

Capilano College 2005/2006 Calendar



Capilano College 2005/2006 Calendar

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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.

General Information

Academic Schedule 2005/2006

For Academic Schedule information, please see [Academic Schedules](#) in the Current Students section of the College web site.

Admission and Readmission

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 . Click on **Future Students**, then **Apply for Admission**.
 - 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>

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 Admission Requirements.

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 under “Current Students.” 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 14 | February 11 |

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.

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 or <ielts@sfu.ca>
- CAEL (Canadian Academic English Language Assessment Test) **Contact:** 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 (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*
 - French 12* or
 - Français-Langue Seconde 12
 - Geography 12*
 - Geology 12
 - German 12*
 - History 12*
 - Information Technology 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. Inquiries 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: Biology 30, Chemistry 30, Language 30, Language 31, Applied Math 30, Pure Math 30, Math 31, Physics 30, Social Studies 30, Science 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 Social Studies 30 or History 30 or Native Studies 30 or Biology 30, Chemistry 30, Math B30 and C30, Calculus 30, Physics 30, Geology 30, Second Language 30, Economics 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 Biology 40S, Chemistry 40S, Computer Science 40S, Geography 40S, History 40S, Language 40S, Physics 40S, Social Studies 40S, Western Civilization 40S, World Issues 40S, Applied Math 40S or Precalculus 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 English, Français, other languages, Algebra and Geometry, Finite Math, Calculus, Biology, Chemistry, Computing Science, Physics, Geography, History, Economics, Law, Literature, Modern Western Civilization, North American Perspectives.

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, 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 603 or 604; and
2. at least three additional university preparatory grade 12 courses selected from History 330, Language, Geography 320, Biology 101, Chemistry 202, Mathematics 201, Physics 203.

Admission average will be based on English 603 or 604, 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 122, Chemistry 121 or 122, Geography 120, History 121 or 122, Canadian Lit 120, Physics 121 or 122, Trig and 3 Space 122 or Advanced Math 120, or Advanced Math with Calculus 120, Geology 120, Language 120 or 122, 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 621; and
2. at least three additional courses numbered 611 or 621 from Biology, Chemistry, Advanced Math, Physics, Geography, Global Studies, Economics, History, Geometry, Law, Language.

Admission average will be based on English 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 History 12 or Global History 12, Language 12, Geography 12 or Global Geography 12, Biology 12, Chemistry 12, Math 12 or Precalculus Math 12, Calculus 12, Physics 12, Geology 12, Canadian Lit 12, Economics 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 or 3202 or 3211; and
2. at least three additional Grade 12 courses selected from World History 3201 or World Problems 3204, Language 3200 level, World Geography 3202, Biology 3201, Chemistry 3202, Math 3200 or Math 3204 or Math 3205, Calculus 3207, Geology 3203, Advanced Writing 3104, Language 3104, Physics 3204.

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 Atas (SMA) or Sekolah Menengah Umum (SMU) with examination results

Iran

Pre-University year

Japan

Kotogakko Sotsugyo Shomeisho (Upper Secondary Leaving Certificate)

Korea

Immungye Kodung Hakkyo (Academic High School Diploma)

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 |
|--------------|----------------------------------|----------------------------|
| Anthropology | Social Anthropology | Anthropology 100 level (6) |

| Subject | Completion of Advanced Placement | Receives Credit for |
|-------------------------|--|---|
| Art History | Art History | AHIS 100 (3) & AHIS 101 (3) |
| Biology | Biology | BIOL 110 (4) & BIOL 111 (4) |
| Chemistry | Chemistry | CHEM 110 (4) & CHEM 111 (4) |
| Chinese | Chinese Initio | CHIN 100 (3) & CHIN 101 (3) |
| Computer Science | Computer Science A | COMP 121 (3) |
| Economics | Economics | Economics (6) unassigned |
| English | English Language/Composition or English Literature/Composition | ENGL 100 (3) & ENGL 103 (3); EDT requirement waived |
| French | French Language or French Literature | FREN 170 (3) & FREN 171 (3) |
| German | German | GERM 100 (3) & GERM 101 (3) |
| History | History-European, History-American, History-World | HIST 102 (3) & HIST 103 (3) History 100 level (6) |
| Mathematics | Calculus AB | MATH 116 (3) |
| | Calculus BC | MATH 116 (3) & MATH 126 (3) |
| Physics | Physics B | PHYS 110 (4) & PHYS 111 (4) |
| | Physics C (Mechanics) | PHYS 114 (4) |
| | Physics C (Electricity) | PHYS 115 (4) |
| Psychology | Psychology | PSYC 100 (3) & PSYC 101 (3) |
| Spanish | Spanish Language or Spanish Literature | SPAN 200 (3) & SPAN 201 (3) |
| Statistics | 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 |
|-------------------------|---|---|
| Anthropology | 4 (Anthropology) | ANTH 121 (3) |
| Biology | 6 (Biology) | BIOL 110 (4) & BIOL 111 (4) |
| Chemistry | 6 (Chemistry) | CHEM 110 (4) & CHEM 111 (4) |
| Chinese | 4 (Chinese A1 or B) | CHIN 200 (3) & CHIN 201 (3) |
| Computer Science | 4 (Computing Science A) | COMP 121 (3) |
| Economics | 4 (Economics) | Economics (6) unassigned |
| English | 5 (English Language A) | ENGL 100 (3) & ENGL 103 (3); EDT requirement waived |
| French | 4 (French Language A or B) | FREN 270 (3) & FREN 271 (3) |

| Subject | International Baccalaureate with Minimum Marks of: | Receives Credit for |
|--------------------|--|-----------------------------|
| Geography | 6 (Geography) | GEOG 112 (3) & GEOG 114 (3) |
| German | 4 (German) | GERM 100 (3) & GERM 101 (3) |
| History | 4 (History-Americas, History-Asian, History-European, or History-Modern) | History 100 level (6) |
| Japanese | 4 (Japanese B) | JAPN 200 (3) & JAPN 201 (3) |
| Mathematics | 6 (Higher Level Mathematics) | MATH 116 (3) |
| | 6 (Further Mathematics) | MATH 116 (3) & MATH 126 (3) |
| Philosophy | 4 (Philosophy) | PHIL 150 (3) & PHIL 151 (3) |
| Physics | 6 (Physics) | PHYS 110 (4) & PHYS 111 (4) |
| Psychology | 4 (Psychology) | PSYC 100 (3) & PSYC 101 (3) |
| Spanish | 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

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 5 or higher in the International Baccalaureate English A or English B
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.

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 ¹ |
|----------------------------|------------|-----------------|---------------------------------|---------------------------------------|-------------------------|
| | Add | Drop/Withdraw | Change between credit and audit | | |
| before classes start | yes | drop | not applicable | add - yes drop - no | partial refund for drop |
| 1st to 10th day of term | yes | drop | yes | add - yes drop - no audit - yes | partial refund for drop |
| 11th to 30th day of term | no | withdraw | no | withdraw - yes | no refunds |
| 31st day until end of term | no | no ² | no | yes | no refunds |

¹please refer to Fees section

²check 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.

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. 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.
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.
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

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. The instructor's signature is required on all Course Change forms. 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.

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.

After the 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 judgment of the instructor, the student should have reasonable expectation of passing the course, but has not completed the required work.
3. An incomplete is assigned only when the instructor and student have arranged for the work to be completed by a specified date within four months of the end of term. If the student does not complete the work by the specified date, the 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

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

Graduation

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 credential is a certificate, diploma or degree.

Note

A previously-awarded Academic 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

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> or: Freedom of Information Coordinator, 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 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 ¹ | Course continues to next term |
| CR | N/A ¹ | Credit Granted |
| NC | N/A ¹ | No Credit Granted |
| NGR | N/A ¹ | No Grade Reported |
| I | N/A ¹ | Incomplete |
| W | N/A ¹ | Withdrawn |
| WE | N/A ¹ | Withdrawal — Extenuating Circumstances |
| AU | N/A ¹ | Audit |
| AD | N/A ¹ | Audit Denied |

¹not 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:

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

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.

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

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.

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.

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 Grades¹ (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;

¹The 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.

- 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;
- 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

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

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.

- John Webster, Chair
- Linda Robertson, Vice Chair
- Tom Adair
- Diane Blaney
- Daryl Collier
- Richard Davies
- Pat Dejong
- Frank Harris
- Karen Hodson
- Greg Lee
- Benjamin Newsom
- Itidal Sadek
- Brian Smith
- Lynne Somerville
- Ben West

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**

- Frank Harris, Chair
- Mark Battersby
- John Brownlee-Baker
- Terry Byrnes
- Robert Campbell
- Marion Cragg
- Wayne Henry
- Tiki Mulvihill
- Rebecca Wayte
- Stephen Williams
- Maureen Witney

- **One-Year Term, Students**

- Nataschaa Chatterton
- Christine Ellis
- Brandon Gough
- Kayte Hall

- **Two-Year Terms, Support Staff**

- Laraine Hamilton
- Lynne Somerville

- **Education Administrators**

- Jim Cooke
- Bill Gibson
- Catherine Vertesi
- Dorothy Jantzen

- **Ex-Officio Members**

- Tom Adair
- Kathy Chute
- Casey Dorin
- Melanie Fahlman-Reid
- Greg Lee
- Itidal Sadek
- Benjamin West

CAPILANO COLLEGE FOUNDATION/DEVELOPMENT OFFICE

The Capilano College Foundation/Development Office raises funds to assist students and programs at Capilano College. For information, or to make a tax-deductible contribution, contact the Capilano College Foundation/Development Office.

Contact

Capilano College Foundation/Development Office, Capilano College,
2055 Purcell Way, North Vancouver, B.C. V7J 3H5.
Phone: 604.984.4983
Fax: 604.990.7880
E-mail: fdn@capcollege.bc.ca.

ADMINISTRATION

Executive

President

Greg F. Lee, B.Sc., M.Sc., PhD

Vice-President, Academic Affairs

William Gibson, BA, Dip. Ed., PhD

Vice-President, Finance and Administration

Mark Vernon, BA, CA

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

Catherine Vertesi, MBA

Dean of Human Services and International Education

John Potts, BA, MPA

Director, Development; Executive Director, Capilano College Foundation

Aderita Roets, BA

Athletics and Recreation

Manager

Joseph Iacobellis, BPE, MPE

Bookstore

Manager

Brian Ball, B.Comm.

Child Care Centre

Manager

Janet MacDonald

China Operations

Manager

Jonathan Yin, BA, MBA, MS (TESOL)

College Foundation

Director, Development; Executive Director, Capilano College Foundation
Aderita Roets, BA

Computer Services

Director, IT Services
Bill Green, B.ASc., M.Sc.

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

Vice-President, Finance and Administration
Mark Vernon, BA, CA

Comptroller
Carole Selig, CA

Business Systems Architect
Greg Gates, MCSD, CMA

Manager, Project Accounting
(Vacant)

Human Resources

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

Manager, Human Resources
Cindy Rogers, BA, CHRP

Manager, Faculty Human Resources
Tamara Ilersich, BA

International Student Centre

Manager
Gary Henkelmann, B.Ed.

Marketing and Communications

Manager

David DeMuyne

Performing Arts Theatre

Manager

Julie Vandryagt, BA, Adv. Cert. A & E

Regional Centres

Campus Dean - Sunshine Coast

Jean Bennett, BA, MA

Campus Dean - Squamish

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.

Systems Development

Director

Steve Gallagher, BA

Student Services

Educational Advice

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

Anna Lee BOULTON

Supervisor, BA (Alberta), APMCP Post-Baccalaureate Diploma (Capilano College)

Jean BERRY

Academic Advisor and International Student Advisor, B.Sc. (Wisconsin)

Suzanne NORMAN

Academic Advisor, BA (McMaster)

Susan WEBSTER

Academic Advisor, BA (West Midlands), Cert. Ed. (U. Leicester)

Jeannie BELL-IRVING

Educational Planning Assistant

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

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.

Itidal SADEK

Registrar, B.Arch, B.Sc. (Egypt)

Cheryl HELM

Associate Registrar, BA (UBC)

Michelle PHILIPPE

Associate Registrar, B.Sc. (Arizona State), Dip. (BCIT)

Jillian FEIST

Office Manager, MBA (Asia Pacific International University)

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

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:

- educational planning and academic support
- college orientation and access information
- registration assistance
- instructor notification for classroom accommodation
- exam invigilation
- individualized equipment and technical support
- equipment and services funding facilitation
- alternate format texts
- interpreting services

- notetakers
- Learning Disability assessments

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

M.Ed., PhD (UBC), RRP

Support Staff

Sandra COOPER

Divisional 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

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

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.

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 . >
- 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 Student 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 conversation buddies during fall and spring terms. Tel: 604.983.1744.

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

INTERNATIONAL STUDENT CENTRE PERSONNEL

Gary HENKELMANN

Manager, B.Ed. (U of Alberta)

Stacie CHURCHILL

International Admissions Officer, BA (Carleton)

Michael FRANKOWSKI

Events Planner, BPE (U. of Calgary)

Viero ADAMEC
Support Staff
Wendy 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
Stacie Churchill: 604.984.4989
Michael Frankowski: 604.990.7929
Viero Adamec: 604.990.7863
Wendy Botelho: 604.990.7914

Learning Support Services

LIBRARY

Library Hours

| | |
|-------------------------------|-------------------|
| North Vancouver Campus | |
| Monday – Thursday | 8:00 am – 9:30 pm |
| Friday | 8:00 am – 4:30 pm |
| Saturday – Sunday | 1:00 pm – 5:00 pm |
| Audio Visual Services | |
| Monday – Thursday | 8:00 am – 9:30 pm |
| Friday | 8:00 am – 4:30 pm |
| Squamish Campus | |
| Monday – Thursday | 9:00 am – 7:00 pm |
| Friday | 9:00 am – 4:00 pm |
| Sunshine Coast Campus | |
| Monday – Thursday | 9:00 am – 7:00 pm |
| Friday | 9:00 am – 4:00 pm |

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

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 debt listing (transcripts are withheld and further registration is prohibited).

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, creating or altering digital images, and some desktop publishing, as well as a copystand camera and photography studio setup. Services available include colour printing and photocopying (print or acetate), lamination, and audio, video and CD dubbing. 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 and, with enough notice, titles not in our collection can be requested from other educational institutions for classroom use.

Student & Instructional Media Services

Services include duplication of audio and video tapes, overhead transparencies (b&w and colour), colour printing, audio, video, and photographic production assistance, film processing, slide and flatbed scanning, CD-ROM burning, slide sorting, drymounting, lamination and vinyl signage.

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)

Karyn SCHMID
BA (SFU), MLS (UBC)

Maureen WITNEY
BA (Trent), MLS (U of T)

Staff

Georgi BATES
Circulation Services

Anna CHABADA
Circulation Services

Kathleen COSGROVE
Audio Visual Services

Diane COTTRELL
Departmental Assistant

Diane CRUICKSHANK
Technical Services

Glen GREENLY
Technical Services

Karen KLAVER
Circulation Services

Kathleen KLEIN
Audio Visual Services

James KWOK
Circulation Services

Carol NOONAN
Technical Services

Gail OWEN
Circulation Services

Scott RADNIDGE
Audio Visual Services

Karyn SCHMID
Circulation Services

Ruth SIEMENS
Audio Visual Services

Judy STEAR
Circulation Services

Deborah SWIGART
Technical 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/student-services/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) with links to writing resources; a Web-searchable catalogue of the extensive reference book collection; a computer lab with five PCs, one Mac, and 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.

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

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.

Drop-in Service

- current job postings available
- résumé and cover letter review
- online strategies for assisting with company research, résumé posting and format, and other valuable employment links
- access to potential employer lists
- interview suggestions
- student computers available for online employment research
- tutoring registry

Contact

Employment Centre for Students
Birch building, room 270

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

Judy Sankey, Centre Assistant
Phone: 604.984.4965
Fax: 604.990.7866

E-mail: jsankey@capcollege.bc.ca

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

Contact

Student Employability Coach
Birch building, room 329

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

Lynne Somerville
Phone: 604.990.7922
Fax: 604.990.7866
E-mail: lsomervi@capcollege.bc.ca

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

Table 1. Deadlines for Internal Scholarships, Bursaries, and Awards

| | |
|-------------|--------------|
| Fall Term | September 30 |
| Spring Term | January 31 |

Services Provided by the Financial Aid and Awards Office

(Early application is recommended)

- Information on the British Columbia Student Assistance Programs (BCSAP)
 - applications and assessment
 - maintaining eligibility
 - repayment
- Assistance in preparing reassessments or appeals for BC Student Assistance Programs
- 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 and internal pamphlets and brochures related to student financial aid

Scholarships, Bursaries, and Awards

Various awards which recognize achievement, and/or financial need are available through general and individual application forms. A detailed listing of these awards is contained in the free booklet: Financial Aid and Awards – A Student Guide and available for review on the College web site. (www.capcollege.bc.ca/services/financial/financial)

Scholastic Awards

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

Deans' List

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

To be eligible for the Deans' List, the student must have a 3.67 or higher grade point average, have no Incompletes, no No Credit Granted or Fail grades, and have completed a minimum of 12 credits for that term.

Merit List

Students completing a term and meeting the Merit List criteria will receive a congratulatory letter from the College recognizing their achievement. To be eligible for the Merit List, the student must have a 3.67 GPA or higher on both their Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA), have no incompletes, no No Credit Granted or Fail grades, and not be eligible for the Dean's List.

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.

Financial Aid and Awards Personnel

Sandra BISHOP
Financial Aid Assistant

John BOYLAN
Financial Aid Officer

Gail HIRSCH
Financial Aid Supervisor

Deborah 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

Alternative Learning Formats

DISTANCE EDUCATION

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

Paralegal/Legal Assistant Certificate Online Program

This part-time 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

The Paralegal / Legal Assistant Department
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

Web site: www.capcollege.bc.ca/programs/legal_assistant/

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 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

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

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, *Academic and Personal Success Strategies*, 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

Maggie FEIST

M.Ed. (UBC)

Daniel FRANKEL

BA (Concordia), M.Ed. (McGill)

Keith LAM

MSW (Washington Univ.), PhD (Univ. of Minnesota)

Yvonne McCOLL

BA (Simmons), M.Ed. (Harvard)

Susan MITCHELL

B.S.Ed. (N. Illinois), MA (UVic)

Karen PEARDON

BA (Univ. of Regina), MA (UBC)

Sukhi SOHI,

MA (UBC)

Suzanne WALLSTER

BA (Carroll), M.Ed. (Montana State Univ.)

Support Staff

Lynne HAMILTON

Divisional Assistant

Betty 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.

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), CCFP, 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

Daniel HAGGART

B.Sc.PT, BHKin, MCPA, Registered Physiotherapist

Paige LARSON

B.Sc.PT, BPE, CAFCI, MCPA, Sports Physiotherapist

Sarah STEVENS

B.Sc.PT, BPHE (Hons.), ACAFCI, MCPA, Registered Physiotherapist

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

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 Phone: 604.984.1744.

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

Campus Activities

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.

Table 2. 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

Scott FIDDES

Evening Attendant

Shawn SILVERSTONE

Senior Attendant

Choyal BROWN

Attendant

Tom SMITH

Evening Attendant

Contact

Sportsplex Office

Sportplex 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

E-mail: csu@capcollege.bc.ca

Campus Publications

THE CAPILANO REVIEW

The Capilano Review is a 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 been recognized seven times for excellence by the National Magazine Awards, three times by the Western Magazine Awards, once by the Journey Prize Awards, and has been cited by the Canadian Studies Association. *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 which are tax deductible through The Capilano College Foundation.

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

Web site: www.capcollege.bc.ca/about/publications/cap-review

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

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 then go to the Textbook 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.

Facts You Should Know

How to Obtain Your CapCard

- **Option 1 - Pay First**

Attend the Cashiers' Office and pay the card fee (\$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 (\$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 card) 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 contact the appropriate campus for details on obtaining your Photo ID. You may also visit 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 (CCM), which are located outside 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 CCM machines 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 *Services Card*. (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 am – 8:00 pm
Friday: 8:00 am – 2:00 pm

Tim Hortons (located main floor, Birch building) Hours of Service: (when classes are in session)

Monday to Thursday: 7:00 am – 3:30 pm
Friday: 7:00 am – 1:30 pm

Montagues (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 am – 1:30 pm |
| Friday: 11:00 am – 1:00 pm |

Cedar Building Kiosk (Cedar building, 1st floor) Hours of Service: (when classes are in session)

Monday to Thursday: 8:00 am – 1:00 pm
Friday: 8:00 am - 12:30 am

Fir Building Kiosk (Fir building, 2nd floor) Hours of Service: (when classes are in session)

Monday to Thursday 8:00 am – 2:00 pm

Friday: 8:00 am – 1:00 pm

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.Aramark-capilano.com for updates to hours of service, weekly menu offerings, and seasonal events.

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 030 (basement level).

Permit Sales Office Hours

Parking permits can be purchased online at www.capcollege.bc.ca/services/community/parking

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. and 2:15 – 2:45 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

Imperial Parking Canada Corporation Office
Arbutus building, room 032

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

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 4:15 p.m. during the spring and fall terms. Occasionally the store is closed due to field trips or exams.

Preparatory Programs

General Information

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).

Pre-University Transfer Level Courses

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

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, 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.

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)

J. BROOKS

BA (SFU)

M. FEIST

M.Ed. (UBC) *Squamish*

C. HOPPENRATH

BA, M.Ed. (UBC)

C. JUNG

BA, TESL Cert., MA (UBC)

J. MacDONALD

ECE Diploma

R. MOON

BA (Alberta), M.Ed. (UBC) *Sunshine Coast*

J. ROSE

BA (Western), B.C. Teacher's Cert., M.Ed. (UBC)

D. TWISS

BA, MA, (Guelph), B.Ed. (Nipissing)

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)

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 (Monday to Friday, 9:30 to 3:30) 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.

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 | Business Math | Career Planning | Business Math | English | Computers |
| 12:30-1:30 | Lunch | | | | |
| 1:30-3:30 | Computers | English | Computers | Career Planning | |

ADMISSION REQUIREMENTS

Applicants should be at least 18 years of age, out school for a minimum of one year, and have Grade 10 or equivalent. Some students may be referred to the English as a Second Language department first as proficiency in English is required.

If English is not your primary language, you must have completed ESLF 080 or ESL 085. Placement in courses is done through assessment and interview with one of the Coordinators.

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. Alternatively, Application for Admission forms may be downloaded from 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

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

| Program Requirements | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Choose 1.00 Credits from the following list: | | 1.00 |
| EDCP 020 Fundamental Education and Career Planning | 1.00 | |
| EDCP 040 Education and Career Planning | 2.00 | |
| Choose 2.00 Credits from the following list: | | 2.00 |

| Program Requirements | | Course Credits | Required Credits |
|---|--|----------------|------------------|
| BCMP 031 | ABE Intermediate Level Computer Studies | 2.00 | |
| BCMP 041 | ABE Advanced Level Computer Studies | 2.00 | |
| BCMP 051 | ABE Provincial Level Computer Studies | 2.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| BENG 031 | Intermediate Level English | 2.00 | |
| BENG 040 | Advanced Level English: Short Report Writing | 2.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| BMTH 021 | Fundamental Level Mathematics | 1.00 | |
| BMTH 033 | Introductory Algebra | 1.00 | |
| BMTH 041 | Advanced Level Business Math | 2.00 | |
| Total Program Credit | | | 6.00 |

FACULTY

D. BENTLEY

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), **Coordinator**

FIRST NATIONS ADVISING

S. JOHNSTON

B.Tm., First Nations Students Services

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

Don Bentley

Phone: 604.984.1911, ext. 2588

Fax: 604.984.1718

E-mail: dbentley@capcollege.bc.ca

College Success Strategies Credit Courses

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.

Courses

| | |
|----------|---|
| CSS 100 | College Success - Academic and Personal Success |
| CSSF 105 | Reading and Study Skills |
| CSSF 110 | Reading Dynamics |

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

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.

Table 1. 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. Alternatively, Application for Admission forms may be downloaded from 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

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 |

*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.

*Choose 2 (points to the Advanced column)
 *Choose 3 or any 2 PLUS an advanced Social Science (points to the Provincial Level column)

COURSES

English

- BENG 011 Basic Literacy Level English
- BENG 021 Fundamental Level English: Writing Skills, Spelling, Word At
- BENG 031 Intermediate Level English
- BENG 040 Advanced Level English: Short Report Writing
- BENG 041 Advanced Level English: Advanced Report Writing
- BENG 052 Provincial Level English - Critical Reading and Writing

Social Sciences

- BSOC 031 Intermediate Level Social Studies
- BSOC 041 Advanced Level Social Studies
- BESC041 N/A

| | |
|----------|--------------------------|
| BGEO052 | N/A |
| BHST 052 | Provincial Level History |

Computer Studies

| | |
|----------|---|
| BCMP 021 | Fundamental Level - Introduction to Micro Computers |
| BCMP 031 | ABE Intermediate Level Computer Studies |
| BCMP 041 | ABE Advanced Level Computer Studies |
| BCMP 051 | ABE Provincial Level Computer Studies |
| BCMP 052 | ABE Provincial Level Computer Science |

Mathematics

| | |
|----------|--------------------------------------|
| BMTH 021 | Fundamental Level Mathematics |
| BMTH 033 | Introductory Algebra |
| BMTH 034 | Intermediate Algebra and Geometry |
| BMTH 041 | Advanced Level Business Math |
| BMTH 043 | Advanced Algebra I |
| BMTH 044 | Advanced Algebra II and Trigonometry |
| BMTH 053 | Precalculus I |
| BMTH 054 | Precalculus II |

Sciences

| | |
|----------|-----------------------------------|
| BBIO 043 | ABE Advanced Biology I |
| BBIO 044 | ABE Advanced Biology II |
| BBIO 053 | ABE Provincial Biology I |
| BBIO 054 | ABE Provincial Biology II |
| BCHM 043 | ABE Advanced Chemistry I |
| BCHM 044 | ABE Advanced Chemistry II |
| BCHM 053 | ABE Provincial Chemistry I |
| BCHM 054 | ABE Provincial Chemistry II |
| BESC041 | N/A |
| BPHY 043 | ABE Advanced Physics I |
| BPHY 044 | ABE Advanced Physics II |
| BPHY 053 | ABE Provincial Physics I |
| BPHY 054 | ABE Provincial Physics II |
| BSCI 021 | Fundamental Level General Science |
| BSCI 033 | ABE Intermediate Science I |
| BSCI 034 | ABE Intermediate Science II |

FACULTY

L. ARGHTOFT

BA (Toronto), MA (Toronto), PID (BC)

D.J. ATHAIDE

B.Sc. (Hons.) (McGill), M.Sc. (UBC), B.C. Teacher's Cert. **On leave**

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. DHAMM

B.Sc. (Hons.), Chemistry & Energy Studies (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)

J. HIND

BA (1st Class Hons.) (SFU), MA (UBC)

P. HODGSON

BA (Hons.), B.Ed. (Queen's) M.Ed. (UBC)

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)

R. WEDEL

BA (SFU), B.C. Teacher's Cert. **On leave**

D. E. YOUNG

BA (SFU), SRN (London), SCM (Scotland), Dip.T.N. (London), MFA (UBC)

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

Squamish Campus

Phone: 604.892.5322
E-mail: dbentley@capcollege.bc.ca

Sunshine Coast Campus

Phone: 604.885.9310
E-mail: jpass@capcollege.bc.ca

Adult Special Education

ALTERNATIVE CAREER TRAINING PROGRAM (ACTP)

Contact

Alternative Career Training Program (ACTP)
Birch building, room 357

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

Terry Byrnes, Coordinator
 Phone: 604.984.1711
 E-mail: tbyrnes@capcollege.bc.ca

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 be able 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.

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. In addition, they may present any or all of the following characteristics:

- a. difficulty grasping academic information (for example, mathematical problem solving, reading print, writing);
- b. persons with a disability.

Students who will obtain the most benefit from the ACT program are those who have reached a moderate level of independence (i.e., they are responsible for self-care; 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

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

| Program Requirements | | Course Credits | Required Credits |
|--------------------------|--|----------------|------------------|
| Required Courses: | | | 24.00 |
| ACTP 001 | Job Search and Maintenance Techniques | 3.00 | |
| ACTP 002 | Occupational Preparation and Safety in the Workplace | 3.00 | |
| ACTP 005 | Visual and Print Communication Skills | 3.00 | |
| ACTP 006 | Leisure Education | 3.00 | |
| ACTP 007 | Consumer Preparation | 3.00 | |

| Program Requirements | | Course Credits | Required Credits |
|-----------------------------|------------------------------|----------------|------------------|
| ACTP 008 | Interpersonal Communications | 3.00 | |
| ACTP 009 | Work Experience | 6.00 | |
| Total Program Credit | | | 24.00 |

PRE-OCCUPATIONAL SKILLS TRAINING PROGRAM (POST)

Contact

Pre-Occupational Skills Training Program (POST)
Birch building, room 357

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

Terry Byrnes, Coordinator
Phone: 604.984.1711
E-mail: tbyrnes@capcollege.bc.ca

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. To provide the practical training, we have teamed up with a number of leading retail and service businesses that are offering on-the-job experience. Areas of specific training include customer service, oil and lube, fork lift operation, and transportation detailing. 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.

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

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

| First Term | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 23.00 |
| OCTR 001 Occupational Aptitudes and Strategies | 2.00 | |

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---------------------------------------|-----------------------|-------------------------|
| OCTR 002 | Occupational Health and Safety | 3.00 | |
| OCTR 003 | Employability Skills | 4.50 | |
| OCTR 004 | Customer Service | 4.50 | |
| OCTR 005 | Occupational Training | 9.00 | |
| | | | 23.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 0.00 |
| OCTR 001 | Occupational Aptitudes and Strategies | | |
| OCTR 002 | Occupational Health and Safety | | |
| OCTR 003 | Employability Skills | | |
| OCTR 004 | Customer Service | | |
| OCTR 005 | Occupational Training | | |
| | | | 0.00 |
| Total Program Credit | | | 23.00 |

FACULTY

Terry BYRNES

BA (UBC) 5th Year Professional (UBC) MA (UVic)

Kathy MOSCRIP

BA (UBC)

Priscilla STANBURY

BA (UBC), Cert. of Ed. (London), RSA Literacy Cert. (London)

Laverne THOMPSON

M.Ed. (Lesley College)

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.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

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 Permanent Residents**

- Fall Term (September to December): June 30
- Spring Term (January to April): September 30
- Summer Term (May to August): January 31

*For international students, late applications will be accepted provided that time remains to apply for the Study Permit.

**Late applications may be accepted if time and space permits.

ADMISSION

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.

ENGLISH LANGUAGE REQUIREMENTS

Canadian Citizens and Landed Immigrants

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.

International Students

For the English as a Second Language (ESL) program the College requires one of the following:

- a valid English Language Assessment (ELA) test score of a minimum of 60 or
- the ESL Department Placement Test.

International students are strongly encouraged to register in the full-time ESL program described below in order to obtain the utmost benefit from their experience at Capilano College.

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. Average class size is 20 students. International students should register to study in the full-time intensive program.

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 the ESLF 060 and ESLF 070 or all 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 |

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.

Note

For acceptance into English as a Second Language courses, a TOEFL or IELTS, or ELA, or CAEL score is not required.

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), 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

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 1 (one) University transfer (UT) / School of Business AND ESLF 070.
- When they complete ESLF 070 with a B+, they are permitted to register in ESLF 080 plus 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 TOEFL entry score is needed for students who follow this route to UT / School of Business.

CERTIFICATE/CITATION IN ENGLISH AS A SECOND LANGUAGE

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)

N.J. COLLINS

BA (London), MA, B.C. Professional Teacher's Cert. (UBC)

J. FARNAN

BA (Hons.) English (SFU), PDP B.C. Professional Teacher's Cert. (SFU), M.Ed. (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

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

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.

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. **on leave**

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

Arts & Sciences

General Information

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 inter-disciplinary 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>
 - 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, Biology, Chemistry, Computing Sciences, 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 IN ARTS AND SCIENCE DEGREE

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, and Physics.

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 |
|--|---------|--|
| English | 6.0 | 100 Level |
| Arts Courses | | 100 Level - only six credits max. in one subject area |
| Humanities | 6.0 | -excludes English |
| Social Sciences | 6.0 | |
| Social Sciences or Humanities | 6.0 | |
| Arts Courses | 18.0 | 200 Level or Higher - Credits must be in at least two subject areas |
| Science Courses | | 100 Level or Higher |
| 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 | |
| Electives ¹ | 9.0 | 100 Level or Higher |
| Total Credits | 60.0 | |

¹May 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 ¹ | 6.0 | 100 Level or Higher |
| Total Credits | 60.0 | |

¹May 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, Biology, Chemistry, Computing Science, Geography (Physical) (112, 114, 214, 221), Geology, Human Kinetics, Kinesiology, Mathematics & Statistics, Physics

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.bccat.bc.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

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
- LSP. 100, 110, 111, 115, 116, 142, 181
- 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.

PURE AND APPLIED SCIENCES

General Information

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.

- 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, 106, 107

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.bccat.bc.ca)

ii. Science Students

Capilano College Pure and Applied Sciences Division offers a first and second year university transfer program 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

Modeled 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 students 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 with 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 four-year Post 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

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 and WMST 122.

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|---|
| ANTH 121 | Introduction to Social Anthropology |
| ANTH 123 | Introduction to Archaeology |
| ANTH 124 | Introduction to Biological Anthropology |
| ANTH 130 | Anthropology of Religion |
| ANTH 140 | Visual Anthropology |
| ANTH 200 | Intermediate Social Anthropology |
| ANTH 202 | Anthropology and the Environment |
| ANTH 204 | Ethnic Relations |
| ANTH 205 | Multiculturalism |
| ANTH 206 | First Nations of British Columbia |
| ANTH 208 | Indigenous Peoples of North America |
| ANTH 232 | Archaeology of Africa, Asia and Europe |
| ANTH 233 | Archaeology of the Americas |
| ANTH 241 | Archaeology Field School |
| ANTH 249 | 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)

K. LIND

BA, MA (UBC)

T. McILWRAITH

BA (Toronto), MA (UBC)

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

Art History

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.

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|---|
| AHIS 100 | The History of Art I |
| AHIS 101 | The History of Art II |
| AHIS 103 | First Nations Art of the Northwest Coast |
| AHIS 104 | Introduction to Visual Culture I |
| AHIS 105 | Introduction to Visual Culture II |
| AHIS 106 | Pre-Columbian, African and Northwest Coast Indigenous Art |
| AHIS 107 | The Art of India, China and Japan |
| AHIS 109 | Women and Art History |
| AHIS 210 | History of Modern Art (19th Century) |
| AHIS 211 | History of Modern Art (20th Century) |
| AHIS 215 | Art and Technology |
| AHIS 220 | Early Renaissance Art in Italy |
| AHIS 221 | High Renaissance and Mannerist Art in Italy |
| AHIS 231 | History of Textile Art I |
| AHIS 232 | History of Textile Art II |

SPECIALIZATION IN ART HISTORY

To qualify for an art history speciality, 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 specialization 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 specialization 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 specialization in art history added to your Associate of Arts Degree at the time of graduation.

FACULTY

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

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E-mail: humanities@capcollege.bc.ca

Biology

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.bccat.bc.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.

More information on the Biology Department may be found on the Department's web site: 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.bccat.bc.ca for further information.

UNIVERSITY TRANSFER PROGRAM IN BIOLOGY

First Year

- BIOL 106/107 or 110, and BIOL 111
- CHEM 110/111
- PHYS 114/115 or 110/111 or 108/111
- 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 Specialization

| | | |
|---|-----------------------|-------------------------|
| English requirement | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 6.00 |
| ENGL English 100 level | 6.00 | |
| | | 6.00 |
| Mathematics requirements | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 3.00 |
| MATH 116 Calculus I | 3.00 | |
| Required Courses: | | 3.00 |

| Mathematics requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|----------------------------------|-----------------------|-------------------------|
| MATH | Mathematics | 3.00 | |
| | | | 6.00 |
| Biology requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 8.00 Credits from the following list: | | | 8.00 |
| BIOL 106 | Basic Introductory Biology I | 1.50 | |
| BIOL 107 | Basic Introductory Biology II | 4.00 | |
| BIOL 110 | Introductory Biology I | 4.00 | |
| BIOL 111 | Introductory Biology II | 4.00 | |
| | | | 8.00 |
| Chemistry requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 8.00 |
| CHEM 110 | Bonding and Structure | 4.00 | |
| CHEM 111 | Chemical Dynamics and Energetics | 4.00 | |
| | | | 8.00 |
| Physics requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 4.00 Credits from the following list: | | | 4.00 |
| PHYS 108 | Basic Physics | 5.50 | |
| PHYS 110 | General Physics I | 4.00 | |
| PHYS 114 | Fundamental Physics I | 4.00 | |
| | | | 4.00 |
| Biology electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 14.00 |
| BIOL | Biology 200 level | 14.00 | |
| | | | 14.00 |
| Science electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| SCEL | science other than Biology | 3.00 | |
| SCEL | science at 200 level | 3.00 | |
| | | | 6.00 |
| Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 6.00 |
| | | | 6.00 |
| Arts Electives (excluding courses that have transfer credit in both Arts & Science) | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 6.00 |
| | | | 6.00 |

| Arts Electives (excluding courses that have transfer credit in both Arts & Science) | Course Credits | Required Credits |
|---|----------------|------------------|
|---|----------------|------------------|

| | | |
|-----------------------------|--|--------------|
| Total Program Credit | | 64.00 |
|-----------------------------|--|--------------|

COURSES

| | |
|----------|--------------------------------|
| BIOL 104 | Human Biology I |
| BIOL 105 | Environmental Biology |
| BIOL 106 | Basic Introductory Biology I |
| BIOL 107 | Basic Introductory Biology II |
| BIOL 110 | Introductory Biology I |
| BIOL 111 | Introductory Biology II |
| BIOL 113 | Human Biology II |
| BIOL 200 | Genetics I |
| BIOL 201 | Genetics II |
| BIOL 204 | Ecology I |
| BIOL 205 | Ecology II |
| BIOL 206 | Ecology of the Western Pacific |
| BIOL 210 | Vascular Plants |
| BIOL 212 | Invertebrate Zoology |
| BIOL 213 | Vertebrate Zoology |
| BIOL 214 | Cell Biology |
| BIOL 215 | Biochemistry |
| BIOL 220 | Microbiology I |
| BIOL 221 | Principles of Microbiology |

FACULTY

R.G. CAMFIELD

B.Sc. (Hons.) (Monash), PhD (UBC)

M. DE JONG-WESTMAN

B.Sc. (Hons.), M.Sc. (UBC)

P.A. McMILLAN

BS, MS, PhD (Rutgers), **Coordinator of Biology**

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

CONTACT

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www.capcollege.bc.ca/programs/biology

Chemistry

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 concentration in chemistry. For more information, see Associate of Arts and Science Degree in Arts and Sciences: General Information.

UNIVERSITY TRANSFER CREDIT

Most chemistry courses carry transfer credit to B.C. universities. Please refer to the online B.C. Transfer Guide at www.bccat.bc.ca for further information.

UNIVERSITY TRANSFER PROGRAM IN CHEMISTRY

First Year

- CHEM 110/111
- PHYS 114/115 or 110/111 or 108/111
- 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 Specialization

| | | |
|--|-----------------------|-------------------------|
| English requirement | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 6.00 |
| ENGL English 100 level | 6.00 | |
| | | 6.00 |
| Chemistry requirements - 1st year | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 8.00 |
| CHEM 110 Bonding and Structure | 4.00 | |
| CHEM 111 Chemical Dynamics and Energetics | 4.00 | |
| | | 8.00 |
| Mathematics requirement - 1st year | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 6.00 |
| MATH 116 Calculus I | 3.00 | |
| MATH 126 Calculus II | 3.00 | |
| | | 6.00 |
| Physics requirement - 1st year | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 4.00 Credits from the following list: | | 4.00 |
| PHYS 108 Basic Physics | 5.50 | |
| PHYS 110 General Physics I | 4.00 | |
| PHYS 114 Fundamental Physics I | 4.00 | |
| Choose 4.00 Credits from the following list: | | 4.00 |
| PHYS 111 General Physics II | 4.00 | |
| PHYS 115 Fundamental Physics II | 4.00 | |
| | | 8.00 |
| Electives | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | 12.00 |
| | | 12.00 |

| Chemistry requirements - 2nd year | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 8.00 |
| CHEM 200 | Organic Chemistry I | 4.00 | |
| CHEM 201 | Organic Chemistry II | 4.00 | |
| Choose 7.00 Credits from the following list: | | | 7.00 |
| CHEM 204 | Introduction to Physical Chemistry | 3.00 | |
| CHEM 205 | Introduction to Inorganic Chemistry | 4.00 | |
| CHEM 206 | Introduction to Analytical Chemistry | 4.00 | |
| | | | 15.00 |
| Mathematics requirements - 2nd year | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| MATH 200 | Linear Algebra | 3.00 | |
| MATH 230 | Calculus III | 3.00 | |
| | | | 6.00 |
| Total Program Credit | | | 61.00 |

COURSES

| | |
|----------|--------------------------------------|
| CHEM 030 | Introduction to Chemistry |
| CHEM 101 | Fundamentals of Chemistry |
| CHEM 110 | Bonding and Structure |
| CHEM 111 | Chemical Dynamics and Energetics |
| CHEM 130 | The Diversity of Chemistry |
| CHEM 154 | Chemical Principles for Engineers |
| CHEM 200 | Organic Chemistry I |
| CHEM 201 | Organic Chemistry II |
| CHEM 204 | Introduction to Physical Chemistry |
| CHEM 205 | Introduction to Inorganic Chemistry |
| CHEM 206 | Introduction to Analytical Chemistry |

FACULTY

| | |
|-----------------|--|
| T. CUSANELLI | B.Sc., PhD (SFU) Coordinator of Chemistry, Geology, and Physics |
| U. DEO-JANGRA | B.Sc. (Ottawa), PhD (Cornell) On leave |
| P.C. LE COUTEUR | B.Sc., M.Sc. (Auckland), PhD (Calif.) Dean of Arts and Science |
| 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

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E-mail: ktyers@capcollege.bc.ca

<http://merlin.capcollege.bc.ca/chem>

Chinese

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.

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|-------------------------|
| CHIN 100 | Beginning Chinese I |
| CHIN 101 | Beginning Chinese II |
| CHIN 200 | Intermediate Chinese I |
| CHIN 201 | 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

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Commerce

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. Simply apply to the University Transfer program through the Registrar's Office and ensure that the following courses are taken:

- a. ECON 111 and 112;
- b. ENGL 100 followed by ONE of ENGL 103, 104, 105, 106 with a minimum grade of C;
- c. MATH 108 and 109
 - 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 and 109. Students not ready for MATH 107 should see an advisor at the College's Advising Centre to plan a preparatory year.

Note

MATH116 and 126 may be substituted for MATH 108/109, but this combination is oriented more toward science than business;

- d. Four electives: any four university transfer courses;
- 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, 292, 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 four of the following courses are taken:

COMM 291, 294, 297, 392 and one university transfer elective.

For further information contact the Commerce Convenor in Social Sciences at Phone: 604.990.7807.

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

| Year 1 - Program Entry Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| ECON 111 | Principles of Microeconomic Theory | 3.00 | |
| ECON 112 | Principles of Macroeconomic Theory | 3.00 | |
| ENGL 100 | Composition | 3.00 | |
| MATH 108 | Calculus I for Business and Social Sciences | 3.00 | |
| MATH 109 | Calculus II for Business and Social Sciences | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL 103 | Studies in Contemporary Literature | 3.00 | |

| Year 1 - Program Entry Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|--|-----------------------|-------------------------|
| ENGL 104 | Fiction | 3.00 | |
| ENGL 105 | Poetry | 3.00 | |
| ENGL 106 | Drama | 3.00 | |
| Elective | | | 12.00 |
| | | | 30.00 |
| Year 2 - Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 14.00 |
| COMM 290 | Quantitative Methods for Business | 4.00 | |
| COMM 292 | Principles of Organizational Behaviour | 4.00 | |
| COMM 293 | Financial Accounting | 3.00 | |
| ECON 207 | Managerial Economics | 3.00 | |
| Elective | | | 3.00 |
| | | | 17.00 |
| Year 2 - Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 13.00 |
| COMM 291 | Applications of Statistics in Business | 4.00 | |
| COMM 294 | Managerial Accounting | 3.00 | |
| COMM 297 | Capital Markets and Institutions | 3.00 | |
| COMM 392 | Labour Relations | 3.00 | |
| Elective | | | 3.00 |
| | | | 16.00 |
| Total Program Credit | | | 63.00 |

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), **Commerce Convener**
- J. WATSON
B.Admin. (Brock), CMA
- J. WILSON
B.Comm. (UBC), CA
- M. YASERI
BA (Hons.) (Thames), MA (Sask.)

CONTACT

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Phone: 604.984.4953

E-mail: socsci@capcollege.bc.ca

Computing Science

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 or COMP 165.

Computing courses are **continuously** being updated. Please contact the Computing Science Department for current course offerings and transfer status, or see our web page at: www.capcollege.bc.ca/programs/computing-science/Home

UNIVERSITY TRANSFER CREDIT

Please refer to the online B.C. Transfer Guide at www.bccat.bc.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.

COURSES

| | |
|----------|---|
| COMP 101 | Computers and their Application |
| COMP 106 | Programming with Robots |
| COMP 120 | Introduction to Computer Science |
| COMP 121 | Fundamentals of Programming |
| COMP 126 | Principles of Software Design |
| COMP 165 | Introduction to Multimedia and the Internet |
| COMP 202 | Foundations of Computer Science |
| COMP 210 | Data Structures and Abstraction |
| COMP 211 | Computer Design and Architecture I |
| COMP 212 | Computer Design and Architecture II |
| COMP 213 | Introduction to Software Engineering |

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.

Diploma in the Computing Science Program

| English Requirement | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 3.00 |
| ENGL 100 Composition | 3.00 | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| ENGL 103 Studies in Contemporary Literature | 3.00 | |
| ENGL 104 Fiction | 3.00 | |
| ENGL 105 Poetry | 3.00 | |
| ENGL 106 Drama | 3.00 | |
| | | 6.00 |
| | | |
| Math Requirement | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 6.00 |
| MATH 116 Calculus I | 3.00 | |
| MATH 124 Discrete Mathematics I | 3.00 | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| MATH 126 Calculus II | 3.00 | |
| MATH 224 Discrete Mathematics II | 3.00 | |
| | | 9.00 |
| | | |
| Communications Requirement | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 3.00 |

| Communications Requirement | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--------------------------------------|-----------------------|-------------------------|
| CMNS 250 | Introduction to Technical Writing | 3.00 | |
| | | | 3.00 |
| Computing Science Requirement | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 22.00 |
| COMP 121 | Fundamentals of Programming | 3.00 | |
| COMP 126 | Principles of Software Design | 3.00 | |
| COMP 202 | Foundations of Computer Science | 3.00 | |
| COMP 210 | Data Structures and Abstraction | 3.00 | |
| COMP 211 | Computer Design and Architecture I | 3.00 | |
| COMP 212 | Computer Design and Architecture II | 3.00 | |
| COMP 213 | Introduction to Software Engineering | 4.00 | |
| | | | 22.00 |
| University Transfer Course Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 20.00 |
| | | | 20.00 |
| Total Program Credit | | | 60.00 |

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. DAKICK

B.Sc., M.Sc. (Zagreb), PhD (SFU)

J. FALL

B.Sc. (UVic), MRM (SFU)

M. HASEGAWA

M.Sc., D.Sc. (Tokyo Met.)

J. MADAR

B.Sc., M.Sc. (UBC)

J. Z. WANG

B.Sc., M.E. (Shandong), M.Sc. (SFU)

O. ZIMMERMANN

B.Sc. (Hons.), M.Sc. (Carleton), B.Ed. (UBC)

CONTACT

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www.capcollege.bc.ca/cs

Criminology

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.

COURSES

CRIM 101 Introduction to Criminology

PLEASE NOTE

PHIL 140 and 141 transfer to SFU as criminology courses.

FACULTY

C. HATHAWAY
BA (SUNY), MA (Washington)
L. WHITNEY
BA (Hons.) (SFU), B.Ed. (Toronto), MA (York)

CONTACT

Criminology Department
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Phone: 604.984.4953
E-mail: socsci@capcollege.bc.ca

Economics

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.

UNIVERSITY TRANSFER CREDIT

Please refer to the online B.C. Transfer Guide at www.bccat.bc.ca for transferability to other B.C. institutions.

COURSES

| | |
|----------|--|
| ECON 100 | Introduction to Economics |
| ECON 111 | Principles of Microeconomic Theory |
| ECON 112 | Principles of Macroeconomic Theory |
| ECON 207 | Managerial Economics |
| ECON 210 | Money and Banking |
| ECON 211 | Intermediate Microeconomic Analysis |
| ECON 212 | Intermediate Macroeconomic Analysis |
| ECON 250 | Economic History of the Pre-Industrial Era |
| ECON 252 | Economic History of the Industrial Era |
| ECON 255 | Understanding Globalization |
| ECON 290 | Public Policy I |
| ECON 291 | Public Policy II |

FACULTY

N. AMON

BA (Hons.) (Kent), MA (SFU)

C.S. LUM

B.Econ. (Hons.) (Malaya), MPA (Harvard), MA, PhD (SFU)

K.M. MackINTOSH

BA (Manitoba), MA (McGill)

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.)

