements**

- BSc, BAsC, BEng, MSc, or PhD required.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview

- Successful completion of first or second year university courses (or equivalents) in chemistry, biology, calculus, as well as basic statistics. Consideration is given to previous volunteer and/or paid experience at the discretion of program Faculty. Self-declaration of proficiency, example of written work.

## How to Apply

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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Fax: 604.984.1798

For more information, please review [Admission and Registration](#) on the College Web site

## Fees and Expenses

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

## Certificate in the Environmental Assessment Post Graduate Program

Program information not available - please contact the department.

## FACULTY

Faculty comprise working professionals with many years experience in their respective fields. In addition, external advisors and experts will be utilized to support project-based learning wherever possible.

## CONTACT

Environmental Science and Management Post-Degree Program  
Kerry Murtagh  
Fir building, room 471  
Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5 Phone: 604.983.7562  
Fax: 604.983.7520  
E-mail: [envsc@capcollege.bc.ca](mailto:envsc@capcollege.bc.ca)

## Jazz Pedagogy Program

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### GENERAL INFORMATION

This program is intended for teachers who are already employed and want contractually recognized upgrading and for recent graduates from teacher training who wish to demonstrate to employers they have the training to develop both traditional and jazz-oriented music programs. The program will include the study of

improvisation, arranging, theory, history, ensemble direction, music software and the acquisition of performance skills on the jazz rhythm section instruments.

## ADMISSION REQUIREMENTS

- Bachelor of Music or equivalent
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Audition

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CERTIFICATE IN THE POST BACCALAUREATE JAZZ PEDAGOGY PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	North Vancouver	Summer 2007	Full-Time
First Term		Course Credits	Required Credits
<i>Required:</i>			15.00
<a href="#">JPED 502</a>	History of Jazz I	1.50	
<a href="#">JPED 506</a>	Arranging I	1.50	
<a href="#">JPED 508</a>	Jazz Theory and Composition I	1.50	
<a href="#">JPED 510</a>	Improvisation I	1.50	
<a href="#">JPED 512</a>	Jazz Ensemble Pedagogy I	1.50	
<a href="#">JPED 514</a>	Rhythm Section I	3.00	
<a href="#">JPED 516</a>	Basic MIDI and a Introduction to "Finale"	1.00	
<a href="#">JPED 518</a>	Jazz Pedagogy Project I	2.50	

<b>First Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">PMI</a>	Private Music Instruction	1.00	
Credits			15.00
<b>Second Term</b>		<b>Course Credits</b>	<b>Required Credits</b>
<i>Required:</i>			15.00
JPED	Arranging II	1.50 *	
JPED	History of Jazz II	1.50 *	
JPED	Improvisation II	1.50 *	
JPED	Jazz Ensemble Pedagogy II	1.50 *	
JPED	Jazz Pedagogy Project II	2.50 *	
JPED	Jazz Theory and Composition II	1.50 *	
JPED	Rhythm Section II	3.00 *	
JPED	Scoring with "Finale"	1.00 *	
<a href="#">PMI</a>	Private Music Instruction	1.00	
Credits			15.00
<b>Total Program Credits</b>			<b>30.00</b>

\* Under development

## CONTACT

Mike Reveley  
Jazz Pedagogy Program

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5

E-mail: mreveley@capcollege.bc.ca

## Strategic Tourism Leadership Program

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### GENERAL INFORMATION

The Post-Baccalaureate Citation in Strategic Tourism Leadership expands the working experience of participants and using innovative cohort-based educational approaches, builds innovative business strategies, identifies emerging market opportunities, develops leadership skills to enhance the capacity of working teams, and establishes ways to attract productive working tourism partnerships and alliances.

### ADMISSION REQUIREMENTS

- Bachelor's degree or diploma plus extensive employment experience in tourism or related field or as assessed by Coordinator.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560,

computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.

- Interview required.

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), official transcripts and other pertinent documents, and should be submitted to:

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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## CITATION IN THE POST BACCALAUREATE STRATEGIC TOURISM LEADERSHIP PROGRAM

Intakes:	Campus	Terms	Full/Part Time
	Squamish	Fall 2007	Part-Time
Required Courses		Course Credits	Required Credits
<i>Required:</i>			9.00
<a href="#">TOUR 521</a>	Personal and Organizational Leadership in Tourism	3.00	
<a href="#">TOUR 522</a>	Innovative Leadership for a Global Tourism Industry	3.00	
<a href="#">TOUR 523</a>	Systems Leadership in Tourism	3.00	
Credits			9.00
<b>Total Program Credits</b>			<b>9.00</b>

## CONTACT

S. Bergman

604.986.1911 ext. 3645

[sbergman@capcollege.bc.ca](mailto:sbergman@capcollege.bc.ca)

Capilano College Faculty of Tourism 2055 Purcell Way North Vancouver, B.C. V7J 3H5 604.986.1911, ext. 3645 [SLT@capcollege.bc.ca](mailto:SLT@capcollege.bc.ca)



# McRae Institute of International Management Program

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## GENERAL INFORMATION

The McRae Institute of International Management is a centre of excellence preparing global leaders to excel in business, non-profit and government sectors. Students accepted into the McRae International Management Graduate Program choose to major in either the Asia Pacific Region or the Latin America Region. The two-year program consists of nine months of intensive study on campus, followed by a 12-month international co-op in regions, including but not limited to Asia, Latin America or Canada.

Recognized for innovation and excellence, the McRae International Management Graduate Program combines a mix of linguistic, social science and applied management course work. Class sizes are kept small, ensuring a highly personalized approach to learning. McRae offers a rigorous and interactive learning environment where students work in cross-cultural teams on international and intercultural management projects and develop strong planning and organizational skills.

After completing the academic year of the program, students will have acquired an understanding of the cultural, economic, and political environments of either the Asia Pacific region or the Latin American region as well as the following core competencies: leadership, change facilitation and adaptation, critical thinking, organizational skills, collaboration, and communication. The second year of the program consists of a 12-month international co-op, online course work and a midterm professional development conference.

For more information, please see [www.capcollege.bc.ca/programs/mcrae](http://www.capcollege.bc.ca/programs/mcrae)

## ADMISSION REQUIREMENTS

- Bachelor's Degree
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) paper-based requirement = 560, computer-based requirement = 220, internet-based requirement = 83, or English Language Assessment (ELA) requirement = 145, or International English Language Testing System (IELTS) requirement = 6.5 overall, and no one score less than 6, or Canadian Academic English Language Assessment requirement (CAEL) = 70.
- Interview

## HOW TO APPLY

Apply online at: [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application). Alternatively, Application for Admission forms may be downloaded from [www.capcollege.bc.ca/admission/application](http://www.capcollege.bc.ca/admission/application) or picked up from the Registrar's Office at the main campus in North Vancouver or at the regional campuses in Sechelt and Squamish. Completed applications must be accompanied by the appropriate application fee, document evaluation fee (where required), 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

For more information, please review [Admission and Registration](#) on the College Web site

## FEES AND EXPENSES

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

## DIPLOMA IN THE MCRAE INTERNATIONAL MANAGEMENT GRADUATE PROGRAM

<b>Intakes:</b>	<b>Campus</b>	<b>Terms</b>	<b>Full/Part Time</b>
	North Vancouver	Fall 2007	Full-Time

<b>Required</b>	<b>Course Credits</b>	<b>Required Credits</b>
		26.75

*Required:*

<a href="#">MRIM 500</a>	Introduction to International Management	1.50
<a href="#">MRIM 501</a>	International Project Management	1.50
<a href="#">MRIM 502</a>	Strategic Management	1.50
<a href="#">MRIM 503</a>	International Business Development Projects	1.50
<a href="#">MRIM 504</a>	Negotiating Across Cultures	1.50
<a href="#">MRIM 511</a>	International Finance I	1.50
<a href="#">MRIM 512</a>	International Finance II (Strategies)	1.50
<a href="#">MRIM 521</a>	International Marketing	1.50
<a href="#">MRIM 530</a>	International Career Management	0.75
<a href="#">MRIM 531</a>	Co-op Term Preparation	0.75
<a href="#">MRIM 532</a>	Managers Skills Set I (Workshops)	0.75
<a href="#">MRIM 533</a>	Managers Skills Set II (Workshops)	0.50
<a href="#">MRIM 540</a>	Interpreting Global Markets	1.50
<a href="#">MRIM 541</a>	McRae Seminars in Global Dynamics	1.50
<a href="#">MRIM 570</a>	Global Careers	3.00
<a href="#">MRIM 571</a>	The Practice of International Management	3.00
<a href="#">MRIM 572</a>	Co-op Work Term	3.00

Credits		26.75
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<b>Regional Context</b>	<b>Course Credits</b>	<b>Required Credits</b>
		11.25

*Choose 11.25 credits from the following list:*

<a href="#">MRIM 550</a>	Asian Traditions and Thought	2.25
<a href="#">MRIM 551</a>	Post-Colonial Asia	1.50
<a href="#">MRIM 552</a>	Asia Pacific Perspectives	1.50
<a href="#">MRIM 553</a>	Asian Market Trends	3.00
<a href="#">MRIM 554</a>	Global News Analysis I - Asia	1.50
<a href="#">MRIM 555</a>	Global News Analysis II - Asia	1.50
<a href="#">MRIM 560</a>	Latin American Traditions and Thought	2.25
<a href="#">MRIM 561</a>	Post Colonial Latin America	1.50
<a href="#">MRIM 562</a>	Latin American Perspectives	1.50
<a href="#">MRIM 563</a>	Latin American Market Trends	3.00
<a href="#">MRIM 564</a>	Global News Analysis I - Latin America	1.50

<b>Regional Context</b>	<b>Course Credits</b>	<b>Required Credits</b>
<a href="#">MRIM 565</a> Global News Analysis II - Latin America	1.50	
Credits		11.25
 <b>Electives</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">MRIM 505</a> Managing International Non-profits	1.50	
<a href="#">MRIM 506</a> Entrepreneurship and e-Commerce	0.75	
<a href="#">MRIM 507</a> International Human Resources Management	1.50	
<a href="#">MRIM 510</a> Introduction to International Finance	1.50	
<a href="#">MRIM 513</a> Advanced Finance: Foreign Exchange and Interest Rate Risk Management	0.75	
<a href="#">MRIM 514</a> Project Budgeting and Impact Analysis	0.75	
<a href="#">MRIM 520</a> Marketing Principles	1.50	
<a href="#">MRIM 522</a> International Trade Principles and Logistics	1.50	
<a href="#">MRIM 523</a> Strategic Communications	0.75	
<a href="#">MRIM 590</a> Directed Studies	1.50	
Credits		6.00
 <b>Language</b>	<b>Course Credits</b>	<b>Required Credits</b>
<i>Choose 6.00 credits from the following list:</i>		6.00
<a href="#">MRCH 110</a> Chinese for the Business Environment I	3.00	
<a href="#">MRCH 111</a> Chinese for the Business Environment II	3.00	
<a href="#">MRCH 210</a> Chinese for the Business Environment III	3.00	
<a href="#">MRCH 211</a> Chinese for the Business Environment IV	3.00	
<a href="#">MRIN 110</a> Indonesian for the Business Environment I	3.00	
<a href="#">MRIN 111</a> Indonesian for the Business Environment II	3.00	
<a href="#">MRJP 110</a> Japanese for the Business Environment I	3.00	
<a href="#">MRJP 111</a> Japanese for the Business Environment II	3.00	
<a href="#">MRJP 310</a> Japanese for the Business Environment III	3.00	
<a href="#">MRJP 311</a> Japanese for the Business Environment IV	3.00	
<a href="#">MRPO 210</a> Portuguese for the Business Environment III	3.00	
<a href="#">MRPO 211</a> Portuguese for the Business Environment IV	3.00	
<a href="#">MRSP 210</a> Spanish for the Business Environment III	3.00	
<a href="#">MRSP 211</a> Spanish for the Business Environment IV	3.00	
<a href="#">MRSP 310</a> Spanish for the Business Environment V	3.00	
<a href="#">MRSP 311</a> Spanish for the Business Environment VI	3.00	
<a href="#">MRTH 110</a> Thai Language for the Business Environment I	3.00	
<a href="#">MRTH 111</a> Thai Language for the Business Environment II	3.00	
<a href="#">MRVM 110</a> Vietnamese for the Business Environment I	3.00	
<a href="#">MRVM 111</a> Vietnamese for the Business Environment II	3.00	
Credits		6.00
<b>Total Program Credits</b>		<b>50.00</b>

## FACULTY

### Director, External Relations

M. KIAMANESH B.Arch., M.Eng (NUI), MASA (UBC), CIS (UBC)

### Internal Chair

L. BRAUN MA (Royal Roads)

### APMCP Convenor

T. GREENBERG PhD (UBC)

### LAMP Convenor

C. MADSEN BA (U of Toronto), BSW (McGill), MSc (New Hampshire)  
L. VILLALBA BSc (U. of Maryland), MA (U. of Kansas), MA (Piedont College), CHRP

### Student Recruitment and Co-op Convenor

D. WALKER B.Comm (U of A), LAMP Graduate Dip. (Capilano College), CHRP

### Co-op Advisor - Asia

C. KLAR MA (York)

### Co-op Advisor - Latin America

J. OCEGUERA B. Eng. (U of Mexico), MBA (Ipade, Mexico)

### Other Faculty

J. BROWNLEE-BAKER BA (SFU), MBA (U. of Wellington)  
T. CHOW BA (Beijing Foreign Studies U.), MA (SFU)  
I. CHRISTIE BA (UBC), MBA (McGill)  
T. CLARK BA (Concordia), M.Ed. (McGill), PhD (U. of Alberta), R. Psych  
A. FONTANA BA (Sao Paulo, Brazil)  
C. GREENBERG PhD (UBC)  
J. LI BA (China), MA (G.B.), MA (U of D.C.)  
C.S. LUM B.Econ. (Hons.) (Malaya), MPA (Harvard), MA, PhD (SFU)  
M. MACHADO PhD (Japan)  
S. MACLEOD BA, MA, PhD (UBC)  
K. MITO BA, MA (UBC)  
S. NAIRNE B.Comm. (McGill), MA (Carleton)  
C. SANTAELLA BA (Columbia U), MA (U. of Mass.), PhD (SFU)  
K. SHINNO BEd (Niigatall), MSc (U of Philippines)  
A. ZHU B.Comm. (BCEUB), M.Sc.(UBC)

## **CONTACT**

Jan Gillanders  
International Projects Assistant  
McRae Institute  
Cedar building, room 327  
Phone: 604.990.7916

Christina Moghrabi, BTM, MA (UK), MSc Candidate (France)  
Divisional/Department Assistant  
McRae Institute  
Cedar Building, room 324  
Phone: 604.990.7939

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7916  
Fax: 604.984.4992  
E-mail: [mcrae@capcollege.bc.ca](mailto:mcrae@capcollege.bc.ca)

[www.capcollege.bc.ca/mcrae](http://www.capcollege.bc.ca/mcrae)

# Continuing Education

## FACULTY PROGRAM CONSULTANTS

N. BOHNA	MMus., <i>Community Music School</i>
A. BRADBURY	BA (Guelph), MA (U of T), <i>Labour Studies Program</i>
C. DEPATIE	MA (Human Kinetics), BPE (UBC)
R. FLUEVOG	BA, MA (UVic), <i>Visual Arts, Writing, Health, Languages, International Programs</i>
E. LAVALLE	B.Comm, LLB (UBC), MA (Duke), <i>Coordinator, Labour Studies Program</i>
L. MORAN	<i>Coordinator, Career/Vocational Programs, Eldercollege</i>
J. STILL	Diploma (National Theatre School of Canada)

## CONTINUING EDUCATION PERSONNEL

L. JEST	M.Ed. (SFU), <i>Director of Continuing Education</i>
M. KETCHEN	<i>Office Manager</i>
M. OPAZO	<i>Assistant to the Director</i>
B. COOPER, P. TATUM	<i>Continuing Education Assistants</i>
J. BOON	<i>Receptionist</i>
D. CARPENTER	<i>Marketing and Communications Specialist</i>

## CONTACT

Continuing Education Division  
Library building, room 116

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.984.4901, Fax: 604.983.7545 (Lower Mainland)  
Phone: 604.892.5322, Fax: 604.892.9274 (Howe Sound)  
Phone: 604.885.9310, Fax: 604.885.9350 (Sunshine Coast)

## CONTINUING EDUCATION DIVISION

The College offers a variety of continuing education courses and programs at its three campuses: North Vancouver, Sunshine Coast and Squamish. There are no prerequisites for admission to non-credit courses, but occasionally a certain level of proficiency is recommended.

The majority of continuing education offerings are an outgrowth of the College's academic, fine and performing arts, and career/vocational programs whose faculties contribute to the high level of instructional competence of the programs. Courses and programs are drawn from the areas of art, music, film studies, social sciences, natural sciences, career development, business, labour studies, computers and technology, personal development, media, and modern languages. Educational study/travel tours are also available through Continuing Education.

Continuing Education courses are not listed in the College Calendar — they are advertised in seasonal calendars distributed throughout the North Shore, Sunshine Coast and Howe Sound Corridor. The full Continuing Education program is on the Web at [www.capcollege.bc.ca/ce](http://www.capcollege.bc.ca/ce)

## COMMUNITY MUSIC SCHOOL

The Capilano College Community Music School offers group instruction for students of voice, theory, and a wide variety of instruments. Group music instruction for children includes: Robert Pace Group Piano, Strings for Children and Kodaly/Orff classes. Adult instruction on instruments includes piano, violin, guitar and others. The Community Music School also offers Capilano College Festival Chorus, Cecilia Ensemble Women's Choir, and vocal instruction classes. Classes are held on campus and in other community locations.

Children's programs are advertised in the local media each May, and both childrens' and adults' courses are listed in the Continuing Education calendar published twice a year.

[cms@capcollege.bc.ca](mailto:cms@capcollege.bc.ca)

## ELDERCOLLEGE

Eldercollege is a year-round educational community open to men and women who are 55 and older on the North Shore, the Sunshine Coast and the Howe Sound Corridor.

Eldercollege provides learning opportunities for older adults who wish to enrich their lifestyle through self-directed education and contribute to the social and cultural development of the community.

Eldercollege participants design and offer quality educational activities to stimulate interest in learning and to provide a forum for sharing ideas and knowledge with others.

Members can lead study groups, serve on the Eldercollege board and its committees, and be study group participants. Activities are both planned and operated by members to maintain a high quality offering at a minimum cost.

[eldercollege@capcollege.bc.ca](mailto:eldercollege@capcollege.bc.ca)

## FILM STUDIES

Courses at Capilano College emphasize a hands-on approach to the skills needed to succeed in the technical and creative areas of film, television, video and commercial production. We offer courses in the following areas: Orientation and Introductory; Production Crafts; Professional Development; Writing, Directing and Producing, and Acting.

Working professionals teach all courses and workshops.

Find out about opportunities in the film industry at one of our free information nights offered at least once each term.

[cefilm@capcollege.bc.ca](mailto:cefilm@capcollege.bc.ca)

## ONLINE LEARNING

Continuing Education offers self-paced computer courses as well as facilitated professional development courses online. Participants in the facilitated courses can focus on eCourse Design, eTeach and Mixed Mode Design and Delivery under Teach and Design Online; or eCareer Coach or eModerator under Professional Development. Look for courses and certificate information online at

[www.capcollege.bc.ca/ce/online](http://www.capcollege.bc.ca/ce/online)

[ceonline@capcollege.bc.ca](mailto:ceonline@capcollege.bc.ca)

## LABOUR STUDIES PROGRAM

Each spring and fall Labour Studies offers non-credit courses to support and enhance the work of the labour movement and B.C. workers. Courses are scheduled evenings and weekends with brochures issued twice a year. Brochures are available through the Continuing Education Division by calling 604.984.4901.

[lsp@capcollege.bc.ca](mailto:lsp@capcollege.bc.ca)

## STUDY TOURS

Continuing Education Division offers a wide variety of natural history, arts, and art history study tours every year. Partnering with Great Expeditions, Continuing Education offers natural history tours to places such as Costa Rica, Cuba and The Yucatan Peninsula as well as Newfoundland. Through Infinity Travel, the Division offers art history tours to countries such as France, Italy and the United States.

## SUMMER PROGRAMS

During summer, Continuing Education offers camps in addition to regular courses and programs. There are camps for kids, teens and adults, and they combine fun with meaningful learning. The camps range from cooking, magic and art to science, chess, film, and more.

## PARTNERSHIPS

Continuing Education works in partnership with other faculties, colleges, community organizations and businesses to jointly develop and deliver high-quality training and career development opportunities for the community.

Organizations are encouraged to co-sponsor their educational activities with Capilano College. The College can provide facilities, program design and administrative services and welcomes the opportunity to foster public understanding on social, business, artistic and technological issues.

## CONTRACT SERVICES

Continuing Education provides training to businesses, unions, organizations and associations. Custom-designed sessions include computer training, business solutions workshops, occupational certification, career transition services and workplace ESL.

[partner@capcollege.bc.ca](mailto:partner@capcollege.bc.ca)

## ENGLISH LANGUAGE STUDY

International programs provide training for Canadians and international students. International students may enrol in programs that offer short-term ESL and Canadian culture homestay, or ESL combined with career skills training in professional areas such as business administration, computers, tourism and others.

[intlconted@capcollege.bc.ca](mailto:intlconted@capcollege.bc.ca)



## CONTINUING EDUCATION POLICIES

### Fees and Refunds

Fees may change due to error and/or course changes. To ensure enrolment, full course fees must be paid at the time of registration. There is a \$25 charge for NSF cheques.

Note: If you are registering for a one- or two-day workshop and do not wish to pay by cash or credit card, you must pay with a certified cheque or money order.

### GST

Courses designed primarily for recreational or general interest purposes may be subject to GST.

### Income Tax Receipts

Tuition fees totalling more than \$100 may be used for tax credit. Tax receipts are issued at year-end to the address in the student registration system, the replacement cost is \$25.

### Refund Policy

Fees paid for courses or workshops cancelled by the College will be refunded in full. Applications by telephone for withdrawal and refund will only be accepted prior to the second session of a course, except in the case of workshops of short duration (up to three consecutive days) for which withdrawal applications by telephone must be received at least 24 hours before the workshop begins. All refunds are subject to a \$25 processing fee plus any non-refundable charges (texts, course materials, etc). Fees under \$25 are non-refundable.\* Any departure from the above policy will be stated in the course/workshop description. Under no circumstances will refunds be given after the end of a course or workshop.

\*Note: No refunds for online courses.

### Seniors

People aged 60 and older are eligible for a 10% discount on fees for most courses. Note: No discounts on travel tours, packages, field trip activities, Community Music School, Eldercollege computer courses, online courses and other co-sponsored courses.

### Course Cancellation

The College reserves the right to cancel classes because of low enrolment. The College accepts no responsibility for the cancellation or discontinuation of any course or program or class of instruction that may be necessary as a result of an Act of God, fire, labour problems, lack of funds, low enrolment, or other similar causes. The College reserves the right to substitute instructors.

### Parking at Capilano College

Pay parking is in effect 24 hours a day, seven days a week and costs \$3 per day. This includes wheelchair accessible spaces (SPARC permit required) and those on internal roadways. Imperial Parking Ltd. handles all parking on campus, please call 604-329-5171 for more information.

## **Personal Safety & Security**

Two options are available to make sure you reach your car safely after evening classes. College instructors will help arrange group walks of more than two people to your parking area. If you do not have a group to walk with you may call Security at 604-984-1763 or local 1763. A uniformed guard will meet you and escort you to your car.

## **Criminal Record Check**

Capilano College requires all employees working in direct contact with children to undergo a criminal record check.

## **Sexual Harassment Policy**

Capilano College is committed to providing a working and learning environment that is free from sexual harassment. The College Sexual Harassment Policy implements this commitment in a range of confidential procedures to assist any member of the College community who complains of sexual harassment. Contact the Sexual Harassment Advisor for information or advice at 604-983-7547.

# International Education

“In order for students to be prepared to work in a multi-cultural environment, it is essential to have knowledge of other cultures and to have human relation skills within those cultures. This preparation will provide students with a more complex knowledge of the world and help them to see, understand and envisage cause and effect relationships in a world where boundaries are disappearing and all aspects of human civilization are interrelated and interconnected. Because the College and the society in which it operates are multicultural and multinational, Capilano College will continue and expand its activities in international education.”

(Article 16 of Capilano College’s Mission and Values and Strategic Directions)

International education prepares students to work in a multi-cultural and multi-national environment. A more sophisticated college graduate will be needed to understand and live successfully within a more complex world. To this end, the goals for international education may be grouped under the following major headings:

- Developing Canadian and global perspectives
- Developing intercultural competence
- Demonstrating coping and resiliency skills
- Acquiring basic skills in an additional language or languages
- Developing the ability to recognize and deconstruct our egocentrism
- Developing the capacity to accept and learn from ambiguity

## INTERNATIONAL LINKAGES

Formal linkages and International Exchange Agreements have been developed with a number of colleges and universities worldwide including:

### Australia

- Flinders University, Adelaide
- University of Western Sydney, Sydney
- Griffiths University

### China

- Beijing Capital Normal University, Beijing
- Harbin University of Science and Technology, Harbin
- Zhejiang Gongshang University, Hangzhou
- Tianjin Polytechnic University, Tianjin

### Denmark

- Denmark International School - DIS, Copenhagen

### Finland

- Abo University, Abo
- 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
- Ecole de Management Normandie

## **Germany**

- Fachhochschule Dusseldorf, Dusseldorf
- Fachhochschule Westkaste

## **Hungary**

- University of Pécs, Pécs
- Svent Istvan University

## **Japan**

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

## **Lebanon**

- Hariri Canadian Academy, Mechref

## **Paraguay**

- Universidad Americana, Asuncion

## **Mexico**

- CETYS University System, Mexicali, Baja
- Tecnologia Turistica Total, Merida
- Tec de Monterrey, various cities
- Universidad de Guadalajara, Zapopan, Jalisco
- Universidad Tecnologica de Tabasco, Tabasco

## **The Netherlands**

- Erasmus University, Rotterdam
- Hogeschool Zeeland, Vlissingen

## **Spain**

- Fundacion Estema, Valencia
- Escuela de Administracion de Empressas, Barcelona

## **Sweden**

- Stockholm Institute of Education, Stockholm

## **Switzerland**

- Fachhochschule Zentralschweiz, Lucerne

## **United Kingdom**

- University of East London, London

## **United States**

- California State University, San Bernardino
- Kennesaw State University, Kennesaw, Georgia
- University of Maine at Presque Isle, Presque Isle
- University of Vermont, Burlington

## **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 College courses and training in a variety of locales.

## **INTERNATIONAL DEVELOPMENT PROJECTS**

Capilano College participates in international development projects. The Colleges see 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**

The College 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**

International Office  
Birch building, room 447

Capilano College  
2055 Purcell Way  
North Vancouver, B.C. V7J 3H5  
Phone: 604.990.7895  
Fax: 604.984.1743  
E-mail: [international@capcollege.bc.ca](mailto:international@capcollege.bc.ca)

## **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 [international@capcollege.bc.ca](mailto:international@capcollege.bc.ca) or by telephone at 604.990.7895 for information and pricing.

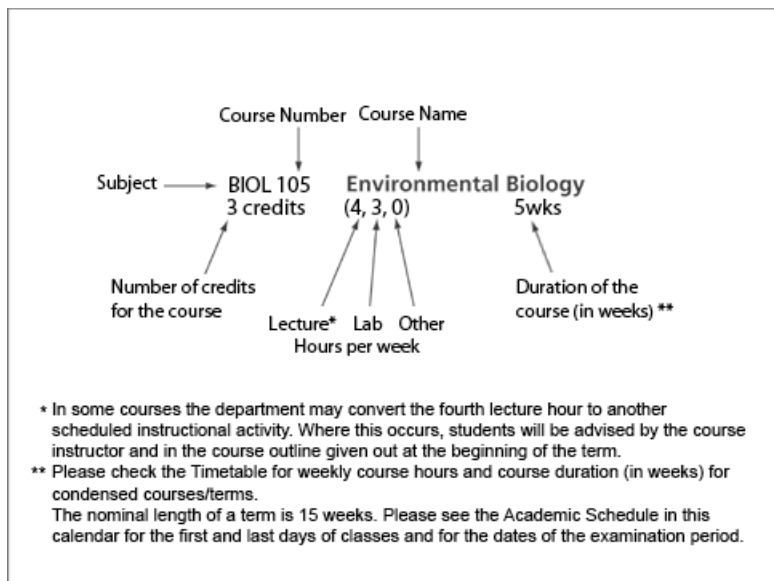
### **Study Abroad Programs**

Capilano College's International Office offers an opportunity for students to earn college credit while studying at one of our international campuses or at a partner institution in Asia, Europe or Latin America. For more information on student exchanges (semester abroad program), academic study tours, and short term summer programs, please check our Web site at [www.capcollege.bc.ca/programs/study-abroad/Home](http://www.capcollege.bc.ca/programs/study-abroad/Home) or phone Susan Watson at 604.990.7895.

### **Study Tours**

Capilano College, through the Continuing Education 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 Education Department at 604.984.4901.

## Course Descriptions for 2006/2007



Subject	Description
<a href="#">ABTO</a>	<a href="#">E-Merge: ABT Online</a>
<a href="#">ACTP</a>	<a href="#">Alternative Career Training</a>
<a href="#">ACTS</a>	<a href="#">Acting for Camera</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="#">ANIM</a>	<a href="#">Animation</a>
<a href="#">ANTH</a>	<a href="#">Anthropology</a>
<a href="#">APPR</a>	<a href="#">Film Apprenticeship</a>
<a href="#">APSC</a>	<a href="#">Engineering (Applied Science)</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="#">BENG</a>	<a href="#">Adult Basic Ed.- English</a>
<a href="#">BFIN</a>	<a href="#">Business Finance</a>
<a href="#">BHST</a>	<a href="#">Adult Basic Ed. - History</a>
<a href="#">BIOL</a>	<a href="#">Biology</a>
<a href="#">BMKT</a>	<a href="#">Business Marketing</a>
<a href="#">BMTH</a>	<a href="#">Adult Basic Ed. - Math</a>
<a href="#">BPHY</a>	<a href="#">Adult Basic Ed. - Physics</a>
<a href="#">BPSY</a>	<a href="#">Adult Basic Ed - Psychology</a>
<a href="#">BSCI</a>	<a href="#">Adult Basic Ed.- Science</a>

<b>Subject</b>	<b>Description</b>
<a href="#">BSOC</a>	<a href="#">Adult Basic Ed.-Sociology</a>
<a href="#">BTEC</a>	<a href="#">Business Technology</a>
<a href="#">CACC</a>	<a href="#">Career Access Computer</a>
<a href="#">CACE</a>	<a href="#">Career Access English</a>
<a href="#">CACF</a>	<a href="#">Career Access Family Focus</a>
<a href="#">CACL</a>	<a href="#">Career Access ESL</a>
<a href="#">CACM</a>	<a href="#">Career Access Math</a>
<a href="#">CACO</a>	<a href="#">Career Access Orientation</a>
<a href="#">CACS</a>	<a href="#">Career Access Student Success</a>
<a href="#">CACT</a>	<a href="#">Career Access Transition Skills</a>
<a href="#">CHEM</a>	<a href="#">Chemistry</a>
<a href="#">CHIN</a>	<a href="#">Chinese</a>
<a href="#">CINE</a>	<a href="#">Cinematography</a>
<a href="#">CMNS</a>	<a href="#">Communications</a>
<a href="#">COMM</a>	<a href="#">Commerce</a>
<a href="#">COMP</a>	<a href="#">Computing Science</a>
<a href="#">COST</a>	<a href="#">Costuming</a>
<a href="#">CRIM</a>	<a href="#">Criminology</a>
<a href="#">CSS</a>	<a href="#">College Success Strat.- Couns.</a>
<a href="#">CSSF</a>	<a href="#">College Success Strat.- Found.</a>
<a href="#">CUST</a>	<a href="#">Customer Service</a>
<a href="#">DIGI</a>	<a href="#">Digital Animation</a>
<a href="#">DOCS</a>	<a href="#">Documentary Production</a>
<a href="#">ECON</a>	<a href="#">Economics</a>
<a href="#">EDCP</a>	<a href="#">Education and Career Planning</a>
<a href="#">EDUC</a>	<a href="#">Early Childhood Care &amp; Ed.</a>
<a href="#">ELCT</a>	<a href="#">Entry Level Craft Training</a>
<a href="#">ENGL</a>	<a href="#">English</a>
<a href="#">ENSC</a>	<a href="#">Environmental Science</a>
<a href="#">ENSJ</a>	<a href="#">Jazz Ensemble</a>
<a href="#">ENSM</a>	<a href="#">Ensemble</a>
<a href="#">ESL</a>	<a href="#">English as a Second Language</a>
<a href="#">ESLF</a>	<a href="#">English as a Second Lang - FT</a>
<a href="#">EXBT</a>	<a href="#">Exhibit Design</a>
<a href="#">EXEC</a>	<a href="#">Executive &amp; Project Admin</a>
<a href="#">FDES</a>	<a href="#">Foundation Illustration/Design</a>
<a href="#">FILM</a>	<a href="#">Film Studies</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="#">HIST</a>	<a href="#">History</a>
<a href="#">HKIN</a>	<a href="#">Human Kinetics</a>



<b>Subject</b>	<b>Description</b>
<a href="#">HORT</a>	<a href="#">Horticulture/Landscape</a>
<a href="#">HSRC</a>	<a href="#">Home Support/Resident Care</a>
<a href="#">IBUS</a>	<a href="#">International Business</a>
<a href="#">IDEA</a>	<a href="#">Illustration Des./Elem &amp; Appl.</a>
<a href="#">IDF</a>	<a href="#">Indigenous Digital Filmmaking</a>
<a href="#">ILUS</a>	<a href="#">Advanced Illustration</a>
<a href="#">INTE</a>	<a href="#">Interactive Design</a>
<a href="#">IPS</a>	<a href="#">Institute of Paralegal Studies</a>
<a href="#">JAPN</a>	<a href="#">Japanese</a>
<a href="#">JAZZ</a>	<a href="#">Jazz Studies</a>
<a href="#">JPED</a>	<a href="#">Jazz Pedagogy</a>
<a href="#">KIN</a>	<a href="#">Kinesiology</a>
<a href="#">LGAO</a>	<a href="#">Legal Administrative On-line</a>
<a href="#">LGAS</a>	<a href="#">Legal Assistant</a>
<a href="#">LGST</a>	<a href="#">Legal Administration</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 Office Assistant</a>
<a href="#">MRCH</a>	<a href="#">McRae Chinese</a>
<a href="#">MRIM</a>	<a href="#">McRae International Management</a>
<a href="#">MRIN</a>	<a href="#">McRae Indonesian</a>
<a href="#">MRJP</a>	<a href="#">McRae Japanese</a>
<a href="#">MRPO</a>	<a href="#">McRae Portuguese</a>
<a href="#">MRSP</a>	<a href="#">McRae Spanish</a>
<a href="#">MRTH</a>	<a href="#">McRae Thai</a>
<a href="#">MRVM</a>	<a href="#">McRae Vietnamese</a>
<a href="#">MT</a>	<a href="#">Music Therapy</a>
<a href="#">MUS</a>	<a href="#">Music</a>
<a href="#">OCTR</a>	<a href="#">Occupational Skills Training</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>
<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="#">SABA</a>	<a href="#">Study Abroad - Business Admin</a>
<a href="#">SAEC</a>	<a href="#">Study Abroad - ECCE</a>
<a href="#">SAHU</a>	<a href="#">Study Abroad - Humanities</a>
<a href="#">SART</a>	<a href="#">Studio Art</a>

<b>Subject</b>	<b>Description</b>
<a href="#">SASS</a>	<a href="#">Study Abroad - Social Sciences</a>
<a href="#">SATO</a>	<a href="#">Study Abroad - Tourism/OREC</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="#">SPAN</a>	<a href="#">Spanish</a>
<a href="#">STEC</a>	<a href="#">Sunshine Coast Trades Entry</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="#">VIS</a>	<a href="#">Vision</a>
<a href="#">VISN</a>	<a href="#">Vision</a>
<a href="#">WLP</a>	<a href="#">Wilderness Leadership</a>
<a href="#">WMST</a>	<a href="#">Women's Studies</a>

## Acting for Camera

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### **ACTS 100      Working with the Director**

**3.00 credits      (4,0,0) hrs      15 wks**

This course explores the actor/director relationship during the film making process.

### **ACTS 101      The Working Actor**

**3.00 credits      (4,0,0) hrs      15 wks**

This course introduces students to the specific skills involved in on-camera performance and prepares them for the competitive world of film and television acting.

### **ACTS 103      Working with the Director (Advanced)**

**4.50 credits      (4,0,4) hrs      15 wks**

*Prerequisite:* ACTS 100

This course continues the exploration of the actor/director relationship and includes opportunities to take part in a series of student film productions.

*Note:* Prerequisite may be waived by permission of instructor.

### **ACTS 104      The Working Actor (Advanced)**

**4.50 credits      (4,0,4) hrs      15 wks**

*Prerequisite:* ACTS 101

This advanced class builds on the knowledge gained in the first semester course and provides an opportunity for practical work in studio exercises and productions.

*Note:* Prerequisite may be waived by permission of instructor.

## Adult Basic Ed.- Biology

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**BBIO 043      ABE Advanced Biology I**

**1.00 credit      (2,0,0) hrs      15 wks**

*Prerequisite:* BSCI 033 or equivalent and English 11 or equivalent or BENG 031 as corequisite

Topics include cell structure and function, cell division, evolution, plant physiology. Laboratory exercises are included.

**BBIO 044      ABE Advanced Biology II**

**1.00 credit      (2,0,0) hrs      15 wks**

*Prerequisite:* BSCI 033

*Corequisite:* BENG 031

Topics include microbe and plant structure, diversity, 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      (2,0,0) hrs      15 wks**

*Prerequisite:* BSCI 033 or equivalent

*Corequisite:* BENG 031

Topics include cell structure and function, cell division, cell metabolism, genetics, and DNA.

**BBIO 054      ABE Provincial Biology II**

**1.00 credit      (2,0,0) hrs      15 wks**

*Prerequisite:* BSCI 033 or equivalent

*Corequisite:* BENG 031

Topics include reproduction, digestion, circulation, immunity, respiration, excretion, nervous system, and hormones. 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 043      ABE Advanced Chemistry I**

**1.00 credit      (2,0,0) hrs      15 wks**

*Prerequisite:* BSCI 034 or equivalent

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      (2,0,0) 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      (2,0,0) hrs      15 wks**

*Prerequisite:* BCHM 044 or equivalent and BMTH 034 or equivalent

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      (2,0,0) 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. Students choose between nuclear chemistry or VSEPR. Includes laboratory investigations.

## Adult Basic Ed.- Computers

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**BCMP 021      Fundamental Level - Introduction to Micro Computers**

**1.00 credit      (2,0,0) hrs      15 wks**

A self-paced credit course introducing word processing and the use of the Internet.

**BCMP 031      ABE Intermediate Level Computer Studies**

**2.00 credits      (2,0,0) 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.

**BCMP 041      ABE Advanced Level Computer Studies**

**2.00 credits      (2,0,0) 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      (2,0,0) 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 Science**

**2.00 credits      (2,0,0) 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.

## Adult Basic Ed.- English

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**BENG 011      Basic Literacy Level English**

**1.00 credit      (2,0,0) 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      (2,0,0) 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      (2,0,0) 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.

**BENG 040      Advanced Level English: Short Report Writing**

**2.00 credits      (2,0,0) 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      (2,0,0) 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 052      Provincial Level English - Critical Reading and Writing**

**2.00 credits      (2,0,0) 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.

## Adult Basic Ed. - History

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**BHST 052      Provincial Level History**

**1.00 credit      (2,0,0) hrs      15 wks**

*Prerequisite:* BENG 041 or equivalent

A survey of 20th century history, including major issues in present day geopolitics.

*Note:* Prerequisites may be waived by permission of instructor.

## Adult Basic Ed. - Math

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**BMTH 011**      **Whole Numbers and Decimals**  
**1.00 credit**      **(2,0,0) hrs**    **15 wks**

**BMTH 021**      **Fundamental Level Mathematics**  
**1.00 credit**      **(2,0,0) 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**      **(2,0,0) 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**      **(2,0,0) 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**      **(2,0,0) 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**      **(2,0,0) 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**      **(2,0,0) 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 053      Precalculus I**  
**1.00 credit      (2,0,0) 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      (2,0,0) 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 043      ABE Advanced Physics I**  
**1.00 credit      (2,0,0) hrs      15 wks**

*Prerequisite:* BSCI 034 or equivalent and BMTH 033 or equivalent

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      (2,0,0) 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. Students choose between the study of fluids or thermodynamics. Includes laboratory investigations.

