

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
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	
	Select 3.00 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 o PADM 209: Fundamentals of Local Government Corporate Administration o PADM 210: Management Fundamentals for Local Government Professionals o PADM 305: Problem Solving and Decision Making Skills: Policy Analysis 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 Elective at 100-Level or higher	3.00	
Total <u>Certificate</u> program credits:		15.00	

Comments:

- Students starting this program from January 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.