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Engineering

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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

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 3.2 (approximately 75% 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 3.2 (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 during late July and early August. Students have two weeks from the date of the acceptance letter to reply, 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, 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

TRANSFER TO UNIVERSITY ENGINEERING (DIRECT ENTRY FROM SECONDARY SCHOOL)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|-----------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 17.00 |
| APSC 120 | Introduction to Engineering | 1.00 | |
| CHEM 154 | Chemical Principles for Engineers | 3.00 | |
| COMP 120 | Introduction to Computer Science | 3.00 | |
| ENGL 100 | Composition | 3.00 | |
| MATH 116 | Calculus I | 3.00 | |
| PHYS 114 | Fundamental Physics I | 4.00 | |
| | | | 17.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 19.00 |
| APSC 120 | Introduction to Engineering | | |

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---|-----------------------|-------------------------|
| APSC 160 | Engineering Design | 6.00 | |
| MATH 126 | Calculus II | 3.00 | |
| MATH 152 | Linear Algebra and Differential Equations | 3.00 | |
| PHYS 115 | Fundamental Physics II | 4.00 | |
| PHYS 116 | Fundamental Physics III | 3.00 | |
| Elective | | | 3.00 |
| | | | 22.00 |
| Total Program Credit | | | 39.00 |

TRANSFER TO UNIVERSITY ENGINEERING (TRANSFERRING FROM 1ST YEAR SCIENCE)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 10.00 |
| APSC 120 | Introduction to Engineering | 1.00 | |
| CHEM 154 | Chemical Principles for Engineers | 3.00 | |
| MATH 200 | Linear Algebra | 3.00 | |
| MATH 230 | Calculus III | 3.00 | |
| Elective | | | 3.00 |
| ELEC | Non-science elective | 3.00 | |
| | | | 13.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| APSC 120 | Introduction to Engineering | | |
| APSC 160 | Engineering Design | 6.00 | |
| CMNS 250 | Introduction to Technical Writing | 3.00 | |
| MATH 235 | Introduction to Differential Equations | 3.00 | |
| PHYS 116 | Fundamental Physics III | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 28.00 |

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 with 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 during late July and early August. Students have two weeks from the date of the acceptance letter to reply, 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

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| CHEM 101 | Fundamentals of Chemistry | 3.00 | |
| ENGL 100 | Composition | 3.00 | |
| MATH 105 | Precalculus Mathematics | 3.00 | |
| PHYS 104 | Principles of Physics | 3.00 | |
| | | | 12.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.00 |
| APSC 160 | Engineering Design | 6.00 | |
| COMP 106 | Programming with Robots | 3.00 | |
| MATH 116 | Calculus I | 3.00 | |
| PHYS 114 | Fundamental Physics I | 4.00 | |
| | | | 16.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 13.00 |
| APSC 120 | Introduction to Engineering | 1.00 | |
| CHEM 154 | Chemical Principles for Engineers | 3.00 | |
| COMP 120 | Introduction to Computer Science | 3.00 | |
| MATH 126 | Calculus II | 3.00 | |
| MATH 204 | Probability and Statistics for Applications | 3.00 | |
| Elective | | | 3.00 |
| ELEC | Non-Science elective | 3.00 | |
| | | | 16.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.00 |
| CMNS 250 | Introduction to Technical Writing | 3.00 | |
| MATH 152 | Linear Algebra and Differential Equations | 3.00 | |
| MATH 230 | Calculus III | 3.00 | |
| PHYS 115 | Fundamental Physics II | 4.00 | |
| PHYS 116 | Fundamental Physics III | 3.00 | |
| | | | 16.00 |

| Fourth Term | Course Credits | Required Credits |
|-----------------------------|----------------|------------------|
| Total Program Credit | | 60.00 |

FACULTY

- M. ANDERSON
B.Sc., M.Sc. (SFU)
- T. BENTLEY
B.Sc. (UBC), MA, PhD (Missouri)
- E. CHEUNG
B.Sc., M.Sc. (Michigan State University)
- T. CUSANELLI
B.Sc., PhD (SFU)
- D. DENIS
B.Sc. (Concordia)
- J. FALL
B.Sc. (UVic), MRM (SFU)
- M. FREEMAN
B.Sc. (UBC), M.Sc. (Cal. Tech.), PhD (UBC)
- S. GREENSPOON
B.Sc. (McGill), M.Sc., PhD (Waterloo)
- R. HAUSCHILDT
B.Sc. (Queen's), M.Sc. (UBC)
- L. LAJEUNESSE
B. Math. (Waterloo), M.Sc. (Carleton), **Convenor of Engineering**
- J. MADAR
B.Sc., M.Sc. (UBC)
- C. MORGAN
B.Sc., M.Sc., PhD (Memorial)
- J.Z. WANG
B.Sc., ME (Shandong), M.Sc. (SFU)

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www.capcollege.bc.ca/programs/engineering

English

UNIVERSITY TRANSFER CREDIT

Most English courses transfer to B.C. universities. Please refer to the online B.C. Transfer Guide at www.bccat.bc.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.

COURSES

| | |
|----------|--|
| ENGL 010 | Language Skills |
| ENGL 100 | Composition |
| ENGL 103 | Studies in Contemporary Literature |
| ENGL 104 | Fiction |
| ENGL 105 | Poetry |
| ENGL 106 | Drama |
| ENGL 190 | Creative Writing |
| ENGL 191 | Creative Writing |
| ENGL 200 | English Literature to 1660 |
| ENGL 201 | English Literature Since 1660 |
| ENGL 203 | Canadian Literature - Modernism and Beyond |
| ENGL 205 | Modern American Literature |
| ENGL 207 | Literary Theory and Criticism |

| | |
|----------|--|
| ENGL 208 | Studies in Fiction (The Novel) |
| ENGL 209 | Studies in Poetry |
| ENGL 210 | Studies in Drama |
| ENGL 211 | Studies in Short Fiction |
| ENGL 212 | Traditions in Western Literature |
| ENGL 213 | Readings in World Literature |
| ENGL 214 | Technology and Writing: A Literary Perspective |
| ENGL 217 | Special Topics in Literature |
| ENGL 218 | Children's Literature |
| ENGL 290 | Creative Writing - Poetry |
| ENGL 291 | 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. CONNELL

BA, MA, PhD (UBC)

P.L. COUPEY

BA (McGill), MA (UBC)

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)
- J. READ
BA, MA (UBC)
- V. ROSS
BA (Cambridgeshire), MA (UBC)
- W.G. SCHERMBRUCKER
BA (Capetown), P.Grad.Cert. in Ed. (London), MA, PhD (UBC) - Instructor Emeritus, Capilano College
- 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

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E-mail: humanities@capcollege.bc.ca

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 |

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.

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 and UBC (Okanagan). Please refer to the online B.C. Transfer Guide at www.bccat.bc.ca for further information.

COURSES

| | |
|----------|--|
| FREN 100 | Beginning French I |
| FREN 101 | Beginning French II |
| FREN 120 | University Preparatory French I |
| FREN 121 | University Preparatory French II |
| FREN 170 | First Year University French I |
| FREN 171 | First Year University French II |
| FREN 180 | First Year University French for Immersion Students I |
| FREN 181 | First Year University French for Immersion Students II |
| FREN 215 | Oral French Practice |
| FREN 270 | Second Year University French I |
| FREN 271 | Second Year University French II |

FACULTY

L. CANTIN ORR-EWING
BA (Montreal), MA (SFU)

P. DE RYCKE
BA, MA, PhD (Sorbonne)

L. GAREAU
BA (Laval), MA (SFU)

Instructional Associates

M. GEOFFROY
BA (UBC), MA (Concordia)

G. LACHANCE
BA (Ottawa), B.Ed. (Montreal)

CONTACT

French Department
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E-mail: humanities@capcollege.bc.ca

Geography

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.

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|--|
| GEOG 100 | Human Geography: People, Places and Cultures |
| GEOG 101 | Environmental Geography: Perception and Change |
| GEOG 102 | Environmental Geography: Global Concerns |
| GEOG 106 | British Columbia: A Regional Analysis |

| | |
|----------|--------------------------------------|
| GEOG 107 | Introduction to North America |
| GEOG 108 | Canada: A Nation of Regions |
| GEOG 112 | Introduction to Earth Environments |
| GEOG 114 | Weather and Climate |
| GEOG 200 | Technology and Economic Environments |
| GEOG 201 | Urban Studies |
| GEOG 202 | Urban Field Studies |
| GEOG 205 | Asia Pacific Geography |
| GEOG 214 | Our Atmospheric Environment |
| GEOG 221 | 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)

S. ROSS

B.Sc., M.Sc. (UBC)

C. SCHREADER

B.Sc. (Trent), M.Sc. (McMaster)

CONTACT

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Geology

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.

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.bccat.bc.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 or 108/111
- CHEM 110/111
- MATH 116 and 126
- ENGL (six credits)

COURSES

| | |
|----------|--------------------|
| GEOL 110 | Physical Geology |
| GEOL 111 | Historical Geology |

FACULTY

D.J.A. ATHAIDE

B.Sc. (Hons.) (McGill), M.Sc. (UBC), B.C. Prof. Teacher's Cert. **on leave**

J.S. GETSINGER

AB (Radcliffe), M.Sc. (Washington), PhD (UBC)

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German

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.

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.bccat.bc.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 131 |
| GERM 101 | GERM 132 |
| GERM 200 | GERM 231 |
| GERM 201 | GERM 232 |

Courses

GERM 100 Beginning German I

| | |
|----------|------------------------|
| GERM 101 | Beginning German II |
| GERM 200 | Intermediate German I |
| GERM 201 | Intermediate German II |

FACULTY

M. WERNICKE-HEINRICHS
BA, MA (SFU)

Language Associate

ANDREA BOWING
Magister Artium (Freiburg)

CONTACT

German Department
Fir building, room 404

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Global Stewardship

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.

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

Secondary School Requirement:

- BC Secondary School Graduate (Grade 12) or equivalent or Mature student status

English Language Requirement

- A minimum GPA of 2.0 (60%) calculated on English 12 and three academic Grade 12 courses
- TOEFL requirement = 220 (computer based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.

Other Requirements

- Interview with Faculty
- Letter of intent and letter of recommendation

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

GRADUATION REQUIREMENTS

Completion of all courses as outlined on the [Global Stewardship](#) Web site.

ASSOCIATE OF ARTS IN GLOBAL STEWARDSHIP

| First Term | | Course Credits | Required Credits |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 16.50 |
| ENGL 100 | Composition | 3.00 | |
| GEOG 100 | Human Geography: People, Places and Cultures | 3.00 | |
| GLBS 100 | Global Stewardship Seminar I: Preparing to Volunteer for a NFP | 1.50 | |
| LANG | Language | 3.00 | |
| PHIL 110 | Critical Thinking | 3.00 | |
| POL 100 | Introduction to Politics and Government | 3.00 | |
| | | | 16.50 |
| Second Term | | Course Credits | Required Credits |
| Required Courses: | | | 14.50 |
| ANTH 121 | Introduction to Social Anthropology | 3.00 | |

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| BADM 106 | Organizational Behaviour | 3.00 | |
| BIOL 105 | Environmental Biology | 4.00 | |
| GLBS 101 | Global Stewardship SeminarII: Volunteering for a Not-For-Profit Organization | 1.50 | |
| LANG | Language | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL 103 | Studies in Contemporary Literature | 3.00 | |
| ENGL 104 | Fiction | 3.00 | |
| ENGL 105 | Poetry | 3.00 | |
| ENGL 106 | Drama | 3.00 | |
| | | | 17.50 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| BADM 305 | Leadership | 3.00 | |
| ECON 100 | Introduction to Economics | 3.00 | |
| GLBS 200 | Global Stewardship III: Preparing for Group NFP Volunteering | 1.50 | |
| HIST 230 | World History Since 1500 | 3.00 | |
| SCEL | Math/Comp/Sci/Statistics requirement (Math 101 recommended) | 3.00 | |
| UT | 200-level Arts/Science elective with International content | 3.00 | |
| | | | 16.50 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| ENGL 213 | Readings in World Literature | 3.00 | |
| GLBS201 | Global Stewardship Seminar IV* | 1.50 | |
| PHIL 207 | Business Ethics | 3.00 | |
| POL 203 | International Organizations | 3.00 | |
| SCEL | Science Requirement | 3.00 | |
| UT | 200-level Arts/Science elective with International content | 3.00 | |
| | | | 16.50 |
| Total Program Credit | | | 67.00 |

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

FACULTY

N. AMON

BA (Hons.)(Kent), MA (SFU)

M. BATTERSBY

BA (NYU), PhD (UBC) **on leave**

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) **Program Convenor**

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

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.

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|--|
| HIST 100 | History of the Ancient World |
| HIST 102 | Europe from the Reformation to the French Revolution |
| HIST 103 | Europe in the 19th and 20th Centuries |
| HIST 108 | Issues and Themes in U.S. History: 1607-1877 |
| HIST 109 | Issues and Themes in U.S. History: 1865-Present |
| HIST 110 | Canada Before Confederation |
| HIST 111 | Canada Since Confederation |
| HIST 205 | British Columbia |
| HIST 207 | Europe in the Middle Ages and Renaissance |
| HIST 208 | Canadian-American Relations |
| HIST 209 | History of the First Nations of Canada |
| HIST 210 | Introduction to Japanese History, 1550-1950 |
| HIST 230 | World History Since 1500 |

INTERDISCIPLINARY STUDIES

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

| | |
|----------|---|
| WMST 220 | Women and the Past: A Historical Survey |
|----------|---|

FACULTY

R. CAMPBELL

BA (California), MA (UBC), PhD (SFU)

N. DELAYEN

BA, MA (Sask.)

A. GEIGER-ADAMS

BA (Edison State), JD, MA (Washington)

H. JONES

BA (Hons.), MA (UBC)

M. LEGATES

BA (Wash.), MA, M.Phil., PhD (Yale)

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

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.

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.bccat.bc.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.

DIPLOMA IN THE HUMAN KINETICS PROGRAM (EXERCISE SCIENCE STREAM)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 9.00 |
| ENGL 100 | Composition | 3.00 | |
| HKIN 103 | Active Health | 3.00 | |
| HKIN 190 | Anatomy and Physiology I | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| BIOL1 | Biology | 3.00 | |
| CHEM1 | Chemistry | 3.00 | |
| MATH1 | Math | 3.00 | |
| PHYS1 | Physics | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.00 |
| HKIN 151 | Biomechanics I | 3.00 | |
| HKIN 161 | Leisure and Sport in Society | 3.00 | |
| HKIN 191 | Anatomy and Physiology II | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| BIOL1 | Biology | 3.00 | |
| CHEM1 | Chemistry | 3.00 | |
| MATH1 | Math | 3.00 | |
| PHYS1 | Physics | 3.00 | |
| | | | 15.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| HKIN 230 | Human Motor Behaviour I | 3.00 | |
| HKIN 275 | Exercise Physiology | 3.00 | |
| Choose 9.00 Credits from the following list: | | | 9.00 |
| HKIN 112 | Health and Human Nutrition | 3.00 | |
| HKIN 252 | Contemporary Health Issues | 3.00 | |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| UT | University Transfer 100 or 200 level | 3.00 | |
| UT | University Transfer 100 or 200 level | 3.00 | |
| UT | University Transfer 100 or 200 level | 3.00 | |
| | | | 15.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.00 |
| HKIN 231 | Mental Theories in Sport and Exercise | 3.00 | |
| HKIN 261 | Health, Policy and Society | 3.00 | |
| HKIN 284 | Human Growth and Development | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| HKIN 205 | Principles of Strength and Conditioning | 3.00 | |
| UT | University Transfer Elective | 3.00 | |
| UT | University Transfer Elective | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 60.00 |

DIPLOMA IN THE HUMAN KINETICS PROGRAM (PHYSICAL EDUCATION STREAM)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| ENGL 100 | Composition | 3.00 | |
| HKIN 103 | Active Health | 3.00 | |
| HKIN 116 | Performance Analysis of Selected Individual Sports and Activities I | 3.00 | |
| HKIN 190 | Anatomy and Physiology I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| HKIN 112 | Health and Human Nutrition | 3.00 | |
| UT | University Transfer Elective | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| HKIN 117 | Performance Analysis of Selected Individual Sports and Activities II | 3.00 | |
| HKIN 151 | Biomechanics I | 3.00 | |
| HKIN 161 | Leisure and Sport in Society | 3.00 | |
| HKIN 191 | Anatomy and Physiology II | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| UT | University Transfer Elective | 3.00 | |
| | | | 15.00 |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 9.00 |
| HKIN 216 | Performance Analysis of Selected Team Sports/Activities I | 3.00 | |
| HKIN 230 | Human Motor Behaviour I | 3.00 | |
| HKIN 275 | Exercise Physiology | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| HKIN 252 | Contemporary Health Issues | 3.00 | |
| UT | University Transfer 100 or 200 level | 3.00 | |
| UT | University Transfer 100 or 200 level | 3.00 | |
| | | | 15.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| HKIN 217 | Performance Analysis of Selected Team Sports/Activities II | 3.00 | |
| HKIN 231 | Mental Theories in Sport and Exercise | 3.00 | |
| HKIN 261 | Health, Policy and Society | 3.00 | |
| HKIN 284 | Human Growth and Development | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| HKIN 205 | Principles of Strength and Conditioning | 3.00 | |
| UT | University Transfer Elective | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 60.00 |

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

CONTACT

Human Kinetics Department
Sportsplex building, room 114

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

Phone: 604.983.7532
E-mail: mwilliam@capcollege.bc.ca

Japanese

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.

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.bccat.bc.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.

COURSES

| | |
|----------|--------------------------|
| JAPN 100 | Beginning Japanese I |
| JAPN 101 | Beginning Japanese II |
| JAPN 200 | Intermediate Japanese I |
| JAPN 201 | Intermediate Japanese II |

FACULTY

K. MITO
BA, MA (UBC)

Instructional Associates

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

Kinesiology

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.

UNIVERSITY TRANSFER CREDIT

Please refer to the online B.C. Transfer Guide at www.bccat.bc.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.

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.

COURSES

| | |
|---------|-----------------------------|
| KIN 142 | Introduction to Kinesiology |
| KIN 143 | 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

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|---|
| LING 100 | Introduction to General Linguistics: Language Structure |
| LING 101 | Introduction to General Linguistics: Language Use |
| LING 102 | Introduction to Practical Phonetics |
| 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

Mathematics and Statistics

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.

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 <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+ | | C+ | C | | B- | | | |
| 101 | C | | C | C- | | C+ | C- | | |
| 105 | | C | | B | | | C- | | |
| 107 | | C | | B | | | C- | | |
| 108 | | B | | | C+ | | | C- | C- |
| 116 | | A ¹ | | | B | | | C- | |
| 124 | | A ¹ | | | A | | | A | |
| 190 | C | | C | C+ | | B | C- | | |

¹or 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 120/127 or 120/125/134 or 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

UNIVERSITY TRANSFER CREDIT

Please refer to the online B.C. Transfer Guide at www.bccat.bc.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.

ASSOCIATE OF SCIENCE DEGREE IN MATHEMATICS

Associate of Science - Mathematics Specialization

| English requirement | | Course Credits | Required Credits |
|-------------------------------------|------------------------|----------------|------------------|
| Required Courses: | | | 6.00 |
| ENGL | English 100 level | 6.00 | |
| | | | 6.00 |
| Mathematics requirements - 1st year | | Course Credits | Required Credits |
| Required Courses: | | | 9.00 |
| MATH 116 | Calculus I | 3.00 | |
| MATH 124 | Discrete Mathematics I | 3.00 | |
| MATH 126 | Calculus II | 3.00 | |
| | | | 9.00 |

| Science requirements - 1st year | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Choose 4.00 Credits from the following list: | | | 4.00 |
| PHYS 108 | Basic Physics | 5.50 | |
| PHYS 110 | General Physics I | 4.00 | |
| PHYS 114 | Fundamental Physics I | 4.00 | |
| Choose 4.00 Credits from the following list: | | | 4.00 |
| PHYS 111 | General Physics II | 4.00 | |
| PHYS 115 | Fundamental Physics II | 4.00 | |
| Choose 7.00 Credits from the following list: | | | 7.00 |
| SCEL | 100-level Computer Science, Biology, Chemistry, Geology | 7.00 | |
| | | | 15.00 |
| Mathematics requirements - 2nd year | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.00 |
| MATH 200 | Linear Algebra | 3.00 | |
| MATH 230 | Calculus III | 3.00 | |
| MATH 235 | Introduction to Differential Equations | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| MATH 204 | Probability and Statistics for Applications | 3.00 | |
| MATH 205 | Introduction to Probability and Statistics | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| MATH 215 | Introduction to Analysis | 3.00 | |
| MATH 224 | Discrete Mathematics II | 3.00 | |
| | | | 15.00 |
| Science requirement - 2nd year | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| SCEL | 200 level or higher | 3.00 | |
| | | | 3.00 |
| Arts elective - 100 level or higher (excluding subjects that have transfer in both arts & science) | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 6.00 |
| | | | 6.00 |
| Elective - 100 level or higher | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 6.00 |
| | | | 6.00 |
| Total Program Credit | | | 60.00 |

COURSES

| | |
|----------|-------------------------------------|
| MATH 091 | Introductory Algebra |
| MATH 096 | Intermediate Algebra with Functions |

| | |
|----------|--|
| MATH 101 | Introduction to Statistics |
| MATH 102 | Statistical Methods |
| MATH 105 | Precalculus Mathematics |
| MATH 107 | Precalculus for Business and Social Sciences |
| MATH 108 | Calculus I for Business and Social Sciences |
| MATH 109 | Calculus II for Business and Social Sciences |
| MATH 116 | Calculus I |
| MATH 124 | Discrete Mathematics I |
| MATH 126 | Calculus II |
| MATH 152 | Linear Algebra and Differential Equations |
| MATH 190 | Mathematics for Elementary Teachers |
| MATH 200 | Linear Algebra |
| MATH 204 | Probability and Statistics for Applications |
| MATH 205 | Introduction to Probability and Statistics |
| MATH 215 | Introduction to Analysis |
| MATH 224 | Discrete Mathematics II |
| MATH 230 | Calculus III |
| MATH 231 | Calculus IV |
| MATH 235 | Introduction to Differential Equations |

FACULTY

I. AFFLECK

B.Sc. (Hons.) (Regina), PhD (SFU) **On leave**

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) **Coordinator of Mathematics and Statistics**

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

Music

GENERAL INFORMATION

Capilano College offers four music programs: a two-year Diploma of Music from the Bachelor of Music Transfer program, a two-year Diploma in Jazz Studies, a four-year Degree in Jazz Studies and a four-year Degree in Music Therapy.

CAREER OPPORTUNITIES

- Private Music Teacher – with the completion of the two year diploma program
- first two years toward a Music degree leading to a career in music education, performance or composition

UNIVERSITY TRANSFER

Capilano College offers the first two years of a Bachelor of Music Degree. 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. Students wishing to transfer to the Faculty of Arts at UBC, SFU, or UVic with a major in Music should take MUS. 100/101, 112/113, 120/121 in their first year, and MUS. 200/201, 212/213, 220/221 in their second year. Capilano College students have also received transfer credit to the following universities: Alberta, Calgary, Dalhousie, Regina, Brandon, York, Guelph, Western Ontario, McGill and Western Washington.

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: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Audition
- Theory test
- Ear test

- Interview

Note

Entering students should have a basic knowledge of music rudiments (approximately at the level of Toronto Conservatory Rudiments II).

Students entering on piano must be at a grade 10 level (Toronto Conservatory). Piano students who require a qualifying term may enrol in other courses.

Students entering in composition must have a working knowledge of diatonic harmony.

Students entering in voice or instruments other than piano must have a performance level acceptable to the faculty.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

ADMISSIONS PROCEDURE

1. Participate in a private interview with the music coordinator or a program instructor.
2. Write a theory placement test and take an ear test.
3. Play an audition on their major instrument: this will consist of two contrasting pieces, technique, and sight reading.
4. Write the Capilano College English Diagnostic Test (EDT) or the Provincial LPI. See the EDT information in the Registration section in this Calendar. Please try to have your EDT or LPI mark before your audition and interview.
5. All interviews, auditions and placement tests are held in May, June, and August.

GRADUATION REQUIREMENTS

The complete program requirements must be successfully completed to receive a Diploma in Music Transfer.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

BACHELOR OF MUSIC TRANSFER PROGRAM

Diploma in the Music Transfer Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|----------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 12.50 |
| ENGL 100 | Composition | 3.00 | |
| MUS 100 | Theory I | 3.00 | |
| MUS 112 | Ear Training and Sight Singing I | 1.50 | |
| MUS 120 | Music History I | 3.00 | |
| PMI1 | Private Music Instruction | 2.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| MUS 114 | Class Piano I | 1.00 | |
| PMI151 | B. Music Piano | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSM 100 | Choir - Ensemble I | 2.00 | |
| ENSM110 | Instrumental Ensemble I | 2.00 | |
| | | | 15.50 |

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 9.50 |
| MUS 101 | Theory II | 3.00 | |
| MUS 113 | Ear Training and Sight Singing II | 1.50 | |
| MUS 121 | Music History II | 3.00 | |
| PMI2 | Private Music Instruction | 2.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL 103 | Studies in Contemporary Literature | 3.00 | |
| ENGL 104 | Fiction | 3.00 | |
| ENGL 105 | Poetry | 3.00 | |
| ENGL 106 | Drama | 3.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| MUS 115 | Class Piano II | 1.00 | |
| PMI251 | B. Music Piano | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSM 150 | Choir - Ensemble II | 2.00 | |
| ENSM 160 | Instrumental Ensemble II | 2.00 | |
| | | | 15.50 |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 9.50 |
| MUS 200 | Theory III | 3.00 | |
| MUS 212 | Ear Training and Sight Singing III | 1.50 | |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------------------|-----------------------|-------------------------|
| MUS 220 | Music History III | 3.00 | |
| PMI3 | Private Music Instruction | 2.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL2 | 200-level English | 3.00 | |
| UT | Arts Elective | 3.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| MUS 214 | Class Piano III | 1.00 | |
| PMI351 | B. Music Piano | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSM 200 | Choir Ensemble III | 2.00 | |
| ENSM 210 | Instrumental Ensemble III | 2.00 | |
| | | | 15.50 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.50 |
| MUS 201 | Theory IV | 3.00 | |
| MUS 213 | Ear Training and Sight Singing IV | 1.50 | |
| MUS 221 | Music History IV | 3.00 | |
| PMI4 | Private Music Instruction | 2.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL2 | 200-level English | 3.00 | |
| UT | Arts Elective | 3.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| MUS 215 | Class Piano IV | 1.00 | |
| PMI451 | B. Music Piano | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSM 250 | Choir Ensemble IV | 2.00 | |
| ENSM 260 | Instrumental Ensemble IV | 2.00 | |
| | | | 15.50 |
| Voice concentrators are required to take MUS 122 & 123 the year it is offered. These courses are 2 credits in total. Voice concentrators will graduate with 64.00 credits in total. | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| MUS 122 | Lyric Diction I | 1.00 | |
| MUS 123 | Lyric Diction II | 1.00 | |
| | | | 0.00 |
| Total Program Credit | | | 62.00 |

Please Note

- Electives: UT or PMI.

Suggestions: MUS 360/361, THTR 116/117, THTR 216/217, 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

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 12.50 |
| ENGL 100 | Composition | 3.00 | |
| MUS 100 | Theory I | 3.00 | |
| MUS 112 | Ear Training and Sight Singing I | 1.50 | |
| MUS 120 | Music History I | 3.00 | |
| PMI1 | Private Music Instruction | 2.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| MUS 114 | Class Piano I | 1.00 | |
| PMI151 | B. Music Piano | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSM 100 | Choir - Ensemble I | 2.00 | |
| ENSM110 | Instrumental - Ensemble I | 2.00 | |
| | | | 15.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.50 |
| MUS 101 | Theory II | 3.00 | |
| MUS 113 | Ear Training and Sight Singing II | 1.50 | |
| MUS 121 | Music History II | 3.00 | |
| PMI2 | Private Music Instruction | 2.00 | |
| PSYC 100 | Introduction to Psychology | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL 103 | Studies in Contemporary Literature | 3.00 | |
| ENGL 104 | Fiction | 3.00 | |
| ENGL 105 | Poetry | 3.00 | |
| ENGL 106 | Drama | 3.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| MUS 115 | Class Piano II | 1.00 | |
| PMI251 | B. Music Piano | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSM 150 | Choir - Ensemble II | 2.00 | |
| ENSM 160 | Instrumental Ensemble II | 2.00 | |
| | | | 18.50 |

It is recommended that students take PSYC101 during the summer between second and third terms

| | <i>Course Credits</i> | <i>Required Credits</i> |
|-------------------------------------|-----------------------|-------------------------|
| Required Courses: | | 3.00 |
| PSYC 101 Theories of Behaviour | 3.00 | |
| | | 3.00 |

Third Term

Required Courses:

| | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| BIOL 104 Human Biology I | 4.00 | |
| MUS 200 Theory III | 3.00 | |
| MUS 212 Ear Training and Sight Singing III | 1.50 | |
| MUS 220 Music History III | 3.00 | |
| PMI3 Private Music Instruction | 2.00 | |

Choose 1.00 Credits from the following list:

| | | |
|------------------------------|------|--|
| MUS 214 Class Piano III | 1.00 | |
| PMI351 B. Music Piano | 1.00 | |

Choose 3.00 Credits from the following list:

| | | |
|--|------|--|
| PSYC 200 Social Psychology | 3.00 | |
| PSYC 203 History of Psychology | 3.00 | |
| PSYC 204 Developmental Psychology | 3.00 | |
| PSYC 205 The Psychology of Aging | 3.00 | |
| PSYC 206 Adolescent Psychology | 3.00 | |
| PSYC 220 Theories of Personality | 3.00 | |
| PSYC 225 Biopsychology of Behaviour | 3.00 | |
| PSYC 230 Cognitive Psychology | 3.00 | |

Choose 2.00 Credits from the following list:

| | | |
|---|------|--|
| ENSM 200 Choir Ensemble III | 2.00 | |
| ENSM 210 Instrumental Ensemble III | 2.00 | |

19.50

Fourth Term

Required Courses:

| | | |
|--|------|--|
| MUS 201 Theory IV | 3.00 | |
| MUS 213 Ear Training and Sight Singing IV | 1.50 | |
| MUS 221 Music History IV | 3.00 | |
| PMI4 Private Music Instruction | 2.00 | |

Choose 1.00 Credits from the following list:

| | | |
|-----------------------------|------|--|
| MUS 215 Class Piano IV | 1.00 | |
| PMI451 B. Music Piano | 1.00 | |

Choose 3.00 Credits from the following list:

| | | |
|-------------------------------------|------|--|
| PSYC 200 Social Psychology | 3.00 | |
| PSYC 203 History of Psychology | 3.00 | |

| Fourth Term | | Course Credits | Required Credits |
|---|----------------------------|-----------------------|-------------------------|
| PSYC 204 | Developmental Psychology | 3.00 | |
| PSYC 205 | The Psychology of Aging | 3.00 | |
| PSYC 206 | Adolescent Psychology | 3.00 | |
| PSYC 220 | Theories of Personality | 3.00 | |
| PSYC 225 | Biopsychology of Behaviour | 3.00 | |
| PSYC 230 | Cognitive Psychology | 3.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSM 250 | Choir Ensemble IV | 2.00 | |
| ENSM 260 | Instrumental Ensemble IV | 2.00 | |
| | | | 15.50 |
| Voice concentrators are required to take MUS 122 & 123 the year it is offered. These courses are 2 credits in total. Voice concentrators will graduate with 74.00 credits in total | | | |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| MUS 122 | Lyric Diction I | 1.00 | |
| MUS 123 | Lyric Diction II | 1.00 | |
| | | | 0.00 |
| Total Program Credit | | | 72.00 |

Please Note

- Electives: UT or PMI.

Suggestions: MUS 360/361, THTR 116/117, THTR 216/217, JAZZ, PMI, PSYC, AHIS, PHIL.

For a description of the Music Therapy program, see the Music Therapy program section of this Calendar.

FACULTY

M. ARMANINI

ARCT (Toronto), B.Mus., M.Mus. (UBC)

J. BERKMAN

B.Mus. (Oberlin), M.Mus. (Juilliard)

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)
- 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), **Coordinator**
- S. WOODYARD
B.Mus. (UVic)

CONTACT

Bachelor of Music Transfer Program
Fir building, room 101

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

Phone: 604.984.4951
E-mail: music@capcollege.bc.ca

Philosophy

GENERAL INFORMATION

Critical thinking is taught in all philosophy courses. 200 level courses have no prerequisites with the exception of PHIL 211.

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|---|
| PHIL 101 | Introductory Philosophy: Ethics |
| PHIL 102 | Introductory Philosophy: Knowledge and Reality |
| PHIL 110 | Critical Thinking |
| PHIL 117 | Philosophy of Religion |
| PHIL 120 | Scientific Reasoning |
| PHIL 140 | Philosophy and Law: Introduction to Canadian Law |
| PHIL 141 | Philosophy and Law: Introduction to Criminal Justice System |
| PHIL 150 | History of Philosophy: Ancient and Medieval |
| PHIL 151 | History of Philosophy: Modern |
| PHIL 200 | Political Philosophy: Classic Theories |
| PHIL 201 | Political Philosophy: Problems and Issues |
| PHIL 202 | Introduction to Formal Logic |
| PHIL 207 | Business Ethics |
| PHIL 208 | Environmental Ethics |
| PHIL 209 | Biomedical Ethics |
| PHIL 211 | Metaphysics and Epistemology |
| PHIL 220 | Philosophy in Literature |
| PHIL 221 | Existentialism in Literature |
| PHIL 222 | Philosophy of Culture (Aesthetics) |
| PHIL 230 | Minds, Brains, and Machines |
| PHIL 240 | Philosophy and Gender Relations |
| PHIL 242 | Philosophy of Human Nature |

SPECIALIZATION IN APPLIED ETHICS

To qualified for an Applied Ethics Speciality, 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 specialization 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 specialization 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 specialization in applied ethics added to your Associate of Arts degree at the time of graduation.

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

Physics

GENERAL INFORMATION

All first-year physics courses except PHYS 106 and PHYS 116 include a weekly two-hour laboratory period. The cost of labs is included in the course tuition fee except for lab manuals. Students may also earn an Associate of Science degree with a concentration in physics. For more information, see Associate of Arts and Science Degree in Arts and Sciences: General Information.

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.bccat.bc.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.

RECOMMENDED SEQUENCE FOR MAJOR IN PHYSICS

FIRST YEAR

- PHYS 114/115 (preferred) or 110/111 or 108/111
- CHEM 110/111
- MATH 116 and 126
- ENGL (six credits)
- Non-science Elective or Geology, Biology or Computing Science (six credits)

SECOND YEAR

- 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 IN PHYSICS

Associate of Science Degree - Physics Specialization

| | | |
|---|-----------------------|-------------------------|
| English requirements | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 6.00 |
| ENGL English 100 level | 6.00 | |
| | | 6.00 |
| Mathematics requirements | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 15.00 |

| Mathematics requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| MATH 116 | Calculus I | 3.00 | |
| MATH 126 | Calculus II | 3.00 | |
| MATH 200 | Linear Algebra | 3.00 | |
| MATH 230 | Calculus III | 3.00 | |
| MATH 235 | Introduction to Differential Equations | 3.00 | |
| | | | 15.00 |
| Physics requirements-Students who do not have Physics 12 should take PHYS 104,114 & 115 | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 8.00 |
| PHYS 114 | Fundamental Physics I | 4.00 | |
| PHYS 115 | Fundamental Physics II | 4.00 | |
| Required Courses: | | | 14.00 |
| PHYS 200 | Thermal Physics and Waves | 3.00 | |
| PHYS 201 | Electricity and Magnetism | 3.00 | |
| PHYS 210 | Physics Laboratory I | 1.00 | |
| PHYS 211 | Physics Laboratory II | 1.00 | |
| PHYS 218 | Computational Physics | 3.00 | |
| PHYS 222 | Mechanics | 3.00 | |
| | | | 22.00 |
| Science requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| SCEL | 100 Level (excluding physics & max 8 cr in one subject area) | 12.00 | |
| | | | 12.00 |
| Arts electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 1.00 |
| | | | 1.00 |
| Arts electives - 100 level or higher (excluding subjects that have transfer credit in both Arts & Science) | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 6.00 |
| | | | 6.00 |
| Total Program Credit | | | 62.00 |

COURSES

| | |
|----------|---------------------------|
| PHYS 104 | Principles of Physics |
| PHYS 106 | Introduction to Astronomy |
| PHYS 107 | Introductory Astronomy |
| PHYS 108 | Basic Physics |
| PHYS 110 | General Physics I |

| | |
|----------|---------------------------|
| PHYS 111 | General Physics II |
| PHYS 114 | Fundamental Physics I |
| PHYS 115 | Fundamental Physics II |
| PHYS 116 | Fundamental Physics III |
| PHYS 200 | Thermal Physics and Waves |
| PHYS 201 | Electricity and Magnetism |
| PHYS 210 | Physics Laboratory I |
| PHYS 211 | Physics Laboratory II |
| PHYS 218 | Computational Physics |
| PHYS 222 | Mechanics |

FACULTY

M. FREEMAN

B.Sc. (Hons.) (UBC), M.Sc. (Cal. Tech.), PhD (UBC)

S. GREENSPOON

B.Sc. (Hons.) (McGill), M.Sc., PhD (Waterloo), **Convenor of Physics**

F. PARVAZ

B.Sc. (Tehran), M.S. Dip. (San Diego State)

B. SADLIK

B.Sc. (UBC), M.Sc. (SFU)

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

RESEARCH ASSOCIATE

M. CRENSHAW

B.Sc. (Kansas State), BA (Evergreen), Physics Holography Research Lab

CONTACT

Physics Department
Fir building, room 471

Capilano College
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North Vancouver, B.C. V7J 3H5

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E-mail: physics@capcollege.bc.ca

physics.capcollege.bc.ca

Political Studies

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.

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.bccat.bc.ca for further information.

COURSES

| | |
|---------|---|
| POL 100 | Introduction to Politics and Government |
| POL 102 | Comparative Government |
| POL 104 | Canadian Government |
| POL 110 | An Introduction to Western Political Thought |
| POL 111 | Contemporary Ideologies |
| POL 201 | International Relations |
| POL 202 | Government and Politics of British Columbia |
| POL 203 | International Organizations |
| POL 204 | Canadian Public Policy |
| POL 206 | Scope and Methods of Political Analysis |
| POL 207 | Selected Issues in Contemporary Social and Political Theory |
| POL 208 | Aboriginal Politics in Canada |
| POL 222 | 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. SCHOOLS

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
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Psychology

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: <http://merlin.capcollege.bc.ca/psych>

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.bccat.bc.ca for further information.

COURSES

| | |
|----------|----------------------------|
| PSYC 100 | Introduction to Psychology |
| PSYC 101 | Theories of Behaviour |
| PSYC 200 | Social Psychology |

| | |
|----------|-----------------------------------|
| PSYC 201 | Group Dynamics |
| PSYC 203 | History of Psychology |
| PSYC 204 | Developmental Psychology |
| PSYC 205 | The Psychology of Aging |
| PSYC 206 | Adolescent Psychology |
| PSYC 212 | Research Methods in Psychology |
| PSYC 213 | Statistical Methods in Psychology |
| PSYC 220 | Theories of Personality |
| PSYC 222 | Abnormal Psychology |
| PSYC 225 | Biopsychology of Behaviour |
| PSYC 230 | Cognitive Psychology |

INTERDISCIPLINARY STUDIES

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

| | |
|----------|----------------------|
| WMST 110 | Women and Psychology |
|----------|----------------------|

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)

A. KRONLUND

BA (U. of Toronto), 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)

W. WEIR

BA (Hons.) (York), MA, PhD (UBC)

C. ZASKOW

BA (UBC), MA, PhD (SFU)

CONTACT

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Sociology

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.

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.bccat.bc.ca for further information.

COURSES

| | |
|---------|----------------------------------|
| SOC 100 | Social Structures |
| SOC 101 | Concepts and Theories of Society |
| SOC 200 | Canadian Society |
| SOC 201 | British Columbia Society |
| SOC 210 | Current Social Issues |
| SOC 211 | Sociology of the Third World |
| SOC 222 | Sociology of the Arts |
| SOC 223 | 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)

C. HATHAWAY

BA (SUNY), MA (Wash U)

R. ISOLA

BA, MA (SFU)

CONTACT

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E-mail: socsci@capcollege.bc.ca

Spanish

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.

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.bccat.bc.ca for further information.

SFU

Students who wish to proceed to SFU and to pursue further courses in Spanish are reminded of the present equivalency standards. Elective credit will be given at SFU for all Capilano College Spanish courses. Exemption from and placement in higher courses are determined by the results of a placement test or other assessment procedure. As a result of the

placement test, area credit may be granted which would count toward a major in Spanish. Courses which do not qualify toward a major will be awarded elective credit only.

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.

COURSES

| | |
|----------|-------------------------|
| SPAN 100 | Beginning Spanish I |
| SPAN 101 | Beginning Spanish II |
| SPAN 200 | Intermediate Spanish I |
| SPAN 201 | Intermediate Spanish II |

FACULTY

E. PEREIRA
BA, MA (UBC)

Instructional Associate

K. MATTSON
BA (Hons.) (SFU), Licenciatura (Barcelona)

CONTACT

Spanish Department
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Women's 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.bccat.bc.ca for further information.

COURSES

| | |
|----------|---|
| WMST 100 | Introduction to Women's Studies |
| WMST 102 | Political Economy of Women |
| WMST 104 | Women Writers and Feminist Criticism |
| WMST 106 | Contemporary American Women Writers |
| WMST 108 | Women and the Law |
| WMST 110 | Women and Psychology |
| WMST 113 | Women in Politics |
| WMST 115 | Women and Geography |
| WMST 122 | Women in Anthropology |
| WMST 124 | Women and Health |
| WMST 126 | Women and Religion |
| WMST 130 | Women and Art |
| WMST 140 | Women, Science and Technology |
| WMST 150 | Popular Culture and Gender |
| WMST 220 | 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)
- K. LIND
BA, MA (UBC)
- J. MIKITA
BA, MA (SFU)
- S. SEEKINS
BA, MA (UBC)
- A. WESTCOTT
BA (Alberta), MA (Queen's), PhD (Toronto)

CONTACT

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Career/Vocational Programs

General Information

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.

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)

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.

Aboriginal Film and Television Production Training

In this section you will find information on the following programs:

- Aboriginal Film and Television Production Training Program
- Aboriginal Film and Television Production Advanced Training Program

GENERAL

The Aboriginal Film and Television Production (AFTP) 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.

The original Certificate program has now been expanded and a second year (Aboriginal Film and Television Production Advanced program) has been added. Students successfully completing the first year receive a Certificate; those completing both years receive a Diploma; those completing only the second year receive an Advanced Certificate.

APPLICATIONS

Application packages can be obtained by contacting: Aboriginal Film and Television Production Program, Film Centre.

ABORIGINAL FILM AND TELEVISION PRODUCTION TRAINING PROGRAM

The first year program runs for 28 weeks, from September to April. 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.

Admission Requirements

- 18 years of age or older
- Grade 12 or equivalent, or mature student status
- Demonstrated English conversation and writing skills
- Personal interview
- Aptitude and desire to work in the television and film industry

Since course work involves the use of computers for word processing, scriptwriting and digital editing, basic computer literacy is necessary. If you are unfamiliar with computers, you will benefit from computer training before enrolling.

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Aboriginal Film & Television Production Training Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| AFTP 120 | Aboriginal Visual and Media History Foundations | 2.50 | |
| AFTP 121 | Aboriginal Production/Post-Production-Technical-Shooting | 1.50 | |
| AFTP 122 | Aboriginal Production/Post-Production-Technical-Editing | 1.50 | |
| AFTP 123 | Aboriginal Production/Post Production-Technical-Sound Recording | 1.00 | |
| AFTP 124 | Aboriginal Production/Post Production-Technical-Sound Editing/Mixing | 1.50 | |
| AFTP 125 | Aboriginal Film and TV Production-Combined Sound and Picture | 1.50 | |
| AFTP 127 | Aboriginal Storytelling and Fact-based Production | 4.00 | |
| AFTP 131 | Aboriginal Personal Professional Development | 1.50 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |

| Second Term | | Course Credits | Required Credits |
|-----------------------------|--|-----------------------|-------------------------|
| AFTP 126 | Aboriginal Storytelling and Dramatic Scriptwriting | 4.00 | |
| AFTP 128 | Aboriginal Production, Planning and Management | 2.00 | |
| AFTP 129 | Aboriginal Production/Post-Production | 7.50 | |
| AFTP 130 | Aboriginal Production Practicum | 1.50 | |
| AFTP 131 | Aboriginal Personal Professional Development | | |
| | | | 15.00 |
| Total Program Credit | | | 30.00 |

ABORIGINAL FILM AND TELEVISION PRODUCTION ADVANCED TRAINING PROGRAM

The second year program runs for 28 weeks, from September to April. This is an advanced program, building on the skills and knowledge acquired in the first year, including linkage between film/television production, Aboriginal history and Aboriginal art and media history. Advanced courses cover both above-the-line (producer, writer, director) and below-the-line (technical – camera, lighting, sound, post-production), coupled with extensive practical project work involving all aspects of production, particularly independent production. Students further develop their knowledge of the industry and of their potential role within it and refine the skills needed to succeed.

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.

The second year leads to either a Diploma or an Advanced Certificate in Aboriginal Film and Television Production. The difference between the two is explained in the "Admission Requirements" section.

Admission Requirements

Second Year Diploma Program

- Successful completion of the first year Aboriginal Film and Television Production Certificate program, and
- Personal Interview

Second Year Advanced Certificate Program

- Successful completion of basic production training, coupled with practical production training equivalent to the first-year Aboriginal Film and Television Production program, or
- Demonstrated relevant professional production experience sufficient to equal the level of knowledge and skills normally attained through our first-year program, and
- Personal interview.

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Aboriginal Film and Television Production Advanced Training Program

| Aboriginal Film & TV Certificate | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 30.00 |
| AFTP | Aboriginal Film & TV Production Training Program Certificate | 30.00 | |
| | | | 30.00 |
| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 17.50 |
| AFTP 220 | Aboriginal Visual and Media History | 1.50 | |
| AFTP 221 | Aboriginal Production/Post-Production - Technical | 7.50 | |
| AFTP 222 | Aboriginal Storytelling and Dramatic Scriptwriting | 3.50 | |
| AFTP 223 | Aboriginal Storytelling and Factual Production | 3.50 | |
| AFTP 231 | Aboriginal Personal and Professional Development | 1.50 | |
| | | | 17.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.50 |
| AFTP 224 | Aboriginal Independent Production | 1.50 | |
| AFTP 225 | Aboriginal Production/Post Production | 9.00 | |
| AFTP 226 | Aboriginal Production Practicum | 2.00 | |
| AFTP 231 | Aboriginal Personal and Professional Development | | |
| | | | 12.50 |
| Total Program Credit | | | 60.00 |

FACULTY

J. BEAR
Instructor

J. CRICK
Coordinator

M.L. GEORGE
Lab Supervisor

P. GUMMERSON
Instructor

G. HENRY
Instructor

D. HOWELL
Instructor

D. MANUEL
Instructor

L. TODD
Instructor

J. WHEELER

Instructor

C. WILLIAMS

Instructor

There will also be a number of additional prominent guest speakers from the Aboriginal production and broadcast sector.

CONTACT

Aboriginal Film and Television Production Program

Jackson Crick

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: jcrick@capcollege.bc.ca

Accounting Assistant Program

THE PROGRAM

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.

ADMISSION REQUIREMENTS

- Completion of Grade 12 or equivalent or mature student status.
- Applicants must attend an information meeting or make an appointment with a faculty member or program convenor.
- SLEP test for ESL students (college level required).

Note

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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ACCOUNTING ASSISTANT PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| BTEC 111 | Business English I | 3.00 | |
| BTEC 115 | Business Systems and Procedures | 3.00 | |
| BTEC 117 | Accounting Procedures I | 3.00 | |
| BTEC 124 | Comprehensive Computer Applications | 6.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 13.50 |
| BTEC 149 | Financial Computer Applications | 3.00 | |
| BTEC 211 | Business Writing | 3.00 | |
| BTEC 217 | Accounting Procedures II | 3.00 | |
| BTEC 220 | Accounting Procedures III | 1.50 | |
| BTEC 252 | Organizational Behaviour | 3.00 | |
| | | | 13.50 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 4.50 |
| BTEC 215 | Computerized Accounting for Accounting Programs | 3.00 | |
| BTEC 300 | Directed Work Experience | 1.50 | |
| | | | 4.50 |
| Optional Course | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| BTEC 112 | Language Skill Development | 1.50 | |
| | | | 0.00 |
| Total Program Credit | | | 33.00 |

FACULTY

M. CRAGG

BA Law (Durham), B.C. Teaching Cert.

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)

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CONTACT

Accounting Assistant Program

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E-mail: abt@capcollege.bc.ca

Accounting Support Program

THE PROGRAM

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.

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

- Completion of Grade 12 or equivalent or mature student status.
- Applicants must attend an information meeting or make an appointment with a faculty member or program convenor.
- Applicants must submit transcripts as required by the College.
- SLEP test for ESL students (college level required).

Note

While a student might meet the English requirements for the Accounting Support Program, other departments or programs within the College might require a TOEFL, EDT or LPI.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ACCOUNTING SUPPORT PROGRAM

| First Term | | Course Credits | Required Credits |
|--------------------------|-------------------------------------|----------------|------------------|
| Required Courses: | | | 19.50 |
| BTEC 111 | Business English I | 3.00 | |
| BTEC 112 | Language Skill Development | 1.50 | |
| BTEC 115 | Business Systems and Procedures | 3.00 | |
| BTEC 117 | Accounting Procedures I | 3.00 | |
| BTEC 124 | Comprehensive Computer Applications | 6.00 | |

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---|-----------------------|-------------------------|
| BTEC 217 | Accounting Procedures II | 3.00 | |
| | | | 19.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 4.50 |
| BTEC 215 | Computerized Accounting for Accounting Programs | 3.00 | |
| BTEC 217 | Accounting Procedures II | | |
| BTEC 300 | Directed Work Experience | 1.50 | |
| | | | 4.50 |
| Total Program Credit | | | 24.00 |

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 of Conn.) MBA (N. Eastern 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

- Faye Ulker
Clerk Typist
- Colleen Liptaj
Divisional Assistant

CONTACT

Accounting Support 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

Advanced Arts and Entertainment Management

THE PROGRAM

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.

ADMISSION REQUIREMENTS

- 2 years of post-secondary education
- English Language Requirement, TOEFL / ELA / IELTS / CAEL, for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6. SLEP test at college level for ESL students, or CAEL requirement = 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). Prior to the interview, students should forward their transcripts and a résumé to the Department and should complete an application to the College.

Admission to Open Courses and Part-Time Studies in the Advanced Program

Students may wish to take more time than scheduled to complete their program studies. If seats are available, it may be possible to design an individualized completion schedule. This is particularly suitable for those working in the field who want to upgrade their skills.