**BPHY 053      ABE Provincial Physics I**  
**1.00 credit      (2,0,0) hrs      15 wks**

*Prerequisite:* Math 11 with a minimum grade of B- or MATH 096 or BMTH 044

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      (2,0,0) 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      (2,0,0) hrs      15 wks**

An introduction to the basic scientific concepts and language of general science.

**BSCI 033      ABE Intermediate Science I**

**1.00 credit      (2,0,0) hrs      15 wks**

This course covers the chemistry and composition of living things. Digestion and absorption in animals, circulation and respiration, the skeleton and muscles, nutrition are also covered.

**BSCI 034      ABE Intermediate Science II**

**1.00 credit      (2,0,0) hrs      15 wks**

This course covers the chemistry of elements and compounds, use of the periodic table, chemical reactions, the physics of magnetism and electricity, the nature of energy, and work and machines. Laboratory investigations are included.

## Adult Basic Ed.-Sociology

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**BSOC 031      Intermediate Level Social Studies**

**2.00 credits      (2,0,0) 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      (2,0,0) 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      (0,0,6) 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.



## Advanced Illustration

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### **ILUS 150      Promotional Illustration**

**3.00 credits    (6,1,0) hrs    02 wks**

Promotional Illustration is intended for creative professionals who want to challenge their abilities and develop original illustration for marketing purposes, as well as distinctive content for their portfolio. A wide range of successful promotional work is discussed and explored, as are the studio techniques and working styles of both classic and contemporary talents in the field. The course also covers different self-promotion marketing methods and strategies for maximum impact.

### **ILUS 152      The Illustrated Picture Book**

**3.00 credits    (6,1,0) hrs    02 wks**

This course explores the critical role of the illustrator in the creation of children's and other kinds of picture books, from manuscript to final product. Practical concerns such as audience, composition and visual hierarchy, pacing and storytelling will be covered in depth. This course gives students hands-on experience in developing and illustrating picture book concepts using a manuscript of their choice, for submission to a publisher.

### **ILUS 154      The Graphic Novel**

**3.00 credits    (6,1,0) hrs    02 wks**

This course defines the graphic novel, also known as the comic book. The Graphic Novel covers the history, role in today's culture, struggle for literary and artistic respectability, and its promising future. It introduces techniques used by professionals in order to achieve a unique dynamic story. It provides students with the opportunity to develop and illustrate a graphic novel.

### **ILUS 156      The Visual Journalist**

**3.00 credits    (6,1,0) hrs    02 wks**

This course is intended for working creative professionals seeking to further develop their visual voice by directly exploring the political, social, and economic concerns of today through illustration in an editorial context. A central idea to this course is "the illustrator as documentary artist," reporting on the world directly, miles away from the studio. Using storytelling processes and methods, the student will act as "visual journalist" and create narrative illustration, communicating concepts with or without the direct use of text.

### **ILUS 158      The Killer Image: If You Can't Find It, Shoot It**

**3.00 credits    (6,1,0) hrs    02 wks**

This course focuses on conceptual development for illustration. This course provides practical instruction on shooting digital photography and collecting reference material for the development of concepts. Students will take the role of art director and shoot digital photographs as reference material for the purpose of image making. This course covers the process of concept of realization, applying design principles and other techniques used by working illustrators for image creation.

## Advertising

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### **ADVR 130      Strategic Development and Media Planning for Advertising**

**3.00 credits    (6,1,0) 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

**ADVR 130 Strategic Development and Media Planning for Advertising**

**3.00 credits (6,1,0) hrs 02 wks**

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 (6,1,0) 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 (6,1,0) 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 (6,1,0) 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 Branding**

**3.00 credits (6,1,0) 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.

## Alternative Career Training

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**ACTP 001 Job Search and Maintenance Techniques**

**3.00 credits (5,0,0) hrs 15 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.

**ACTP 002 Occupational Preparation and Safety in the Workplace**

**3.00 credits (5,0,0) hrs 15 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.

**ACTP 005 Visual and Print Communication Skills**

**3.00 credits (5,0,0) hrs 15 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.

**ACTP 006 Leisure Education**

**3.00 credits (5,0,0) hrs 15 wks**

To assist students to clarify their leisure interests and values and use their leisure time more constructively. Students will be encouraged to become more aware of their own feelings and beliefs about leisure so that future leisure decisions will be by their own choice and from their own value system. Emphasis will be placed on project work within the community.

**ACTP 007 Consumer Preparation**

**3.00 credits (5,0,0) hrs 15 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.

**ACTP 008 Interpersonal Communications**

**3.00 credits (5,0,0) hrs 15 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).

**ACTP 009 Work Experience**

**6.00 credits (25,0,0) hrs 15 wks**

To give the student a practical experience in a work situation including preparation prior to placement and follow-up concluding the practicum.

## Animation

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**ANIM 010 Animation Principles and Timing**

**2.25 credits (6,0,0) hrs 08 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**

**2.25 credits (6,0,0) hrs 08 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**

**1.50 credits (4,0,0) hrs 08 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

**ANIM 030      Drawing for Animation**

**1.50 credits    (4,0,0) hrs    08 wks**

and weight of the model. Basic anatomy will be introduced and students will maintain a weekly sketchbook of drawings.

**ANIM 040      Digital Animation**

**1.50 credits    (4,0,0) hrs    08 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 111      Animation Drawing I**

**6.00 credits    (8,0,0) hrs    15 wks**

An introduction to creating animated movement. Basic animation timing skills, animation principles and procedures used to produce character animation will be introduced.

**ANIM 112      Animation Design I**

**2.25 credits    (3,0,0) hrs    15 wks**

Students will learn design skills as they relate to commercial animation. Strong posing, drawing on model , and character design will be introduced. Perspective drawing will be reviewed.

**ANIM 113      Life Drawing for Animation I**

**3.00 credits    (4,0,0) hrs    15 wks**

This course will demonstrate the importance of life drawing in the creation of animated movement. Students will learn to accurately draw what they see. Human proportions and the human form in action will be studied. Quick gesture drawing will be practised intensively to build on the student's ability to create simple line drawings that communicate weight, structure and feeling.

**ANIM 114      History of Character Animation**

**2.25 credits    (3,0,0) hrs    15 wks**

This course will cover the development of character animation from Winsor McCay to the present. Emphasis will be on the Disney, Fleischer, Warner Brothers, MGM and U.P.A. studios of the 1930's and 40's and will include major developments and the work of important directors. Current trends in animation will be discussed.

**ANIM 120      Directing for Animation**

**1.50 credits    (2,0,0) hrs    15 wks**

This course will familiarize students with structural elements and basic principles of filmmaking. Students will develop a "film sense" which is a basic skill of storyboard artists and filmmakers.

**ANIM 121      Animation Drawing II**

**6.00 credits    (8,0,0) hrs    15 wks**

Students will learn how to animate more complex movement of more diverse characters. Animation timing is emphasized. Special effects animation will be taught. Acting in animation and animating to prerecorded dialogue will be introduced.

**ANIM 122      Animation Design II**  
**1.50 credits    (2,0,0) hrs    15 wks**

Students will gain more practical experience in the posing of animation and will work with a wider range of characters. Bringing out the character's emotions will be practised. In this course, the student will learn to create a full design package for an animated production.

**ANIM 123      Life Drawing for Animation II**  
**3.00 credits    (4,0,0) hrs    15 wks**

Students will build on the skills learned in ANIM 113 and they will increase their ability to accurately render the human form in movement. Structure and anatomy of humans will be emphasized. Animal anatomy and movement will be studied.

**ANIM 124      Anatomy for Animation**  
**1.50 credits    (2,0,0) hrs    08 wks**

This course introduces students to the anatomical design of the human form. Students will study the bones and muscles as well as the relationships of bone and muscle of the human body in action and at rest.

**ANIM 126      Layout Design I**  
**1.50 credits    (2,0,0) hrs    15 wks**

Students will be introduced to the skills of animation background design. The animation camera stand and its functions will be demonstrated. Design and composition skills will be introduced and perspective drawing will be developed further in order to produce complex and detailed layouts.

**ANIM 231      Animation Drawing III**  
**4.50 credits    (6,0,0) hrs    15 wks**

Animating characters that act is the focus of this course. Dialogue breakdown and animating to dialogue will continue to be emphasized. Animation involving several characters in the same scene will be covered and students will work with more complex and realistic character designs.

**ANIM 232      Storyboard Design**  
**3.00 credits    (4,0,0) hrs    15 wks**

Students will be taught to create storyboards that communicate film narratives effectively. In this class, students will be expected to design animation sequences to be produced in the fourth term, eventually becoming a major part of their demo tape.

**ANIM 233      Life Drawing for Animation III**  
**3.00 credits    (4,0,0) hrs    15 wks**

Students will continue to improve their life drawing skills while working primarily with sequential studies. The ability to accurately depict emotion and mood, particularly of the face, eyes and hands will be the main objective of this course. Practise in the use of foreshortening and tone will be included.

**ANIM 234      Computer Animation**  
**3.00 credits    (4,0,0) hrs    15 wks**

Students will be introduced to computer generated animation. The students will use traditional animation and design skills acquired in the first two terms of the program to create quality computer animation using 3-D software. This course will provide students with a strong foundation of computer animation skills enabling them, if they wish, to begin to focus on a career in computer animation.

**ANIM 236      Layout Design II**  
**3.00 credits    (4,0,0) hrs    15 wks**

This course will further develop the student's layout design skills, enabling them to produce finished animation layouts of high quality. Technical skills concerning camera moves will be included and students will work to industry standards. Actual layout tests from major animation studios will be part of the curriculum.

**ANIM 241      Animation Drawing IV**  
**3.00 credits    (4,0,0) hrs    15 wks**

This course will focus on the production of students' demo tapes meant to showcase their animation skills. Students will be focused on feature-quality key animation involving a variety of characters and actions. Character and personality in animation will be emphasized.

**ANIM 242      Major Projects**  
**3.00 credits    (4,0,0) hrs    15 wks**

In this course, students will be allowed to concentrate their efforts on a specific career such as layout artist, computer animator, character designer or key animator. Working one-on-one with an instructor, students will design and produce their own projects in order to achieve success in their specific fields in the industry.

**ANIM 243      Life Drawing for Animation IV**  
**3.00 credits    (4,0,0) hrs    15 wks**

Movement and sequential drawing studies will be emphasized. The main objective of this course will be to make use of the skills and techniques learned in previous life drawing classes to create a diverse range of excellent portfolio pieces tailored to the expectations of the animation industry.

**ANIM 245      Colour and Media**  
**3.00 credits    (4,0,0) hrs    15 wks**

Basic colour theory will be taught using a variety of painting materials and techniques used in the animation industry. Students will learn the specific skills required of animation background painters and will create finished backgrounds from original layout designs.

**ANIM 301      Animation I**  
**12.00 credits    (0,0,1) hrs    15 wks**

This course will focus on the planning and production skills required to make an animated film. Students will take their concepts to final storyboard and storyreel stage with designs, layouts and poses completed by the end of term.

**ANIM 302      Animation II**  
**12.00 credits    (0,0,1) hrs    15 wks**

*Prerequisite:* ANIM 301

This course will focus on the animation and post production skill required to make an animated film. Students will continue with the work accomplished in Animation I and will complete their film by the end of term.

## 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

**ANTH 121 Introduction to Social Anthropology**

**3.00 credits (4,0,0) hrs 15 wks**

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 130 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.

**ANTH 140 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.

**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.

**ANTH 204 Ethnic Relations**

**3.00 credits (4,0,0) hrs 15 wks**

*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 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 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.

*Note:* Permission of instructor is required to register.

## 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 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.

**AHIS 104 Introduction to Visual Culture I**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to encourage students to become visually literate and confident in the analysis/interpretation of all aspects of the visual arts. Confrontation with a wide range of ideas, images and media will stimulate discussion and provide a deeper understanding of the creative process. The purposes of art will be discussed and the relationships between art and society explored. The interdisciplinary nature of art will be examined as well as the achievements of Canadian artists.

**AHIS 105 Introduction to Visual Culture II**

**3.00 credits (4,0,0) hrs 15 wks**

What is the impact of advertising on the viewer? What are the achievements of women artists? What are the current issues concerning art and censorship? These and other topical subjects relating to the arts will be addressed in this course. Attention will also be given to such themes as magic and ritual in art, the body in art, the artist as observer, the landscape in art and aspects of photography. The material will include the art of the past as well as the current art scene. Consideration will also be given to the achievements of Canadian artists. This course is designed to help students decode their visual world and become visually literate.

**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:* Credit will only be granted for one of AHIS 109 or WMST 130.

**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.

**AHIS 215      Art and Technology**

**3.00 credits    (4,0,0) hrs    15 wks**

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.

## **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 the following topics: marketing, resource development, production management, audience services, working with non-profit boards, volunteer management, tour management, artist management and presenting/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 Introductory Practicum I**

**3.00 credits (0,0,6) hrs 15 wks**

This is a practicum in which students will be assigned duties working for the Capilano College Performing Arts Theatre. A total of 90 hours is required. Hours are flexible with both daytime/evening and weekend hours available.

**AEM 143 Arts and Entertainment Introductory Practicum II**

**3.00 credits (0,0,8) hrs 15 wks**

A continuation of AEM 142.

**AEM 144 Front of House and Box Office Systems**

**3.00 credits (4,0,0) hrs 15 wks**

Students will be introduced to the systems used to manage front of house and box office operations. Lectures will focus on the various positions involved in front of house management and their roles. Students will also receive instructions on the use of a computerized ticket reservation system.

**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 240 Practicum in Arts and Entertainment Management I**

**12.00 credits (0,0,32) hrs 15 wks**

*Prerequisite:* AEM 140, 141, 142, 143, 144, 145, ENGL 100 and THTR 151

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) hrs    15 wks**

*Prerequisite:* AEM 140, 141, 142, 143, 144, 145, ENGL 100 and THTR 151

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:* AEM 140, 141, 142, 143, 144, 145, 146, 147, ENGL 100 and THTR 151

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 246      Organizational Structures in Arts and Entertainment Management**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* AEM 140, 141, 142, 143, 144, 145, 146, 147, ENGL 100 and THTR 151

This course provides students with a basic overview and understanding of the organizational structures in arts and entertainment management. Lectures will focus on the fundamentals of organizations 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 247      Financial Management in Arts and Entertainment Management**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* AEM 140, 141, 142, 143, 144, 145, 146, 147, ENGL 100 and THTR 151

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:* AEM 140, 141, 142, 143, 144, 145, 146, 147, ENGL 100 and THTR 151

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:* AEM 140, 141, 142, 143, 144, 145, 146, 147, ENGL 100 and THTR 151

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 250      Production and Tour Management**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* AEM 140, 141, 142, 143, 144, 145, 146, 147, ENGL 100 and THTR 151

**AEM 250      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 the performing arts, and the process of tour organization.

**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 351      Audience Services Practicum and Computer Applications**

**1.00 credit     (1,0,5) hrs    07 wks**

This course will provide on-the-job experience managing all audience service roles as well as training in box office database and Excel. Students will receive in-class instruction, which will be followed by direct application. Students will be supervised by their instructor throughout their practicum. Only shows in the Capilano College Performing Arts Theatre will be considered for practicum hours. The course may be taken in second or third semester.

## Astronomy

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**ASTR 106      Introduction to Astronomy**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math 12, or Principles of Math 11 with a minimum B grade, or BMTH 053/054 or Math 105. Math 105 may be taken concurrently.

An introduction to astronomy with an emphasis on 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.

**ASTR 107      Introductory Astronomy**

**4.00 credits    (4,2,0) hrs    15 wks**

*Prerequisite:* Math 12, or Principles of Math 11 with a minimum B grade, or BMTH 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.

## Basic Education & Career Plan

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**BECP 021      Basic Education and Career Planning Fundamental**

**1.00 credit     (4,0,0) 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 College 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 a mixed-mode delivery using classroom and webct format.

**BECP 041      Basic Education and Career Planning Advanced**

**1.00 credit     (4,0,0) hrs    15 wks**

*Prerequisite:* BECP 021

**BECP 041 Basic Education and Career Planning Advanced**

**1.00 credit (4,0,0) hrs 15 wks**

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 College 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 webct format.

## Biology

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**BIOL 104 Human Biology I**

**4.00 credits (4,3,0) hrs 15 wks**

This course is an introduction to human anatomy and physiology for students who require a lab science elective and those with an interest in nursing or health sciences. Major topics include the chemistry of life, structure and function of human cells and tissues, digestion and nutrition, reproduction, cell division, and genetics. This course together with BIOL 113 satisfies the human anatomy and physiology requirement for most nursing programs in British Columbia.

**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 Basic 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 Basic 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 Introductory Biology I**

**4.00 credits (4,3,0) hrs 15 wks**

*Prerequisite:* Biology 12 or BBIO 054 or Biology 104 with a minimum C+ grade and Chemistry 11 or BCHM 044 with a minimum C- grade



**BIOL 110      Introductory Biology I**

**4.00 credits    (4,3,0) hrs    15 wks**

This course is the standard introductory biology course for students who plan to take further courses in science. Major topics include biochemistry, cell structure and function, cell division, genetics, and molecular biology.

*Note:* Students should have some knowledge of basic chemistry and cell biology.

**BIOL 111      Introductory Biology II**

**4.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* BIOL 106 and 107 or BIOL 110

This course is a continuation of introductory biology which further develops the discussion of biological concepts begun in BIOL 110 or BIOL 106/107. Major topics include development, plants and animal systems, evolution and ecology.

**BIOL 113      Human Biology II**

**4.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* BIOL 104

This course is a continuation of the study of human biology begun in BIOL 104. The course focuses on the anatomy and physiology of the cardiovascular, respiratory, musculoskeletal, nervous, endocrine, and urinary organ systems. Special emphasis will be given to health and fitness as well as some discussion of disease and treatment. The laboratory sessions will provide complementary practical study of the systems, and introduce techniques used to make physiological evaluations (e.g. heart rate, EKG, blood pressure, urine analysis). BIOL 104/113 are equivalent to first year human anatomy and physiology in many nursing programs.

**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:* Concurrent registration in BIOL 214 is recommended.

*Note:* There is no laboratory for this course.

**BIOL 201      Genetics II**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BIOL 200

This course is a continued study of the principles and mechanisms of heredity, with emphasis on the genetics of microorganisms, molecular genetics, genetic engineering, and developmental genetics.

*Note:* BIOL 214 and concurrent registration (if not already completed) in BIOL 215 are recommended.

*Note:* There is no laboratory for this course.

**BIOL 204      Ecology I**

**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 an introduction to the principles of ecology with emphasis on ecosystem and community dynamics and structure including ecosystem concepts, components, interrelationships, energy flow, and nutrient cycling and introduction to vegetation analysis in the B.C. context. Both plants and animals will be

**BIOL 204 Ecology I**  
**4.00 credits (4,3,0) hrs 15 wks**

considered but plants will be emphasized. Weekly field trips examine local biogeoclimatic zone structure and composition, while a southern B.C. field trip introduces several inland biogeoclimatic zones.

*Note:* This course serves as a Canadian Studies credit.

**BIOL 205 Ecology II**  
**4.00 credits (4,3,0) hrs 15 wks**

*Prerequisite:* BIOL 204

A continued study of ecological principles, with the introduction and application of quantitative concepts. The emphasis will be on animal ecology including population dynamics, animal behaviour, competition, predator-prey relationships, and other aspects of interactions of plant and animal populations.

*Note:* This course serves as a Canadian Studies credit.

*Note:* The course includes weekly field trips and a three-day field trip to the Pacific Rim National Park area.

**BIOL 206 Ecology of the Western Pacific**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BIOL 106, 107 and 111 or BIOL 110 and 111; or BIOL 104/105; or GEOG 112/114

This course examines the complex ecology and biogeography of the lands bordering the western Pacific Ocean. Basic principles of biogeography and ecology will be presented with reference to the regions concerned. Selected environmental issues and biogeographic characteristics will be discussed for the following regions: the Asian Mainland, with emphasis on Japan and China; the Malay Peninsula and Indonesia; and Australasia, focusing on Australia, Papua New Guinea and New Zealand.

*Note:* There is no lab for this course.

**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 evolutionary trends especially in development and morphology of organ systems. Adaptive features in vertebrates are considered. The laboratory and field trip components complement the lecture component with an examination of representative vertebrates.

**BIOL 214      Cell Biology**

**4.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* CHEM 200 is a prerequisite or corequisite 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.

**BIOL 215      Biochemistry**

**4.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* CHEM 201 as a prerequisite or corequisite 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.

**BIOL 220      Microbiology I**

**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; and CHEM 110 and 111

This course is a comprehensive treatment of introductory microbiology. The origin, basic structure, growth and metabolism of micro-organisms will be discussed. The lab provides practical experience in standard microbial techniques.

**BIOL 221      Microbiology II**

**4.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* BIOL 220

This course is a continuation of BIOL 220, emphasizing genetics, immunological aspects, and ecology of micro-organisms. The role of micro-organisms in agriculture, various industries, health and sanitation is considered. This lab expands practical experience in standard microbial techniques.

## Business Administration

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**BADM 101      Management**

**3.00 credits    (4,0,0) hrs    15 wks**

Students study modern management practices, current events, ethics and problem solving. In addition, students will study and practice effective business presentations and public speaking. The course instructors will facilitate discussion and integrate topics through the use of contemporary business issues.

**BADM 102      Quantitative Methods**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math 11 with a minimum C grade, or BTEC 115 with a minimum C+ grade, or MATH 096 or BMTH 043 or BMTH 045 with a minimum C grade

**BADM 102      Quantitative Methods**

**3.00 credits    (4,0,0) hrs    15 wks**

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.

**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**

Students will be introduced to the components of the Canadian legal system, and will examine the effect of both common and statute law on business relationships. A study of the basic principles of commercial law will provide the foundation for a detailed examination of contract law, including the sale of goods, consumer protection legislation, and employment and labour law, as well as an examination of tort law, intellectual property, insurance, company and partnership law, and creditor remedies.

**BADM 201      Business Information Systems**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* 30 post-secondary Business Administration credits and eligibility for English 100

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 introductory course provides the student with practical human resources management knowledge and skills used by supervisors and line managers. Special emphasis is placed on current legislation affecting the workplace and on day-to-day performance management. It also provides a basis for the student to assist a human resources practitioner where the student can build on the knowledge to take on a more specialized role.

**BADM 204      Introduction to Strategic Management**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BFIN 241 is a prerequisite or co-requisite

**BADM 204 Introduction to Strategic Management**

**3.00 credits (4,0,0) hrs 15 wks**

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 emphasizing analysis and decision-making in the face of certainty and uncertainty. Spreadsheet applications of descriptive, inferential, and bivariate models are utilized. A working knowledge of spreadsheets (Excel) is required.

**BADM 218 Leadership in Teams**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 101 and 106

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:* Completion of 30-credits of Business Administration

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:* Completion of 30-credits of Business Administration

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,

**BADM 274 Business Administration Special Topics I**

**3.00 credits (4,0,0) hrs 15 wks**

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 with a minimum C+ grade

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.

**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 the student to labour unions and their relationship with management. Topics covered include the labour code, collective bargaining and dispute resolution.

**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

**BADM 307      Advanced Business Law II**

**3.00 credits    (4,0,0) hrs    15 wks**

This law course will examine the effect of both common and statute law on business relationships. A review of the basic principles of commercial law will lead to the examination of more complex contractual relationships such as discharge of contract, agency, bailment, real property, commercial tenancy, legal devices for securing credit including mortgages and bankruptcy. Other topics include competition law, management and operation of a corporation and intellectual property.

*Note:* This course is available every second year.

**BADM 310      Quantitative Methods III**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BADM102, BADM210 with a minimum C+ grade, BCPT122 or BCPT123

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.

**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 allow students to explore special business topics not routinely offered in the BADM curriculum. Topics will be offered on a one-time basis.

**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 allow students to explore special business topics not routinely offered in the BADM curriculum. Topics will be offered on a one-time basis.

**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 give students the opportunity to examine a current topic in Business Administration in some depth. It will be thematic rather than discipline based.

**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

**BADM 323 Current Issues in Business Administration II**

**3.00 credits (4,0,0) hrs 15 wks**

This course will be offered from time to time to give students the opportunity to examine a current topic in Business Administration in some depth. It will be thematic rather than discipline based.

**BADM 324 Current Issues in Business Administration III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Completion of 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 be build on business concepts to explore and more fully understand some specialized area of concern. Normally such courses will take advantage of the short-term availability of some specific expertise, such as faculty exchange or overseas offering. The topic can only be repeated once. Any further offering on the topic must go through proper procedure to gain an assigned course number and title.

**BADM 325 Special Topics in Business Administration III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Completion of 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 courses will take advantage of the short-term availability of some specific expertise, such as faculty exchange or overseas offering. The topic can only be repeated once. Any further offering on the topic must go through proper procedure to gain an assigned course number and title.

**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 competency in prospective managers, supervisors, business owners and employees to improve individual employee or larger organizational performance.

**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. Students also have the opportunity to work on their own career development

**BADM 382 Case Analysis and Decision Making in Human Resources Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BADM 302 or BADM 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 460 Business and Society**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 90 post-secondary credits



**BADM 460 Business and Society**

**3.00 credits (4,0,0) hrs 15 wks**

This course investigates the interdependence of business and society, particularly corporate social responsibility, 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, with regard to the factors above and to enable them to understand the dilemmas facing business today.

**BADM 465 Management Decision Making**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 90 post-secondary credits

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:* 90 post-secondary credits

This upper level course builds on your knowledge about people in organizations. You will develop strategic perspectives on managing the four phases of change and you will explore your role as a change agent within an organization. Through readings and applied activities, you will examine the personal factors that managers/leaders use when leading a change you will investigate the factors impacting upon change within the organization. The aim of this course is thus twofold: to provide you with a better understanding of the challenges involved in managing organizational change and to develop a perspective that will assist you in dealing with change regardless of what your position is within an organization.

**BADM 470 Business Policy and Strategy**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 90 post-secondary credits

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:* BADM 305 plus 70 post-secondary credits

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 121 Business Computing I**

**3.00 credits (4,0,0) hrs 15 wks**

An introduction to the use of microcomputers in business. This course provides hands-on experience with word processing, data management and graphic user interface software. It also looks at the operating system and its functions. Students will examine the uses of computers today and the selection process for acquiring hardware and software.

### **BCPT 122 Business Computing II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BCPT 121 with a minimum C- grade or BTEC 146 with a minimum B grade

This course is a continuation of BCPT 121, providing further uses of microcomputers in business. Students will receive hands-on experience with spreadsheets and presentation graphics and graphical user interface software.

*Note:* Prerequisite may be waived by permission of instructor.

*Note:* Credit will only be granted for one of BCPT 122 or BCPT 123.

### **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 221 Business Computing III - Electronic Commerce**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BCPT 122 or 123 with a minimum C- grade

The application of Internet technology and Web site design as used in a contemporary business environment.

### **BCPT 223 Advanced Excel with Visual Basic for Applications**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* BCPT 123

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.

### **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 (2,2,0) hrs 15 wks**

*Prerequisite:* BADM 201 with a minimum C- grade

**BCPT 305      Management of Information Systems**

**3.00 credits    (2,2,0) hrs    15 wks**

This course provides an introduction to the role of information systems in organizations; how information systems 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 BCPT 123 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 all business managerial aspects to 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 with a minimum C- grade

This course provides an overview of the advanced skills necessary to design effective interactive Web sites.

*Note:* Prerequisite may be waived by permission of instructor.

## 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 concepts and business principles. Students will record business transactions and create financial statements. Also they will be exposed to a broad range of topics including legal compliance, asset management and financial statement analysis.

This course is designed to prepare the student for courses in managerial accounting and financial management. We recommend that students with weak math skills take BADM 102 (Quantitative Methods) before, or in conjunction with, BFIN 141.

**BFIN 142      Financial Accounting I**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BFIN 141 or BTEC 217 with a minimum C+ grade and BADM 102 is a prerequisite or co-requisite

Students will apply generally accepted accounting principles to the establishment and maintenance of accounting systems, including the preparation, analysis and interpretation of financial statements. (CGA, CMA, and CA transferable).

**BFIN 241      Finance for Managers**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BFIN 141, BADM 102 and CMNS 220

In this practical financial management course, students study financial management techniques. They apply this knowledge to business decisions. Topics in this course include: evaluating business performance,

**BFIN 241 Finance for Managers**

**3.00 credits (4,0,0) hrs 15 wks**

financial institutions and markets, valuation of financial assets, obtaining financing, managing assets and international finance. Contemporary financial issues are discussed throughout this course.

**BFIN 244 Managerial Accounting**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BFIN 141

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.

**BFIN 246 Financial Accounting II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BFIN 142

This course studies the theories underlying financial statement presentations and is a logical continuation and reinforcement of the material covered in BFIN 142 Financial Accounting I. The course encompasses the study of financial accounting at the intermediate level (CGA , CMA and CA 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 331 Assurance and Auditing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BFIN 246 plus 60 po-secondary credits

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.

**BFIN 341 Cost Accounting I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BFIN 141 and 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. (CGA, CMA, and CA 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. (CGA, CMA, and CA transferable with BFIN 341).

**BFIN 347      Financial Accounting III**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BFIN 246

A continuation of BFIN 346 which examines current developments in financial accounting and their effects on financial statement presentation. (CGA, CMA and CA transferable with BFIN 346).

**BFIN 348      Accounting Information Systems**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BFIN 142 and BADM 201

Students will examine and implement primary accounting information systems (AIS) in detail. You will focus on understanding and design of AIS to lessen control risks and inefficiencies. Students will appreciate how to audit such systems to audit such AIS.

*Note:* BFIN 246 is recommended.

**BFIN 350      Advanced Financial Management**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BFIN 141 and 241

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. (CGA, CMA, and CA transferable with BFIN 241).

*Note:* This course is not offered every year.

**BFIN 351      Taxation**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* 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. (CGA, CMA, and CA transferable).

*Note:* BFIN 246 is recommended

**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 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:* BFIN 347 plus 60 post-secondary credits

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.

**BFIN 431      Advanced Management Accounting**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BFIN 342 with a minimum C- grade plus 60 post-secondary Business Administration credits

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.

## Business Marketing

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**BMKT 161      Marketing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Eligibility to register for ENGL 100. See English Diagnostic Test in the Registration section of the College Calendar

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 and American 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 history, creativity, communication systems, media choice, and other functions. 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 including prospecting, qualifying, and contracting prospects. The course will also explore, in depth, the organization and management of sales activities.

**BMKT 264 Branding and Innovation**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BMKT 161

Students will broaden their knowledge of brand positioning, building brand equity and design innovation programs for new products.

**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:* This course was previously numbered EBM 315. Students with credit in EBM 315 may not repeat this course for further credit.

**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 several aspects of business management including marketing research, creative advertising, team building, and environmental marketing. Research projects, case discussions and problem solving will be stressed in both individual and team activities. This course is offered every two years.

*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:* 60 post-secondary 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 e-Commerce and Marketing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* 45 post-secondary credits

This course is offered as an advanced level marketing subject and is designed to provide an in-depth, practical and up-to-date look at all major aspects of electronic commerce. It covers business to consumer, business to business, and consumer to consumer models. The course links theory to traditional business strategy, competitiveness and consumer behaviour models, combined with many real-world models.

Upon completion of this course, students will have a comprehensive understanding of the impact of e-commerce on business and how they can apply e-commerce principles 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:* 90 post-secondary credits, including BMKT 161 and three BMKT/IBUS courses

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:* 90 post-secondary credits, including BMKT 161 and three BMKT/IBUS courses

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.



## 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 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 135 Introduction to Payroll Compliance and Applications**  
**4.50 credits (6,0,0) hrs 15 wks**

To provide students with an overview of payroll compliance responsibilities and payroll legislation and the skills required to calculate individual pay and records of employment. Students who complete this course also earn credit for two courses towards the Payroll Compliance Practitioner Certification awarded by the Canadian Payroll Association (CPA). These courses are Payroll Compliance Legislation and Payroll Fundamentals 1.

**BTEC 143 Business Computer Applications**  
**3.00 credits (4,2,0) hrs 15 wks**

This course will teach students to produce professional-looking, basic business documents by integrating the learning of introductory computer software functions at the proficient level with the application of current document formatting standards. Keyboarding skills will be introduced and/or increased.

**BTEC 149 Financial Computer Applications**  
**3.00 credits (4,4,0) hrs 15 wks**

*Prerequisite:* BTEC 117, 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

**BTEC 211 Business Writing**  
**3.00 credits (4,0,0) hrs 15 wks**

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.

*Note:* Prerequisites may be waived by permission of instructor.

**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 235 Payroll Applications II**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* BTEC 135

This course will enable students to calculate organizational remittances to federal, provincial and third-party stakeholders; prepare accounting documentation for payroll; complete year-end documentation; and communicate all aspects of organizational remittances, accounting and year-end requirements to internal, external and government stakeholders. Completion of BTEC 135 and an accounting course are prerequisites for this course.

**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 Directed Work Experience**  
**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.

## 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.

## 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) 16 wks  
hrs**

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**

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 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 college 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 college 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) 16 wks**  
**hrs**

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, making appointments with Training Consultants to obtain Employability Agreements (if on income assistance), and making arrangements for childcare. Students are assisted with the initial college 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, making appointments with Training Consultants to obtain Employability Agreements (if on income assistance), and making arrangements for childcare. Students are assisted with the initial college application and registration, and ongoing support is provided to guide the students throughout the term, in their pursuit of personal and educational success.

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## 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 college, 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 college 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**

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**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 college, 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 college 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 college, 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 college 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.

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## **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 college 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



**CACT 002 Career Access Centre Transition Skills**

**0.00 credits (2,0,0.75) hrs 16 wks**

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 college 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 (10,0,3.75) hrs 16 wks**

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## 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**

**3.00 credits    (4,1.5,0) hrs   15 wks**

*Prerequisite:* Chemistry 11 or CHEM 030 or BCHM 044; MATH 11 or BMTH 054

A study of chemical principles, nomenclature, stoichiometry and solutions, gases, chemical bonding, thermochemistry; an introduction to acids and bases, equilibrium, and nuclear chemistry.

*Note:* Principles of Math 12 preferred.

**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

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.

**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.

**CHEM 130      The Diversity of Chemistry**

**3.00 credits    (4,1.5,0) hrs   15 wks**

*Prerequisite:* Chemistry 11 (or CHEM 030 or BCHM 043) or Biology 11 (or BBIO 043) or Physics 11 (or BPHY 043)

A basic understanding about the modern chemical aspects of food, nutrition, drugs, our environment or the chemical issues that confront us in the daily press. The goal is to expose non-science students to the practical aspects of chemistry.

*Note:* This course is not offered in 2006/2007.

**CHEM 154      Chemical Principles for Engineers**

**3.00 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.

**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.

**CHEM 201      Organic Chemistry II**

**4.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* CHEM 200 with a minimum C- grade

**CHEM 201      Organic Chemistry II**

**4.00 credits    (4,3,0) hrs    15 wks**

Aromatic chemistry, aldehydes, ketones, acids and their derivatives, amines, nitro, azo, diazo and related compounds, heterocyclics, carbohydrates, protein chemistry, polymers, and natural products.

**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 is not offered in 2006/2007.

**CHEM 205      Introduction to Inorganic Chemistry**

**4.00 credits    (4,3,0) 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 and solid state chemistry will also be covered. The laboratory component emphasizes the synthesis of inorganic compounds and the use of modern analytical instruments.

**CHEM 206      Introduction to Analytical Chemistry**

**4.00 credits    (4,3,0) 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.

## Chinese

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**CHIN 100      Beginning Chinese I**

**3.00 credits    (4,1.75,0) 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.

**CHIN 101      Beginning Chinese II**

**3.00 credits    (4,1.75,0) 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:* Prerequisite may be waived by permission of instructor.

**CHIN 200 Intermediate Chinese I**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* CHIN 101 or Chinese 12 with a minimum C grade

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 may not be offered every year.

*Note:* Prerequisite may be waived by permission of instructor.

**CHIN 201 Intermediate Chinese II**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* CHIN 200

Continues the work of CHIN 200.

*Note:* Prerequisite may be waived by permission of instructor.

## Cinematography

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**CINE 118 Cinematography for Film and Video**

**15.00 credits (14,2,7) 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 Advanced Cinematography for Film and Video**

**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.

## College Success Strat.- Couns.

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**CSS 100 College Success - Academic and Personal Success**

**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 College resources, and career exploration.

*Note:* Students may not enrol in CSS 100 and CSSF 105 concurrently.

## College Success Strat.- Found.

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### **CSSF 105 College Reading, Study, and WebCT Skills**

**3.00 credits (4,0,0) hrs 15 wks**

Students learn and adopt methods and attitudes that promote success in college. Study skills learned are memory techniques, goal setting, time management, note taking and test taking. The reading component focuses on problems college students have with textbook comprehension and retention, vocabulary development, and critical thinking and reading. In addition, CSSF 105 addresses challenges students face through participation in courses delivered on-line, via WebCT. 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 CSS 100 and CSSF 105 concurrently.

### **CSSF 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.

## Commerce

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### **COMM 290 Quantitative Methods for Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Math 108

A study of the use of spreadsheet models in standard quantitative methods used in business and industry, including linear programming, decision theory, basic probability and discrete random variables.

### **COMM 291 Applications of Statistics in Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* COMM 290 with a minimum C- grade

The methods and applications of statistics in business, including descriptive statistics, continuous random variables and probability distributions, sampling, estimation of parameters, hypotheses testing, linear regression and correlation, multiple regression, and analysis of variance.

### **COMM 292 Principles of Organizational Behaviour**

**3.00 credits (4,0,0) hrs 15 wks**

Behaviour in organizations as it affects people or individuals, their relationships with others, their performance in groups and their effectiveness at work.

### **COMM 293 Financial Accounting**

**3.00 credits (4,0,0) hrs 15 wks**

An introduction to the construction and interpretation of financial statements and reports including the balance sheet, income statement, statement of retained earnings and the statement of change in financial position.

**COMM 294      Managerial Accounting**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* COMM 293 with a minimum C- grade

Introduction to the development and use of accounting, information for management planning and control and the development of cost information for financial reports.

**COMM 298      Introduction to Finance**

**3.00 credits      (4,0,0) hrs      15 wks**

Introduces the basic principles of financial valuation, including the time-value of money and the risk/return trade off. Develops tools for the quantitative analysis of corporate and/or individual financing and saving decisions, and of capital budgeting decisions.

**COMM 392      Labour Relations**

**3.00 credits      (4,0,0) hrs      15 wks**

An introduction to union-management relations which includes the study of trade union history and structure, the collective bargaining process and labour legislation.

## Communications

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**CMNS 103      Contemporary Communications and Culture**

**3.00 credits      (6,0,0) hrs      02 wks**

Creative process and the foundation of artistic experiences are the focal point of this course which uses field trips to provide material to which students respond with personal and other defined communications perspectives. Students develop ways to look at and reflect on events and places in the local arts environment. Short readings and classroom activities help students refine frameworks used in writing journals, short reports and presentation materials that are preparation for working in design and illustration.

**CMNS 105      International Interaction I**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* ESLF 070 with a B+ or CAEL exam results of 60

This course develops students' ability to use appropriate communication tools for face-to-face business interaction in a North American setting. Students learn behaviors 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      Standard English Usage**

**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 Office Assistant program students.

**CMNS 111      Administrative Writing**

**3.00 credits      (4,0,0) hrs      15 wks**

Intended for writers who work in non-profit or advocacy or administration, this course covers the basics of correspondence proposals, short reports, briefs and performance evaluations. Some attention to online communications, and strong emphasis on developing a clear writing style.

**CMNS 112 Introduction to Communications Studies**

**3.00 credits (3,0,1) hrs 15 wks**

This course is intended to introduce students to the history and theory of communications. It examines the changes in communications technology starting with the emergence of speech in human society and considers social, psychological and cultural approaches to human development and communications.

**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 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 132 Explorations in Mass Media**

**3.00 credits (3,0,1) hrs 15 wks**

This course examines topics in news and public affairs programming in print, broadcast, film and electronic media in order to explore themes and issues such as regulation, freedom of expression, gate-keeping, ownership, public access, and privacy of information. The course also explores the main theoretical approaches to communication studies in symbolic interaction, cultural studies, semiotics, and technological determinism.

