

Student ID Number / Name:	
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This planner guide is for program planning purposes only. Please refer to [myCap Schedule](#) for course schedules and course pre-requisites. It is the student's responsibility to always refer to the [Capilano University Calendar](#) for complete program requirements.

Program Requirements			
Course	Course Title	Course Credits	Grades
	ENGL or CMNS course at 100-Level or higher	3.00	
PADM 200	Local Govt Administration in BC	3.00	
PADM 201	Local Govt Services in BC	3.00	
PADM 202	Municipal Finance in BC	3.00	
PADM 203	Municipal Law in BC	3.00	
PADM 209	Fundamentals of Local Govt Corporate Administration	3.00	
PADM 305	Problem Solving and Decision Making Skills: Policy Analysis for Local Govt Professionals	3.00	
	Select 6.00 credits from the following list: o PADM 204: Leadership in Local Govt Organizations o PADM 205: Advanced Communication Skills - Local Govt Professionals o PADM 207: Managing People in Local Govt Organizations o PADM 208: Community Planning for Non-Planners - Planning Skills for Local Govt Professionals	3.00	
	o PADM 210: Management Fundamentals for Local Govt Professionals o PADM 306: Project Management Skills for Local Govt Professionals o PADM 307: Ethics and the Responsible Local Govt Professional o PADM 308: The Successful CAO - Local Govt Advanced Management	3.00	
	Select 18.00 credits from the following list: o Business or Commerce credits: (including Accounting, General Management, Marketing, Human Resources Management, International Business, Applied Business Technology)	3.00	
	o Humanities credits: (including English, Communications, Foreign Languages, History, Linguistics, Philosophy, Technical Writing)	3.00	
	o Other Public Administration credits: (including Public Management, Local Government Law, Strategic Planning, Project Management, Program Evaluation, Performance Management, Leading and Managing in the Non-Profit Sector, Ethics, Economic Development, Corporate Administration, First Nations - Local Government Relations)	3.00	
	o Science/Applied Science credits: (including Architecture, Biology, Chemistry, Computing Science, Engineering, Geography, Geology, Landscape Architecture, Math, Physics, Human Kinetics, Kinesiology)	3.00	
	o Social Science credits: (including Anthropology, Criminology, Economics, Geography, Law, Political Science, Psychology, Sociology, Women's and Gender Studies, Community Planning)	3.00	
Total Certificate program credits:		45.00	

Comments:

- Students starting this program from September 2019 onwards are able to use this program planner. If you started the program before this term, please contact Academic Advising for an appropriate program planner or you may refer to [Capilano University Academic Calendar](#) for your program profile requirements.
- **Residency Requirement:** Students transferring to Capilano University must complete a minimum of 50% of their program course credits at Capilano University, the majority of which will normally fulfill the requirements of their final years of study.
- **Graduation Requirement:** A *minimum CGPA of 2.00* (calculated on all program required courses) must be achieved to graduate from all Capilano University credentials. Programs may have additional graduation requirements as approved by the University Senate.
 - Check your cumulative Grade Point Average (cGPA) yourself using the [GPA Calculator](#) on CapU website.
- **Timeframe for Completion of the program and Graduation:** Students in a one-year program would be given two and half years to complete their program.