Students may register in individual courses subject to availability of seats and a successful interview. Contact the Visual and Performing Arts Office to arrange for an interview. Prior to the interview, students not currently enrolled at the College 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. Alternatively, Application for Admission forms may be downloaded from 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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE ADVANCED ARTS AND ENTERTAINMENT MANAGEMENT PROGRAM

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 9.00 |
| AEM 345 Media Relations, Marketing and Promotion | 1.50 | |
| AEM 346 Organizational Structures in Arts and Entertainment Management | 1.50 | |
| AEM 347 Financial Management in Arts and Entertainment | 1.50 | |
| AEM 348 Resource Development: Grantsmanship, Sponsorship and Fundraising | 1.50 | |
| AEM 349 Fundamentals of Artist Development | 1.50 | |
| AEM 350 Production and Tour Management | 1.50 | |
| | | 9.00 |
| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 12.00 |
| AEM 340 Practicum in Arts and Entertainment Management I | 12.00 | |
| | | 12.00 |
| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 12.00 |
| AEM 341 Practicum in Arts and Entertainment Management II | 12.00 | |
| | | 12.00 |
| Second or Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 1.00 |
| AEM 351 Audience Services Practicum and Computer Applications | 1.00 | |
| | | 1.00 |
| Total Program Credit | | 34.00 |

FACULTY

L. BAXTER
 BA (Hons) (Queen's), MBA (UBC)

F. BLACK

BFA (SFU), BA (UVic), **Coordinator**

A. HARRIS

Cert. in Advanced Arts and Entertainment Management (Capilano College)

E. LANCASTER

Diploma in Journalism (Langara), BA (UBC)

B. NORMAN

E. O'DAY

Dip. Communications (Camosun), BA (Pittsburgh)

D. PRICE

BA (SFU), MFA (UBC)

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

Animation

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

INFORMATION FOR PROSPECTIVE STUDENTS

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.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

APPLICATION DEADLINES

The application deadline for all animation programs is April 24, 2006.

INFORMATION MEETINGS

Please contact the department at 604.983.7516 for dates and times or check out our web site at: www.gradshow.com

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.

PROFESSIONAL STANDARDS

All Animation students are required to adhere to high standards of academic performance and professional behaviour.

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 will introduce students to the process of creating traditional and computer animation. Participants will have an opportunity to learn and practice animation techniques through hands-on exercises. The following topic areas will be 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 do not have BC Secondary School graduation (grade 12) or equivalent must be at least 18 years of age and have completed a minimum of grade 11 or equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement CAEL = 70.
- Portfolio submission
- Interview

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Citation in the Animation Fundamentals Program

| First Term | | Course Credits | Required Credits |
|-----------------------------|---------------------------------|----------------|------------------|
| Required Courses: | | | 7.50 |
| ANIM 010 | Animation Principles and Timing | 2.25 | |
| ANIM 020 | Design Basics for Animation | 2.25 | |
| ANIM 030 | Drawing for Animation | 1.50 | |
| ANIM 040 | Digital Animation | 1.50 | |
| Total Program Credit | | | 7.50 |

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

- B.C. 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: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70..

- Portfolio submission
- Interview

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Graduation Requirements

In order to graduate from the Commercial Animation program, the student must successfully complete all the component courses.

Diploma in the Commercial Animation Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 16.50 |
| ANIM 111 | Animation Drawing I | 6.00 | |
| ANIM 112 | Animation Design I | 2.25 | |
| ANIM 113 | Life Drawing for Animation I | 3.00 | |
| ANIM 114 | History of Character Animation | 2.25 | |
| CMNS 115 | Communications for Animation | 3.00 | |
| | | | 16.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| ANIM 120 | Directing for Animation | 1.50 | |
| ANIM 121 | Animation Drawing II | 6.00 | |
| ANIM 122 | Animation Design II | 1.50 | |
| ANIM 123 | Life Drawing for Animation II | 3.00 | |
| ANIM 124 | Anatomy for Animation | 1.50 | |
| ANIM 126 | Layout Design I | 1.50 | |
| | | | 15.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| ANIM 231 | Animation Drawing III | 4.50 | |
| ANIM 232 | Storyboard Design | 3.00 | |
| ANIM 233 | Life Drawing for Animation III | 3.00 | |
| ANIM 234 | Computer Animation | 3.00 | |
| ANIM 236 | Layout Design II | 3.00 | |
| | | | 16.50 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |

| Fourth Term | | Course Credits | Required Credits |
|-----------------------------|-------------------------------|----------------|------------------|
| ANIM 241 | Animation Drawing IV | 3.00 | |
| ANIM 242 | Major Projects | 3.00 | |
| ANIM 243 | Life Drawing for Animation IV | 3.00 | |
| ANIM 245 | Colour and Media | 3.00 | |
| | | | 12.00 |
| Total Program Credit | | | 60.00 |

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 will have an opportunity to learn and practise computer animation, modeling, texturing and sculpture techniques through hands-on exercises. The following topic areas will be 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

- B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student Status.
- Applicants who do not have B.C. Secondary School graduation (grade 12) or equivalent must be at least 18 years of age and have completed a minimum of grade 11 or equivalent.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Portfolio submission
- Interview
- Computer graphics experience required

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Citation in the Computer Animation & Visual Effects Program

| First Term | | Course Credits | Required Credits |
|-----------------------------|--------------------------------|----------------|------------------|
| Required Courses: | | | 7.50 |
| DIGI 010 | Computer Animation Basics | 3.00 | |
| DIGI 020 | Modeling and Texturing | 3.00 | |
| DIGI 030 | Character Design and Sculpture | 1.50 | |
| Total Program Credit | | | 7.50 |

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 will 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

- B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student Status.
- Diploma's in Commercial Animation are accepted first. Students 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: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Portfolio submission
- Letter of intent
- Interview

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Graduation Requirements

In order to graduate from the Digital Animation Program, the students must successfully complete all the component courses.

Certificate in the Digital Animation Program

| First Term | | Course Credits | Required Credits |
|-----------------------------|----------------------------|----------------|------------------|
| Required Courses: | | | 18.00 |
| DIGI 311 | 3-D Character Animation I | 6.00 | |
| DIGI 312 | 3-D Design I | 4.50 | |
| DIGI 313 | Drawing and Design I | 2.25 | |
| DIGI 314 | Animation Principles I | 2.25 | |
| DIGI 315 | Animation Production I | 3.00 | |
| | | | 18.00 |
| Second Term | | Course Credits | Required Credits |
| Required Courses: | | | 18.00 |
| DIGI 321 | 3-D Character Animation II | 6.00 | |
| DIGI 322 | 3-D Design II | 4.50 | |
| DIGI 323 | Drawing and Design II | 2.25 | |
| DIGI 324 | Animation Principles II | 2.25 | |
| DIGI 325 | Animation Production II | 3.00 | |
| | | | 18.00 |
| Total Program Credit | | | 36.00 |

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

Program Assistant

CONTACT

Animation

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

www.gradshow.com

Applied Business Technology Online Program

THE PROGRAM

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. Click on Programs/Courses, then on Applied Business Technology.

ADMISSION REQUIREMENTS

- Completion of Grade 12 or equivalent or Mature Student status.
- SLEP test for ESL students — college level is required.

Note

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 PROCEDURES

Application may be done at any time. Application for admission forms are available online at www.capcollege.bc.ca/admission. 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. Click on Programs/Courses, then on Applied Business Technology.

FEEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

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.

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ACCOUNTING FUNDAMENTALS PROGRAM

| Certificate Requirements | | Course Credits | Required Credits |
|--------------------------|--------------------------------------|----------------|------------------|
| Required Courses: | | | 18.00 |
| ABTO 100 | Online Learner Success | 0.00 | |
| ABTO 114 | Spreadsheets I | 1.50 | |
| ABTO 120 | Business English | 3.00 | |
| ABTO 130 | Business Calculators and Mathematics | 1.50 | |
| ABTO 131 | Accounting Level I | 3.00 | |
| ABTO 132 | Accounting Level II | 3.00 | |
| ABTO 133 | Spreadsheets II | 1.50 | |

| Certificate Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|---------------------------------|-------------------------|-----------------------|-------------------------|
| ABTO 134 | Computerized Accounting | 3.00 | |
| ABTO 141 | Job Search | 1.50 | |
| Total Program Credit | | | 18.00 |

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - ADMINISTRATIVE FUNDAMENTALS PROGRAM

| Certificate Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 15.75 |
| ABTO 100 | Online Learner Success | 0.00 | |
| ABTO 102 | Administrative Procedures | 1.50 | |
| ABTO 103 | Records Management | 1.50 | |
| ABTO 111 | Word Processing I | 1.50 | |
| ABTO 113 | Word Processing II | 1.50 | |
| ABTO 114 | Spreadsheets I | 1.50 | |
| ABTO 115 | Database | 1.50 | |
| ABTO 116 | Presentation Software | 0.75 | |
| ABTO 120 | Business English | 3.00 | |
| ABTO 130 | Business Calculators and Mathematics | 1.50 | |
| ABTO 141 | Job Search | 1.50 | |
| Choose 1.50 Credits from the following list: | | | 1.50 |
| ABTO 110 | Keyboarding I | 1.50 | |
| ABTO 112 | Keyboarding II | 1.50 | |
| Total Program Credit | | | 17.25 |

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - COMPUTER FUNDAMENTALS PROGRAM

| Certificate Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|---------------------------------|--------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 15.75 |
| ABTO 100 | Online Learner Success | 0.00 | |
| ABTO 101 | Computers and the Internet | 1.50 | |
| ABTO 110 | Keyboarding I | 1.50 | |
| ABTO 111 | Word Processing I | 1.50 | |
| ABTO 112 | Keyboarding II | 1.50 | |
| ABTO 114 | Spreadsheets I | 1.50 | |
| ABTO 115 | Database | 1.50 | |
| ABTO 116 | Presentation Software | 0.75 | |
| ABTO 120 | Business English | 3.00 | |
| ABTO 130 | Business Calculators and Mathematics | 1.50 | |

| Certificate Requirements | Course Credits | Required Credits |
|---------------------------------|-----------------------|-------------------------|
| ABTO 141 Job Search | 1.50 | |
| Total Program Credit | | 15.75 |

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

School of Business Programs

In this section you will find information on the following programs:

- General Information
- How to Apply
- Business Administration Diploma Program
- Business Administration-Advanced Diploma Program
- Bachelor of Business Administration (BBA) Degree Completion Program
- Evening Certificate Programs
- Retail Marketing Certificate Program (RMCP)
- Professional Accounting Transfer Package
- Chinook Programs

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.

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 Tel, 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.

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 for University Transfer program applicants 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.

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.

Articulation Agreements

Secondary Schools

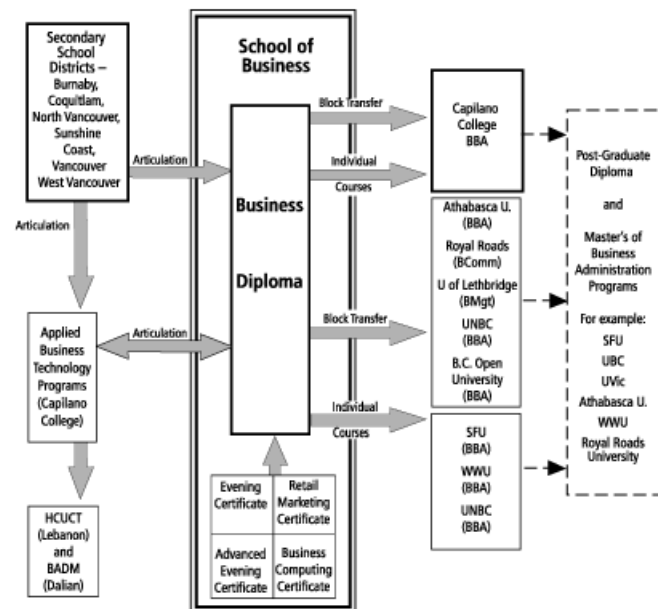
Formalized agreements have been articulated with the Burnaby, Coquitlam, Vancouver, North Vancouver, West Vancouver, and Sunshine Coast school districts whereby:

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, B.C. Open University, Athabasca University, and University of Lethbridge. Contact the Business Administration department for further information.

Figure 1. Articulation Agreements in the School of Business

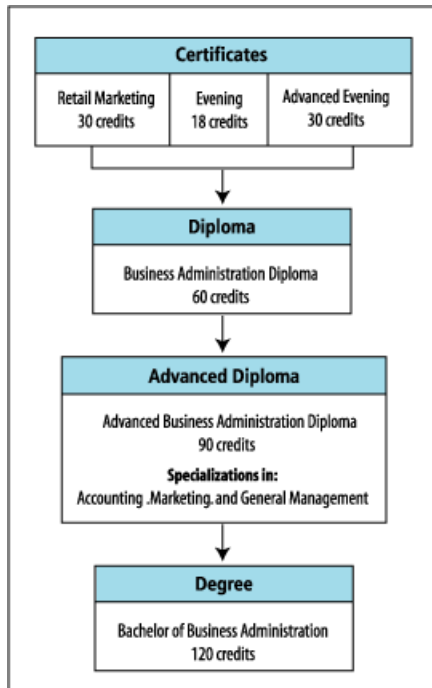


Program Flexibility

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 2. 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 percent of the School of Business requirements at Capilano College to receive a Capilano College business diploma or certificate
- 25 percent of the School of Business requirements at Capilano College to receive a Capilano College business degree

To received 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.

Costs

Students should be prepared for extra costs other than textbooks in some courses. These may include calculators, computer software, specialized course-related kits, etc.

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.bccat.bc.ca for more information.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Further Information:

Additional program admission requirements are found in the specific program descriptions.

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 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, computing, 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, EBM, 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.

Admission Requirements

- Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Specific Secondary School requirement: 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 (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, or English Language Assessment (ELA) re-

quirement = 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/Audition requirement: An interview may be required for those students applying for Mature Student status.

Program Profile

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

| First Year | | Course Credits | Required Credits |
|---|---|----------------|------------------|
| Required Courses: | | | 24.00 |
| BADM 101 | Management | 3.00 | |
| BADM 102 | Quantitative Methods | 3.00 | |
| BADM 106 | Organizational Behaviour | 3.00 | |
| BFIN 141 | Accounting | 3.00 | |
| BMKT 161 | Marketing | 3.00 | |
| CMNS 220 | Advanced Business Writing and Editing | 3.00 | |
| ECON 111 | Principles of Microeconomic Theory | 3.00 | |
| ENGL 100 | Composition | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BADM 107 | Business Law I | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BADM 107 | Business Law I | 3.00 | |
| BADM 202 | People Management | 3.00 | |
| BADM 206 | Directed Study I | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |

Career/Vocational Programs

| First Year | | Course Credits | Required Credits |
|-------------------|---|-----------------------|-------------------------|
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| RMCP 172 | Retail Technology/Store Management I | 3.00 | |
| RMCP 173 | Retail Finance/Store Management II | 3.00 | |
| RMCP 181 | Strategic Retail Buying | 3.00 | |
| | | | 30.00 |

Career/Vocational Programs

| Second Year | | Course Credits | Required Credits |
|--|--|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| BADM 201 | Business Information Systems | 3.00 | |
| BADM 204 | Introduction to Strategic Management | 3.00 | |
| BADM 210 | Business Statistics | 3.00 | |
| BFIN 241 | Finance for Managers | 3.00 | |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| BADM 107 | Business Law I | 3.00 | |
| BADM 202 | People Management | 3.00 | |
| BADM 206 | Directed Study I | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM324 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |

| Second Year | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------------|---|-------------------------|
| BFIN 348 | Accounting Information Systems | 3.00 |
| BFIN 350 | Advanced Financial Management | 3.00 |
| BFIN 351 | Taxation | 3.00 |
| BMKT 261 | Advertising | 3.00 |
| BMKT 262 | Event Marketing | 3.00 |
| BMKT 263 | Professional Selling Skills | 3.00 |
| BMKT 264 | Branding and Innovation | 3.00 |
| BMKT 315 | e-Business Analysis and Administration | 3.00 |
| BMKT 360 | Marketing Research | 3.00 |
| BMKT 364 | Consumer Behaviour | 3.00 |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 |
| BMKT 366 | Professional Sales and Management | 3.00 |
| BMKT 369 | e-Commerce and Marketing | 3.00 |
| ECON 210 | Money and Banking | 3.00 |
| IBUS 321 | International Business | 3.00 |
| IBUS 334 | Communication and Culture in International Business | 3.00 |
| IBUS 340 | International Trade Law | 3.00 |
| IBUS 357 | International Marketing | 3.00 |
| IBUS368 | International Entrepreneurship | 3.00 |
| RMCP 172 | Retail Technology/Store Management I | 3.00 |
| RMCP 173 | Retail Finance/Store Management II | 3.00 |
| RMCP 181 | Strategic Retail Buying | 3.00 |
| | | 24.00 |
| Arts and/or Science Electives | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | 6.00 |
| | | 6.00 |
| Total Program Credit | | 60.00 |

Credential

Diploma in Business Administration (60 credits).

BUSINESS ADMINISTRATION-ADVANCED DIPLOMA PROGRAM

Students wanting more concentrated business knowledge may complete the Business Administration Advanced diploma. You will establish your area of specialization and gain specific training pertinent to management practices in Accounting, General Management or Marketing.

The 90-credit Advanced diploma requires 30 credits in addition to a Business Administration diploma. These 30 credits consist of two core courses, six upper level business electives, and two arts or science electives.

Business electives offered in this program can be any courses offered by the School of Business. Arts or science electives are any university transfer course. If you also plan to pursue the Bachelor of Business Administration (BBA) degree, you should carefully choose your electives to fit the BBA degree requirements

You may complete a second option (an additional 15 credits) for any Advanced Business Administration Diploma in the following ways:

1. Complete the core courses, plus all the courses required for both advanced business diploma options. (You must complete at least 15 additional credits for the second option.) Indicate on a Request for Evaluation Form, that you wish to be evaluated for two options, and state what the options are. If you have successfully completed all courses, your diploma will then list both options you have completed. In addition, your permanent student record and transcript will bear this information.
2. You may complete a second option for an Advanced Diploma at a subsequent time. Simply complete the additional courses (minimum 15 credits) in another option. Once you complete these courses, submit a Request for Evaluation together with your original diploma. Your diploma will then be reissued to list both options.

Admission Requirements

Advanced Business Diploma

- Business Administration Diploma (60 credits).

Diploma in the Business Administration - Advanced Accounting Program

| Business Administration Diploma | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 60.00 |
| BADM Business Administration Program Diploma | 60.00 | |
| | | 60.00 |

| Required Course | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Choose 3.00 Credits from the following list: | | 3.00 |
| IBUS 321 International Business | 3.00 | |
| IBUS 334 Communication and Culture in International Business | 3.00 | |
| | | 3.00 |

| Accounting Specialization | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Choose 18.00 Credits from the following list: | | 18.00 |
| BFIN 246 Financial Accounting II | 3.00 | |
| BFIN 249 Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 Cost Accounting I | 3.00 | |
| BFIN 342 Cost Accounting II | 3.00 | |
| BFIN 347 Financial Accounting III | 3.00 | |
| BFIN 348 Accounting Information Systems | 3.00 | |
| BFIN 350 Advanced Financial Management | 3.00 | |
| BFIN 351 Taxation | 3.00 | |
| BFIN 411 Advanced Financial Accounting | 3.00 | |
| BFIN 421 Assurance and Auditing | 3.00 | |

| Accounting Specialization | | <i>Course Credits</i> | <i>Required Credits</i> |
|----------------------------------|--------------------------------|-----------------------|-------------------------|
| BFIN 431 | Advanced Management Accounting | 3.00 | |

18.00

| Business Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Choose 3.00 Credits from the following list: | | | 3.00 |

| | | | |
|----------|--|------|--|
| BADM 202 | People Management | 3.00 | |
| BADM 206 | Directed Study I | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BADM 460 | Business and Society | 3.00 | |
| BADM 465 | Management Decision Making | 3.00 | |
| BADM 466 | Managing Change | 3.00 | |
| BADM 470 | Business Policy and Strategy | 3.00 | |
| BADM 475 | Negotiation Skills | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |

Career/Vocational Programs

| Business Electives | | Course Credits | Required Credits |
|--------------------------------------|---|-----------------------|-------------------------|
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BFIN 411 | Advanced Financial Accounting | 3.00 | |
| BFIN 421 | Assurance and Auditing | 3.00 | |
| BFIN 431 | Advanced Management Accounting | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| BMKT 401 | Applied Marketing Methods | 3.00 | |
| BMKT 405 | Marketing Projects in Industry | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| SABA 300 | Study Abroad Business Administration I | 0.00 | |
| SABA 301 | Study Abroad Business Administration II | 0.00 | |
| SABA 302 | Study Abroad Business Administration III | 0.00 | |
| SABA 303 | Study Abroad Business Administration IV | 0.00 | |
| SABA304 | Study Abroad Business Administration V | 0.00 | |
| SABA305 | Study Abroad Business Administration VI | 0.00 | |
| SABA 306 | Study Abroad Business Administration VII | 0.00 | |
| | | | 3.00 |
| Arts and/or Science Electives | | Course Credits | Required Credits |
| Elective | | | 6.00 |
| | | | 6.00 |
| Total Program Credit | | | 90.00 |

Diploma in the Business Administration - Advanced General Management Program

| Business Administration Diploma | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|---|-----------------------|-------------------------|
| Required Courses: | | | 60.00 |
| BADM | Business Administration Program Diploma | 60.00 | |
| | | | 60.00 |
| Required Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.00 |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| | | | 12.00 |
| General Management Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| BADM 202 | People Management | 3.00 | |
| BADM 206 | Directed Study I | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BADM 460 | Business and Society | 3.00 | |
| BADM 465 | Management Decision Making | 3.00 | |
| BADM 466 | Managing Change | 3.00 | |
| BADM 470 | Business Policy and Strategy | 3.00 | |
| BADM 475 | Negotiation Skills | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |

Career/Vocational Programs

| General Management Electives | | Course Credits | Required Credits |
|-------------------------------------|---|-----------------------|-------------------------|
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BFIN 411 | Advanced Financial Accounting | 3.00 | |
| BFIN 421 | Assurance and Auditing | 3.00 | |
| BFIN 431 | Advanced Management Accounting | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| BMKT 401 | Applied Marketing Methods | 3.00 | |
| BMKT 405 | Marketing Projects in Industry | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| SABA 300 | Study Abroad Business Administration I | 0.00 | |
| SABA 301 | Study Abroad Business Administration II | 0.00 | |
| SABA 302 | Study Abroad Business Administration III | 0.00 | |

| General Management Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------------|--|-----------------------|-------------------------|
| SABA 303 | Study Abroad Business Administration IV | 0.00 | |
| SABA304 | Study Abroad Business Administration V | 0.00 | |
| SABA305 | Study Abroad Business Administration VI | 0.00 | |
| SABA 306 | Study Abroad Business Administration VII | 0.00 | |
| | | | 12.00 |
| Arts and/or Science Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 6.00 |
| | | | 6.00 |
| Total Program Credit | | | 90.00 |

Diploma in the Business Administration - Advanced Marketing Program

| Business Administration Diploma | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|---|-----------------------|-------------------------|
| Required Courses: | | | 60.00 |
| BADM | Business Administration Program Diploma | 60.00 | |
| | | | 60.00 |

| Required Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 3.00 |
| BMKT 360 | Marketing Research | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| | | | 6.00 |

| Marketing Specialization | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Choose 9.00 Credits from the following list: | | | 9.00 |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| BMKT 401 | Applied Marketing Methods | 3.00 | |
| BMKT 405 | Marketing Projects in Industry | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |

| Marketing Specialization | | <i>Course Credits</i> | <i>Required Credits</i> |
|---------------------------------|--------------------------------|-----------------------|-------------------------|
| IBUS368 | International Entrepreneurship | 3.00 | |
| | | | 9.00 |

| Business Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Choose 9.00 Credits from the following list: | | | 9.00 |
| BADM 202 | People Management | 3.00 | |
| BADM 206 | Directed Study I | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BADM 460 | Business and Society | 3.00 | |
| BADM 465 | Management Decision Making | 3.00 | |
| BADM 466 | Managing Change | 3.00 | |
| BADM 470 | Business Policy and Strategy | 3.00 | |
| BADM 475 | Negotiation Skills | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |

Career/Vocational Programs

| Business Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------------|---|-----------------------|-------------------------|
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BFIN 411 | Advanced Financial Accounting | 3.00 | |
| BFIN 421 | Assurance and Auditing | 3.00 | |
| BFIN 431 | Advanced Management Accounting | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| BMKT 401 | Applied Marketing Methods | 3.00 | |
| BMKT 405 | Marketing Projects in Industry | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| SABA 300 | Study Abroad Business Administration I | 0.00 | |
| SABA 301 | Study Abroad Business Administration II | 0.00 | |
| SABA 302 | Study Abroad Business Administration III | 0.00 | |
| SABA 303 | Study Abroad Business Administration IV | 0.00 | |
| SABA304 | Study Abroad Business Administration V | 0.00 | |
| SABA305 | Study Abroad Business Administration VI | 0.00 | |
| SABA 306 | Study Abroad Business Administration VII | 0.00 | |
| | | | 9.00 |
| Arts and/or Science Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 6.00 |
| | | | 6.00 |
| Total Program Credit | | | 90.00 |

Credentials

Business Administration Advanced Diploma

- Designations: Accounting, General Management, or Marketing

BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE COMPLETION PROGRAM

Capilano College business diploma graduates have the option of pursuing the Bachelor of Business Administration (General Business Concentration) degree.

Admission Requirements

To be eligible for admission to the Bachelor of Business Administration, students must be graduates of an appropriate Business Administration Diploma. Diploma graduates should meet the following guidelines:

- Grade 12 or equivalent with a minimum of C+ in English 12, and a C in Principles of Math 11 or a B in Applications of Math 12, or
- Mature student status with successful completion of testing in English and/or Math skills.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL, for students whose native language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Students currently enrolled in Grade 12 will be considered on the basis of interim grades.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Bachelor of Business Administration Degree

| First Year | | Course Credits | Required Credits |
|--------------------------|---------------------------------------|----------------|------------------|
| Required Courses: | | | 24.00 |
| BADM 101 | Management | 3.00 | |
| BADM 102 | Quantitative Methods | 3.00 | |
| BADM 106 | Organizational Behaviour | 3.00 | |
| BFIN 141 | Accounting | 3.00 | |
| BMKT 161 | Marketing | 3.00 | |
| CMNS 220 | Advanced Business Writing and Editing | 3.00 | |
| ECON 111 | Principles of Microeconomic Theory | 3.00 | |

Career/Vocational Programs

| First Year | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| ENGL 100 | Composition | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BADM 107 | Business Law I | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BADM 107 | Business Law I | 3.00 | |
| BADM 202 | People Management | 3.00 | |
| BADM 206 | Directed Study I | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |

Career/Vocational Programs

| First Year | | Course Credits | Required Credits |
|-------------------|---|-----------------------|-------------------------|
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| RMCP 172 | Retail Technology/Store Management I | 3.00 | |
| RMCP 173 | Retail Finance/Store Management II | 3.00 | |
| RMCP 181 | Strategic Retail Buying | 3.00 | |

30.00

Second Year

Required Courses:

| | | Course Credits | Required Credits |
|----------|--------------------------------------|-----------------------|-------------------------|
| BADM 201 | Business Information Systems | 3.00 | |
| BADM 204 | Introduction to Strategic Management | 3.00 | |
| BADM 210 | Business Statistics | 3.00 | |
| BFIN 241 | Finance for Managers | 3.00 | |

12.00

Choose 12.00 Credits from the following list:

| | | | |
|----------|--|------|--|
| BADM 107 | Business Law I | 3.00 | |
| BADM 202 | People Management | 3.00 | |
| BADM 206 | Directed Study I | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |

12.00

Career/Vocational Programs

| Second Year | | Course Credits | Required Credits |
|--------------------|---|-----------------------|-------------------------|
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |

Career/Vocational Programs

| Second Year | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------|--------------------------------------|-----------------------|-------------------------|
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| RMCP 172 | Retail Technology/Store Management I | 3.00 | |
| RMCP 173 | Retail Finance/Store Management II | 3.00 | |
| RMCP 181 | Strategic Retail Buying | 3.00 | |
| | | | 24.00 |

| Arts and/or Science Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------------|--|-----------------------|-------------------------|
| Elective | | | 6.00 |
| | | | 6.00 |

| Third Year | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|---|-----------------------|-------------------------|
| Required Courses: | | | 3.00 |
| ECON 112 | Principles of Macroeconomic Theory | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BADM 465 | Management Decision Making | 3.00 | |
| BADM 466 | Managing Change | 3.00 | |
| BADM 475 | Negotiation Skills | 3.00 | |

Career/Vocational Programs

| Third Year | | Course Credits | Required Credits |
|---|---|-----------------------|-------------------------|
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BFIN 411 | Advanced Financial Accounting | 3.00 | |
| BFIN 421 | Assurance and Auditing | 3.00 | |
| BFIN 431 | Advanced Management Accounting | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| BMKT 401 | Applied Marketing Methods | 3.00 | |
| BMKT 405 | Marketing Projects in Industry | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| SABA 300 | Study Abroad Business Administration I | 0.00 | |
| SABA 301 | Study Abroad Business Administration II | 0.00 | |
| SABA 302 | Study Abroad Business Administration III | 0.00 | |
| SABA 303 | Study Abroad Business Administration IV | 0.00 | |
| SABA304 | Study Abroad Business Administration V | 0.00 | |
| SABA305 | Study Abroad Business Administration VI | 0.00 | |
| SABA 306 | Study Abroad Business Administration VII | 0.00 | |
| Choose 9.00 Credits from the following list: | | | 9.00 |
| BADM 301 | Operations Management | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |

Career/Vocational Programs

| Third Year | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| ECON 207 | Managerial Economics | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| | | | 30.00 |
| | | | |
| Fourth Year | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| BADM 460 | Business and Society | 3.00 | |
| BADM 470 | Business Policy and Strategy | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| BADM 465 | Management Decision Making | 3.00 | |
| BADM 466 | Managing Change | 3.00 | |
| BADM 475 | Negotiation Skills | 3.00 | |
| BFIN 411 | Advanced Financial Accounting | 3.00 | |
| BFIN 421 | Assurance and Auditing | 3.00 | |
| BFIN 431 | Advanced Management Accounting | 3.00 | |
| BMKT 401 | Applied Marketing Methods | 3.00 | |
| BMKT 405 | Marketing Projects in Industry | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL 103 | Studies in Contemporary Literature | 3.00 | |
| ENGL 104 | Fiction | 3.00 | |
| ENGL 105 | Poetry | 3.00 | |
| ENGL 106 | Drama | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 306 | Directed Study II | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BADM 465 | Management Decision Making | 3.00 | |

Career/Vocational Programs

| Fourth Year | | Course Credits | Required Credits |
|--------------------|---|-----------------------|-------------------------|
| BADM 466 | Managing Change | 3.00 | |
| BADM 475 | Negotiation Skills | 3.00 | |
| BADN325 | Special Topics in Business Administration III | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BFIN 411 | Advanced Financial Accounting | 3.00 | |
| BFIN 421 | Assurance and Auditing | 3.00 | |
| BFIN 431 | Advanced Management Accounting | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| BMKT 401 | Applied Marketing Methods | 3.00 | |
| BMKT 405 | Marketing Projects in Industry | 3.00 | |
| ECON 210 | Money and Banking | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| SABA 300 | Study Abroad Business Administration I | 0.00 | |
| SABA 301 | Study Abroad Business Administration II | 0.00 | |
| SABA 302 | Study Abroad Business Administration III | 0.00 | |
| SABA 303 | Study Abroad Business Administration IV | 0.00 | |
| SABA304 | Study Abroad Business Administration V | 0.00 | |
| SABA305 | Study Abroad Business Administration VI | 0.00 | |
| SABA 306 | Study Abroad Business Administration VII | 0.00 | |

21.00

Arts and/or Science Electives

Course Credits

Required Credits

Elective

9.00

| Arts and/or Science Electives | Course Credits | Required Credits |
|-------------------------------|----------------|------------------|
| | | 9.00 |
| Total Program Credit | | 120.00 |

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 business administration 100, 200, and 300 level business 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 these certificate programs can ladder into the business administration diploma programs.

Admission Requirements

Secondary School Requirement

Not applicable for applicants who are 18 years of age or older who wish to register for evening sections - otherwise B.C. 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 - otherwise a minimum grade of C+ in English 12 and a minimum grade of C in Applications of Math 11.

English Language Requirement, TOEFL/ELA/IELTS (where English is not your first language):

English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition Requirement

Not applicable with the exception of students applying as mature students for daytime studies.

Certificate in the Business Administration Program

| Required Courses | Course Credits | Required Credits |
|--|----------------|------------------|
| Required Courses: | | 6.00 |
| BADM 101 Management | 3.00 | |
| BMKT 161 Marketing | 3.00 | |
| Choose 12.00 Credits from the following list: | | 12.00 |
| BADM 102 Quantitative Methods | 3.00 | |
| BADM 106 Organizational Behaviour | 3.00 | |
| BADM 107 Business Law I | 3.00 | |

Career/Vocational Programs

| Required Courses | | Course Credits | Required Credits |
|-------------------------|--|-----------------------|-------------------------|
| BADM 201 | Business Information Systems | 3.00 | |
| BADM 202 | People Management | 3.00 | |
| BADM 204 | Introduction to Strategic Management | 3.00 | |
| BADM 210 | Business Statistics | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 141 | Accounting | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 241 | Finance for Managers | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |

| Required Courses | | Course Credits | Required Credits |
|-----------------------------|---|-----------------------|-------------------------|
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| Total Program Credit | | | 18.00 |

Certificate in the Business Administration - Advanced Program

| Advanced Business Certificate Requirements | | Course Credits | Required Credits |
|--|--|-----------------------|-------------------------|
| Required Courses: | | | 18.00 |
| BADM | Business Administration Program Certificate | 18.00 | |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| BADM 102 | Quantitative Methods | 3.00 | |
| BADM 106 | Organizational Behaviour | 3.00 | |
| BADM 107 | Business Law I | 3.00 | |
| BADM 201 | Business Information Systems | 3.00 | |
| BADM 202 | People Management | 3.00 | |
| BADM 204 | Introduction to Strategic Management | 3.00 | |
| BADM 210 | Business Statistics | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BADM 318 | Project Management | 3.00 | |
| BADM 320 | Special Topics in Business Administration I | 3.00 | |
| BADM 321 | Special Topics in Business Administration II | 3.00 | |
| BADM 322 | Current Issues in Business Administration I | 3.00 | |

Career/Vocational Programs

| Advanced Business Certificate Requirements | | Course Credits | Required Credits |
|---|---|-----------------------|-------------------------|
| BADM 323 | Current Issues in Business Administration II | 3.00 | |
| BADM324 | Current Issues in Business Administration III | 3.00 | |
| BADM325 | Special Topics in Business Administration III | 3.00 | |
| BADM 382 | Advanced Human Resource Management | 3.00 | |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| BCPT 123 | Business Computing Basics | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BCPT 225 | Managing Business Networks and Databases | 3.00 | |
| BCPT 325 | Business Technology Disaster Recovery and Planning | 3.00 | |
| BCPT 326 | Advanced Web Design | 3.00 | |
| BFIN 141 | Accounting | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 241 | Finance for Managers | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 348 | Accounting Information Systems | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 264 | Branding and Innovation | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 366 | Professional Sales and Management | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 340 | International Trade Law | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| IBUS368 | International Entrepreneurship | 3.00 | |
| Total Program Credit | | | 30.00 |

Certificate in the Business Administration - Business Computing Program

| Required Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 6.00 |
| BCPT 121 | Business Computing I | 3.00 | |
| BCPT 122 | Business Computing II | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BADM 201 | Business Information Systems | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| Choose 9.00 Credits from the following list: | | | 9.00 |
| BADM 101 | Management | 3.00 | |
| BADM 102 | Quantitative Methods | 3.00 | |
| BADM 106 | Organizational Behaviour | 3.00 | |
| BADM 107 | Business Law I | 3.00 | |
| BADM 201 | Business Information Systems | 3.00 | |
| BADM 210 | Business Statistics | 3.00 | |
| BADM 268 | Entrepreneurship/Small Business Management | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |
| BADM 302 | Human Resource Management | 3.00 | |
| BADM 303 | Industrial Relations | 3.00 | |
| BADM304 | Strategic Management | 3.00 | |
| BADM 305 | Leadership | 3.00 | |
| BADM 307 | Advanced Business Law II | 3.00 | |
| BADM 310 | Quantitative Methods III | 3.00 | |
| BCOP214 | Business Computing IV | 3.00 | |
| BCOP215 | Network Essentials | 3.00 | |
| BCOP240 | Micro-Computer Hardware and Software | 3.00 | |
| BCPT 221 | Business Computing III - Electronic Commerce | 3.00 | |
| BFIN 141 | Accounting | 3.00 | |
| BFIN 142 | Financial Accounting I | 3.00 | |
| BFIN 241 | Finance for Managers | 3.00 | |
| BFIN 244 | Managerial Accounting | 3.00 | |
| BFIN 246 | Financial Accounting II | 3.00 | |
| BFIN 249 | Accounting Microcomputer Applications | 3.00 | |
| BFIN 341 | Cost Accounting I | 3.00 | |
| BFIN 342 | Cost Accounting II | 3.00 | |
| BFIN 347 | Financial Accounting III | 3.00 | |
| BFIN 350 | Advanced Financial Management | 3.00 | |
| BFIN 351 | Taxation | 3.00 | |
| BMKT 161 | Marketing | 3.00 | |

| Required Courses | | Course Credits | Required Credits |
|-----------------------------|---|----------------|------------------|
| BMKT 168 | Introduction to e-Commerce Concepts | 3.00 | |
| BMKT 261 | Advertising | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| BMKT 315 | e-Business Analysis and Administration | 3.00 | |
| BMKT 360 | Marketing Research | 3.00 | |
| BMKT 364 | Consumer Behaviour | 3.00 | |
| BMKT 365 | Marketing Strategies and Decisions | 3.00 | |
| BMKT 367 | Promotion Strategy and Analysis | 3.00 | |
| BMKT 369 | e-Commerce and Marketing | 3.00 | |
| CMPT184 | Visual Basic | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| IBUS 334 | Communication and Culture in International Business | 3.00 | |
| IBUS 357 | International Marketing | 3.00 | |
| Total Program Credit | | | 18.00 |

Credentials

- Certificate in the Business Administration Program
- 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. 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.

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

- Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Specific Secondary School requirement: 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 (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Interview may be required.

Certificate in the Business Administration - Retail Marketing Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| BADM 101 | Management | 3.00 | |
| BADM 106 | Organizational Behaviour | 3.00 | |
| BMKT 161 | Marketing | 3.00 | |
| CMNS 152 | Report Writing | 3.00 | |
| RMCP 172 | Retail Technology/Store Management I | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| BADM 107 | Business Law I | 3.00 | |
| BMKT 262 | Event Marketing | 3.00 | |
| BMKT 263 | Professional Selling Skills | 3.00 | |
| RMCP 173 | Retail Finance/Store Management II | 3.00 | |
| RMCP 181 | Strategic Retail Buying | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 30.00 |

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 diploma or certificate, students must complete the core courses for diploma or certificate programs. It is crucial that courses be taken in the proper sequence to receive a diploma or degree.

Business Administration - Professional Accounting Transfer Program

| Courses | Course Credits | Required Credits |
|---|-----------------------|-------------------------|
| Choose 0.00 Credits from the following list: | | 0.00 |
| BADM 102 Quantitative Methods | 3.00 | |
| BADM 106 Organizational Behaviour | 3.00 | |
| BADM 107 Business Law I | 3.00 | |
| BADM 201 Business Information Systems | 3.00 | |
| BADM 202 People Management | 3.00 | |
| BADM 204 Introduction to Strategic Management | 3.00 | |
| BADM 210 Business Statistics | 3.00 | |
| BADM 301 Operations Management | 3.00 | |
| BADM 310 Quantitative Methods III | 3.00 | |
| BADM 382 Advanced Human Resource Management | 3.00 | |
| BCPT 121 Business Computing I | 3.00 | |
| BCPT 122 Business Computing II | 3.00 | |
| BCPT 123 Business Computing Basics | 3.00 | |
| BFIN 141 Accounting | 3.00 | |
| BFIN 142 Financial Accounting I | 3.00 | |
| BFIN 241 Finance for Managers | 3.00 | |
| BFIN 246 Financial Accounting II | 3.00 | |
| BFIN 341 Cost Accounting I | 3.00 | |
| BFIN 342 Cost Accounting II | 3.00 | |
| BFIN 347 Financial Accounting III | 3.00 | |
| BFIN 350 Advanced Financial Management | 3.00 | |
| BFIN 351 Taxation | 3.00 | |
| BFIN 411 Advanced Financial Accounting | 3.00 | |
| BFIN 421 Assurance and Auditing | 3.00 | |
| BFIN 431 Advanced Management Accounting | 3.00 | |
| BMKT 161 Marketing | 3.00 | |
| CMNS 170 Presentation Skills for Public Speaking | 3.00 | |
| CMNS 220 Advanced Business Writing and Editing | 3.00 | |
| ECON 111 Principles of Microeconomic Theory | 3.00 | |
| ECON 112 Principles of Macroeconomic Theory | 3.00 | |

| Courses | | Course Credits | Required Credits |
|-----------------------------|------------------------|-----------------------|-------------------------|
| ENGL 100 | Composition | 3.00 | |
| IBUS 321 | International Business | 3.00 | |
| Total Program Credit | | | 0.00 |

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.

Chinook Intensive Transfer Program

The Chinook Intensive Transfer program offers First Nations students with demonstrated academic strength, a two-year program of designated business foundation courses linked with two 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 receive a Bachelor of Business Administration.

Admission Requirements

- High School Diploma with a B+ Average
- Principles of Math 12 with a B+ grade
- English 12 with a C+ grade
- First Nations Student

Diploma in the Business Administration - Chinook Intensive Transfer Program

| First Year | | Course Credits | Required Credits |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 27.00 |
| BADM 106 | Organizational Behaviour | 3.00 | |
| BADM 107 | Business Law I | 3.00 | |
| BFIN 141 | Accounting | 3.00 | |
| CMNS 220 | Advanced Business Writing and Editing | 3.00 | |
| COMM184 | Chinook I - Overview Areas of Business (UBC) | 3.00 | |
| COMM284 | Chinook Work Placement (UBC) | 3.00 | |
| ECON 111 | Principles of Microeconomic Theory | 3.00 | |
| ENGL 100 | Composition | 3.00 | |
| MATH 108 | Calculus I for Business and Social Sciences | 3.00 | |
| | | | 27.00 |

| Second Year | | Course Credits | Required Credits |
|--------------------------|------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 27.00 |
| BADM 201 | Business Information Systems | 3.00 | |
| BADM 210 | Business Statistics | 3.00 | |
| BADM 301 | Operations Management | 3.00 | |

Career/Vocational Programs

| Second Year | Course Credits | Required Credits |
|---|-----------------------|-------------------------|
| BADM 303 Industrial Relations | 3.00 | |
| BFIN 241 Finance for Managers | 3.00 | |
| BFIN 244 Managerial Accounting | 3.00 | |
| BMKT 161 Marketing | 3.00 | |
| COMM285 Chinook II - Applied Business Problems (UBC) | 3.00 | |
| ECON 112 Principles of Macroeconomic Theory | 3.00 | |
| | | 27.00 |

| First Nations Elective | Course Credits | Required Credits |
|---|-----------------------|-------------------------|
| Choose 6.00 Credits from the following list: | | 6.00 |
| AHIS 232 History of Textile Art II | 3.00 | |
| ANTH 121 Introduction to Social Anthropology | 3.00 | |
| ANTH 204 Ethnic Relations | 3.00 | |
| ANTH 206 First Nations of British Columbia | 3.00 | |
| ANTH 208 Indigenous Peoples of North America | 3.00 | |
| ANTH 233 Archaeology of the Americas | 3.00 | |
| BIOL 105 Environmental Biology | 4.00 | |
| ENGL 103 Studies in Contemporary Literature | 3.00 | |
| GEOG 106 British Columbia: A Regional Analysis | 3.00 | |
| GEOG 108 Canada: A Nation of Regions | 3.00 | |
| GEOL 111 Historical Geology | 4.00 | |
| HIST 109 Issues and Themes in U.S. History: 1865-Present | 3.00 | |
| HIST 110 Canada Before Confederation | 3.00 | |
| HIST 111 Canada Since Confederation | 3.00 | |
| HIST 205 British Columbia | 3.00 | |
| HIST 209 History of the First Nations of Canada | 3.00 | |
| POL 104 Canadian Government | 3.00 | |
| POL 202 Government and Politics of British Columbia | 3.00 | |
| POL 208 Aboriginal Politics in Canada | 3.00 | |
| SOC 100 Social Structures | 3.00 | |
| SOC 101 Concepts and Theories of Society | 3.00 | |
| SOC 201 British Columbia Society | 3.00 | |
| | | 6.00 |
| Total Program Credit | | 60.00 |

Credential

Diploma in the Chinook Intensive Transfer Program

Chinook Diploma Program

The Chinook Diploma program is designed to reflect the needs of First Nations 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 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 receive a Bachelor of Business Administration.

Admission Requirements

- High School Diploma or non-high school graduates must be 18 years of age
- Principles of Math 11 with a minimum C grade or Math Placement Test (MPT) score equal to MATH 107
- English 11 with a minimum C+ grade or English Diagnostic Test score equal to ENGL 100
- First Nations Student
- Successful completion of Chinook Foundations Certificate program, or
- Successful completion of BFIN 141 or BTEC 117 and BTEC 217 and BADM 106 or BTEC 252

Diploma in the Business Administration - Chinook Program

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 12.00 |
| BADM 107 Business Law I | 3.00 | |
| ECON 111 Principles of Microeconomic Theory | 3.00 | |
| ENGL 100 Composition | 3.00 | |
| MATH 107 Precalculus for Business and Social Sciences | 3.00 | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| AHIS 232 History of Textile Art II | 3.00 | |
| ANTH 121 Introduction to Social Anthropology | 3.00 | |
| ANTH 204 Ethnic Relations | 3.00 | |
| ANTH 206 First Nations of British Columbia | 3.00 | |
| ANTH 208 Indigenous Peoples of North America | 3.00 | |
| ANTH 233 Archaeology of the Americas | 3.00 | |
| BIOL 105 Environmental Biology | 4.00 | |
| ENGL 103 Studies in Contemporary Literature | 3.00 | |
| GEOG 106 British Columbia: A Regional Analysis | 3.00 | |
| GEOG 108 Canada: A Nation of Regions | 3.00 | |
| GEOL 111 Historical Geology | 4.00 | |
| HIST 109 Issues and Themes in U.S. History: 1865-Present | 3.00 | |
| HIST 110 Canada Before Confederation | 3.00 | |
| HIST 111 Canada Since Confederation | 3.00 | |
| HIST 205 British Columbia | 3.00 | |
| HIST 209 History of the First Nations of Canada | 3.00 | |
| POL 104 Canadian Government | 3.00 | |

Career/Vocational Programs

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| POL 202 Government and Politics of British Columbia | 3.00 | |
| POL 208 Aboriginal Politics in Canada | 3.00 | |
| SOC 100 Social Structures | 3.00 | |
| SOC 101 Concepts and Theories of Society | 3.00 | |
| SOC 201 British Columbia Society | 3.00 | |
| | | 15.00 |

| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Required Courses: | | 18.00 |
| BFIN 241 Finance for Managers | 3.00 | |
| BMKT 161 Marketing | 3.00 | |
| CMNS 220 Advanced Business Writing and Editing | 3.00 | |
| COMM184 Chinook I - Overview of Areas of Business (UBC) | 3.00 | |
| COMM284 Chinook Work Placement (UBC) | 3.00 | |
| MATH 108 Calculus I for Business and Social Sciences | 3.00 | |
| | | 18.00 |

| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 15.00 |
| BADM 201 Business Information Systems | 3.00 | |
| BADM 210 Business Statistics | 3.00 | |
| BFIN 244 Managerial Accounting | 3.00 | |
| CINN285 Chinook II - Applied Business Problems (UBC) | 3.00 | |
| ECON 112 Principles of Macroeconomic Theory | 3.00 | |
| | | 15.00 |

| Fourth Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 9.00 |
| BADM 204 Introduction to Strategic Management | 3.00 | |
| BADM 301 Operations Management | 3.00 | |
| BADM 303 Industrial Relations | 3.00 | |
| COMM285 Chinook II - Applied Business Problems (UBC) | | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| AHIS 232 History of Textile Art II | 3.00 | |
| ANTH 121 Introduction to Social Anthropology | 3.00 | |
| ANTH 204 Ethnic Relations | 3.00 | |
| ANTH 206 First Nations of British Columbia | 3.00 | |
| ANTH 208 Indigenous Peoples of North America | 3.00 | |
| ANTH 233 Archaeology of the Americas | 3.00 | |
| BIOL 105 Environmental Biology | 4.00 | |
| ENGL 103 Studies in Contemporary Literature | 3.00 | |

| Fourth Term | | Course Credits | Required Credits |
|-----------------------------|---|-----------------------|-------------------------|
| GEOG 106 | British Columbia: A Regional Analysis | 3.00 | |
| GEOG 108 | Canada: A Nation of Regions | 3.00 | |
| GEOL 111 | Historical Geology | 4.00 | |
| HIST 109 | Issues and Themes in U.S. History: 1865-Present | 3.00 | |
| HIST 110 | Canada Before Confederation | 3.00 | |
| HIST 111 | Canada Since Confederation | 3.00 | |
| HIST 205 | British Columbia | 3.00 | |
| HIST 209 | History of the First Nations of Canada | 3.00 | |
| POL 104 | Canadian Government | 3.00 | |
| POL 202 | Government and Politics of British Columbia | 3.00 | |
| POL 208 | Aboriginal Politics in Canada | 3.00 | |
| SOC 100 | Social Structures | 3.00 | |
| SOC 101 | Concepts and Theories of Society | 3.00 | |
| SOC 201 | British Columbia Society | 3.00 | |
| | | | 12.00 |
| Total Program Credit | | | 60.00 |

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

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FACULTY

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MBA (UBC)
- C. KILIAN
BA, MA (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)
- 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)
- H. PLUME
CMA, ACSM (Capilano)
- J. SARREAL
B.Sc., M.Sc., PhD, ACSM, (U of Philippines, U of Florida, N. Carolina U, 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
- M. TAYLOR
B.Sc. (U of A)
- 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 University), CMA
- G. WAUGH
BA (Reading University, U.K.), MA (UBC)
- 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
M.Sc. (UBC), B.Comm. (BCUEB)

SUPPORT STAFF

- Carmen Orton
Divisional Assistant
- Sylvia Huzek
Receptionist
- Jan Merrick
Learning Assistant
- Lorraine 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: bbb@capcollege.bc.ca
www.capcollege.bc.ca/business

For Advising Information

Accounting/Finance

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Phone: 604.986.1911, ext. 2362
Fax: 604.984.1734
E-mail: rjackes@capcollege.bc.ca

Bachelor of Business Administration

Suzanne Norman
Phone: 604.983.7555
Fax: 604.984.1734
E-mail: snorman@capcollege.bc.ca

Business Administration Diploma

Mary Ann Van Horn
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Fax: 604.984.1734
E-mail: mvanhorn@capcollege.bc.ca

Business Marketing

Anne Watson
Phone: 604.986.1911, ext. 2341
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E-mail: awatson@capcollege.bc.ca

Business Management

Kathryn Taft
Phone: 604.986.1911, ext. 2360
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E-mail: ktaft@capcollege.bc.ca

Retail Marketing

Mary Ann Van Horn
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Fax: 604.984.1734
E-mail: mvanhorn@capcollege.bc.ca

Chinook Diploma and Intensive Programs

Mary Ann Van Horn
Phone: 604.986.1911, ext. 2352
Fax: 604.984.1734
E-mail: mvanhorn@capcollege.bc.ca

Study Abroad Opportunities

Mary Ann Van Horn
Phone: 604.986.1911, ext. 2352
Fax: 604.984.1734
E-mail: mvanhorn@capcollege.bc.ca

Business Fundamentals Program

THE PROGRAM

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

ADMISSION REQUIREMENTS

- Completion of Grade 12 or equivalent or Mature Student status.
- Applicants must attend an information meeting or make an appointment with a faculty member or program convener.
- SLEP test for ESL students (college level required).