**CMNS 135 Storytelling for Media**

**3.00 credits (4,0,0) hrs 15 wks**

Basic techniques of storytelling in various media, both written and spoken. Students apply these techniques in business correspondence, proposals, documentary analysis, and film treatments.

*Note:* This course is restricted to Film program students.

**CMNS 152 Report Writing**

**3.00 credits (4,0,0) hrs 15 wks**

Writing for the workplace: letters, memorandums, and reports. Review of English basics in the context of business writing.

*Note:* This course is restricted to Retail Marketing program students.

**CMNS 154      Communications in Outdoor Recreation and Tourism**

**3.00 credits    (4,0,0) hrs    15 wks**

Writing for Outdoor Recreation and Tourism Management: reports, memorandums, 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**

Strong emphasis on English basics (grammar, spelling, punctuation, correct usage), proofreading skills, and business writing.

**CMNS 170      Presentation Skills for Public Speaking**

**3.00 credits    (4,0,0) hrs    15 wks**

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. 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 174      Wilderness Leadership Communications**

**3.00 credits    (6,0,2) hrs    08 wks**

A course in writing and speech for wilderness-leadership professionals, including business correspondence, spoken presentations, and proposals.

*Note:* This course is restricted to WLP and REC program students.

**CMNS 179      Writing for Paralegals**

**3.00 credits    (3,0,1) hrs    15 wks**

This course is planned to help develop listening, speaking and writing skills for work in the legal profession. Listening and speaking assignments include observation and discussion of a variety of materials presented in non-written form. Writing assignments address three goals: to equip students with the tools they need to write accurately and appropriately; to provide opportunities to practice translating from speech and observation to written formats, as is often required in legal practice; and to master format, tone, layout and style in general and legal correspondence.

*Note:* This course is restricted to Paralegal/Legal Assistant program students.

**CMNS 190      Magazine Article Writing**

**3.00 credits    (4,0,0) hrs    15 wks**

Researching, writing and marketing articles for publication in news media and magazines. 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.

**CMNS 191      Writing for Magazines**

**1.50 credits    (4,0,0) hrs    08 wks**

*Corequisite:* CMNS 221, 351 and 371

CMNS 191 teaches students to write feature articles, magazine department articles and magazine fillers for the publishing industry in Canada. Credit will not be given for both 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 220 Advanced Business Writing and Editing**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100

Researching, organizing, writing and editing extensive business documents: reports, proposals, memorandums, press releases. Emphasis is on clear style and logical organization.

*Note:* Prerequisites may be waived by permission of instructor.

**CMNS 221 Editing and Writing for the Business of Publishing**

**1.50 credits (3.43,0,0) hrs 07 wks**

*Corequisite:* CMNS 241 and 351

This course teaches business writing in a publishing context. The curriculum addresses issues involved with career preparation in publishing, prepares students for the internship, and includes a strong component of copy editing and proofreading.

**CMNS 222 Decoding Media Strategies**

**3.00 credits (3,0,1) hrs 15 wks**

*Prerequisite:* CMNS 112 and 132

This course introduces students to popular culture and communications. The focus is on audience responses to media formats, content and technology and explores the development of communications and contemporary popular culture from historical, technological and cultural and critical perspectives through readings, film viewing, field trips and discussion.

**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 examines the role of the mass traditional media and new multi-media in Canada and the impact of these in the context of political and social belief, opinion, and behaviour of the Canadian public.

**CMNS 236 The details of this course are not available**

**credits (,) hrs wks**

**CMNS 241      Software for Magazine Publishing**

**1.50 credits    (6,0,0) hrs    04 wks**

The course introduces students to the main software programs used in the magazine publishing industry, for text and page formatting and design. Knowledge of word processing programs is recommended for candidates for admission to this course.

**CMNS 250      Introduction to Technical Writing**

**3.00 credits    (3,0,1) hrs    15 wks**

*Prerequisite:* ENGL 100

Technical writing for science, engineering and the professions. Emphasis on correspondence, process analysis, writing instructions, resume preparation, and an extended formal report. The course includes examination of technical reports and study of the role of technical writing in corporate and scientific settings.

**CMNS 253      The details of this course are not available**

**credits            (,,) hrs            wks**

**CMNS 260      Applied Communications 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 qualitative research methods. Students will exercise their curiosity and intellects as they explore research methodology through readings, discussions, lectures, and media works. The course sets the stage for students to deepen their understanding of theoretical, conceptual, interpretive, representational, and fieldwork practices, as well as to explore the fundamental questions related to audiences, authors and purposes of research.

**CMNS 261      The details of this course are not available**

**credits            (,,) hrs            wks**

**CMNS 270      Visual Communications**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* ENGL 100 or CMNS 120

This course is intended for students of communications and business who are interested in examining how and what we see in the mass media. Topics examined include advertising, Web sites, the news media, print, cinema and television. Using photography as the basis, the course first explores vision as a physiological and psychological phenomenon, then develops a number of perspectives for analyzing images. Students will then examine different visual media, including typography, advertising, motion pictures, computer images, and television, analyzing the "framed" world in mass media representation. Assignments are practical projects.

**CMNS 280      Marketing Commercial Fiction**

**3.00 credits    (4,0,0) hrs    15 wks**

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 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:* Prerequisites may be waived by permission of the instructor.

*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 Writing**

**3.00 credits    (7.43,0,0) hrs    07 wks**

*Corequisite:* CMNS 191, 221 and 371

This course introduces students to the major tasks of an editor employed by trade or consumer magazine. Topics covered include assignment and fix letters, editing manuscripts, editorial packaging, headlines and decks, pagination, and dealing with other magazine staff including art directors and publishers.

**CMNS 354      Advanced Communications Skills for Tourism Management**

**3.00 credits    (3,0,1) hrs    15 wks**

*Prerequisite:* CMNS 154 or equivalent, or any first year academic English course

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:* Prerequisites may be waived by permission of the instructor.

*Note:* This course is restricted to Tourism and Communications program students.

**CMNS 360      Corporate Communications**

**3.00 credits    (3,0,1) hrs    15 wks**

*Prerequisite:* CMNS 220

This applied course helps students design and deliver a range of documents required for working in corporate, community and government relations. The course design assumes a business environment, but the skills are transferable to the non-profit sector. Focus is on practical information design, addressing correspondence, Web text, logos and corporate identity, sponsorship, news releases, articles, and newsletter production. The course is offered using a case study approach in which students will work in groups in a simulated business environment.

*Note:* Prerequisite may be waived by permission of instructor or coordinator.

**CMNS 371      Foundations of Design, Layout and Production for Magazines**

**3.00 credits    (7,0,0) hrs    07 wks**

*Corequisite:* CMNS 241

Foundations of Design, Layout and Production for Magazines are intended for students who wish to work on the editorial side of magazine publishing. The 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, color, and layout.

**CMNS 400      Magazine Internship**

**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 internship arranged by the student with faculty assistance. Three classroom sessions prepare the student for the internship, and further preparation is provided in co-requisite courses.

# Computing Science

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## **COMP 101      Computers and their Application**

**3.00 credits      (3,0,1) hrs      15 wks**

*Prerequisite:* Applications of Math 11 or Principles of Math 11 or MATH 091 or BMTH 044 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.

*Note:* Although no formal Computing Science prerequisite is listed, students are expected to have reasonable keyboarding skills and to have some familiarity with the use of computers running Microsoft Windows.

## **COMP 106      Programming with Robots**

**3.00 credits      (3,0,1) hrs      15 wks**

*Prerequisite:* Applications of Math 11 or Principles of Math 11 or BMTH 044 with a minimum B grade; or MATH 096 with a minimum C- grade

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.

*Note:* Although no formal Computing Science prerequisite is listed, students are expected to have reasonable keyboarding skills and to have some familiarity with the use of computers running Microsoft Windows.

*Note:* This course serves as a good science elective for non-computing majors, or as a preparatory course for COMP 120 or COMP 121.

## **COMP 107      Animated 3D Game Programming**

**3.00 credits      (4,0,2) hrs      15 wks**

*Prerequisite:* 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 a familiarity with computers running Microsoft Windows.

## **COMP 120      Introduction to Computer Science**

**3.00 credits      (4,0,1.33) 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. The course also exposes students to the discipline of computer science. Topics include computer hardware and software, programming languages, representation and manipulation of data, numerical analysis, programming paradigms, and theory of computation.

*Note:* This course is intended for students in the Engineering program.

**COMP 120 Introduction to Computer Science**

**3.00 credits (4,0,1.33) hrs 15 wks**

*Note:* Although no formal Computing Science prerequisite is listed, students are expected to have reasonable keyboarding skills and to have some familiarity with the use of computers running Microsoft Windows.

**COMP 121 Fundamentals of Programming**

**3.00 credits (4,0,1.33) 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 the use of computers running Microsoft Windows.

**COMP 126 Principles of Software Design**

**3.00 credits (4,0,1.33) 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 165 Introduction to Multimedia and the Internet**

**3.00 credits (3,0,1) 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 the use of computers running Microsoft 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.

**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.

**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.

**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.

**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.

## 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:* COST 100

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:* COST 102

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 Practicum**

**3.00 credits    (4,6,0) hrs    15 wks**

*Prerequisite:* COST 104

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 202      Elements of Costume Design**

**3.00 credits    (8,0,0) hrs    08 wks**

*Prerequisite:* COST 100, 101, 102, 103, 104, 105, THTR 152, 153 and TXTL 120, 121

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.

## 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.

## Customer Service

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**CUST 106      Work Experience**

**0.50 credits    (0,0,20) hrs    02 wks**

This course will provide the opportunity for students to work in local businesses and industry under the direction of a qualified mentor. The two-week experience is designed to assist students in applying classroom theory to the worksite.

## Digital Animation

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**DIGI 010      Computer Animation Basics**

**3.00 credits    (8,4,0) hrs    08 wks**

This course will introduce the industry procedures used to create computer animation and special effects.

**DIGI 020      Modeling and Texturing**

**3.00 credits    (8,4,0) hrs    08 wks**

This course will introduce students to creating 3-D characters and props for use in video games and television/film.

**DIGI 030      Character Design and Sculpture**

**1.50 credits    (4,2,0) hrs    08 wks**

This course will help students learn how to improve their character design visualization skills through drawing and sculpture projects.

**DIGI 311      3D Character Animation I**

**6.00 credits    (6,4,0) hrs    15 wks**

Students will learn basic animation principles and how to apply them to simple 3-D models. An emphasis will be placed on developing good timing and animation techniques including stretch and squash, arcs, weight, anticipation / action / reaction, overlapping and secondary action. Students will complete short animation exercises demonstrating these principles.

**DIGI 312      3D Design I**

**4.50 credits    (6,0,0) hrs    15 wks**

The focus of this course is on the design and construction of three dimensional environments and characters. Students will learn the fundamental techniques of 3-D modeling, texturing and lighting.

**DIGI 313      Drawing and Design I**

**2.25 credits    (3,0,0) hrs    15 wks**

This course will help develop students' visualization, drawing and design skills related to animation production. Students will create a variety of work including characters, props and layout designs.

**DIGI 314      Animation Principles I**

**2.25 credits    (3,0,0) hrs    15 wks**

This course will introduce the principles and techniques of classical animation. Students will explore the roll of traditional animation techniques and their importance in computer generated films.

**DIGI 315      Animation Production I**

**3.00 credits    (2,4,0) hrs    15 wks**

The changing role of computers in animation production will be examined. Students will learn the fundamentals of computer operating systems and explore the use of technology in the development of animation productions.

**DIGI 321      3D Character Animation II**

**6.00 credits    (6,4,0) hrs    15 wks**

Students will focus on the creation of believable character movement through acting, emotion and story. Sound and Lip Sync will be introduced to further develop students' animation techniques. A finished demo reel will be produced showcasing each student's character animation potential.

**DIGI 322      3D Design II**

**4.50 credits    (6,0,0) hrs    15 wks**

Advanced problem solving, modeling, texturing and lighting will build on the student's ability to design and create professional quality 3-D characters and scenes. Students will create a design package of 3-D characters, props and layouts.



**DIGI 323      Drawing and Design II**

**2.25 credits    (3,0,0) hrs    15 wks**

Continued development of good drawing and design skills is fundamental to becoming a good animation designer. These classes will stress the creation of original character, prop and layout designs. An emphasis will be placed on character posing and creating a professional drawing portfolio.

**DIGI 324      Animation Principles II**

**2.25 credits    (3,0,0) hrs    15 wks**

Students will continue to work on the creation of traditional and computer animation using a variety of animation principles. An emphasis will be placed on acting and character animation.

**DIGI 325      Animation Production II**

**3.00 credits    (2,4,0) hrs    15 wks**

Final production of a short animated film and a demo-tape of animation will demonstrate the student's creative vision and artistic abilities.

## Documentary Production

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**DOCS 100      Equipment Field Use**

**3.00 credits    (3,1,0) hrs    15 wks**

This course is designed to provide an operational understanding of professional video production equipment including various cameras, lighting, sound and other essential production equipment used in field operations. This course offers instruction in both basic production skills as well as the skills required to make the equipment work on locations far from technical support.

**DOCS 105      Audio and Video Post Production, Level I**

**3.00 credits    (3,1,0) hrs    15 wks**

This course features a foundational analysis of editing principles, history and phases of post-production which include offline and online editing, sound editing, effects, graphics and format distribution.

**DOCS 110      Small Unit Pre-Production, Level I**

**1.50 credits    (4,0,0) hrs    08 wks**

This course is designed to explore the elements of production preparation that take place from green light to day one of shooting. This exploration will take place as each student prepares one or more projects.

**DOCS 115      Small Unit Production, Level I**

**3.00 credits    (4,0,0) hrs    15 wks**

This course examines the various stages of small unit and documentary production through active student participation. Specific emphasis will be placed on the art of the interview and various interview styles.

**DOCS 120      Documentary Story, Level I**

**3.00 credits    (4,0,0) hrs    15 wks**

This course focuses on the process of idea generation through story development to shooting script for a one-off/stand alone documentary or small unit production produced for exhibition on the festival circuit and/or television. The course will include the writing of material for the first project.

**DOCS 125 History of Documentary and Small Unit Production**

**3.00 credits (4,0,0) hrs 15 wks**

This course places particular emphasis on the documentary's role in social and political commentary. It also looks at the history and development of other types of small unit production including Internet programming, targeted programming, corporate presentations and programming created for unconventional types of distribution.

**DOCS 130 Project Financing, Level I**

**1.50 credits (4,0,0) hrs 08 wks**

This course focuses on methods used to secure financing for a documentary or a small unit production

**DOCS 135 Documentary Project #1**

**12.00 credits (0,0,35) hrs 15 wks**

*Prerequisite:* DOCS 100, 105, 110, 115, 120, 125 and 130

This course acknowledges the invaluable hands-on production skills learned during practical work on a video project. Students will be granted credit for successful work in project planning, preparation and execution. Working in a mentored environment, the student will be directly involved in planning, producing and editing one or more student projects. Instruction is in the form of practical demonstrations, individual assistance and supervised work on specific projects.

*Note:* Prerequisite may be waived by permission of instructor.

**DOCS 200 Equipment Field Use, Level II**

**3.00 credits (4,0,0) hrs 15 wks**

Is designed to provide an advanced operational and aesthetic understanding of professional video production through extensive field exercises to enable students to actively participate in a hands-on learning environment.

**DOCS 205 Audio and Video Post Production, Level II**

**3.00 credits (4,0,0) hrs 15 wks**

Upon successful completion of this course students will be able to perform advanced DV editing to enhance story-telling. Emphasis will be placed on finishing, online, colour correction, effects, motion graphics and audio sweetening.

**DOCS 210 Documentary and Small Unit Pre Production, Level II**

**1.50 credits (4,0,0) hrs 08 wks**

This course explores the creative elements of pre-production from phase two of the development process to the first day of shooting. Focus is on the art of directing and helping students build the creative elements necessary to get a project into production.

**DOCS 215 Small Unit Production, Level II**

**3.00 credits (4,0,0) hrs 15 wks**

Students will continue the exploration of small unit production methodology introduced in the first year course. Emphasis will be placed on lighting, framing, visual storytelling and interview techniques.

**DOCS 220 Documentary Story, Level II**

**3.00 credits (4,0,0) hrs 15 wks**

The course focuses on the process of advanced idea generation through story development to shooting script for a stand alone documentary or small unit production. Finished productions could be used for exhibition on the festival circuit or television.

**DOCS 230 Project Financing**  
**1.50 credits (4,0,0) hrs 08 wks**

This course will focus on methods used to secure financing for a documentary or a small unit production. Upon successful completion students will be able to identify sources of financing for their projects and complete a 'pitch' and application for either development or production financing.

## **Early Childhood Care & Ed.**

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**EDUC 155 Childhood Development**  
**4.50 credits (6,0,0) hrs 15 wks**

Course material spans the period from conception through the preschool years and examines physical, cognitive, language, and social-emotional growth and development. An introductory study of theories, principles of development, and child study techniques is included.

**EDUC 166 Child Development I**  
**2.25 credits (3,0,0) hrs 15 wks**

An introductory study of theories and principles of development focusing on conception through 24 months.  
*Note:* Evening program only.

**EDUC 167 Child Development II**  
**2.25 credits (3,0,0) hrs 15 wks**

Theories, principles of development and child study techniques focusing on physical, cognitive, language and social-emotional growth and development from 24 through 60 months.  
*Note:* Evening program only.

**EDUC 170 Interpersonal Skills**  
**1.50 credits (2,0,0) hrs 15 wks**

An introductory course in which students focus on the development of self awareness and increased understanding of others. Students will learn basic communication concepts and practice skills which contribute to effective interpersonal relationships.

**EDUC 171 Caring and Learning Environments**  
**1.50 credits (2,0,0) hrs 15 wks**

This course introduces the student to various programs for young children. The role of the Early Childhood Educator, learning environments and the value of play are examined.

**EDUC 172 Guiding Young Children I**  
**1.50 credits (2,0,0) hrs 15 wks**

This course develops a theoretical framework of guidance principles and techniques which support children's optimal development.

**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 175 Observing and Recording**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* EDUC 155 or EDUC 166/167 and EDUC 170, 171 and 173

This course develops skill in objectively observing and recording the behaviour of young children.

**EDUC 176 Applied Theory - Practicum I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* EDUC 167

*Corequisite:* EDUC 173 and 175

This course provides students with opportunities to observe young children and, at a beginning level, to plan, implement and evaluate activities under supervision.

**EDUC 220 Health, Safety and Nutrition**

**1.50 credits (2,0,0) hrs 15 wks**

Through the use of lecture, videos and assignments, the student will be able to recognize the common signs and symptoms of childhood illness and plan health care appropriate to a centre setting, recognizing situations requiring emergency care; understand the role of healthy eating as it relates to normal child development within the context of the preschooler's daily life and environment; and follow valid nutrition guidelines for their own optimum health.

**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**

**1.50 credits (6,0,0) hrs 05 wks**

*Prerequisite:* EDUC 155 or EDUC 166/167 and EDUC 276

The student will learn to select and to use appropriate assessment materials and intervention strategies for working with children who require extra support. A family-centred approach will be taken.

**EDUC 270 Introduction to Working with Families**

**1.50 credits (2,0,0) hrs 15 wks**

This course is designed to develop a beginning understanding of an effective relationship between the Early Childhood Educator and the child's family. Community resources will be researched.

**EDUC 271 Introduction to Centre Organization**

**1.50 credits (2,0,0) hrs 15 wks**

An introductory look at some of the administrative aspects of operating a centre for young children. This course assumes a knowledge of curriculum and daily program planning, and identifies necessary functions relating indirectly to children; e.g., handling finances, hiring staff, leadership and management, cleaning and maintenance, policies and procedures, etc. Provincial legislation regulating child care is examined. Steps to opening a centre will also be discussed.

**EDUC 272 Guiding Young Children II**

**1.50 credits (2,0,0) hrs 15 wks**

This course will extend the student's repertoire of guidance/teaching techniques. The focus is on responding to the needs of the individual child, on promoting a positive self concept and on fostering pro-social behaviour.

**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.

**EDUC 276 Applied Theory - Practicum II**

**4.00 credits (5.33,0,0) hrs 15 wks**

This is a five-week, full-time practicum. If taken, however, on a part-time basis, the same number of hours are required. Working with a qualified Early Childhood Educator students extend their competencies in program planning and evaluation. Weekly seminar discussions focus on integrating theory and practice.

**EDUC 277 Applied Theory - Practicum III**

**4.00 credits (5.33,0,0) hrs 15 wks**

This is, generally, a five-week, full-time practicum. If taken, however, on a part-time basis, the same number of hours are required. In this practicum, students integrate and consolidate knowledge and skills gained throughout the program. The student will be involved in all aspects of providing quality care and education for young children.

**EDUC 349 Applied Theory Infant/Toddler Practicum**

**6.00 credits (0,0,25) hrs 06 wks**

This practicum course provides opportunities for planned and spontaneous caregiving that incrementally demonstrates the student's advanced professional practice, knowledge and reflective skills.

**EDUC 350 Advanced Child Development**

**2.00 credits (2.66,0,0) hrs 15 wks**

This course will focus on the similarities and differences of typical and atypical development of young children.

**EDUC 351 Family, School and Community**

**2.00 credits (3,0,0) hrs 15 wks**

The teacher/family/community partnership will be examined with the focus being on families with infants, toddlers and children who need extra support.

**EDUC 352 Centre Operations**

**2.00 credits (2.66,0,0) hrs 15 wks**

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 skill required to fulfill the role of a manager/director/administrator.

**EDUC 353 Program Planning for Infants and Toddlers**

**1.50 credits (2,0,0) hrs 15 wks**

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.

**EDUC 354 Program Planning for Special Needs**

**2.00 credits (3,0,0) hrs 15 wks**

*Prerequisite:* EDUC 256 or 262

**EDUC 354      Program Planning for Special Needs**

**2.00 credits      (3,0,0) hrs      15 wks**

This course will examine strategies for collaborating with parents, adapting programs, implementing individual intervention goals and helping children to communicate with one another.

**EDUC 355      Physical Care and Safety**

**1.50 credits      (2,0,0) hrs      15 wks**

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 toddler to ensure their needs will be met.

**EDUC 356      Infant and Toddler Practicum**

**3.00 credits      (0,0,10.4) hrs      15 wks**

Through work experience in an infant/toddler centre the student learns and practises how to protect, support and enrich the lives of young children.

*Note:* Students must have 500 hours of work experience.

**EDUC 357      Infant and Toddler Practicum**

**3.00 credits      (0,0,10.4) hrs      15 wks**

This practicum focuses on working with parents and the evaluation of a quality program. These broader aspects of group care are central to the provision of quality care for infants and toddlers.

*Note:* Students must have 500 hours of work experience.

**EDUC 358      Special Needs Practicum**

**3.00 credits      (0,0,10.4) hrs      15 wks**

Under the guidance of a qualified Special Needs Early Childhood Educator the student practises how to program activities which include children who need extra support.

*Note:* Students must have 500 hours of work experience.

**EDUC 359      Special Needs Practicum**

**3.00 credits      (0,0,10.4) hrs      15 wks**

This practicum focuses on working with parents and the evaluation of a quality program. Students refine their skills of inclusive programming for groups of children.

*Note:* Students must have 500 hours of work experience.

**EDUC 373      Negotiated Curriculum**

**1.50 credits      (5,0,0) hrs      06 wks**

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 375      Early Childhood: Children, Culture and Globalization**

**3.00 credits      (4,0,0) hrs      15 wks**

*Prerequisite:* EDUC 155, 170, 171, 172, 173, 175, 176, 220, 254, 256, 270, 271, 272, 273, 276, 277 and ENGL 100 or CMNS 111

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 Children's Literacy: A Global Perspective**

**1.50 credits (15,0,0) hrs 02 wks**

*Prerequisite:* EDUC 155, 170, 171, 172, 173, 175, 176, 220, 254, 256, 270, 271, 272, 273, 276, 277 and ENGL 100 or CMNS 111

This course will give the student an understanding of the concept of early literacy and its significance in early childhood care and education.

**EDUC 377 On-site ECCE Mentoring Practices**

**2.00 credits (0,0,7) hrs 08 wks**

This course provides students with the opportunity to develop, demonstrate and practise the teaching skills necessary to conduct a quality negotiated curriculum for young children.

**EDUC 378 Seminar in Early Childhood Care and Educational Leadership**

**3.00 credits (3,0,0) hrs 10 wks**

This course will give students the development tools and strategies that facilitate the practice of Early Childhood Educators in leadership positions. Students will be able to define leadership in Early Childhood and Education practice. In addition students will be able to critically examine the ethics, politics and leadership in the practice and be given the background to encourage collaboration and conflict in Early Childhood and Education practice. On completion of the course, students will know how to investigate culture and leadership and develop communities of inquiry in relation to Early Childhood Care and Education.

**EDUC 379 Role of the Pedagogista in ECCE**

**6.00 credits (24,0,0) hrs 05 wks**

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 ?projectazione?: concept and practice, and how to build listening and dialogue in communities of learning.

## 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 capitalist 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.

**ECON 112 Principles of Macroeconomic Theory**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ECON 111

**ECON 112 Principles of Macroeconomic Theory**

**3.00 credits (4,0,0) hrs 15 wks**

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.

**ECON 207 Managerial Economics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ECON 111 and 112

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.

**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.

**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.

**ECON 252 Economic History of the Industrial Era**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ECON 111 and 112

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



**ECON 255      Understanding Globalization**

**3.00 credits    (4,0,0) hrs    15 wks**

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 current government microeconomic policies, including resource management, utility regulation and pricing, international trade, income distribution, taxation, education and health care.

**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.

## 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.

## E-Merge: ABT Online

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**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.

*Note:* ABTO 120 is recommended as a prerequisite.

**ABTO 101      Computers and the Internet**

**1.50 credits    (4,3,0) hrs    08 wks**

*Prerequisite:* ABTO 100 is a prerequisite or co-requisite

**ABTO 101      Computers and the Internet**

**1.50 credits    (4,3,0) hrs    08 wks**

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 worker's 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 job 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 110 and ABTO 100 is a prerequisite or co-requisite

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 I. 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.

**ABTO 113      Word Processing II**  
**1.50 credits    (4,2.5,0) hrs   08 wks**

*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 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 corequisite

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 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

**ABTO 131      Accounting Level I**  
**3.00 credits    (4,0,0) hrs    15 wks**

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 141      Job Search**  
**1.50 credits    (2,0,0) hrs    15 wks**

*Note:* Keyboarding speed of 20 net words per minute.

## 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 160      Engineering Design**  
**6.00 credits    (4,4,0) hrs    15 wks**

In this course students will be introduced to the process of engineering design through examining case studies of solutions to existing problems and participating in the design of original solutions to new problems. Design problems will be chosen from a variety of engineering disciplines to give students some exposure to the different facets of engineering practise. As part of this process, students will learn to communicate technical engineering material in graphical, written, and oral forms.

*Note:* For Engineering Transfer program and Engineering Transition program students only.

## 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 College Calendar. An intensive course in basic language skills to enable the student to meet the demands of an academic college program. Curriculum will evolve from the assessed needs of the students. This course is not transferable to the universities. A student will receive credit or no credit (not a letter grade) for the course.

**ENGL 100      Composition**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the College Calendar. A course in the fundamentals of good writing, giving students intensive practice in writing for a variety of purposes, with emphasis on the essay form. Progressively increasing emphasis is given to effective organization and development of material. Research techniques and documentation are taught. Problems in mechanics of writing are dealt with individually, in group discussion and by revision of essays.

**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 College Calendar. A study of selected and representative literature, including poetry, fiction, and drama from the 20th and 21st centuries. Works studied will be chosen for their intrinsic literary merit and may, in certain sections, also reflect a particular theme of significance in the contemporary world. (When material is selected for

**ENGL 103      Studies in Contemporary Literature**

**3.00 credits    (4,0,0) hrs    15 wks**

theme, the issue under consideration will be announced during the registration period.) The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses in well-developed oral and written criticism.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 104      Fiction**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the College Calendar.

A study of selected short stories and novels of intrinsic literary merit from the 20th and 21st centuries. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 105      Poetry**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the College Calendar.

A study of selected major and significant minor 20th and 21st century poets whose poetry is of intrinsic literary merit. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 106      Drama**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the College Calendar.

A study of selected and representative plays primarily of the 20th century. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

*Note:* While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

**ENGL 190      Creative Writing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the College Calendar.

An intensive workshop course designed to help students develop expressive skill and craftsmanship in poetry, fiction, and drama. Students must have good compositional skills and are required to write extensively in their chosen genre (approximately 10 hours per week). They will also develop an awareness, through written practice, of at least one of the other genres. Students are required to submit their writing regularly for group discussion. Students will be encouraged to develop their work to the point where it would become acceptable for publication.

**ENGL 191      Creative Writing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* See information on English Diagnostic Test in the Registration section of the College Calendar.

A continuation of ENGL 190.

**ENGL 200      English Literature to 1660**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

**ENGL 200 English Literature to 1660**

**3.00 credits (4,0,0) hrs 15 wks**

A study of texts in all major genres by representative authors, from the medieval period to the middle 17th century. This course will provide the student with a broad historical and critical frame of reference, and the opportunity to study selected major works in detail.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 201 English Literature Since 1660**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A course similar to ENGL 200, but covering the later period since 1660.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 203 Canadian Literature - Modernism and Beyond**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

An intensive investigation of individual, major, contemporary authors of poetry, novels and plays in Canada. This course will study the emergence of significant contemporary motifs and approaches to writing.

*Note:* Prerequisites may be waived by permission of instructor.

*Note:* This course serves as a Canadian Studies credit.

**ENGL 205 Modern American Literature**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A course which explores the works of major representative authors from the late 19th century to the present day. Students will closely examine selected texts as literary achievements and set them within the history of American literature and the framework of American culture.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 207 Literary Theory and Criticism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

Like other areas of study, the study of literature has its own unique history, theories, and analytical methods. This course will introduce students to a number of approaches that have made significant contributions to the history of literary theory and criticism over the last century, such as formalism, structuralism, psychoanalysis, post-structuralism, feminism, Marxism, queer theory, race theory, and post-colonialism. While the course is open to all, it will be of particular interest to students who intend to major in the Humanities and/or the Social Sciences.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 208 Studies in Fiction (The Novel)**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A study of the novel from various perspectives which consider the evolution and diversity of the novel as a literary form. Texts and critical approaches may vary from section to section. The aims of the course are to give the student an awareness of the cultural context in which the novel came into being and became popular, and to study selected texts closely.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 209      Studies in Poetry**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A study of individual poets or schools of poetry selected by the instructor and drawn from any era between Chaucer's time and the present. Prosody, poetic forms, and critical approaches will be studied, as well as the historical and cultural contexts of the poems and of poetic movements. The aims of the course are to increase the student's knowledge of the craft of poetry and to study selected texts closely.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 210      Studies in Drama**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A study of dramatic literature from various perspectives: The examination of dramatic types from various periods with reference to the history and development of dramatic forms, of sub-genres of drama, of techniques in dramatic literature and performance, and of the relationship of literary text to performance. Major plays from various periods and national theatres will be considered. The aim of the course is to increase the student's knowledge of drama as an art form which has evolved out of literary and cultural history and out of performance.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 211      Studies in Short Fiction**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A study of the development of the short story and novella form, through an exploration of the cultural and literary history in which the genre developed and through a detailed analysis of representative texts. Texts and critical approaches may vary from section to section, although examples from both the 19th, 20th and 21st centuries will be studied. The aim of the course is to give the student an understanding of the development of the genre in context and of writers of major significance to the genre.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 212      Traditions in Western Literature**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A study of the literary traditions in which western literature has developed. The course studies influential works of literature (often in translation) from various periods and countries with reference to mythology, religion, and history. Emphasis will be placed on the way in which these works have helped to form western literary convention and a western construction of history. The aim of the course is to familiarize the student with these traditions so the student may understand how western literature has evolved, and to present to the student an objective history of literary convention against which to read literature.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 213      Readings in World Literature**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A course in world literature beyond the western tradition. The specific focus will be announced at the time of registration.

*Note:* Prerequisites may be waived by permission of instructor.



**ENGL 214      Technology and Writing: A Literary Perspective**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

A course introducing students to the various ways technology has both influenced and been incorporated into literary works. Course texts will comprise an assortment of media formats, ranging from experiments in typography, radio, film and sound recording to electronic multimedia formats suitable for online or CD-ROM publishing. Students will investigate first hand different technologies of reproduction currently available, while analyzing the important ways technical innovation in general has informed literary history. Students taking this course should have ready access to a computer with an Internet connection.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 217      Special Topics in Literature**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

This course is designed to explore genres outside or on the margins of traditional literary studies. Collectively, these genres can be said to propose alternate realities. Topics such as the following will be announced at the time of registration: Fantasy and Science Fiction, the Literature of Utopias and Dystopias, Psychedelic Literature, or Magic Realism

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 218      Children's Literature**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Any combination of two first-year English courses.

This course will introduce students to a sample of literature written for children. We will consider its use in different historical periods to please, to instruct, or to subvert; we will explore the encoded social and political content of some children's literature; and we will study a range of critical responses to children's literature. Course material will be drawn from genres chosen by the instructor.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 290      Creative Writing - Poetry**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* ENGL 190 and 191

An intensive workshop in the writing of poetry, concentrating on furthering the student's knowledge of current poetic forms while at the same time increasing awareness of her or his own voice, her or his individual ground for writing, and the development of her or his own poetic. Students will be expected to read a variety of contemporary work, both poems and statements that poets have made about their own poetics. Students will have the opportunity to try a variety of forms, for instance, the short lyric, the serial poem, narrative verse, prose poetry.

*Note:* Prerequisites may be waived by permission of instructor.

**ENGL 291      Creative Writing - Fiction**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* ENGL 190 and 191

An intensive workshop in the writing of fiction. The course will concentrate on furthering the student's knowledge of the state of current fiction and give students the opportunity to develop an awareness of voice, rhythm, dialogue, diction, character, and point-of-view. Students will be expected to read a variety of works of contemporary fiction and to discuss various techniques. They will have the opportunity of trying out these techniques in both short and extended forms of fiction.

*Note:* Prerequisites may be waived by permission of instructor.

## English as a Second Lang - FT

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### **ESLF 040      English Language Foundations I**

**15.00 credits    (20,0,0) hrs    15 wks**

This intensive 20-hour per week course provides students with basic language skills to the Lower Advanced level. It includes reading (skimming and scanning, predicting, drawing conclusions), vocabulary building (word structure, synonyms and antonyms), grammar (meaningful and appropriate use of structures), writing (compound sentences), listening (discussions on a variety of topics), speaking (general conversations, social situations, levels of speech), and pronunciation (vowels, consonants, word stress and rhythm).

### **ESLF 050      English Language Foundations 2**

**15.00 credits    (20,0,0) hrs    15 wks**

This intensive 20-hour per week course provides students with language skills to the Upper Advanced 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, group discussions), and pronunciation (rhythm, stress and intonation).

### **ESLF 060      College Academic English Preparation I**

**15.00 credits    (20,0,0) hrs    15 wks**

This intensive 20-hour per week course provides students with advanced language skills to the College Academic English Preparatory Level II. 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 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).

### **ESLF 070      College Academic English Preparation 2**

**12.00 credits    (16,0,0) hrs    15 wks**

This intensive 16 hour per week course is the second level of three in the College Academic English Preparation program. It includes reading (using grammar knowledge to decode meaning and recognize stereotypes, biases and cliches; 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 expository 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).

### **ESLF 080      College Academic English Preparation 3A**

**6.00 credits      (8,0,0) hrs    15 wks**

This course provides students with advanced academic language skills (reading, writing, listening and speaking) integrated with academic content.

*Note:* Placement by the ESL 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 College 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 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 College 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 College Preparatory English courses.

**ESL 071 College Preparatory English Level I - 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 College Preparatory English Level I - 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 College Preparatory English Level I - Writing and Grammar**

**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 085 College Academic English Preparation 3B**

**3.00 credits (4,0,0) hrs 15 wks**

This course provides students with advanced academic reading and writing skills integrated with academic.

**ESL 085 College Academic English Preparation 3B**

**3.00 credits (4,0,0) hrs 15 wks**

*Note:* Placement by ESL Department.

**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.

**ESL 093 ESL for McRae Institute**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed specifically for McRae students for whom English is their second language. The purpose of the course is to support students in preparing their assignments for the McRae program. It will assist students in writing essays, reading course materials, making presentations, and listening to lectures in their McRae classes.

*Note:* Enrolled in McRae and TOEFL 220 or higher.

## Ensemble

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**ENSM 100 Choir - Ensemble I**

**2.00 credits (4,0,0) 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 (4,0,0) hrs 15 wks**

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    (4,0,0) hrs    15 wks**

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    (4,0,0) hrs    15 wks**

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.

## Entry Level Craft Training

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**ELCT 107      Entry Level Film Lighting**  
**15.00 credits    (25,0,0) hrs    14 wks**

This course introduces students to the requirements for working at an entry-level in a film lighting department.

**ELCT 109      Entry Level Grip Course**  
**15.00 credits    (25,0,0) hrs    14 wks**

This course helps students develop the skills and knowledge required to work effectively as an entry-level motion picture grip.

**ELCT 115      Entry Level Set Dresser**  
**15.00 credits    (25,0,0) hrs    14 wks**

This course is designed to provide students with the skills and knowledge to work effectively as an entry-level set decorator.

**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.

## **Environmental Science**

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**ENSC 520      Applied Ecology: Collection and Interpretation of Environmental Data**

**4.50 credits    (6,0,0) hrs    15 wks**

Approaches to applying ecological concepts to the critical analysis of a variety of environmental issues and problems are examined through discussions, lectures, small group work, written assignments and field/laboratory investigations. Teams of students undertake field work in a nearby watershed to complete an ecological profile of the study area. An in-depth assignment allows each student to focus on an environmental topic of personal interest.

**ENSC 521      Eco-Toxicology and Assessment**

**4.50 credits    (6,0,0) hrs    15 wks**

An applied examination of the effects of toxic substances on living organisms with particular focus on the aquatic environment. Tools used to measure adverse effects and to predict harm to organisms are examined. Measurement, monitoring and remediation techniques for environmental contaminants in air and soil are also examined. The course includes laboratory, field and classroom components.

**ENSC 525      Environmental Data Analysis and Modeling**

**3.00 credits    (4,0,0) hrs    15 wks**

In this course, we will review some common analytical techniques for modelling environmental problems. Our goal is to introduce students to the role and evaluation of statistical, simulation, and spatial models for the purposes of description, insight, and resolving hypotheses; and to familiarise students with the use of both spreadsheets and GIS (Geographic Information Systems) in an analysis framework.

**ENSC 531      Systems and Sustainability**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* ENSC 520 and 522 and ENSC 541 as a prerequisite or co-requisite

An introduction to the concepts, models and measures of sustainability. This course will examine the relationship between ecological, economic, and social systems, with a goal of defining sustainability in a variety of contexts, and developing practical skills for assessing and improving the environmental sustainability of projects and initiatives. Applied systems analysis, simulation modelling, and technical workshops will be used to assess complex environmental challenges and understand the basic feedback mechanisms that can be used to lever a solution.

**ENSC 533      Environmental Impact Assessment**

**3.00 credits    (4,0,0) hrs    15 wks**

An examination of the Environmental Impact Assessment (EIA) process as a tool in environmental decision making. This course will review current Canadian federal and provincial procedural requirements as well as local and international applications. Representative field methods, the relationship between EIA and other regulatory processes, integration of EIA and social issues, and the role of public involvement will also be used as focal points for discussion.

**ENSC 534 Environmental Law, Regulation and Policy**

**3.00 credits (4,0,0) hrs 15 wks**

An introduction to the fundamentals of environmental law and regulation, with an emphasis on the relationship between laws, regulations and environmental policy. Aspects of environmental law including jurisdictional issues, courts and the legal system, environmental litigation and the evolving role of First Nations are examined. Skills necessary for legal research, critical analysis, written and verbal presentations, and team work are emphasized and applied through student presentations on selected topics.

**ENSC 535 Concepts and Practices in Environmental Management and EMS**

**1.50 credits (28,0,0) hrs 07 wks**

This course will introduce students to the basic concepts and selected practices in environmental management with emphasis on environmental management systems and a review of the implications of EMS for environmental practitioners.

**ENSC 536 Public Participation, Negotiation, Facilitation and Teamwork in Environmental Practice**

**3.00 credits (4,0,0) hrs 15 wks**

The goal of this course is to introduce students to the principles and practices of public involvement, negotiation and facilitation within the context of environmental management and planning. In addition, this course explores the role of communications skills and team work in a collaborative problem-solving and environmental practice.