Note

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. Alternatively, Application for Admission forms may be downloaded from 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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - BUSINESS FUNDAMENTALS PROGRAM

| Required Courses | Course Credits | Required Credits |
|---|-----------------------|-------------------------|
| Required Courses: | | 15.00 |
| BTEC 111 Business English I | 3.00 | |
| BTEC 115 Business Systems and Procedures | 3.00 | |
| BTEC 117 Accounting Procedures I | 3.00 | |
| BTEC 124 Comprehensive Computer Applications | 6.00 | |
| | | 15.00 |
| Optional Course | Course Credits | Required Credits |
| Choose 0.00 Credits from the following list: | | 0.00 |
| BTEC 112 Language Skill Development | 1.50 | |
| | | 0.00 |
| Total Program Credit | | 15.00 |

FACULTY

- D. BLANEY
ID (UBC), CPS, M.Ed. (SFU)
- L. CROWE
B.Sc. (U of Conn.) MBA (N. Eastern Univ.)
- S. HORN
ID (UBC), M.Ed. (SFU)
- 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

- Faye Ulker
Clerk Typist
- Colleen Liptaj
Divisional Assistant

CONTACT

Business Fundamentals Program
Fir building, room 502

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North Vancouver, B.C. V7J 3H5

Phone: 604.984.4959
E-mail: abt@capcollege.bc.ca

Communications

GENERAL INFORMATION

The Communications Department provides training in writing and speech for students in university transfer and career/vocational programs, as well as for those wishing to apply specific skills to the world of work. Communications offers courses in business and technical writing, public speaking, freelance writing, and English basics.

Career Opportunities

In an information-based economy, good communication skills are a vital asset in any career. Many career program communications courses offer components on effective job search techniques, including résumé writing and interviewing. Courses for freelance writers equip students with the basic skills needed to market their work to magazines, newspapers and book publishers.

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.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

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.bccat.bc.ca for more information.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

COURSES

| | |
|----------|---|
| CMNS 110 | Standard English Usage |
| CMNS 111 | Administrative Writing |
| CMNS 114 | Language and Action in the Culture of the Workplace |
| CMNS 115 | Communications for Animation |
| CMNS 120 | Professional Writing for Artists |
| CMNS 123 | Fundamentals of Communication for Artists and Designers |
| CMNS 130 | Introductory Media Communications |
| CMNS 135 | Storytelling for Media |
| CMNS 136 | Introduction to Film and TV Scriptwriting in Canada |
| CMNS 137 | Elements of Film and Television Scriptwriting |
| CMNS 138 | Workshop in Film and TV Scriptwriting for Canadian Markets |
| CMNS 146 | Introduction to Web Writing |
| CMNS 152 | Report Writing |
| CMNS 154 | Communications in Outdoor Recreation and Tourism |
| CMNS 159 | Communications for the Legal Administrative Assistant |
| CMNS 170 | Presentation Skills for Public Speaking |
| CMNS 174 | Wilderness Leadership Communications |
| CMNS 179 | Writing for Paralegals |
| CMNS 180 | Introduction to Scriptwriting |
| CMNS 190 | Magazine Article Writing |
| CMNS 220 | Advanced Business Writing and Editing |
| CMNS 223 | Communications Skills, Applications and Contexts for Design and Art Direction |
| CMNS 250 | Introduction to Technical Writing |
| CMNS 270 | Visual Communications |
| CMNS 280 | Marketing Commercial Fiction |
| CMNS 323 | Professional Communications for Artists and Designers |
| CMNS 345 | Web Content Development |
| CMNS 354 | Advanced Communications Skills for Tourism Management |
| CMNS 356 | Advanced Media Communications |
| CMNS 360 | Corporate Communications |

PROFESSIONAL COMMUNICATIONS PROGRAM

This is a new program. For more details, please contact the Communications department.

Phone: 604.983.7515

E-mail: cmns@capcollege.bc.ca

Admission Requirements

- B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student Status.
- ENGL 100 or CMNS 120, or equivalent, are pre- or co-requisites for entry.
- Interview with faculty member in Communications department. A writing test on-site may be required as part of the interview process.
- Letter, of 500-700 words, from candidate, in own handwriting, stating why he or she wants to be accepted into the Professional Communications Certificate Program.
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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.

Certificate in the Professional Communications Program

| Choose three of | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Choose 9.00 Credits from the following list: | | | 9.00 |
| CMNS 170 | Presentation Skills for Public Speaking | 3.00 | |
| CMNS 190 | Magazine Article Writing | 3.00 | |
| CMNS 220 | Advanced Business Writing and Editing | 3.00 | |
| CMNS 250 | Introduction to Technical Writing | 3.00 | |
| CMNS 270 | Visual Communications | 3.00 | |
| | | | 9.00 |
| Choose two of | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| CMNS 345 | Web Content Development | 3.00 | |
| CMNS 354 | Advanced Communications Skills for Tourism Management | 3.00 | |
| CMNS 360 | Corporate Communications | 3.00 | |
| | | | 6.00 |
| Total Program Credit | | | 15.00 |

FACULTY

M. GIOVANNETTI

B.Ed. (Mt. St. Vincent), MA (SFU)

T. HAYE

MA Ed. (West Indies)

- C. KILIAN
BA (Columbia), MA (SFU)
- O. LEBLANC
MBA (U. of Montreal)
- P. MENEILLY
MA (UBC)
- J. PASS
BA (UBC)
- L. SAVAGE
BA (McGill), Dip.Ed., M.Ed. (Alberta) **Coordinator**
- A. SEDKY
BA, MA, PhD (Ain Shams, Cairo)
- W. VAN LUVEN
BA, MFA (UBC)
- M. WITTMAN
BA (Toronto), MA (UBC)

CONTACT

Communications
Cedar building, room 243

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

Leslie Savage, Coordinator
Phone: 604.983.7515
E-mail: lsavage@capcollege.bc.ca

Destination Resort Management Co-op Diploma Program

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 north of Vancouver, British Columbia, in the Howe Sound corridor. The Capilano College campus at Squamish forms a base for the program. 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. Contact us at <drmc0-op@capcollege.bc.ca> for more details.

TOURISM CAREER OPPORTUNITIES

Recent graduates of Capilano College's 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
- English 11
- Mathematics 11 with a minimum C grade or Accounting 11 with a minimum C+ grade
- English Language Requirement, TOEFL/ ELA/ IELTS / CAEL for students whose primary language is not English; TOEFL requirement = 220 (computer based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

DIPLOMA IN THE DESTINATION RESORT MANAGEMENT CO-OP PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 18.00 |
| CMNS 154 | Communications in Outdoor Recreation and Tourism | 3.00 | |
| REC 149 | Computer Applications for Outdoor Recreation and Tourism | 3.00 | |
| TOUR 113 | Human Resource Management in Tourism | 3.00 | |
| TOUR 116 | Financial Planning in Tourism I | 3.00 | |
| TOUR 135 | Hospitality Operations | 3.00 | |
| TOUR 160 | Introduction to Resort Management | 3.00 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| REC 152 | Environmental Stewardship I | 3.00 | |
| REC 245 | Organizational Leadership for Outdoor Recreation Programs | 3.00 | |
| TOUR 112 | Tourism Marketing | 3.00 | |
| TOUR 151 | Service Management in Tourism | 3.00 | |
| TOUR 162 | Food and Beverage Management | 3.00 | |
| | | | 15.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| TOUR 131 | Tourism Product Development | 3.00 | |
| TOUR 165 | Resort Management Co-op | 6.00 | |
| TOUR 210 | Strategic Management: Resort Case Study | 3.00 | |
| | | | 12.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| TOUR 205 | Tourism Sales | 3.00 | |
| TOUR 208 | Risk Management for Tourism and Outdoor Recreation | 3.00 | |
| TOUR 232 | Tourism Planning | 3.00 | |
| TOUR 233 | Cross Cultural Tourism | 3.00 | |
| TOUR261 | Resort Financial Management | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 60.00 |

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.)

R. DAVIES

S. GEORGE

R. JANTZEN

W. VAN LUVEN

BA, MFA (UBC)

S. WELLS

BPR (Mt. St. Vincent) **Project Manager**

CONTACT

Destination Resort Management Co-op Diploma Program

Capilano College
1150 Carson Place
Squamish, B.C. V7J 3H5

Phone: 604.892.5322

E-mail: drmco-op@capcollege.bc.ca

Early Childhood Care and Education

In this section you will find information on the following programs:

- Infant & Toddler Certificate Program
- Special Needs Certificate Program
- Early Childhood Care and Education Mentoring Program

THE PROGRAM

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.

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 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.mcaaws.gov.bc.ca/childcare/index. 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.

Admission Requirements

- B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English 12
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70
- Students will be required to write a department English Assessment test
- 40 hours work experience as an employee or volunteer in licenced early childhood education facility in B.C. within the last two years
- Criminal records check for practicum placements, medical report, TB test, and First Aid

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, ANTH 121, AHIS 100, 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

To the College:

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

To the Program:

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. At the interview, you must submit a résumé, three letters of reference, and complete a writing assignment.
3. A Reading Assessment will be required.

Upon Acceptance

Submit a completed medical report on a form provided by the College, plus evidence of absence of active tuberculosis.

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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

EARLY CHILDHOOD CARE AND EDUCATION CERTIFICATE 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.

Certificate in Early Childhood Care and Education Program (full-time)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 16.50 |
| EDUC 155 | Childhood Development | 4.50 | |
| EDUC 170 | Interpersonal Skills | 1.50 | |
| EDUC 171 | Caring and Learning Environments | 1.50 | |
| EDUC 172 | Guiding Young Children I | 1.50 | |
| EDUC 173 | Curriculum Development I | 3.00 | |
| EDUC 175 | Observing and Recording | 1.50 | |
| EDUC 176 | Applied Theory - Practicum I | 3.00 | |
| | | | 16.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 20.00 |
| EDUC 220 | Health, Safety and Nutrition | 1.50 | |
| EDUC 254 | Theoretical Perspectives | 3.00 | |
| EDUC 256 | Working with Young Children in Inclusive Group Settings | 1.50 | |
| EDUC 270 | Introduction to Working with Families | 1.50 | |
| EDUC 272 | Guiding Young Children II | 1.50 | |
| EDUC 273 | Curriculum Development II | 3.00 | |
| EDUC 276 | Applied Theory - Practicum II | 4.00 | |
| EDUC 277 | Applied Theory - Practicum III | 4.00 | |
| | | | 20.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 1.50 |

Career/Vocational Programs

| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| EDUC 254 Theoretical Perspectives | | |
| EDUC 271 Introduction to Centre Organization | 1.50 | |
| EDUC 277 Applied Theory - Practicum III | | |
| | | 1.50 |
| <hr/> | | |
| Other Requirements | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 3.00 Credits from the following list: | | 3.00 |
| CMNS 111 Administrative Writing | 3.00 | |
| ENGL 100 Composition | 3.00 | |
| | | 3.00 |
| <hr/> | | |
| Study Abroad Electives | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | 0.00 |
| SAEC 200 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 201 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 202 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 203 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 204 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 205 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| | | 0.00 |
| <hr/> | | |
| Total Program Credit | | 41.00 |

Diploma in the Early Childhood Care and Education Program

| | | |
|--|-----------------------|-------------------------|
| Completion of Early Childhood Care & Education Certificate | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 41.00 |
| EDUC Early Childhood Care and Education Certificate | 41.00 | |
| | | 41.00 |
| <hr/> | | |
| Completion of Special Needs Certificate | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 9.50 |
| EDUC ECCE - Special Needs Certificate | 9.50 | |
| | | 9.50 |
| <hr/> | | |
| Completion of Infant & Toddler Certificate | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 9.00 |
| EDUC ECCE - Infant & Toddler Certificate | 9.00 | |
| | | 9.00 |
| <hr/> | | |
| Core Courses for both Infant & Toddler and Special Needs Certificates | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 6.00 |
| EDUC 350 Advanced Child Development | 2.00 | |
| EDUC 351 Family, School and Community | 2.00 | |

| Core Courses for both Infant & Toddler and Special Needs Certificates | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|--|-----------------------|-------------------------|
| EDUC 352 | Centre Operations | 2.00 | |
| | | | 6.00 |
| Study Abroad Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| SAEC 200 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 201 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 202 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 203 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 204 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 205 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| | | | 0.00 |
| Total Program Credit | | | 65.50 |

Certificate in the Early Childhood Care and Education Program (Evening)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|----------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 5.25 |
| EDUC 166 | Child Development I | 2.25 | |
| EDUC 170 | Interpersonal Skills | 1.50 | |
| EDUC 171 | Caring and Learning Environments | 1.50 | |
| | | | 5.25 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 5.25 |
| EDUC 167 | Child Development II | 2.25 | |
| EDUC 173 | Curriculum Development I | 3.00 | |
| | | | 5.25 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| EDUC 172 | Guiding Young Children I | 1.50 | |
| EDUC 173 | Curriculum Development I | | |
| EDUC 175 | Observing and Recording | 1.50 | |
| EDUC 176 | Applied Theory - Practicum I | 3.00 | |
| | | | 6.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 10.00 |
| EDUC 220 | Health, Safety and Nutrition | 1.50 | |
| EDUC 272 | Guiding Young Children II | 1.50 | |
| EDUC 273 | Curriculum Development II | 3.00 | |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| EDUC 276 | Applied Theory - Practicum II | 4.00 | |
| | | | 10.00 |
| Fifth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 8.50 |
| EDUC 254 | Theoretical Perspectives | 3.00 | |
| EDUC 256 | Working with Young Children in Inclusive Group Settings | 1.50 | |
| EDUC 273 | Curriculum Development II | | |
| EDUC 276 | Applied Theory - Practicum II | | |
| EDUC 277 | Applied Theory - Practicum III | 4.00 | |
| | | | 8.50 |
| Sixth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 3.00 |
| EDUC 270 | Introduction to Working with Families | 1.50 | |
| EDUC 271 | Introduction to Centre Organization | 1.50 | |
| | | | 3.00 |
| Other Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| CMNS 111 | Administrative Writing | 3.00 | |
| ENGL 100 | Composition | 3.00 | |
| | | | 3.00 |
| Study Abroad Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| SAEC 200 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 201 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 202 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 203 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 204 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 205 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| | | | 0.00 |
| Total Program Credit | | | 41.00 |

Please Note

For more program content in the Squamish and Sunshine Coast campuses please check the corresponding calendar.

INFANT & TODDLER CERTIFICATE PROGRAM

These evening programs are for the student who is certified as an Early Childhood Educator or is 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.

Certificate in the Early Childhood Care & Education - Infant and Toddler Program

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|---------------------------|-----------------------------|
| Required Courses: | | 5.50 |
| EDUC 350 Advanced Child Development | 2.00 | |
| EDUC 351 Family, School and Community | 2.00 | |
| EDUC 355 Physical Care and Safety | 1.50 | |
| | | 5.50 |
| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 3.50 |
| EDUC 352 Centre Operations | 2.00 | |
| EDUC 353 Program Planning for Infants and Toddlers | 1.50 | |
| | | 3.50 |
| Practicum | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 6.00 Credits from the following list: | | 6.00 |
| EDUC 349 Applied Theory Infant/Toddler Practicum | 6.00 | |
| EDUC 356 Infant and Toddler Practicum | 3.00 | |
| EDUC 357 Infant and Toddler Practicum | 3.00 | |
| | | 6.00 |
| Electives | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | 0.00 |
| EDUC 375 Early Childhood: Children, Culture and Globalization | 3.00 | |
| EDUC 376 Children's Literacy: A Global Perspective | 1.50 | |
| SAEC 200 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 201 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 202 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 203 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 204 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 205 Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |

| Electives | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|-----------------------|-------------------------|
| | | 0.00 |
| Total Program Credit | | 15.00 |

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

These evening programs are for the student who is certified as an Early Childhood Educator or is 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.

Certificate in the Early Childhood Care & Education - Special Needs Program

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 5.50 |
| EDUC 256 Working with Young Children in Inclusive Group Settings | 1.50 | |
| EDUC 350 Advanced Child Development | 2.00 | |
| EDUC 351 Family, School and Community | 2.00 | |
| | | 5.50 |

| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Required Courses: | | 4.00 |
| EDUC 352 Centre Operations | 2.00 | |
| EDUC 354 Program Planning for Special Needs | 2.00 | |
| | | 4.00 |

| Practicum | <i>Course Credits</i> | <i>Required Credits</i> |
|---------------------------------------|-----------------------|-------------------------|
| Required Courses: | | 6.00 |
| EDUC 358 Special Needs Practicum | 3.00 | |
| EDUC 359 Special Needs Practicum | 3.00 | |
| | | 6.00 |

| Electives | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| Choose 0.00 Credits from the following list: | | | 0.00 |
| EDUC 375 | Early Childhood: Children, Culture and Globalization | 3.00 | |
| EDUC 376 | Children's Literacy: A Global Perspective | 1.50 | |
| SAEC 200 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 201 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 202 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 203 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 204 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| SAEC 205 | Study Abroad/Study Exchange-Early Childhood Care & Education | 0.00 | |
| | | | 0.00 |
| Total Program Credit | | | 15.50 |

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.

Admission Requirements

Applicants must have completed a basic ECCE certificate or a valid licence to practice as an Early Childhood Educator in B.C.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please call the ECCE department for information about fees.

Statement of Completion in the Early Childhood Care and Education Mentoring Program

| Required Courses | Course Credits | Required Credits |
|--|----------------|------------------|
| Required Courses: | | 3.50 |
| EDUC 373 Negotiated Curriculum | 1.50 | |
| EDUC 377 On-site ECCE Mentoring Practices | 2.00 | |
| Total Program Credit | | 3.50 |

FACULTY

- R. ANNE
B.Sc. (Columbia Pacific), Dip. ECE (Ryerson) **On leave**
- 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. (UVic) (In progress)
- K. KUMMEN
M.Ed. (U of Manitoba), ECE Cert.
- J. MOSES
BA, BSW (McMaster), M.Ed. (UBC), ECE Cert., **Coordinator**
- D. O'KRAINETS
B.Ed. (UBC), ECE Cert.
- T. SMITH
MA (Pacific Oaks College), ECE Dip.

SUPPORT STAFF

- Sylvia Huzek
Receptionist
- Lorraine Sickavish
Receptionist
- 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

Executive and Project Administration Program

THE PROGRAM

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.

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

- B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student status

Note

At least two years of post-secondary preparation or a Bachelor's degree is preferred.

- Considerable work experience will be reviewed and may be accepted as the equivalent of educational prerequisites.
- Interview with the program convenor.
- English 100 or equivalent
- Working knowledge of computers.
- English Language Requirement, TOEFL / ELA / IELTS / CAEP, for applicants whose native language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70. SLEP test at college level for ESL students.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE ABT - EXECUTIVE AND PROJECT ADMINISTRATION PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| CMNS 220 | Advanced Business Writing and Editing | 3.00 | |
| EXEC 100 | Document Development | 3.00 | |
| EXEC 110 | Financial Accounting Support Skills | 3.00 | |
| EXEC 115 | Information Management | 3.00 | |
| EXEC 125 | Essential Business Concepts and Applications | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| BMKT 262 | Event Marketing | 3.00 | |
| EXEC 205 | Web Site Design and Maintenance | 3.00 | |
| EXEC 215 | Budgeting and Analysis | 1.50 | |
| EXEC 220 | Training Skills | 1.50 | |
| EXEC 225 | Project Administration | 3.00 | |
| EXEC 240 | Directed Work Experience | 1.50 | |
| EXEC 252 | Organizational Behaviour | 3.00 | |
| | | | 16.50 |
| Total Program Credit | | | 31.50 |

FACULTY

C. CRAM

BA, MA (Toronto), B.C. Prof. Teaching Certificate

L. CROWE

B.Sc. (U of Conn.), MBA (N. Eastern 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. HORN

I.D. (UBC), M.Ed. (SFU)

S. LIVINGSTONE

RN, MAMS, (London, England)

N. POWER

BA, (Sir George Williams), Lab Supervisor

S. QUARLES
Lab Supervisor
M. TAYLOR
B.Sc. (UMA)

SUPPORT STAFF

Faye Ulker
Clerk Typist
Colleen Liptaj
Divisional Assistant

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

Festival and Event Coordination Certificate

PROGRAM DESCRIPTION

Festival and event planning is a career niche that is growing in popularity and recognition. The Festival and Event Coordination 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.

PROGRAM LOCATION

The Festival and Event Coordination program is offered at the Squamish Campus.

ADMISSION REQUIREMENTS

Grade 12 graduation or equivalent or Mature Student status

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE FESTIVAL AND EVENT COORDINATION PROGRAM

| Required Courses | Course Credits | Required Credits |
|--|----------------|------------------|
| Required Courses: | | 15.00 |
| TOUR 152 Event Administration | 3.00 | |
| TOUR 153 Business Relations for Events | 3.00 | |
| TOUR 154 Marketing and Public Relations for Festival and Events | 3.00 | |
| TOUR 155 Catering for Festivals and Events | 1.50 | |
| TOUR 156 Meetings, Incentives, and Trade Shows | 1.50 | |
| TOUR 157 Festival and Event Production and Logistics | 3.00 | |
| Total Program Credit | | 15.00 |

CONTACT

Capilano College
 1150 Carson Place
 Squamish, B.C. V7J 3H5

Phone: 604.892.5322
 Fax: 604.82.9274
 E-mail: festival@capcollege.bc.ca
 E-mail: sbell2@capcollege.bc.ca
 E-mail: sherity@capcollege.bc.ca

Film Programs

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 Theatre and Film Certificate Program
- Costuming for Stage and Screen Diploma Program

Motion Picture Production Department

- Motion Picture Production Program (Certificate)
- Motion Picture Production Program (Diploma)
- Advanced Motion Picture Production Program (Diploma)
- Documentary and Small Unit Production Program (Diploma)

Entry Level Craft Training/Apprenticeship Training Department

- Entry Level Film Grip Program
- Entry Level Film Lighting Program
- Entry Level Set Dresser Program

ACTING FOR THE CAMERA PROGRAM

The 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. Graduates will 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

Students will 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 completion of the program, graduates should be able to:

- 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

- 18 years of age
- Grade 12 completion or equivalent or Mature Student status
- Personal interview
- English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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.

- Aptitude for working in the film industry
- 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. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Acting for the Camera Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| ACTS 100 | Working with the Director | 3.00 | |
| ACTS 101 | The Working Actor | 3.00 | |
| FILM 103 | Screenplay Development and Analysis | 3.00 | |
| FILM 110 | Lighting and Camera for Film and Video | 3.00 | |
| THTR 212 | Film Acting I | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| ACTS 103 | Working with the Director (Advanced) | 4.50 | |
| ACTS 104 | The Working Actor (Advanced) | 4.50 | |
| FILM 111 | History of Film | 3.00 | |
| THTR 213 | Film Acting II | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 30.00 |

CINEMATOGRAPHY FOR FILM AND VIDEO PROGRAM

This is a one-year certificate program in which students will 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 completion of the program, graduates will be 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.

Certificate in the Cinematography for Film and Video Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| CINE 118 | Cinematography for Film and Video | 15.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| CINE 119 | Advanced Cinematography for Film and Video | 15.00 | |
| | | | 15.00 |
| Total Program Credit | | | 30.00 |

COSTUMING FOR THEATRE AND FILM CERTIFICATE PROGRAM

The 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 transferrable across the country and around the world.

Admission Requirements

- 18 years of age
- Grade 12 graduation or equivalent or Mature Student status
- Personal interview (a portfolio will be requested)
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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.

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Costuming for Theatre and Film Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 16.50 |
| COST 100 | Costume Cutting and Construction I | 4.50 | |
| COST 102 | History of Costume I | 3.00 | |
| COST 104 | Wardrobe Management | 3.00 | |
| THTR 152 | Costuming I | 3.00 | |
| TXTL 120 | Dyeing and Breakdown for Film and Theatre I | 3.00 | |
| | | | 16.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| COST 101 | Costume Cutting and Construction II | 4.50 | |
| COST 103 | History of Costume II | 3.00 | |
| COST 105 | Film Costumer Practicum | 3.00 | |
| THTR 153 | Costuming II | 3.00 | |
| TXTL 121 | Dyeing and Breakdown for Film and Theatre II | 3.00 | |
| | | | 16.50 |
| Total Program Credit | | | 33.00 |

COSTUMING FOR STAGE AND SCREEN DIPLOMA PROGRAM

The 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

Post-Secondary Requirement

Successful completion of the Costuming for Theatre and Film program or equivalent

Interview/Portfolio/Audition Requirement

Interview

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Costuming for Stage and Screen Program

| Certificate Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|---------------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 33.00 |
| COST | First Year Costuming for Theatre & Film Program | 33.00 | |
| | | | 33.00 |
| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| COST 202 | Elements of Costume Design | 3.00 | |
| TXTL 220 | Textile Arts for Costumers | 3.00 | |
| | | | 6.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 10.50 |
| COST | Writing for the Arts* | 3.00 | |
| COST | Costume Cutting and Construction III* | 4.50 | |
| THTR | Costuming III* | 3.00 | |
| | | | 10.50 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| COST | Film Constumer Practicum II* | 3.00 | |
| COST | Costume Skills Intensive* | 6.00 | |
| THTR | Costuming IV* | 3.00 | |
| | | | 12.00 |
| Total Program Credit | | | 61.50 |

ENTRY LEVEL FILM GRIP PROGRAM

The 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 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

Applicants must meet the following admission requirements:

- 18 years of age
- Completion of 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) computer-based requirement = 220, 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.
- Aptitude for working in the film and video production industry

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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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 V7J 3H5
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 Fax: 604.984.1798

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 this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Entry Level Grip Program

| First Term | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 15.00 |
| ELCT 109 Entry Level Grip Course | 15.00 | |
| Total Program Credit | | 15.00 |

ENTRY LEVEL FILM LIGHTING PROGRAM

The 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 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

Applicants must meet the following admission requirements:

- 18 years of age
- Completion of grade 12 or equivalent or Mature Student status
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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.
- Aptitude for working in the film and video production industry

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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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V7J 3H5
Phone: 604.984.4900
Fax: 604.984.1798

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 this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Entry Level Film Lighting Program

| First Term | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 15.00 |
| ELCT 107 Entry Level Film Lighting | 15.00 | |
| Total Program Credit | | 15.00 |

ENTRY LEVEL SET DRESSER PROGRAM

The 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 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

Applicants must meet the following admission requirements:

- 18 years of age
- Completion of grade 12 or equivalent or Mature Student status
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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. Alternatively, Application for Admission forms may be downloaded from 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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 V7J 3H5
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 Fax: 604.984.1798

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 this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Entry Level Set Dresser Program

| Required Course | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 15.00 |
| ELCT 115 Entry Level Set Dresser | 15.00 | |
| Total Program Credit | | 15.00 |

MOTION PICTURE PRODUCTION PROGRAM (CERTIFICATE)

The 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

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

Applicants must meet the following admission requirements:

- 18 years of age
- Completion of grade 12 or equivalent or Mature Student status
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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.
- Personal interview
- Aptitude for working in the film and video production industry

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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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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 this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Motion Picture Production Program

| | | |
|--------------------------|-----------------------|-------------------------|
| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 18.00 |

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| FILM 100 | Film Development and Production | 3.00 | |
| FILM 101 | Film Crafts, Level I | 3.00 | |
| FILM 102 | Post-Production and Non-linear Editing | 3.00 | |
| FILM 103 | Screenplay Development and Analysis | 3.00 | |
| FILM 104 | The Business of Film | 3.00 | |
| FILM 110 | Lighting and Camera for Film and Video | 3.00 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| FILM 105 | Film Crafts, Level II | 1.50 | |
| FILM 106 | The Director's Team | 1.50 | |
| FILM 107 | Technical Production | 1.50 | |
| FILM 111 | History of Film | 3.00 | |
| FILM 112 | Audio and Video Post Production | 1.50 | |
| FILM 113 | Motion Picture Project #1 | 3.00 | |
| FILM 114 | Motion Picture Project #2 | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 33.00 |

MOTION PICTURE PRODUCTION PROGRAM (DIPLOMA)

The 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.

Diploma in the Motion Picture Production Program

| Certificate Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
|---------------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 33.00 |
| FILM | Motion Picture Production Certificate Program | 33.00 | |
| | | | 33.00 |
| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 18.00 |
| FILM 201 | Directing the Camera and Actor | 3.00 | |
| FILM 202 | Producing | 3.00 | |
| FILM 204 | Screenwriting | 3.00 | |
| FILM 207 | Project #3 | 1.50 | |
| FILM 210 | Set Administration | 1.50 | |

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| FILM 216 | Picture and Sound Editing | 3.00 | |
| FILM 217 | Recording and Sound for Film and Video | 1.50 | |
| FILM 219 | Basics of Production Design | 1.50 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| CMNS 135 | Storytelling for Media | 3.00 | |
| FILM 212 | History of Canadian Film | 3.00 | |
| FILM 213 | Project #4 and #5 | 6.00 | |
| FILM 214 | Advanced Digital Editing | 1.50 | |
| FILM 218 | Sound Design for Film and Video | 1.50 | |
| | | | 15.00 |
| Total Program Credit | | | 66.00 |

ADVANCED MOTION PICTURE PRODUCTION PROGRAM (DIPLOMA)

The 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

Applicants must meet the following admission requirements:

- Successful completion of the Motion Picture Production Diploma Program
- Personal interview

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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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Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Advanced Motion Picture Production Program

| Motion Picture Production Diploma | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|--|-----------------------|-------------------------|
| Required Courses: | | | 62.00 |
| FILM | Motion Picture Production Diploma | 62.00 | |
| | | | 62.00 |
| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 18.00 |
| FILM 300 | Advanced Screenwriting | 3.00 | |
| FILM 303 | Production Budgeting and Accounting | 3.00 | |
| FILM 305 | Advanced Directing for Film and Television | 3.00 | |
| FILM 307 | History of World Cinema | 3.00 | |
| FILM 309 | Special and Visual Effects | 1.50 | |

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| FILM 311 | Advanced Producing | 1.50 | |
| FILM 313 | Production Financing | 1.50 | |
| FILM 315 | Visual Aesthetics | 1.50 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| FILM 320 | Production Project | 6.00 | |
| FILM 322 | Entrepreneurship for Film and Television | 3.00 | |
| FILM 325 | Creative Direction in Post Production | 3.00 | |
| | | | 12.00 |
| Total Program Credit | | | 92.00 |

DOCUMENTARY AND SMALL UNIT PRODUCTION PROGRAM (DIPLOMA)

The Program

Focusing on the growing market for smaller scale productions, this intensive diploma program will provide the student with the skills needed to produce, write and edit documentary or specialized productions. The two-year, full-time program will cover the development, pre-production, production, post-production and packaging stages. Students will gain a thorough understanding of the genre, focusing on writing, camera techniques, picture and sound editing and business management. Tentative start date is January 2006.

Admission Requirements

Secondary School requirement:

BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.

Post-Secondary requirement:

Successful completion of the Capilano College Motion Picture Production (Certificate one year) Program or equivalent training or experience.

English Language requirement, TOEFL/ELA/IELTS (where English is not your first language):

English Language Requirement, TOEFL / ELA / IELTS/CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) requirement = 220 (computer-based), 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/Audition requirement:

Interview

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

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Diploma in the Documentary and Small Unit Production Program

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Required Courses: | | 18.00 |
| DOCS 100 Equipment Field Use | 3.00 | |
| DOCS 105 Audio and Video Post Production, Level I | 3.00 | |
| DOCS 110 Small Unit Pre-Production, Level I | 1.50 | |
| DOCS 115 Small Unit Production, Level I | 3.00 | |
| DOCS 120 Documentary Story, Level I | 3.00 | |
| DOCS 125 History of Documentary and Small Unit Production | 3.00 | |
| DOCS 130 Project Financing, Level I | 1.50 | |
| | | 18.00 |
| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 12.00 |
| DOCS 135 Documentary Project #1 | 12.00 | |
| | | 12.00 |
| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 18.00 |
| CMNS Communications* | 3.00 | |
| DOCS Documentary Story, Level II* | 3.00 | |
| DOCS Talent Management* | 3.00 | |
| DOCS Small Unit Production, Level II* | 3.00 | |
| DOCS Audio and Video Post Production, Level II* | 3.00 | |
| DOCS Project Financing, Level II* | 1.50 | |
| DOCS Small Unit Pre Production, Level II* | 1.50 | |
| | | 18.00 |
| Fourth Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 12.00 |
| DOCS Documentary Project # 2* | 12.00 | |
| | | 12.00 |
| Total Program Credit | | 60.00 |

FACULTY

Motion Picture Production Program

- D. GORDON
BA (SFU)
- R. JACKES
BA
- J. JORDAN
BA (UBC) **on leave**
- S. McPHERSON
- J. NABLO
MA (San Diego)
- D. NEUFELD
BA (UBC)
- M. STILLER
BA
- M. THOMA
BA, MA (in progress)
- B. THUMM
Coordinator
- C. WILKINSON
BA, MA (in progress)
- 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

- M. BERRY
Diploma (Royal Academy of Fine Art, London)
- 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

Home Support/Resident Care Attendant Program

THE PROGRAM

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 2005/2006 academic year, the September 2005 program will be offered in Sechelt. The January 2006 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.

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.

Admission Requirements

- Secondary School requirement: 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 (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Group interview with 2 instructors; 2 references.
- Other requirement(s): 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. Alternatively, Application for Admission forms may be downloaded from 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

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 a B- the student will be unable to complete the last five-week clinical course, HSRC 113.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE HOME SUPPORT/RESIDENT CARE ATTENDANT PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 18.25 |
| HSRC 101 | Health and Healing: Concepts for Practice | 3.75 | |
| HSRC 110 | Work Role: Introduction to Continuing Care | 1.50 | |
| HSRC 111 | Clinical Skills | 7.00 | |
| RCAP 100 | Health: Lifestyles and Choices | 1.50 | |
| RCAP 102 | Human Relations: Interpersonal Communications | 1.50 | |
| RCAP 112 | Special Needs in Resident Care | 3.00 | |
| | | | 18.25 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 4.75 |
| HSRC 113 | Home Support/Resident Care Practicum | 4.75 | |
| | | | 4.75 |
| Total Program Credit | | | 23.00 |

INSTRUCTIONAL FACULTY

T. ADLER
BA (Toronto), MSW (UBC)

P. DeSOUSA
RN, BScN

D. LITTLE
RN, PHN

K. TAYLOR
BA, RN, **Coordinator**

SUPPORT STAFF

Diane Mills
Divisional/Departmental Assistant

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

Illustration/Design: Elements & Applications (IDEA) Program

This program is a department within the Media Technology Division. The Media Technology Division also includes Film Studies, Animation programs, and the Interactive Design program. Other art programs in this calendar include Studio Art and Textile Arts.

THE PROGRAM

The Illustration/Design: Elements and Applications (IDEA) program is a unique three-year 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.

Career Relevance

The versatility of training enables graduates to work in a wide range of fields in the public or private sectors. 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, broadcast television, 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 are of great value.

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 will need artist materials and supplies. A colour kit for first year fundamentals is included as part of lab fees. In the second year, the emphasis is on tools, processes and skills development, including mastering the digital domain. Students will 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. Lab fees cover student access to their designated Apple Macintosh workstation through second and third year. Upon completion of the IDEA program, the student may, for a nominal sum, purchase the computer.

Admission Requirements

- B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English 12 with a minimum C grade
- Art 12 with a minimum B grade
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.

- Portfolio (see below for more information)

Portfolios

Portfolios must be submitted:

April 18 and 19, 2006.

Portfolios will not be reviewed if proper documentation has not been received by the College by March 31, 2006.

Late portfolio submissions will not be accepted.

1. Portfolio Content:

- submit 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
- portfolio size must not be larger than 20" X 26" (50 cm X 66 cm)
- photographs or slides of larger or 3-D work are preferred

3. Submitting Your Portfolio:

- 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
- include a completed Program Information Sheet
- address the portfolio to: Capilano College / IDEA program AR106 – 2055 Purcell Way North Vancouver, B.C., Canada V7J 3H5
- portfolios may be picked up between April 24 and April 28 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 1, 2006.

Successful applicants will be notified during the week of May 15, 2006.

All portfolios must be picked up by April 28, 2006.

The College cannot accept responsibility for loss or damage to an applicant's work.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Note:

Application deadline for the IDEA program is Thursday, March 31, 2005

DIPLOMA IN THE ILLUSTRATION/DESIGN: ELEMENTS & APPLICATIONS PROGRAM

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 15.00 |
| IDEA 100 Survey of Design | 2.00 | |
| IDEA 110 Life Drawing I | 2.00 | |
| IDEA 120 Illustration Fundamentals I | 2.00 | |
| IDEA 130 Drawing for Illustration I | 2.00 | |
| IDEA 140 Colour Theory | 1.00 | |
| IDEA 150 Elements of Design | 1.00 | |
| IDEA 162 Introduction to Typography | 2.00 | |
| IDEA 170 Computing Basics for Graphic Designers | 3.00 | |
| | | 15.00 |
| <hr/> | | |
| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 17.00 |
| CMNS 123 Fundamentals of Communication for Artists and Designers | 3.00 | |
| IDEA 105 Survey of Art and Illustration | 2.00 | |
| IDEA 106 Introduction to Marketing for Graphic Designers | 1.00 | |
| IDEA 115 Life Drawing II | 2.00 | |
| IDEA 125 Illustration Fundamentals II | 2.00 | |
| IDEA 135 Drawing for Illustration II | 2.00 | |
| IDEA 145 Perception | 3.00 | |
| IDEA 155 Conceptual Design I | 2.00 | |
| | | 17.00 |
| <hr/> | | |
| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 16.00 |
| IDEA 210 Life Drawing III | 2.00 | |
| IDEA 220 Applied Illustration I | 2.00 | |
| IDEA 250 Conceptual Design II | 2.00 | |
| IDEA 260 Typography Digital I | 2.00 | |
| IDEA 270 Digital Applications II | 2.00 | |

Career/Vocational Programs

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---|-----------------------|-------------------------|
| IDEA 271 | Digital Applications III | 2.00 | |
| IDEA 272 | Digital Applications IV | 2.00 | |
| IDEA 290 | Applied Design I | 2.00 | |
| | | | 16.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| CMNS 223 | Communications Skills, Applications and Contexts for Design and Art Direction | 3.00 | |
| IDEA 225 | Applied Illustration II | 2.00 | |
| IDEA 237 | Diagrammatic Graphics | 2.00 | |
| IDEA 255 | Design for Exhibits/Environmental Graphics | 2.00 | |
| IDEA 265 | Typography Digital II | 2.00 | |
| IDEA 285 | Web Site Design | 2.00 | |
| IDEA 295 | Applied Design II | 2.00 | |
| | | | 15.00 |
| Fifth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| IDEA 310 | Life Drawing IV | 2.00 | |
| IDEA 332 | Advanced Illustration I | 2.00 | |
| IDEA 340 | Production for Print and Digital Media | 3.00 | |
| IDEA 345 | Self Promotion I | 2.00 | |
| IDEA 350 | Packaging | 2.00 | |
| IDEA 380 | Web Site Applications | 2.00 | |
| IDEA 390 | Applied Design III | 2.00 | |
| | | | 15.00 |
| Sixth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| IDEA 300 | Business Practices/Design and Illustration | 1.00 | |
| IDEA 305 | Professional Development | 2.00 | |
| IDEA 306 | Content Production | 3.00 | |
| IDEA 336 | Advanced Illustration II | 2.00 | |
| IDEA 346 | Self Promotion II | 2.00 | |
| IDEA 395 | Applied Design IV | 2.00 | |
| IDEA 397 | Portfolio Development | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 93.00 |

FACULTY

- C. AITKEN
BA (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. 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)
- J. SALAZAR
BA (San Jose State U)
- A. SAMUEL
BA (UBC)
- L. SAVAGE
BA (McGill), M.Ed. (Alberta)
- C. WOLF
Dip. Multimedia (Vancouver Community College), BFA (SFU)
- L. WU
Dip. Commercial Music (Capilano College)
- D. YASINSKI
BFA (Manitoba)

CONTACT

To obtain a copy of the IDEA program brochure for a summary of costs and further program information contact:

Illustration/Design: Elements & Applications (IDEA) Program
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

View IDEA graduate portfolios at www.capcollege.bc.ca/programs/idea/Home

Interactive Design

GENERAL INFORMATION

Interactive Design is a flexible new program designed to turn students into the creative, skilled individuals who are making interactive media work. Understanding of the medium is as important as technique, so the curriculum is founded on the conceptual fundamentals of communication in interactive media. Students are also trained in a focused and relevant set of skills that offer a competitive advantage: the ability to deliver an interactive user experience that satisfies both business and their customers. Students will receive face-to-face instruction from industry insiders in a dedicated, up to date lab, students using their own computers and industry-standard software.

The first year of this new program encompasses all of the skills necessary to plan, design and implement websites. In the second year, students will pursue advanced studies in one of three specializations: web design and development, disc-based interactive multimedia, or e-learning. A variety of specialization topics will be explored, as well as, database design and rich media content development. A six-week work practicum gives students the opportunity to gain real-world experience as well as valuable contacts with employers.

ADMISSION REQUIREMENTS

- Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Interview
- Other requirement(s): Working knowledge of computers, high speed internet access, modest keyboarding rate, re-sume, a computer that meets the department's requirements.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

FURTHER INFORMATION

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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

GRADUATION REQUIREMENTS

Completion of 60 credits of course work with a minimum grade point average of 2.0

CERTIFICATE IN THE WEB SITE DEVELOPMENT AND DESIGN PROGRAM

| First Term | | Course Credits | Required Credits |
|--------------------------|--------------------------------|----------------|------------------|
| Required Courses: | | | 16.00 |
| ENGL 100 | Composition | 3.00 | |
| INTE 108 | Orientation | 0.50 | |
| INTE 109 | Interactive Information Design | 3.00 | |
| INTE 110 | System Diagnostics and Support | 1.50 | |
| INTE 111 | HTML and CSS Authoring | 2.00 | |
| INTE 112 | Interactive Graphics | 3.00 | |
| INTE 113 | Visual Design | 1.50 | |
| INTE 120 | Contemporary Issues | 1.50 | |

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| | | 16.00 |
| <hr/> | | |
| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 14.00 |
| CMNS 220 Advanced Business Writing and Editing | 3.00 | |
| INTE 114 Project Management | 1.50 | |
| INTE 115 Interactive Vector Graphics | 1.50 | |
| INTE 116 Usability Design and Testing | 1.50 | |
| INTE 117 Web Prototype Development | 1.50 | |
| INTE 118 Structured Programming and Scripting for a Web Browser | 2.00 | |
| INTE 119 Self Marketing and Business Practices | 3.00 | |
| | | 14.00 |
| <hr/> | | |
| Total Program Credit | | 30.00 |

CERTIFICATE IN THE ADVANCED INTERACTIVE DESIGN PROGRAM

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Required Courses: | | 15.00 |
| INTE 201 Directed Study I | 3.00 | |
| INTE 202 Advanced Web Authoring | 1.50 | |
| INTE 203 Applied Project Management | 3.00 | |
| INTE 204 Rich Media Integration | 3.00 | |
| INTE 205 Vector Graphics | 1.50 | |
| INTE 206 Applied Information Design | 1.50 | |
| INTE 207 Professional Alliance | 1.50 | |
| | | 15.00 |
| <hr/> | | |
| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 15.00 |
| INTE 208 Work Practicum | 6.00 | |
| INTE 209 Directed Study II | 3.00 | |
| INTE 210 Portfolio Development | 1.50 | |
| INTE 211 Quality Assurance | 1.50 | |
| INTE 212 Presentation Skills | 1.50 | |
| INTE 213 Emerging Technologies | 1.50 | |
| | | 15.00 |
| <hr/> | | |
| Total Program Credit | | 30.00 |

DIPLOMA IN THE INTERACTIVE DESIGN PROGRAM

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|-----------------------|-------------------------|
| Required Courses: | | 16.00 |

Career/Vocational Programs

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-------------------|--------------------------------|-----------------------|-------------------------|
| ENGL 100 | Composition | 3.00 | |
| INTE 108 | Orientation | 0.50 | |
| INTE 109 | Interactive Information Design | 3.00 | |
| INTE 110 | System Diagnostics and Support | 1.50 | |
| INTE 111 | HTML and CSS Authoring | 2.00 | |
| INTE 112 | Interactive Graphics | 3.00 | |
| INTE 113 | Visual Design | 1.50 | |
| INTE 120 | Contemporary Issues | 1.50 | |
| | | | 16.00 |

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 14.00 |
| CMNS 220 | Advanced Business Writing and Editing | 3.00 | |
| INTE 114 | Project Management | 1.50 | |
| INTE 115 | Interactive Vector Graphics | 1.50 | |
| INTE 116 | Usability Design and Testing | 1.50 | |
| INTE 117 | Web Prototype Development | 1.50 | |
| INTE 118 | Structured Programming and Scripting for a Web Browser | 2.00 | |
| INTE 119 | Self Marketing and Business Practices | 3.00 | |
| | | | 14.00 |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|----------------------------|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| INTE 201 | Directed Study I | 3.00 | |
| INTE 202 | Advanced Web Authoring | 1.50 | |
| INTE 203 | Applied Project Management | 3.00 | |
| INTE 204 | Rich Media Integration | 3.00 | |
| INTE 205 | Vector Graphics | 1.50 | |
| INTE 206 | Applied Information Design | 1.50 | |
| INTE 207 | Professional Alliance | 1.50 | |
| | | | 15.00 |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|-----------------------|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| INTE 208 | Work Practicum | 6.00 | |
| INTE 209 | Directed Study II | 3.00 | |
| INTE 210 | Portfolio Development | 1.50 | |
| INTE 211 | Quality Assurance | 1.50 | |
| INTE 212 | Presentation Skills | 1.50 | |
| INTE 213 | Emerging Technologies | 1.50 | |
| | | | 15.00 |

| Fourth Term | Course Credits | Required Credits |
|-----------------------------|----------------|------------------|
| Total Program Credit | | 60.00 |

FACULTY

- C. AITKEN
BA (Kingstone), M. Publishing (SFU)
- M. ANDERSON
BFA (Emily Carr), Dip. Applied Information Tech. (Capilano)
- B. CALVERT
BA (Sask), Dip. Applied Information Tech. (Capilano)
- L. CHISHOLM
BFA (Nova Scotia College of Art & Design)
- S. LO
BA (Alberta)
- D. RANKIN
BFA (SFU), Dip. Applied Information Tech. (Capilano)
- D. ROBERTSON
Dip. Applied Information Tech. (Capilano)
- L. WU
Dip. Commercial Mus. (Capilano)

SUPPORT STAFF

Cathy Cole
Department Assistant

CONTACT

Information 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

Jazz Studies

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.

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 now 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 program prides itself on the number and quality of specialized faculty it has on staff. Most instructors are also top professional musicians who bring extensive practical experience to their classes.

Admission Requirements for First Year (Diploma)

All applicants must:

- have Grade 12 graduation or equivalent or Mature Student status
- English Language Requirement, TOEFL / ELA / IELTS / CAEP for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- demonstrate an adequate knowledge of theory rudiments through a department test
- display a sufficiently high level of performance and sight-reading ability on their concentration instrument (see Auditions)
- pass a simple aural aptitude test involving pitch and rhythm matching
- submit two letters of recommendation from music professionals or instructors

Admission Requirements for Transfer/Returning Students (Diploma)

All applicants must:

- display a sufficiently high level of performance and sight-reading ability on their concentration instrument (see Auditions)
- take an aural test to determine their basic acceptability and placement within the ear training sequence (see Transfer of Credit)
- take a keyboard proficiency test to determine their placement within the class keyboard sequence (see Transfer of Credit)
- submit two letters of recommendation from music professionals or instructors

The auditioning instructors will make recommendations regarding acceptance, eligibility and placement in some performance classes, placement in Private Music Instruction (PMI), and required remedial work.

Admission Requirements for Four Year Degree Program

- Jazz Studies Diploma or acceptable transfer equivalent
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Interview

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.)

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.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

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

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.

Transfer of 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:

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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — 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.