**ENSC 552 Environmental Issues and Seminar Series**

**3.00 credits (2,0,0) hrs 30 wks**

Students will work in teams to plan, organize and participate in a series of seminars over the course of the year. These seminars will draw on the experience and expertise of guest speakers with different backgrounds and perspectives to provide a contemporary perspective on the field of environmental science and how students can develop their careers within it. The seminars will be advertised to the public and a short background paper produces for publishing on the program Web site.

## Executive & Project Admin

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**EXEC 100 Document Development**

**3.00 credits (4,2,0) hrs 15 wks**

In this course students will use word-processing software to develop advanced-level skills in document preparation and design.

**EXEC 110 Financial Accounting Support Skills**

**3.00 credits (4,2,0) hrs 15 wks**

This is an introduction to the basic accounting cycle and uses accounting software to input and manage general ledgers, and accounts receivable and payable entries.

**EXEC 115 Information Management**

**3.00 credits (4,2,0) hrs 15 wks**

Students will learn how to use database software, the Internet, and other data management skills to coordinate information, people, and activities.



**EXEC 125 Essential Business Concepts and Applications**

**3.00 credits (4,2,0) hrs 15 wks**

Students study modern business practices, develop decision-making skills, learn the fundamentals of e-commerce, and learn how to prepare and deliver effective business presentations.

**EXEC 205 Web Site Design and Maintenance**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* EXEC 100

This is an introduction to Web site design and using Web design software to create and maintain business Web sites.

**EXEC 215 Budgeting and Analysis**

**1.50 credits (4,2,0) hrs 08 wks**

*Prerequisite:* EXEC 110

Students will use spreadsheet software and math skills to create budgets and analyze financial needs.

**EXEC 220 Training Skills**

**1.50 credits (4,0,0) hrs 08 wks**

This course aims to develop the skills needed to provide training in software applications and other office-related procedures and to develop effective training materials and procedures manuals.

**EXEC 225 Project Administration**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* EXEC 100 and 115

Students plan and implement projects within the organization and focus on developing supervisory skills.

**EXEC 240 Directed Work Experience**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* EXEC 100, 110, 115, 125 and CMNS 220

Students will explore job search techniques and resume preparation, and undertake a work practicum.

**EXEC 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.

## Exhibit Design

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**EXBT 101 Space, Structure and Flow: The Human Factor**

**3.00 credits (6,1,0) hrs 02 wks**

This course introduces students to essential matrices from which to plan, design and develop environments. Students work on planning and distribution of space, circulation and navigation patterns; the placements of nodes; and how to create "mood pockets". The course also covers how to articulate concepts and ideas for exhibits and environments through visual and verbal means.

**EXBT 106      The Big Picture: Visual Hierarchy for 3-Dimensional Design**

**3.00 credits      (6,1,0) hrs      02 wks**

The exhibit environment, being a complex and multi-layered arena, calls for the understanding of how related design disciplines combine and integrate to create a final product. The Big Picture: Visual Hierarchy for 3-Dimensional Design introduces graphic design, typographic design, environmental design and industrial design as integral to the creation of every exhibit and exhibit environment. This course provides hands-on exposure to each discipline and a plurality of methods, including conceptual development, planning and model-making.

**EXBT 111      Information Design for Exhibits**

**3.00 credits      (6,1,0) hrs      02 wks**

This course focuses on the distribution of information for maximum impact. Information, which may not be conveyed by words alone, is a crucial element in exhibit design. In this course, students will be exposed to a variety of methods for gathering and applying content in typographic forms and/or as graphic images. Several kinds of exhibits will be addressed, including large-scale trade-show displays and museum quality exhibits.

**EXBT 116      Drawing for 3-Dimensional Design**

**3.00 credits      (6,1,0) hrs      02 wks**

In order to convey an idea or a concept that depicts a 3-dimensional object, we need to be able to formulate visual material that depicts that object. Drawing for 3-Dimensional Design focuses on a variety of methods to do just that. Students are introduced to the visual vocabulary of composition, scale, proportion, perspective, volume, texture, light and shadow as used in exhibit design. Hands-on projects for exhibit design focus on conceptual and skill development.

**EXBT 121      Proposals, Research and Presentation for Exhibit Design**

**3.00 credits      (6,1,0) hrs      02 wks**

This course introduces students to different research methods and methods for producing documents that are complete, informative and engaging. This course emphasizes producing documents that are easy to read and well designed, giving, in the end, an overall professional impression.

## **Film Apprenticeship**

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**APPR 010      Grip Apprenticeship Course**

**6.00 credits      (35,0,0) hrs      04 wks**

This course provides the skills and knowledge required to work effectively as an apprentice grip.

**APPR 011      Set Dresser Apprenticeship, Level I**

**6.00 credits      (30,0,0) hrs      05 wks**

This course provides the skills and knowledge required to work as an entry-level set dresser.

**APPR 012      Script Supervisor Apprenticeship**

**13.50 credits      (25,5,1.3) hrs      13 wks**

This course is designed to develop the skills and knowledge required to work effectively as a motion picture apprentice Script Supervisor as defined in B.C. by IATSE local 891.

**APPR 015 Set Dresser Apprenticeship, Level II**

**3.00 credits (30,0,0) hrs 03 wks**

*Prerequisite:* APPR 011

This course continues the development of the skills and knowledge required to work effectively as an entry level set dresser.

## Film Studies

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**FILM 100 Film Development and Production**

**3.00 credits (3,1,0) hrs 15 wks**

This course familiarizes students with the processes and procedures involved in film production.

**FILM 101 Film Crafts, Level I**

**3.00 credits (4,0,0) hrs 15 wks**

This course introduces students to the jobs and working environment in the film industry.

**FILM 102 Post-Production and Non-linear Editing**

**3.00 credits (3,1,0) hrs 15 wks**

This course introduces students to the film and video post production process.

**FILM 103 Screenplay Development and Analysis**

**3.00 credits (4,0,0) hrs 15 wks**

This course helps students develop an understanding of the screenplay's significance in the film making process.

**FILM 104 The Business of Film**

**3.00 credits (3,1,0) hrs 15 wks**

This course introduces students to the business practices employed in the motion picture industry.

**FILM 105 Film Crafts, Level II**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* FILM 101

This course is designed to build upon and reinforce the knowledge and skills acquired in Film Crafts, Level 1.

**FILM 106 The Director's Team**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* FILM 100

This course focuses on the basic skills used in the administration of film production, particularly those skills used during pre-production and production.

**FILM 107 Technical Production**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* FILM 110

This course is designed to build upon and reinforce the foundation of technical skills and knowledge learned in FILM 110, Lighting and Camera for Film and Video.

**FILM 110      Lighting and Camera for Film and Video**

**3.00 credits    (3,1,0) hrs    15 wks**

This course familiarizes students with the operation of camera, lighting, and grid equipment used in film and video production.

**FILM 111      History of Film**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* FILM 103

This course explores the historical significance of the development of film's creative and technical processes and their relevance to contemporary film production.

**FILM 112      Audio and Video Post Production**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* FILM 102

This course advances the knowledge and skills acquired by the student in FILM 102, Post-Production and Non-Linear Editing.

**FILM 113      Motion Picture Project #1**

**3.00 credits    (0,0,15) hrs    08 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104 and 110

This course provides invaluable hands-on production skills learned during practical work on a film project.

**FILM 114      Motion Picture Project #2**

**3.00 credits    (0,2,24) hrs    04 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104 and 110

This course provides hands-on production skills learned during practical work on a film project.

**FILM 150      Basics of Screenplay Analysis for Actors**

**3.00 credits    (4,0,0) hrs    15 wks**

This course aids students in developing an understanding of the screenplay's significance in the film-making process.

**FILM 151      Basics of Lighting and Camera for Actors**

**3.00 credits    (4,0,0) hrs    15 wks**

This course familiarizes students with the operational theory and practical applications of basic lighting and camera procedures with emphasis on those procedures' significance to actors.

**FILM 152      Basics of Film History for Actors**

**3.00 credits    (4,0,0) hrs    15 wks**

This course familiarizes the students with the historical significance of the cinema's creative and technical processes and their relevance to contemporary film production. Special emphasis is placed on the contribution of actors and the growth, development and influence of acting styles.

**FILM 201      Directing the Camera and Actor**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course is designed to explore the director's role in film and television production.

**FILM 202      Producing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course explores the producer's role in professional film production.

**FILM 204      Screenwriting**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course explores the creative and technical aspects of writing the screenplay.

**FILM 207      Project #3**

**1.50 credits    (0,4,15) hrs    03 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course provides invaluable hands-on production skills learned during practical work on a film project.

**FILM 210      Set Administration**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course familiarizes students with film set administrative procedures.

**FILM 212      History of Canadian Film**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

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.

**FILM 213      Project #4 and #5**

**6.00 credits    (8,2,0) hrs    15 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

An intensive hands-on production course involving both studio and location filming. Students' scripts are taken from development stage all the way through production. A minimum of four 15 to 20 minute dramatic films are produced over the term.

**FILM 214      Advanced Digital Editing**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course builds upon and reinforces the foundation of editing skills and knowledge acquired in the Motion Picture Production program.

**FILM 215      The Motion Picture Industry**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

Through weekly guest lectures and craft workshops, students are introduced to film industry professionals working in a variety of craft and management areas.

**FILM 216      Picture and Sound Editing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

**FILM 216 Picture and Sound Editing**

**3.00 credits (4,0,0) hrs 15 wks**

This course builds upon and reinforces the foundation of editing skills and knowledge acquired in the Motion Picture Production Program.

**FILM 217 Recording Sound for Film and Video**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course builds upon and reinforces the foundation of sound recording knowledge acquired in the Motion Picture Production Program.

**FILM 218 Sound Design for Film and Video**

**1.50 credits (4,0,0) hrs 08 wks**

This course focuses on a study of the principles of sound creation and aesthetics and their application to a sound edit in film and video.

**FILM 219 Basics of Production Design**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course familiarizes students with the processes involved in the planning and execution of a Production Design for a dramatic motion picture production.

**FILM 220 Principles of Cinematography**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* FILM 100, 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113 and 114

This course expands upon the basics of blocking, lighting and camera placement learned in Year One of the Motion Picture Production Program. Special emphasis will be placed on the dramatic possibilities presented by different blocking and lighting scenarios - especially as they pertain to different film genres.

**FILM 300 Advanced Screenwriting**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course explores in depth the critical dramatic elements in the three-act structure, examining the importance of back-story in the development of storyline and character, and examining the process of creating Production Revisions.

**FILM 303 Production Budgeting and Accounting**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course explores the methodology employed in creating a detailed, multi-level production budget and looks at the accounting basics required for recording and monitoring budget expenses.

**FILM 305 Advanced Directing for Film and Television**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course teaches the filmmaker's role in the world of professional film and television production. Special emphasis is placed on acquiring the practical skills and knowledge required by the professional filmmaker.

**FILM 307 History of World Cinema**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course is designed to follow FILM 212, History of Canadian Film. It explores the history of cinema in a wide assortment of countries and investigates the relative international impact of those countries' filmmakers.

**FILM 309 Special and Visual Effects**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course provides an overview of the principles and practices of modern visual effects and special effects as used in film and television production. Special emphasis is given to developing the skills with which a filmmaker conceptualizes and communicates effects concepts to the production team, rather than teaching hands-on effects creation.

**FILM 311 Advanced Producing**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course is designed to expand upon the skills and knowledge gained in FILM 203, further exploring the role of the Producer in dramatic film production. Special emphasis is placed on project development and low-budget independent production.

**FILM 313 Production Financing**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course provides students with an in-depth understanding of the various development and production funding models. This course addresses both governmental and non-governmental sources of financing, with an emphasis on low-budget indigenous production.

**FILM 315 Visual Aesthetics**

**1.50 credits (4,0,0) hrs 08 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course provides advanced management skills in the field of visual aesthetics. Specifically, it focuses on the components of visual imagery as it relates to film and television production and the conceptual, communication and management skills needed by the modern filmmaker to achieve visual aesthetic excellence within a professional team environment.

**FILM 320 Production Project**

**6.00 credits (8,2.27,0) hrs 15 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course explores the art and practice of filmed dramatic entertainment. It is designed to provide mentored hands-on experience in the artistic disciplines as well as the industrial practices of entry-level dramatic film and video production.

**FILM 322 Entrepreneurship for Film and Television**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course provides students with an insight into the subject of entrepreneurship - owning and operating their own business associated with the motion picture and television industries. It provides an overview of small business in Canada (concentrating on motion pictures and television) and the process of a new

**FILM 322 Entrepreneurship for Film and Television**

**3.00 credits (4,0,0) hrs 15 wks**

business start-up. It also provides an understanding of the tasks required to develop a business plan, including market research, financing, accounting, marketing and human resource management. Students are required to formulate this plan and present it to their peers and faculty.

**FILM 325 Creative Direction in Post Production**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of the Motion Picture Production Diploma program

This course explores the principles and practices of creative management of the post-production process in professional film and television. Special emphasis is placed on directing and managing the personnel and processes currently employed in the field.

## Foundation Illustration/Design

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**FDES 100 Design Basics**

**3.00 credits (6,1,0) hrs 02 wks**

Design Basics covers the basics of two-dimensional design. This course introduces design elements, processes and principles, and explores the role of the communication designer. Portfolio preparation and development of content are emphasized.

**FDES 105 Drawing Basics**

**3.00 credits (6,1,0) hrs 02 wks**

Drawing Basics concentrates on the fundamentals of drawing from life and photographic reference. Students are introduced to the visual vocabulary of composition, scale, proportion, perspective, movement, gesture, volume, texture light and shadow. Hands-on projects focus on visual perception, interpretation, and skill development while exploring expressive qualities and individual style. Portfolio preparation and development of content are emphasized.

**FDES 110 Careers in Art and Design**

**3.00 credits (6,1,0) hrs 02 wks**

Careers in Art and Design provides a real-world introduction to careers in fine and applied arts. Through daily studio and gallery tours as well as in-class discussions, students gain an understanding of the current market and industry. This course also covers the differences between design, illustration, and fine art, industry ethics and conduct, professional associations, and related support services. This course helps prepare students for future educational and employment opportunities specific to the career of their choice.

**FDES 115 Exploration: Colour, Mediums and Techniques**

**3.00 credits (6,1,0) hrs 02 wks**

This course introduces students to a range of illustration techniques. Using a variety of mediums and surfaces, students explore the processes used in illustration. Projects focus on composition and rendering skills. Portfolio preparation and development of content are emphasized.



## French

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**FREN 100      Beginning French I**  
**3.00 credits      (4,1.75,0) hrs 15 wks**

FREN 100 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.

**FREN 101      Beginning French II**  
**3.00 credits      (4,1.75,0) 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      University Preparatory French I**  
**3.00 credits      (4,1.75,0) hrs 15 wks**

*Prerequisite:* FREN 101 or French 11 with a minimum C grade

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.

*Note:* Prerequisite may be waived by permission of instructor.

**FREN 121      University Preparatory French II**  
**3.00 credits      (4,1.75,0) hrs 15 wks**

*Prerequisite:* FREN 120 with a minimum C- grade

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.

*Note:* Prerequisite may be waived by permission of instructor.

**FREN 170      First Year University French I**  
**3.00 credits      (4,1.75,0) hrs 15 wks**

*Prerequisite:* FREN 121 or French 12 with a minimum C grade

FREN 170 and 171 should be taken after Grade 12 core French by all students intending to proceed to a major or honours program at another institution. It continues the linguistic development of the student by means of grammar revision, weekly written and oral exercises, compositions and appreciation of francophone literature. With French 171, it corresponds to First Year University 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 180/181.

*Note:* Prerequisite may be waived by permission of instructor.

**FREN 171      First Year University French II**  
**3.00 credits      (4,1.75,0) hrs 15 wks**

*Prerequisite:* FREN 121 or French 12 with a minimum C grade

FREN 170 and 171 should be taken after Grade 12 core French by all students intending to proceed to a major or honours program at another institution. It continues the linguistic development of the student by means of grammar revision, weekly written and oral exercises, compositions and appreciation of francophone

**FREN 171 First Year University French II**

**3.00 credits (4,1.75,0) hrs 15 wks**

literature. Students who have studied French Immersion for seven years or more or students with native-like speaking ability in French should register in FREN 180/181. FREN 170 and 171 can be taken in any order. Together they correspond to first year university French.

*Note:* Prerequisite may be waived by permission of instructor.

**FREN 180 First Year University French for Immersion Students I**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* French 12 and seven years of French Immersion

This course is designed to help former immersion students further develop their knowledge of French grammar, literature and culture. It should be taken by all immersion students intending to proceed to a major or honours program at another institution. With French 181 it corresponds to First Year University French.

*Note:* Prerequisites may be waived by permission of instructor.

**FREN 181 First Year University French for Immersion Students II**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* French 12 or FRAL 12

This course is designed to help former immersion students further develop their knowledge of French grammar, literature and culture. It should be taken by all immersion students intending to proceed to a major or honours program at another institution. FREN 180 and 181 can be taken in any order. Together they correspond to first year university French.

*Note:* Prerequisites may be waived by permission of instructor.

**FREN 215 Oral French Practice**

**3.00 credits (4,0.75,1) hrs 15 wks**

*Prerequisite:* FREN 170/171 or FREN 180/181

This course is designed for all students who want to improve listening comprehension and oral expression in French.

*Note:* Prerequisites may be waived by permission of instructor.

**FREN 270 Second Year University French I**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* FREN 170/171 or FREN 180/181 with a minimum C grade

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.

*Note:* Prerequisites may be waived by permission of instructor.

**FREN 271 Second Year University French II**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* FREN 170/171 or FREN 180/181 with a minimum C grade

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 271      Second Year University French II**

**3.00 credits      (4,1.75,0) hrs 15 wks**

*Note:* Prerequisites may be waived by permission of instructor.

## Gateways

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**GATE 100      Gateways: Career Planning and Labour Market Research**

**1.50 credits      (6,0,0) hrs 08 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      (5,0,0) hrs 08 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      (5,0,0) hrs 08 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: Perception and Change**

**3.00 credits      (4,0,0) hrs 15 wks**

There are numerous environmental issues that reach a crisis from time to time. This course examines how we perceive the environment, our lifestyles, and how our attitudes affect the environment. Such issues include our use of water, the food we eat, herbicides and pesticides, and our overall use of energy. This is

**GEOG 101 Environmental Geography: Perception and Change**

**3.00 credits (4,0,0) hrs 15 wks**

an excellent course for those concerned about the world we live in. Lectures, seminars, informal discussions, and audiovisual materials are used to make students aware of, examine and analyze some of the most serious concerns in the world today. The environment is in jeopardy from our actions - what can we do about it?

**GEOG 102 Environmental Geography: Global Concerns**

**3.00 credits (4,0,0) hrs 15 wks**

The focus of this environmental course is the recognition that environmental issues are not restricted to isolated regions; rather, they have become global crises. Acid rain, the greenhouse effect, depletion of the world's resources are but a few of the examples illustrating the global scale of our environmental problems. Identifying and understanding the processes responsible for the problems are most important; however, finding solutions is also critical to this course.

**GEOG 106 British Columbia: A Regional Analysis**

**3.00 credits (4,0,0) hrs 15 wks**

A body of information that is frequently missing from our education is that of the province in which we live. This course informs you about B.C. -- its physical environment, the risks of living in this province, the variety of peoples, and the economics involved in its resources. From an economic, political, historical, and cultural perspective one learns that contemporary problems are frequently a function of the past. For those interested in business, teaching, or wanting a basic knowledge of B.C., this is an excellent course.

*Note:* This course also serves as Canadian Studies credit to SFU and is a component of the Professional Development program for teachers.

**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 108 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 112 Introduction to Earth Environments**

**3.00 credits (4,2,0) hrs 15 wks**

An introductory, physical geography course about the earth's various landforms. Plate tectonics, volcanism, weathering and erosion will be explained in order to understand how a landscape develops. Studies of glacial, coastal and river features will be placed in a Canadian context. Environmental changes due to human activities will also be emphasized.

**GEOG 112 Introduction to Earth Environments**

**3.00 credits (4,2,0) hrs 15 wks**

*Note:* Both GEOG 112 and GEOG 114 are lab science courses and fulfil university science requirements. GEOG 112 can be taken either prior to, or after GEOG 114. It is not recommended that they be taken concurrently.

**GEOG 114 Weather and Climate**

**3.00 credits (4,2,0) hrs 15 wks**

An introductory, physical geography course about our atmosphere. Principles of meteorology and climatology will be explained in order to understand the weather we experience daily and seasonally. Further studies will examine how the atmosphere is connected with the world's oceans and plant communities, and how humans are modifying these natural environments. Emphasis will be placed on Canadian examples.

*Note:* Both GEOG 114 and GEOG 112 are lab science courses and fulfil university science requirements. GEOG 114 can be taken either prior to, or after GEOG 112. It is not recommended that they be taken concurrently.

**GEOG 200 Technology and Economic Environments**

**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.

*Note:* Prerequisites may be waived by permission of instructor.

**GEOG 205 Asia Pacific Geography**

**3.00 credits (4,0,0) hrs 15 wks**

This course examines the Asia Pacific region in terms of its social, economic, physical, historical and political geography. The emphasis is placed on the historical development and present day relationships in both East and Southeast Asia. This course introduces the concept of the Pacific Century and recognizes British Columbia's position on the Pacific. This is an excellent course for those interested in the past, present and future of the Asia Pacific region and especially for those considering a business career in this region.

**GEOG 214      Our Atmospheric Environment**

**3.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* GEOG 114

By expanding of the concepts outlined in GEOG 114, this course will provide an intermediate understanding of the processes at work in our atmospheric environment. Broad topics to be covered are atmospheric energy, moisture, and motion. These concepts will be applied to phenomena such as urban climates and air pollution at the small scale, weather and forecasting at the intermediate scale and climate change on a global scale. This course will involve lectures and labs.

**GEOG 221      Map and Airphoto Interpretation**

**3.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* At least one other Geography course

This is a second year course that is essential for those intending to make Geography their academic major. It is also appropriate for those considering careers in environmental studies, forestry, geology, archaeology, history, and other disciplines that rely extensively on maps and air photos. This course uses lectures, labs and field work to cover the basic principles of map and photo interpretation, surveying and satellite imaging. Both human and physical landscapes will be analysed. Students will undertake a research project on a Lower Mainland neighbourhood. The project will involve archival research, census data analysis, and field studies. It will examine how this information can be displayed through the use of various mapping techniques.

## Geology

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**GEOL 110      Physical Geology**

**4.00 credits      (4,2,0) hrs      15 wks**

This course views the Earth as a heat engine which continuously recycles air, water and solid earth materials. It examines how nature's recycling of these materials results in both the origin and the eventual transformation of igneous, sedimentary and metamorphic rocks. Next, it investigates how lithospheric plates interact with each other and with external recycling (atmospheric and hydrospheric cycles). Finally it considers ways people may best adapt to these ever-changing Earth environments and act as stewards of Earth's environments and resources.

*Note:* Experience in secondary level chemistry and physics will contribute greatly to mastering physical geology.

**GEOL 111      Historical Geology**

**4.00 credits      (4,2,0) hrs      15 wks**

*Prerequisite:* GEOL 110

This course examines the methods geologists use to deduce the origin, age and evolution of Earth and its life. These methods are then used to investigate how Earth's lithosphere, hydrosphere and atmosphere evolved before giving rise to life, and how ever since, life has interacted with land, water and air. Next, the origin and growth of our home continent and adjacent ocean basins are studied. Finally, the processes and events that shaped (and are still shaping) our immediate environment are looked at in more detail. Uses and abuses of Earth resources and environments since the arrival of human beings also form part of the course.

*Note:* GEOG 112 may be accepted as a prerequisite with instructor recommendation.

*Note:* This course serves as a Canadian Studies credit.

## German

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### **GERM 100      Beginning German I**

**3.00 credits      (4,1.75,0) hrs 15 wks**

A comprehensive introduction to the German language: comprehension and speaking are reinforced through reading, writing and computer programs. Films, tapes, activities, etc. help develop an awareness of the cultures of German-speaking countries.

### **GERM 101      Beginning German II**

**3.00 credits      (4,1.75,0) hrs 15 wks**

*Prerequisite:* GERM 100 with a minimum C grade or German 11

This course is a continuation of GERM 100 and must be taken in order to realize first year level college/university German. GERM 101 should be taken, whenever possible, in the term following GERM 100.

*Note:* Prerequisites may be waived by permission of instructor.

### **GERM 200      Intermediate German I**

**3.00 credits      (4,1.75,0) hrs 15 wks**

*Prerequisite:* GERM 101 or German 12 with a minimum C grade and GERM 201 as a pre or co-requisite

GERM 200 reviews basic German grammar and usage, and introduces students to modern German literature. It aims, through the discussion of the cultures and concerns of the German-speaking peoples, to increase the ability to communicate in the fullest sense of the term.

*Note:* Placement tests are available. This course may not be offered every year.

*Note:* Prerequisites may be waived by permission of instructor.

### **GERM 201      Intermediate German II**

**3.00 credits      (4,1.75,0) hrs 15 wks**

*Prerequisite:* GERM 200 with a minimum C grade or German 12

Continues the review and development of German language skills at the Intermediate level. Together with GERM 200 it completes the requirements for second year college/university German.

*Note:* Placement tests are available. This course may not be offered every year.

*Note:* Prerequisites may be waived by permission of instructor.

## Global Stewardship

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### **GLBS 100      Global Stewardship Seminar I: Preparing to Volunteer for a NFP**

**1.50 credits      (4,0,0) 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)    15 wks**  
**hrs**

*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.

*Note:* Prerequisite may be waived by permission of instructor.

**GLBS 200      Global Stewardship Seminar III: Preparing for Group NFP Volunteering**  
**1.50 credits    (4,0,0) hrs    08 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 Non-For-Profit's**  
**1.50 credits    (0.5,0,2.67)    15 wks**  
**hrs**

*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.

## 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 103      Europe in the 19th and 20th Centuries**  
**3.00 credits    (4,0,0) hrs    15 wks**

Topics include the Industrial Revolution, the rise of political ideologies, social classes, nationalism and imperialism, the Russian Revolution, the two world wars, the inter-wars period, and the cold war era.



**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 115      Introduction to Latin America**

**3.00 credits    (4,0,0) hrs    15 wks**

Students will learn about the major political, economic, social, and cultural patterns in the history of Latin America. Topics include the encounter between indigenous peoples and Europeans; colonial economy, state, and society; independence and its turbulent aftermath; 19th and 20th century economic development, change in government, nationalism, revolutions, and relations with the U.S. Critical reading and thinking will be practiced, and students will be encouraged to express ideas in both speech and writing.

**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 207      Europe in the Middle Ages and Renaissance**

**3.00 credits    (4,0,0) hrs    15 wks**

This course covers a colourful and creative period in European history from the 3rd to the 15th century. Topics include the late Roman Empire and rise of Christianity, monasticism and the church, feudal society and politics, the rise of towns, the crusades, the Black Death, and the art, culture and society of Renaissance Italy.

**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 210 Introduction to Japanese History, 1550-1950**

**3.00 credits (4,0,0) hrs 15 wks**

This course traces the developments that allowed Japan to become a world power in the twentieth century. Topics include the Tokugawa Shogunate, the Meiji Restoration, industrialization, militarism, World War II, and the Allied occupation.

**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 or 230 is recommended.

## Home Support/Resident Care

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**HSRC 100 Health: Lifestyle and Choices**

**1.50 credits (10,0,0) hrs 03 wks**

This course provides an introduction to the concept of health and the concepts of a health enhancing lifestyle. Students will reflect on their own experience of health challenges and resources that may affect their lifestyle choices and consequently their health.

**HSRC 101 Health and Healing: Concepts for Practice**

**3.75 credits (5.33,0,0) hrs 15 wks**

This course provides students with the opportunity to develop a theoretical framework for practice. Students will examine significant philosophical beliefs and theoretical understandings underlying competent practice as a home support/resident care attendant. The course will focus on the concepts and principles related to health and healing across the lifespan, as well as aspects of caregiving that promote individual health and healing.

**HSRC 102 Human Relations: Interpersonal Communications**

**1.50 credits (10,0,0) hrs 03 wks**

This course focuses on the development of self awareness and increased understanding of others. Students will explore basic communication concepts and practical skills which contribute to effective interpersonal relationships.

**HSRC 110 Work Role: Introduction to Continuing Care**

**1.50 credits (10,0,10.66) hrs 03 wks**

This course provides students with an introduction to the role of the home support attendant and the resident care attendant in continuing care areas. The course builds on the content of other courses and further develops the knowledge, attitudes and values required for competent practice as a home support/resident care attendant.

**HSRC 111 Clinical Skills**

**7.00 credits (0,5,8) hrs 20 wks**

This practical course focuses on the acquisition and application of caregiving skills aimed at maintaining and promoting comfort, safety and independence for individuals in the home or in a continuing care facility. Students spend one day per week in the College health lab learning the practical skills needed to work with clients/residents. Field trips are included in this course to increase student's awareness of community facilities. Students spend 22 days on an extended care unit. Assignments are integrated with the lab instruction and course work. All clinical placements are arranged by the College.

**HSRC 112 Special Needs in Resident Care**

**3.00 credits (8,0,0) hrs 08 wks**

This course builds upon content in the other HSRC courses, to help students explore concepts and approaches which apply to the care of residents experiencing changes in mental functioning.

**HSRC 113 Home Support/Resident Care Practicum**

**4.75 credits (0,0,35) hrs 05 wks**

This five-week course provides students with an opportunity to work with a health care team in selected continuing care and special care facilities, as well as home support agencies. Select supervised experiences will emphasize the application and integration of knowledge and skills learned in other courses. The clinical experience provides an opportunity for the student to become better prepared to take on the role of a home support/resident care attendant. Opportunities will be provided for the learner to gain increased self confidence in the work setting and to become socialized as a member of the health care team.

## Horticulture/Landscape

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**HORT 101 Introductory Horticulture**

**5.00 credits (6,4,0) hrs 15 wks**

This course details commercial horticulture in B.C., covers basic plant science theory, deals with work site safety and develops basic horticultural skills including the use and proper care of hand tools, power equipment, day to day greenhouse operations, planting and watering techniques. Students must participate in a three-day orientation field trip near the beginning of this course. Students also participate in a WCB certified Occupational First Aid Level I and WHMIS training.

**HORT 102 Plant Materials I**  
**5.00 credits (6,0,0) hrs 15 wks**

An introduction to woody and herbaceous ornamentals including deciduous trees and shrubs, conifers, broadleaf evergreens, bulbs, and ground covers. This course emphasizes identification, landscape values and environmental requirements of the plant materials studied.

**HORT 103 Growing Media and Fertilizers**  
**2.00 credits (3,1,0) hrs 15 wks**

This course is designed to provide students with the media science knowledge necessary for the production and maintenance of plants in the greenhouse, nursery and landscape.

**HORT 105 Plant Production**  
**2.00 credits (3,1,0) hrs 15 wks**

Designed to acquaint students with greenhouse and nursery production systems and methods. Topics will include: plant propagation, greenhouse production and nursery stock production. Students will successfully produce a number of specific greenhouse and nursery crops.

**HORT 106 Landscape Irrigation and Drainage**  
**2.00 credits (3,1,0) hrs 15 wks**

This course is designed to familiarize the student with the basics of turf and drip irrigation systems as well as basic landscape drainage systems. Students learn how to install, operate and maintain landscape irrigation systems.

**HORT 107 Fall Garden Practicum**  
**0.00 credits (0,0,20) hrs 01 wks**

This is an optional landscape maintenance work experience at Park and Tilford Gardens. The objectives of the practicum are to develop a professional work ethic, to master basic gardening skills and to learn to complete tasks effectively and in a timely manner.

**HORT 108 Landscape Design**  
**1.50 credits (1,5,3,0) hrs 15 wks**

A highly practical introductory course in design theory and practices; plan reading and revisions; and basic design skills. Course materials are presented by means of lectures, visuals, projects and specific practicum labs.

**HORT 109 Plant Materials II**  
**4.00 credits (6,0,0) hrs 15 wks**

A continuation of HORT 102 with the emphasis on conifers, broadleaf evergreens, annuals and perennials.

**HORT 110 Turfgrass Management**  
**3.00 credits (3,1,0) hrs 15 wks**

An introductory turfgrass course dealing with the selection of grasses for turfs, turfgrass installation, and maintenance (includes fertilization, irrigation, mowing, cultivation, pest control practices) for residential and large area turfs.

**HORT 111 Business Practices**  
**1.00 credit (3,1,0) hrs 15 wks**

Deals with business establishment, business organizations, business operations, landscape estimating, quotations and contracts. Job search, job applications, resumes, and interviews are also discussed.

**HORT 112      Landscape Installation and Maintenance**

**5.00 credits      (4.5,4,0) hrs    15 wks**

A largely applied course covering plant installation and common landscape maintenance practices. Landscape installation topics include: site preparation, use of aggregates, and construction of walks, steps, retaining walls, fences, trellises, and use of paving materials. Maintenance topics include: pruning, planting and transplanting, pest management, mulches, and methods of fertilization. Students write the B.C. Government Domestic Dispenser and Landscape Applicator pesticide certification examinations. The majority of the course time is spent on field installation and maintenance work.

**HORT 114      Spring Garden Practicum**

**0.00 credits      (0,0,20) hrs    01 wks**

*Prerequisite:* HORT 107

A continuation of HORT 107.

**HORT 115      Basic Landscape Drafting**

**1.50 credits      (1.5,3,0) hrs    15 wks**

An introduction to the basic drafting skills and site evaluation methods as they are used in the landscape industry. Course topics include: basic drafting skills and equipment, site measuring, plan reading, landscape graphic presentation and introduction to quantity take-offs.

## 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.

**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

**HKIN 117 Performance Analysis of Selected Individual Sports and Activities II**

**3.00 credits (2,2,0) hrs 15 wks**

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.

**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.

*Note:* Prerequisite may be waived by permission of instructor.

**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.

*Note:* Prerequisite may be waived by permission of instructor.

**HKIN 217 Performance Analysis of Selected Team Sports/Activities II**

**3.00 credits (2,2,0) hrs 15 wks**

*Prerequisite:* HKIN 116 or 117

**HKIN 217 Performance Analysis of Selected Team Sports/Activities II**

**3.00 credits (2,2,0) hrs 15 wks**

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.

*Note:* Prerequisite may be waived by permission of instructor.

**HKIN 230 Human Motor Behaviour I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100, HKIN 103, 151, 161, 190 and 191

This course examines the processes underlying human movement and learning motor skills and factors influencing acquisition, performance, and movement control.

*Note:* Prerequisites may be waived by permission of instructor.

**HKIN 231 Mental Theories in Sport and Exercise**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* ENGL 100, HKIN 103, 151 and 161

This course looks at psychological theories and research related to sport and exercise behaviour.

*Note:* Prerequisites may be waived by permission of instructor.

**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**

*Prerequisite:* ENGL 100, HKIN 103, 151, 161, 190 and 191

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.

*Note:* Prerequisite may be waived by permission of instructor.

**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.

*Note:* Prerequisite may be waived by permission of instructor.

**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.

*Note:* Prerequisite may be waived by permission of instructor.

## Illustration Des./Elem & Appl.

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**IDEA 100 Survey of Design**

**2.00 credits (3,0,0) hrs 15 wks**

This course is an overview of contemporary design styles and applied theories. Survey of Design provides students with grounding in the origins and future of design. This course integrates history with theory, helping students become literate about their own discipline. It helps students understand the unique relationships of artists and designers to culture, and explores the ways in which events of the world have shaped visual literacy, form, and technique.

**IDEA 101 Creative Thinking for Designers**

**3.00 credits (4,0,0) hrs 15 wks**

Within the framework of the field of visual perception, students will explore the ways in which we see and interpret the world, and investigate various methods of thinking both creatively and critically. The course will be structured around the fundamental principles of visual perception (why we see the way we do); a study of art in terms of psychology, where form is related to meaning (gestalt theory); and an exploration of techniques that help to exercise and expand creative and critical thinking in relation to the visual world.

**IDEA 105 Survey of Art and Illustration**

**2.00 credits (3,3,0) hrs 15 wks**

Survey of Art and Illustration defines illustration and provides a historical survey of art and illustration. It provides insight into illustration styles, trends, and the future of illustration. Illustrated lectures review notable illustrators and their work and discuss the influence of multi-cultural, political and economic aspects. This course aims to integrate history with applied theory, helping students become literate about their own discipline.

**IDEA 106 Introduction to Marketing for Graphic Designers**

**2.00 credits (3,0,0) hrs 15 wks**

This course focuses on fundamental marketing techniques used in business. Students are introduced to various kinds of marketing plans, including processes, research techniques, and strategies used in marketing.

**IDEA 110 Life Drawing I**

**2.00 credits (3,1,0) hrs 15 wks**

This course provides a background in figure drawing and teaches students how to render the human figure accurately. The course guides students in rendering the human figure, provides an historical overview of figure drawing, introduces anatomy, and reviews human figure proportions.

**IDEA 115 Life Drawing II**

**2.00 credits (3,1,0) hrs 15 wks**

*Prerequisite:* IDEA 110



**IDEA 115      Life Drawing II**  
**2.00 credits    (3,1,0) hrs    15 wks**

Life Drawing II is designed to guide students in rendering the human figure. There is an emphasis on perception and rendering faces, hands and feet. The draped and undraped figure is rendered using a variety of mediums and techniques.

**IDEA 120      Illustration Fundamentals I**  
**2.00 credits    (3,2.5,0) hrs   15 wks**

This course provides students with a knowledge of tools and materials (media) and introduces processes (techniques and skills) as applied in drawing and illustration. This course is part one of a two-part introduction. This course includes a technical introduction to a variety of monochromatic media, including pencil, graphite, charcoal, chalk, inks, etc., and further exploration with the addition of colour. A triadic colour palette will be introduced.

**IDEA 125      Illustration Fundamentals II**  
**2.00 credits    (3,2.5,0) hrs   15 wks**

*Prerequisite:* IDEA 120

This course is a continuation of Illustration Fundamentals I and provides students with further knowledge of tools and materials (media); and introduces processes (techniques and skills) as applied in drawing and illustration. This course provides a technical introduction to colour media. The course aids students in recognizing differences in media and surfaces and how they can best be used to obtain specific visual expressions.

**IDEA 130      Drawing for Illustration I**  
**2.00 credits    (3,1,0) hrs    15 wks**

Drawing for Illustration I introduces and develops drawing techniques for the accurate representation of objects, both natural and man-made.

**IDEA 135      Drawing for Illustration II**  
**2.00 credits    (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 130

Drawing for Illustration II continues to teach students how to render objects, both natural and man-made. This course enables students to develop perceptual skills. All aspects of quality of line and tone are explored. New theories in perspective are introduced, including 3-point perspective, isometric projection, and plane distortion.

**IDEA 140      Colour Theory**  
**1.00 credit    (3,2.5,0) hrs   07 wks**

This course provides a groundwork in colour theory. Students experience colour relationships and develop a working knowledge of colour in visual communications (print, media, exhibit, etc.)

**IDEA 145      Photography for Designers**  
**3.00 credits    (4,0,0) hrs    15 wks**

Visual literacy requires a system, syntax, and guidelines for constructing compositions. There are basic elements that can be learned and understood by all practitioners of visual communications. Knowledge of these factors can lead to a clearer comprehension of visual messages. We understand visual information in many ways. Perception and kinesthetic forces, physiological in character, are vital to the visual process. How we react to light, shadow, movement and colour are factors in how we interpret visual messages. This course explores the interactions of light, form and texture, some of the fundamental structures of visual literacy.

**IDEA 150      Elements of Design**  
**1.00 credit      (3,2.5,0) hrs    08 wks**

Elements of Design covers basic graphic design principles. Students are introduced to the design process of perception, concept, and method. Design elements are defined.

**IDEA 155      Conceptual Design I**  
**2.00 credits      (3,3,0) hrs    15 wks**

*Prerequisite:* IDEA 150

Conceptual Design I teaches students how to develop concepts for graphic design and illustration projects. Concepts are defined as visual ideas and the context in which they exist. Students develop their approach in analyzing and creating design solutions that visually communicate. They develop the design process in generating visual ideas, organizing visual material, recognizing clear concepts, and understanding when a concept is appropriate to a specific situation or particular medium.

**IDEA 162      Introduction to Typography**  
**2.00 credits      (3,3,0) hrs    15 wks**

This course combines a historical survey of the development of type design and function with hands-on practice, not only with the traditional methods of calligraphy and typesetting, but primarily in the modern vision of typographical communication. The major emphasis of the course is upon teaching students an appreciation for the beauty of typography, for the richness of its variety, and for the infinite and satisfying possibilities for creative use.