Diploma in the Jazz Studies Program (Instrumental Concentration)

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 13.00 |
| ENGL 100 Composition | 3.00 | |
| JAZZ 103 The Language of Music | 3.00 | |
| JAZZ 114 Class Piano I | 1.00 | |
| JAZZ 170 History of Jazz | 3.00 | |
| JAZZ 184 Sight Singing/Ear Training I | 1.50 | |
| JAZZ 194 Small Ensemble I | 1.50 | |
| Choose 1.00 Credits from the following list: | | 1.00 |
| ENSJ 105 Jazz Choir | 1.00 | |
| ENSJ 120 Guitar/Bass Ensemble I | 1.00 | |
| ENSJ 135 Jazz Ensemble I | 1.00 | |
| ENSJ 136 Instrumental Ensemble I | 1.00 | |
| ENSJ 140 Percussion Ensemble I | 1.00 | |
| ENSJ 205 Jazz Choir | 1.00 | |
| ENSJ 220 Guitar/Bass Ensemble III | 1.00 | |
| ENSJ 235 Jazz Ensemble III | 1.00 | |
| ENSJ 236 Instrumental Ensemble III | 1.00 | |
| ENSJ 240 Percussion Ensemble III | 1.00 | |
| ENSJ 305 Jazz Choir | 1.00 | |
| ENSJ 320 Guitar/Bass Ensemble V | 1.00 | |

Career/Vocational Programs

| First Term | Course Credits | Required Credits |
|---|-----------------------|-------------------------|
| ENSJ 335 Jazz Ensemble V | 1.00 | |
| ENSJ 336 Instrumental Ensemble V | 1.00 | |
| ENSJ 340 Percussion Ensemble V | 1.00 | |
| ENSJ 405 Jazz Choir | 1.00 | |
| ENSJ 435 Jazz Ensemble VII | 1.00 | |
| ENSJ 436 Instrumental Ensemble VII | 1.00 | |
| ENSJ 440 Percussion Ensemble VII | 1.00 | |
| ENSM 100 Choir - Ensemble I | 2.00 | |
| ENSM110 Orchestra I | 1.00 | |
| ENSM 200 Choir Ensemble III | 2.00 | |
| ENSM 210 Instrumental Ensemble III | 1.00 | |

Choose 2.00 Credits from the following list:

2.00

| | |
|---|------|
| PMI126 Jazz Guitar | 2.00 |
| PMI127 Jazz Bass | 2.00 |
| PMI128 Jazz Piano | 2.00 |
| PMI130 Jazz Flute | 2.00 |
| PMI134 Jazz Saxophone | 2.00 |
| PMI135 Jazz Trumpet | 2.00 |
| PMI136 Jazz Trombone | 2.00 |
| PMI138 Jazz Bowed Strings | 2.00 |
| PMI140 Jazz Percussion (Indef.Pitch) | 2.00 |

16.00

Second Term

Course Credits

Required Credits

Required Courses:

8.50

| | |
|---|------|
| JAZZ 105 Rhythm Section Writing | 1.50 |
| JAZZ 106 Traditional Harmony and Composition | 1.50 |
| JAZZ 107 Jazz Theory and Composition I | 1.50 |
| JAZZ 115 Class Piano II | 1.00 |
| JAZZ 185 Sight Singing/Ear Training II | 1.50 |
| JAZZ 195 Small Ensemble II | 1.50 |

Choose 3.00 Credits from the following list:

3.00

| | |
|--|------|
| ENGL 103 Studies in Contemporary Literature | 3.00 |
| ENGL 104 Fiction | 3.00 |
| ENGL 105 Poetry | 3.00 |
| ENGL 106 Drama | 3.00 |

Choose 1.00 Credits from the following list:

1.00

| | |
|---------------------------------------|------|
| ENSJ 155 Jazz Choir | 1.00 |
| ENSJ 170 Guitar/Bass Ensemble II | 1.00 |
| ENSJ 185 Jazz Ensemble II | 1.00 |

Career/Vocational Programs

| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| ENSJ 186 Instrumental Ensemble II | 1.00 | |
| ENSJ 190 Percussion Ensemble II | 1.00 | |
| ENSJ 255 Jazz Choir | 1.00 | |
| ENSJ 270 Guitar/Bass Ensemble IV | 1.00 | |
| ENSJ 285 Jazz Ensemble IV | 1.00 | |
| ENSJ 286 Instrumental Ensemble IV | 1.00 | |
| ENSJ 290 Percussion Ensemble IV | 1.00 | |
| ENSJ 355 Jazz Choir | 1.00 | |
| ENSJ 370 Guitar/Bass Ensemble VI | 1.00 | |
| ENSJ 385 Jazz Ensemble VI | 1.00 | |
| ENSJ 386 Instrumental Ensemble VI | 1.00 | |
| ENSJ 390 Percussion Ensemble VI | 1.00 | |
| ENSJ 455 Jazz Choir | 1.00 | |
| ENSJ 485 Jazz Ensemble VIII | 1.00 | |
| ENSJ 486 Instrumental Ensemble VIII | 1.00 | |
| ENSJ 490 Percussion Ensemble VIII | 1.00 | |
| ENSM 150 Choir - Ensemble II | 2.00 | |
| ENSM 160 Instrumental Ensemble II | 1.00 | |
| ENSM 250 Choir Ensemble IV | 2.00 | |
| ENSM 260 Instrumental Ensemble IV | 1.00 | |
| Choose 2.00 Credits from the following list: | | 2.00 |
| PMI226 Jazz Guitar | 2.00 | |
| PMI227 Jazz Bass | 2.00 | |
| PMI228 Jazz Piano | 2.00 | |
| PMI230 Jazz Flute | 2.00 | |
| PMI234 Jazz Saxophone | 2.00 | |
| PMI235 Jazz Trumpet | 2.00 | |
| PMI236 Jazz Trombone | 2.00 | |
| PMI238 Jazz Bowed Strings | 2.00 | |
| PMI240 Jazz Percussion (Indef.Pitch) | 2.00 | |
| | | <hr/> 14.50 |

| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Required Courses: | | |
| JAZZ 203 Jazz Theory and Composition II | 1.50 | |
| JAZZ 214 Class Piano III | 1.00 | |
| JAZZ 282 Improvisation I | 1.50 | |
| JAZZ 284 Sight Singing/Ear Training III | 1.50 | |
| JAZZ 294 Small Ensemble III | 1.50 | |
| Elective | | 3.00 |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See first term for list of available Ensembles | 1.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| JAZZ 172 | Arranging I | 1.50 | |
| JAZZ 240 | Form and Analysis | 1.50 | |
| JAZZ 271 | Music History I | 3.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| PMI326 | Jazz Guitar | 2.00 | |
| PMI327 | Jazz Bass | 2.00 | |
| PMI328 | Jazz Piano | 2.00 | |
| PMI330 | Jazz Flute | 2.00 | |
| PMI334 | Jazz Saxophone | 2.00 | |
| PMI335 | Jazz Trumpet | 2.00 | |
| PMI336 | Jazz Trombone | 2.00 | |
| PMI338 | Jazz Bowed Strings | 2.00 | |
| PMI340 | Jazz Percussion (Indef.Pitch) | 2.00 | |
| <hr/> | | | 16.00 |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 7.00 |
| JAZZ 204 | Jazz Theory and Composition III | 1.50 | |
| JAZZ 215 | Class Piano IV | 1.00 | |
| JAZZ 283 | Improvisation II | 1.50 | |
| JAZZ 285 | Sight Singing/Ear Training IV | 1.50 | |
| JAZZ 295 | Small Ensemble IV | 1.50 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See second term for list of available Ensembles | 1.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| JAZZ 241 | Counterpoint | 1.50 | |
| JAZZ 272 | Arranging II | 1.50 | |
| JAZZ 273 | Music History II | 3.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| PMI426 | Jazz Guitar | 2.00 | |
| PMI427 | Jazz Bass | 2.00 | |
| PMI428 | Jazz Piano | 2.00 | |
| PMI430 | Jazz Flute | 2.00 | |
| PMI434 | Jazz Saxophone | 2.00 | |
| PMI435 | Jazz Trumpet | 2.00 | |
| PMI436 | Jazz Trombone | 2.00 | |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--------------------|-----------------------|-------------------------|
| PMI438 | Jazz Bowed Strings | 2.00 | |
| PMI440 | Jazz Percussion | 2.00 | |
| | | | 16.00 |
| Total Program Credit | | | 62.50 |

Diploma in the Jazz Studies Program (Vocal Concentration)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| ENGL 100 | Composition | 3.00 | |
| JAZZ 103 | The Language of Music | 3.00 | |
| JAZZ 114 | Class Piano I | 1.00 | |
| JAZZ 136 | Vocal Jazz Master Class I | 1.50 | |
| JAZZ 170 | History of Jazz | 3.00 | |
| JAZZ 184 | Sight Singing/Ear Training I | 1.50 | |
| PMI145 | Jazz Voice | 2.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ 105 | Jazz Choir | 1.00 | |
| ENSJ 205 | Jazz Choir | 1.00 | |
| ENSJ 305 | Jazz Choir | 1.00 | |
| ENSJ 306 | Jazz Vocal Ensemble I (by audition only) | 1.00 | |
| ENSJ 405 | Jazz Choir | 1.00 | |
| ENSJ 406 | Jazz Vocal Ensemble III | 1.00 | |
| ENSM 100 | Choir - Ensemble I | 2.00 | |
| ENSM110 | Instrumental Ensemble I | 2.00 | |
| ENSM 200 | Choir Ensemble III | 2.00 | |
| ENSM 210 | Instrumental Ensemble III | 2.00 | |
| | | | 16.00 |

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 10.50 |
| JAZZ 105 | Rhythm Section Writing | 1.50 | |
| JAZZ 106 | Traditional Harmony and Composition | 1.50 | |
| JAZZ 107 | Jazz Theory and Composition I | 1.50 | |
| JAZZ 115 | Class Piano II | 1.00 | |
| JAZZ 137 | Vocal Jazz Master Class II | 1.50 | |
| JAZZ 185 | Sight Singing/Ear Training II | 1.50 | |
| PMI245 | Jazz Voice | 2.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ 155 | Jazz Choir | 1.00 | |

Career/Vocational Programs

| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| ENSJ 255 Jazz Choir | 1.00 | |
| ENSJ 355 Jazz Choir | 1.00 | |
| ENSJ 356 Jazz Vocal Ensemble II | 1.00 | |
| ENSJ 455 Jazz Choir | 1.00 | |
| ENSJ 456 Jazz Vocal Ensemble IV | 1.00 | |
| ENSM 150 Choir - Ensemble II | 2.00 | |
| ENSM 160 Instrumental Ensemble II | 2.00 | |
| ENSM 250 Choir Ensemble IV | 2.00 | |
| ENSM 260 Instrumental Ensemble IV | 2.00 | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| ENGL 103 Studies in Contemporary Literature | 3.00 | |
| ENGL 104 Fiction | 3.00 | |
| ENGL 105 Poetry | 3.00 | |
| ENGL 106 Drama | 3.00 | |

14.50

| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Required Courses: | | 9.00 |
| JAZZ 203 Jazz Theory and Composition II | 1.50 | |
| JAZZ 214 Class Piano III | 1.00 | |
| JAZZ 236 Vocal Improvisation I | 1.50 | |
| JAZZ 238 Vocal Jazz Master Class I | 1.50 | |
| JAZZ 284 Sight Singing/Ear Training III | 1.50 | |
| PMI345 Jazz Voice | 2.00 | |
| Choose 1.00 Credits from the following list: | | 1.00 |
| ENSJ See first term for list of available Ensembles | 1.00 | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| JAZZ 172 Arranging I | 1.50 | |
| JAZZ 240 Form and Analysis | 1.50 | |
| JAZZ 271 Music History I | 3.00 | |
| Elective | | 3.00 |

16.00

| Fourth Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 9.00 |
| JAZZ 204 Jazz Theory and Composition III | 1.50 | |
| JAZZ 215 Class Piano IV | 1.00 | |
| JAZZ 237 Vocal Improvisation II | 1.50 | |
| JAZZ 239 Vocal Jazz Master Class II | 1.50 | |
| JAZZ 285 Sight Singing/Ear Training IV | 1.50 | |

| Fourth Term | | Course Credits | Required Credits |
|---|---|----------------|------------------|
| PMI445 | Jazz Voice | 2.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See second term for list of available Ensembles | 1.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| JAZZ 241 | Counterpoint | 1.50 | |
| JAZZ 272 | Arranging II | 1.50 | |
| JAZZ 273 | Music History II | 3.00 | |
| Elective | | | 3.00 |
| | | | 16.00 |
| Total Program Credit | | | 62.50 |

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.

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:

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:

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 - Arranging/Composition

| Diploma Pre-requisite | Course Credits | Required Credits |
|---|-----------------------|-------------------------|
| Required Courses: | | 62.50 |
| JAZZ Jazz Studies Diploma or equivalent transfer | 62.50 | |
| | | 62.50 |
| Third Year, Fall Term | Course Credits | Required Credits |
| Required Courses: | | 8.00 |

Career/Vocational Programs

| Third Year, Fall Term | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| JAZZ 271 | Music History I | 3.00 | |
| JAZZ 300 | 20th Century Theory | 3.00 | |
| PMI544 | Composition | 2.00 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ 105 | Jazz Choir | 1.00 | |
| ENSJ 135 | Jazz Ensemble I | 1.00 | |
| ENSJ 136 | Instrumental Ensemble I | 1.00 | |
| ENSJ 140 | Percussion Ensemble I | 1.00 | |
| ENSJ 205 | Jazz Choir | 1.00 | |
| ENSJ 220 | Guitar/Bass Ensemble III | 1.00 | |
| ENSJ 235 | Jazz Ensemble III | 1.00 | |
| ENSJ 236 | Instrumental Ensemble III | 1.00 | |
| ENSJ 240 | Percussion Ensemble III | 1.00 | |
| ENSJ 305 | Jazz Choir | 1.00 | |
| ENSJ 306 | Jazz Vocal Ensemble I (by audition only) | 1.00 | |
| ENSJ 320 | Guitar/Bass Ensemble V | 1.00 | |
| ENSJ 335 | Jazz Ensemble V | 1.00 | |
| ENSJ 336 | Instrumental Ensemble V | 1.00 | |
| ENSJ 340 | Percussion Ensemble V | 1.00 | |
| ENSJ 405 | Jazz Choir | 1.00 | |
| ENSJ 406 | Jazz Vocal Ensemble III | 1.00 | |
| ENSJ 435 | Jazz Ensemble VII | 1.00 | |
| ENSJ 436 | Instrumental Ensemble VII | 1.00 | |
| ENSJ 440 | Percussion Ensemble VII | 1.00 | |
| ENSM 100 | Choir - Ensemble I | 2.00 | |
| ENSM110 | Instrumental Ensemble I | 2.00 | |
| ENSM 200 | Choir Ensemble III | 2.00 | |
| ENSM 210 | Instrumental Ensemble III | 2.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENSJ | Any large ensemble | 1.00 | |
| JAZZ 382 | Improvisation III | 1.50 | |
| JAZZ 394 | Small Ensemble V | 1.50 | |
| JAZZ 494 | Small Ensemble VII | 1.50 | |
| MUS 210 | Class Woodwinds I | 1.50 | |
| MUS 218 | Class Brass | 1.50 | |
| MUS 219 | Class Percussion | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |

| Third Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|------------------------------|--------------------|-----------------------|-------------------------|
| PMI576 | Jazz Guitar | 1.00 | |
| PMI577 | Jazz Bass | 1.00 | |
| PMI578 | Jazz Piano | 1.00 | |
| PMI579 | Jazz Voice | 1.00 | |
| PMI580 | Jazz Flute | 1.00 | |
| PMI584 | Jazz Saxophone | 1.00 | |
| PMI585 | Jazz Trumpet | 1.00 | |
| PMI586 | Jazz Trombone | 1.00 | |
| PMI588 | Jazz Bowed Strings | 1.00 | |
| PMI590 | Jazz Percussion | 1.00 | |
| | | | 16.00 |

| Third Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 6.50 |

| | | | |
|----------|------------------|------|--|
| JAZZ 273 | Music History II | 3.00 | |
| JAZZ 372 | Arranging III | 1.50 | |
| PMI644 | Composition | 2.00 | |

| | | | |
|-----------------|--|--|-------------|
| Elective | | | 3.00 |
|-----------------|--|--|-------------|

| | | | |
|---|--|--|-------------|
| Choose 1.50 Credits from the following list: | | | 1.50 |
|---|--|--|-------------|

| | | | |
|----------|---------------------------------------|------|--|
| ENSJ | Any large ensemble | 1.00 | |
| JAZZ 383 | Improvisation IV | 1.50 | |
| JAZZ 395 | Small Ensemble VI | 1.50 | |
| JAZZ 495 | Small Ensemble VIII | 1.50 | |
| MUS 210 | Class Woodwinds I | 1.50 | |
| MUS 218 | Class Brass | 1.50 | |
| MUS 219 | Class Percussion | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |

| | | | |
|---|--|--|-------------|
| Choose 1.00 Credits from the following list: | | | 1.00 |
|---|--|--|-------------|

| | | | |
|----------|--------------------------|------|--|
| ENSJ 155 | Jazz Choir | 1.00 | |
| ENSJ 185 | Jazz Ensemble II | 1.00 | |
| ENSJ 186 | Instrumental Ensemble II | 1.00 | |
| ENSJ 190 | Percussion Ensemble II | 1.00 | |
| ENSJ 255 | Jazz Choir | 1.00 | |
| ENSJ 270 | Guitar/Bass Ensemble IV | 1.00 | |
| ENSJ 285 | Jazz Ensemble IV | 1.00 | |
| ENSJ 286 | Instrumental Ensemble IV | 1.00 | |
| ENSJ 290 | Percussion Ensemble IV | 1.00 | |
| ENSJ 355 | Jazz Choir | 1.00 | |
| ENSJ 356 | Jazz Vocal Ensemble II | 1.00 | |
| ENSJ 370 | Guitar/Bass Ensemble VI | 1.00 | |

| Third Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|----------------------------|-----------------------|-------------------------|
| ENSJ 385 | Jazz Ensemble VI | 1.00 | |
| ENSJ 386 | Instrumental Ensemble VI | 1.00 | |
| ENSJ 390 | Percussion Ensemble VI | 1.00 | |
| ENSJ 455 | Jazz Choir | 1.00 | |
| ENSJ 456 | Jazz Vocal Ensemble IV | 1.00 | |
| ENSJ 485 | Jazz Ensemble VIII | 1.00 | |
| ENSJ 486 | Instrumental Ensemble VIII | 1.00 | |
| ENSJ 490 | Percussion Ensemble VIII | 1.00 | |
| ENSM 150 | Choir - Ensemble II | 2.00 | |
| ENSM 160 | Instrumental Ensemble II | 2.00 | |
| ENSM 250 | Choir Ensemble IV | 2.00 | |
| ENSM 260 | Instrumental Ensemble IV | 2.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| PMI676 | Jazz Guitar | 1.00 | |
| PMI677 | Jazz Bass | 1.00 | |
| PMI678 | Jazz Piano | 1.00 | |
| PMI679 | Jazz Voice | 1.00 | |
| PMI680 | Jazz Flute | 1.00 | |
| PMI684 | Jazz Saxophone | 1.00 | |
| PMI685 | Jazz Trumpet | 1.00 | |
| PMI686 | Commercial Trombone | 1.00 | |
| PMI688 | Jazz Bowed Strings | 1.00 | |
| PMI690 | Jazz Percussion | 1.00 | |
| | | | 13.00 |

| Fourth Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 8.00 |
| JAZZ 370 | Jazz Styles | 1.50 | |
| JAZZ 410 | Conducting I | 1.50 | |
| JAZZ 460 | Commercial Relations in Music | 1.50 | |
| JAZZ 472 | Jazz Arranging IV | 1.50 | |
| PMI744 | Composition | 2.00 | |
| Elective | | | 3.00 |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENSJ | Any Large Ensemble | 1.00 | |
| JAZZ 382 | Improvisation III | 1.50 | |
| JAZZ 394 | Small Ensemble V | 1.50 | |
| JAZZ 494 | Small Ensemble VII | 1.50 | |
| MUS 210 | Class Woodwinds I | 1.50 | |
| MUS 218 | Class Brass | 1.50 | |

Career/Vocational Programs

| Fourth Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| MUS 219 | Class Percussion | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See third year, fall term for list of available Ensembles | 1.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| PMI776 | Jazz Guitar Secondary | 1.00 | |
| PMI777 | Jazz Bass Secondary | 1.00 | |
| PMI778 | Jazz Piano Secondary | 1.00 | |
| PMI779 | Jazz Voice | 1.00 | |
| PMI780 | Jazz Flute Secondary | 1.00 | |
| PMI784 | Commercial Saxophone | 1.00 | |
| PMI785 | Commercial Trumpet Secondary | 1.00 | |
| PMI786 | Commercial Trombone Secondary | 1.00 | |
| PMI788 | Commercial Bowed Strings | 1.00 | |
| PMI790 | Jazz Percussion Secondary | 1.00 | |
| <hr/> | | | 16.00 |

| Fourth Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 7.50 |
| JAZZ 310 | Jazz Pedagogy | 1.50 | |
| JAZZ 411 | Conducting II | 1.50 | |
| JAZZ 470 | World Music | 1.50 | |
| PPMI844 | Private Music Instruction - Performance | 3.00 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See third year, spring term for list of available Ensembles | 1.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENSJ | Any Large Ensemble | 1.00 | |
| JAZZ 383 | Improvisation IV | 1.50 | |
| JAZZ 395 | Small Ensemble VI | 1.50 | |
| JAZZ 495 | Small Ensemble VIII | 1.50 | |
| MUS 211 | Class Woodwinds II | 1.50 | |
| MUS 218 | Class Brass | 1.50 | |
| MUS 219 | Class Percussion | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| PMI876 | Jazz Guitar Secondary | 1.00 | |
| PMI877 | Jazz Piano Secondary | 1.00 | |
| PMI878 | Commercial Piano Secondary | 1.00 | |
| PMI879 | Jazz Voice Secondary | 1.00 | |

| Fourth Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---------------------------------|---------------------------|-----------------------|-------------------------|
| PMI880 | Jazz Flute Secondary | 1.00 | |
| PMI884 | Jazz Saxophone Secondary | 1.00 | |
| PMI885 | Jazz Trumpet Secondary | 1.00 | |
| PMI886 | Jazz Trombone Secondary | 1.00 | |
| PMI888 | Jazz Bowed Strings | 1.00 | |
| PMI890 | Jazz Percussion Secondary | 1.00 | |
| | | | 15.50 |
| Total Program Credit | | | 123.00 |

Bachelor of Music in Jazz Studies

| Diploma Pre-requisite | | <i>Course Credits</i> | <i>Required Credits</i> |
|------------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 62.50 |
| JAZZ | Jazz Studies Diploma or equivalent transfer | 62.50 | |
| | | | 62.50 |

| Third Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 4.50 |
| JAZZ 172 | Arranging I | 1.50 | |
| JAZZ 240 | Form and Analysis | 1.50 | |
| JAZZ 370 | Jazz Styles | 1.50 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ 105 | Jazz Choir | 1.00 | |
| ENSJ 120 | Guitar/Bass Ensemble I | 1.00 | |
| ENSJ 135 | Jazz Ensemble I | 1.00 | |
| ENSJ 136 | Instrumental Ensemble I | 1.00 | |
| ENSJ 140 | Percussion Ensemble I | 1.00 | |
| ENSJ 205 | Jazz Choir | 1.00 | |
| ENSJ 220 | Guitar/Bass Ensemble III | 1.00 | |
| ENSJ 235 | Jazz Ensemble III | 1.00 | |
| ENSJ 236 | Instrumental Ensemble III | 1.00 | |
| ENSJ 240 | Percussion Ensemble III | 1.00 | |
| ENSJ 305 | Jazz Choir | 1.00 | |
| ENSJ 306 | Jazz Vocal Ensemble I (by audition only) | 1.00 | |
| ENSJ 320 | Guitar/Bass Ensemble V | 1.00 | |
| ENSJ 335 | Jazz Ensemble V | 1.00 | |
| ENSJ 336 | Instrumental Ensemble V | 1.00 | |
| ENSJ 340 | Percussion Ensemble V | 1.00 | |
| ENSJ 405 | Jazz Choir | 1.00 | |

Career/Vocational Programs

| Third Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|------------------------------|---------------------------|-----------------------|-------------------------|
| ENSJ 406 | Jazz Vocal Ensemble III | 1.00 | |
| ENSJ 435 | Jazz Ensemble VII | 1.00 | |
| ENSJ 436 | Instrumental Ensemble VII | 1.00 | |
| ENSJ 440 | Percussion Ensemble VII | 1.00 | |
| ENSM 100 | Choir - Ensemble I | 2.00 | |
| ENSM110 | Instrumental Ensemble I | 2.00 | |
| ENSM 200 | Choir Ensemble III | 2.00 | |
| ENSM 210 | Instrumental Ensemble III | 2.00 | |

Choose 2.00 Credits from the following list: **2.00**

| | | |
|--------|--------------------|------|
| PMI526 | Jazz Guitar | 2.00 |
| PMI527 | Jazz Bass | 2.00 |
| PMI528 | Jazz Piano | 2.00 |
| PMI530 | Jazz Flute | 2.00 |
| PMI534 | Jazz Saxophone | 2.00 |
| PMI535 | Jazz Trumpet | 2.00 |
| PMI536 | Jazz Trombone | 2.00 |
| PMI538 | Jazz Bowed Strings | 2.00 |
| PMI540 | Jazz Percussion | 2.00 |
| PMI545 | Jazz Voice | 2.00 |

Choose 4.50 Credits from the following list: **4.50**

| | | |
|----------|---------------------------------------|------|
| ENSJ | Any Large Ensemble | 1.00 |
| JAZZ 372 | Arranging III | 1.50 |
| JAZZ 382 | Improvisation III | 1.50 |
| JAZZ 394 | Small Ensemble V | 1.50 |
| JAZZ 460 | Commercial Relations in Music | 1.50 |
| JAZZ 472 | Jazz Arranging IV | 1.50 |
| JAZZ 494 | Small Ensemble VII | 1.50 |
| MUS 210 | Class Woodwinds I | 1.50 |
| MUS 218 | Class Brass | 1.50 |
| MUS 219 | Class Percussion | 1.50 |
| PMI | Private Music Instruction - Secondary | 1.00 |

15.00

| Third Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--------------|-----------------------|-------------------------|
| Required Courses: | | | 3.00 |
| JAZZ 241 | Counterpoint | 1.50 | |
| JAZZ 272 | Arranging II | 1.50 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ 155 | Jazz Choir | 1.00 | |

| Third Year, Spring Term | | Course Credits | Required Credits |
|---|----------------------------|-----------------------|-------------------------|
| ENSJ 185 | Jazz Ensemble II | 1.00 | |
| ENSJ 186 | Instrumental Ensemble II | 1.00 | |
| ENSJ 190 | Percussion Ensemble II | 1.00 | |
| ENSJ 255 | Jazz Choir | 1.00 | |
| ENSJ 270 | Guitar/Bass Ensemble IV | 1.00 | |
| ENSJ 285 | Jazz Ensemble IV | 1.00 | |
| ENSJ 286 | Instrumental Ensemble IV | 1.00 | |
| ENSJ 290 | Percussion Ensemble IV | 1.00 | |
| ENSJ 355 | Jazz Choir | 1.00 | |
| ENSJ 356 | Jazz Vocal Ensemble II | 1.00 | |
| ENSJ 370 | Guitar/Bass Ensemble VI | 1.00 | |
| ENSJ 385 | Jazz Ensemble VI | 1.00 | |
| ENSJ 386 | Instrumental Ensemble VI | 1.00 | |
| ENSJ 390 | Percussion Ensemble VI | 1.00 | |
| ENSJ 455 | Jazz Choir | 1.00 | |
| ENSJ 456 | Jazz Vocal Ensemble IV | 1.00 | |
| ENSJ 485 | Jazz Ensemble VIII | 1.00 | |
| ENSJ 486 | Instrumental Ensemble VIII | 1.00 | |
| ENSJ 490 | Percussion Ensemble VIII | 1.00 | |
| ENSM 150 | Choir - Ensemble II | 2.00 | |
| ENSM 160 | Instrumental Ensemble II | 2.00 | |
| ENSM 250 | Choir Ensemble IV | 2.00 | |
| ENSM 260 | Instrumental Ensemble IV | 2.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| PMI626 | Jazz Guitar | 2.00 | |
| PMI627 | Jazz Bass | 2.00 | |
| PMI628 | Jazz Piano | 2.00 | |
| PMI630 | Jazz Flute | 2.00 | |
| PMI634 | Jazz Saxophone | 2.00 | |
| PMI635 | Jazz Trumpet | 2.00 | |
| PMI636 | Jazz Trombone | 2.00 | |
| PMI638 | Jazz Bowed Strings | 2.00 | |
| PMI640 | Jazz Percussion | 2.00 | |
| PMI645 | Jazz Voice | 2.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| ENSJ | Any Large Ensemble | 1.00 | |
| JAZZ 372 | Arranging III | 1.50 | |
| JAZZ 383 | Improvisation IV | 1.50 | |
| JAZZ 395 | Small Ensemble VI | 1.50 | |

| Third Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| JAZZ 460 | Commercial Relations in Music | 1.50 | |
| JAZZ 472 | Jazz Arranging IV | 1.50 | |
| JAZZ 495 | Small Ensemble VIII | 1.50 | |
| MUS 211 | Class Woodwinds II | 1.50 | |
| MUS 218 | Class Brass | 1.50 | |
| MUS 219 | Class Percussion | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| | | | 15.00 |
| Fourth Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 4.50 |
| JAZZ 300 | 20th Century Theory | 3.00 | |
| JAZZ 410 | Conducting I | 1.50 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See third year, fall term for list of available Ensembles | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| PMI726 | Jazz Guitar | 2.00 | |
| PMI727 | Jazz Bass | 2.00 | |
| PMI728 | Jazz Piano | 2.00 | |
| PMI730 | Jazz Flute | 2.00 | |
| PMI734 | Jazz Saxophone | 2.00 | |
| PMI735 | Jazz Trumpet | 2.00 | |
| PMI736 | Jazz Trombone | 2.00 | |
| PMI738 | Jazz Bowed Strings | 2.00 | |
| PMI740 | Jazz Percussion | 2.00 | |
| PMI745 | Jazz Voice | 2.00 | |
| Choose 7.50 Credits from the following list: | | | 7.50 |
| ENSJ | Any large ensemble | 1.00 | |
| JAZZ 372 | Arranging III | 1.50 | |
| JAZZ 382 | Improvisation III | 1.50 | |
| JAZZ 394 | Small Ensemble V | 1.50 | |
| JAZZ 460 | Commercial Relations in Music | 1.50 | |
| JAZZ 472 | Jazz Arranging IV | 1.50 | |
| JAZZ 494 | Small Ensemble VII | 1.50 | |
| MUS 210 | Class Woodwinds I | 1.50 | |
| MUS 218 | Class Brass | 1.50 | |
| MUS 219 | Class Percussion | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| | | | 18.00 |

Career/Vocational Programs

| Fourth Year, Spring Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 4.50 |
| JAZZ 310 Jazz Pedagogy | 1.50 | |
| JAZZ 411 Conducting II | 1.50 | |
| JAZZ 470 World Music | 1.50 | |
| Elective | | 3.00 |
| Choose 1.00 Credits from the following list: | | 1.00 |
| ENSJ See third year, spring term for list of available Ensembles | 1.00 | |
| Choose 2.00 Credits from the following list: | | 2.00 |
| PMI826 Jazz Guitar | 2.00 | |
| PMI827 Jazz Bass | 2.00 | |
| PMI828 Jazz Piano | 2.00 | |
| PMI830 Jazz Flute | 2.00 | |
| PMI834 Jazz Saxophone | 2.00 | |
| PMI835 Jazz Trumpet | 2.00 | |
| PMI836 Jazz Trombone | 2.00 | |
| PMI838 Jazz Bowed Strings | 2.00 | |
| PMI840 Jazz Percussion | 2.00 | |
| PMI845 Jazz Voice | 2.00 | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| ENSJ Any large Ensemble | 1.00 | |
| JAZZ 372 Arranging III | 1.50 | |
| JAZZ 383 Improvisation IV | 1.50 | |
| JAZZ 395 Small Ensemble VI | 1.50 | |
| JAZZ 460 Commercial Relations in Music | 1.50 | |
| JAZZ 472 Jazz Arranging IV | 1.50 | |
| JAZZ 495 Small Ensemble VIII | 1.50 | |
| MUS 211 Class Woodwinds II | 1.50 | |
| MUS 218 Class Brass | 1.50 | |
| MUS 219 Class Percussion | 1.50 | |
| PMI Private Music Instruction - Secondary | 1.00 | |
| | | 13.50 |
| Total Program Credit | | 124.00 |

Bachelor of Music in Jazz Studies - Education Stream

| Diploma pre-requisite | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 62.50 |
| JAZZ Jazz Studies Diploma or transfer equivalent | 62.50 | |
| | | 62.50 |

| Third Year, Fall Term | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 4.50 |
| JAZZ 172 | Arranging I | 1.50 | |
| JAZZ 240 | Form and Analysis | 1.50 | |
| JAZZ 370 | Jazz Styles | 1.50 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ 105 | Jazz Choir | 1.00 | |
| ENSJ 135 | Jazz Ensemble I | 1.00 | |
| ENSJ 136 | Instrumental Ensemble I | 1.00 | |
| ENSJ 140 | Percussion Ensemble I | 1.00 | |
| ENSJ 205 | Jazz Choir | 1.00 | |
| ENSJ 220 | Guitar/Bass Ensemble III | 1.00 | |
| ENSJ 235 | Jazz Ensemble III | 1.00 | |
| ENSJ 236 | Instrumental Ensemble III | 1.00 | |
| ENSJ 240 | Percussion Ensemble III | 1.00 | |
| ENSJ 305 | Jazz Choir | 1.00 | |
| ENSJ 306 | Jazz Vocal Ensemble I (by audition only) | 1.00 | |
| ENSJ 320 | Guitar/Bass Ensemble V | 1.00 | |
| ENSJ 335 | Jazz Ensemble V | 1.00 | |
| ENSJ 336 | Instrumental Ensemble V | 1.00 | |
| ENSJ 340 | Percussion Ensemble V | 1.00 | |
| ENSJ 405 | Jazz Choir | 1.00 | |
| ENSJ 406 | Jazz Vocal Ensemble III | 1.00 | |
| ENSJ 435 | Jazz Ensemble VII | 1.00 | |
| ENSJ 436 | Instrumental Ensemble VII | 1.00 | |
| ENSJ 440 | Percussion Ensemble VII | 1.00 | |
| ENSM 100 | Choir - Ensemble I | 2.00 | |
| ENSM110 | Instrumental Ensemble I | 2.00 | |
| ENSM 200 | Choir Ensemble III | 2.00 | |
| ENSM 210 | Instrumental Ensemble III | 2.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| PMI526 | Jazz Guitar | 2.00 | |
| PMI527 | Jazz Bass | 2.00 | |
| PMI528 | Jazz Piano | 2.00 | |
| PMI530 | Jazz Flute | 2.00 | |
| PMI534 | Jazz Saxophone | 2.00 | |
| PMI535 | Jazz Trumpet | 2.00 | |
| PMI536 | Jazz Trombone | 2.00 | |
| PMI538 | Jazz Bowed Strings | 2.00 | |

| Third Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---------------------------------------|-----------------------|-------------------------|
| PMI540 | Jazz Percussion | 2.00 | |
| PMI545 | Jazz Voice | 2.00 | |
| Choose 4.50 Credits from the following list: | | | 4.50 |
| ENSJ | Any Large Ensemble | 1.00 | |
| JAZZ 338 | Vocal Jazz Master Class III | 1.50 | |
| JAZZ 372 | Arranging III | 1.50 | |
| JAZZ 382 | Improvisation III | 1.50 | |
| JAZZ 394 | Small Ensemble V | 1.50 | |
| JAZZ 460 | Commercial Relations in Music | 1.50 | |
| JAZZ 472 | Jazz Arranging IV | 1.50 | |
| JAZZ 494 | Small Ensemble VII | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| Choose 1.50 Credits from the following list: | | | 1.50 |
| MUS 210 | Class Woodwinds I | 1.50 | |
| MUS 218 | Class Brass | 1.50 | |
| | | | 16.50 |

| Third Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--------------------------|-----------------------|-------------------------|
| Required Courses: | | | 3.00 |
| JAZZ 241 | Counterpoint | 1.50 | |
| JAZZ 272 | Arranging II | 1.50 | |
| Elective | | | 6.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ 155 | Jazz Choir | 1.00 | |
| ENSJ 185 | Jazz Ensemble II | 1.00 | |
| ENSJ 186 | Instrumental Ensemble II | 1.00 | |
| ENSJ 190 | Percussion Ensemble II | 1.00 | |
| ENSJ 255 | Jazz Choir | 1.00 | |
| ENSJ 270 | Guitar/Bass Ensemble IV | 1.00 | |
| ENSJ 285 | Jazz Ensemble IV | 1.00 | |
| ENSJ 286 | Instrumental Ensemble IV | 1.00 | |
| ENSJ 290 | Percussion Ensemble IV | 1.00 | |
| ENSJ 355 | Jazz Choir | 1.00 | |
| ENSJ 356 | Jazz Vocal Ensemble II | 1.00 | |
| ENSJ 370 | Guitar/Bass Ensemble VI | 1.00 | |
| ENSJ 385 | Jazz Ensemble VI | 1.00 | |
| ENSJ 386 | Instrumental Ensemble VI | 1.00 | |
| ENSJ 390 | Percussion Ensemble VI | 1.00 | |
| ENSJ 455 | Jazz Choir | 1.00 | |
| ENSJ 456 | Jazz Vocal Ensemble IV | 1.00 | |

| Third Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------|----------------------------|-----------------------|-------------------------|
| ENSJ 485 | Jazz Ensemble VIII | 1.00 | |
| ENSJ 486 | Instrumental Ensemble VIII | 1.00 | |
| ENSJ 490 | Percussion Ensemble VIII | 1.00 | |
| ENSM 150 | Choir - Ensemble II | 2.00 | |
| ENSM 160 | Instrumental Ensemble II | 2.00 | |
| ENSM 250 | Choir Ensemble IV | 2.00 | |
| ENSM 260 | Instrumental Ensemble IV | 2.00 | |

Choose 2.00 Credits from the following list: **2.00**

| | | |
|--------|--------------------|------|
| PMI626 | Jazz Guitar | 2.00 |
| PMI627 | Jazz Bass | 2.00 |
| PMI628 | Jazz Piano | 2.00 |
| PMI630 | Jazz Flute | 2.00 |
| PMI634 | Jazz Saxophone | 2.00 |
| PMI635 | Jazz Trumpet | 2.00 |
| PMI636 | Jazz Trombone | 2.00 |
| PMI638 | Jazz Bowed Strings | 2.00 |
| PMI640 | Jazz Percussion | 2.00 |
| PMI645 | Jazz Voice | 2.00 |

Choose 4.50 Credits from the following list: **4.50**

| | | |
|----------|---------------------------------------|------|
| ENSJ | Any Large Ensemble | 1.00 |
| JAZZ 339 | Vocal Jazz Master Class IV | 1.50 |
| JAZZ 372 | Arranging III | 1.50 |
| JAZZ 383 | Improvisation IV | 1.50 |
| JAZZ 395 | Small Ensemble VI | 1.50 |
| JAZZ 460 | Commercial Relations in Music | 1.50 |
| JAZZ 472 | Jazz Arranging IV | 1.50 |
| JAZZ 495 | Small Ensemble VIII | 1.50 |
| PMI | Private Music Instruction - Secondary | 1.00 |

Choose 1.50 Credits from the following list: **1.50**

| | | |
|---------|--------------------|------|
| MUS 211 | Class Woodwinds II | 1.50 |
| MUS 219 | Class Percussion | 1.50 |

18.00

Fourth Year, Fall Term *Course Credits* *Required Credits*

Required Courses: **4.50**

| | | |
|----------|---------------------|------|
| JAZZ 300 | 20th Century Theory | 3.00 |
| JAZZ 410 | Conducting I | 1.50 |

Choose 1.50 Credits from the following list: **1.50**

| | | |
|---------|-------------------|------|
| MUS 210 | Class Woodwinds I | 1.50 |
| MUS 218 | Class Brass | 1.50 |

| Fourth Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See third year, fall term for list of available Ensemble | 1.00 | |
| Required Courses: | | | 8.00 |
| MUED302 | Instrumental Pedgogy: Secondary (Taken at UBC) | 4.00 | |
| MUED303 | Choral Pedagogy: Secondary (Taken at UBC) | 4.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| PMI726 | Jazz Guitar | 2.00 | |
| PMI727 | Jazz Bass | 2.00 | |
| PMI728 | Jazz Piano | 2.00 | |
| PMI730 | Jazz Flute | 2.00 | |
| PMI734 | Jazz Saxophone | 2.00 | |
| PMI735 | Jazz Trumpet | 2.00 | |
| PMI736 | Jazz Trombone | 2.00 | |
| PMI738 | Jazz Bowed Strings | 2.00 | |
| PMI740 | Jazz Percussion | 2.00 | |
| PMI745 | Jazz Voice | 2.00 | |
| <hr/> | | | 17.00 |

| Fourth Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 4.50 |
| JAZZ 310 | Jazz Pedagogy | 1.50 | |
| JAZZ 411 | Conducting II | 1.50 | |
| JAZZ 470 | World Music | 1.50 | |
| Elective | | | 9.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See third year, spring term for list of available Ensembles | 1.00 | |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| PMI826 | Jazz Guitar | 2.00 | |
| PMI827 | Jazz Bass | 2.00 | |
| PMI828 | Jazz Piano | 2.00 | |
| PMI830 | Jazz Flute | 2.00 | |
| PMI834 | Jazz Saxophone | 2.00 | |
| PMI835 | Jazz Trumpet | 2.00 | |
| PMI836 | Jazz Trombone | 2.00 | |
| PMI838 | Jazz Bowed Strings | 2.00 | |
| PMI840 | Jazz Percussion | 2.00 | |
| PMI845 | Jazz Voice | 2.00 | |
| Choose 1.50 Credits from the following list: | | | 1.50 |
| MUS 211 | Class Woodwinds II | 1.50 | |
| MUS 219 | Class Percussion | 1.50 | |

| Fourth Year, Spring Term | Course Credits | Required Credits |
|-----------------------------|----------------|------------------|
| | | 18.00 |
| Total Program Credit | | 132.00 |

Bachelor of Music in Jazz Studies - Instrumental Performance

| Diploma Pre-requisite | Course Credits | Required Credits |
|--|----------------|------------------|
| Required Courses: | | 62.50 |
| JAZZ Jazz Studies Diploma or equivalent transfer | 62.50 | |
| | | 62.50 |

| Third Year, Fall Term | Course Credits | Required Credits |
|----------------------------|----------------|------------------|
| Required Courses: | | 7.50 |
| JAZZ 172 Arranging I | 1.50 | |
| JAZZ 240 Form and Analysis | 1.50 | |
| JAZZ 370 Jazz Styles | 1.50 | |
| JAZZ 382 Improvisation III | 1.50 | |
| JAZZ 394 Small Ensemble V | 1.50 | |

Elective 3.00

Choose 3.00 Credits from the following list: 3.00

| | | |
|--|------|--|
| PPMI526 Jazz Guitar - Performance | 3.00 | |
| PPMI527 Jazz Bass - Performance | 3.00 | |
| PPMI528 Jazz Piano- Performance | 3.00 | |
| PPMI530 Jazz Flute - Performance | 3.00 | |
| PPMI534 Jazz Saxophone - Performance | 3.00 | |
| PPMI535 Jazz Trumpet - Performance | 3.00 | |
| PPMI536 Jazz Trombone - Performance | 3.00 | |
| PPMI538 Jazz Bowed Strings - Performance | 3.00 | |
| PPMI540 Jazz Percussion - Performance | 3.00 | |

Choose 2.00 Credits from the following list: 2.00

| | | |
|------------------------------------|------|--|
| ENSJ 135 Jazz Ensemble I | 1.00 | |
| ENSJ 136 Instrumental Ensemble I | 1.00 | |
| ENSJ 140 Percussion Ensemble I | 1.00 | |
| ENSJ 220 Guitar/Bass Ensemble III | 1.00 | |
| ENSJ 235 Jazz Ensemble III | 1.00 | |
| ENSJ 236 Instrumental Ensemble III | 1.00 | |
| ENSJ 240 Percussion Ensemble III | 1.00 | |
| ENSJ 320 Guitar/Bass Ensemble V | 1.00 | |
| ENSJ 335 Jazz Ensemble V | 1.00 | |
| ENSJ 336 Instrumental Ensemble V | 1.00 | |
| ENSJ 340 Percussion Ensemble V | 1.00 | |
| ENSJ 435 Jazz Ensemble VII | 1.00 | |

| Third Year, Fall Term | | Course Credits | Required Credits |
|------------------------------|---------------------------|-----------------------|-------------------------|
| ENSJ 436 | Instrumental Ensemble VII | 1.00 | |
| ENSJ 440 | Percussion Ensemble VII | 1.00 | |
| ENSM 100 | Choir - Ensemble I | 2.00 | |
| ENSM110 | Instrumental Ensemble I | 2.00 | |
| ENSM 200 | Choir Ensemble III | 2.00 | |
| ENSM 210 | Instrumental Ensemble III | 2.00 | |
| | | | 15.50 |

| Third Year, Spring Term | | Course Credits | Required Credits |
|--------------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 6.00 |

| | | |
|----------|-------------------|------|
| JAZZ 241 | Counterpoint | 1.50 |
| JAZZ 272 | Arranging II | 1.50 |
| JAZZ 383 | Improvisation IV | 1.50 |
| JAZZ 395 | Small Ensemble VI | 1.50 |

Elective **3.00**

Choose 1.50 Credits from the following list: **1.50**

| | | |
|----------|---------------------------------------|------|
| ENSJ | Any Large Ensemble | 1.00 |
| JAZZ 372 | Arranging III | 1.50 |
| JAZZ 472 | Jazz Arranging IV | 1.50 |
| MUS 210 | Class Woodwinds I | 1.50 |
| MUS 211 | Class Woodwinds II | 1.50 |
| MUS 218 | Class Brass | 1.50 |
| MUS 219 | Class Percussion | 1.50 |
| PMI | Private Music Instruction - Secondary | 1.00 |

Choose 2.00 Credits from the following list: **2.00**

| | | |
|----------|----------------------------|------|
| ENSJ 185 | Jazz Ensemble II | 1.00 |
| ENSJ 186 | Instrumental Ensemble II | 1.00 |
| ENSJ 190 | Percussion Ensemble II | 1.00 |
| ENSJ 270 | Guitar/Bass Ensemble IV | 1.00 |
| ENSJ 285 | Jazz Ensemble IV | 1.00 |
| ENSJ 286 | Instrumental Ensemble IV | 1.00 |
| ENSJ 290 | Percussion Ensemble IV | 1.00 |
| ENSJ 370 | Guitar/Bass Ensemble VI | 1.00 |
| ENSJ 385 | Jazz Ensemble VI | 1.00 |
| ENSJ 386 | Instrumental Ensemble VI | 1.00 |
| ENSJ 390 | Percussion Ensemble VI | 1.00 |
| ENSJ 485 | Jazz Ensemble VIII | 1.00 |
| ENSJ 486 | Instrumental Ensemble VIII | 1.00 |
| ENSJ 490 | Percussion Ensemble VIII | 1.00 |
| ENSM 150 | Choir - Ensemble II | 2.00 |

| Third Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|----------------------------------|-----------------------|-------------------------|
| ENSM 160 | Instrumental Ensemble II | 2.00 | |
| ENSM 250 | Choir Ensemble IV | 2.00 | |
| ENSM 260 | Instrumental Ensemble IV | 2.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PPMI626 | Jazz Guitar- Performance | 3.00 | |
| PPMI627 | Jazz Bass - Performance | 3.00 | |
| PPMI628 | Jazz Piano - Performance | 3.00 | |
| PPMI630 | Jazz Flute - Performance | 3.00 | |
| PPMI634 | Jazz Saxophone - Performance | 3.00 | |
| PPMI635 | Jazz Trumpet - Performance | 3.00 | |
| PPMI636 | Jazz Trombone - Performance | 3.00 | |
| PPMI638 | Jazz Bowed Strings - Performance | 3.00 | |
| PPMI640 | Jazz Percussion - Performance | 3.00 | |
| <hr/> | | | 15.50 |

| Fourth Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 7.50 |
| JAZZ 300 | 20th Century Theory | 3.00 | |
| JAZZ 410 | Conducting I | 1.50 | |
| JAZZ 460 | Commercial Relations in Music | 1.50 | |
| JAZZ 494 | Small Ensemble VII | 1.50 | |
| Elective | | | 3.00 |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSJ | See third year, fall term for list for available Ensembles | 1.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PPMI726 | Jazz Guitar - Performance | 3.00 | |
| PPMI727 | Jazz Bass - Performance | 3.00 | |
| PPMI728 | Jazz Piano - Performance | 3.00 | |
| PPMI730 | Jazz Flute - Performance | 3.00 | |
| PPMI734 | Jazz Saxophone - Performance | 3.00 | |
| PPMI735 | Jazz Trumpet - Performance | 3.00 | |
| PPMI736 | Jazz Trombone - Performance | 3.00 | |
| PPMI738 | Jazz Bowed Strings - Performance | 3.00 | |
| PPMI740 | Jazz Percussion - Performance | 3.00 | |
| Choose 1.50 Credits from the following list: | | | 1.50 |
| ENSJ | Any Large Ensemble | 1.00 | |
| JAZZ 372 | Arranging III | 1.50 | |
| JAZZ 472 | Jazz Arranging IV | 1.50 | |
| MUS 210 | Class Woodwinds I | 1.50 | |
| MUS 211 | Class Woodwinds II | 1.50 | |

| Fourth Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| MUS 218 | Class Brass | 1.50 | |
| MUS 219 | Class Percussion | 1.50 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| | | | 17.00 |
| Fourth Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| JAZZ 310 | Jazz Pedagogy | 1.50 | |
| JAZZ 411 | Conducting II | 1.50 | |
| JAZZ 470 | World Music | 1.50 | |
| JAZZ 495 | Small Ensemble VIII | 1.50 | |
| Elective | | | 3.00 |
| Choose 2.00 Credits from the following list: | | | 2.00 |
| ENSJ | See third year, spring term for list of available Ensembles | 1.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PPMI826 | Jazz Guitar - Performance | 3.00 | |
| PPMI827 | Jazz Bass - Performance | 3.00 | |
| PPMI828 | Jazz Piano - Performance | 3.00 | |
| PPMI830 | Jazz Flute - Performance | 3.00 | |
| PPMI834 | Jazz Saxophone - Performance | 3.00 | |
| PPMI835 | Jazz Trumpet - Performance | 3.00 | |
| PPMI836 | Jazz Trombone - Performance | 3.00 | |
| PPMI838 | Jazz Bowed Strings - Performance | 3.00 | |
| PPMI840 | Jazz Percussion - Performance | 3.00 | |
| | | | 14.00 |
| Total Program Credit | | | 124.50 |