**IDEA 170      Computing Basics for Graphic Designers**  
**3.00 credits      (4,0,0) hrs    15 wks**

Computing Basics for Graphic Designers provides students with an understanding of basic PC computer skills, including the use of word processing, spreadsheet, and presentation graphics software. Students are also introduced to Internet-based research for the purpose of obtaining resource material to support creative development and image sourcing. The course provides students with a thorough understanding of copyright practices specific to research and electronic content usage. Assignments support content offered in other IDEA first year courses.

**IDEA 200      Pitching and Proposals for Designers**  
**1.50 credits      (8,0,0) hrs    04 wks**

*Prerequisite:* IDEA 106

The course focuses on how to develop pitches and proposals for different kinds of clients and projects. It provides an overview of kinds of projects including branding, advertising, informational and corporate and where design and marketing fit within a company structure. Students are introduced to the role of the designer and how to educate their client about what a designer does; how they can add value; and why clients should pay for creative services. The course also covers methods and processes for buying and selling creative services including kinds of proposals and presentations; and pitching strategies and techniques.

**IDEA 205      Content Development for Design and Advertising I**  
**1.50 credits      (4,0,0) hrs    08 wks**

*Prerequisite:* IDEA 250

The course provides students with knowledge and resources for developing concepts and content for graphic design and illustration projects based on the typical project process from advertising agency and design studio perspectives. Using an applied and integrated approach, students will learn in depth about how to develop and apply concepts, and content for projects from creative brief through rationale.

**IDEA 206      Project Management for Designers**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* IDEA 106

This course introduces students to the complete process required to initiate and implement a comprehensive print communications project. Students choose a project and take on roles of both client and designer. They define the communications objectives, desired outcomes, target audience, schedule and budget. Students then focus on the strategic development of print communication to meet the project objectives. The course includes the conceptual development of products and promotional materials for different purposes, as well as implementation, sales and distribution strategies to meet specific kinds of outcomes. Throughout the course, several aspects of project management and supervision are covered. The emphasis is on understanding the complete process, and how to manage an effective print communications project. Students will work together as a team, and experience measurable outcomes.

**IDEA 210      Life Drawing III**

**2.00 credits    (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 115

Life Drawing III is a continuation of Life Drawing II. The course develops acquired life drawing skills and explores new expressions of the human figure, with an emphasis on interpretation and experimentation.

**IDEA 220      Applied Illustration I**

**2.00 credits    (3,2.5,0) hrs    15 wks**

*Prerequisite:* IDEA 125

Applied Illustration I introduces students to the primary contemporary painting mediums and provides instruction in experimental illustration in painting a variety of styles using traditional and innovative techniques.

**IDEA 225      Applied Illustration II**

**2.00 credits    (3,2.5,0) hrs    15 wks**

*Prerequisite:* IDEA 220

This course is a continuation of Applied Illustration I, with an emphasis on conceptual development. The course focuses on subject interpretation using experimental and traditional painting techniques and introduces more complex subject matter. This course also introduces students to the role of the illustrator as part of an advertising team and to an appreciation of the parameters of advertising illustration as applied to product and retail promotion.

**IDEA 237      Diagrammatic Graphics**

**2.00 credits    (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 271

In this course, students investigate the graphic presentation of statistics, processes and ideas. Particular attention is given to the purposes for diagrammatic graphics as applied to different target audiences. The emphasis is on concept, function and clarity of message.

**IDEA 250      Conceptual Design II**

**2.00 credits    (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 155

Conceptual Design II is a continuation of Conceptual Design I. It reinforces and further develops a conceptual and exploratory approach to design solutions to carry the communications message. Design process and design fundamentals are stressed as a means of achieving specific communications objectives.

**IDEA 255      Design for Exhibits/Environmental Graphics**

**2.00 credits    (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 250

Design for Exhibit/Environmental Graphics teaches students problem solving and the distribution of crucial information in an appropriate, clear, engaging, and pleasurable way, merging the fields of 2D and 3D design elements.

**IDEA 260      Typography Digital I**

**2.00 credits    (3,3,0) hrs    15 wks**

*Prerequisite:* IDEA 162

Typography Digital I is a continuation of Introduction to Typography. This course provides students with a thorough understanding of typography as a care element of communication through an exploration and appreciation of typographic expression, harmony, proportion, contrast, rhythm, and hierarchy.

**IDEA 265      Typography Digital II**

**2.00 credits    (3,3,0) hrs    15 wks**

*Prerequisite:* IDEA 260

This course is a continuation of Typography Digital I. It focuses on the formal and conceptual attributes of effectively applied typography in print, develops a high degree of design excellence in the application of typography, and provides insight about typography in digital applications (Web sites).

**IDEA 270      Digital Applications II**

**1.00 credit     (20,10,0) hrs 01 wks**

This course is designed to provide students with technical skills and knowledge to set up and maintain Mac OS computer systems, to integrate their designated Mac OS computer into the IDEA Lab's computer network. This course introduces students to the basics of the Macintosh computer; Mac OS, system tools and utilities, some basic application programs, and the concept and use of a local area network.

**IDEA 271      Digital Applications III (Photoshop)**

**2.00 credits    (3,1,0) hrs    11 wks**

This course provides an introduction to and investigation of digital graphics. Particular attention is given to the development of graphic techniques appropriate to digital image making. Through an exploration of the chosen graphics application (Photoshop), students learn skills and address issues concerning digital colour development for both illustration and design as they investigate the various features of the software.

**IDEA 272      Digital Applications IV**

**2.00 credits    (3,1.5,0) hrs 11 wks**

This course provides an introduction to electronic composition and imaging using computer software (Quark Xpress, Adobe InDesign and Adobe Illustrator) tools in Mac OS. It covers a digital glossary, font and file management, archiving colour systems, eps file formats, layout and illustration techniques, and proofing.

**IDEA 285      Web Site Design**

**2.00 credits    (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 270

This course introduces students to principles of design and development techniques for communication via an interactive medium: the World Wide Web. Starting from fundamentals in shaping the interactive experience such as information architecture, navigational user interface design, and usability, students will progress to application of these principles through the creation of Web pages using graphical page-creation tools. The emphasis is on the specific requirements and limitations (particularly from the point of view of the graphic designer trained for the printed page) of the Web medium.

**IDEA 290      Applied Design I**  
**2.00 credits    (3,3,0) hrs    15 wks**

*Prerequisite:* IDEA 155

Applied Design I familiarizes students with the function of graphic design, teaches the importance of visual hierarchy in communications, and emphasizes resourcefulness, conceptual development and the creative process.

**IDEA 295      Applied Design II**  
**2.00 credits    (3,3,0) hrs    15 wks**

*Prerequisite:* IDEA 290

This course focuses on advertising, editorial, and publication design. It provides a continuation of theory and technique applied to complex real world projects. The emphasis is on conceptual development and meeting communications objectives for each project, and on understanding the role of the designer/art director as part of an advertising team.

**IDEA 300      Business Practices: Design and Illustration**  
**1.00 credit     (3,0,0) hrs    07 wks**

This course focuses on operating in a freelance environment, client / designer contractual relationships, business practice procedures, operating in the print world, and the responsibilities required in an Internet environment.

**IDEA 305      Professional Development**  
**2.00 credits    (3,0,0) hrs    09 wks**

*Prerequisite:* IDEA 310, 332, 340, 350, 380 and 390

This course concentrates on student graduation responsibilities, as well as on activities and preparation for the Graduation Show.

**IDEA 306      Content Development for Design and Advertising II**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IDEA 205

Content production provides students with knowledge and resources for graphic design and illustration projects based on the typical project process from an advertising agency perspective. Using an applied and integrated approach, students learn in-depth about how content is developed in an advertising agency. Beginning with the pitch and ending with the final presentation, students develop content for each project phase including the conceptual, visual, written, and verbal requirements. Students develop content for projects assigned within the term.

**IDEA 310      Illustration for Portfolio**  
**2.00 credits    (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 210

Life Drawing IV is a continuation of Life Drawing III. The course develops advanced life drawing skills using a variety of mediums in exploring the human figure.

**IDEA 332      Advanced Illustration I**  
**2.00 credits    (3,2.5,0) hrs 15 wks**

*Prerequisite:* IDEA 225

This course continues to build on students' studio techniques and conceptual development in editorial and advertising projects. These emphasize storytelling, complementing and enriching a text rather than merely repeating its content, while building on students' stylistic strengths. The whole notion of voice is explored

**IDEA 332      Advanced Illustration I**

**2.00 credits    (3,2.5,0) hrs   15 wks**

with more freedom in this area of work, while practical matters such as negotiation and billing will also be covered.

**IDEA 336      Advanced Illustration II**

**2.00 credits    (3,2.5,0) hrs   15 wks**

*Prerequisite:* IDEA 332

This course focuses on understanding illustration for persuasion used in the context of corporate, cultural, and environmental applications. Students are taught to develop sophisticated solutions with an emphasis on concept, process, and presentation. Students experience conceptual thinking and create several solutions for realistic project requirements.

**IDEA 341      Production for Print and Digital Media I**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* IDEA 295

This course focuses on electronic file preparation, review of processes and technology, and digital image preparation for print and other media. It introduces the correct terms and processes involved in preparing design files for reproduction with a focus on Mac based applications. Assignments are intended to give a sense of real-world experience. This course is not intended to evaluate or grade the students on their creative or conceptual skills, but it will expect students approach the course with a critical eye for good design.

**IDEA 342      Production for Print and Digital Media II**

**1.50 credits    (4,0,0) hrs    07 wks**

*Prerequisite:* IDEA 341

This course is a continuation of IDEA 341 Production for Print and Digital Media I. The course focuses on electronic file preparation for print, portfolio and exhibits. It reviews processes, technology, and digital image preparation for various media. Students prepare electronic files for specific requirements related to grad show promotion and their own portfolio development. Students are also introduced to various new media and applications for advanced print production.

**IDEA 345      Self Promotion I**

**2.00 credits    (2,2,0) hrs    10 wks**

*Prerequisite:* IDEA 340 and IDEA 390 as pre-requisites or co-requisites and IDEA 295

Self Promotion I focuses on the development of individual self-promotional materials. The course also provides an introduction to the graphic design/illustration industry and related professional organizations through a series of studio tours and workshops with visiting consultants.

**IDEA 346      Self Promotion II**

**2.00 credits    (3,3,0) hrs    08 wks**

*Prerequisite:* IDEA 390

Self Promotion II is a continuation of Self Promotion I. This course focuses on the development of student portfolios, personal Web sites and self-promotional material for the graduation show using both print and digital mediums.

**IDEA 350      Packaging**

**2.00 credits    (3,2.5,0) hrs   15 wks**

*Prerequisite:* IDEA 295

**IDEA 350      Packaging**

**2.00 credits      (3,2.5,0) hrs    15 wks**

This course introduces the aspects of branding in packaging, point-of-purchase, and retail promotions, and the potentials and constraints imposed by 3-D graphic design, including form, function, and government regulations.

**IDEA 380      Web Site Applications**

**2.00 credits      (3,1,0) hrs    15 wks**

*Prerequisite:* IDEA 285

This course builds on the principles and techniques introduced in Web site Design, concentrating on the role of the designer in the creation of information-rich Web sites using a professional site authoring tool. Advanced techniques in the delivery of Web content will also be explored, including the creation of vector-based Web graphics and animation.

**IDEA 390      Applied Design III**

**2.00 credits      (3,2.5,0) hrs    15 wks**

*Prerequisite:* IDEA 295

This course deals with a wide range of graphic design print applications and shows how distinct kinds of communications objectives in print applications can serve the same client. This course develops conceptual thinking skills.

**IDEA 395      Applied Design IV**

**2.00 credits      (3,3,0) hrs    15 wks**

*Prerequisite:* IDEA 390

This course teaches advanced graphic design processes and professionalism. The course emphasizes creating design solutions that meet communications objectives through research, analysis of target audience, effective content, and strong concepts.

**IDEA 397      Portfolio Development**

**3.00 credits      (3,3,0) hrs    15 wks**

*Prerequisite:* IDEA 332 and 390

Portfolio Development provides students with the opportunity to strengthen their portfolio in areas of their choice. Students choose the kinds of projects and mentor(s) for three predetermined projects. Three instructors with distinct areas of expertise will become mentors. Each instructor has outlined project options equivalent to one, two and three project sessions. Four lectures specific to an area of their expertise will be held each week, and students are required to attend each lecture. Instructors meet with students about their specific projects.

## Indigenous Digital Filmmaking

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**IDF 119      Personal Professional Development I**

**1.50 credits      (1.6,0,0) hrs    19 wks**

This course is designed to use traditional Indigenous methods of creativity in storytelling and writing to encourage students to find balance (physical, mental, emotional and spiritual) in their everyday life.

**IDF 120            Indigenous Media History**

**3.00 credits    (30,0,0) hrs   02 wks**

This course is designed to provide an introduction 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. Potential stories, series and program ideas will be explored through lectures, workshops and hands-on project work.

**IDF 121            Indigenous Technical - Camera**

**2.00 credits    (20,10,0) hrs   02 wks**

This course is designed to familiarize the student with the technical elements, processes and equipment used in digital film/video production ? shooting and basic sound recording - through a mixture of lectures, workshops and hands-on experience.

**IDF 122            Indigenous Technical - Editing**

**1.50 credits    (15,10,0) hrs   02 wks**

This course is designed to familiarize the student with the technical elements, processes and equipment used in digital film/video post-production ? capturing, logging, editing - and basic sound track preparation - through a mixture of lectures, workshops and hands-on experience.

**IDF 123            Indigenous Technical - Sound**

**0.50 credits    (15,20,0) hrs   01 wks**

This course is designed to familiarize the student with the technical elements, processes and equipment used in digital film sound recording through a mixture of lectures, workshops and hands-on experience.

**IDF 124            Indigenous Technical - Sound Design**

**1.50 credits    (15,15,0) hrs   02 wks**

This course is designed to familiarize the student with the technical elements, processes and equipment used in digital film sound editing/mixing for film and video through a mixture of lectures, workshops and hands-on experience.

**IDF 125            Indigenous Technical - Combined Editing**

**1.50 credits    (30,20,0) hrs   01 wks**

This course is designed to familiarize the student with the combined and interdependent operations and practices of recording, organizing and editing/mixing of both picture and sound in digital film/video production and post? production through a mixture of lectures, workshops and hands-on experience.

**IDF 126            Indigenous Scriptwriting**

**4.00 credits    (27,11,0) hrs   03 wks**

The course is designed to familiarize students with storytelling techniques and devices as they adhere 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 drama production, and specifically in Indigenous production, will be described and simulated.

**IDF 127            Indigenous Documentary Journalism**

**5.00 credits    (25,6,0) hrs   04 wks**

The course is designed to introduce students to factual storytelling structures and devices and apply this in the context of Indigenous television and film fact-based production. The role of the writer in the production process, and specifically in Indigenous fact-based production, will be described.



**IDF 128            Indigenous Production Management**

**1.50 credits    (15,15,0) hrs 02 wks**

The course is designed to familiarize the student with the processes involved in planning, budgeting and managing a production, with specific reference to the Indigenous production sector.

**IDF 129            Indigenous Production**

**7.00 credits    (16,20,0) hrs 09 wks**

*Prerequisite:* IDF 119, 120, 121, 122, 123, 124, 125, 126, 127 and 128

This course is designed to give the student basic knowledge and hands-on, practical experience of the marriage of 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 complete two of their own two-five minute productions and work in a variety of production roles on each other's productions.

**IDF 130            Indigenous Practicum**

**1.00 credit     (7,0,24) hrs 03 wks**

*Prerequisite:* IDF 119, 120, 121, 122, 123, 124, 125, 126, 127, 128 and 129

Student will obtain placement in a production organization or company, with supervised mentoring and regular telephone contact with the practicum supervisor at the college.

## **Institute of Paralegal Studies**

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**IPS 115            Legal Document Processing**

**1.50 credits    (2,2,0) hrs 15 wks**

Using Microsoft Word software on an IBM compatible microcomputer, the learner will be introduced to word processing concepts through practical formatting and document generating applications normally part of the day to day operations in a legal office.

**IPS 150            Introduction to the Study of Law**

**3.00 credits    (4,0,0) hrs 15 wks**

The purpose of this course is to provide the learner with an introduction to the sources, structures, and constitutional principles of the Canadian legal system.

**IPS 151            Evidence**

**3.00 credits    (4,0,0) hrs 15 wks**

*Prerequisite:* IPS 150 or 170

This course is an introduction to the law of evidence. Students will learn to understand and apply the rules of evidence through case study, lectures, student presentations and discussion.

**IPS 152            Litigation Procedures I**

**3.00 credits    (4,0,0) hrs 15 wks**

To illustrate and teach the principles of a civil litigation practice in the courts of British Columbia. The course will cover chronologically the events that arise in a civil law suit in the Supreme Court of British Columbia. Emphasis is on familiarization with and the use of the Rules of Court 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 course covers a narrow band of basic principles. The learner is encouraged to solve particular problems by using the Rules of Court and the Guide to Civil Litigation.

**IPS 153            Basic Corporate Procedures**

**1.50 credits    (2,0,0) hrs    08 wks**

*Prerequisite:* IPS 253 is a prerequisite or a co-requisite

To illustrate and teach the principles of corporate procedures. The course will examine chronologically the incorporation and post-incorporation process. Emphasis is on B.C. Business Corporations Act.

**IPS 155            Conveyancing Procedures**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* IPS 150 or 170

To introduce students to basic conveyancing procedures in B.C.

**IPS 157            Wills and Probate Procedures**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 152 and IPS 150 or IPS 170

**WILLS:** To illustrate the formal requirements for preparing and executing Wills and Codicils in British Columbia.

**PROBATE:** To teach the principles of applying for grants of Probate and Administration in British Columbia and the procedures for preparation of the estate inventory, identification of non-estate assets, devolution of assets, transmission and transfer of assets, income tax requirements, passing accounts, executor's remuneration, solicitor's remuneration, and limitation dates under the Wills Variation and Estate Administration Acts.

**IPS 164            Litigation Procedures II**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* IPS 152

The purpose of this course is to provide the student with a working knowledge and hands-on experience in the practical application of the Rules of Court relating to Litigation Procedures in the Supreme Court of British Columbia arising under the Divorce Act (1985) and the Family Relations Act (RSBC).

**IPS 170            Legal Research**

**3.00 credits    (4,0,0) hrs    15 wks**

To provide students with an introduction to the principles and techniques of legal research focusing on how to use specific research sources.

**IPS 172            Legal Drafting**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 181

The drafting of legal documents for use in law firms, by clients and in the courts.

**IPS 179            Legal Interviewing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 180 and 181 are prerequisites or co-requisites

Through a process of interviewing and critical thinking and discussion about interviewing, students will gain an understanding of the role of the Legal Assistant with regard to interviewing clients, witnesses, etc., as well as an understanding of the process of interviewing. Students will develop practical skills in interviewing.

**IPS 180            Contracts I**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 150 or 170

**IPS 180            Contracts I**  
**3.00 credits    (4,0,0) hrs    15 wks**

To provide students with an introduction to contract law through the study of case law and statutes, focusing on the elements of a valid and enforceable contract.

**IPS 181            Contracts II**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 180

To continue an examination of contract law through the study of case law and statutes, considering a number of issues such as misrepresentation, interpretation, mistake and remedies.

**IPS 182            Creditors' Remedies**  
**3.00 credits    (6,0,0) hrs    15 wks**

*Prerequisite:* IPS 181 or 254

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.

**IPS 186            Aboriginal Law**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 181 or 254

To familiarize students with the main legal topics involving First Nations in British Columbia, including constitutional relations between governments, the Indian Act and Indian Band governance, citizenship, family law and adoption issues, treaty-making and lands and resources issues.

**IPS 199            Career Practicum**  
**3.00 credits    (0,0,4) hrs    15 wks**

*Prerequisite:* Students must maintain a cumulative Grade Point Average of 3.0 or higher to be eligible for a practicum placement

This course is designed to assist students in obtaining a paid practicum placement. Students will participate in the following instructional sessions:

1. resume and cover letter preparation
2. interviewing techniques
3. practicum search and follow-up

The student will complete a 6 month (5 full working days/week) paid practicum in a law firm, government law department, corporate law department or other law related employment as approved by the practicum instructor and the coordinator. The practicum employer will provide meaningful projects appropriate for an entry-level paralegal. During practicum the student must be supervised a lawyer.

The student, in consultation with the instructor or coordinator, is responsible for obtaining his/her own practicum.

**IPS 215            Law Office Procedures**  
**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* IPS 181

The primary purpose of this course is to acquaint students with the fundamentals of the day-to-day running of a law office, including an introduction to the various uses of computers in a law practice. 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

**IPS 215            Law Office Procedures**

**1.50 credits    (2,0,0) hrs    15 wks**

- the solicitor/client relationship
- the Rules of the Law Society
- professional ethics and the role of the legal assistant
- law office accounting procedure including the Law Society Rules on Trust Accounting.

**IPS 252            Torts I**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 150 or 170 as a corequisite

To provide students with an introduction to tort law through the study of case law and statutes, focusing on the law of negligence.

**IPS 253            Company Law**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 150 and 170

To illustrate and teach the principles of the law relating to corporations. Emphasis is on the British Columbia Business Corporations Act. Also included is an overview of sole proprietorships, partnerships, limited partnerships, extra provincial companies, and regulation of the securities market.

**IPS 254            Torts II**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 252

To continue an examination of tort law through the study of case law and statutes, considering a number of issues including negligent misrepresentation, recover of economic loss, occupiers' liability, nuisance, and the intentional torts.

**IPS 255            Real Property**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 180 or 181 are prerequisites or co-requisites

Surveys the common law relating to the real property, using the case study method and reviews legislation affecting real property including the Land Title Act, Property Law Act and Law and Equity Act. Students will become familiar with the fundamentals of the B.C. Land Title System.

**IPS 256            Family Law**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 150 or 170

The purpose of this course is to acquaint students with the fundamentals of substantive family law. Particular emphasis will be placed upon The Divorce Act, The Family Relations Act, The Child, Family and Community Service Act, and Adoption Act.

**IPS 257            Wills and Estates**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 181 or 254

**WILLS:** To illustrate the formal requirements and the substantive law affecting the validity of Wills.

**ESTATES:** To review the consequences of intestacy, strategies for estate plan, potential for claims under the Wills Variation Act and legislation dealing with trusts and adult guardianship.

Emphasis will be placed on professional liability issues in wills preparation and estate administration.

**IPS 262            Litigation Procedures III**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 152 and 164

The purpose of this course is to provide the learner with a working knowledge of the practical applications of the Rules of Court and procedures that apply to: Pre-trial investigation and court applications, including the discovery process; Preparation of Bills of Costs; Foreclosure applications and procedures; Small Claims procedures.

**IPS 264            Insurance Law I**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS180 or 181 are prerequisites or co-requisites

The purpose of this course is to provide students with an understanding of the issues raised in Canadian Insurance Law.

**IPS 265            Insurance Law II**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 264

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.

**IPS 267            Intellectual Property**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 181

A general review of the common law relating to intellectual property, a general review of Canadian legislation affecting intellectual property, management and enforcement of intellectual property rights and an introduction to the new issues and problems created by the Internet and e-commerce.

**IPS 268            Criminal Law**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 151

The orientation of this course is to provide the student with 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 current, historical, and functional criminal proceeding to broaden the students understanding of the concepts involved.

**IPS 271            Administrative Law**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* IPS 150 and 151

To provide the student with a basic understanding of the principles of administrative law, as derived from the common law and relevant statutes.

## Interactive Design

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### **INTE 108      Orientation**

**0.50 credits    (10,0,0) hrs    01 wks**

Orientation takes place in the first week of the fall semester and precedes other courses in the program. Through a series of workshops, students prepare their computer system for the program and receive an orientation to the lab and network resources.

### **INTE 109      Interactive Information Design**

**3.00 credits    (2,0,0) hrs    30 wks**

Students are introduced to the key concepts and characteristics that enable effective communication through interactive media, beginning with a survey of interactive communications, including e-learning. The course progresses to an introduction to the key aspects of strategic planning as they relate to the design and implementation of interactive communications systems, focusing particularly on information design.

### **INTE 110      System Diagnostics and Support**

**1.50 credits    (2,0,0) hrs    15 wks**

A computer system is an excellent vehicle for developing analytical skills. This course uses the student workstation as the subject for learning about operating systems, their components and subsystems. Diagnostics and software utilities are used to illustrate and reinforce concepts. Students maintain their workstation and network resources; they form online expert groups to share their knowledge and provide user support to their peers.

### **INTE 111      HTML and CSS Authoring**

**2.00 credits    (4,0,0) hrs    10 wks**

This course explores the fundamental technologies underlying content creation for the World Wide Web. All Web documents are created with Hypertext Markup Language, which allows composition of page elements and imparts structure and meaning to the information. Cascading Style Sheets language is used to control the presentation of the content, allowing sophisticated page formatting and text styling. Particular attention is paid to proper use of these languages and current industry standards.

### **INTE 112      Interactive Graphics**

**3.00 credits    (4,0,0) hrs    15 wks**

Adobe Photoshop has many uses, from photo retouching to creating dramatic special effects graphics, to enhancing the look and feel of web pages. This course takes students through basic to intermediate aspects of the program, exploring its tools and features as students work through graphics projects. The use of Photoshop as a tool for Web designers is emphasized throughout.

### **INTE 113      Visual Design**

**1.50 credits    (2,0,0) hrs    15 wks**

This course provides students with an understanding of effective visual communication and the ability to apply that understanding to the creation of interactive media projects. Particular attention is given to the development of graphic layouts suitable for presentation media, such as interactive presentation and web delivery.

**INTE 114      Project Management**

**1.50 credits    (2,0,0) hrs    15 wks**

This course provides instruction in the key aspects of project management as they relate to the development of interactive media projects. Students are introduced to the management tools and techniques required to facilitate the successful completion of the project production cycle.

**INTE 115      Interactive Vector Graphics**

**1.50 credits    (2,0,0) hrs    15 wks**

This course provides students with an introduction to current tools and methods for creating interactive Web experiences incorporating vector-based graphics and animation. The course focuses on the benefits and limitations of creating a Web experience in Macromedia Flash. Graphics creation and animation will be emphasized, with an introduction to the creation of interactive elements with Flash's programming tools. Students are taught how to optimize content for fast delivery, and how to integrate Flash work into a web page.

**INTE 116      Usability Design and Testing**

**1.50 credits    (2,0,0) hrs    15 wks**

This course focuses on interactive design as a user-centred iterative process. Students learn a systematic approach to the measuring of a product's ease-of-use very early in the design process, through to the development and testing of prototypes with actual users.

**INTE 117      Web Prototype Development**

**1.50 credits    (2,0,0) hrs    15 wks**

Rapid prototyping of Web page designs supports the user-centred design process. In this course, students learn how to use Macromedia Dreamweaver, a visual page design tool, to quickly create and modify usable page layouts.

**INTE 118      Structured Programming and Scripting for a Web Browser**

**2.00 credits    (4,0,0) hrs    10 wks**

This course introduces common programming principles and techniques, using JavaScript as the working programming language. Common programming language features such as statements, functions, loops, conditional structures, operators, data structures and data types are explored in the context of the syntax and features of ECMAScript. Good programming practices and code maintainability are emphasized.

**INTE 119      Self Marketing and Business Practices**

**3.00 credits    (4,0,0) hrs    15 wks**

This course introduces the business perspective in the interactive media industry. Lectures, role-playing and assignments introduce students to marketing concepts and their applications, and prepare students to market themselves and their ideas. Through guest speakers, site visits and other professional contact, students are introduced to current practices in the industry within a business context. Survey and analysis of a chosen industry segment provide students with information to develop a self-marketing plan.

**INTE 120      Contemporary Issues**

**1.50 credits    (2,0,0) hrs    15 wks**

This course examines the cultural, ethical, political, economic and aesthetic issues arising with the increasing use of computers. Students survey print and electronic media to research current comment on these issues; synthesize and analyze their findings; and present their work in both written and oral formats.

**INTE 121 Introduction to e-Learning**

**1.50 credits (2,0,0) hrs 15 wks**

This course provides a general introduction to e-Learning and its use and application in academic and non-academic environments. Students will identify and discuss the instructional goals, issues and concerns related to the implementation of e-Learning; review technology issues and technology modes for delivering e-Learning; and demonstrate design, development and assessment methodologies.

**INTE 201 Directed Study I**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course provides an opportunity to pursue a directed study in a focused area related to students' preferred specialty. In this course, students will work towards advancing their knowledge and developing skills in the area of their chosen specialty, and will be evaluated on the success of those efforts. Students submit study plans and work to produce a project that implements the proposed components of the plan. They engage in specialized research and study, pre-production work, and in the production of the individual project. At the end of the project, students will summarize their learning experience.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 202 Advanced Web Authoring**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course provides students with the skills necessary to implement advanced, complex visual designs for distribution on the World Wide Web.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 203 Applied Project Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course aims to provide students with an opportunity to apply project management skills and tools while producing an interactive project for a client. In this course, students choose from a list of pre-screened clients. They work towards the objectives of strengthening interpersonal communications and team approaches and developing effective client relations and are evaluated on the success of those efforts.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 204 Rich Media Integration**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course provides a foundation in rich media production techniques for interactive design: the integration of digital media including photographic, audio and visual elements within the context of an interactive presentation.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 205 Vector Graphics**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course is an introduction to current tools for creating vector-based graphics for interactive media and print, with a focus on fundamental techniques that apply to all software tools in this category.

*Note:* Prerequisites may be waived by departmental permission.



**INTE 206      Applied Database Design**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course teaches students to design, implement, and maintain information management systems and to create applications to use them.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 207      Professional Alliance**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

In this course, with guidance and advice from faculty, students make contact with industry professionals in order to prepare for a professional career. Students update their SWOT analysis, identify market segments of interest, develop a career research strategy, and contact potential employers. Students document their career search and present the results.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 208      Work Practicum**

**6.00 credits    (6.66,0,0) hrs 06 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course provides students with the opportunity to apply classroom theory and skills to employment practices, and to gain direct workplace experience. Working with a host, students help the host organization to attain overall business outcomes or specific practicum objectives.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 209      Directed Study II**

**3.00 credits    (8,0,0) hrs    08 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course provides an opportunity to define and pursue directed study in a focused area related to students' preferred specialty. This course combines self-directed study, peer collaboration and faculty mentoring. Students develop a proposal outlining the learning objectives, a resource list and a work plan. The learning objectives for the directed study must not be met by any courses currently offered in the department. Students create a significant portfolio project in which they apply the skills and knowledge acquired.

An initial statement of intent must be submitted with the department at the beginning of the term the course is offered. The statement of intent is reviewed by the department and, if approved, a supervising faculty member is assigned.

Regular reports and pre-arranged meetings with the supervising faculty member allow progress to be monitored throughout the course.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 210      Portfolio Development**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

A portfolio is an important component of the professional development of the student. This course enables students to critically evaluate their own work in conjunction with instructors. The goal of the portfolio is to highlight students' marketable skills. The portfolio material includes a Web site, and/or a CD-ROM or DVD.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 211      Quality Assurance**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course is a general introduction to software testing as part of a Quality Assurance process. This course focuses on the use of adaptable testing techniques and their relevance to the students' body of work.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 212      Presentation Skills**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

This course provides an opportunity for students to gain experience in giving formal and informal presentations using industry-standard technology, and in giving and receiving critique. Students are required to make formal presentations to the class on their practicum experience and on the resulting portfolio. Students make individual and small group informal presentations that simulate the work experience. Students are required to provide written critical evaluations of other presentations by the class. Students receive comments from their peers and the instructor.

*Note:* Prerequisites may be waived by departmental permission.

**INTE 213      Emerging Technologies**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* Successful completion of 24 100-level INTE course credits

In this course students explore emerging technologies and their application for interactivity: what they are, how they work and how they are applied. The focus is on forward thinking and succession planning for technology-based solutions and includes considerations for human factors and development.

*Note:* Prerequisites may be waived by departmental permission.

## 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 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. See English Diagnostic Test in the Registration section of the College 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 321      International Business**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* CMNS 220 as a prerequisite or co-requisite plus 45 post-secondary Business Administration credits

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 334      Communication and Culture in International Business**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* 45 post-secondary credits

The objective of this course is to increase the student's cross-cultural awareness in business settings. It looks at how different cultures negotiate and regard contracts, interpret commitments, and deal with suppliers and consumers.

*Note:* This course is not offered every year.

*Note:* Prerequisites may be waived by permission of instructor.

**IBUS 340      International Trade Law**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BADM 107

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 357      International Marketing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* BMKT 161 and IBUS 321

This course is an in-depth study of marketing internationally. It assumes the student understands uncontrollable variables in a foreign market (as covered in IBUS 321) and goes directly into the controllable variables and the management of marketing programs.

*Note:* This course is not offered every year.

**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

**IBUS 368 International Entrepreneurship**

**3.00 credits (4,0,0) hrs 15 wks**

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 434 Advanced Topics in Cross-Cultural Business**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* IBUS 234 plus 45 post-secondary Business Administration credits

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.

## Japanese

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**JAPN 100 Beginning Japanese I**

**3.00 credits (4,1.75,0) 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). 50 to 70 Chinese characters (kanji) will also be taught. Students will develop basic language skills in a socio-culturally functional way.

**JAPN 101 Beginning Japanese II**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* Japanese 11 or JAPN 100

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.

*Note:* Prerequisites may be waived by permission of instructor.

**JAPN 200 Intermediate Japanese I**

**3.00 credits (4,1.75,0) hrs 15 wks**

*Prerequisite:* JAPN 101 or Japanese 12 with a minimum C grade

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.

*Note:* Prerequisite may be waived by permission of instructor.

**JAPN 201 Intermediate Japanese II**

**3.00 credits (4,1.75,0) 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.

*Note:* Prerequisite may be waived by permission of instructor.

## 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 College's Jazz Choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

### **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:* This course must be combined with: ENSJ 170.

### **ENSJ 135      Jazz Ensemble I**

**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 135 must be combined with: ENSJ 185, 235, 285, 335, 385, 435, 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:* ENSJ136 must be combined with: ENSJ 186, 236, 286, 336, 386, 436, 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 must be combined with: ENSJ 190, 240, 290, 340, 390, 440, 490.

### **ENSJ 155      Jazz Choir**

**1.00 credit      (3,0,0) hrs      15 wks**

Rehearsal and performance in one of Capilano College'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 must be combined with: ENSJ 105, 205, 255, 305, 355, 405, 455.

### **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 must be combined with ENSJ 120.

**ENSJ 185      Jazz Ensemble II**  
**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 185 must be combined with: ENSJ 135, 235, 285, 335, 385, 435, 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 must be combined with: ENSJ 136, 236, 286, 336, 386, 436, 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 must be combined with: ENSJ 140, 240, 290, 340, 390, 440, 490.

**ENSJ 205      Jazz Choir**  
**1.00 credit      (3,0,0) hrs      15 wks**

Rehearsal and performance in one of Capilano College'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 must be combined with: ENSJ 105, 155, 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 must be combined with: ENSJ 270, 320, and 370.

**ENSJ 235      Jazz Ensemble III**  
**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 235 must be combined with: ENSJ 135, 185, 285, 335, 385, 435, 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 must be combined with: ENSJ 136, 186, 286, 336, 386, 436, 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 must be combined with: ENSJ 140, 190, 290, 340, 390, 440, 490.

**ENSJ 255 Jazz Choir**

**1.00 credit (3,0,0) hrs 15 wks**

Rehearsal and performance in one of Capilano College's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ 255 must be combined with: ENSJ 105, 155, 205, 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 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 must be combined with: ENSJ 220, 320, 370.

**ENSJ 285 Jazz Ensemble IV**

**1.00 credit (3,0,0) hrs 15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 285 must be combined with ENSJ 135, 185, 235, 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 must be combined with ENSJ 136, 186, 236, 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 must be combined with ENSJ 140, 190, 240, 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 College's jazz choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

*Note:* ENSJ305 must be combined with ENSJ 105, 155, 205, 255, 355, 405 and 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 must be combined with ENSJ 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 must be combined with ENSJ 220, 270 and 370.

**ENSJ 335      Jazz Ensemble V**

**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 335 must be combined with ENSJ 135, 185, 235, 285, 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 must be combined with ENSJ 136, 186, 236, 286, 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 must be combined with ENSJ 140, 190, 240, 290, 390, 440 and 490.

**ENSJ 355      Jazz Choir**

**1.00 credit      (3,0,0) hrs      15 wks**

Rehearsal and performance in one of Capilano College'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 must be combined with ENSJ 105, 155, 205, 255, 305, 405 and 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 must be combined with ENSJ 306, 406 and 456.

**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 must be combined with ENSJ 220, 270 and 320.

**ENSJ 385 Jazz Ensemble VI**

**1.00 credit (3,0,0) hrs 15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 385 must be combined with ENSJ 135, 185, 235, 285, 335, 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 286 must be combined with ENSJ 136, 186, 236, 286, 336, 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 must be combined with ENSJ 140, 190, 240, 290, 340, 440 and 490.

**ENSJ 405 Jazz Choir**

**1.00 credit (3,0,0) hrs 15 wks**

Rehearsal and performance in one of Capilano College'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 must be combined with ENSJ 105, 155, 205, 255, 305, 355 and 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 must be combined with ENSJ 306, 356 and 456.

**ENSJ 435      Jazz Ensemble VII**  
**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 435 must be combined with ENSJ 135, 185, 235, 285, 335, 385 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 must be combined with ENSJ 136, 186, 236, 286, 336, 386 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 must be combined with ENSJ 140, 190, 240, 290, 340, 390 and 490.

**ENSJ 455      Jazz Choir**  
**1.00 credit      (3,0,0) hrs      15 wks**

Rehearsal and performance in one of Capilano College'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 must be combined with ENSJ 105, 155, 205, 255, 305, 355 and 405.

**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 must be combined with ENSJ 306, 356 and 406.

**ENSJ 485      Jazz Ensemble VIII**  
**1.00 credit      (3,0,0) hrs      15 wks**

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

*Note:* Performances are a mandatory part of the course.

*Note:* ENSJ 485 must be combined with ENSJ 135, 185, 235, 285, 335, 385 and 435.

**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 must be combined with ENSJ 136, 186, 236, 286, 336, 386 and 436.

**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 must be combined with ENSJ 140, 190, 240, 290, 340, 390 and 440.

## Jazz Pedagogy

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**JPED 502 History of Jazz I**

**1.50 credits (5,0,0) hrs 06 wks**

Students will trace the beginnings and development of early jazz by examining the music of the more innovative musicians of the past, their styles and how their music has been influential.

**JPED 506 Arranging I**

**1.50 credits (5,0,0) hrs 06 wks**

Upon successful completion of this course, the student will have been introduced to the skills and methodology involved in arranging for rhythm section and the common wind instruments using block writing techniques.

**JPED 508 Jazz Theory and Composition I**

**1.50 credits (5,0,0) hrs 06 wks**

Upon successful completion of this course students will be able to compose and analyze music in the "standard" jazz/pop style with effective harmonic progressions and be able to arrange their compositions in four part harmony.

**JPED 510 Improvisation I**

**1.50 credits (5,0,0) hrs 06 wks**

By studying and applying concepts such as the use of chord scales, patterns, and melodic invention, students will develop an understanding, abilities in and a foundation for teaching jazz improvisation.

**JPED 512 Jazz Ensemble Pedagogy I**

**1.50 credits (5,0,0) hrs 06 wks**

Through conducting and performing, students will be given the opportunity to improve their rehearsal techniques and gain insight into the development of instrumental and vocal large ensemble sound.

**JPED 514 Rhythm Section I**

**3.00 credits (10,0,0) hrs 06 wks**

This course is designed to equip music educators with the knowledge and skills needed to demonstrate and supervise their own students' development on jazz rhythm section instruments.

**JPED 516 Basic MIDI and a Introduction to "Finale"**

**1.00 credit (3.5,0,0) hrs 06 wks**

Upon successful completion of this course students will have a basic knowledge of MIDI (musical instrument digital interface) and have developed some technique on the use of "Finale" music publishing software.

**JPED 518 Jazz Pedagogy Project I**

**2.50 credits (0,0,8.33) hrs 06 wks**

This is an independent study project which expands on specific topics studied in the Jazz Pedagogy Summer Program. Students will develop and complete a project that pursues in detail material studied in one or more of the program's courses.

## Jazz Studies

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**JAZZ 103 The Language of Music**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 114 and JAZZ 184 or MUS 112 as prerequisites or corequisites

An examination of the basics of tonal music including the study of the overtone series, intervals, scales, modes, chord symbols, figured bass, roman numeral analysis, melodic inharmonics, phrase structure, diatonic triads and voice leading.

**JAZZ 105 Rhythm Section Writing**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 103

Students will undertake the study of score preparation, notation, basic musical terms and articulations, and writing for the rhythm section instruments.

**JAZZ 106 Traditional Harmony and Composition**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 103

*Corequisite:* JAZZ 107

A study of traditional principles of voice leading with harmonic vocabulary extending to the secondary dominant and including tonicization, simple modulation and pivot chords. Binary and ternary forms will be introduced.

**JAZZ 107 Jazz Theory and Composition I**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* JAZZ 103

*Corequisite:* JAZZ 106

An introduction to jazz theory including: chord scales, extended chords, functional analysis of chord progression, primary and secondary root motion, and analysis and composition of music in the style of jazz standards and the blues.

**JAZZ 114 Class Piano I**

**1.00 credit (2,2,0) hrs 15 wks**

*Corequisite:* JAZZ 103

This course is designed for students who wish to learn basic keyboard skills. Reading, improvisation, transposition and harmonization are the skills developed during this course and the three subsequent levels. Theoretical concepts are applied at the keyboard and include diatonic triads and sevenths of the major key, all major, minor and modal tetrachords. A weekly lab evaluates material covered in class. Students practise on the department's pianos.

**JAZZ 115      Class Piano II**  
**1.00 credit      (2,2,0) hrs      15 wks**

*Prerequisite:* JAZZ 114

*Corequisite:* JAZZ 106 and 107

A continuation of JAZZ 114. In addition, keyboard sequences, arpeggios and major scales are introduced along with easy original repertoire.

**JAZZ 136      Vocal Jazz Master Class I**  
**1.50 credits      (2,0,0) hrs      15 wks**

An introductory course intended to develop the student's solo vocal performance capabilities through exploration of various popular and jazz musical styles. Material is prepared for performance with a keyboard accompanist.

*Note:* Successful completion does not guarantee acceptance into higher level vocal courses.

**JAZZ 137      Vocal Jazz Master Class II**  
**1.50 credits      (2,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 136

A continuation of JAZZ 136.

**JAZZ 170      History of Jazz**  
**3.00 credits      (4,0,0) hrs      15 wks**

A survey of jazz through styles and stylists from its roots in Africa to the present.

**JAZZ 172      Arranging I**  
**1.50 credits      (2,0,0) hrs      15 wks**

*Prerequisite:* JAZZ 103; JAZZ 105 and 107 are prerequisites or co-requisites

A study of four-part block harmonization arranging techniques.

**JAZZ 184      Sight Singing/Ear Training I**  
**1.50 credits      (2,2,0) hrs      15 wks**

*Prerequisite:* JAZZ 103 is a prerequisite or co-requisite

Aural and sight training concentrating on melodic, harmonic, and rhythmic dictation and sight singing.

**JAZZ 185      Sight Singing/Ear Training II**  
**1.50 credits      (2,2,0) hrs      15 wks**

*Corequisite:* JAZZ 106 and 107

A continuation of JAZZ 184.

**JAZZ 194      Small Ensemble I**  
**1.50 credits      (0,3,0) hrs      15 wks**

For all instruments, requirements include several hours of rehearsal a week plus a number of performances. The styles studied are varied. Students are expected to develop individual and ensemble performance abilities and a professional attitude to both performance and rehearsal.

**JAZZ 195      Small Ensemble II**  
**1.50 credits      (0,3,0) hrs      15 wks**

A continuation of JAZZ 194.

**JAZZ 203      Jazz Theory and Composition II**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 106 and 107

Continued exploration of chord progression and melody including: analysis of popular chord progression, mixed mode chord progression, augmented 6th chords, tonicization, chord scales/harmonic extensions.

*Note:* Prerequisites may be waived by permission of instructor.

**JAZZ 204      Jazz Theory and Composition III**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 203

Continued exploration of chord progression and melody including an analysis of modern jazz chord progression, parallel harmony, 70's jazz theory of modal areas, modern voicing techniques, reharmonization.

**JAZZ 214      Class Piano III**

**1.00 credit     (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 115

For students who have taken JAZZ 115 or have had previous keyboard experience. Students are introduced to common idiomatic accompaniment patterns as well as four-part chorale studies, keyboard sequences, minor scales and chords. Basic keyboard techniques are emphasized including relaxation, touch, rotation, weight transfer and their musical application in simple repertoire. The lab hour is utilized to develop sight reading skills at the keyboard. Emphasis will be on developing the skills necessary to use the piano as a tool in writing and arranging.

**JAZZ 215      Class Piano IV**

**1.00 credit     (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 214

A continuation of JAZZ 214 with increased complexity of repertoire and technique.

**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 238      Vocal Jazz Master Class III**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 137

This course is intended to develop the live performance abilities of the student through the study of jazz repertoire. Students will study style and interpretation and perform with some of Vancouver's top jazz musicians.

**JAZZ 239      Vocal Jazz Master Class IV**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 238

**JAZZ 239      Vocal Jazz Master Class IV**

**1.50 credits    (2,0,0) hrs    15 wks**

A continuation of JAZZ 238.

**JAZZ 240      Form and Analysis**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 106 or MUS 101

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 106 or MUS101, JAZZ 240 and JAZZ 203

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 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    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 172 and 105 and 203 is a prerequisite or co-requisite

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 282      Improvisation I**

**1.50 credits    (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 107, 115 and 185

A course to teach the basics of improvisation on chord changes. The first term will be devoted to rhythmic concepts, basic chord-scale relationships and development of technical exercises for basic chord progressions.

**JAZZ 283      Improvisation II**

**1.50 credits    (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 282

A continuation of JAZZ 282. This term will be devoted to analysis of chord progressions and more advanced chord-scale analysis. At the end of this term, students should have the basic theoretical knowledge necessary to analyze and learn to improvise on any standard jazz tune.

**JAZZ 284      Sight Singing/Ear Training III**

**1.50 credits    (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 185 and 203 as a prerequisite or co-requisite  
A continuation of JAZZ 185.

**JAZZ 285      Sight Singing/Ear Training IV**

**1.50 credits    (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 284 and 204 as a prerequisite or co-requisite  
A continuation of JAZZ 284.

**JAZZ 294      Small Ensemble III**

**1.50 credits    (0,3,0) hrs    15 wks**

*Prerequisite:* JAZZ 195

At this level, the student will receive instruction in ensemble performance for the recording studio. Students will perform and produce under supervision. Live performance will include 'standard' repertoire.

**JAZZ 295      Small Ensemble IV**

**1.50 credits    (0,3,0) hrs    15 wks**

*Prerequisite:* JAZZ 294

A continuation of JAZZ 294.

**JAZZ 300      20th Century Theory**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 204 and 240

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 204

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 170

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    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 204 and 272

A study of vocal writing styles and techniques.

*Note:* This course is not always offered.

**JAZZ 382      Improvisation III**

**1.50 credits    (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 283

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      Improvisation IV**

**1.50 credits    (2,2,0) hrs    15 wks**

*Prerequisite:* JAZZ 382

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    (0,3,0) hrs    15 wks**

*Prerequisite:* JAZZ 295

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**

*Prerequisite:* JAZZ 204, 215, 240 and 285

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 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 240 and 273, ENGL 100 or 102, plus one of ENGL 103, 104, 105, 106 with a minimum C grade

A study of the musics of the world outside of the Western European tradition.

**JAZZ 472      Jazz Arranging IV**  
**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* JAZZ 372

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    (0,3,0) hrs    15 wks**

A jazz performance ensemble for more advanced players. Students will be required to perform in public several times during the semester.

*Note:* By audition only,

**JAZZ 495      Small Ensemble VIII**  
**1.50 credits    (0,3,0) hrs    15 wks**

*Prerequisite:* JAZZ 494

A continuation of JAZZ 494.

## Kinesiology

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**KIN 142      Introduction to Kinesiology**  
**3.00 credits    (4,2,0) hrs    15 wks**

An introduction to the range of subject areas encompassed in the discipline of kinesiology, with basic assessment procedures for individual status and performance according to growth and development, functional anatomy, biomechanics, exercise physiology, and motor learning.

**KIN 143      Exercise Management**  
**3.00 credits    (2,2,0) hrs    15 wks**

An introduction to exercise management and exercise physiology: conditioning methods, exercise techniques, and fitness appraisal.

## 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 Administration

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### **LGST 105      Keyboarding Skill and Speed Development**

**1.50 credits      (2,0,0) hrs      15 wks**

This course will build keyboarding speed and accuracy skills using both general business and legal materials.

### **LGST 107      Legal Machine Transcription**

**3.00 credits      (4,0,0) hrs      15 wks**

Students will gain experience in preparing legal materials on a microcomputer from recorded material which has been dictated as if from the desk of a lawyer to a competent legal secretary.

### **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 general litigation in the Supreme Court of B.C.

### **LGST 110      Corporate Procedures**

**3.00 credits      (4,0,0) hrs      15 wks**

An examination of the B.C. Companies Act and the various documents that a legal secretary must be familiar with in order to incorporate a company and attend to routine filings and resolutions. Records Office requirements, annual proceedings, preparing share certificates and registration, etc., will also be covered.

### **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 B.C., 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 Wills Act, and Estate Administration Act. Students will prepare the necessary documents to obtain Letters Probate in the Supreme Court of B.C. and be familiar with documentation required for issuance of Letters 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 Canadian and B.C. Court System, ethics of the legal profession and the rules of the Law Society relating to trust accounts, with added emphasis on legal vocabulary.

**LGST 117 Legal Office Procedures**

**1.50 credits (2,0,0) hrs 15 wks**

A course to prepare legal secretarial students for positions in law offices. Instruction in time keeping, diary systems, use of law library, ethical responsibilities, filing, and other procedures particular to the profession.

**LGST 118 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.

**LGST 119 Practicum**

**1.50 credits (2,0,4.26) hrs 15 wks**

Following successful completion of term two 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 122 Computer Applications in the Legal Office**

**1.50 credits (2,4,0) hrs 15 wks**

*Prerequisite:* LGST 123

The student will learn to identify the components of office automation. The student will also be introduced to advanced word processing skill sets and basic spreadsheet and database concepts.

**LGST 123 Legal Document Formatting**

**4.50 credits (6,3,0) hrs 15 wks**

This course introduces students to basic and intermediate word processing concepts using current software while working on an IBM compatible computer. Students will gain proficiency working with the software and the computer by producing a variety of legal documents formatted according to current legal office standards.

*Note:* 45 wpm keyboarding

**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 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 130      Legal Document Transcription**

**4.50 credits      (6,0,0) hrs      15 wks**

*Prerequisite:* LGST 123

Students will gain experience in preparing legal materials on a computer from recorded material which has been dictated as if from the desk of a lawyer to a competent legal secretary. The students will also build keyboarding speed and accuracy skills using both general business and legal materials.

## Legal Administrative 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) 09 wks  
hrs**

*Prerequisite:* ABTO 100 and LGAO 100 is prerequisites or corequisites

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) 12 wks  
hrs**

*Prerequisite:* ABTO 100, LGAO 100 and 115 as prerequisites or corequisites

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 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) 07 wks  
hrs**

*Prerequisite:* ABTO 100, LGAO 100, 115 and 125 as prerequisites or corequisites

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) 12 wks  
hrs**

*Prerequisite:* ABTO 100, LGAO 100, 115, and 125 as prerequisites or corequisites

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 as 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) 07 wks  
hrs**

*Prerequisite:* ABTO 100, LGAO 100 and 115 as 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) 07 wks  
hrs**

*Prerequisite:* ABTO 100, LGAO 100, 115 and 145 as 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) 07 wks  
hrs**

*Prerequisite:* ABTO 100, LGAO 100 and 115 as 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

**LGAO 155      Wills and Estates**  
**1.50 credits    (0,4.3,4.3)    07 wks**  
**hrs**

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).

## Legal Assistant

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**LGAS 199      Career Practicum**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* 3.0 Cumulative GPA over four terms in the Paralegal/Legal Assistant Diploma program

The Career Practicum is the work experience component and consists of six months in a law firm. It also includes classroom seminars and instructor/student consultations. Students will be assisted by the instructor in finding a practicum, but it is the student's responsibility to obtain a practicum position. This practicum must be commenced within two years of completing the Paralegal/Legal Assistant Diploma program course requirements.

## 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 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:* Current employment in a municipality, regional district, First Nations government, improvement district or supporting agency.

*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:* Current employment in a municipality, regional district, First Nations government, improvement district or supporting agency.

*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 Municipal 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:* Current employment in a municipality, First Nations government, regional district, improvement district or supporting agency.

*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:* Current employment in a municipality, First Nations government, regional district, improvement district or supporting agency.

*Note:* This course is taught over three weekends.

**PADM 204      Leadership in Local Government Organizations**

**3.00 credits    (4,0,0) hrs    15 wks**

Capilano College and the Local Government Management Association of BC have developed an innovative program specifically designed for people in leadership roles in local government in British Columbia. This is PADM 204, or "Mati 2-The Leadership Experience".

Senior practitioners in the field of local government have designed this program in conjunction with educators who are familiar with issues facing local government. It will provide participants with opportunities for discussion and interaction, with a widely diverse group of leading academic and local government figures. The program is a blend of theory and practice, with an emphasis on discussion and interaction and participant involvement through role playing and case studies.

The program has been designed to provide participants with new information and new research in the field of leadership studies. The format will provide 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 time to look at specific issues faced by individual participants

*Note:* Current employment in a municipality, regional district, First Nations government, improvement district or supporting agency.

**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.

*Note:* Current employment in a municipality, regional district, First Nations government, improvement district or supporting agency.

**PADM 206 Transforming Communities through Tourism**

**3.00 credits (0,0,60) hrs 01 wks**

The goal of this course is to strengthen participants' ability to assist their communities to identify and pursue new opportunities for stimulating sustainable economic growth and job creation in their regions. Through interactive seminars with local government leaders and academics specializing in community economic development, participants will learn approaches and skills which will make them more effective in leading community economic processes. Many B.C. communities are facing challenging and difficult times as traditional industries are weakened or closed. This course is designed to address many of the issues required to make successful transitions to community economic stability based on new sources of revenue and new partnerships.

**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.

## Mathematics and Statistics

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**MATH 091 Introductory Algebra**

**1.00 credit (4,0,0) hrs 05 wks**

*Prerequisite:* Math Placement Test (MPT); or Principles of Math 11 or Applications of Math 12 with a minimum C- grade

Develops the concepts of introductory algebra with emphasis on the real number system, the algebra of exponents, and polynomial arithmetic at the elementary level. This course is intended for students who require a basic introduction to algebra.

This course meets four hours per week for approximately five weeks.

**MATH 096 Intermediate Algebra with Functions**

**2.00 credits (4,0,0) hrs 10 wks**

*Prerequisite:* MATH 091 or BMTH 043 with a minimum B- grade; or BMTH 044 with a minimum C grade

Develops the concepts of intermediate algebra including polynomials, rational expressions, radical expressions, quadratic equations and an introduction to logarithms. This course is intended for students who have already completed a basic introduction to algebra. This course meets four hours per week for approximately ten weeks.

**MATH 101 Introduction to Statistics**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* Math Placement Test (MPT); or MATH 091 or BMTH 043 with a minimum C+ grade; or MATH 096 or BMTH 044 with a minimum C- grade; or Principles of Math 11 or Applications of Math 12 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.

**MATH 102 Statistical Methods**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 101 with a minimum C- grade

**MATH 102      Statistical Methods**

**3.00 credits    (4,0,0) hrs    15 wks**

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.

**MATH 105      Precalculus Mathematics**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math Placement Test (MPT); or Principles of Math 12 with a minimum C grade; or MATH 096 with a minimum C- grade; or BMTH 044 with a minimum B grade

This is a functions course. Topics include: graphs, properties of functions, mathematical models, trigonometry, logarithms and exponential functions. Primarily for students who anticipate taking science calculus courses or who require a Principles of Math 12 equivalent course.

*Note:* No duplicate credit for MATH 105/107.

**MATH 107      Precalculus for Business and Social Sciences**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math Placement Test (MPT); or Principles of Math 12 with a minimum C grade; or MATH 096 with a minimum C- grade; or BMTH 044 with a minimum B grade

This is a functions course. Topics include: graphs, properties of functions, mathematical models, trigonometry, logarithms and exponential functions. The mathematical models/applications in this course will be mainly business/finance oriented. Primarily for students who anticipate taking business calculus courses or who require a Principles of Math 12 equivalent course.

*Note:* No duplicate credit for MATH 105/107.

**MATH 108      Calculus I for Business and Social Sciences**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math Placement Test (MPT); or Principles of Math 12 with a minimum B grade; or MATH 105 or MATH 107 with a minimum C- grade; or BMTH 054 with a minimum C+ grade

An introduction to the mathematics of change; the concepts of calculus and the application of these concepts to business and the social sciences using a technology-based modelling approach; mathematical models of data sets using continuous functions; using the derivative and integral to investigate change; interpreting and communicating results.

*Note:* No duplicate credit for MATH 108/116.

**MATH 109      Calculus II for Business and Social Sciences**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* MATH 108 or 116 with a minimum C- grade

Trigonometric functions; applications of the definite integral; integration techniques; functions of several independent variables; partial derivatives; extrema; Lagrange multipliers; multiple integrals; some techniques for solving differential equations.

*Note:* No duplicate credit for MATH 109/126.

**MATH 116      Calculus I**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math Placement Test (MPT); or Principles of Math 12 with an A grade; or Principles of Math 12 and Calculus 12 with a minimum B grade in each; or MATH 105 with a minimum C- grade; or BMTH 054 with a minimum B grade

**MATH 116      Calculus I**

**3.00 credits    (4,0,0) hrs    15 wks**

Course content: Limits, continuity, the derivative, rules of differentiation, implicit differentiation, parametric curves, related rates, curve sketching, optimization, linear approximations, transcendental functions, indeterminate forms, 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.

**MATH 124      Discrete Mathematics I**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math Placement Test (MPT); or Principles of Math 12 with an A grade; or Principles of Math 12 and Calculus 12 with a minimum B grade in each; or MATH 105 or BMTH 054 with a minimum A grade; or MATH 116 with a minimum C- grade

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.

**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, polar coordinates, 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.

**MATH 152      Linear Algebra and Differential Equations**

**3.00 credits    (4,0,0) 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.

*Note:* No duplicate credit for MATH 152/200.

**MATH 190      Mathematics for Elementary Teachers**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Math Placement Test (MPT); 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 Principles of Math 11 or Applications of Math 12 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 include: problem solving, number systems, geometry, measurement, probability and statistics. This course does not normally count for credit in science programs.

**MATH 200      Linear Algebra**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* MATH 126 with a minimum C- grade

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.

**MATH 200      Linear Algebra**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Note:* No duplicate credit for MATH 152/200.

**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.

**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.

**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.

**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.

**MATH 230      Calculus III**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* MATH 126 with a minimum C- grade

*Corequisite:* MATH 152 or 200

Analytical geometry of three dimensions; partial differentiation, applications; double and triple integrals; transformations to various coordinate systems.

**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 will be offered in the spring term when sufficient student demand is evident.

**MATH 235 Introduction to Differential Equations**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MATH 230 and either 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.

## McRae Chinese

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**MRCH 110 Chinese for the Business Environment I**

**3.00 credits (4,0,0) hrs 15 wks**

This course begins with the multiple approach to Chinese learning. Students will start to build proficiency in all aspects of the language (reading, writing, speaking and listening). Students will concentrate on both written and spoken communication skills and a basic introduction to grammatical structures. There will be an introduction to the usages of the language in a business environment.

**MRCH 111 Chinese for the Business Environment II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRCH 110

This course continues with the multiple approach employed in CHIN 110. Students will continue to build proficiency in all aspects of the language (reading, writing, speaking and listening). Students will continue to strengthen written and spoken communications skills. There will be a continuing introduction to usages of the language in the business environment.

**MRCH 210 Chinese for the Business Environment III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRCH 111

This intermediate course focuses on improving and developing students' abilities in reading and writing, speaking and listening to Mandarin Chinese, so as to provide a solid foundation on which to base further study of the language, or to apply in the workplace.

**MRCH 211 Chinese for the Business Environment IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRCH 210

This intermediate course focuses on improving and developing students' abilities in listening, speaking, reading and writing Mandarin Chinese so as to provide an in-depth understanding of the language that the student can either apply in the workplace or use as a foundation for further study.

## McRae Indonesian

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**MRIN 110 Indonesian for the Business Environment I**

**3.00 credits (4,0,0) hrs 15 wks**

This course will provide students with simple conversational skills necessary for daily life. The reading and writing of a business letter will also be introduced.

**MRIN 111 Indonesian for the Business Environment II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRIN 110

This course aims to develop basic oral and written communication skills in an Indonesian business environment.

## McRae International Management

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**MRIM 500 Introduction to International Management**

**1.50 credits (4,0,0) hrs 08 wks**

The objective of this course is to provide students with an overview of the theory and practice of management, and how it can be applied to organizations in an international context.

**MRIM 501 International Project Management**

**1.50 credits (4,0,0) hrs 08 wks**

This course will introduce project requirements, management methodologies, professional roles and responsibilities, implementation and evaluation processes throughout the life cycle of a project, from initiation to completion.

**MRIM 502 Strategic Management**

**1.50 credits (2,0,0) hrs 15 wks**

This course provides students with an introduction to international business strategy with particular emphasis on application to the Latin American and Asian regions.

**MRIM 503 International Business Development Projects**

**1.50 credits (2,0,0) hrs 15 wks**

The objective of this course is to provide students with a thorough practical understanding of the requirements of a business plan to start or expand a venture in an international environment, ideally with a Latin American or Asia Pacific focus. Work groups will act as management consultants to a real client organization working on a real business start-up or expansion challenge. This course consolidates much of the learning from the whole LAMP and Asia Pacific program.

**MRIM 504 Negotiating Across Cultures**

**1.50 credits (4,0,0) hrs 08 wks**

The goal of this course is to present techniques for increasing the effectiveness of negotiation with a focus on factors impacting the process of negotiating in an international environment.

**MRIM 505 Managing International Non-profits**

**1.50 credits (4,0,0) hrs 08 wks**

The purpose of this course is to provide an understanding of the kinds of management skills and strategies needed to manage international non-profit organizations such as international development NGOs, business associations, and foundations.

**MRIM 506 Entrepreneurship and e-Commerce**

**0.75 credits (2,0,0) hrs 08 wks**

The aim of this course is to provide students with an introduction to the major components of e-commerce in an international context. This course builds on the McRae International Marketing and International Business Strategy courses.

**MRIM 507 International Human Resources Management**

**1.50 credits (4,0,0) hrs 08 wks**

The goals of this course are:

- (1) To introduce the theory and application of human resources management and the specifics of HRM practices in Canada, Latin America and Asia.
- (2) To develop analytical skills in a contextual manner, and create an awareness and knowledge of the approaches and skills that will enable conducting successful business initiatives through effective management of people.
- (3) While comparing and contrasting human resources management practices, understand the forces creating variations in HR in Asia and Latin America.

**MRIM 510 Introduction to International Finance**

**1.50 credits (4,0,0) hrs 08 wks**

The goal of this course is to provide students with an understanding of financial concepts and strategies that influence business in the conduct of its affairs and familiarize them with current Asian and Latin American business realities through the study of business journals that cover corporate economic and financial events in Asia and Latin America. In addition, the subjects of international trade finance and foreign exchange risk management will be covered.

**MRIM 511 International Finance I**

**1.50 credits (4,0,0) hrs 08 wks**

The aim of this course is to provide students with an understanding of the financial concepts and strategies that influence business in the conduct of its affairs. Students will also become familiar with current Asian and Latin American business realities through the study of business journals that cover corporate economic and financial events in Asia and Latin America. In addition, the subjects of international trade finance and foreign exchange risk management will be covered.

**MRIM 512 International Finance II (Strategies)**

**1.50 credits (4,0,0) hrs 08 wks**

This course aims to provide students with a deeper understanding of financial concepts and strategies that influence business in the conduct of its affairs and familiarize them with current Asian and Latin American business realities through the study of business journals that cover corporate economic and financial events in Asia and Latin America.

**MRIM 513 Advanced Finance: Foreign Exchange and Interest Rate Risk Management**

**0.75 credits (2,0,0) hrs 08 wks**

This course aims to provide students with an understanding of certain financial concepts and strategies that influence business in the conduct of its affairs and familiarize them with current international business realities.

**MRIM 514 Project Budgeting and Impact Analysis**

**0.75 credits (2,0,0) hrs 08 wks**

This course aims to provide a basic understanding of the process of creating a cash budget, monitoring budget performance and analysing the financial and non-financial impact of a project.

**MRIM 520 Marketing Principles**

**1.50 credits (4,0,0) hrs 08 wks**

The aim of this course is to provide students with an introduction to marketing principles, market research and marketing plans. Emphasis is placed on demystifying the subject, and providing students with a flexible toolbox of marketing skills for their future careers.



**MRIM 521 International Marketing**

**1.50 credits (4,0,0) hrs 08 wks**

Following on the fundamentals of marketing, this course will focus on the differences in markets and how business plans must be altered as a result.

**MRIM 522 International Trade Principles and Logistics**

**1.50 credits (4,0,0) hrs 08 wks**

This course aims to provide basic understanding of international business challenges facing trans-national organizations, understanding of international trade principles, logistics, trade agreements and practical applications to the Americans.

**MRIM 523 Strategic Communications**

**0.75 credits (2,0,0) hrs 08 wks**

This course aims to increase the breadth and depth of understanding of the various types of communication skills needed in business.

**MRIM 530 International Career Management**

**0.75 credits (0.5,0,0) hrs 31 wks**

Successfully managing a global career in today's economy requires ongoing attention to a person's own changing needs and to emerging trends in the workplace, and constantly honing the skills required to get and keep the work that they want. This course will equip students to assess themselves, survey the world of work, set motivating career/life goals, develop and implement a career action plan, identify appropriate work opportunities, and get and keep the work that they want. The course will also address the specific process involved in arranging to work abroad and adjusting to life and work in a new culture.

**MRIM 531 Co-op Term Preparation**

**0.75 credits (0,0,1) hrs 31 wks**

This course will provide tools and strategies to prepare students to research, apply for and secure an appropriate international management co-op placement.

**MRIM 532 Managers Skills Set I (Workshops)**

**0.75 credits (0,0,1) hrs 16 wks**

The workshops aims to give students an opportunity to develop business-related skills or expertise in a wider range of offerings than is possible in the program's core courses. The student will be able to 'customize' this part of the program.

**MRIM 533 Managers Skills Set II (Workshops)**

**0.50 credits (0,0,0.75) hrs 16 wks**

The workshops aim to give students an opportunity to develop business-related skills or expertise in a wider range of offerings than is possible in the program's core courses. The student will be able to 'customize' this part of the program.

**MRIM 540 Interpreting Global Markets**

**1.50 credits (4,0,0) hrs 08 wks**

The purpose of this course is to demonstrate the 'real world' grounded aspects of market processes and our conceptions of them. This course increases 'literacy' in terms of the ability to read economic, business and other analyses while developing an understanding of the basic indicators found in most MBA outlines.

**MRIM 541      McRae Seminars in Global Dynamics**

**1.50 credits      (0,0,2) hrs      16 wks**

The purpose of this course is to increase literacy concerning global dynamics and the ability to debate its various dimension - especially from an interdisciplinary perspective, by giving students and understanding of the evolving framework of the global economic system and, in particular, to 'situate' market forces in social, cultural and political milieux. The course is also designed to increase understanding of and sensitivity to the manner in which global and regional forces articulate with local contingencies and to increase awareness of connections, similarities and distinctions concerning Latin America and Asia.

**MRIM 550      Asian Traditions and Thought**

**2.25 credits      (6,0,0) hrs      08 wks**

This course emphasizes the historical and current interdependency of the region. By highlighting the links between historical developments and current trends, cultural and historical literacy is increased. Within this frame, the course also aims to increase awareness of issues of cultural interpretation.

**MRIM 551      Post-Colonial Asia**

**1.50 credits      (4,0,0) hrs      08 wks**

This course will outline the impacts of independence struggles on current political, social and economic realities in the region while highlighting key issues facing specific countries and developing cross-cutting themes for the region as a whole. The course will also outline future trajectories of selected countries.

**MRIM 552      Asia Pacific Perspectives**

**1.50 credits      (2,0,0) hrs      16 wks**

This course brings historical narratives into the contemporary time-frame. It develops a deeper awareness of specific current 'real-time' cultural norms and how these reflect and affect social, economic and political exigencies.

**MRIM 553      Asian Market Trends**

**3.00 credits      (4,0,0) hrs      16 wks**

In this course, students will learn to analyse the evolving framework of the global economic system as it relates to the Asia Pacific region. By increasing understanding of Asian corporate models and economic issues, this course also acts as a bridge between the management and context streams.

**MRIM 554      Global News Analysis I - Asia**

**1.50 credits      (2,0,0) hrs      16 wks**

The objective for this course is for students to know and be able to discuss contextually the major events, newsmakers, and trends in the Asia Pacific region. Students should be able to critically analyse the sources of information available to them about events, newsmakers and trends in the region and be able to communicate their analyses effectively.

**MRIM 555      Global News Analysis II - Asia**

**1.50 credits      (2,0,0) hrs      16 wks**

This course aims to help students gain a deeper knowledge and be able to discuss contextually the major events, newsmakers, and trends in the Asia Pacific region. Students should be able to critically analyse the sources of information available to them about events, newsmakers and trends in the region and be able to communicate their analyses effectively.

**MRIM 560 Latin American Traditions and Thought**

**2.25 credits (6,0,0) hrs 08 wks**

The objective of this course is to emphasize the historical and current interdependency of the Latin American region and to demonstrate the links between historical developments and current trends, as well as to increase cultural and historical literacy and to increase awareness of issues of cultural interpretation.

**MRIM 561 Post Colonial Latin America**

**1.50 credits (4,0,0) hrs 08 wks**

The objectives of this course are to outline the impacts of independence struggles on current political, social and economic realities in the Latin American region and to highlight key issues facing specific countries in the region and develop cross-cutting themes which affect the region as a whole. This course will also examine likely future trajectories of selected countries and prepare students for the more in-depth seminar work to occur in the spring term.

**MRIM 562 Latin American Perspectives**

**1.50 credits (2,0,0) hrs 16 wks**

This course aims to provide students with the regional, economic, management, social, political, and cultural understanding, knowledge, analytical skills and sensitivity they need to become effective managers in Latin America.

**MRIM 563 Latin American Market Trends**

**3.00 credits (4,0,0) hrs 15 wks**

This course aims to provide students with regional, economic, management, social, political and cultural understanding, knowledge, analytical skills and sensitivity needed to become effective managers in Latin America.

**MRIM 564 Global News Analysis I - Latin America**

**1.50 credits (2,0,0) hrs 16 wks**

This course aims to provide students with an understanding of, and the ability to interpret, key issues and current events in the Americas in a global context.

**MRIM 565 Global News Analysis II - Latin America**

**1.50 credits (2,0,0) hrs 16 wks**

This course aims to prepare students to be effective global managers by providing them with an understanding of global political, economic, social and environmental issues, with a focus on Latin America and on North American relations with Latin America.

**MRIM 570 Global Careers**

**3.00 credits (0,0,2) hrs 32 wks**

This online course is designed to bring analytical rigour to the learning occurring during the co-op year. It provides practical career/personal support during the co-op year and connects classroom and experience-based learning.

**MRIM 571 The Practice of International Management**

**3.00 credits (0,0,2) hrs 32 wks**

This online course provides opportunities for associates to identify how and when they can apply the knowledge, skills and attitudes that they gained during the academic year to management practice in their region of work through participation and observation. This course brings analytical rigour to the learning process during the co-op year by providing a venue for articulating challenges and joys.

**MRIM 572 Co-op Work Term**  
**3.00 credits (0,0,12) hrs 52 wks**

This course will enable students to plan and evaluate their educational experience during the work term assignment in the second year of the McRae program.

**MRIM 590 Directed Studies**  
**1.50 credits (0,0,1) hrs 32 wks**

This course provides an opportunity for Associates to engage a topic in depth.

## McRae Japanese

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**MRJP 110 Japanese for the Business Environment I**  
**3.00 credits (4,0,0) hrs 15 wks**

This course aims to develop basic oral and written communication skills in a Japanese business environment. An emphasis is placed on understanding the basic structure of modern Japanese through the study of Japanese business culture, particularly so that students will develop language skills in a socio-culturally functional way within a business environment.

**MRJP 111 Japanese for the Business Environment II**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRJP 110

This course aims to develop further basic oral and written communication skills in a Japanese business environment. Emphasis is placed on understanding the structure of modern Japanese through a study of Japanese business culture in particular so that students will develop language skills in a socio-culturally functional way.

**MRJP 310 Japanese for the Business Environment III**  
**3.00 credits (4,0,0) hrs 15 wks**

This course is designed for those who would like to develop the special skills required in the professional worlds of business, commerce and industry. The course aims to teach the four language skills, but focuses strongly on reading and speaking skills, which are, according to recent studies, of most benefit to professionals. Comprehensive knowledge of the geography, society, economy, history and culture of Japan is beneficial in order to be successful professionally. Therefore, this course will focus on content learning using Japanese as the medium. By integrating general intellectual knowledge and linguistic knowledge, the course attempts to prepare students to achieve functional proficiency in Japanese for professional purposes. Students in this course are expected to have good knowledge of Japanese since the course will, as a rule, be given in Japanese.

**MRJP 311 Japanese for the Business Environment IV**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRJP 310

This course is designed for those who would like to develop the special skills required in the professional worlds of business, commerce and industry. The course aims to teach the four language skills, but focuses strongly on reading and speaking skills, which are, according to recent studies, of most benefit to professionals. Comprehensive knowledge of the geography, society, economy, history and culture of Japan is beneficial in order to be successful professionally. Therefore, this course will focus on content learning using Japanese as the medium. By integrating general intellectual knowledge and linguistic knowledge, the course attempts to prepare students to achieve functional proficiency in Japanese for professional

**MRJP 311 Japanese for the Business Environment IV**

**3.00 credits (4,0,0) hrs 15 wks**

purposes. Students in this course are expected to have good knowledge of Japanese since the course will, as a rule, be given in Japanese.

## McRae Portuguese

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**MRPO 210 Portuguese for the Business Environment III**

**3.00 credits (4,0,0) hrs 15 wks**

This course aims to provide students with intermediate to advanced communication skills in Brazilian Portuguese in a variety of cultural, professional and social settings.

**MRPO 211 Portuguese for the Business Environment IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRPO 210

This course aims to provide students with intermediate to advanced communication skills in Brazilian Portuguese in a variety of cultural, professional and social settings.

## McRae Spanish

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**MRSP 210 Spanish for the Business Environment III**

**3.00 credits (4,0,0) hrs 15 wks**

This is an accelerated course which will develop the listening, speaking, reading and writing skills needed to put the language to immediate use in everyday situations and/or in a professional environment in Latin America. It intends to broaden the student's knowledge of Latin America via language applications, enhancing the acquisition of contextual cultural competency.

**MRSP 211 Spanish for the Business Environment IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRSP 210

This is an accelerated course which will develop the listening, speaking, reading and writing skills needed to put the language to immediate use in everyday situations and/or in a professional environment in Latin America. It intends to broaden the student's knowledge of Latin America via language applications, enhancing the acquisition of contextual cultural competency.

**MRSP 310 Spanish for the Business Environment V**

**3.00 credits (4,0,0) hrs 15 wks**

This course aims to provide students with an understanding and preliminary working knowledge of the Spanish language in a variety of professional, country-specific, and social settings. Emphasis will be placed on comprehension of written material about management/professional topics and on verbal communication strategies that will improve the student's communication skill in dealing with north-south business affairs. Strong emphasis will be placed on developing accurate use of the Spanish language.

**MRSP 311 Spanish for the Business Environment VI**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRSP 310

This course aims to provide students with an understanding and preliminary working knowledge of the Spanish language in a variety of professional, country-specific, and social settings. Emphasis will be placed on comprehension of written material about management/professional topics and on verbal communication strategies that will improve the student's communication skill in dealing with north-south business affairs. The course intends to broaden the student's knowledge of Latin America via language applications, enhancing the acquisition of contextual cultural competency.

## McRae Thai

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**MRTH 110 Thai Language for the Business Environment I**

**3.00 credits (4,0,0) hrs 15 wks**

This course provides instruction and practice both in beginning language and in the cultural background which is so necessary to place the examples into meaningful contexts. The international phonetic alphabet is used to avoid confusion of sounds. The basic vocabulary and sentence structures are covered, and social routines and common idioms are stressed as well. Students have time to practice all structures introduced, and are encouraged to initiate their own conversations. At the end of the course students have better than survival-level fluency, and use only Thai for basic classroom routines. They are ready to learn to write.

**MRTH 111 Thai Language for the Business Environment II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRTH 110

This course reviews the basic material of THAI 100, and introduces the script. Students learn how to write the words they already know. More complex structures are introduced, along with more idioms, common expressions, and exceptions to basic rules. Classes are conducted almost all in Thai, except for occasional detailed historical or technical explanations. At the end of the course students know how to respond to typical situations in Thai and to elicit basic everyday information from Thais. They can read simple Thai passages and the basic road signs and are at a level of reading and writing equivalent to Thai grade four students.

## McRae Vietnamese

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**MRVM 110 Vietnamese for the Business Environment I**

**3.00 credits (4,0,0) hrs 15 wks**

This course is designed to offer students an opportunity to acquire basic knowledge of the Vietnamese language to enable them to function on a daily basis while in Vietnam with conversations revolving around practical, daily situations. Vocabulary will cover matters and activities related to daily life such as greetings, shopping, dining out etc. The course will also help them to gain an appreciation of the Vietnamese culture and society and an understanding of the basic business practices.

**MRVM 111 Vietnamese for the Business Environment II**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* MRVM 110

**MRVM 111 Vietnamese for the Business Environment II**

**3.00 credits (4,0,0) hrs 15 wks**

This course is a continuation of Vietnamese for the Business Environment I and offers students an opportunity to expand their basic knowledge of Vietnamese. The course will continue to enable students to acquire basic communications skills necessary for daily living and working in Vietnam. Students will continue their study of the culture and society of Vietnam and the relationship between language and culture.

## Medical Office Assistant

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**MOA 103 Medical Machine Transcription and Computer Applications**

**4.50 credits (6,2,0) hrs 14 wks**

*Prerequisite:* MOA 111 and 118

*Corequisite:* MOA 112

Students will gain experience in transcribing medical material on a computer from dictation equipment. Students will also acquire a practical knowledge and understanding of basic databases and presentation computer software functions. This course will build keyboarding speed and accuracy skills using both general and medical materials.

**MOA 105 Medical Administrative Procedures**

**3.00 credits (4,0,0) 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 108 Pharmacology and Immunization**

**0.75 credits (2,2,0) hrs 07 wks**

This course is designed to introduce students to pharmaceutical terms. The major emphasis is on spelling and pronunciation of the most commonly ordered prescriptive medications. The prevention of childhood diseases and the current recommendations for immunization in B.C. will be covered.

**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, Related 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 term two, a medical office/clinic or hospital work practicum is 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 118      Medical Document Processing**

**4.50 credits    (6,2,0) hrs    14 wks**

Students will use Microsoft Word 2003 to create, edit, save and print documents. They will use Excel 2003 to create, edit, save and print spreadsheets. Students will use Windows 2000 to manipulate files and folders, copy and format disks. The student will use Microsoft Word 2003 and Excel 2003 to apply advanced techniques to produce practical applications for the medical office and/or hospital environment. Students will use Micro Pace Pro software to increase their keyboarding ability.

**MOA 122      Computerized Medical Billing**

**3.00 credits    (4,2,0) hrs    15 wks**

*Prerequisite:* MOA 105 and 118

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.

## Music

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**MUS 050      Preliminary Theory and Ear Training I**

**2.00 credits    (3,0,0) hrs    15 wks**

To provide the student with a knowledge of theoretical rudiments of western music and to develop rudimentary aural skills.

**MUS 051      Preliminary Theory and Ear Training II**

**2.00 credits    (3,0,0) hrs    15 wks**

*Prerequisite:* MUS 050

To provide the student with a knowledge of theoretical rudiments of western music and to develop rudimentary aural skills.