Bachelor of Music in Jazz Studies - Vocal Performance

| Diploma Pre-requisite | | <i>Course Credits</i> | <i>Required Credits</i> |
|------------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 62.50 |
| JAZZ | Jazz Studies Diploma or equivalent transfer | 62.50 | |
| | | | 62.50 |

| Third Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|------------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 11.50 |
| ENSJ 306 | Jazz Vocal Ensemble I (by audition only) | 1.00 | |
| JAZZ 172 | Arranging I | 1.50 | |
| JAZZ 240 | Form and Analysis | 1.50 | |
| JAZZ 282 | Improvisation I | 1.50 | |
| JAZZ 336 | Vocal Improvisation III | 1.50 | |

Career/Vocational Programs

| Third Year, Fall Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| JAZZ 338 Vocal Jazz Master Class III | 1.50 | |
| PPMI545 Jazz Voice - Performance | 3.00 | |

Elective **3.00**

Choose 1.00 Credits from the following list: **1.00**

| | | |
|---|------|--------------|
| ENSJ 105 Jazz Choir | 1.00 | |
| ENSJ 205 Jazz Choir | 1.00 | |
| ENSJ 305 Jazz Choir | 1.00 | |
| ENSJ 405 Jazz Choir | 1.00 | |
| ENSJ 406 Jazz Vocal Ensemble III | 1.00 | |
| ENSM 100 Choir - Ensemble I | 2.00 | |
| ENSM110 Instrumental Ensemble I | 2.00 | |
| ENSM 200 Choir Ensemble III | 2.00 | |
| ENSM 210 Instrumental Ensemble III | 2.00 | |
| | | 15.50 |

| Third Year, Spring Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------|-----------------------|-------------------------|
| Required Courses: | | 11.50 |

| | | |
|--|------|--|
| ENSJ 356 Jazz Vocal Ensemble II | 1.00 | |
| JAZZ 241 Counterpoint | 1.50 | |
| JAZZ 272 Arranging II | 1.50 | |
| JAZZ 283 Improvisation II | 1.50 | |
| JAZZ 337 Vocal Improvisation IV | 1.50 | |
| JAZZ 339 Vocal Jazz Master Class IV | 1.50 | |
| PPMI645 Jazz Voice - Performance | 3.00 | |

Choose 1.00 Credits from the following list: **1.00**

| | | |
|--|------|--|
| ENSJ 155 Jazz Choir | 1.00 | |
| ENSJ 255 Jazz Choir | 1.00 | |
| ENSJ 355 Jazz Choir | 1.00 | |
| ENSJ 455 Jazz Choir | 1.00 | |
| ENSJ 456 Jazz Vocal Ensemble IV | 1.00 | |
| ENSM 150 Choir - Ensemble II | 2.00 | |
| ENSM 160 Instrumental Ensemble II | 2.00 | |
| ENSM 250 Choir Ensemble IV | 2.00 | |
| ENSM 260 Instrumental Ensemble IV | 2.00 | |

Elective **3.00**

15.50

| Fourth Year, Fall Term | <i>Course Credits</i> | <i>Required Credits</i> |
|-------------------------------|-----------------------|-------------------------|
| Required Courses: | | 13.00 |

| | | |
|---------------------------------------|------|--|
| ENSJ 406 Jazz Vocal Ensemble III | 1.00 | |
|---------------------------------------|------|--|

| Fourth Year, Fall Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| JAZZ 300 | 20th Century Theory | 3.00 | |
| JAZZ 370 | Jazz Styles | 1.50 | |
| JAZZ 410 | Conducting I | 1.50 | |
| JAZZ 460 | Commercial Relations in Music | 1.50 | |
| JAZZ 494 | Small Ensemble VII | 1.50 | |
| PPMI745 | Jazz Voice - Performance | 3.00 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See third year, fall term for list of available Ensembles | 1.00 | |
| | | | 17.00 |
| Fourth Year, Spring Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 10.00 |
| ENSJ 456 | Jazz Vocal Ensemble IV | 1.00 | |
| JAZZ 310 | Jazz Pedagogy | 1.50 | |
| JAZZ 411 | Conducting II | 1.50 | |
| JAZZ 470 | World Music | 1.50 | |
| JAZZ 495 | Small Ensemble VIII | 1.50 | |
| PPMI845 | Jazz Voice Performance | 3.00 | |
| Elective | | | 3.00 |
| Choose 1.00 Credits from the following list: | | | 1.00 |
| ENSJ | See third year, spring term for list of available Ensembles | 1.00 | |
| | | | 14.00 |
| Total Program Credit | | | 124.50 |

FACULTY

Composition and Theory

Mark ARMANINI

B.Mus., M.Mus. (UBC) – *Composition*

MaryJo BISHCOFF

M.Mus. (Georgia State) – *Ear Training, Theory*

Bill COON

BFA (Concordia) – *Composition*

David DUKE

B.Mus. (UBC), M.Mus. (N. Carolina), PhD (UVic) – *Composition*

Linda FALLS

ARCT (Toronto), B.Mus., M.Mus. (UBC) – *Theory, Class Piano, Ear Training*

John KORSRUD

B.Mus. (UBC) – *Composition*

Rejean MAROIS

B.Mus. (Laval) - *Arranging*

Rob McKENZIE

B.Mus., M.Mus. (UBC) – *Theory, Arranging*

Grace McNAB

B.Mus., M.Mus. (UBC) – *Theory, Program Coordinator*

Lisa MILLER

B.Mus. (U of Alta.), MA (Composition) (San Francisco State U) – *Composition*

Bradshaw PACK

B.Mus., M.Mus. (UBC) – *Composition*

Mike REVELY

B.Mus. (UBC), Diploma (Berklee) – *Theory, Arranging, Ear Training, Coordinator*

Alan WOLD

ARCT (Toronto), B.Mus. (UBC) – *Theory, Arranging, Class Piano*

Improvisation and Ensembles

Mike ALLEN

B.Mus. (McGill), MA (New York) – *Saxophone Ensemble*

Fred ARDIEL

BA (SFU) – *Guitar/Bass Ensemble, Small Ensemble*

Graham BOYLE

Percussion Ensemble

Lars KAARIO

B.Mus. (UBC), M.Mus. (WWU) – *Large Choral Ensembles*

Ihor KUKURUDZA

Improvisation, Small Ensemble

Rejean MAROIS

B.Mus. (Laval) – *Jazz Ensemble, Small Ensemble, Vocal Jazz Ensembles*

Rob McKENZIE

B.Mus., M.Mus. (UBC) – *Brass Ensemble, Small Ensemble*

Alan WOLD

ARCT (Toronto), B.Mus. (UBC) – *Improvisation, Small Ensemble*

History

David DUKE

B.Mus. (UBC), M.Mus. (N. Carolina), PhD (UVic) – *Music History*

Rob McKENZIE

B.Mus., M.Mus. (UBC) – *World Music*

Alan WOLD

ARCT (Toronto), B.Mus. (UBC) – *Jazz History*

Music Education

Graham BOYLE

Class Percussion

Rejean MAROIS

B.Mus. (Laval) – *Conducting*

Rob McKENZIE

B.Mus., M.Mus. (UBC) – *Jazz Pedagogy*

Tony NICKELS

BA (UCLA) – *Class Woodwinds*

Steve WOODYARD

B.Mus. (UVic) – *Class Brass*

Commercial Relations

Al HAWIRKO

PRIVATE MUSIC INSTRUCTORS BY INSTRUMENT

Electric and Upright Bass

Andre LACHANCE

Lawrence MOLLERUP

B.Mus. (UBC)

Jodi PROZNICK

B.Mus. (McGill)

Darren RADKE

B.Mus. (Jazz Studies) (Capilano College)

Guitar

Fred ARDIEL

BA (SFU)

Bill COON

BFA (Concordia)

Ihor KUKURUDZA

Ron SAMWORTH

Piano

Lorne KELLETT

B.Mus. (UBC)

Allan MATHESON

B.Mus. (Northwestern)

Chris SIGERSON

Ross TAGGART

Percussion

Graham BOYLE

Dave ROBBINS

B.Mus., M.Mus. (McGill)

Dylan VAN DER SCHYFF

Blaine WICKJORD

Saxophone, Clarinet, Flute

Mike ALLEN

B.Mus. (McGill), MA (New York)

Francois HOULE

B.Mus. (McGill), M.Mus. (Yale)

Stan KARP

BA (California State)

Tony NICKELS

BA (UCLA)

Campbell RYGA

Trombone

Dennis ESSION

B.Mus. (UBC), M.Mus. (UBC)

Rob McKENZIE

B.Mus., M.Mus. (UBC)

Trumpet

Kevin ELASCHUK

Allan MATHESON

B.Mus. (Northwestern)

Robin SHIER

B.Mus. (UBC)

Voice – Private Instruction and Vocal Jazz Master Classes

Mary Jo BISHCOFF

M.Mus. (Georgia State) – *Private Instruction, Ear Training*

Kate HAMMET VAUGHAN

Private Instruction, Vocal Jazz Master Class

Steve MADDOCK

Diploma (Peel School of the Arts) – *Private Instruction, Vocal Improvisation*

Rejean MAROIS

B.Mus. (Laval) – *Private Instruction, Vocal Improvisation, Vocal Jazz Ensembles*

CONTACT

Jazz Studies

Arbutus building, room 202

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

Labour Studies

GENERAL INFORMATION

The Labour Studies program is committed to meeting the special education needs of B.C. workers, their organizations and the labour movement in general.

Close relations with the labour movement are maintained through the Users' Advisory Committee which is open to representatives of unions who use the program. This hard-working group of representatives actively engages in promoting and developing the program.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

BURSARY

The George North Fund was established by friends in memory of this outstanding member of the trade union movement. The award is available to assist with registration costs for union members who wish to attend courses in the Labour Studies program. Union members are first expected to seek sponsorship from their union, if they are eligible, before applying for a bursary.

LABOUR STUDIES CERTIFICATE

The Labour Studies Certificate is awarded upon completion of 15 credits of study. Offered on a part-time basis, usually on weekends, courses are available in each of three terms: September to December, February to April and May to June.

Certificate in the Labour Studies Program

| Courses | | Course Credits | Required Credits |
|--|---|----------------|------------------|
| Choose 15.00 Credits from the following list: | | | 15.00 |
| LSP 100 | Introduction: Economics for Trade Unionists | 1.50 | |
| LSP 101 | Labour Economics: Alternatives and Options | 1.50 | |
| LSP 104 | Financial Fundamentals for Union Officers | 1.00 | |
| LSP 109 | Legal Research Skills | 1.00 | |
| LSP 110 | B.C. Labour Law | 1.50 | |
| LSP 111 | Canada Labour Code | 1.50 | |
| LSP 112 | Arbitration Law | 1.50 | |
| LSP 113 | Public Service Staff Relations Act (PSSRA) | 1.50 | |
| LSP 114 | Employment Standards Act | 1.00 | |
| LSP 115 | Issues in Occupational Health and Safety | 1.50 | |

| Courses | Course Credits | Required Credits |
|---|-----------------------|-------------------------|
| LSP 116 Workers' Compensation Act and the WCB | 1.50 | |
| LSP 117 Introduction to EI Procedures | 1.00 | |
| LSP 118 Human Rights Law | 1.00 | |
| LSP 122 Politics: Labour Policy in Canada | 1.50 | |
| LSP 123 Writing Legal Submissions | 1.00 | |
| LSP 132 Strategies for Preventing and Responding to Stress on the Job | 1.00 | |
| LSP 141 Telling Your Union's Story: A Course in Practical History | 1.00 | |
| LSP 142 History of the Labour Movement in BC and Canada | 1.50 | |
| LSP 149 Issues in Women's Occupational Health | 1.00 | |
| LSP 150 Women in the Work Force | 1.00 | |
| LSP 153 Effective Caseload Management | 1.00 | |
| LSP 155 Impact of First Nations Land Claims | 1.00 | |
| LSP 161 Working with Mass Media | 1.50 | |
| LSP 162 Working Culture and History of Labour Arts | 1.00 | |
| LSP 171 Conflict Resolution | 1.50 | |
| LSP 172 Planning and Mobilizing Members for a Campaign | 1.00 | |
| LSP 180 Stewards' Training | 1.50 | |
| LSP 181 Collective Bargaining | 1.50 | |
| LSP 182 Union Local Administration | 1.50 | |
| LSP 191 Introduction to Pension Plans | 1.00 | |
| LSP 192 Introduction to Health and Welfare Benefits | 1.00 | |
| LSP 212 Advocacy Before Labour Tribunals | 1.50 | |
| LSP 213 Duty to Accommodate | 1.00 | |
| LSP 216 Workers' Compensation Appeals - Intermediate Level | 1.50 | |
| LSP 226 Adv. Workers' Compensation/Appeal Preparation and Presentation | 1.00 | |
| LSP 280 Employee Relations in the Union Office | 2.00 | |
| Total Program Credit | | 15.00 |

NON-CREDIT COURSES

Each fall and spring the Labour Studies program offers non-credit courses to support and enhance the work of the labour movement and B.C. workers. Courses are scheduled in the evenings and on selected Fridays, Saturdays and Sundays. Course information is available in a brochure or on the web. Contact Continuing Education at 604.984.4901 for more information.

FACULTY

A. BRAHA

MA, LLB (U of Toronto), Member of the B.C. Bar

A. BRADBURY

BA (Guelph), MA (U of T)

- C. ASKEW
BA (W. Ontario), LLB (UBC), Member of the B.C. Bar
- J. CALVERT
BA, MA (U Western Ontario), PhD (London School of Economics)
- G. COUSTALIN
BA (UBC), LLB (UBC), Member of the B.C. Bar
- K. EWING
BA, M.Sc. (Michigan)
- C. FINDING
BA (UVic), MA (Queens)
- G. FIORILLO
LLB (UVic), Member of the B.C. Bar
- C. FULLER
- A. GLAVIN
BA (SFU), MA (UBC), LLB (Dalhousie), Member of the B.C. Bar
- J. GREATBATCH
BA (U of T), CHRP
- C. KILFOIL
BA (St. Francis Xavier), MA, BCL, LLB (McGill)
- M. LEIER
PhD
- E. LAVALLE
B.Comm., LLB (UBC), MA (Duke)
- R. MAHIL
BA, LLB, MPA (UVic)
- L. MCGRADY
QC, BA (Toronto), LLB (Man.), Member of the B.C. Bar
- A. MOSES
BA (U of T)
- S. O'LEARY
BA, LLB (Queen's), Member of the B.C. Bar
- J. PATTERSON
BA, MA (York), LLB (UBC), Member of the B.C. Bar
- P. PRIDY
RN, Honorary Doctorate (Kwantlen)
- S. RUSH
QC, BA (W. Ontario), LLB (UBC), Member of the B.C. Bar
- M. SMITH
- L. SPERLING
BA (U of Wisconsin)
- D. ZIER-VOGEL
BA (U of Manitoba), MBA (SFU), CMA, CHRP

CONTACT

Labour Studies Department
Library building, room 116

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

Phone: 604.984.4954
Fax: 604.983.7545
E-mail: lsp@capcollege.bc.ca

Landscape Horticulture Program

THE PROGRAM

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.

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

Secondary School requirement

BC Sexcondary 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.

Specific Secondary School requirement

Minimum Math 10 and Science 10; preferred Math 11, English 12, any Science 11.

English Language requirement, TOEFL/ELA/IELTS (where English is not your first language)

English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement

Interview (early May) contact Program for interview dates. Recommended all candidates attend an information meeting.

English Diagnostic Test (EDT) or Language Proficiency Index (LPI) requirement:

EDT requirement to qualify for 100 level English courses=EDT 100 level, OR LPI requirement to qualify for 100 level English courses=24/40.

Other requirement(s)

Submit résumé, 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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE LANDSCAPE HORTICULTURE PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 15.50 |
| HORT 101 | Introductory Horticulture | 5.00 | |
| HORT 102 | Plant Materials I | 5.00 | |
| HORT 103 | Growing Media and Fertilizers | 2.00 | |
| HORT 105 | Plant Production | 2.00 | |
| HORT 107 | Park & Tilford Gardens Practicum I | 0.00 | |
| HORT 115 | Basic Landscape Drafting | 1.50 | |
| | | | 15.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| HORT 106 | Landscape Irrigation and Drainage | 2.00 | |
| HORT 108 | Landscape Design | 1.50 | |
| HORT 109 | Plant Materials II | 4.00 | |
| HORT 110 | Turfgrass Management | 3.00 | |
| HORT 111 | Business Practices | 1.00 | |
| HORT 112 | Landscape Installation and Maintenance | 5.00 | |
| HORT 114 | Park & Tilford Gardens Practicum II | 0.00 | |
| | | | 16.50 |
| Total Program Credit | | | 32.00 |

FACULTY

L. KOSKITALO
B.Sc. (U of M), PhD (UBC)

R. WELSH
Dip. Landscape Tech. (BCIT)

SUPPORT STAFF

Dawn 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

Legal Administrative Assistant Online Program Certificate

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.

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

Secondary School Requirement:

B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student status

Specific Secondary School Requirement:

ABTO 101 Introduction to Computers or equivalent; ABTO 111 Word Processing Level I or equivalent; ABTO 113 Word Processing II or equivalent; ABTO 120 Business English or equivalent

English Language Requirement:

English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition Requirement:

Interview.

Other requirement(s): 45 wpm keyboarding

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

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 course can be obtained from the provincial Web site at: www.bccampus.ca. Click on Programs/Courses, then on Legal Administrative Assistant.

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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE LEGAL ADMINISTRATIVE ASSISTANT ONLINE PROGRAM

| Required Courses | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 21.75 |
| ABTO 100 Online Learner Success | 0.00 | |
| ABTO 120 Business English | 3.00 | |
| ABTO 140 Human Relations | 1.50 | |
| ABTO 141 Job Search | 1.50 | |
| LGAO 100 Introduction to the Canadian Legal System | 0.75 | |
| LGAO 115 Legal Office Procedures | 1.50 | |
| LGAO 125 Litigation Procedures I | 1.50 | |
| LGAO 130 Litigation Procedures II | 1.50 | |
| LGAO 135 Family Litigation Procedures | 1.50 | |
| LGAO 140 Corporate Procedures I | 3.00 | |
| LGAO 145 Conveyancing Procedures I | 1.50 | |
| LGAO 150 Conveyancing Procedures II | 1.50 | |
| LGAO 155 Wills and Estates | 1.50 | |
| LGAO 160 Corporate Procedures II | 1.50 | |
| Total Program Credit | | 21.75 |

FACULTY

D. BLANEY

CPS, I.D. (UBC), M.Ed. (SFU)

M. CRAGG

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 Liptaj
Departmental/Divisional Assistant

Faye Ulker
Clerk Typist

CONTACT

Applied Business Technology

Phone: 604.984.4959

E-mail: abt@capcollege.bc.ca

Legal Administrative Assistant Program

THE PROGRAM

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.

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. 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

- Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Interview
- English Diagnostic Test (EDT) or Language Proficiency Index (LPI) requirement: LGST English Diagnostic Test (31/50 required)
- Other requirement(s): Applicants must submit a resume and reference letter. 45 wpm keyboarding (touch typing), SLEP test for ESL students (college level required).

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

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 this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - LEGAL ADMINISTRATIVE ASSISTANT PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 16.50 |
| CMNS 159 | Communications for the Legal Administrative Assistant | 3.00 | |
| LGST 108 | Family Law Litigation Procedures | 1.50 | |
| LGST 109 | Basic Litigation Procedures | 3.00 | |
| LGST 116 | Introduction to the Legal System | 1.50 | |
| LGST 123 | Legal Document Formatting | 4.50 | |
| LGST 124 | Organizational Behaviour | 3.00 | |
| | | | 16.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| LGST 110 | Corporate Procedures | 3.00 | |
| LGST 112 | Basic Conveyance and Mortgage Procedures | 3.00 | |
| LGST 114 | Wills and Probate Procedures | 1.50 | |
| LGST 117 | Legal Office Procedures | 1.50 | |
| LGST 119 | Practicum | 1.50 | |
| LGST 122 | Computer Applications in the Legal Office | 1.50 | |
| LGST 130 | Legal Document Transcription | 4.50 | |
| | | | 16.50 |
| Optional Course | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| LGST 118 | Language Skill Development | 1.50 | |
| | | | 0.00 |
| Total Program Credit | | | 33.00 |

FACULTY

- D. BLANEY
ID (UBC), CPS, M.Ed. (SFU)
- M. CRAGG
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)
- D. PHILLIPS
LGAS Cert., MA (SFU)
- N. POWER
BA (Sir George Williams University), 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

Faye Ulker

Clerk Typist

Colleen Liptaj

Divisional Assistant

CONTACT

Legal Administrative Assistant Program
Fir building, room 502

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Phone: 604.984.4959

E-mail: abt@capcollege.bc.ca

Local Government Administration Certificate Program

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>

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.

ADMISSION REQUIREMENTS

- Grade 12 graduation or equivalent, or Mature Student, or permission of the program coordinator.
- Currently employed by a Municipality, First Nations Government, Regional District, Improvement District, or supporting agency in British Columbia.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL, for applicants whose native language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.

Note

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.

CERTIFICATE IN THE LOCAL GOVERNMENT ADMINISTRATION PROGRAM

| Required Courses | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 12.00 |
| PADM 200 Local Government Administration in BC | 3.00 | |
| PADM 201 Local Government Services in BC | 3.00 | |
| PADM 202 Municipal Finance in BC | 3.00 | |
| PADM 203 Municipal Law in BC | 3.00 | |
| Choose 3.00 Credits from the following list: | | 3.00 |
| PADM 204 Leadership in Local Government Organizations | 3.00 | |
| PADM 205 Advanced Communication Skills - Local Government Professionals | 3.00 | |
| PADM 206 Community Economic Development for Local Government Professionals | 3.00 | |
| PSE Post Secondary Elective | 3.00 | |
| Total Program Credit | | 15.00 |

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

www.civicinfo.bc.ca (click on Education tab)

Medical Office Assistant Program

THE PROGRAM

- 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.

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

- Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.

- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Applicants are required to attend an information meeting or make an appointment with a faculty member or program convenor. Applicants must submit a resume.
- English Diagnostic Test (EDT) or Language Proficiency Index (LPI) requirement: MOA English Diagnostic Test (30/50 required)
- Other requirement(s): SLEP 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. Alternatively, Application for Admission forms may be downloaded from 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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE APPLIED BUSINESS TECHNOLOGY - MEDICAL OFFICE ASSISTANT PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 18.00 |
| CMNS 110 | Standard English Usage | 3.00 | |
| MOA 105 | Medical Administrative Procedures | 3.00 | |
| MOA 107 | Clinical Procedures | 1.50 | |
| MOA 109 | Anatomy, Physiology, and Pathology I | 3.00 | |
| MOA 111 | Medical Terminology I | 3.00 | |
| MOA 118 | Medical Document Processing | 4.50 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.75 |
| MOA 103 | Medical Machine Transcription and Computer Applications | 4.50 | |
| MOA 108 | Pharmacology and Immunization | 0.75 | |

| Second Term | | Course Credits | Required Credits |
|-----------------------------|--|-----------------------|-------------------------|
| MOA 110 | Anatomy, Related Physiology and Pathology II | 3.00 | |
| MOA 112 | Medical Terminology II | 3.00 | |
| MOA 115 | Directed Work Experience | 1.50 | |
| MOA 122 | Computerized Medical Billing | 3.00 | |
| | | | 15.75 |
| Total Program Credit | | | 33.75 |

FACULTY

J. CLARK

RN (Regina Gen. Hosp.), I.A. Teaching Dip. (Univ. of Sask.)

S. HORN

ID (UBC), M.Ed. (SFU)

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

Faye Ulker

Clerk Typist

Colleen Liptaj

Divisional Assistant

CONTACT

Medical Office Assistant Program
Fir building, room 502

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

Phone: 604.984.4959
E-mail: abt@capcollege.bc.ca

Music Therapy

GENERAL INFORMATION

Graduates of the Capilano College Music Therapy program receive a Bachelor of Music Therapy.

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.

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

Note

A complete Information and Application Package, including audition and interview information, is available from the Music Department office. Phone: 604.984.4951.

Admission Requirements to the Third Year

For admission requirements to the **first** year, consult the entrance requirements to the Music Department. 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) ¹ | 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 |
| Major Instrument | Performance Level |
| Class Piano (or equivalent private lessons) | 4.0 |
| Humanities / Social Sciences / Music | 6.0 |
| Electives | 3.0 |
| Basic guitar skills (folk style) | |
| Volunteer or work experience with people with special needs | |
| Computer Skills (Word Processing) | |

¹Abnormal Psychology is offered within the Music Transfer program

Additional Requirements

- English Language Requirement, TOEFL / ELA / IELTS / CAEL, for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Audition and portfolio

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. Please contact the Music Department office or send your mailing address to

E-mail: mtherapy@capcollege.bc.ca

Portfolio submission deadline: May 1st.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Graduation Requirements

To obtain the Bachelor of Music Therapy degree candidates must fulfill the admission requirements to third year, complete the 73 credits in the courses outlined below as well as the post basic requirements of the nine-credit internship.

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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

THE PROGRAM

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.

Bachelor of Music Therapy Degree

| Prerequisite Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 9.00 |
| PSYC 100 | Introduction to Psychology | 3.00 | |
| PSYC 101 | Theories of Behaviour | 3.00 | |
| PSYC 204 | Developmental Psychology | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| ENGL 100 | Composition | 3.00 | |
| ENGL 103 | Studies in Contemporary Literature | 3.00 | |
| ENGL 104 | Fiction | 3.00 | |
| ENGL 105 | Poetry | 3.00 | |

| Prerequisite Courses | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| ENGL 106 | Drama | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PSYC 200 | Social Psychology | 3.00 | |
| PSYC 203 | History of Psychology | 3.00 | |
| PSYC 205 | The Psychology of Aging | 3.00 | |
| PSYC 206 | Adolescent Psychology | 3.00 | |
| PSYC 220 | Theories of Personality | 3.00 | |
| PSYC 225 | Biopsychology of Behaviour | 3.00 | |
| PSYC 230 | Cognitive Psychology | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| GEN | Any 100 level or higher General Elective | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BIOL 104 | Human Biology I | 3.00 | |
| MATH | Math Elective | 3.00 | |
| PSYC 225 | Biopsychology of Behaviour | 3.00 | |
| SCI | Natural Science Elective | 3.00 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| HUM | Humanities 100 level or higher | 3.00 | |
| MUS | Music 100 level or higher | 3.00 | |
| SOC | Social Science 100 level or higher | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| JAZZ 103 | The Language of Music | 3.00 | |
| MUS 100 | Theory I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| JAZZ 106 | Traditional Harmony and Composition | 1.50 | |
| JAZZ 107 | Jazz Theory and Composition I | 1.50 | |
| MUS 101 | Theory II | 3.00 | |
| Choose 1.50 Credits from the following list: | | | 1.50 |
| JAZZ 184 | Sight Singing/Ear Training I | 1.50 | |
| MUS 112 | Ear Training and Sight Singing I | 1.50 | |
| Choose 1.50 Credits from the following list: | | | 1.50 |
| JAZZ 185 | Sight Singing/Ear Training II | 1.50 | |
| MUS 113 | Ear Training and Sight Singing II | 1.50 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| JAZZ 170 | History of Jazz | 3.00 | |
| JAZZ 271 | Music History I | 3.00 | |
| MUS 120 | Music History I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| JAZZ 273 | Music History II | 3.00 | |
| MUS 121 | Music History II | 3.00 | |

| Prerequisite Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| | | | 45.00 |
| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| MT 320 | Improvisation I | 1.50 | |
| MT 330 | Clinical Skills/Practicum I | 3.00 | |
| MT 350 | The Influence of Music | 3.00 | |
| MT 360 | Music Therapy I | 3.00 | |
| MT 364 | Disabling Conditions - Adulthood | 3.00 | |
| MT 380 | Counselling and Interpersonal Skills | 1.50 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PMI | Private Music Instruction - Concentration | 2.00 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.00 |
| MT 361 | Music Therapy II | 3.00 | |
| MT 370 | Disabling Conditions - Childhood | 3.00 | |
| MT 391 | Practicum II | 6.00 | |
| MT 420 | Improvisation II - Guitar | 1.00 | |
| PSYC 222 | Abnormal Psychology | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PMI | Private Music Instruction - Concentration | 2.00 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| | | | 19.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| MT 340 | Midi Synthesis Technology | 1.50 | |
| MT 450 | The Influence of Music II | 1.50 | |
| MT 460 | Music Therapy III | 3.00 | |
| MT 490 | Practicum III | 6.00 | |
| PSYC 201 | Group Dynamics | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PMI | Private Music Instruction - Concentration | 2.00 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| | | | 18.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| MT 451 | Music and the Creative Arts | 1.50 | |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| MT 461 | Music Therapy IV | 3.00 | |
| MT 462 | Principles of Research for Music Therapy Students | 3.00 | |
| MT 480 | Improvisation III | 1.50 | |
| MT 491 | Practicum IV | 6.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| PMI | Private Music Instruction - Concentration | 2.00 | |
| PMI | Private Music Instruction - Secondary | 1.00 | |
| | | | 18.00 |
| Post Basic Program Requirements | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.00 |
| MT 510 | Internship | 9.00 | |
| | | | 9.00 |
| Program Electives (optional) | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| MT 520 | Guided Imagery and Music | 3.00 | |
| MUS 361 | Method Studies in Music Education: Orff Methodology | 1.50 | |
| | | | 0.00 |
| Total Program Credit | | | 127.00 |

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, **Program Coordinator**

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

Outdoor Recreation

OUTDOOR RECREATION MANAGEMENT DIPLOMA

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 Program

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 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.

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.

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.

Admission Requirements

- Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Specific Secondary School requirement: 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 (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Interview and attendance at an information meeting preferred.
- Other requirement(s): Resume, two letters of reference and Doctor's certificate of Health.

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

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Selective Skills

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.

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Outdoor Recreation Management Program

| First Term | | Course Credits | Required Credits |
|---|---|----------------|------------------|
| Required Courses: | | | 15.00 |
| REC 149 | Computer Applications for Outdoor Recreation and Tourism | 3.00 | |
| REC 152 | Environmental Stewardship I | 3.00 | |
| REC 156 | Natural History for Outdoor Leaders | 3.00 | |
| REC 157 | Wilderness Leadership Skills | 3.00 | |
| TOUR 111 | Tourism Introduction: Theory and Practice | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| CMNS 154 | Communications in Outdoor Recreation and Tourism | 3.00 | |
| CMNS 174 | Wilderness Leadership Communications | 3.00 | |
| | | | 18.00 |
| Second Term | | Course Credits | Required Credits |
| Required Courses: | | | 15.00 |
| REC 163 | Wilderness First Aid I | 3.00 | |
| REC 169 | Interpreting Natural and Cultural Landscapes | 3.00 | |
| REC 245 | Organizational Leadership for Outdoor Recreation Programs | 3.00 | |
| TOUR 116 | Financial Planning in Tourism I | 3.00 | |
| TOUR 208 | Risk Management for Tourism and Outdoor Recreation | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| TOUR 104 | Marine Tourism and Interpretation | 3.00 | |

Career/Vocational Programs

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------|--|-----------------------|-------------------------|
| TOUR 118 | Special Events - Tourism Generators | 3.00 | |
| TOUR 120 | Adventure and Eco-Tourism | 3.00 | |
| TOUR 227 | Heritage, Cultural and Arts Planning for Tourism | 3.00 | |
| TOUR 232 | Tourism Planning | 3.00 | |
| WLP 153 | Guiding Leadership | 3.00 | |
| | | | 18.00 |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 15.00 |
| REC 151 | The Outdoor Recreation Environment | 3.00 | |
| REC 252 | Environmental Stewardship II | 3.00 | |
| TOUR 112 | Tourism Marketing | 3.00 | |
| TOUR 113 | Human Resource Management in Tourism | 3.00 | |
| TOUR 233 | Cross Cultural Tourism | 3.00 | |
| Elective | | | 3.00 |
| TOUR 104 | Marine Tourism and Interpretation | 3.00 | |
| TOUR 118 | Special Events - Tourism Generators | 3.00 | |
| TOUR 120 | Adventure and Eco-Tourism | 3.00 | |
| TOUR 227 | Heritage, Cultural and Arts Planning for Tourism | 3.00 | |
| TOUR 232 | Tourism Planning | 3.00 | |
| WLP 153 | Guiding Leadership | 3.00 | |
| | | | 18.00 |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 9.00 |
| REC 255 | Outdoor Recreation Practicum | 9.00 | |
| | | | 9.00 |

| Wilderness Leadership Skills Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--------------------|-----------------------|-------------------------|
| Choose 4.00 Credits from the following list: | | | 4.00 |
| WLP 124 | Winter Skills | 2.00 | |
| WLP 125 | Ski Touring | 2.00 | |
| WLP 126 | Backpacking | 2.00 | |
| WLP 127 | Mountaineering | 2.00 | |
| WLP 128 | Rock Climbing I | 2.00 | |
| WLP 129 | Rock Climbing II | 2.00 | |
| WLP 130 | Rock Rescue Clinic | 1.00 | |
| WLP 131 | Nordic Skiing I | 2.00 | |
| WLP 132 | Nordic Skiing II | 2.00 | |
| WLP 133 | Canoeing I | 2.00 | |
| WLP 134 | Canoeing II | 2.00 | |

| Wilderness Leadership Skills Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| WLP 135 | Rafting I | 2.00 | |
| WLP 136 | Rafting II | 2.00 | |
| WLP 137 | Sea Kayaking I | 2.00 | |
| WLP 138 | Sea Kayaking II | 2.00 | |
| WLP 139 | River Kayaking Clinic | 1.00 | |
| WLP 140 | River Rescue Clinic | 1.00 | |
| WLP 141 | Telemark Clinic | 1.00 | |
| WLP 142 | Sailing | 2.00 | |
| WLP 144 | Sailing II | 2.00 | |
| WLP 145 | Mountain Biking | 2.00 | |
| WLP 147 | River Kayak I | 2.00 | |
| WLP 148 | Snow Boarding | 2.00 | |
| | | | 4.00 |
| Study Abroad Elective Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
| Elective | | | 0.00 |
| SATO 201 | Study Abroad/Student Exchange (Tourism/OREC) | 0.00 | |
| SATO 202 | Study Abroad/Student Exchange (Tourism/OREC) | 0.00 | |
| SATO 203 | Study Abroad/Student Exchange (Tourism/OREC) | 0.00 | |
| SATO 204 | Study Abroad/Student Exchange (Tourism/OREC) | 0.00 | |
| SATO 205 | Study Abroad/Student Exchange (Tourism/OREC) | 0.00 | |
| SATO 206 | Study Abroad/Student Exchange (Tourism/OREC) | 0.00 | |
| | | | 0.00 |
| Total Program Credit | | | 67.00 |

Outdoor Recreation 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), **Convenor, Outdoor Recreation Management**

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), **Program Manager - Wilderness Leadership Program**

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)

J. ROUSE

DMATP, B.Sc. (Mt. Allison), M.Sc. (Surrey), Cert. Tourism Mgmt. (Capilano), **Divisional Chair**

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

[www.capcollege.bc.ca/programs/outdoor recreation](http://www.capcollege.bc.ca/programs/outdoor%20recreation)

Institute of Paralegal Studies

PROGRAMS

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 Certificate program is an evening program 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.

Note

The Certificate program is also available online as a distance education program.

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 for further details. (www.athabascau.ca)

PARALEGAL/LEGAL ASSISTANT DIPLOMA

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.

Faculty maintain close contacts with the legal community, and several faculty members are practicing lawyers. As well, support is provided by an external Advisory Committee which provides information on recent developments in the legal community and offers advice on topics ranging from curriculum changes to graduate placements.

Members of the Advisory Committee include representatives from the Law Society of British Columbia, the Canadian Bar Association, private law firms, a government agency, crown corporations and the Association of Law Office Administrators.

Admission Requirements

The successful applicant to the Paralegal/Legal Assistant Diploma program should have:

1. Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
2. Post-Secondary requirement: 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 diploma program.

3. English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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.
4. Other requirement(s): Two year's legal secretarial experience and currently working in a law firm. Submit: official transcripts from any post-secondary educational insitutions attended, a letter from your current employer, an up-to-date resume.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Further Information

Applicants are required to attend a personal interview. Appointments may be arranged by contacting the Institute of Paralegal Studies at 604.983.7594 or by email: <lgas@capcollege.bc.ca>

Contact us if you have any questions regarding the application process.

Academic Standards

The Institute of Paralegal Studies 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 this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Paralegal/Legal Assistant Program

| First Term | | Course Credits | Required Credits |
|--------------------------|------------------------------|----------------|------------------|
| Required Courses: | | | 16.50 |
| CMNS 179 | Writing for Paralegals | 3.00 | |
| IPS115 | Legal Document Processing | 1.50 | |
| IPS150 | Introduction to Study of Law | 3.00 | |
| IPS152 | Litigation Procedures I | 3.00 | |
| IPS170 | Legal Research | 3.00 | |
| IPS252 | Torts I | 3.00 | |

| First Term | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| | | 16.50 |
| <hr/> | | |
| Second Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 16.50 |
| IPS151 Evidence | 3.00 | |
| IPS157 Wills and Probate Procedures | 3.00 | |
| IPS164 Litigation Procedures II | 1.50 | |
| IPS180 Contracts I | 3.00 | |
| IPS254 Torts II | 3.00 | |
| IPS256 Family Law | 3.00 | |
| | | 16.50 |
| <hr/> | | |
| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 16.50 |
| IPS155 Conveyancing Procedures | 1.50 | |
| IPS179 Legal Interviewing | 3.00 | |
| IPS181 Contracts II | 3.00 | |
| IPS253 Company Law | 3.00 | |
| IPS255 Real Property | 3.00 | |
| IPS264 Insurance Law I | 3.00 | |
| | | 16.50 |
| <hr/> | | |
| Fourth Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 18.00 |
| IPS153 Basic Corporate Procedures | 1.50 | |
| IPS172 Legal Drafting | 3.00 | |
| IPS199 Career Practicum | 3.00 | |
| IPS215 Law Office Procedures | 1.50 | |
| IPS262 Litigation Procedures III | 3.00 | |
| IPS265 Insurance Law II | 3.00 | |
| IPS267 Intellectual Property | 3.00 | |
| | | 18.00 |
| <hr/> | | |
| Total Program Credit | | 67.50 |

PARALEGAL/LEGAL ASSISTANT PART -TIME CERTIFICATE

Admission Requirements

This is a part-time evening program designed for students with 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.

English Language requirement: TOEFL/ELA/IELTS/CAEL (where English is not your first language):

TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.

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). Contact the Institute of Paralegal Studies at 604.983.7594 for registration deadline information.

(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.

Certificate Requirements

In order to attain the Paralegal/Legal Assistant Certificate students must successfully complete 30 credits. These credits must be 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.

Certificate in the Paralegal/Legal Assistant Program

| Program Requirements | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Required Courses: | | 15.00 |
| IPS150 Introduction to Study of Law | 3.00 | |
| IPS151 Evidence | 3.00 | |
| IPS170 Legal Research | 3.00 | |
| IPS180 Contracts I | 3.00 | |
| IPS181 Contracts II | 3.00 | |
| Choose 15.00 Credits from the following list: | | 15.00 |
| IPS172 Legal Drafting | 3.00 | |
| IPS179 Legal Interviewing | 3.00 | |
| IPS182 Creditors' Remedies | 3.00 | |
| IPS186 Aboriginal Law | 3.00 | |
| IPS252 Torts I | 3.00 | |
| IPS253 Company Law | 3.00 | |
| IPS254 Torts II | 3.00 | |
| IPS255 Real Property | 3.00 | |

| Program Requirements | | Course Credits | Required Credits |
|-----------------------------|-----------------------|----------------|------------------|
| IPS256 | Family Law | 3.00 | |
| IPS257 | Wills and Estates | 3.00 | |
| IPS264 | Insurance Law I | 3.00 | |
| IPS265 | Insurance Law II | 3.00 | |
| IPS267 | Intellectual Property | 3.00 | |
| IPS268 | Criminal Law | 3.00 | |
| IPS271 | Administrative Law | 3.00 | |
| Total Program Credit | | | 30.00 |

Please Note

Students are advised to take the five required courses and five electives courses.

Students must first take LGAS 150 followed by LGAS 151 and LGAS 170 before being admitted to any other course.

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.

Students will be required to demonstrate current knowledge before course exemption will be granted.

Note

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

PARALEGAL/LEGAL ASSISTANT PART-TIME DISTANCE EDUCATION CERTIFICATE

See Capilano College web site for further details or e-mail:

E-mail: de-lgas@capcollege.bc.ca

English Prerequisite

A 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.

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
- Intel Pentium III processor
- 128 MB of RAM (random access memory)
- 10 MB free hard disk space
- 56 K modem/fax, DSL or cable Internet access
- Internet account
- Sound card with computer speakers
- e-mail address/access
- Word processing software that can read and write Microsoft Word documents

Recommended

- Microsoft Windows 2000/XP
- Intel Pentium 4 processor
- 256 MB RAM (random access memory)
- 10 MB free hard disk space
- DSL or cable Internet access
- Internet account
- Sound card with computer speakers
- e-mail address/access
- word processing software that can read and write Microsoft Word documents

or

- Power Macintosh G3/G4/G5, iMac (any), eMac, Mini, PowerBook G3/G4, iBook (any)
- Mac OS 9.1 or above, Mac OS X
- Optical CD-ROM drive or better
- Word processing software that can read and write Microsoft Word documents (MS Word 98 or newer, ClarisWorks 5/AppleWorks 6)

Students will be responsible for their own communication costs such as long distance telephone charges, Internet service and other communication service requirements.

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

M. SPENCE
B.Sc., LLB (UBC), **Institute Chair**

K. YIP
BA, LLB (UBC)

SUPPORT STAFF

C. Liptaj
Divisional Assistant

M. Macaulay
Departmental/Divisional Assistant, Distance Education

F. Ulker
Clerk Typist

CONTACT

Paralegal/Legal Assistant Program
Fir building, room 502

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

Phone: 604.983.7594
E-mail: lgas@capcollege.bc.ca

Pharmacy Assistant/Technician Program

GENERAL INFORMATION

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.

Career Opportunities

The Pharmacy Technician/Assistant Program (PTAP) is a unique, 6-month, full-time certificate program that will train graduates for work in community and hospital pharmacies in the traditional technical and operational aspects of pharmacy, such as: dispensing and compounding medication orders and prescriptions; sterile (aseptic) intravenous medication preparation; purchasing and inventory control, and customer service. Capilano College's unique PTAP program offers:

- Dual training for both pharmacy technician/assistant positions in the hospital and community settings;
- 17 courses designed to graduate job-ready pharmacy technicians/assistants;

- A final project with a faculty supervisor to put theory into practice;
- Two practicum placements in both community and hospital pharmacy practice with regular supervision from program faculty;
- Basic skills in drug information skills and literature review;
- Valuable experience with group presentations and case studies to a professional and student audience;
- Future opportunity to obtain program accreditation and technician certification for all graduates.
- In addition, Capilano College graduates will be unique by gaining valuable skills for basic drug information; group presentations; case studies; literature review; pharmacy practice projects and peer evaluation.

Graduates of the program will:

- Demonstrate professional behaviour;
- Develop core knowledge base, both in classroom and laboratory, to provide a sound theoretical foundation, as well as the attitudes and practical skills necessary for Pharmacy Technicians/Assistants to perform their roles and responsibilities in the delivery of support services to pharmacists, patients, physicians and health care consumers;
- Acquire the knowledge and understanding of pharmacy practice in both community and hospital practice settings;
- Develop professional ethics, values, approaches, attitudes and communication skills essential to establishing, developing and maintaining relationships with pharmacists, health care professionals, patients and their families;
- Integrate and apply classroom and laboratory learning through practicum placements (under the supervision of pharmacists).

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. BSc). 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.

Note

The Pharmacy Technician/Assistant Program (PTAP) is limited to 20 students.

ADMISSION REQUIREMENTS

Secondary School requirement:

B.C. Secondary School Graduation (Grade 12) or equivalent OR Mature Student status and at least 18 years of age.

Specific Secondary School requirement:

English 12, Math 12 and one Science 12 course (i.e. Biology 12, Chemistry 12) with no grade below 65%.

English Language requirement, TOEFL/ELA/IELTS (where English is not your first language):

Test of English as a Foreign Language (TOEFL) requirement = 220 (computer-based), 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/Audition requirement:

Applicants are required to attend a Program Information session and will be assessed on the basis of an interview with faculty, past academic experience, relevant work experience, their individual objectives and areas of interest.

English Diagnostic Test (EDT) or Language Proficiency Index (LPI) requirement:

Applicants must demonstrate the ability to communicate effectively in spoken & written English. As discussed with Capilano College's Assessment Specialist, an English Placement test (such as the Nelson Denny – Comprehension section) will be required.

Other requirement(s):

Keyboarding speed –45 correct words/minute and five or less errors in five minutes. Updated résumé and handwritten covering letter stating reasons for wanting to choose a Pharmacy Tech/Asst. career. Three reference letters from previous/current employers or, responsible persons in the community who have known applicant for one year. Evidence of good physical health, negative TB skin test, confirmed by physician letter. Clear Criminal Record check. Standard First Aid & CPR certification.

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Other Application Requirements

All other program specific documents (as noted in Admission Requirements) must be forwarded to: Diane Koch, Representative PTAP Pharmacy Technician/Assistant Program (PTAP) Capilano College Cedar Building, 3rd Floor, 2055 Purcell Way North Vancouver, BC V7J 3H5

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

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

GRADUATION REQUIREMENTS

Graduates from Capilano College's Pharmacy Technician/Assistant Program (PTAP) will be able to meet challenging employer demands and be able to demonstrate mastery of Pharmacy Technician/Assistant competencies. Students must

obtain a 75% (B-) or better average in all courses and successfully complete all clinical fieldwork in order to graduate with the PTAP certificate.

UNIVERSITY TRANSFER INFORMATION

The PTAP courses taken at Capilano College will not be transferable for credit toward a Bachelor of Science Degree in Pharmacy (BScPharm) at the University of British Columbia. Credentials and competencies for Pharmacy Technicians/Assistant have been individualized by province, such as Alberta and Ontario. There is a future movement and opportunities for national certification and academic streaming.

CERTIFICATE IN THE PHARMACY TECHNICIAN/ASSISTANT PROGRAM

| First Term | | Course Credits | Required Credits |
|-----------------------------|---|----------------|------------------|
| Required Courses: | | | 13.75 |
| PTAP 100 | Orientation to Pharmacy and Health Care System | 0.75 | |
| PTAP 101 | Communications in Pharmacy Practice I | 1.25 | |
| PTAP 102 | Pharmacy and Medical Terminology | 1.50 | |
| PTAP 103 | Anatomy, Physiology, Chemistry and Microbiology Terminology for Pharmacy Technicians/Assistants | 1.50 | |
| PTAP 104 | Pharmacy Law and Ethics | 1.50 | |
| PTAP 105 | Pharmacy Calculations | 0.75 | |
| PTAP 110 | Pharmacy Practice Core Skills | 3.50 | |
| PTAP 111 | Pharmacology and Drug Nomenclature | 3.00 | |
| | | | 13.75 |
| Second Term | | Course Credits | Required Credits |
| Required Courses: | | | 24.25 |
| PTAP 110 | Pharmacy Practice Core Skills | | |
| PTAP 111 | Pharmacology and Drug Nomenclature | | |
| PTAP 120 | Community Pharmacy Practice | 3.00 | |
| PTAP 121 | Communications in Pharmacy Practice II | 1.00 | |
| PTAP 122 | Hospital Pharmacy Practice | 3.00 | |
| PTAP 123 | Pharmacy Computer Technology, Skills and Training | 2.25 | |
| PTAP 124 | Sterile (Aseptic) Product Preparation | 3.00 | |
| PTAP 130 | Practicum I: Community Practice | 4.50 | |
| PTAP 131 | Pharmacy Seminars and Case Studies | 1.50 | |
| PTAP 132 | Final Pharmacy Practice Project | 1.50 | |
| PTAP 140 | Practicum II: Hospital Practice | 4.50 | |
| | | | 24.25 |
| Total Program Credit | | | 38.00 |

FACULTY

TBA

SUPPORT STAFF

Diane Mills (Divisional Assistant) 604.990.7802

Lorraine Sickavish (Departmental Assistant) 604.984.4960

CONTACT

Health/Education Programs reception
Phone: 604.984.4960

E-mail: pharmacy@capcollege.bc.ca

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

Professional Scuba Dive Instructor Program

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, 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.

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.

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

ADMISSION REQUIREMENTS

- BC Secondary School Graduation (Grade 12) or equivalent or Mature Student Status.
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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 at least 18 years of age by November 1 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.

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. From there students can apply their two years from the diploma towards a Bachelor of Tourism Management degree.

RELATED PROGRAMS

- Certificate in the Advanced Tourism Studies Program
- Bachelor of Tourism Management Program
- Diploma in the Outdoor Recreation Management Program
- Diploma in the Tourism Management Co-op Program
- Diploma in the Tourism Management for International Students Program

HOW TO APPLY

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

FURTHER INFORMATION

Complete the e-mail version of the dive program supplemental application and return to Rose Moon, Professional Scuba Dive Instructor Program at

E-mail: 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.

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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Contact Rose Moon at

E-mail: dive@capcollege.bc.ca
 for other program related costs.