**MUS 100      Theory I**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* MUS 051 or 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 College 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 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**  
**1.00 credit     (3,0,0) 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**  
**3.00 credits    (4,0,0) 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    (4,0,0) hrs    15 wks**

*Prerequisite:* MUS 101

*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 100, 101, 112 and 113

*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:* MUS 120

This course provides students with a knowledge of the music of the Romantic period 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:* MUS 120

This course provides students with a knowledge of the music of the twentieth century with respect to musical styles and form and provides students with the necessary tools to express this knowledge.

**MUS 360      Method Studies in Music Education: Kodaly Methodology**  
**1.50 credits    (2,0,0) hrs    15 wks**

This course provides a knowledge of Kodaly methodology and the skills necessary to use this teaching method in a classroom.

**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.

## 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/Practicum I**  
**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 Disabling Conditions - 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 Disabling Conditions - Childhood**  
**3.00 credits (4,0,0) 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 II**  
**6.00 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 The Influence of Music II**  
**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**  
**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* MT 450

**MT 451 Music and the Creative Arts**

**1.50 credits (2,0,0) hrs 15 wks**

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 (4,6,0) hrs 15 wks**

*Prerequisite:* PSYC 101

An introduction to elementary research designs and basic statistical procedures.

**MT 480 Improvisation III**

**1.50 credits (2,0,0) hrs 15 wks**

*Prerequisite:* MT 420

A continuation of Improvisation II.

**MT 490 Practicum III**

**6.00 credits (2,0,4.8) hrs 15 wks**

*Prerequisite:* MT 391

Field work and weekly seminars. (Refer to M.T. 391.)

**MT 491 Practicum IV**

**6.00 credits (2,0,4.8) hrs 15 wks**

*Prerequisite:* MT 490

Field work and weekly seminars. (Refer to M.T. 391.)

**MT 510 Internship**

**9.00 credits (0,0,1000) wks  
hrs**

*Prerequisite:* MT 491

1,000 hours of clinical field work, including monthly seminars.

**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

**MT 520 Guided Imagery and Music**

**3.00 credits (20,0,40) hrs 01 wks**

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.

**MT 521 Guided Imagery and Music II**

**3.00 credits (5.83,0,0) hrs 12 wks**

*Prerequisite:* MT 520

This course is the first in a series of six advanced level training courses in the Bonny Method of Guided Imagery and Music leading to an Advanced Certificate in GIM. This training is endorsed by the Association for Music and Imagery and leads to the designation of Fellow of AMI. Students taking this course are encouraged to complete the advanced courses, upon the recommendation of the instructor, at the end of Level II, MT 521.

*Note:* Prerequisite may be waived by permission of instructor.

**MT 522 Guided Imagery and Music III A: Professional Practice**

**2.00 credits (4.44,0,0) hrs 09 wks**

*Prerequisite:* MT 521

*Corequisite:* MT 526

This advanced level training in GIM will address professional issues, ethics, assessment, advanced interventions, contraindications to this method, issues of transference and counter-transference, clinical conditions and GIM, and therapeutic termination. Two additional music programs will also be introduced and students will experience GIM sessions in the role of therapist and client.

**MT 523 Guided Imagery and Music III B: The use of Music in GIM**

**2.00 credits (4.44,0,0) hrs 09 wks**

*Prerequisite:* MT 522

*Corequisite:* MT 527

This advanced level training in GIM will address in-depth the therapeutic effects of the music in the GIM method. Design of music programs will be explored as well as how to choose music for client needs. Three additional music programs will be introduced. Students will receive supervision in GIM practice sessions.

**MT 524 Guided Imagery and Music III C: Imagery, Myth and Symbol**

**2.00 credits (4.44,0,0) hrs 09 wks**

*Prerequisite:* MT 523

This advanced level training in GIM will explore imagery, colour, archetypal figures, the interpretation of symbols, and Jungian theory. It will also explore the use of mandala drawings in greater depth. One music program will be introduced. Students will receive supervision in GIM practice sessions.

**MT 525 Guided Imagery and Music III D: Spirituality**

**3.00 credits (3.75,0,0) hrs 15 wks**

*Prerequisite:* MT 524

This advanced level training in GIM will explore alternative states, and implications for working with the GIM method. Two new music programs will be introduced. Students will receive supervision in GIM practice sessions.

**MT 526      Guided Imagery and Music: Practicum I**

**1.50 credits      (0,0,2.67) hrs 15 wks**

*Prerequisite:* MT 521

This course requires the student to conduct 37 practice sessions of the Bonny Method of GIM. An approved Fellow of AMI will supervise seven of the 37 sessions, at the student's expense. In addition, students must experience 10 personal sessions given by an additional approved Fellow. Students will also share their work in two daylong seminars spread throughout the term.

**MT 527      Guided Imagery and Music: Practicum II**

**1.50 credits      (0,0,2.67) hrs 15 wks**

*Prerequisite:* MT 521

This course requires the student to conduct 38 practice sessions of the Bonny Method of GIM. An approved Fellow of AMI will supervise eight of the 38 sessions, at the student's expense. In addition, students must experience 10 personal sessions given by an additional approved Fellow. Students will also share their work in two daylong seminars spread throughout the term.

## Occupational Skills Training

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**OCTR 001      Occupational Aptitudes and Strategies**

**2.00 credits      (13,0,0) hrs 03 wks**

Participants will engage in assessment inventories leading to specific employment training opportunity identification.

**OCTR 002      Occupational Health and Safety**

**3.00 credits      (12,0,0) hrs 05 wks**

The purpose of this course is for students to identify safety signs, symbols and equipment. Basic safety measure procedures to follow in case of an accident and the role of the Workers' Compensation Board will be emphasized. This course is a combination of in-class and on-site exploration.

**OCTR 003      Employability Skills**

**4.50 credits      (8,0,0) hrs 11 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.

**OCTR 004      Customer Service**

**4.50 credits      (9,0,0) hrs 10 wks**

Students will learn skills and techniques required for effective customer service delivery and industry specific materials.

**OCTR 005      Occupational Training**

**9.00 credits      (14,0,0) hrs 16 wks**

This course is designed to provide students with practical skills training and work experience with ongoing evaluations.



## Outdoor Recreation

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**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 Leadership 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 245      Organizational Leadership for Outdoor Recreation Programs**

**3.00 credits    (4,0,0) hrs    15 wks**

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

**REC 245 Organizational Leadership for Outdoor Recreation Programs**

**3.00 credits (4,0,0) hrs 15 wks**

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 Environmental Stewardship II**

**3.00 credits (3,4.5,0) hrs 15 wks**

An examination of environmental stewardship practice and issues, and the development of nature interpretation skills. This course will include a field trip.

**REC 255 Outdoor Recreation Practicum**

**9.00 credits (12,0,0) hrs 15 wks**

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 II**

**3.00 credits (40,0,0) hrs 02 wks**

*Prerequisite:* REC 163 is a prerequisite or co-requisite

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.

**PHIL 117      Philosophy of Religion**  
**3.00 credits    (4,0,0) hrs    15 wks**

This course examines arguments in answer to two philosophical questions. First, are there any good reasons for believing some kind of God exists? Second, if rational arguments are unpersuasive, is it a mistake to believe religious claims nevertheless? In addressing the first question, the course considers the cosmological, teleological, and ontological arguments for the existence of God, the argument from religious experience, the problem of evil, and related matters such as the attributes of God, miracles, revelation, and death. In addressing the second question, the course focuses on the conflict between faith and reason. Topics include the ethics of believing without evidence, arguments for and against objective reasoning, and the pragmatic justification of religious belief. The course is relevant to all students, from any tradition, with or without religious faith. The only prerequisite is an interest in exploring metaphysical and epistemological arguments in answer to the above central questions of philosophical inquiry.

**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.

**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.

**PHIL 141      Philosophy and Law: Introduction to Criminal Justice System**

**3.00 credits    (4,0,0) hrs    15 wks**

*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

**PHIL 202 Introduction to Formal Logic**

**3.00 credits (4,0,0) hrs 15 wks**

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.

**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.

*Note:* Prerequisite may be waived by permission of instructor.

**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.

# Physics

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## **PHYS 104 Principles of Physics**

**3.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* Principles of Math 12 or BMTH 053/054 or MATH 105 is a prerequisite or co-requisite

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.

## **PHYS 108 Basic Physics**

**5.50 credits (6,2,0) hrs 15 wks**

*Prerequisite:* Principles of Math 12 or BMTH 053/054 or MATH 105 and MATH 116 is a prerequisite or corequisite

The course covers the material of PHYS 110, together with those topics from high school physics needed by a student with no previous background in physics. A student passing this course should be able to enter PHYS 111 in the Spring.

*Note:* Not offered in 2006/2007.

## **PHYS 110 General Physics I**

**4.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* Physics 11 or BPHY 043/044 and MATH 116 is a prerequisite or co-requisite

A survey of mechanics covering vectors, statics, kinematics, dynamics, energy, momentum, rotation, gravitation, vibrations, and special relativity.

## **PHYS 111 General Physics II**

**4.00 credits (4,2,0) hrs 15 wks**

*Prerequisite:* PHYS 108 or 110 with a minimum C- grade and Math 126 is a prerequisite or co-requisite

Any student who has attempted PHYS 111 within the last year will not be allowed to register without the instructor's permission.

Electricity and magnetism, waves, physical optics, sound, and atomic and nuclear physics.

## **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.

## **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.

## **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

**PHYS 116      Fundamental Physics III**

**3.00 credits    (4,0,0) hrs    15 wks**

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.

**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:* Not offered in 2006/2007.

**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.

*Note:* Not offered in 2006/2007.

**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:* Not offered in 2006/2007.

**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:* Not offered in 2006/2007.

**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:* Not offered in 2006/2007.



**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:* Not offered in 2006/2007.

## Political Studies

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**POL 100      Introduction to Politics and Government**  
**3.00 credits    (4,0,0) hrs    15 wks**

This survey course is recommended for both Political Studies majors and those students interested in discovering how politics affects their lives and how they in turn can affect politics. Students are introduced to the basic concepts of Political Theory, Comparative Politics, International Relations, Public Policy, and Canadian Government, offering Political Studies majors a firm foundation in the methods, approaches and issues inherent in the discipline. Non-majors will find the course will help them understand the local, national, and international political events that shape their world.

*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**

This course introduces students to the formal institutional structures and processes of Canadian government and politics. Topics to be explored will include political culture, the constitution, federalism, Quebec sovereignty and Aboriginal self-government. The course will examine the institutions of government, political parties and their impact on the quality of Canada's parliamentary democracy. Regardless of career goals or preferred disciplines, all students will benefit from an exposure to the politics of their immediate society.

*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**

This course explores the historical development of the commonly recognized ideologies of the modern era: Liberalism, Conservatism, Anarchism, Marxism, Fascism and Social Democracy. These underlying political ideas will provide the backdrop for a critical discussion of the more recent ideological formations such as Feminism, Ecologism, Nationalism and the different movements associated with religious fundamentalism. Students will be encouraged to think critically about the role and impact of political ideas in the world in which they live.

**POL 201 International Relations**

**3.00 credits (4,0,0) hrs 15 wks**

Global warming, the debt crisis, child poverty, militarism, human rights violations, civil, regional and global war - what are the causes of these international problems and what are the possible solutions? Students who take this course will examine these and many other international issues in detail. In short, International Relations is for those students wishing to explore events - and the explanations for those events - in a global system so much in flux since the end of the Cold War and the rise of the global division of labour.

**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**

International organizations are increasingly shaping the character of international relations. Be it the UN in Cambodia, NATO in the former Yugoslavia, Greenpeace on the high seas, or the increased power of regional organizations like the European Union and ASEAN, international organizations are challenging the sovereignty of nation-states. Are international organizations really taking on a life of their own? Are new institutions at the international level such as those addressing international law or economic regimes really taking root? Or is the state-centric system destined to continue as it has since 1648? These are some of the issues explored in this, the complementary course to International Relations.

**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 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

**POL 206      Scope and Methods of Political Analysis**

**3.00 credits    (4,0,0) hrs    15 wks**

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**

This course is designed to help students come to an understanding of the various political forces that shape both the theory and practice of relations between Aboriginal peoples and the Canadian polity. Students will gain a critical and evaluative understanding of such concepts as colonialism, culture, identity, treaties, comprehensive and specific claims, aboriginal rights and title, self-determination, and self-government. Two central questions will be used to guide class discussions - In what way do Aboriginal Peoples present themselves and their political aspirations to the Canadian state? And, to what degree does the manner in which these aspirations are presented make the Canadian state more or less receptive to Aboriginal political objectives?

*Note:* This course serves as a Canadian Studies credit.

**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.

## 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**

*Prerequisite:* 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**

*Prerequisite:* 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**

**0.50 credits (0,0,7.5) 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 students only.

**PMTI 101 Private Musical Theatre Instruction - Voice II**

**0.50 credits (0,0,7.5) 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 200 Private Musical Theatre Instruction - Voice III**

**1.00 credit (0,0,11.25) wks  
hrs**

*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) wks  
hrs**

*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 300 Private Musical Theatre Instruction - Voice V**

**1.50 credits (0,0,15) 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**

**1.50 credits (0,0,15) 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.



**PSYC 201      Group Dynamics**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Note:* Restricted to Music Therapy students only.

**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      Developmental Psychology**  
**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      The Psychology of 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.

**PSYC 213      Statistical Methods in Psychology**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Principles of Math 12 or equivalent (e.g. MATH 105), PSYC 100 and 101

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.

**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.

## 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 101      Effective Therapeutic Communication in Rehabilitation**

**1.50 credits      (3,0,0) hrs      10 wks**

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisites may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisites may be waived by program coordinator.

**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.

*Note:* Prerequisites may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisites may be waived by program coordinator.

**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.

*Note:* Prerequisites may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**RADP 190 Practicum: Fieldwork I**

**6.00 credits (0,0,35) hrs 04 wks**

*Prerequisite:* RADP 100, 111, 112, 120, 121, 130, 131, 132 and registration in RADP 101, 113, 114, 122, 140, 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.

*Note:* Prerequisites and corequisites may be waived by program coordinator.

**RADP 201 Advanced Communications in Rehabilitation**

**1.50 credits (3,0,0) hrs 10 wks**

*Prerequisite:* RADP 101

**RADP 201      Advanced Communications in Rehabilitation**

**1.50 credits    (3,0,0) hrs    10 wks**

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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Corequisite may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisites may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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.

*Note:* Prerequisites may be waived by program coordinator.

**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.

*Note:* Prerequisite may be waived by program coordinator.

**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 and must be registered in all fourth term courses 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.

*Note:* Prerequisites and corequisites may be waived by program coordinator.

**RADP 290 Practicum: Fieldwork II**

**6.00 credits (0,0,35) hrs 04 wks**

*Prerequisite:* RADP 190 and registration in RADP 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.

*Note:* Prerequisites and corequisites may be waived by program coordinator.

**RADP 291 Practicum: Fieldwork III**

**6.00 credits (0,0,35) hrs 04 wks**

*Prerequisite:* RADP 230, 231, 232, 233, 290 and registration in RADP 201, 210, 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.

*Note:* Prerequisites and corequisites may be waived by program coordinator.

## 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

**RMCP 172      Retail Technology/Store Management I**

**3.00 credits    (4,0,0) hrs    15 wks**

technology. Store Management I is a practical application to retail marketing. Students will be entirely responsible for operating the student store. The students act as store managers. They 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**

*Prerequisite:* RMCP 172

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. The students will be responsible for making financial decisions as well as buying and promotional decisions for the student store.

**RMCP 181      Strategic Retail Buying**

**3.00 credits    (4,0,0) hrs    15 wks**

This course teaches the students to assess their target and primary markets and to develop a strategy to enable them to be successful retail buyers. The retail buying component involves teaching the student to buy for department stores, chain stores, regional chain operations, and independent retail stores. What to buy, when to buy, from whom to buy, and how much to buy will all be covered in this course.

## 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 British Columbia Society**  
**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 Third World**  
**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* SOC 100 or 101

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.

## Spanish

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**SPAN 100      Beginning Spanish I**  
**3.00 credits    (4,1.75,0) 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.

**SPAN 101      Beginning Spanish II**  
**3.00 credits    (4,1.75,0) hrs 15 wks**

*Prerequisite:* SPAN 100 with a minimum C grade, 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.

*Note:* Prerequisites may be waived by permission of instructor.

**SPAN 200      Intermediate Spanish I**  
**3.00 credits    (4,1.75,0) hrs 15 wks**

*Prerequisite:* SPAN 101 or Spanish 12 with a minimum C grade

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.

*Note:* Prerequisite may be waived by permission of instructor.

**SPAN 201      Intermediate Spanish II**  
**3.00 credits    (4,1.75,0) hrs 15 wks**

*Prerequisite:* SPAN 200 with a minimum C grade

A continuation of the work of SPAN 200. This course should be taken, wherever possible, in the term following SPAN 200.

*Note:* Prerequisite may be waived by permission of instructor.

## 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**

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**

*Prerequisite:* SEA 100 is a prerequisite or co-requisite

The student will have gained an understanding of the school system and the SEA role within that setting.

**SEA 102 Interpersonal Skills for Special Education Assistants**

**1.50 credits (3,0,0) hrs 10 wks**

The emphasis of this course is practicing the application of basic communication principles, interpersonal and problem solving skills.

**SEA 103 Supporting Students with Challenging Behaviours**

**1.50 credits (3.6,0,0) hrs 10 wks**

Students will gain knowledge of various behavior profiles and develop an understanding of how to support children with behavioral difficulties in a school setting.

**SEA 104 Child Growth and Development for SEAs**

**1.50 credits (3,0,0) hrs 10 wks**

The student will gain knowledge of changes in child development from birth to adolescent; exploring social, emotional, physical, language, expressive and cognitive stages. The SEA student will be able to relate this knowledge to professional situations in the regular classroom or special education field by developing observation and recording methods used to support critical documentation in school-based team meetings, Integrated case management Plans (ICMP) and Individualized Education Plans (IEPs) regarding the growth and development of children with special needs in any of the various stages.

**SEA 105 Developmental Challenges for SEAs**

**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. The student will also gain an understanding of the challenges to child growth and development in the various areas of exceptionality. A practical skills introduction is included.

**SEA 106 Technology and Communications Systems for SEAs**

**2.00 credits (3,0,0) hrs 13 wks**

SEA 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 with special needs and provide appropriate adaptations. Also covered will be the relationship between teachers, related professionals, and the special education assistants in term of educational planning and implementation of plans regarding technology.

*Note:* Familiarity with and demonstrated knowledge of basic computer skills/word processing on both MAC and PC.

**SEA 107 Strategies 1: Supporting Students in High Incidence Areas**

**3.00 credits (3.1,0,0) hrs 15 wks**

*Prerequisite:* Must have successfully completed 4 courses in the SEA program

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:* Must have successfully completed 4 courses in the SEA program

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 SEA Practicum**

**6.00 credits (0,0,8) hrs 15 wks**

*Prerequisite:* SEA 100, 101, 102, 103, 104, 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 with special needs. The student will have an opportunity to work at a level comparable to that of employable special education assistants.

**SEA 110 Supporting Students with Autism Spectrum Disorders**

**2.25 credits (3,0,0) hrs 15 wks**

*Prerequisite:* SEA 100, 101, 102 and 104 or consent of the Coordinator

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.

## Studio Art

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**SART 110 Introduction to Painting I**

**3.00 credits (4,0,0) hrs 15 wks**

This open painting course is available for non-Studio Art majors who are interested in learning the fundamentals of painting.

**SART 111 Introduction to Painting II**

**3.00 credits (4,0,0) hrs 15 wks**

This open painting course is available for non-Studio Art majors who are interested in developing painting skills.

**SART 120 Contemporary Art Practices**

**3.00 credits (4,0,0) hrs 15 wks**

This open UT course introduces non-artists to the world of art from the perspectives of practicing artists.

**SART 150 Drawing I**

**3.00 credits (4,0,0) hrs 15 wks**

The emphasis in this course will be on understanding and applying elements of design and principles of composition in the creation of drawings.

**SART 151 Drawing II**

**3.00 credits (4,0,0) hrs 15 wks**

The emphasis in this course will be on the exploration of various strategies and approaches to creating drawings as well as on gaining exposure to and competence with varied media.

**SART 163      Three-Dimensional Studies: Ceramic Art I**

**3.00 credits    (4,3,0) hrs    15 wks**

An introduction to the use of clay as an expressive medium. Hand construction and wheel forming will be presented as well as glazing, firing and clay body technology. Design, history and conceptual theory will be reviewed as it relates to the ceramic object and to general art applications.

**SART 165      Three-Dimensional Studies: Ceramic Art II**

**3.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* SART 163

A continuation of SART 163 with greater emphasis on personal development. Mould making, glaze preparation and application and firing technology will be fundamental aspects of this course. Contemporary applications of ceramics will be explored.

**SART 167      Three-Dimensional Studies: Sculpture I**

**3.00 credits    (4,3,0) hrs    15 wks**

An introduction to three-dimensional work as a means of expression, communication and discovery. Some basic sculptural techniques and materials will be explored. These will include wood assemblage, clay modelling, mould making and casting. Sculptural content and subject matter will be considered in the context of the student's own work. An examination of historical sculpture developments will be a feature of the class; however, the emphasis will be upon developing an understanding of contemporary sculptural concerns.

**SART 171      Two-Dimensional Studies: Painting I**

**3.00 credits    (4,0,0) hrs    15 wks**

Through a combination of assigned studio work, personal research projects and an introduction to recent and current trends in the visual arts, students will gain an understanding of how both abstract and concrete concerns may be expressed in terms of imagery and through a variety of methods and materials. Participants will learn about the dimensions of colour and how to effectively identify and replicate colour and form. Acrylics will be the preferred medium but students will be encouraged to investigate the characteristics and possibilities of other media according to their individual needs. Guest speakers, field trips and slide lectures will be a feature of the course and both individual and group critiques will be conducted at regular intervals.

**SART 172      Two-Dimensional Studies: Painting II**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* SART 171

A continuation of SART 171, with added emphasis on developing personal areas of interest and research. In addition, designated painting problems will require students to express their ideas in multiple or mixed-media techniques of a more ambitious nature. There will be opportunities for students to relate their painting activities to other areas of study within the program and to become more responsible for determining their own priorities and goals. There will be further exposure to contemporary philosophies and activities in the visual arts.

**SART 174      Three-Dimensional Studies: Sculpture II**

**3.00 credits    (4,3,0) hrs    15 wks**

*Prerequisite:* SART 167

A continuation of SART 167, but with the inclusion of the following materials and techniques: wood construction and jointing, steel welding, and plaster modelling.

**SART 182      Two-Dimensional Studies: Printmaking I**

**3.00 credits    (4,1.5,0) hrs    15 wks**

A foundation course for those with little or no experience. An introduction to the basic techniques of hardground, softground, drypoint and aquatint. Discussions regarding the image-making potential of

**SART 182 Two-Dimensional Studies: Printmaking I**

**3.00 credits (4,1.5,0) hrs 15 wks**

printmaking and the creative processes in general will be ongoing. Particular emphasis will be given to the relationship between printmaking and painting with the student producing a number of pieces demonstrating technical competency and creative potential. Most work will be executed in black and white.

**SART 183 Two-Dimensional Studies: Printmaking II**

**3.00 credits (4,1.5,0) hrs 15 wks**

*Prerequisite:* SART 182

A continuation of SART 182 with emphasis on printing procedures both in black and white and colour. The student will also be introduced to mono and relief printing methods (including lino/wood blocks and etched plates) and editioning procedures. Discussion of historical and contemporary approaches to image-making will be ongoing.

**SART 190 Media Art I**

**3.00 credits (4,1.5,0) hrs 15 wks**

The objective of this course is to provide students with hands-on production experience while familiarizing them with the various visual and textual discourses that surround traditional and contemporary disciplines within media art. Many disciplines covered in this course share common histories and inter-related studio practices, interdisciplinary work is therefore encouraged.

**SART 191 Media Art II**

**3.00 credits (4,1.5,0) hrs 15 wks**

*Prerequisite:* SART 190

This course continues the multi-disciplinary approach to art making developed in Media Art I. The objective of this course is to provide students with hands-on production experience while familiarizing them with the various visual and textual discourses that surround the disciplines covered in this course.

**SART 200 Independent Study I**

**3.00 credits (0,6,1) hrs 15 wks**

*Prerequisite:* 24 Studio Art credits and 6 Art History credits

An independent study within one of the studio art disciplines, designed to enable students to complete program requirements under exceptional circumstances. Coordinator's permission required.

**SART 201 Independent Study II**

**3.00 credits (0,6,1) hrs 15 wks**

*Prerequisite:* 36 Studio Art credits and 9 Art History credits

A continuation of an independent study within one of the studio art disciplines. Designed to enable students to complete program requirements under exceptional circumstances. Coordinator's permission required.

**SART 250 Two-Dimensional Studies: Painting III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* SART 172

Students will be assigned painting problems relating to historically familiar genres; portrait, still life, landscape, figure and abstraction. Within these structured projects, students will be given as much freedom as possible regarding content, methods, scale etc. Students will be encouraged to re-define the painting process in terms of their own needs and priorities. Emphasis will be placed on relating work in this course to other areas of the program and to current trends in the visual arts.

**SART 255 Two-Dimensional Studies: Painting IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* SART 250

A continuation of SART 250 but with an increased need for students to define their own areas of interest and to extend their thinking in an innovative, self-challenging fashion. As in SART 250, guest speakers, field trips, slide lectures etc. will be a feature of the course. There will be a continuing stress on relating work in this course to contemporary activities in the visual arts and to other areas of the program. Experiments with images, methods and materials will be encouraged, with a view to the development of personal modes of expression. Towards the end of the course, students will be required to define their own areas of research and visual articulation as they embark on a thematically linked series of work.

**SART 257 Three-Dimensional Studies: Sculpture III**

**3.00 credits (4,3,0) hrs 15 wks**

*Prerequisite:* SART 174

A resumption of the investigation of ideas, materiality and form, to broaden the participant's visual, tactile and conceptual abilities. Traditional and current sculptural ideologies and techniques will be examined in the context of 20th century developments.

**SART 262 Drawing III**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* SART 151

Continued study of drawing as a means of discovery, expression and communication. Conceptual, perceptual and technical aspects of drawing will be examined. Specifics to this course will include advanced graphic elements, unconventional media, and objective/subjective research.

**SART 263 Drawing IV**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* SART 262

Further study of drawing with an emphasis on the development of personal modes of expression and image transformation. Orthographic drawings comprise a small portion of the course. The work of the three previous courses will be reviewed, with the addition of perceptual exploration and portfolio presentation in the form of a small series of thematically linked work.

**SART 265 Three-Dimensional Studies: Sculpture IV**

**3.00 credits (4,3,0) hrs 15 wks**

*Prerequisite:* SART 257

A further study of historical and current sculptural ideologies. Assignments require individual strategies to respond to social/environmental and interactive issues. Participation in group debates and critiques will foster constructive dialogue and criticism.

**SART 273 Three-Dimensional Studies: Ceramic Art III**

**3.00 credits (4,3,0) hrs 15 wks**

*Prerequisite:* SART 165

Students will undertake further exploration of processes and materials, including the development of original glazes and manipulation of glaze characteristics. Students will be encouraged to explore ways to bring to ceramic art their personal expressive interests within the context of contemporary ceramic usage.

**SART 274 Three-Dimensional Studies: Ceramic Art IV**

**3.00 credits (4,3,0) hrs 15 wks**

*Prerequisite:* SART 273

**SART 274      Three-Dimensional Studies: Ceramic Art IV**

**3.00 credits    (4,3,0) hrs    15 wks**

The course will include an increased emphasis on craftsmanship and design of functional and non-functional forms. Glazes and other methods of decoration will continue to be examined.

**SART 282      Two-Dimensional Studies: Printmaking III**

**3.00 credits    (4,1.5,0) hrs    15 wks**

*Prerequisite:* SART 183

A comprehensive study of intaglio and relief printing methods, this course is primarily designed for the advanced printmaking student. Other areas that come under consideration will include collographs, uninked embossing and the practical application of colour theory. Discussion of current directions in printmaking and their relationship to painting and sculpture will be ongoing.

**SART 283      Two-Dimensional Studies: Printmaking IV**

**3.00 credits    (4,1.5,0) hrs    15 wks**

*Prerequisite:* SART 282

Designed for the advanced printmaking student, the main concern will be combined colour printing techniques based upon the individual's need. A folio of work will be produced to document this research. Technical aspects that surface will include photographic possibilities and dimensional prints.

**SART 290      Media Art III**

**3.00 credits    (4,1.5,0) hrs    15 wks**

*Prerequisite:* SART 191

This course takes a more advanced approach to multi-disciplinary art making. The objective is to provide students with a hands-on production experience while familiarizing them with increasingly complex visual and textual discourses that surround the disciplines covered in the course. Students will engage in comprehensive analysis of national and international media art practices while discussing and creating art from a critical perspective. Conceptual strategies and technical skills will be developed enabling students to create and articulate from an informed position.

**SART 291      Media Art IV**

**3.00 credits    (4,1.5,0) hrs    15 wks**

*Prerequisite:* SART 290

This course is intended to advance technical and conceptual development of time-based art practices and begin the development of independent art making. Students begin to compile documentation of their media art practice, and think about the specific modes of presentation related to media art. Students examine the theoretical, cultural and critical discourses that surround new media technologies, while moving forward with their own material production. They continue to become critically aware of national and international art practices while discussing and creating art from a critical perspective.

**SART 300      Art Institute I - Sculpture, Media Art and Printmaking**

**12.00 credits    (4,0,4) hrs    15 wks**

The Art Institute is designed to meet the needs of students with several years of experience in sculpture, media art or printmaking or who have left college, art school or university and may no longer have access to specialized equipment and facilities. The Art Institute will emphasize access to well equipped studios as well as lectures, seminars and tutorials with instructors and invited professional artists. The format will be one day of class time and four or more days of studio time per week. The studios are available during the evenings and weekends.

**SART 301      Art Institute II - Sculpture, Media Art and Printmaking**

**12.00 credits    (4,0,4) hrs    15 wks**

A continuation of SART 300.

**SART 310      Advanced Ceramic Studies**

**3.00 credits    (4,0,0) hrs    15 wks**

A post-diploma studio workshop course. For students with considerable previous experience of wheel and hand building techniques. This course will focus on the development of clays and glazes in soda and salt firings, as well as over and underglaze and slip decoration.

**SART 311      Advanced Ceramic Studies II**

**3.00 credits    (4,0,0) hrs    15 wks**

A continuation of SART 310 with the introduction of the formulation and development of metallic lustres.

## **Study Abroad - Business Admin**

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**SABA 300      Study Abroad Business Administration I**

**0.00 credits    (2,0,0) hrs    15 wks**

**SABA 301      Study Abroad Business Administration II**

**0.00 credits    (2,0,0) hrs    15 wks**

**SABA 302      Study Abroad Business Administration III**

**0.00 credits    (4,0,0) hrs    15 wks**

**SABA 303      Study Abroad Business Administration IV**

**0.00 credits    (4,0,0) hrs    15 wks**

**SABA 304      Study Abroad Business Administration V**

**0.00 credits    (4,0,0) hrs    15 wks**

**SABA 305      Study Abroad Business Administration VI**

**0.00 credits    (4,0,0) hrs    15 wks**

**SABA 306      Study Abroad Business Administration VII**

**0.00 credits    (4,0,0) hrs    15 wks**

## 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.

## 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 - 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.

## Sunshine Coast Trades Entry

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**STEC 101 Safe Work Practices**

**1.00 credit (20,10,0) hrs 01 wks**

This course will introduce students to issues of health and safety in the workplace. It will also examine some of the common regulations that serve to protect workers from injury.

**STEC 102 Sketch and Read Drawings**

**1.00 credit (16,8,0) hrs 01 wks**

This course will introduce students to the principles of sketching and reading drawings.

**STEC 103 Process Technical Information**

**1.00 credit (16,8,0) hrs 01 wks**

This course will introduce students to the processing of technical information. It will also examine some of the common information technology used in the workplace.

**STEC 104 Basic Measurement, Layout and Hand Tools**

**1.00 credit (16,8,0) hrs 01 wks**

This course will introduce students to the properties and uses of measuring, layout and hand tools. It will also examine issues, practices, and mathematics used in precision measurements.

**STEC 105      Use Power Tools**  
**1.00 credit      (20,10,0) hrs 01 wks**

This course will introduce students to the power tools commonly used in the workplace. It will also examine some of the common safety practices applied to power tool use.

**STEC 106      Loads and Hitches**  
**1.00 credit      (20,10,0) hrs 01 wks**

This course will introduce students to the materials and devices used to lift and hoist or jack materials in the workplace. It will also examine some of the common safety issues to consider while working with this equipment in the workplace.

**STEC 107      Ladders and Scaffolds**  
**0.50 credits      (10,2,0) hrs 01 wks**

This course will introduce students to the regulations and construction procedures for wood and steel scaffolding. It will also examine the regulations governing the use of portable and fixed ladders in the workplace.

**STEC 108      Oxyacetylene Cut and Weld**  
**1.00 credit      (20,10,0) hrs 01 wks**

This course will introduce students to the properties and uses of oxyacetylene welding equipment and gases.

**STEC 109      Basic Principles of Electricity**  
**1.50 credits      (15,6,0) hrs 02 wks**

This course will introduce students to the principles of electricity. It will also examine some of the common electrical practices used in the workplace.

**STEC 110      Use Fasteners and Fittings**  
**1.50 credits      (15,6,0) hrs 02 wks**

This course will introduce students to the use of fasteners and fittings in the workplace. It will also examine some of the common piping, hose and bending processes used in the workplace.

**STEC 111      Use Materials**  
**1.50 credits      (15,6,0) hrs 02 wks**

This course will introduce students to the properties of wood and metal. It will also examine some of the common practices used while working with some of these familiar materials in the workplace.

**STEC 112      Prepare for Employment**  
**1.00 credit      (10,5,0) hrs 02 wks**

This course will introduce students to the principles of business and organized labour. It will also examine some of the common job search practices used in the workplace.

**STEC 115      Integrated Project**  
**2.00 credits      (0,0,30) hrs 04 wks**

*Prerequisite:* STEC 101, 104, 105, 106, 107 and 112 are prerequisites or co-requisites

This course will enable students to integrate all of the skills and knowledge developed in the previous twelve courses.

## 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 154      Drawing I**

**3.00 credits    (4,0,0) hrs    15 wks**

This course offers students drawing skills that will be useful in their practice. Concentration will be given to the study of primary drawing media and basic techniques, including pencil, pen and ink, brush and ink, marking pens, conte and pastel. It includes the study of perspective drawing from direct observation and representational rendering techniques of objects, structures, surfaces and textures. Students will learn how to visualize in graphic terms, to symbolize and to stylize in terms of line and line characteristics, and to develop power of observation and graphic sensibility.

### **TXTL 158      Design I**

**3.00 credits    (4,0,0) hrs    15 wks**

Basic design elements and principles of colour theory will be studied. Sources of inspiration and imagery will be explored using a variety of materials and processes. Two-dimensional repeat design will be studied for application to surface decoration and compositional elements will be investigated and adapted for textiles. Main project will be presented in textiles.

### **TXTL 160      Textile Surface Design I**

**3.00 credits    (4,1.5,0) hrs    15 wks**

This is an introduction to methods of printing on fabric, using pigments, with found objects, handmade blocks and stamps. The development of printing technologies and stylistic movements will be explored. Mechanical resist, using cold wax and discharge effects, will be explored. Physical resist, using bound and tied methods, will be explored and students will be encouraged to design for all of these techniques from a contemporary perspective.

### **TXTL 161      Textile Surface Design II**

**3.00 credits    (4,1.5,0) hrs    15 wks**

*Prerequisite:* TXTL 160 with a minimum C+ grade

This is an introduction to printing fabric with stencils using pigments, fibre-reactive and natural dyes. Texturing techniques with rice or flour paste resists will be demonstrated and explored. Applique, stitching and photo transfer techniques will be used for surface decoration and design possibilities for each medium will be explored.

*Note:* Prerequisite may be waived by permission of instructor.

### **TXTL 168      Weaving I**

**3.00 credits    (4,1.5,0) hrs    15 wks**

This course introduces basic fibre properties and construction techniques, such as felt, basketry, yarn construction and dyeing. Historical and contemporary objects from various cultures will be discussed. The

**TXTL 168      Weaving I**  
**3.00 credits    (4,1.5,0) hrs   15 wks**

emphasis is on experimentation with various materials. In the second part, this course explores woven textiles as an image-bearing medium through the techniques of tapestry weaving. A project plus a sampler are woven to learn the basic vocabulary of traditional tapestry techniques. Analysis of techniques used by ancient, medieval and contemporary artists helps students explore their application.

**TXTL 169      Weaving II**  
**3.00 credits    (4,1.5,0) hrs   15 wks**

*Prerequisite:* TXTL 168 with a minimum C+ grade

This course provides a solid foundation in loom weaving, including pattern drafting and weaving, with an optional use of the computer for drafting and weaving. Students will also explore imagery in weaving through dye techniques and hand-manipulated weave structures. Slide presentations, guest artists and class discussions will explore aesthetic issues, historical and contemporary concerns and social and cultural aspects of weaving.

*Note:* Prerequisite may be waived by permission of instructor.

**TXTL 178      Design II**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* TXTL 158

Elements of 2-D and 3-D design will be explored. Concepts of two-dimensional composing such as grid and other layout structures, creative uses of positive negative space, issues of emphasis and colour theory as well as text orientation with image and image on field will be studied. Three-dimensional issues involving installation and materiality offer a broad perspective of study. Cultural sources for new ideas in design including the student's own personal references will form the backbone of the course. An optional introduction to computer design and image manipulation will be included. Main projects will be presented first on paper then in textile form.

**TXTL 220      Textile Arts for Costumers**  
**3.00 credits    (8,0,0) hrs    08 wks**

*Prerequisite:* COST 100, 101, 102, 103, 104, 105, THTR 152, 153, TXTL 120 and 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.

**TXTL 230      Professional and Business Skills in Arts and Crafts**  
**3.00 credits    (4,0,0) hrs    15 wks**

This resource course introduces the student to the wide variety of choices available to them after graduation from the Textile Arts program. Students may choose course assignments relevant to their interests. The portfolio is an important segment that each student will complete. The student will learn basic self-management skills and gain a basic understanding of business practices, marketing, financial management and contacts. Students will also learn about different galleries and granting agencies, employment as well as self-employment opportunities, teaching opportunities and studio setups. Contacts and resources are emphasized; practicums may result from participation in this course.

**TXTL 240      3-D Fibre and Mixed Media Constructions**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* TXTL 168

Students will learn processes from sculpture and fibre/textiles to create 3-D works, installations and performance art pieces. Experimentation with traditional and non-traditional materials and processes will be emphasized.

**TXTL 240      3-D Fibre and Mixed Media Constructions**

**3.00 credits    (4,0,0) hrs    15 wks**

*Note:* Prerequisite may be waived by permission of instructor.

**TXTL 267      Weaving III**

**3.00 credits    (4,1.5,0) hrs   15 wks**

*Prerequisite:* TXTL 169 with a minimum C+ grade

This course encourages students to explore techniques with traditional and non-traditional materials for weaving three-dimensional objects. Students will also work with more complex pattern weaves, rug weaving, brocades, transparencies or inlay techniques and combinations of weaving with dye techniques and various after-treatments.

*Note:* Prerequisite may be waived by permission of instructor.

**TXTL 268      Weaving IV**

**3.00 credits    (4,1.5,0) hrs   15 wks**

*Prerequisite:* TXTL 267

This is a further exploration of techniques and ideas in weaving and/or combinations with other methods of textile constructions. Students will develop a personal focus and necessary techniques for individually designed projects, involving sampling, research and final projects. Techniques can include rug-weaving, advanced multi-harness weaving, supplementary warp/weft, as well as advanced projects in felt, basketry, tapestry and off-loom techniques. Critical discussions will be encouraged in class.

**TXTL 284      Textile Surface Design III**

**3.00 credits    (4,1.5,0) hrs   15 wks**

*Prerequisite:* TXTL 161 with a minimum C+ grade

This study of screen printing techniques using paper, wax, screen filler and direct emulsion stencils involves a variety of methods for producing a repeat design with different registration possibilities. Direct dyeing and transfer processes with different dyes and pigments will be combined with screening techniques to create compositional imagery.

*Note:* Prerequisite may be waived by permission of instructor.

**TXTL 285      Surface Design IV**

**3.00 credits    (4,2,0) hrs    15 wks**

*Prerequisite:* TXTL 284

Advanced techniques in new textile processes will be explored, Techniques such as devore, cloque, shibori and combination surface treatments using both chemical mediums and tools will be taught. Students will be encouraged to apply these methods to a number of applications, including home decor, fashion and visual art.