CERTIFICATE IN THE PROFESSIONAL SCUBA DIVE INSTRUCTOR PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 9.00 |
| CMNS 154 | Communications in Outdoor Recreation and Tourism | 3.00 | |
| TOUR 111 | Tourism Introduction: Theory and Practice | 3.00 | |
| TOUR 208 | Risk Management for Tourism and Outdoor Recreation | 3.00 | |
| | | | 9.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.00 |
| TOUR 104 | Marine Tourism and Interpretation | 3.00 | |
| TOUR 136 | Professional Dive Practicum | 3.00 | |

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------------------|--|-----------------------|-------------------------|
| TOUR 205 | Tourism Sales | 3.00 | |
| | | | 9.00 |
| Dive Certificates/Credentials | | <i>Course Credits</i> | <i>Required Credits</i> |
| Manual Title | | | 0.00 |
| PD01 | Pleasure Craft Operation - Optional | | |
| PD02 | Dive Emergency Management - Divers Alert Network (DAN) | | |
| PD03 | Gas Blender - Dive Science and Technology (DSAT) | | |
| PD04 | Emergency First Responder | | |
| PD05 | Emergency First Responder Instructor & Care for Children | | |
| PD06 | Advanced Diver | | |
| PD07 | Rescue Diver | | |
| PD08 | Divemaster | | |
| PD09 | Deep Diver | | |
| PD10 | Night Diver | | |
| PD11 | Enriched Air | | |
| PD12 | Underwater Navigation | | |
| PD13 | National Geographic Diver (Open Water Dive Course) | | |
| PD14 | Equipment Maintenance | | |
| PD15 | Project Aware Fish Identification | | |
| PD16 | Boat Diver | | |
| PD17 | Drift Diver | | |
| PD18 | Master Student Diver Trainer - Specialty Instructor | | |
| PD19 | Underwater Photographer | | |
| PD20 | Dry Suit | | |
| PD21 | Instructor Development Course | | |
| | | | 0.00 |
| Total Program Credit | | | 18.00 |

FACULTY

R. MOON

MPE Lifestyle Management (UBC), BPE (U of Alberta), **Program Manager and Instructor of Tourism Sales, Recreation Dive Practicum**

J. PASS

BA, English, **Instructor of Communications**

R. WAYTE

Assoc. Arts Degree, **Instructor of Computers**

J. ROSSI

M.Sc. (Marine natural products and bio-chemistry), B.Sc. (Biochemistry), **Instructor of Marine Tourism and Interpretation**

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

Rehabilitation Assistant Diploma Program

GENERAL INFORMATION

A Rehabilitation Assistant, also known as an "OTA/PTA/SLPA" or "RA", is a para-professional who works as a member of the health care team under the supervision of and in collaboration with occupational therapists, physiotherapists and speech-language pathologists to support patients or clients of all ages who have experienced disease or injury. This work, most frequently in the areas of gerontology, neurology and orthopaedics, may be carried out in a variety of settings including hospitals, rehabilitation clinics, extended care facilities and in the community in which we live.

The two year Rehabilitation Assistant Diploma Program at Capilano 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.

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 25 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

Applicants are required to attend a Program Information Session and will be assessed on the basis of an interview with faculty, past academic experience and relevant volunteer or paid work experience, individual career objectives and areas of interest. Prospective applicants must have:

- Successfully completed a Grade 12 High School Diploma with one science e.g. Biology, Physics and/or Chemistry
- English Language Requirement, TOEFL / ELA / IELTS / CAEL (where English is not your first language). TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Successfully completed a minimum of 50 hours of volunteer or paid experience working with people who have experienced disease or injury
- Three letters of reference, from employers or responsible persons in the community, one of which must certify the completed work experience
- Good physical health, including the ability to lift and transfer 50 lbs., as confirmed by a confidential letter from family physician
- Demonstrated ability to communicate effectively in spoken and written English as measured by an RADP English placement test.
- Demonstrate computer literacy; ability to perform basic computer operations as verified by a letter of confirmation from an employer or teacher, or by a ten minute test administered by program faculty at the interview.
- A handwritten Letter of Interest describing why you would like to enter the field of rehabilitation, why you would be an excellent candidate for admission. Attach an updated résumé
- A current criminal records check indicating no history of criminal convictions
- A current Standard First Aid and CPR Certificate
- A TB test which demonstrates absence of active tuberculosis

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

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.

DIPLOMA IN THE REHABILITATION ASSISTANT PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 16.50 |
| RADP 100 | Rehabilitation and Professional Skills in Health Care | 3.00 | |
| RADP 111 | Rehabilitation Principles and Practices: OT/OTA | 2.25 | |
| RADP 112 | Rehabilitation Principles and Practices: PT/PTA | 2.25 | |
| RADP 120 | Growth and Development for Rehabilitation Assistants | 0.50 | |
| RADP 121 | Functional Anatomy, Theory and Skills: OTA/PTA | 3.00 | |
| RADP 130 | Disease, Injury and Intervention: Musculoskeletal Systems | 1.00 | |
| RADP 131 | Musculoskeletal Theory and Skills: OTA | 2.25 | |
| RADP 132 | Musculoskeletal Theory and Skills: PTA | 2.25 | |
| | | | 16.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| RADP 101 | Effective Therapeutic Communication in Rehabilitation | 1.50 | |
| RADP 113 | Rehabilitation Principles and Practices: SLP/SLPA | 2.00 | |
| RADP 114 | Rehabilitation Principles and Practices: RA | 1.00 | |
| RADP 122 | Physiology and Cardio-Respiratory Theory and Skills: PTA | 1.00 | |
| RADP 140 | Disease, Injury and Intervention: Psychosocial/Cognitive Systems | 1.50 | |
| RADP 141 | Psychosocial/Cognitive Theory and Skills: OTA/PTA | 2.00 | |
| RADP 190 | Practicum: Fieldwork I | 6.00 | |
| | | | 15.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| RADP 230 | Disease, Injury and Intervention: Neurological System | 1.50 | |
| RADP 231 | Neurology Theory and Skills: OTA | 3.00 | |
| RADP 232 | Neurology Theory and Skills: PTA | 3.00 | |
| RADP 233 | Neurology Theory and Skills: SLPA | 1.50 | |
| RADP 290 | Practicum: Fieldwork II | 6.00 | |
| | | | 15.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| RADP 201 | Advanced Communications in Rehabilitation | 1.50 | |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--|-----------------------|-------------------------|
| RADP 210 | Administrative Support Systems for Rehabilitation Assistants | 1.50 | |
| RADP 211 | Recreation Techniques for Rehabilitation Assistants | 1.50 | |
| RADP 240 | Gerontology Theory and Skills: OTA/PTA | 2.00 | |
| RADP 243 | Audiology Theory and Skills: SLPA | 1.00 | |
| RADP 250 | Community Integration Theory and Skills: OTA/PTA | 3.00 | |
| RADP 291 | Practicum: Fieldwork III | 6.00 | |
| | | | 16.50 |
| Total Program Credit | | | 63.00 |

CONTACT

Health/Education Programs reception
Phone: 604.984.4960

E-mail: rehab@capcollege.bc.ca

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

Diane Koch, Co-coordinator

E-mail: dkoch@capcollege.bc.ca

Tracy Dignum, Co-coordinator

E-mail: tdignum@capcollege.bc.ca

Special Education Teacher Assistant Program (SETA)

GENERAL INFORMATION

The Special Education Teacher Assistant (SETA) evening program prepares students to work in inclusive educational settings with children and adolescents, Kindergarten to Grade 12, who have diverse learning needs. SETA 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 Teacher 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.

Who Should Apply?

Successful SETA 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

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.

- Prospective applicants must have completed Grade 12 or equivalent or Mature Student status. Applicants who do not meet the above requirements must be at least 18 years of age and be able to demonstrate equivalent work experience.
- English Language Requirement, TOEFL / ELA / IELTS / CAEP, for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEP requirement = 70. SLEP test at college level for ESL students.
- Applicants are required to demonstrate successful experience working with children/adolescents, as a volunteer or paid employee. Applicants will be asked to submit three letters from employers or responsible persons in the community certifying this experience.
- Submission of cover letter stating reasons for applying to the program and a résumé
- Applicants must demonstrate the ability to communicate effectively in spoken and written English. A short SETA Program diagnostic English test will be administered during your interview session. Applicants may have the SETA English Placement Test waived if a copy of transcripts can be provided indicating successful completion of English 100 courses or EDT score from another post-secondary program within the last 18 months.
- A personal interview with the program faculty is required.
- A current Criminal Records Check is required.
- To qualify for the practicum placement and SETA credit certificate, students must have a current Standard First Aid and CPR certificate
- TB test

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

GRADUATION REQUIREMENTS

Students must pass all courses and complete the practicum achieving a GPA of 2.67 or better.

CERTIFICATE IN THE SPECIAL EDUCATION TEACHER ASSISTANT PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 9.00 |
| SETA 100 | History, Philosophy and Issues in Special Education | 1.50 | |
| SETA 101 | Working in Schools | 1.50 | |
| SETA 102 | Interpersonal Skills for SETAs | 1.50 | |
| SETA 105 | Developmental Challenges for SETAs | 3.00 | |
| SETA 106 | Technology and Communications Systems for SETAs | 1.50 | |
| | | | 9.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.75 |
| SETA 103 | Challenging Behaviours | 1.50 | |
| SETA 104 | Child Growth and Development for SETAs | 1.50 | |
| SETA 107 | Strategies I: Supporting Students in High Incidence Areas | 3.00 | |
| SETA 108 | Strategies II: Supporting Students in Low Incidence Areas | 1.50 | |
| SETA 110 | Supporting Students with Autism Spectrum Disorders | 2.25 | |
| | | | 9.75 |
| Practicum - taken once all theoretical coursework has been completed and is offered in both terms. | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| SETA 109 | SETA Practicum | 6.00 | |
| | | | 6.00 |
| Total Program Credit | | | 24.75 |

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, **Coordinator**
- 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: seta@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

Studio Art Program

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. You can also go to our Web site at www.capcollege.bc.ca/programs/studio-art/Home

THE PROGRAM

The Studio Art 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.

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/interview process for full and part-time admittance to the program.

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.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Admission Requirements

Secondary School requirement:

BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.

English Language requirement, TOEFL/ELA/IELTS (where English is not your first language):

English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement:

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.

For 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 an interview and 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" above.

Remember that the application deadline is March 31, 2005.

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.

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.bccat.bc.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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

DIPLOMA IN THE STUDIO ART PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 6.00 |
| AHIS 104 | Introduction to Visual Culture I | 3.00 | |
| SART 150 | Drawing I | 3.00 | |
| Choose 9.00 Credits from the following list: | | | 9.00 |
| SART 163 | Three-Dimensional Studies: Ceramic Art I | 3.00 | |
| SART 167 | Three-Dimensional Studies: Sculpture I | 3.00 | |
| SART 171 | Two-Dimensional Studies: Painting I | 3.00 | |
| SART 182 | Two-Dimensional Studies: Printmaking I | 3.00 | |
| SART 190 | Media Art I | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 6.00 |
| AHIS 105 | Introduction to Visual Culture II | 3.00 | |
| SART 151 | Drawing II | 3.00 | |
| Choose 9.00 Credits from the following list: | | | 9.00 |
| SART 165 | Three-Dimensional Studies: Ceramic Art II | 3.00 | |
| SART 172 | Two-Dimensional Studies: Painting II | 3.00 | |
| SART 174 | Three-Dimensional Studies: Sculpture II | 3.00 | |
| SART 183 | Two-Dimensional Studies: Printmaking II | 3.00 | |
| SART 191 | Media Art II | 3.00 | |
| | | | 15.00 |

| Third Term | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 6.00 |
| AHIS 210 | History of Modern Art (19th Century) | 3.00 | |
| SART 262 | Drawing III | 3.00 | |
| Choose 9.00 Credits from the following list: | | | 9.00 |
| SART 250 | Two-Dimensional Studies: Painting III | 3.00 | |
| SART 257 | Three-Dimensional Studies: Sculpture III | 3.00 | |
| SART 273 | Three-Dimensional Studies: Ceramic Art III | 3.00 | |
| SART 282 | Two-Dimensional Studies: Printmaking III | 3.00 | |
| SART 290 | Media Art III | 3.00 | |
| | | | 15.00 |
| Fourth Term | | Course Credits | Required Credits |
| Required Courses: | | | 6.00 |
| AHIS 211 | History of Modern Art (20th Century) | 3.00 | |
| SART 263 | Drawing IV | 3.00 | |
| Choose 9.00 Credits from the following list: | | | 9.00 |
| SART 255 | Two-Dimensional Studies: Painting IV | 3.00 | |
| SART 265 | Three-Dimensional Studies: Sculpture IV | 3.00 | |
| SART 274 | Three-Dimensional Studies: Ceramic Art IV | 3.00 | |
| SART 283 | Two-Dimensional Studies: Printmaking IV | 3.00 | |
| SART 291 | Media Art IV | 3.00 | |
| | | | 15.00 |
| English Requirement | | Course Credits | Required Credits |
| Required Courses: | | | 6.00 |
| ENGL1 | English at the 100 level | 3.00 | |
| ENGL1 | English at the 100 level | 3.00 | |
| | | | 6.00 |
| Total Program Credit | | | 66.00 |

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 | Art Institute I - Sculpture, Media Art and Printmaking |
| SART 301 | Art Institute II - Sculpture, Media Art and Printmaking |
| SART 310 | Advanced Ceramic Studies |

SART 311 Advanced Ceramic Studies II

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 (Michigan)

CONTACT

Studio Art Program

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Capilano College

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Phone: 604.984.4911

E-mail: arts@capcollege.bc.ca

Textile Arts Program

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.

Occasional part-time evening courses are also offered. For non-credit courses in Textile Arts, please contact Continuing Education at 604.984.4901.

THE PROGRAM

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 take place as part of the course in *Professional and Business Skills*. They provide a useful work experience for students in the Textile Arts program.

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.

Admission Requirements

Textile Arts Diploma Program

- Completion of Grade 12 or equivalent or mature student status.
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Depending on portfolio, applicants with a somewhat lower score will be considered.
- Prospective students are admitted on the basis of an interview. No previous experience in textile arts is required. Students should bring up to 10 pieces of work to the interview. Any combination of media are accepted, such as textiles, painting, photographs, ceramics, drawing, etc. Slides or photographs can be shown instead of actual works.

Students without previous art background, but with suitable academic experience will also be considered.

Advanced Textile Arts Certificate Program

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. Alternatively, Application for Admission forms may be downloaded from 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

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

Transfer Credits

Check the online B.C. Transfer Guide at www.bccat.bc.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.

FEES AND EXPENSES

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

DIPLOMA IN THE TEXTILE ARTS PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| AHIS 104 | Introduction to Visual Culture I | 3.00 | |
| TXTL 158 | Design I | 3.00 | |
| TXTL 160 | Textile Surface Design I | 3.00 | |
| TXTL 168 | Weaving I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| CMNS 120 | Professional Writing for Artists | 3.00 | |
| ENGL1 | English at the 100 level | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| AHIS 105 | Introduction to Visual Culture II | 3.00 | |
| TXTL 154 | Drawing I | 3.00 | |
| TXTL 161 | Textile Surface Design II | 3.00 | |
| TXTL 169 | Weaving II | 3.00 | |
| TXTL 178 | Design II | 3.00 | |
| | | | 15.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| AHIS 231 | History of Textile Art I | 3.00 | |
| TXTL 267 | Weaving III | 3.00 | |
| TXTL 284 | Textile Surface Design III | 3.00 | |
| TXTL 290 | Precision Dyeing | 3.00 | |
| UT | University Transfer Elective | 3.00 | |
| | | | 15.00 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| AHIS 232 | History of Textile Art II | 3.00 | |
| TXTL 230 | Professional and Business Skills in Arts and Crafts | 3.00 | |
| TXTL 240 | 3-D Fibre and Mixed Media Constructions | 3.00 | |
| TXTL 268 | Weaving IV | 3.00 | |
| TXTL 285 | Surface Design IV | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 60.00 |

CERTIFICATE IN THE ADVANCED TEXTILE ARTS PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|--|-----------------------|-------------------------|
| Required Courses: | | | 3.00 |
| AHIS 231 | History of Textile Art I | 3.00 | |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| TXTL 300 | Directed Studies in Textile Arts I | 3.00 | |
| TXTL 367 | Advanced Weaving I | 3.00 | |
| TXTL 384 | Advanced Textile Surface Design I | 3.00 | |
| TXTL 390 | Advanced Precision Dyeing | 3.00 | |
| UT | University Transfer Elective | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 3.00 |
| AHIS 232 | History of Textile Art II | 3.00 | |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| TXTL 301 | Directed Studies in Textile Arts II | 3.00 | |
| TXTL 330 | Advanced Professional and Business Skills in Arts and Crafts | 3.00 | |
| TXTL 340 | 3-D Fibre and Mixed Media Construction II | 3.00 | |
| TXTL 368 | Advanced Weaving II | 3.00 | |
| TXTL 385 | Advanced Textile Surface Design II | 3.00 | |
| UT | University Transfer Elective | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 30.00 |

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
BFA (Nova Scotia College of Art & Design)
- P. SINGER
BA (Sir George Williams), MFA (Concordia)
- M. TRINKWON
BA (SFU) **Coordinator**

CONTACT

Textile Arts Program
Arbutus building, room 202

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

Theatre Program

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.

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 Theatre 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, 3:30 – 10:30 p.m. or Saturdays, 10:00 a.m – 6:00 p.m.

DIPLOMA IN THEATRE

Non-Theatre Students

Students not admitted into the Theatre department programs are also encouraged to register in the courses and to participate in department productions. They will be included in the same classes as full-time program students. Theatre courses available to all students are listed in the timetable. The goal is to foster literacy in the art of theatre.

University Transfer Credit

Please consult the online B.C. Transfer Guide at www.bccat.bc.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.

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 with the Visual and Performing Arts Office for an audition or interview to be held in May.

Admission Requirements

- B.C. 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: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6 or CAEL requirement = 70.
- Audition or interview.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Theatre Program (Performance Stream)

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| ENGL 100 | Composition | 3.00 | |
| THTR 100 | Stage Acting I | 3.00 | |
| THTR 120 | Elements of Theatre I | 3.00 | |
| THTR 150 | Introduction to Production and Design I | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| THTR 116 | Musical Theatre I | 3.00 | |
| THTR 190 | Practicum I | 1.00 | |
| THTR 191 | Practicum II | 1.00 | |
| THTR 192 | Practicum III | 1.00 | |
| THTR 210 | Acting for Film and Television I | 3.00 | |
| UT | Elective | 3.00 | |
| | | | 15.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 9.00 |
| THTR 101 | Stage Acting II | 3.00 | |
| THTR 121 | Elements of Theatre II | 3.00 | |
| THTR 151 | Introduction to Production and Design II | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| THTR 117 | Musical Theatre II | 3.00 | |
| THTR 193 | Practicum IV | 1.00 | |
| THTR 194 | Practicum V | 1.00 | |
| THTR 195 | Practicum VI | 1.00 | |
| THTR 211 | Acting for Film and Television II | 3.00 | |
| UT | Elective | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ENGL 103 | Studies in Contemporary Literature | 3.00 | |
| ENGL 104 | Fiction | 3.00 | |
| ENGL 105 | Poetry | 3.00 | |
| ENGL 106 | Drama | 3.00 | |
| | | | 15.00 |
| Third and Fourth Terms | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 21.00 |
| THTR 200 | Acting III | 3.00 | |
| THTR 201 | Acting IV | 3.00 | |
| THTR 205 | Bodywork | 3.00 | |
| THTR 207 | Vocal Communication I | 3.00 | |

| Third and Fourth Terms | | Course Credits | Required Credits |
|---|---------------------------------------|-----------------------|-------------------------|
| THTR 220 | Conceptual Approaches to Theatre I | 3.00 | |
| THTR 221 | Conceptual Approaches II | 3.00 | |
| THTR 260 | Analysis for Directing and Design | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| THTR 250 | Senior Production Responsibilities I | 1.50 | |
| THTR 251 | Senior Production Responsibilities II | 1.50 | |
| THTR 252 | Advanced Lighting and Sound I | 1.50 | |
| THTR 253 | Advanced Lighting and Sound II | 1.50 | |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| THTR 210 | Acting for Film and Television I | 3.00 | |
| THTR 211 | Acting for Film and Television II | 3.00 | |
| THTR 216 | Musical Theatre III | 3.00 | |
| THTR 217 | Musical Theatre IV | 3.00 | |
| | | | 30.00 |
| Total Program Credit | | | 60.00 |

Please Note

Practicum courses THTR 190, 191, 192, 193, 194, 195, 290, 291, 292, 293, 294, and 295 are available to Theatre Program students with permission of the program coordinator.

DIPLOMA IN ACTING FOR STAGE AND SCREEN

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 prepared them to enter the industry. Many courses transfer to university and some students may choose to complete a university degree.

Certificate

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 courses and to participate in department productions. They will be included in some of the same classes as 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.bccat.bc.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 / CAEP, for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70. SLEP test at college level for ESL students.
- Audition

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Acting for Stage and Screen Program

| First Term | | Course Credits | Required Credits |
|--------------------------|--|----------------|------------------|
| Required Courses: | | | 16.50 |
| ENGL 100 | Composition | 3.00 | |
| FILM 150 | Basics of Screenplay Analysis for Actors | 3.00 | |
| THTR 100 | Stage Acting I | 3.00 | |
| THTR 105 | Voice and Movement for the Actor I | 1.50 | |
| THTR 120 | Elements of Theatre I | 3.00 | |

Career/Vocational Programs

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| THTR 150 | Introduction to Production and Design I | 3.00 | |
| | | | 16.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| FILM 151 | Basics of Lighting and Camera for Actors | 3.00 | |
| THTR 101 | Stage Acting II | 3.00 | |
| THTR 107 | Voice and Movement for the Actor II | 1.50 | |
| THTR 110 | Screen Acting I | 3.00 | |
| THTR 121 | Elements of Theatre II | 3.00 | |
| THTR 151 | Introduction to Production and Design II | 3.00 | |
| | | | 16.50 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| FILM152 | Basics of Film History for Actors | 3.00 | |
| THTR 200 | Acting III | 3.00 | |
| THTR 207 | Vocal Communication I | 3.00 | |
| THTR 212 | Film Acting I | 3.00 | |
| THTR218 | Musical Theatre for Actors I* | 1.50 | |
| THTR 260 | Analysis for Directing and Design | 3.00 | |
| | | | 16.50 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 16.50 |
| THTR | Working with the Screen Director I* | 3.00 | |
| THTR 201 | Acting IV | 3.00 | |
| THTR 205 | Bodywork | 3.00 | |
| THTR219 | Musical Theatre for Actors II* | 1.50 | |
| THTR 221 | Conceptual Approaches II | 3.00 | |
| THTR261 | Directing Projects* | 3.00 | |
| | | | 16.50 |
| Fifth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 13.50 |
| THTR300 | Screen Acting III* | 3.00 | |
| THTR305 | Advanced Voice and Movement* | 3.00 | |
| THTR310 | Performance Project I* | 4.50 | |
| THTR312 | The Working Actor I* | 3.00 | |
| | | | 13.50 |

| Sixth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|--------------------------------------|-----------------------|-------------------------|
| Required Courses: | | | 13.50 |
| THTR | Working with the Screen Director II* | 3.00 | |
| THTR301 | Acting Master Classes* | 3.00 | |
| THTR311 | Performance Project II* | 4.50 | |
| THTR313 | The Working Actor II* | 3.00 | |
| | | | 13.50 |
| Total Program Credit | | | 93.00 |

DIPLOMA IN TECHNICAL THEATRE

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 378-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

Performing Arts Theatre

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, technical 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.

Arbutus Studio Theatre

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

- B.C. 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: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.
- Interview

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Technical Theatre Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 18.00 |
| ENGL 100 | Composition | 3.00 | |
| THTR 120 | Elements of Theatre I | 3.00 | |
| THTR 150 | Introduction to Production and Design I | 3.00 | |
| THTR 156 | Technical Theatre Practicum I | 7.50 | |
| THTR 158 | Stage Grip | 1.50 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| THTR 121 | Elements of Theatre II | 3.00 | |
| THTR 151 | Introduction to Production and Design II | 3.00 | |
| THTR 157 | Technical Theatre Practicum II | 7.50 | |
| THTR 159 | Theatre Shop Skills | 1.50 | |
| | | | 15.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 13.50 |

| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---------------------------------------|-----------------------|-------------------------|
| THTR 250 | Senior Production Responsibilities I | 1.50 | |
| THTR 252 | Advanced Lighting and Sound I | 1.50 | |
| THTR 254 | Technical Theatre Practicum III | 9.00 | |
| THTR 256 | Scenic Art for Theatre | 1.50 | |
| | | | 13.50 |
| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 13.50 |
| THTR 251 | Senior Production Responsibilities II | 1.50 | |
| THTR 253 | Advanced Lighting and Sound II | 1.50 | |
| THTR 255 | Technical Theatre Practicum IV | 9.00 | |
| THTR 257 | Stage Properties | 1.50 | |
| | | | 13.50 |
| Total Program Credit | | | 60.00 |

DIPLOMA IN MUSICAL THEATRE

The Program

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.bccat.bc.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 / CAEP, for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement =

145, or IELTS requirement = 6.5 overall, and no one score less than 6, or CAEL requirement = 70.. SLEP test at college level for ESL students.

- Audition

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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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 V7J 3H5
 Phone: 604.984.4900
 Fax: 604.984.1798

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Musical Theatre Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 16.50 |
| ENGL 100 | Composition | 3.00 | |
| MUS 124 | Musicianship Fundamentals I | 1.00 | |
| PMTI 100 | Private Musical Theatre Instruction - Voice I | 0.50 | |
| THTR 102 | Acting Fundamentals | 3.00 | |
| THTR 116 | Musical Theatre I | 3.00 | |
| THTR 160 | Technical Theatre Fundamentals | 3.00 | |
| THTR 170 | Musical Theatre Stream - Dance I | 3.00 | |
| | | | 16.50 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.50 |
| MUS 125 | Musicianship Fundamentals II | 3.00 | |
| PMTI 101 | Private Musical Theatre Instruction - Voice II | 0.50 | |
| THTR 103 | Mask and Improvisation Acting II | 3.00 | |
| THTR 117 | Musical Theatre II | 3.00 | |
| THTR 127 | Elements of Theatre for Musical Theatre | 3.00 | |
| THTR 171 | Musical Theatre Stream - Dance II | 3.00 | |
| | | | 15.50 |

Career/Vocational Programs

| Third Term | <i>Course Credits</i> | <i>Required Credits</i> |
|---|-----------------------|-------------------------|
| Required Courses: | | 16.00 |
| PMTI 200 Private Musical Theatre Instruction - Voice III | 1.00 | |
| THTR 202 Script and Stage for Musical Theatre - Acting III | 3.00 | |
| THTR 208 Performance Project I | 3.00 | |
| THTR 210 Acting for Film and Television I | 3.00 | |
| THTR 216 Musical Theatre III | 3.00 | |
| THTR 270 Dance for Musical Theatre - Dance III | 3.00 | |
| | | <hr/> 16.00 |
| Fourth Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 16.00 |
| PMTI 201 Private Musical Theatre Instruction - Voice IV | 1.00 | |
| THTR 203 Acting Styles for Musical Theatre - Acting IV | 3.00 | |
| THTR 209 Performance Project II | 3.00 | |
| THTR 211 Acting for Film and Television II | 3.00 | |
| THTR 217 Musical Theatre IV | 3.00 | |
| THTR 271 Dance for Musical Theatre IV | 3.00 | |
| | | <hr/> 16.00 |
| Fifth Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 15.00 |
| PMTI300 Private Musical Theatre Instruction - Voice V* | 1.00 | |
| THTR Dance for Musical Theatre V* | 3.00 | |
| THTR302 Advanced Acting for Musical Theatre - Acting V* | 3.00 | |
| THTR308 Performance Project III* | 3.00 | |
| THTR316 Musical Theatre V* | 3.00 | |
| THTR318 Ensemble Voice I* | 2.00 | |
| | | <hr/> 15.00 |
| Sixth Term | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | 15.00 |
| PMTI301 Private Musical Theatre Instruction - Voice VI* | 1.00 | |
| THTR Dance for Musical Theatre VI* | 3.00 | |
| THTR303 Advanced Acting for Musical Theatre - Acting VI* | 3.00 | |
| THTR309 Performance Project IV* | 3.00 | |
| THTR317 Musical Theatre VI* | 3.00 | |
| THTR319 Ensemble Voice II* | 2.00 | |
| | | <hr/> 15.00 |
| Total Program Credit | | <hr/> 94.00 |

THEATRE INSTITUTE

Contact

Phone: 604.984.4911

E-mail: theatre@capcollege.bc.ca

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.

The Capilano College Theatre Department enjoys a working relationship with the Arts Club Theatre which auditions program students yearly and considers them for supporting roles in one of their season's plays or to assist one of their directors or stage managers. Students must apply separately for these placements which are subject to availability and approval by both the Theatre Department and the Arts Club Theatre.

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

- Two years in related post secondary training or equivalent
- English Language Requirement, TOEFL / ELA / IELTS /CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6 , or CAEL requirement = 70..
- Performance Stream students require an interview and audition; Production Stream students require an interview and portfolio review.

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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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 V7J 3H5
 Phone: 604.984.4900
 Fax: 604.984.1798

Fees and Expenses

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Certificate in the Theatre Institute Program - Acting Concentration

| First Term | Course Credits | Required Credits |
|--|----------------|------------------|
| Required Courses: | | 12.00 |
| THTR 372 Theatre Institute I - Acting | 12.00 | |
| | | 12.00 |
| Second Term | Course Credits | Required Credits |
| Required Courses: | | 12.00 |
| THTR 373 Theatre Institute II - Acting | 12.00 | |
| | | 12.00 |
| Total Program Credit | | 24.00 |

Certificate in the Theatre Institute Program - Directing Concentration

| First Term | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 12.00 |
| THTR 370 Theatre Institute I - Directing | 12.00 | |
| | | 12.00 |
| Second Term | Course Credits | Required Credits |
| Required Courses: | | 12.00 |
| THTR 371 Theatre Institute II - Directing | 12.00 | |
| | | 12.00 |
| Total Program Credit | | 24.00 |

Certificate in the Theatre Institute Program - Production (Technical) Concentration

| First Term | Course Credits | Required Credits |
|---|----------------|------------------|
| Required Courses: | | 12.00 |
| THTR 374 Theatre Institute I - Production | 12.00 | |
| | | 12.00 |
| Second Term | Course Credits | Required Credits |
| Required Courses: | | 12.00 |
| THTR 375 Theatre Institute II - Production | 12.00 | |
| | | 12.00 |
| Total Program Credit | | 24.00 |

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
- P. CONNELL
BA, MA, PhD (UBC) **On leave**
- 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)
- D. MOORE
BFA (UVic), MA (WWU)
- B. MURDOCH
BFA (UVic), MFA (UBC)
- D. PRICE
BA (SFU), MFA (UBC)
- M. THOMA
BFA
- D. WINSTANLEY
B.Ed. (Alberta)

S. ZARADIC

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

Tourism

In this section you will find information on the following programs:

- Tourism Management Co-op Diploma Program
- Tourism Management Diploma for International Students Program
- Bachelor of Tourism Management Degree
- Certificate in Advanced Tourism Studies Program

TOURISM MANAGEMENT CO-OP DIPLOMA PROGRAM

Mission

Our mission is to challenge and inspire future leaders of the tourism community to develop leading-edge professional skills and values.

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.

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

- B.C. Secondary School Graduation (Grade 12) or equivalent or Mature Student status
- English 12 with a minimum C grade
- Mathematics 11 with a minimum C grade or Accounting 11 with a minimum C+ grade
- English Language Requirement, TOEFL / ELA / IELTS / CAEL for students whose primary language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6 , or CAEL requirement = 70..
- Interview
- Résumé and two letters of reference
- Letter of interest

Note

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. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Tourism Management Co-op Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 18.00 |
| CMNS 154 | Communications in Outdoor Recreation and Tourism | 3.00 | |
| REC 149 | Computer Applications for Outdoor Recreation and Tourism | 3.00 | |
| TOUR 111 | Tourism Introduction: Theory and Practice | 3.00 | |
| TOUR 112 | Tourism Marketing | 3.00 | |
| TOUR 133 | Tourism Career Preparation | 3.00 | |
| TOUR 205 | Tourism Sales | 3.00 | |
| | | | 18.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| TOUR 140 | Tourism Co-op Work Experience | 9.00 | |
| TOUR 151 | Service Management in Tourism | 3.00 | |
| | | | 12.00 |
| Third Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| REC 245 | Organizational Leadership for Outdoor Recreation Programs | 3.00 | |
| TOUR 116 | Financial Planning in Tourism I | 3.00 | |
| TOUR 134 | Promotions Management for Tourism and Hospitality | 3.00 | |
| TOUR 140 | Tourism Co-op Work Experience | | |
| TOUR 151 | Service Management in Tourism | | |
| TOUR 208 | Risk Management for Tourism and Outdoor Recreation | 3.00 | |
| | | | 12.00 |

Career/Vocational Programs

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| TOUR 113 | Human Resource Management in Tourism | 3.00 | |
| TOUR 125 | Financial Planning in Tourism II | 3.00 | |
| TOUR 131 | Tourism Product Development | 3.00 | |
| TOUR 233 | Cross Cultural Tourism | 3.00 | |
| | | | 12.00 |
| Electives | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| TOUR 104 | Marine Tourism and Interpretation | 3.00 | |
| TOUR 118 | Special Events - Tourism Generators | 3.00 | |
| TOUR 120 | Adventure and Eco-Tourism | 3.00 | |
| TOUR 135 | Hospitality Operations | 3.00 | |
| TOUR 200 | Revenue Management for Tourism | 3.00 | |
| TOUR 201 | Tourism and Technology | 3.00 | |
| TOUR 202 | Strategic Marketing Management - Case Study Approach | 3.00 | |
| TOUR 227 | Heritage, Cultural and Arts Planning for Tourism | 3.00 | |
| TOUR 232 | Tourism Planning | 3.00 | |
| WLP 153 | Guiding Leadership | 3.00 | |
| | | | 6.00 |
| 40 hours of industry-relevant course work (SuperHost, FoodSafe, Event Planning, Adventure Skills, etc) | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| T40 | 40 hours of industry-relevant course work | | |
| | | | 0.00 |
| Study Abroad | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 0.00 Credits from the following list: | | | 0.00 |
| SATO 201 | Study Abroad/Student Exchange (Tourism/OREC) | 1.50 | |
| SATO 202 | Study Abroad/Student Exchange (Tourism/OREC) | 3.00 | |
| SATO 203 | Study Abroad/Student Exchange (Tourism/OREC) | 3.00 | |
| SATO 204 | Study Abroad/Student Exchange (Tourism/OREC) | 3.00 | |
| SATO 205 | Study Abroad/Student Exchange (Tourism/OREC) | 3.00 | |
| SATO 206 | Study Abroad/Student Exchange (Tourism/OREC) | 3.00 | |
| | | | 0.00 |
| Total Program Credit | | | 60.00 |

TOURISM MANAGEMENT DIPLOMA FOR INTERNATIONAL STUDENTS PROGRAM

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:

- small class sizes
- 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

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

- B.C. 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: TOEFL requirement = 540 (paper-based) or 200 (computer-based). English Language Assessment (ELA) requirement = 130 or IELTS score of 5.0 overall, with no one score less than 4.5, or CAEL requirement = 60

Supporting Documentation

- Two letters of reference
- Résumé
- Statement outlining why the student feels he/she should be admitted to the program and his/her employment and career plans following graduation

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Diploma in the Tourism Management for International Students Program

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------------|--|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| CMNS 154 | Communications in Outdoor Recreation and Tourism | 3.00 | |
| TOUR 111 | Tourism Introduction: Theory and Practice | 3.00 | |
| TOUR 149 | Computer Applications in Tourism | 3.00 | |
| TOUR 205 | Tourism Sales | 3.00 | |
| | | | 12.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 15.00 |
| TOUR 112 | Tourism Marketing | 3.00 | |
| TOUR 114 | Organizational Behaviour in Tourism | 3.00 | |
| TOUR 116 | Financial Planning in Tourism I | 3.00 | |
| TOUR 135 | Hospitality Operations | 3.00 | |

Career/Vocational Programs

| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|--------------------|------------------------------------|-----------------------|-------------------------|
| TOUR 145 | Tourism Work Practicum Preparation | 3.00 | |
| | | | 15.00 |

| Third Term - (May - June) | | <i>Course Credits</i> | <i>Required Credits</i> |
|----------------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | |
| | | | 3.00 |
| TOUR 145 | Tourism Work Practicum Preparation | | |
| TOUR 249 | Advanced Computer Applications in Tourism | 3.00 | |
| | | | 3.00 |

| Third Term - (July - August) | | <i>Course Credits</i> | <i>Required Credits</i> |
|-------------------------------------|-------------------|-----------------------|-------------------------|
| Required Courses: | | | |
| | | | 6.00 |
| TOUR 150 | Tourism Practicum | 6.00 | |
| | | | 6.00 |

| Fourth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|---|-----------------------|-------------------------|
| Required Courses: | | | |
| | | | 9.00 |
| TOUR 125 | Financial Planning in Tourism II | 3.00 | |
| TOUR 131 | Tourism Product Development | 3.00 | |
| TOUR 150 | Tourism Practicum | | |
| TOUR 201 | Tourism and Technology | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| TOUR 118 | Special Events - Tourism Generators | 3.00 | |
| TOUR 120 | Adventure and Eco-Tourism | 3.00 | |
| TOUR 134 | Promotions Management for Tourism and Hospitality | 3.00 | |
| TOUR 200 | Revenue Management for Tourism | 3.00 | |
| TOUR 227 | Heritage, Cultural and Arts Planning for Tourism | 3.00 | |
| TOUR 232 | Tourism Planning | 3.00 | |
| | | | 12.00 |

| Fifth Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| Required Courses: | | | |
| | | | 9.00 |
| TOUR 113 | Human Resource Management in Tourism | 3.00 | |
| TOUR 202 | Strategic Marketing Management - Case Study Approach | 3.00 | |
| TOUR 233 | Cross Cultural Tourism | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| TOUR 118 | Special Events - Tourism Generators | 3.00 | |
| TOUR 120 | Adventure and Eco-Tourism | 3.00 | |
| TOUR 134 | Promotions Management for Tourism and Hospitality | 3.00 | |
| TOUR 200 | Revenue Management for Tourism | 3.00 | |
| TOUR 227 | Heritage, Cultural and Arts Planning for Tourism | 3.00 | |
| TOUR 232 | Tourism Planning | 3.00 | |
| | | | 12.00 |

| Fifth Term | Course Credits | Required Credits |
|----------------------|----------------|------------------|
| Total Program Credit | | 60.00 |

BACHELOR OF TOURISM MANAGEMENT DEGREE

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.

Bachelor of Tourism Management Degree

Credits from Capilano College's Tourism Management diploma programs and the Outdoor Recreation Management diploma program transfer to the Bachelor of Tourism Management degree. Program credits from other tourism, hospitality, and recreation diploma and certificate programs may also be applied.

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. For those students who complete six upper-level courses in tourism management, an Advanced Certificate in Tourism Studies is available.

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.

Admission Requirements for the Degree

- Post-Secondary requirement: 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) computer-based requirement = 220, 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/Audition requirement: Interview English Diagnostic Test (EDT) or Language Proficiency Index (LPI) requirement: Where students have not received an "A" in English 12.
- Other requirement(s): Letter of application, resume and references

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Interview Procedure

Please bring the following documentation to your interview:

- At least two letters of reference
- High school or post-secondary education transcripts
- A résumé of past experiences

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Bachelor of Tourism Management Degree

| Pre-requisite Diploma | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|---|-----------------------|-------------------------|
| Choose 60.00 Credits from the following list: | | | 60.00 |
| REC | Outdoor Recreation Management Program Diploma | 60.00 | |
| TOUR | Tourism Management Program Diploma | 60.00 | |
| | | | 60.00 |
| General Education Required Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 3.00 |
| ENGL | 100-level English or higher | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ASTR | Astronomy | 3.00 | |
| BIOL | Biology | 3.00 | |
| CHEM | Chemistry | 3.00 | |
| GEOG | Geography (Physical - 112, 114, 214, 221) | 3.00 | |

Career/Vocational Programs

| General Education Required Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|---|--|-----------------------|-------------------------|
| GEOL | Geology | 3.00 | |
| KIN | Kinesiology (KIN 142 or 143) | 3.00 | |
| PHYS | Physics | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| BADM 210 | Business Statistics | 3.00 | |
| MATH 101 | Introduction to Statistics | 3.00 | |
| STATS | 100-level Statistics or higher | 3.00 | |
| TOUR 350 | Quantitative Methods for Tourism Management | 3.00 | |
| Elective | | | 6.00 |
| AHIS | Art History | 3.00 | |
| ANTH | Anthropology | 3.00 | |
| CHIN | Chinese | 3.00 | |
| CRIM | Criminology | 3.00 | |
| ECON | Economics | 3.00 | |
| ENGL | English | 3.00 | |
| FREN | French | 3.00 | |
| GEOG | Geography (Human) | 3.00 | |
| GERM | German | 3.00 | |
| HIST | History | 3.00 | |
| JAPN | Japanese | 3.00 | |
| LING | Linguistics | 3.00 | |
| MUS | Music | 3.00 | |
| PHIL | Philosophy | 3.00 | |
| POL | Political Studies | 3.00 | |
| PSYC | Psychology | 3.00 | |
| SART | Studio Art | 3.00 | |
| SOC | Sociology | 3.00 | |
| SPAN | Spanish | 3.00 | |
| THAI | Thai | 3.00 | |
| THTR | Theatre | 3.00 | |
| WMST | Women's Studies | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| ECON | 100-level Economics or higher | 3.00 | |
| Choose 3.00 Credits from the following list: | | | 3.00 |
| GEOG | Non-physical Geography (Human, Cultural or Regional) | 3.00 | |
| | | | 21.00 |

| Upper Level Required Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|-------------------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 24.00 |
| CMNS 354 | Advanced Communications Skills for Tourism Management | 3.00 | |

| Upper Level Required Courses | | <i>Course Credits</i> | <i>Required Credits</i> |
|--|--|-----------------------|-------------------------|
| TOUR 421 | Organizational Leadership in Tourism | 3.00 | |
| TOUR 422 | People Management - Human Relations in Tourism | 3.00 | |
| TOUR 423 | Tourism Planning and Policy | 3.00 | |
| TOUR 424 | Entrepreneurship in Tourism | 3.00 | |
| TOUR 425 | Financial Management for Tourism | 3.00 | |
| TOUR 426 | Cultural and Community Issues | 3.00 | |
| TOUR 440 | Graduating Seminar | 3.00 | |
| | | | 24.00 |
| Upper-Level Tourism or Hospitality Specialty Courses* | | <i>Course Credits</i> | <i>Required Credits</i> |
| Choose 15.00 Credits from the following list: | | | 15.00 |
| TOUR 301 | Business Law in Tourism | 3.00 | |
| TOUR 351 | Tourism Consumer Behaviour | 3.00 | |
| TOUR 427 | Marketing Research for Tourism | 3.00 | |
| TOUR 428 | International Tourism Marketing | 3.00 | |
| TOUR 441 | Advanced Tourism Product Development | 3.00 | |
| TOUR 442 | Environmental Stewardship for Tourism | 3.00 | |
| TOUR 443 | Cultural Tourism Management | 3.00 | |
| TOUR 444 | International Ecotourism | 3.00 | |
| | | | 15.00 |
| Total Program Credit | | | 120.00 |

***Please Note**

You may choose any five of the speciality courses or approved alternate upper level courses.

CERTIFICATE IN ADVANCED TOURISM STUDIES PROGRAM

The Tourism Professional Development Program

A high proportion of tourism industry managers lack the time and/or prerequisites to successfully complete the requirements for the Bachelor of Tourism Management degree. Ongoing professional development is critical to maintain the international competitiveness of British Columbia as a tourism destination. The Tourism Professional Development Program provides an accessible professional development opportunity for full-time industry managers by offering courses on weekday evenings, and on weekends at the North Vancouver campus.

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Advanced Tourism Studies Program

| Core Courses | <i>Course Credits</i> | <i>Required Credits</i> |
|--|-----------------------|-------------------------|
| Choose 18.00 Credits from the following list: | | 18.00 |

| Core Courses | | Course Credits | Required Credits |
|-----------------------------|---|-----------------------|-------------------------|
| CMNS 354 | Advanced Communications Skills for Tourism Management | 3.00 | |
| TOUR 421 | Organizational Leadership in Tourism | 3.00 | |
| TOUR 422 | People Management - Human Relations in Tourism | 3.00 | |
| TOUR 423 | Tourism Planning and Policy | 3.00 | |
| TOUR 424 | Entrepreneurship in Tourism | 3.00 | |
| TOUR 425 | Financial Management for Tourism | 3.00 | |
| TOUR 426 | Cultural and Community Issues | 3.00 | |
| TOUR 427 | Marketing Research for Tourism | 3.00 | |
| TOUR 428 | International Tourism Marketing | 3.00 | |
| | | | 18.00 |
| Specialty Courses* | | Course Credits | Required Credits |
| Manual Title | | | 0.00 |
| TOUR 301 | Business Law in Tourism | 3.00 | |
| TOUR 351 | Tourism Consumer Behaviour | 3.00 | |
| TOUR 441 | Advanced Tourism Product Development | 3.00 | |
| TOUR 442 | Environmental Stewardship for Tourism | 3.00 | |
| TOUR 443 | Cultural Tourism Management | 3.00 | |
| TOUR 444 | International Ecotourism | 3.00 | |
| | | | 0.00 |
| Total Program Credit | | | 18.00 |

Please Note

You may substitute one speciality course for one core course.

FACULTY

G. BIRD

BA (Guelph), M.Sc. (Leicester), **Convenor, Tourism Management Co-op**

C. BONIFACE

B.Sc., PGCE (Birmingham), M.Sc.(SFU)

C. BOTTRILL

B.Soc.Sc. (Waikato), MA (Hons.), (Canterbury, N.Z.)

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), **Convenor, Outdoor Recreation Management**

S. HALSALL

BA (SFU), MBA (McGill)

S. HOGAN

B.Comm. (U of T), CA (Institute of Chartered Accountants of Ontario), **Convenor, Tourism Management for International Students**

P. HOLDEN

BA (UBC), LLB (U. of Ottawa), MBA (UBC)

R. JANTZEN

Dip. Outdoor Rec. Mgmt. (Capilano College), Program Manager, **Wilderness Leadership Program**

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)

J. ROUSE

DMATP, B.Sc. (Mt. Allison), M.Sc. (U of Surrey, U.K.), Cert, Tourism Mgmt. (Capilano College), **Divisional Chair**

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), **Convenor, Bachelor of Tourism Management Degree**

K. YIP

BA, LLB (UBC)

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CONTACT

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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

Wilderness Leadership

In this section you will find information on the following programs:

- Wilderness Leadership Program
- Wilderness Leadership Advanced Certificate

WILDERNESS LEADERSHIP PROGRAM

Contact

Phone: 604-892-5800
Fax: 604-892-9274
E-mail: wlp@capcollege.bc.ca

www.capcollege.bc.ca/programs/wilderness

The Program

The Wilderness Leadership certificate program is taught by experienced and qualified Capilano College faculty and by experts from the outdoor adventure industry.

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.

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

Admission Requirements

The successful applicant to the Wilderness Leadership program must:

- Secondary School requirement: 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.
- Specific Secondary School requirement: A minimum grade of C in English 12 or equivalent.
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Interview
- Other requirement(s): Submission of resume and references. Physically able to meet the challenges of the program. Medical certificate of Health.

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

www.capcollege.bc.ca/programs/wilderness

How to Apply

Apply online at: www.capcollege.bc.ca/admission/application. Alternatively, Application for Admission forms may be downloaded from 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

Information Meetings

- Information meetings are held in March, April, and May.
- Call 604.892.5800 or e-mail <wlp@capcollege.bc.ca> to receive notification of the exact dates.
- Interview appointments can be arranged at the information meeting.

Program Profile

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.)

Fees and Expenses

Please see the [Fees and Fee Payment](#) section of this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

Certificate in the Wilderness Leadership Program

| Core Courses | | Course Credits | Required Credits |
|--------------------------|--------------------------------------|----------------|------------------|
| Required Courses: | | | 18.00 |
| CMNS 174 | Wilderness Leadership Communications | 3.00 | |
| REC 156 | Natural History for Outdoor Leaders | 3.00 | |

| Core Courses | | Course Credits | Required Credits |
|--|--|-----------------------|-------------------------|
| REC 157 | Wilderness Leadership Skills | 3.00 | |
| REC 163 | Wilderness First Aid I | 3.00 | |
| REC 169 | Interpreting Natural and Cultural Landscapes | 3.00 | |
| WLP 153 | Guiding Leadership | 3.00 | |
| | | | 18.00 |
| Skill Sets | | Course Credits | Required Credits |
| Choose 12.00 Credits from the following list: | | | 12.00 |
| WLP 124 | Winter Skills | 2.00 | |
| WLP 125 | Ski Touring | 2.00 | |
| WLP 126 | Backpacking | 2.00 | |
| WLP 127 | Mountaineering | 2.00 | |
| WLP 128 | Rock Climbing I | 2.00 | |
| WLP 129 | Rock Climbing II | 2.00 | |
| WLP 130 | Rock Rescue Clinic | 1.00 | |
| WLP 131 | Nordic Skiing I | 2.00 | |
| WLP 132 | Nordic Skiing II | 2.00 | |
| WLP 133 | Canoeing I | 2.00 | |
| WLP 134 | Canoeing II | 2.00 | |
| WLP 135 | Rafting I | 2.00 | |
| WLP 136 | Rafting II | 2.00 | |
| WLP 137 | Sea Kayaking I | 2.00 | |
| WLP 138 | Sea Kayaking II | 2.00 | |
| WLP 139 | River Kayaking Clinic | 1.00 | |
| WLP 140 | River Rescue Clinic | 1.00 | |
| WLP 141 | Telemark Clinic | 1.00 | |
| WLP 142 | Sailing | 2.00 | |
| WLP 144 | Sailing II | 2.00 | |
| WLP 145 | Mountain Biking | 2.00 | |
| WLP 147 | River Kayak I | 2.00 | |
| WLP 148 | Snow Boarding | 2.00 | |
| | | | 12.00 |
| Total Program Credit | | | 30.00 |

WILDERNESS LEADERSHIP ADVANCED CERTIFICATE

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

| Required Courses | | Course Credits | Required Credits |
|---|--|----------------|------------------|
| Required Courses: | | | 8.00 |
| REC 263 | Wilderness First Aid II | 3.00 | |
| WLP151 | Interpreting the Wilderness Environment* | 3.00 | |
| WLP152 | Wilderness Leadership Work Practicum* | 2.00 | |
| Choose 8.00 Credits from the following list: | | | 8.00 |
| WLP 124 | Winter Skills | 2.00 | |
| WLP 125 | Ski Touring | 2.00 | |
| WLP 126 | Backpacking | 2.00 | |
| WLP 127 | Mountaineering | 2.00 | |
| WLP 128 | Rock Climbing I | 2.00 | |
| WLP 129 | Rock Climbing II | 2.00 | |
| WLP 131 | Nordic Skiing I | 2.00 | |
| WLP 132 | Nordic Skiing II | 2.00 | |
| WLP 133 | Canoeing I | 2.00 | |
| WLP 134 | Canoeing II | 2.00 | |
| WLP 135 | Rafting I | 2.00 | |
| WLP 136 | Rafting II | 2.00 | |
| WLP 137 | Sea Kayaking I | 2.00 | |
| WLP 138 | Sea Kayaking II | 2.00 | |
| WLP 142 | Sailing | 2.00 | |
| WLP 144 | Sailing II | 2.00 | |
| WLP 145 | Mountain Biking | 2.00 | |
| WLP 147 | River Kayak I | 2.00 | |
| Total Program Credit | | | 16.00 |

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), BCRCIA Instructor

CAROLINE FISHER

BTM (Capilano)

S. FISHER

Dip. Outdoor Rec. Mgmt. (Capilano), CISSAR Instructor, BCRCIA Master Instructor

M. HOBBS

Dip. Outdoor Rec. Mgmt. (Capilano), Canadian Coast Guide Certification (PMTI)

R. JANTZEN

Dip. Outdoor Rec. Mgmt. (Capilano), **Program Manager - Wilderness Leadership Program**

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

www.capcollege.bc.ca/programs/wilderness

Post Graduate Programs

Art Institute

The Art Institute, specializing in sculpture, media art, and printmaking, is a one-year, post-graduate 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 arts 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.