**TXTL 290      Precision Dyeing**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* TXTL 161 with a minimum C+ grade

This course teaches precision dye methods with a range of synthetic and natural dyes for use with different yarns and fabrics. It provides technical knowledge for the safe use of dyes, how to achieve a colour match and how to create various aged looks for applied situations in film or theatre or for a special project. This course is aimed at establishing independence and self-reliance as a dyer.

*Note:* Prerequisite may be waived by permission of instructor.

**TXTL 300 Directed Studies in Textile Arts I**

**3.00 credits (1,6,0) hrs 15 wks**

The goal of this course is to enable the student to study and research a textile arts subject area of specific and personal interest under individual faculty guidance and to build on existing knowledge.

**TXTL 301 Directed Studies in Textile Arts II**

**3.00 credits (1,0,6) hrs 15 wks**

The goal of this course is to enable the student to continue the study and research of a subject area in textile arts under individual faculty guidance at a higher level of complexity.

**TXTL 330 Advanced Professional and Business Skills in Arts and Crafts**

**3.00 credits (4,0,0) hrs 15 wks**

Students will receive an overview, resources and information, as well as practical hands-on experience in setting up a self-employed business or professional practice in the arts. They will learn basic self-management practices and gain a basic understanding of business practices, marketing, financial management, legal and copyright issues and contracts. Students will also find out about different galleries and granting agencies. A practicum with an artist, craftsperson, arts organization or business is an integrated part of this course. Students will prepare a major exhibition, a commission or a commercial prototype.

**TXTL 340 3-D Fibre and Mixed Media Construction**

**3.00 credits (4,0,0) hrs 15 wks**

Students will learn processes from sculpture and fibre/textiles to create 3-D works, installations and performance art pieces. Experimentation with traditional and non-traditional materials and processes will be encouraged and incorporated with various other art forms.

**TXTL 365 Advanced Tapestry and Non-Woven Fibre Construction**

**3.00 credits (4,3,0) hrs 15 wks**

This course focuses on tapestry weaving and non-woven-fibre construction. It emphasizes exploring techniques and understanding historical and contemporary roles as an art medium. Students learn about spinning and explore physical properties of various materials used in textiles. Additional processes such as knotting, crochet and knitting can be used as optional processes for projects. Historical, contemporary and cultural aspects that relate to the subjects will be discussed in slide lectures, through PowerPoint presentations or actual pieces and samples. Students learn by working on a series of samples and projects as well as a related research project.

**TXTL 366 Advanced Weaving with Colour, Pattern and Texture**

**3.00 credits (4,3,0) hrs 15 wks**

In this course students will learn loom weaving techniques, with an emphasis on design, colour, texture and pattern. In addition to technical instruction, students will gain an understanding of physical, aesthetic, historical and social aspects of weaving through slide presentations, guest artist presentations and class discussions. This combination of technical learning and conceptual thinking will influence the nature and content of the student's work.

**TXTL 367 Advanced Weaving I**

**3.00 credits (4,2,0) hrs 15 wks**

Students will expand their knowledge of basic weaves through experimental pieces and finished projects. Hand-manipulated structures, such as double weave and brocading, will be explored as well as working with colour through ikat, painted and printed warps. The course emphasizes graphic approaches to weaving; the use of figurative and symbolic imagery or abstract patterning. Both technical skills and personal expression will be developed and traditional and contemporary textiles will be discussed in class and researched.

**TXTL 368      Advanced Weaving II**

**3.00 credits    (4,2,0) hrs    15 wks**

*Prerequisite:* TXTL 367

This is a further exploration of techniques and ideas in weaving and/or combinations with other methods of textile constructions. Students will develop necessary techniques for individually designed projects, involving sampling, research and final projects. Topics can include loom-weaving such as rug-weaving, computer assisted designing for advanced pattern weaving and special techniques designed for 3-D weavings; non-woven techniques include felting, basketry and off-loom techniques. Students will be encouraged to combine weaving with surface design processes and other media.

**TXTL 382      Advanced Pattern Design and Shibori**

**3.00 credits    (4,3,0) hrs    15 wks**

This course focuses on pattern design and colour. Students learn a range of printing and dyeing techniques while exploring conventional pattern networks, as well as compositional aspects of design. Exploring pattern and texture on a range of fabrics, students will learn to use both synthetic and natural dyes, including Indigo. Shibori techniques will be learnt and through slide lectures students will have an understanding of Shibori as a historical and cross cultural practice as well as a contemporary art form.

**TXTL 383      Advanced Embellishment and Imagery on Fabric**

**3.00 credits    (4,3,0) hrs    15 wks**

In this course students will learn techniques that focus on actual and visual texture. Students will examine a range of hand and machine embellishment techniques, applique, stenciling phot transfer and starch based resist as a way to develop their own image vocabulary. Through critiques and group discussions, students will learn to look critically at their own work, give positive critical feedback to their peers, and to understand the context of their work within the contemporary Textile Art field.

**TXTL 384      Advanced Textile Surface Design I**

**3.00 credits    (4,2,0) hrs    15 wks**

The study of screen printing using paper, wax and direct emulsion stencils involves a variety of methods for producing single images as well as repeat designs with different registration possibilities. Direct dyeing and transfer processes with different dyes and pigments will be combined with screening techniques to create compositional imagery. Depending on previous knowledge, students can propose independent projects to replace certain assignments.

**TXTL 385      Advanced Textile Surface Design II**

**3.00 credits    (4,2,0) hrs    15 wks**

*Prerequisite:* TXTL 384

Advanced techniques in new textile processes will be explored, Techniques such as devore, cloque, shibori and combination surface treatments using both chemical mediums and tools will be taught. Students will be encouraged to apply these methods to a number of applications, including home decor, fashion and visual art.

**TXTL 390      Advanced Precision Dyeing**

**3.00 credits    (4,0,0) hrs    15 wks**

This course teaches precision dye methods with a range of synthetic and natural dyes for use with different fibres. It provides technical knowledge and safe use of dyes. Students will learn approaches to colour matching and colour shifting and will focus on becoming self reliant and discerning dyers. An independent focus is encouraged.



# Theatre

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**THTR 100      Stage 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 program students only.

**THTR 101      Stage 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 program students only.

**THTR 102      Acting Fundamentals**  
**3.00 credits    (4,2,0) hrs    15 wks**

An introduction for Musical Theatre students, to the methodical approach to working with a script, with monologues and the librettos and lyrics of musicals.

*Note:* For Musical Theatre program students only.

**THTR 103      Mask and Improvisation Acting II**  
**3.00 credits    (4,2,0) hrs    15 wks**

*Prerequisite:* THTR 102

A course in the development of non-scripted theatre. Exploration of improvisation, mask work and song improv will be included. Self-created works will be performed.

*Note:* For Musical Theatre program students only.

**THTR 105      Voice and Movement for the Actor I**  
**1.50 credits    (2,0,1) hrs    15 wks**

This course is an introduction to voice and movement training for the stage. Students will strengthen the range of their voice through training and performance. Basic movement exercises and projects 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.

**THTR 107      Voice and Movement for the Actor II**  
**1.50 credits    (2,0,1) hrs    15 wks**

*Prerequisite:* THTR 105

This course is a continuation of THTR 105, Voice and Movement for the Actor I. As with the previous course, students will strengthen their voice and physical theatre skills through training and performance. The structure of the course is nearly identical to THTR 105 to reinforce a regimen of training.

*Note:* For Acting for Stage and Screen program students only.

**THTR 110      Screen Acting I**  
**3.00 credits    (4,0,2) 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 actor's own resources. In addition to readings and a written analysis of a film performance, the student will rehearse and perform two filmed scenes and a closeup performance, applying approaches and techniques learned in class.

*Note:* For Acting for Stage and Screen program students only.

**THTR 116      Musical Theatre I**  
**3.00 credits    (3,0,3) hrs    15 wks**

An introduction to the musical theatre repertoire and the singing, dancing and acting skills necessary to perform it.

*Note:* For Musical Theatre program students only.

**THTR 117      Musical Theatre II**  
**3.00 credits    (3,0,3) hrs    15 wks**

*Prerequisite:* THTR 116

A continuation of THTR 116.

*Note:* For Musical Theatre program students only.

**THTR 120      Elements of Theatre I**  
**3.00 credits    (4,0,0) hrs    15 wks**

This course uses a collaborative learning approach to learn about the elements of theatre throughout history.

**THTR 121      Elements of Theatre II**  
**3.00 credits    (4,0,0) hrs    15 wks**

This course is a follow-up to THTR 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.

**THTR 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. As well, selected major developments of the 20th century will be highlighted.

*Note:* For Musical Theatre program students only.

**THTR 150      Introduction to Production and Design I**  
**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. It will 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.

**THTR 151      Introduction to Production and Design II**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 150

THTR 151 continues the introduction to some of the basic elements of theatrical production and design begun in THTR 150. It will develop skills in stage management, stage lighting, and theatrical sound. Students

**THTR 151 Introduction to Production and Design II**

**3.00 credits (4,0,0) hrs 15 wks**

will be exposed to a wide range of theatrical materials and techniques, as well as background information on design.

**THTR 152 Costuming I**

**3.00 credits (0,8,0) 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 Costuming II**

**3.00 credits (0,8,0) hrs 15 wks**

An continuation of THTR 152.

*Note:* For Costuming for Film and Theatre program students only.

**THTR 158 Stage Grip**

**1.50 credits (4,0,0) hrs 08 wks**

This course teaches the skills required for set-up, run and strike of a theatrical production.

**THTR 159 Theatre Shop Skills**

**1.50 credits (2,0,0) hrs 15 wks**

This course is designed to provide the skills necessary to work in a theatre scene shop.

**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. Musical Theatre stream students will receive instruction in a wider range of topics in technical theatre.

*Note:* For Musical Theatre program students only.

**THTR 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.

**THTR 171 Dance for Musical Theatre II**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* THTR 170

A continuation of THTR 170, Dance I.

*Note:* For Musical Theatre program students only.

**THTR 180 Technical Theatre Practicum I**

**3.00 credits (0,8,0) hrs 15 wks**

This course is part of a series of practicum courses which assign credit for the technical skills learned during practical work on a theatre production. Examples of acceptable projects are assignments as technical director; scenic, sound, or lighting designer; stage manager; stage or scenic carpenter; scenic painter; props person; stage crew; sound, lighting, or fly operator. Students will improve their mastery of one or more aspects of theatre production through intensive, practical experience.

**THTR 181      Technical Theatre Practicum II**

**3.00 credits      (0,8,0) hrs      15 wks**

This course is part of a series of practicum courses which assign credit for the technical skills learned during practical work on a theatre production. Examples of acceptable projects are assignments as technical director; scenic, sound, or lighting designer; stage manager; stage or scenic carpenter; scenic painter; props person; stage crew; sound, lighting, or fly operator. Students will improve their mastery of one or more aspects of theatre production through intensive, practical experience.

**THTR 182      Technical Theatre Practicum III**

**3.00 credits      (0,8,0) hrs      15 wks**

This course is part of a series of practicum courses which assign credit for the technical skills learned during practical work on a theatre production. Examples of acceptable projects are assignments as technical director; scenic, sound, or lighting designer; stage manager; stage or scenic carpenter; scenic painter; props person; stage crew; sound, lighting, or fly operator. Students will improve their mastery of one or more aspects of theatre production through intensive, practical experience.

**THTR 183      Technical Theatre Practicum IV**

**3.00 credits      (0,8,0) hrs      15 wks**

This course is part of a series of practicum courses which assign credit for the technical skills learned during practical work on a theatre production. Examples of acceptable projects are assignments as technical director; scenic, sound, or lighting designer; stage manager; stage or scenic carpenter; scenic painter; props person; stage crew; sound, lighting, or fly operator. Students will improve their mastery of one or more aspects of theatre production through intensive, practical experience.

**THTR 184      Technical Theatre Practicum V**

**3.00 credits      (0,8,0) hrs      15 wks**

This course is part of a series of practicum courses which assign credit for the technical skills learned during practical work on a theatre production. Examples of acceptable projects are assignments as technical director; scenic, sound, or lighting designer; stage manager; stage or scenic carpenter; scenic painter; props person; stage crew; sound, lighting, or fly operator. Students will improve their mastery of one or more aspects of theatre production through intensive, practical experience.

**THTR 190      Practicum I**

**1.00 credit      (2.67,0,0) 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 or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**THTR 191      Practicum II**

**1.00 credit      (2.67,0,0) 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 or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**THTR 192      Practicum III**

**1.00 credit      (2.67,0,0) 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 or who are assigned to a production crew must register in this course.

**THTR 192      Practicum III**  
**1.00 credit      (2.67,0,0) hrs 15 wks**

*Note:* To register for these courses, contact the coordinator.

**THTR 193      Practicum IV**  
**1.00 credit      (2.67,0,0) 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 or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**THTR 194      Practicum V**  
**1.00 credit      (1.33,0,0) 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 or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**THTR 195      Practicum VI**  
**1.00 credit      (1.33,0,0) 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 or who are assigned to a production crew must register in this course.

*Note:* To register for these courses, contact the coordinator.

**THTR 200      Acting III**  
**3.00 credits      (4,0,2) hrs 15 wks**

*Prerequisite:* THTR 100 with a minimum B+ grade

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.

**THTR 201      Acting IV**  
**3.00 credits      (2,4,0) hrs 15 wks**

*Prerequisite:* THTR 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:* Prerequisite may be waived by permission of instructor.

**THTR 202      Script and Stage for Musical Theatre - Acting III**  
**3.00 credits      (4,0,2) hrs 15 wks**

*Prerequisite:* THTR 102 and 103

THTR 202 is an acting workshop course for Musical Theatre students. Upon successful completion of this course, students will learn how to read and analyze the script in order to productively contribute in the rehearsal process. Through regular scene work, students will combine theory and analysis in order to produce a fully scored text and performance.

**THTR 203      Acting Styles for Musical Theatre - Acting IV**

**3.00 credits    (4,0,2) hrs    15 wks**

*Prerequisite:* THTR 202

This course introduces Musical Theatre students to the concept of style in classical and modern theatre. Through scene study, it will emphasize acting styles in a group of representative plays.

**THTR 205      Bodywork**

**3.00 credits    (2,4,0) hrs    15 wks**

A course in movement techniques. Students focus on body awareness, alignment, strength, flexibility and coordination.

**THTR 207      Vocal Communication I**

**3.00 credits    (2,4,0) hrs    15 wks**

A course in voice production and oral interpretation designed to free the speaking voice and develop expressive communication.

**THTR 208      Performance Project I**

**3.00 credits    (0,0,6) hrs    15 wks**

*Prerequisite:* ENGL 100, MUS 124, 125, PMTI 100, 101, THTR 102, 103, 116, 117, 127, 160, 170 and 171

This courses 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:* Audition also required.

**THTR 209      Performance Project II**

**3.00 credits    (0,0,6) hrs    15 wks**

*Prerequisite:* THTR 208

This courses 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.

*Note:* Audition also required.

**THTR 210      Acting for Film and Television I**

**3.00 credits    (4,0,2) hrs    15 wks**

An introduction to the acting techniques and technical skills needed to perform voice-overs and scenes for the camera.

*Note:* Prior acting experience is recommended.

**THTR 211      Acting for Film and Television II**

**3.00 credits    (4,0,2) hrs    15 wks**

A continuation of THTR 210. Topics include script interpretation, emotional portrayal, and special problems in film acting.

*Note:* Prior acting experience recommended.

**THTR 212      Film Acting I**

**3.00 credits    (4,2,0) hrs    15 wks**

An introduction to the acting techniques and technical skills needed to perform for the camera.

*Note:* For Professional Film Studies students only.

**THTR 213      Film Acting II**  
**3.00 credits    (4,2,0) hrs    15 wks**

*Prerequisite:* THTR 212

A continuation of THTR 212. Topics include script interpretation and emotional portrayal.

*Note:* For Professional Film Studies students only.

**THTR 214      The Working Acting I**  
**3.00 credits    (4,0,2) hrs    15 wks**

This course introduces students to the demands of working in the industry and prepares them for marketing their skills in theatre, television, and film through classroom lecture, performance and mock auditions.

**THTR 215      Screen Acting II**  
**3.00 credits    (4,0,2) hrs    15 wks**

In this screen-acting course, students improve their concentration and camera awareness. Script interpretation emphasizes personal technique, and classes simulate the atmosphere of a film or television shoot.

**THTR 216      Musical Theatre III**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 116 and 117

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.

**THTR 217      Musical Theatre IV**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 116, 117 and 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.

**THTR 218      Musical Theatre for Actors I**  
**1.50 credits    (2,0,1) 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.

**THTR 219      Musical Theatre for Actors II**  
**1.50 credits    (2,0,1) 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.

**THTR 221      Conceptual Approaches II**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 120 or 121 or a 100-level Arts course for three credits

The same format as THTR 220. This course studies a different topic.

**THTR 225      Voice and Movement for the Actor III**

**3.00 credits    (4,0,2) hrs    15 wks**

This course is a continuation of THTR 107, Voice and Movement for the Actor II. As with the previous course, students will strengthen their voice and physical theatre skills through training and performance. The structure of the course is nearly identical to THTR 107 to reinforce a regimen of training but new topics are introduced.

**THTR 227      Voice and Movement for the Actor IV**

**3.00 credits    (4,0,2) hrs    15 wks**

This course is a continuation of THTR 225, Voice and Movement for the Actor III. As with the previous course, students will strengthen their voice and physical theatre skills through training and performance. The structure of the course is nearly identical to THTR 225 to reinforce a regimen of training but new topics are introduced.

**THTR 250      Senior Production Responsibilities I**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* THTR 150 or 151

Introduction to senior production duties including Technical Direction, Stage Management, and Scenic Design.

**THTR 251      Senior Production Responsibilities II**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* THTR 150 or 151

A continuation of THTR 250.

**THTR 252      Advanced Lighting and Sound I**

**1.50 credits    (4,0,0) hrs    08 wks**

*Prerequisite:* THTR 150 or 151

Teaches the advanced skills required to design and run the lighting for both simple and complex shows.

**THTR 253      Advanced Lighting and Sound II**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* THTR 150 or 151

A continuation of THTR 252 with the addition of sound design and application.

**THTR 256      Scenic Art for Theatre**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* THTR 150

This course is a study of the theory, techniques and practice of creating scenic art for the stage.

**THTR 257      Stage Properties**

**1.50 credits    (2,0,0) hrs    15 wks**

*Prerequisite:* THTR 150

This course is a study of the theory, techniques and practice of creating stage properties.

**THTR 260      Analysis for Directing and Design**

**3.00 credits    (4,0,0) hrs    15 wks**

Teaches script analysis for students of directing and design.



**THTR 261 Ensemble Projects for the Stage**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* 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

**THTR 266 Costuming III**

**3.00 credits (0,0,4) 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 270 Dance for Musical Theatre III**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* THTR 170 and 171

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.

**THTR 271 Dance for Musical Theatre IV**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* THTR 170, 171 and 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.

**THTR 280 Technical Theatre Practicum VI**

**3.00 credits (0,0,8) hrs 15 wks**

This course is part of a series of second year level practicum courses which assign credit for the technical skills learned during work on a theatre production. Students may choose to work in several areas of technical production or they may specialize in a specific field to develop a portfolio that is specific to their needs. In the 200 level practicums, students are expected to assume leadership roles as crew chiefs and department heads.

**THTR 281 Technical Theatre Practicum VII**

**3.00 credits (0,0,8) hrs 15 wks**

This course is part of a series of second year level practicum courses which assign credit for the technical skills learned during work on a theatre production. Students may choose to work in several areas of technical production or they may specialize in a specific field to develop a portfolio that is specific to their needs. In the 200 level practicums, students are expected to assume leadership roles as crew chiefs and department heads.

**THTR 282 Technical Theatre Practicum VIII**

**3.00 credits (0,0,8) hrs 15 wks**

This course is part of a series of second year level practicum courses which assign credit for the technical skills learned during work on a theatre production. Students may choose to work in several areas of technical

**THTR 282      Technical Theatre Practicum VIII**

**3.00 credits    (0,0,8) hrs    15 wks**

production or they may specialize in a specific field to develop a portfolio that is specific to their needs. In the 200 level practicums, students are expected to assume leadership roles as crew chiefs and department heads.

**THTR 283      Technical Theatre Practicum IX**

**3.00 credits    (0,0,8) hrs    15 wks**

This course is part of a series of second year level practicum courses which assign credit for the technical skills learned during work on a theatre production. Students may choose to work in several areas of technical production or they may specialize in a specific field to develop a portfolio that is specific to their needs. In the 200 level practicums, students are expected to assume leadership roles as crew chiefs and department heads.

**THTR 284      Technical Theatre Practicum X**

**3.00 credits    (0,0,8) hrs    15 wks**

This course is part of a series of second year level practicum courses which assign credit for the technical skills learned during work on a theatre production. Students may choose to work in several areas of technical production or they may specialize in a specific field to develop a portfolio that is specific to their needs. In the 200 level practicums, students are expected to assume leadership roles as crew chiefs and department heads.

**THTR 285      Technical Theatre Practicum XI**

**3.00 credits    (0,0,8) hrs    15 wks**

This course is part of a series of second year level practicum courses which assign credit for the technical skills learned during work on a theatre production. Students may choose to work in several areas of technical production or they may specialize in a specific field to develop a portfolio that is specific to their needs. In the 200 level practicums, students are expected to assume leadership roles as crew chiefs and department heads.

**THTR 302      Advanced Acting for Musical Theatre - Acting V**

**3.00 credits    (4,0,2) hrs    15 wks**

*Prerequisite:* THTR 203

This course will broaden the areas of expertise and increase skill levels in specific areas for Musical Theatre students. Topics vary from year to year and will be selected from the following: Stage Combat, Professionalism and Self Production in the Marketplace, Period Dance, Voice for the Stage, Advanced Lifts and Partner work for Dancers, Accents and Dialects, Mime and Clowning, Acting is a Business, Mixing the Mediums ? Size of Audience, Choreographing for the Stage, Voice-Over and Animation, Advanced Monologues for Auditions, Directing for the Stage.

**THTR 303      Advanced Acting for Musical Theatre - Acting VI**

**3.00 credits    (4,0,2) hrs    15 wks**

*Prerequisite:* THTR 302

This course is a continuation of THTR 302 topics for study.

**THTR 308      Performance Project III**

**3.00 credits    (4,0,2) hrs    15 wks**

*Prerequisite:* THTR 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

**THTR 308      Performance Project III**

**3.00 credits    (4,0,2) hrs    15 wks**

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.

**THTR 309      Performance Project IV**

**3.00 credits    (4,0,2) hrs    15 wks**

*Prerequisite:* 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.

**THTR 316      Musical Theatre V**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 217

To continue the exploration of Musical Theatre Repertoire that was begun in THTR 217, with an emphasis on advanced technique, harmonies and choreography. Students will add a variety of song styles to their expanding repertoire, will perform them in master class format, and will continue to build their audition book. At the end of the term, students will showcase their solo repertoire as well as ensemble choreography. This term end performance will be part of their final mark.

**THTR 317      Musical Theatre VI**

**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 316

To continue the exploration of Musical Theatre repertoire from THTR 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.

**THTR 318      Ensemble Voice for Musical Theatre I**

**2.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 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).

**THTR 319      Ensemble Voice for Musical Theatre II**

**2.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* THTR 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.

**THTR 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.

*Note:* Audition or interview.

**THTR 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.

*Note:* Audition or interview.

**THTR 372 Theatre Institute I - Acting**

**12.00 credits (1,0,30) hrs 15 wks**

This is part one of the Theatre Institute program focusing on acting. Students will work on scene study through private acting instruction. They will complete their first and second performance projects. (The second project may be done in the second term.)

*Note:* Audition or interview.

**THTR 373 Theatre Institute II - Acting**

**12.00 credits (1,0,30) hrs 15 wks**

This is part two of the Theatre Institute program focusing on acting. Students will work on scene study through private acting instruction. They will complete their second (if not completed in the previous term) and third performance projects.

*Note:* Audition or interview.

**THTR 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.)

*Note:* Interview.

**THTR 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.

*Note:* Interview.

**THTR 376 Dance for Musical Theatre V**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* THTR 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.

**THTR 377 Dance for Musical Theatre VI**

**3.00 credits (4,0,2) hrs 15 wks**

*Prerequisite:* THTR 376

This course is a continuation of 376, 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.

## 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 109 Tourism Selective Skills**

**0.00 credits (0,0,0) hrs wks**

To provide students with quality skills opportunities and competencies that are recognized by governing association and meet industry standards.

**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.

**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.

**TOUR 118 Special Events - Tourism Generators**

**3.00 credits (4,0,0) hrs 15 wks**

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.

**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 125 Financial Planning in Tourism II**

**3.00 credits (4,0,0) hrs 15 wks**

Using financial and strategic planning techniques, students will develop a comprehensive business plan and financing proposal for a tourism business. This is the major project for the course. In addition, students will complete the study of financial analysis and basic business accounting begun in TOUR 116.

**TOUR 131 Tourism Product Development**

**3.00 credits (4,0,0) hrs 15 wks**

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 Preparation**

**3.00 credits (4,0,0) hrs 15 wks**

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

**TOUR 134 Promotions Management for Tourism and Hospitality**

**3.00 credits (4,0,0) hrs 15 wks**

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. Upon completion of this course, students will 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 will cover: historical developments of the industry; roles and functions of key departments; likely trends and direction, as well as the dynamics of the hospitality industry.

**TOUR 136 Professional Dive Practicum**

**3.00 credits (0,0,35) hrs 04 wks**

*Prerequisite:* CMNS 154, REC 149, TOUR 104 and a cumulative GPA of 2.50

The Scuba Dive practicum aims to provide work experience in the recreation dive industry. It is designed to complement the theoretical and practical components of the program, and to be of value to students in obtaining future employment.

**TOUR 138 First Nations Attractions, Guiding and Inbound Operations**

**3.00 credits (4,0,0) hrs 15 wks**

This course aims to develop an understanding of First Nations attractions, guiding and inbound operations and to apply concepts and principles of operating an attraction in the tourism industry.

**TOUR 140 Tourism Co-op Work Experience**

**9.00 credits (0,0,33.33) 15 wks  
hrs**

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 and to manage financial information using electronic spreadsheets and accounting software.

**TOUR 150 Tourism Practicum**

**6.00 credits (0,0,35) hrs 08 wks**

*Prerequisite:* CMNS 154, TOUR 111, 112, 114, 116, 118, 135, 145, 149, and 249 with a GPA of 2.33

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 153      Business Relations for Events**

**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 effectively lead, manage and interact with clients, customers, employees, contractors, and volunteers.

**TOUR 154      Marketing and Public Relations for Events**

**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 create a professional marketing plan and sponsorship package for a special event.

**TOUR 155      Catering for Events**

**1.50 credits      (30,0,0) hrs      01 wks**

The goal of this course is to identify the many challenges and needs in catering for special events and festivals and how to maximize existing working conditions (restaurants, hotels, golf courses) to meet these needs. The course will also explore new business opportunities related to off-premise catering.

**TOUR 156      Meetings, Incentives, and Trade Shows**

**1.50 credits      (30,0,0) hrs      01 wks**

This course is designed to give students an understanding of the different markets represented by meetings, conventions, incentive travel, and trade shows and requirements for managing such events.

**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 160      Introduction to Resort Management**

**3.00 credits      (4,0,0) hrs      15 wks**

The objective of this course is to provide the student with knowledge and understanding of the critical elements of resort operations, from development to profitability.

**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



**TOUR 162 Food and Beverage Management**

**3.00 credits (4,0,0) hrs 15 wks**

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) 15 wks  
hrs**

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**

**3.00 credits (30,0,0) hrs 02 wks**

*Corequisite:* REC 163

This course is an introduction to mountain bike park/trail design and building. Students will learn about the foundation levels and basic forces and relationships affecting the overall trail experience. Students will gain an understanding of the partnerships involved in building mountain bike parks and trails, and will be introduced to the volunteer management process. Students will develop their own philosophy on successful trail and park development while applying the principles of sustainable design and building. Finally, students will learn how to properly handle tools required for rail and technical building, and will design and build their own basic technical feature.

**TOUR 172 Mountain Bike Park/Trail Design and Building II**

**4.50 credits (45.5,0,0) hrs 02 wks**

*Prerequisite:* TOUR 170 and REC 163

This course is an advanced course on mountain bike park/trail design and building. It builds on the material covered in TOUR 170. Students will learn how to design a park or trail by visualization using sketching methods and will put together a complete trail or park proposal including a budget. Students will build a section of a trail and learn the different concepts around trail maintenance. Sustainable principles covered in the course will be considered and applied throughout.

**TOUR 200 Revenue Management for Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

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**

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

**TOUR 202 Strategic Marketing Management - Case Study Approach**

**3.00 credits (4,0,0) hrs 15 wks**

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 (4,0,0) hrs 10 wks**

*Prerequisite:* TOUR 112

This course explores the development of a personal selling philosophy for those active in the tourism and hospitality industry. Topics covered include selling techniques, communication strategies, human motivation, marketing mix, and verbal and non-verbal skills.

**TOUR 208 Risk Management for Tourism and Outdoor Recreation**

**3.00 credits (4,0,0) hrs 15 wks**

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:* Successful completion of 27 credits within the Destination Resort Management Co-op Diploma program

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 227 Heritage, Cultural and Arts Planning for Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

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**

A geographical overview of the Asia-Pacific region including demographics, physiography, environmental issues, tourism destinations and travel patterns. A review of politics in tourism and Asia-Pacific region national tourism policies. Methodology and approach to tourism policy analysis, comparative tourism development case studies, regional tourism policy and planning. Role of development agencies and tourism organizations.

**TOUR 233 Cross Cultural Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

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

**TOUR 233 Cross Cultural Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

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 261 Resort Financial Management**

**3.00 credits (4,0,0) hrs 15 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:* TOUR 208

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 350 Quantitative Methods for Tourism Management**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* REC 139 or 149 or TOUR 139 or 149 or equivalent

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.

**TOUR 351 Tourism Consumer Behaviour**

**3.00 credits (4,0,0) hrs 15 wks**

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.

*Note:* Acceptance into the Bachelor of Tourism Management Degree program of study or diploma level Marketing courses or equivalent experience.

**TOUR 421 Organizational Leadership in Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

Advanced skills in organizational leadership, including leadership approaches, motivation, understanding of organizational culture, and management of working relationships.

**TOUR 422 People Management - Human Relations in Tourism**

**3.00 credits (3,0,1) hrs 15 wks**

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**

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 (4,0,0) hrs 15 wks**

Advanced capabilities in tourism product development, including innovation within the entrepreneurial process and through existing organizations with the intrapreneurial process.

**TOUR 425 Financial Management for Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

*Prerequisite:* TOUR 116 or BMKT 164 and REC 239

Applied financial management and planning capabilities, including financial ratios, budgets, pro forma statements, risk management, and working capital management.

**TOUR 426 Advanced Topics in Cross-Cultural Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

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 427 Marketing Research for Tourism**

**3.00 credits (4,0,0) hrs 15 wks**

Ability to use market research skills needed for the effective management of tourism operations, including survey techniques.

**TOUR 428 International Tourism Marketing**

**3.00 credits (4,0,0) hrs 15 wks**

Students will develop the capability to manage tourism operations in an international context -- economic, political, legal, cultural, and financial environments.

**TOUR 431 Regional Topics in Tourism**

**3.00 credits (7.5,0,0) hrs 08 wks**

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 440      Graduating Seminar**

**3.00 credits    (4,0,0) hrs    15 wks**

The Graduating Seminar consists of two concurrent parts: a supervised graduating research paper and a structured mentorship program. The graduating paper requires the identification of an important issue or topic, selection of formal methodology, review of the literature, qualitative or quantitative research, analysis of results and final conclusions with comprehensive referencing and a bibliography. The mentorship program enables a one-on-one relationship with a mentor in the tourism industry or in a related field. It exposes each student to a positive role model and broadens each student's awareness of workplace issues and opportunities, in preparation for their transition into the professional workforce.

**TOUR 441      Advanced Tourism Product Development**

**3.00 credits    (4,0,0) hrs    15 wks**

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 442      Environmental Stewardship for Tourism**

**3.00 credits    (4,0,0) hrs    15 wks**

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 443      Cultural Tourism Management**

**3.00 credits    (4,0,2) hrs    15 wks**

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 444      International Ecotourism**

**3.00 credits    (3,0,1) hrs    15 wks**

This comparative approach to eco-tourism in different countries will highlight issues of sustainability, planning, socio-cultural issues, and economic demand.

**TOUR 521      Personal and Organizational Leadership in Tourism**

**3.00 credits    (40,0,20) hrs    01 wks**

This residential course explores action learning, and orients both individuals and teams. A framework is provided for distinguishing between management and leadership, personal accountabilities as a leader, and the role that assessment instrument play in identifying areas of strength and development. Against the backdrop of personal leadership, the context for leading change in complex tourism and hospitality industry environment is explored. Learners are introduced to the dynamics of change at a personal and organizational level - what is required to act as a catalyst for change from a leadership perspective. The current issues facing tourism are examined through industry keynote and discussion panels. The remainder of this course is constructed to enable learners to create change by providing the knowledge and skills required to address a current issue facing the tourism industry

**TOUR 522      Innovative Leadership for a Global Tourism Industry**

**3.00 credits    (0,0,8) hrs    10 wks**

*Prerequisite:* TOUR 521 is a prerequisite or co-requisite

Focus is on the relationship of global trends affecting tourism and the strategic leadership responses required for tourist destinations and companies to anticipate and respond to changed market circumstances, and emergent opportunities. While prominence is given to issues and approaches involved in leading an

**TOUR 522 Innovative Leadership for a Global Tourism Industry**

**3.00 credits (0,0,8) hrs 10 wks**

industry with an increasing global reach, the local/national context is examined as well, consistent with a systems view of leadership. Leadership styles are examined for cultural implications in creating a culture of innovation in tourism. Maintaining the vitality and competitiveness of tourist destinations and companies requires industry leaders that respond quickly and proactively to changed market circumstances. This course examines the global trends and issues impacting tourism, ranging from consumer behavior to economics. It develops a framework for analyses of the industry with an emphasis on how innovation can be cultivated through the effective exercise of leadership.

**TOUR 523 Systems Leadership in Tourism**

**3.00 credits (0,0,60) hrs 01 wks**

*Prerequisite:* TOUR 521 and 522

This course serves as a capstone for the program and aims to develop a shared understanding of the specific challenges facing the tourism industry from a systems perspective. It examines the political realities and real life practices of strategic leadership from a variety of perspectives, including partnership development, community engagement, vision setting and execution of strategic plans.

## Vision

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**VIS 010 Vision: Cognitive Abilities Development**

**3.00 credits (4,0,0) hrs 16 wks**

This course is for students struggling with the comprehension, evaluation or analysis of their general academic curriculum. It involves an assessment of their learning abilities followed by a program to strengthen any under-developed areas.

## 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.

## **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. Competent students may achieve industry standards in avalanche skills.

**WLP 125      Ski Touring**

**2.00 credits    (60,0,0) hrs    01 wks**

*Prerequisite:* WLP 124 is a prerequisite or a 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.

**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 a 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 a 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 a 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**

A foundation course developing competency in equipment selection and use, waxing, diagonal stride, poling, turns, skating, and telemark techniques.

**WLP 132      Nordic Skiing II**  
**2.00 credits      (31.5,0,0) hrs   02 wks**

*Prerequisite:* WLP 131 is a prerequisite or a 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. Competent students may achieve industry certification in nordic skiing.

**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 a 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 a co-requisite

This intensive course is designed to prepare students for the rafting industry. This guide training covers all aspects of rafting in preparation for the provincial guide exams.

**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 a co-requisite

**WLP 138      Sea Kayaking II**  
**2.00 credits      (60,0,0) hrs    01 wks**

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. Competent students may achieve industry certification in sea kayaking.

**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. Competent students may receive industry certification in river rescue.

**WLP 141      Telemark Clinic**  
**1.00 credit      (24,0,0) hrs    01 wks**

*Prerequisite:* WLP 132 is a prerequisite or a 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 a 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.

**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.

## Women's Studies

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**WMST 100      Introduction to Women's Studies**  
**3.00 credits    (4,0,0) hrs    15 wks**

This course will examine 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.

**WMST 102      Political Economy of Women**  
**3.00 credits    (4,0,0) hrs    15 wks**

This course will examine women's work from the pre-industrial time until today. Topics such as participation in the workplace, inequality in the labour markets, exclusion of household production in the system of National Accounts, 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. Topics will also include an examination of the effects of the mounting debt and economic crisis on women in the developing countries. Issues of current interest such as the comparable worth movement and the child care industry will be discussed.

**WMST 104      Women Writers and Feminist Criticism**  
**3.00 credits    (4,0,0) hrs    15 wks**

*Prerequisite:* Eligibility to register for ENGL 100. See English Diagnostic Test in the Registration section of the College Calendar.

**WMST 104 Women Writers and Feminist Criticism**

**3.00 credits (4,0,0) hrs 15 wks**

A discussion-oriented course intended to broaden the students' awareness of, and appreciation for, literature produced by women writers with emphasis on contemporary writers. It will also introduce students to current feminist literary theory.

**WMST 106 Contemporary American Women Writers**

**3.00 credits (4,0,0) hrs 15 wks**

A discussion-oriented literature course intended to broaden and intensify the student's awareness of and appreciation of contemporary and recent important American women authors. There will be brief consideration of 19th and early 20th century works, but the focus will be on works published since WWII, including works of the 1990's. Although the focus will be on plays, stories, novels, and poetry, there will be some exploration of those biographical matters and issues of critical status that mark the rise of women's writings from a sub-genre to full status acceptance by the best critics today.

**WMST 108 Women and the Law**

**3.00 credits (4,0,0) hrs 15 wks**

This course explores 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.

**WMST 110 Women and Psychology**

**3.00 credits (4,0,0) hrs 15 wks**

In this course we examine the psychological construction of gender roles, their development in childhood and maintenance in adulthood. The course will examine current research in biology, socialization, personality and mental health, and will include issues of current interest such as sexuality, aging, violence against women, gender relations, and the workplace.

**WMST 113 Women in Politics**

**3.00 credits (4,0,0) hrs 15 wks**

This introductory course in Women's Studies will examine women's political participation in the political process from a multidisciplinary feminist format. The course will focus on Canadian examples and encourage students to examine the difficulties that affect women in particular. Students will be encouraged to research possible solutions to increasing women's political participation.

**WMST 115 Women and Geography**

**3.00 credits (4,0,0) hrs 15 wks**

This course uses a feminist perspective to examine how societal notions of maleness and femaleness 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 cultures past and present.

**WMST 122 Women in Anthropology**

**3.00 credits (4,0,0) hrs 15 wks**

In this course the anthropological perspective will be applied to women in different cultures of the world: their role in economic, political, religious, kinship, and expressive systems; exploration of the work of women anthropologists and the effect of theory on understanding women; women's experience in cultures of the world.

**WMST 124 Women and Health**

**3.00 credits (4,0,0) hrs 15 wks**

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.

**WMST 126 Women and Religion**

**3.00 credits (4,0,0) hrs 15 wks**

This course will examine 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. We will look at how women have been shaped by religious traditions and at women as agents of resistance and social change, and as spiritual leaders, past and present.

**WMST 130 Women and Art**

**3.00 credits (4,0,0) hrs 15 wks**

This course surveys the history of women's involvement in Western art. The position of women in the visual arts and art history will be discussed and the methodological issues involved in reclaiming the history of women artists explored. Women's role as producers of art will be considered from Antiquity to the 20th century and the social, cultural and economic background of each period will be examined in order to understand the conditions under which these artists worked. The image of women in art will be looked at to reveal the underlying ideologies of each period.

*Note:* Credit will only be granted for one of AHIS 109 or WMST 130.

**WMST 140 Women, Science and Technology**

**3.00 credits (4,0,0) hrs 15 wks**

This course will provide an insight into the role that science and technology play in our society and their impact on the lives of women. Topics will 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, the relationship between science and gender, and discussion sessions on a variety of topics, such as ecofeminism, ecology and the environment, reproductive technologies, sociobiology, and information technology.

**WMST 150 Popular Culture and Gender**

**3.00 credits (4,0,0) hrs 15 wks**

This course will explore the relationship between gender and popular culture using a feminist analysis.

**WMST 220 Women and the Past: A Historical Survey**

**3.00 credits (4,0,0) hrs 15 wks**

We will examine 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.