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

ADMISSION REQUIREMENTS

- Secondary School requirement: BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status.
- Post-Secondary requirement: Post Secondary Degree or equivalent experience.
- English Language requirement, TOEFL/ELA/IELTS (where English is not your first language): English Language Requirement, TOEFL / ELA / IELTS/ CAEL for students whose primary language is not English: Test of English as a Foreign Language (TOEFL) computer-based requirement = 220, 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/Audition requirement: Portfolio, resume and proposal of anticipated work is required.
- Other requirement(s): As this program is equivalent to a graduate level fine arts program applicants with extensive visual arts education or experience will be given preference.

Note:

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.

SUBMISSIONS

1. Résumé — to include pertinent travel and other life experiences.
2. Portfolio — original works where possible; however, slides, photographs, CD's, 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 this Calendar. Financial aid is available to eligible students — please see [Financial Aid and Awards](#).

CERTIFICATE IN THE ART INSTITUTE PROGRAM

| First Term | | <i>Course Credits</i> | <i>Required Credits</i> |
|-----------------------------|---|-----------------------|-------------------------|
| Required Courses: | | | 12.00 |
| SART 300 | Art Institute I - Sculpture, Media Art and Printmaking | 12.00 | |
| | | | 12.00 |
| Second Term | | <i>Course Credits</i> | <i>Required Credits</i> |
| Required Courses: | | | 12.00 |
| SART 301 | Art Institute II - Sculpture, Media Art and Printmaking | 12.00 | |
| | | | 12.00 |
| Total Program Credit | | | 24.00 |

McRae Institute

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 either Asia or Latin America.

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.

Admission Requirements

- Bachelor's degree
- English Language Requirement, TOEFL / ELA / IELTS / CAEL, for applicants whose native language is not English: TOEFL requirement = 220 (computer-based), or English Language Assessment (ELA) requirement = 145, or IELTS requirement = 6.5 overall, and no one score less than 6, CAEL requirement = 70. SLEP test at college level for ESL students.
- Interview required

How to Apply

Apply online at: www.capcollege.bc.ca/prospective. Alternatively, Application for Admission forms may be downloaded from www.capcollege.bc.ca/prospective 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

Diploma in the McRae International Management Graduate Program

Please Note: MRIM:502 Business Strategy is now called MRIM:502 Strategic Management

| Required | Course Credits | Required Credits |
|--------------------------|----------------|------------------|
| Required Courses: | | 26.75 |

Post Graduate Programs

| Required | | Course Credits | Required Credits |
|-----------------|---|-----------------------|-------------------------|
| MRIM 500 | Introduction to International Management | 1.50 | |
| MRIM 501 | International Project Management | 1.50 | |
| MRIM 502 | Business Strategy | 1.50 | |
| MRIM 503 | International Business Development Projects | 1.50 | |
| MRIM 504 | Negotiating Across Cultures | 1.50 | |
| MRIM 511 | International Finance I | 1.50 | |
| MRIM 512 | International Finance II (Strategies) | 1.50 | |
| MRIM 521 | International Marketing | 1.50 | |
| MRIM 530 | International Career Management | 0.75 | |
| MRIM 531 | Co-op Term Preparation | 0.75 | |
| MRIM 532 | Managers Skills Set I (Workshops) | 0.75 | |
| MRIM 533 | Managers Skills Set II (Workshops) | 0.50 | |
| MRIM 540 | Interpreting Global Markets | 1.50 | |
| MRIM541 | McRae Seminars in Global Dynamics | 1.50 | |
| MRIM 570 | Global Careers | 3.00 | |
| MRIM 571 | The Practice of International Management | 3.00 | |
| MRIM 572 | Co-op Work Term | 3.00 | |
| | | | 26.75 |

| Regional Context | | Course Credits | Required Credits |
|--|---|-----------------------|-------------------------|
| Choose 11.25 Credits from the following list: | | | 11.25 |
| MRIM 550 | Asian Traditions and Thought | 2.25 | |
| MRIM 551 | Post-Colonial Asia | 1.50 | |
| MRIM 552 | Asia Pacific Perspectives | 1.50 | |
| MRIM 553 | Asian Market Trends | 3.00 | |
| MRIM 554 | Global News Analysis I - Asia | 1.50 | |
| MRIM 555 | Global News Analysis II - Asia | 1.50 | |
| MRIM560 | Latin American Traditions and Thought | 2.25 | |
| MRIM 561 | Post Colonial Latin America | 1.50 | |
| MRIM 562 | Latin American Perspectives | 1.50 | |
| MRIM 563 | Latin American Market Trends | 3.00 | |
| MRIM 564 | Global News Analysis I - Latin America | 1.50 | |
| MRIM 565 | Global News Analysis II - Latin America | 1.50 | |
| | | | 11.25 |

| Electives | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| Choose 6.00 Credits from the following list: | | | 6.00 |
| MRIM 505 | Managing International Non-profits | 1.50 | |
| MRIM 506 | Entrepreneurship and e-Commerce | 0.75 | |
| MRIM 507 | International Human Resources Management | 1.50 | |

Post Graduate Programs

| Electives | | Course Credits | Required Credits |
|---|--|-----------------------|-------------------------|
| MRIM 510 | Introduction to International Finance | 1.50 | |
| MRIM 513 | Advanced Finance: Foreign Exchange & Interest Rate Risk Management | 0.75 | |
| MRIM 514 | Project Budgeting and Impact Analysis | 0.75 | |
| MRIM 520 | Marketing Principles | 1.50 | |
| MRIM 522 | International Trade Principles & Logistics | 1.50 | |
| MRIM 523 | Strategic Communications | 0.75 | |
| MRIM 590 | Directed Studies | 1.50 | |
| | | | 6.00 |
| Language | | Course Credits | Required Credits |
| Choose 6.00 Credits from the following list: | | | 6.00 |
| MRCH 110 | Chinese for the Business Environment I | 3.00 | |
| MRCH 111 | Chinese for the Business Environment II | 3.00 | |
| MRCH 210 | Chinese for the Business Environment III | 3.00 | |
| MRCH 211 | Chinese for the Business Environment IV | 3.00 | |
| MRIN110 | Indonesian for the Business Environment I | 3.00 | |
| MRIN111 | Indonesian for the Business Environment II | 3.00 | |
| MRJP 110 | Japanese for the Business Environment I | 3.00 | |
| MRJP 111 | Japanese for the Business Environment II | 3.00 | |
| MRJP 310 | Japanese for the Business Environment III | 3.00 | |
| MRJP 311 | Japanese for the Business Environment IV | 3.00 | |
| MRPO 210 | Portuguese for the Business Environment III | 3.00 | |
| MRPO 211 | Portuguese for the Business Environment IV | 3.00 | |
| MRSP 210 | Spanish for the Business Environment III | 3.00 | |
| MRSP 211 | Spanish for the Business Environment IV | 3.00 | |
| MRSP 310 | Spanish for the Business Environment V | 3.00 | |
| MRSP 311 | Spanish for the Business Environment VI | 3.00 | |
| MRTH 110 | Thai Language for the Business Environment I | 3.00 | |
| MRTH 111 | Thai Language for the Business Environment II | 3.00 | |
| MRVM 110 | Vietnamese for the Business Environment I | 3.00 | |
| MRVM 111 | Vietnamese for the Business Environment II | 3.00 | |
| | | | 6.00 |
| Total Program Credit | | | 50.00 |

FACULTY

External Chair

TBA

Internal Chair

Lorne BRAUN

BA (UBC), MA (Royal Roads), *Non Profit Management*

APMCP Convenor

TBA

LAMP Convenor

TBA

Employer Relations and Student Recruitment

Debra WALKER

B.Comm (U of A), LAMP Graduate Dip. (Capilano College), CHRP

Co-op Advisor - Asia

Christine KLAR

M.Env. St. (York)

Co-op Advisor - Latin America

Jorge OCEGUERA

B. Eng. (U of Mexico), MBA (Ipade, Mexico)

Other Faculty

John BROWNLEE-BAKER

Dip. IE (Coventry Tech.), BBA (SFU), MBA (APIU)

Trevor Carolan

BA, MA (Humboldt State), PhD (Bond University, Australia), *Asian Context*

Tong CHOW

BA (Beijing Foreign Studies U), MA (SFU), *Chinese for the Business Environment*

Ian CHRISTIE

BA (UBC), MBA (McGill)

Timothy CLARK

BA (Psych)(Concordia), M.Ed. (McGill), PhD (U of Alberta)

Bob CROCKETT

BA (U of Alberta), MA (SFU), *International Marketing, Project Budgeting*

Jared FINESMITH

BA (CUNY), *Microsoft Project*

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Angela KELLEHER

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Francis KIEM

BBA, PhD Ed. (Jakarta), *Indonesian for the Business Environment*

Chee Soon LUM

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Kazuko MITO

BA, MA (UBC), *Japanese for the Business Environment*

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Todd NEWFIELD

B.Comm.(Calgary), JMP(Hons.)(Sophia University, Japan), M.Sc.(Chaminade University, Hawaii), *International Marketing*

Jim PLACZEK

BA (Windsor), MA (UBC), PhD (UBC), *Thai for the Business Environment*

Christina SANTAELLA

BA (Columbia), MA (U of MASS), PhD (SFU), *Spanish for the Business Environment, Latin America Perspectives, New and Current Events*

Kimiaki SHINNO

B.Ed. (Niigata University, Japan), M.Sc.(Univ. of Philippines), *Japanese for the Business Environment*

Maria-Luisa SINCLAIR

Human Resources Specialist (ESAN), Human Resources Management

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BA, MA (UBC)

Allen ZHU

B.Comm.(Hons.)(Beijing University), M.Sc.(UBC)

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McRae Institute

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Capilano College

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Continuing Education

FACULTY PROGRAM CONSULTANTS

S. BELL

Dip. Tourism and Travel (Lasalle Career College), Dip. Creative Arts (Marianopolis), *General Programs, Eldercollege, Contract Services, Squamish Campus*

N. BOHNA

MMus., *Community Music School*

A. BRADBURY

BA (Guelph), MA (U of T), *Labour Education Liaison Person*

C. DEPATIE

Summer Programs, Sunshine Coast Campus

R. FLUEVOG

BA, MA (UVic), *Arts, Communications, Health, Languages, International*

P. FORST

B.Rec.Ed. (UBC), *General Programs, Eldercollege, Contract Services, Sunshine Coast Campus*

E. LAVALLE

B.Comm, LLB (UBC), MA (Duke), *Coordinator, Labour Studies Department*

L. MORAN

DMATP, *Coordinator, Career Development, Eldercollege, Hospitality, Occupational Certification*

B. MORRIS

MA (UBC), *Professional Film Studies*

J. STILL

Diploma (National Theatre School of Canada)

ADMINISTRATIVE SUPPORT STAFF

L. Jest

M.Ed. (SFU), *Director of Continuing Education*

Marianne Ketchen

Office Manager

Marcel Opazo

Assistant to the Director

Shari Bergman, Barb Cooper, Patricia Tatum

Continuing Education Assistants

David Carpenter

Marketing and Communications Specialist

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 all 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 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 arts, 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/continuinged

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 children's and adults' courses are listed in the Continuing Education calendar published twice a year.

E-mail: 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.

E-mail: 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
- 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.

E-mail: 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/continuinged/online

E-mail: ceonline@capcollege.bc.ca

LABOUR STUDIES PROGRAM

Each spring and fall Labour Studies offers credit and 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. See the Career section of the calendar for information on Labour Studies credit courses.

E-mail: 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.

E-mail: 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.

E-mail: intlconted@capcollege.bc.ca

CONTINUING EDUCATION POLICIES

Fees and Refunds

See www.capcollege.bc.ca/continuinged/northVan/registration

Course Cancellation

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.

Criminal Record Check

Capilano College requires all employees working in direct contact with children to undergo a Criminal Record Check.

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

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

Germany

- Fachhochschule Dusseldorf, Dusseldorf

Hungary

- University of Pécs, Pécs

Japan

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

Lebanon

- Hariri Canadian Academy, Mechref

Malaysia

- Universiti Kuala Lumpur Institut Infotech MARA, Kuala Lumpur

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

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

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

E-mail: international@capcollege.bc.ca
or by telephone at 604.990.7895 for information and pricing.

Study Abroad Programs

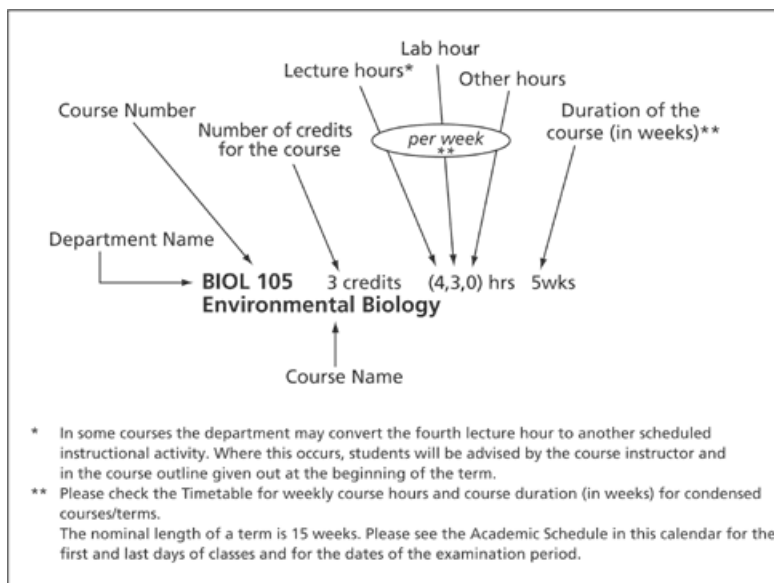
Capilano College's International Office offers an opportunity for students to earn college credit while studying at one of our international campuses or at a partner institution in Asia, Europe or Latin America. For more information on student exchanges (semester abroad program), academic study tours, and short term summer programs, please check our Web site at www.capcollege.bc.ca/programs/study-abroad/Home 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 2005/2006

ABCDEFGHIJKLMNOPQRSTUVWXYZ



- A
ABTO ACTP ACTS AEM AFTP AHIS ANIM ANTH APPR APSC
- B
BADM BBIO BCHM BCMP BCPT BENG BFIN BHST BIOL BMKT BMTH BPHY BSCI BSOC BTEC
- C
CHEM CHIN CINE CMNS COMM COMP COOK COST CRIM CSS CSSF CUST
- D
DIGI DOCS
- E
EBM ECON EDCP EDUC ELCT ENGL ENSJ ENSM ESL ESLF EXEC
- F
FILM FREN
- G
GATE GEOG GEOL GERM GLBS
- H
HIST HKIN HORT HSRC
- I
IBUS IDEA INTE
- J
JAPN JAZZ
- K
KIN
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LAMP LGAO LGAS LGST LING LSP
- M
MATH MOA MRCH MRIM MRIN MRJP MRPO MRSP MRTH MRVM MT MUS

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 PADM PHIL PHYS PMI PMTI POL PPMI PSYC PTAP
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 RADP RCAP REC RMCP
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 SABA SAEC SAHU SART SASS SATO SDS SETA SOC SPAN STEC
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ABTO

ABTO 100 **0 credits** **(5,0,0) hrs** **2 wks**

Online Learner Success

This course prepares the learner to be successful in the online environment. Through instruction, tutorials, small group experiences, and ongoing self-assessment the learner will be provided with an opportunity to adopt methods which will enhance his/her success in the online environment.

ABTO 101 **1.5 credits** **(4,3,0) hrs** **8 wks**

Computers and the Internet

Prerequisite: ABTO 100 is a prerequisite or co-requisite.

This course has been designed to give the learner a basic introduction to the Internet, computers and an operating system. Students will learn essential terms and concepts; how to work competently in a Windows environment; and effective file and disk management for Windows and the Web browser.

ABTO 102 **1.5 credits** **(2,1,0) hrs** **15 wks**

Administrative Procedures

Prerequisite: ABTO 100.

In this course, students will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

ABTO 103 **1.5 credits** **(4,5,0) hrs** **8 wks**

Records Management

Prerequisite: ABTO 100.

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.

ABTO 110 **1.5 credits** **(4,0,0) hrs** **8 wks**

Keyboarding I

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 minutes.

ABTO 111 **1.5 credits** **(4,2,5,0) hrs** **8 wks**

Word Processing I

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 **1.5 credits** **(4,5,0) hrs** **8 wks**

Keyboarding II

Prerequisite: ABTO 100 is a prerequisite or co-requisite and ABTO 110.

Keyboarding II is an individualized course designed to improve accuracy and speed.

ABTO 113 **1.5 credits** **(4,2,5,0) hrs** **8 wks**

Word Processing II

Prerequisite: ABTO 100.

A continuation of Word Processing I. This course will cover additional instruction and practice with letter styles, tables and charts and reports, plus many advanced features such as merge, macros, outlines, graphics and styles.

ABTO 114 **1.5 credits** **(4,2,0) hrs** **8 wks**

Spreadsheets I

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 **1.5 credits** **(4,2,5,0) hrs** **8 wks**

Database

Prerequisite: ABTO 100 is a prerequisite or co-requisite.

Using Microsoft Access, the student will acquire working knowledge of electronic database management systems in this course.

ABTO 116 **0.75 credits** **(16,4,0) hrs** **1 wk**

Presentation Software

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 **3 credits** **(4,2,0) hrs** **15 wks**

Business English

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 **3 credits** **(4,0,0) hrs** **15 wks**

Business Communications

Prerequisite: ABTO 100.

Using accepted writing techniques, students will plan, organize and write correct and effective business documents appropriate for use in today's global business environment. Students will acquire a practical knowledge of how to write business letters, reports, memos and electronic messages.

ABTO 130 **1.5 credits** **(4,2,0) hrs** **8 wks**

Business Calculators and Mathematics

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 **3 credits** **(4,0,0) hrs** **15 wks**

Accounting Level I

Prerequisite: ABTO 100 is a prerequisite or a co-requisite.

ABTO 131 **3 credits** **(4,0,0) hrs** **15 wks**

Accounting Level I

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 **3 credits** **(4,2,0) hrs** **15 wks**

Accounting Level II

Prerequisite: ABTO 100.

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. 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.

ABTO 133 **1.5 credits** **(2,1.33,0) hrs** **15 wks**

Spreadsheets II

Prerequisite: ABTO 100.

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 - Spreadsheets I.

ABTO 134 **3 credits** **(4,1,0) hrs** **15 wks**

Computerized Accounting

Prerequisite: ABTO 100, 131 and 132.

This course introduces the student 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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Human Relations

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Job Search

Prerequisite: ABTO 100.

To develop effective job search skills for today's competitive and changing job market.

ACTP

ACTP 001 **3 credits** **(5,0,0) hrs** **15 wks**

Job Search and Maintenance Techniques

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 **3 credits** **(5,0,0) hrs** **15 wks**

Occupational Preparation and Safety in the Workplace

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 **3 credits** **(5,0,0) hrs** **15 wks**

Visual and Print Communication Skills

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 **3 credits** **(5,0,0) hrs** **15 wks**

Leisure Education

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 **3 credits** **(5,0,0) hrs** **15 wks**

Consumer Preparation

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 **3 credits** **(5,0,0) hrs** **15 wks**

Interpersonal Communications

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 **6 credits** **(25,0,0) hrs** **15 wks**

Work Experience

To give the student a practical experience in a work situation including preparation prior to placement and follow-up concluding the practicum.

ACTS

ACTS 100 **3 credits** **(4,0,0) hrs** **15 wks**

Working with the Director

Prerequisite: Grade 12 or equivalent.

This course explores the actor/director relationship during the film making process.

ACTS 101 **3 credits** **(4,0,0) hrs** **15 wks**

The Working Actor

Prerequisite: Grade 12 or equivalent.

This course introduces the student to the specific skills involved in on-camera performance and prepares them for the competitive world of film and television acting.

ACTS 103 **4.5 credits** **(4,0,4) hrs** **15 wks**

Working with the Director (Advanced)

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 **4.5 credits** **(4,0,4) hrs** **15 wks**

The Working Actor (Advanced)

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.

ACTS 104 **4.5 credits** **(4,0,4) hrs** **15 wks**
The Working Actor (Advanced)

Note: Prerequisite may be waived by permission of instructor.

AEM

AEM 140 **3 credits** **(4,0,0) hrs** **15 wks**
Arts and Entertainment Management I

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 **3 credits** **(4,0,0) hrs** **15 wks**
Arts and Entertainment Management II

A continuation of AEM 140.

AEM 142 **3 credits** **(0,0,6) hrs** **15 wks**
Arts and Entertainment Introductory Practicum I

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 **3 credits** **(0,0,8) hrs** **15 wks**
Arts and Entertainment Introductory Practicum II

Prerequisite: Interview.

A continuation of AEM 142.

AEM 144 **3 credits** **(4,0,0) hrs** **15 wks**
Front of House and Box Office Systems

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 **3 credits** **(4,0,0) hrs** **15 wks**
Computer Applications in Arts and Entertainment Management

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 145 **3 credits** **(4,0,0) hrs** **15 wks**
Computer Applications in Arts and Entertainment Management

AEM 240 **4.5 credits** **(0,0,25) hrs** **7 wks**
Internal Practicum in Arts and Entertainment Management I

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 **4.5 credits** **(0,0,25) hrs** **7 wks**
Internal Practicum in Arts and Entertainment Management II

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 340 **12 credits** **(0,0,32) hrs** **15 wks**
Practicum in Arts and Entertainment Management I

Prerequisite: Interview.

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 **12 credits** **(0,0,32) hrs** **15 wks**
Practicum in Arts and Entertainment Management II

Prerequisite: Interview.

A 15-week practicum in which the student will assume a position working for a professional arts organization.

AEM 345 **1.5 credits** **(10,0,0) hrs** **3 wks**
Media Relations, Marketing and Promotion

Prerequisite: Interview.

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 **1.5 credits** **(10,0,0) hrs** **3 wks**

Organizational Structures in Arts and Entertainment Management

Prerequisite: Interview.

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 **1.5 credits** **(10,0,0) hrs** **3 wks**

Financial Management in Arts and Entertainment

Prerequisite: Interview.

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 **1.5 credits** **(10,0,0) hrs** **3 wks**

Resource Development: Grantsmanship, Sponsorship and Fundraising

Prerequisite: Interview.

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 **1.5 credits** **(10,0,0) hrs** **3 wks**

Fundamentals of Artist Development

Prerequisite: Interview.

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Production and Tour Management

Prerequisite: Interview.

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.

AHIS 232 **3 credits** **(4,0,0) hrs** **15 wks**

History of Textile Art II

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.

ANIM

ANIM 010 **2.25 credits** **(6,0,0) hrs** **8 wks**

Animation Principles and Timing

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 **2.25 credits** **(6,0,0) hrs** **8 wks**

Design Basics for Animation

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Drawing for Animation

Students will learn how to improve their drawing skills through observation and practice. Gesture drawing from the model will be emphasized in this course with the focus on quick sketches that capture the form and weight of the model. Basic anatomy will be introduced and students will maintain a weekly sketchbook of drawings.

ANIM 040 **1.5 credits** **(4,0,0) hrs** **8 wks**

Digital Animation

This course will introduce the student to computer-generated animation and the tools used to create character animation digitally. Students will learn to apply the traditional principles of animation to digital characters.

ANIM 111 **6 credits** **(8,0,0) hrs** **15 wks**

Animation Drawing I

An introduction to creating animated movement. Basic animation timing skills, animation principles and procedures used to produce character animation will be introduced.

ANIM 112 **2.25 credits** **(3,0,0) hrs** **15 wks**

Animation Design I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Life Drawing for Animation I

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 **2.25 credits** **(3,0,0) hrs** **15 wks**

History of Character Animation

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Directing for Animation

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 **6 credits** **(8,0,0) hrs** **15 wks**

Animation Drawing II

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Animation Design II

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 **3 credits** **(4,0,0) hrs** **15 wks**

Life Drawing for Animation II

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 **1.5 credits** **(2,0,0) hrs** **8 wks**

Anatomy for Animation

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Layout Design I

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 **4.5 credits** **(6,0,0) hrs** **15 wks**

Animation Drawing III

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 **3 credits** **(4,0,0) hrs** **15 wks**

Storyboard Design

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 **3 credits** **(4,0,0) hrs** **15 wks**

Life Drawing for Animation III

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 **3 credits** **(4,0,0) hrs** **15 wks**

Computer Animation

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 **3 credits** **(4,0,0) hrs** **15 wks**

Layout Design II

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 **3 credits** **(4,0,0) hrs** **15 wks**

Animation Drawing IV

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 **3 credits** **(4,0,0) hrs** **15 wks**

Major Projects

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 **3 credits** **(4,0,0) hrs** **15 wks**

Life Drawing for Animation IV

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 **3 credits** **(4,0,0) hrs** **15 wks**

Colour and Media

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 **12 credits** **(0,0,1) hrs** **15 wks**

Animation I

Prerequisite: Admission to the Animation Institute.

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 **12 credits** **(0,0,1) hrs** **15 wks**

Animation II

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.

ANTH

ANTH 121 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Social Anthropology

A survey of social anthropology to include the study of communication, economic systems, kinship and family patterns, social control, political organization, religion, and the arts. Also includes understanding the methods and effects of culture change. Examples of different cultural practices will be drawn from societies throughout the world.

ANTH 123 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Archaeology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Biological Anthropology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Anthropology of Religion

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 **3 credits** **(4,0,0) hrs** **15 wks**

Visual Anthropology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Intermediate Social Anthropology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Anthropology and the Environment

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 **3 credits** **(4,0,0) hrs** **15 wks**

Ethnic Relations

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

ANTH 204 **3 credits** **(4,0,0) hrs** **15 wks**

Ethnic Relations

which have been involved in the rise of ethnic consciousness will be analysed, together with theoretical concepts through which ethnicity may be comprehended.

Note: This course serves as a Canadian Studies credit.

ANTH 205 **3 credits** **(4,0,0) hrs** **15 wks**

Multiculturalism

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 **3 credits** **(4,0,0) hrs** **15 wks**

First Nations of British Columbia

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 **3 credits** **(4,0,0) hrs** **15 wks**

Indigenous Peoples of North America

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 **3 credits** **(4,0,0) hrs** **15 wks**

Archaeology of Africa, Asia and Europe

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 **3 credits** **(4,0,0) hrs** **15 wks**

Archaeology of the Americas

Prerequisite: ANTH 123.

ANTH 233 **3 credits** **(4,0,0) hrs** **15 wks**

Archaeology of the Americas

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 **6 credits** **(2,9,0) hrs** **15 wks**

Archaeology Field School

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 **3 credits** **(4,0,0) hrs** **15 wks**

Comparative Cultures: A Field Study in Anthropology

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.

APPR

APPR 010 **6 credits** **(35,0,0) hrs** **4 wks**

Grip Apprenticeship Course

Prerequisite: Students must be registered as apprentices with ITAC.

This course will provide the student with the skills and knowledge required to work effectively as an apprentice grip.

APPR 011 **6 credits** **(30,0,0) hrs** **5 wks**

Set Dresser Apprenticeship, Level I

Prerequisite: Registration with ITAC.

The student will develop the skills and knowledge required to work as an entry-level set dresser.

APPR 012 **13.5 credits** **(25,5,1.3) hrs** **13 wks**

Script Supervisor Apprenticeship

Prerequisite: Registration with the Apprenticeship Branch.

APPR 012 **13.5 credits** **(25,5,1.3) hrs** **13 wks**

Script Supervisor Apprenticeship

This course is designed to help the student 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 014 **6 credits** **(30,0,0) hrs** **4 wks**

Assistant Director Apprenticeship, Level I

APPR 015 **3 credits** **(30,0,0) hrs** **3 wks**

Set Dresser Apprenticeship, Level II

Prerequisite: APPR 011.

The student will continue the development of the skills and knowledge required to work effectively as an entry level set dresser.

APPR 016 **2 credits** **(24,0,0) hrs** **2 wks**

Assistant Location Manager Apprenticeship, Level II

Prerequisite: APPR 013.

The student will continue the development of skills and knowledge required to work as an apprentice motion picture assistant location manager.

APPR 017 **2 credits** **(24,0,0) hrs** **2 wks**

Assistant Director Apprenticeship, Level II

Prerequisite: APPR 014.

The student will continue the development of the skills and knowledge required to work as an apprentice third assistant director.

APSC

APSC 120 **1 credit** **(1,0,0) hrs** **30 wks**

Introduction to Engineering

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 **6 credits** **(4,4,0) hrs** **15 wks**

Engineering Design

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.

BADM

BADM 101 **3 credits** **(4,0,0) hrs** **15 wks**

Management

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 **3 credits** **(4,0,0) hrs** **15 wks**

Quantitative Methods

Prerequisite: A minimum C grade in Math 11, or C+ in BTEC 115, or C in BMTH 045, or C in MATH 096.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Supervisory Skills

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 **3 credits** **(4,0,0) hrs** **15 wks**

Organizational Behaviour

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 305 **3 credits** **(4,0,0) hrs** **15 wks**

Leadership

leaders and through the development of critical leadership skills and competencies. Specific competencies will include conflict resolution skills, coaching skills, and facilitation skills.

Note: The philosophy behind this course is that effective leadership is essential as a means to guiding our work teams, organizations and society to more productive and humane futures.

BADM 306 **3 credits** **(0,0,6.66) hrs** **15 wks**

Directed Study II

Prerequisite: 60-credits post-secondary business courses.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Business Law II

Prerequisite: BADM107, or an introductory college or university course in commercial or contract law.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Quantitative Methods III

Prerequisite: BADM102, BADM210 with a minimum C+ grade, BCPT122.

This course provides the student with a practical understanding of the application and theoretical foundation of commonly used techniques in statistical modelling. It includes basic descriptive statistics, inferential statistics, regression and time-series analysis, and other quantitative models such as decision-trees, multiple regression, and the fundamentals of linear programming. The student will analyse business situations in order to develop the appropriate statistical models, and will apply spreadsheet software to develop solutions used in recommending appropriate management action.

BADM 318 **3 credits** **(4,0,0) hrs** **15 wks**

Project Management

Prerequisite: 60 post-secondary credits.

BADM 318 **3 credits** **(4,0,0) hrs** **15 wks**

Project Management

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 the cover all aspects of project management: qualitative and quantitative with many practical examples in both business and technology.

BADM 320 **3 credits** **(4,0,0) hrs** **15 wks**

Special Topics in Business Administration I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Special Topics in Business Administration II

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 **3 credits** **(4,0,0) hrs** **15 wks**

Current Issues in Business Administration I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Current Issues in Business Administration II

Prerequisite: BADM 268 plus 45 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 324 **3 credits** **(4,0,0) hrs** **15 wks**

Current Issues in Business Administration III

BADM 325 **3 credits** **(4,0,0) hrs** **15 wks**

Special Topics in Business Administration III

BADM 382 **3 credits** **(4,0,0) hrs** **15 wks**
Advanced Human Resource Management

Prerequisite: BADM 302 or BADM 303.

This advanced human resources management course is based on current Canadian "best practices" in the HR field. Analytical and evaluative skills are developed using an integrated case study approach. Current issues are explored based on various forums and briefing given to the HR community.

BADM 399 **3 credits** **(4,0,0) hrs** **15 wks**
Co-op Placement II

Prerequisite: BADM 299.

The second co-op work experience is designed to provide students with a four-month, full-time work term in business, industry or government. The main thrust of this course is the opportunity to put into practise the major aspects of the students' business education. Special emphasis will be placed on assessing the attitude and work ethic of the co-op student. Students will be encouraged to network in the industry and to participate in professional organizations.

BADM 460 **3 credits** **(4,0,0) hrs** **15 wks**
Business and Society

Prerequisite: 90 post-secondary credits.

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 **3 credits** **(4,0,0) hrs** **15 wks**
Management Decision Making

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 **3 credits** **(4,0,0) hrs** **15 wks**
Managing Change

Prerequisite: 90 post-secondary credits.

BADM 470 **3 credits** **(4,0,0) hrs** **15 wks**
Business Policy and Strategy

Prerequisite: 90 post-secondary credits.

BADM 470 **3 credits** **(4,0,0) hrs** **15 wks**

Business Policy and Strategy

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 **3 credits** **(4,0,0) hrs** **15 wks**

Negotiation Skills

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.

BBIO

BBIO 043 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Advanced Biology I

Prerequisite: BSCI 033 or equivalent and English 11 or equivalent or BENG 031 as co-requisite.

Topics include cell structure and function, cell division, evolution, plant physiology. Laboratory exercises are included.

BBIO 044 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Advanced Biology II

Prerequisite: BSCI 033 or equivalent.

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 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Provincial Biology I

Prerequisite: BSCI 033 or equivalent.

Corequisite: BENG 031.

Topics include cell structure and function, cell division, cell metabolism, genetics, and DNA.

BCHM 054 **1 credit** **(2,0,0) hrs** **15 wks**
ABE Provincial Chemistry II

BCMP

BCMP 021 **1 credit** **(2,0,0) hrs** **15 wks**
Fundamental Level - Introduction to Micro Computers

A self-paced credit course introducing word processing and the use of the Internet.

BCMP 031 **2 credits** **(2,0,0) hrs** **15 wks**
ABE Intermediate Level Computer Studies

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 **2 credits** **(2,0,0) hrs** **15 wks**
ABE Advanced Level Computer Studies

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 **2 credits** **(2,0,0) hrs** **15 wks**
ABE Provincial Level Computer Studies

Prerequisite: BENG 021 or equivalent and BCMP 041 (with a minimum B- grade) or equivalent experience.

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 **2 credits** **(2,0,0) hrs** **15 wks**
ABE Provincial Level Computer Science

Prerequisite: BCMP 051 (with a minimum B- grade) or equivalent and BMTH 031 (with a minimum B- grade) or equivalent.

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.

BCPT

BCPT 121 **3 credits** **(4,0,0) hrs** **15 wks**

Business Computing I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Business Computing II

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: Prerequisites may be waived by permission of instructor.

BCPT 123 **3 credits** **(4,0,0) hrs** **15 wks**

Business Computing Basics

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: Students with credit for BCPT 122 may not take this course again for credit. Students that have credit for BTEC 124 or BTEC 149 please contact the School of Business.

BCPT 221 **3 credits** **(4,0,0) hrs** **15 wks**

Business Computing III - Electronic Commerce

Prerequisite: BCPT 123 with a minimum C- grade.

The application of Internet technology and Web site design as used in a contemporary business environment.

BCPT 225 **3 credits** **(4,0,0) hrs** **15 wks**

Managing Business Networks and Databases

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 325 **3 credits** **(4,0,0) hrs** **15 wks**

Business Technology Disaster Recovery and Planning

Prerequisite: BCPT 121 or BCPT 122 or BCPT 123 with a minimum C- grade.

BCPT 325 **3 credits** **(4,0,0) hrs** **15 wks**

Business Technology Disaster Recovery and Planning

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 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Web Design

Prerequisite: BCPT 221 with at least a 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.

BENG

BENG 011 **1 credit** **(2,0,0) hrs** **15 wks**

Basic Literacy Level English

A course in basic reading and writing. Students focus on the composition of words and basic sentences.

BENG 021 **1 credit** **(2,0,0) hrs** **15 wks**

Fundamental Level English: Writing Skills, Spelling, Word Attack

An introductory fundamental course in reading and in writing of sentences and short paragraphs.

BENG 031 **2 credits** **(2,0,0) hrs** **15 wks**

Intermediate Level English

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 **2 credits** **(2,0,0) hrs** **15 wks**

Advanced Level English: Short Report Writing

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 **2 credits** **(2,0,0) hrs** **15 wks**

Advanced Level English: Advanced Report Writing

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 **2 credits** **(2,0,0) hrs** **15 wks**

Provincial Level English - Critical Reading and Writing

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.

BFIN

BFIN 141 **3 credits** **(4,0,0) hrs** **15 wks**

Accounting

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 **3 credits** **(4,0,0) hrs** **15 wks**

Financial Accounting I

Prerequisite: BFIN 141 with a minimum C- grade or BTEC 217 with a minimum C+ grade.

Students will apply generally accepted accounting principles to the establishment and maintenance of accounting systems, including the preparation, analysis and interpretation of financial statements. (CGA, CMA, and CA transferable).

BFIN 241 **3 credits** **(4,0,0) hrs** **15 wks**

Finance for Managers

Prerequisite: BFIN 141 (or BTEC 217 with a C+ grade), BADM 102 (or MATH 107), 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, financial institutions

BFIN 411 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Financial Accounting

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 421 **3 credits** **(4,0,0) hrs** **15 wks**

Assurance and Auditing

Prerequisite: BFIN 346 and 60 Business Administration 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 431 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Management Accounting

Prerequisite: BFIN 342 with a minimum C- grade plus 60 post-secondary 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.

BHST

BHST 052 **1 credit** **(2,0,0) hrs** **15 wks**

Provincial Level History

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.

BIOL

BIOL 104 **4 credits** **(4,3,0) hrs** **15 wks**

Human Biology I

This is designed as an introduction to human anatomy and physiology for students requiring a lab science elective and those intending to pursue the study of nursing at UBC, BCIT and most other institutions offering nursing in B.C.

BIOL 110 **4 credits** **(4,3,0) hrs** **15 wks**

Introductory Biology I

The standard introductory biology course for students who plan to take further courses in science. Major topics will include biochemistry, the origin of life, cell structure and function, cell division and introductory genetics.

BIOL 111 **4 credits** **(4,3,0) hrs** **15 wks**

Introductory Biology II

Prerequisite: BIOL 106/107 or BIOL 110.

A continuation of BIOL 106/107 or 110 which further develops the discussion of biological concepts including development, biological systems, evolution and ecology.

BIOL 113 **4 credits** **(4,3,0) hrs** **15 wks**

Human Biology II

Prerequisite: BIOL 104.

A continuation of the study of human biology commenced in BIOL 104. The course focuses on the anatomy and physiology of the following organ systems: cardiovascular, respiratory, musculoskeletal, nervous, endocrine, and urinary. 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). 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 are equivalent to first year human anatomy and physiology in many nursing programs. (See the online B.C. Transfer Guide at www.bccat.bc.ca for further information.)

BIOL 200 **3 credits** **(4,0,0) hrs** **15 wks**

Genetics I

Prerequisite: BIOL 106/107 or 110 and 111; and CHEM 110/111.

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. There is no laboratory for this course.

BIOL 201 **3 credits** **(4,0,0) hrs** **15 wks**

Genetics II

Prerequisite: BIOL 200.

A continuation of the principles and mechanisms of heredity, with emphasis on the genetics of microorganisms, molecular genetics, genetic engineering, and developmental genetics. There is no laboratory for this course.

Note: BIOL 214 and concurrent registration (if not already completed) in BIOL 215 are recommended.

BIOL 204 **4 credits** **(4,3,0) hrs** **15 wks**

Ecology I

Prerequisite: BIOL 106/107 or 110 and 111; or BIOL 104/105.

An introduction to the principles of ecology with emphasis on ecosystem and community dynamics and structure; ecosystem concepts, components, interrelationships, energy flow, and nutrient cycling. Introduction to vegetation analysis in the B.C. context. Both plants and animals will be 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 **4 credits** **(4,3,0) hrs** **15 wks**

Ecology II

Prerequisite: BIOL 204.

A continuation 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. Weekly field trips and a three-day field trip to the Pacific Rim National Park area will be included in the course.

Note: This course serves as a Canadian Studies credit.

BIOL 206 **3 credits** **(4,0,0) hrs** **15 wks**

Ecology of the Western Pacific

Prerequisite: BIOL 106/107 or 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. There is no lab for this course.

BIOL 210 **4 credits** **(4,3,0) hrs** **15 wks**

Vascular Plants

Prerequisite: BIOL 106/107 or 110 and 111.

A comparative study of the vascular plant groups, the pteridophytes, gymnosperms and angiosperms with emphasis on the evolution, morphology, ecology and function of each of the groups. Discussions of problems in plant morphology.

BIOL 212 **4 credits** **(4,3,0) hrs** **15 wks**

Invertebrate Zoology

Prerequisite: BIOL 106/107 or 110 and 111.

BIOL 212 **4 credits** **(4,3,0) hrs** **15 wks**

Invertebrate Zoology

A comparative survey of the major phyla and classes of invertebrates with emphasis upon phylogeny, adaptive biology and ecology of each group. The course is designed around the major unifying concept of evolution. Problems of contemporary interest in the field of invertebrate zoology. The laboratory complements the lecture components and the course includes a three-day field trip to the Bamfield Marine Station.

BIOL 213 **4 credits** **(4,3,0) hrs** **15 wks**

Vertebrate Zoology

Prerequisite: BIOL 106/107 or 110 and 111.

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 complements the lecture component with representative vertebrates being examined. The lab component includes several half day field trips.

BIOL 214 **4 credits** **(4,3,0) hrs** **15 wks**

Cell Biology

Prerequisite: CHEM 200 as a prerequisite or corequisite and BIOL 106/107 or BIOL 110 and BIOL 111.

An integrated study of the structure and function of cells and their components. Ultrastructure of cell organelles as determined by electron microscopy will be related to the molecular functions of cells. Emphasis will also be placed on the techniques used to study cells, the evolutionary origin of cells and their components, and on comparisons between specialized cell structure and function. The laboratory exercises will use modern methods of microscopy and separation techniques in a detailed study of cell structures and their functions.

Note: Transfer to UBC requires CHEM 200/201.

BIOL 215 **4 credits** **(4,3,0) hrs** **15 wks**

Biochemistry

Prerequisite: CHEM 201 as a prerequisite or corequisite and BIOL 214.

An examination of 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 involve detailed experimental analyses, using the current techniques of biochemistry, of the molecular functions of cells and tissues.

BIOL 220 **4 credits** **(4,3,0) hrs** **15 wks**

Microbiology I

Prerequisite: BIOL 106/107 or 110 and 111; CHEM 110/111.

A comprehensive treatment of introductory microbiology. The origin, basic structure, growth and metabolism of microorganisms will be discussed. The lab provides practical experience in standard microbial techniques.

BMKT 262 **3 credits** **(4,0,0) hrs** **15 wks**

Event Marketing

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 **3 credits** **(4,0,0) hrs** **15 wks**

Professional Selling Skills

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 **3 credits** **(4,0,0) hrs** **15 wks**

Branding and Innovation

Prerequisite: BMKT 161.

Students will broaden their knowledge of brand positioning, building brand equity and design innovation programs for new products.

BMKT 315 **3 credits** **(4,0,0) hrs** **15 wks**

e-Business Analysis and Administration

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 **3 credits** **(4,0,0) hrs** **15 wks**

Marketing Research

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 **3 credits** **(4,0,0) hrs** **15 wks**

Consumer Behaviour

Prerequisite: BMKT 161.

BMKT 364 **3 credits** **(4,0,0) hrs** **15 wks**
Consumer Behaviour

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 preferred as a prerequisite.

BMKT 365 **3 credits** **(4,0,0) hrs** **15 wks**
Marketing Strategies and Decisions

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 **3 credits** **(4,0,0) hrs** **15 wks**
Professional Sales and Management

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 **3 credits** **(4,0,0) hrs** **15 wks**
Promotion Strategy and Analysis

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 **3 credits** **(4,0,0) hrs** **15 wks**
e-Commerce and Marketing

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

BMKT 369 **3 credits** **(4,0,0) hrs** **15 wks**

e-Commerce and Marketing

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 **3 credits** **(4,0,0) hrs** **15 wks**

Applied Marketing Methods

Prerequisite: 90 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 **3 credits** **(4,0,0) hrs** **15 wks**

Marketing Projects in Industry

Prerequisite: 90 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.

BMTH

BMTH 021 **1 credit** **(2,0,0) hrs** **15 wks**

Fundamental Level Mathematics

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 **1 credit** **(2,0,0) hrs** **15 wks**

Introductory Algebra

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 **1 credit** **(2,0,0) hrs** **15 wks**

Intermediate Algebra and Geometry

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 **2 credits** **(2,0,0) hrs** **15 wks**

Advanced Level Business Math

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 **1 credit** **(2,0,0) hrs** **15 wks**

Advanced Algebra I

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 **1 credit** **(2,0,0) hrs** **15 wks**

Advanced Algebra II and Trigonometry

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 **1 credit** **(2,0,0) hrs** **15 wks**

Precalculus I

Prerequisite: Math 11 with a minimum B- grade, 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 **1 credit** **(2,0,0) hrs** **15 wks**

Precalculus II

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.

BPHY

BPHY 043 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Advanced Physics I

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 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Advanced Physics II

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 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Provincial Physics I

Prerequisite: Math 11 with a minimum grade of B-, 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 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Provincial Physics II

Prerequisite: BPHY 044 and BMTH 044.

Students will explore the concepts of electric field, circuit analysis, magnetic field, waves and optics. Includes laboratory investigations.

BSCI

BSCI 021 **1 credit** **(2,0,0) hrs** **15 wks**

Fundamental Level General Science

An introduction to the basic scientific concepts and language of general science.

BSCI 033 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Intermediate Science I

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 **1 credit** **(2,0,0) hrs** **15 wks**

ABE Intermediate Science II

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.

BSOC

BSOC 031 **2 credits** **(2,0,0) hrs** **15 wks**

Intermediate Level Social Studies

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 **2 credits** **(2,0,0) hrs** **15 wks**

Advanced Level Social Studies

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.

BTEC

BTEC 111 **3 credits** **(4,0,0) hrs** **15 wks**

Business English I

This course will review the fundamental principles of grammar, spelling, and punctuation. Basic letter and memo writing will be covered.

BTEC 112 **1.5 credits** **(2,0,0) hrs** **15 wks**

Language Skill Development

This course will train students to apply the correct techniques of written communications to their proofreading, verifying, and editing.

BTEC 113 **6 credits** **(8,0,0) hrs** **15 wks**

Business English and Communications

This course will train students to communicate effectively in business by planning and writing business messages and applying the general mechanics of English usage, proofreading and editing.

BTEC 115 **3 credits** **(4,0,0) hrs** **15 wks**

Business Systems and Procedures

This course will review basic math skills, and train students to apply math skills in business situations.

BTEC 117 **3 credits** **(4,2,0) hrs** **15 wks**

Accounting Procedures I

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 **6 credits** **(8,2,0) hrs** **15 wks**

Comprehensive Computer Applications

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 143 **3 credits** **(4,2,0) hrs** **15 wks**

Business Computer Applications

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 **3 credits** **(4,4,0) hrs** **15 wks**
Financial Computer Applications

Prerequisite: BTEC 117, 119 or BFIN 141.

This course will provide a working knowledge of MS Excel and Simply Accounting application programs.

BTEC 211 **3 credits** **(4,0,0) hrs** **15 wks**
Business Writing

Prerequisite: BTEC 111 or BTEC 113.

This course utilizes the computer to improve the student's quality of grammar, spelling, and word usage, and to develop and/or improve composition skills.

BTEC 215 **3 credits** **(4,2,0) hrs** **8 wks**
Computerized Accounting for Accounting Programs

Prerequisite: BTEC 117 or equivalent.

A hands-on course to develop proficiency in the use of Great Plains for completing accounting procedures, including accounts receivable, accounts payable and general ledgers.

BTEC 217 **3 credits** **(4,4,0) hrs** **15 wks**
Accounting Procedures II

Prerequisite: BTEC 117 with a minimum B grade.

This course is a continuation of BTEC 117 with emphasis on accounting systems and procedures.

Note: Prerequisites may be waived by permission of instructor.

BTEC 220 **1.5 credits** **(4,6,0) hrs** **7 wks**
Accounting Procedures III

Prerequisite: BTEC 117 (concurrent with BTEC 217 or BFIN 141).

This course provides students with business simulations handling accounts payable, accounts receivable, payroll and bank reconciliations.

BTEC 251 **1.5 credits** **(2,0,0) hrs** **15 wks**
Interpersonal Skills

This course will provide students with an understanding of interpersonal communication techniques that can positively influence job performance. Students will practice in-person and telephone responding, customer service, and issue resolution skills in a supportive environment.

BTEC 252 **3 credits** **(4,0,0) hrs** **15 wks**

Organizational Behaviour

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 **1.5 credits** **(2,0,4.66) hrs** **15 wks**

Directed Work Experience

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.

CHEM

CHEM 030 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Chemistry

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 **3 credits** **(4,1.5,0) hrs** **15 wks**

Fundamentals of Chemistry

Prerequisite: CHEM 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 **4 credits** **(4,3,0) hrs** **15 wks**

Bonding and Structure

Prerequisite: Chemistry 12 or CHEM 101 or BCHM 054 (minimum C+ grade in any course); 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 prerequisite that is more than three years old should consider taking CHEM 101.

CHEM 111 **4 credits** **(4,3,0) hrs** **15 wks**

Chemical Dynamics and Energetics

Prerequisite: CHEM 110 with a minimum C- grade.

Corequisite: MATH 105 or 108 or MATH 116 (unless successfully completed).

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 **3 credits** **(4,1,5,0) hrs** **15 wks**

The Diversity of Chemistry

Prerequisite: Chem 11 (or CHEM 030 or BCHM 043) or Biol 11 (or BBIO 043) or Phys 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 2005/2006.

CHEM 154 **3 credits** **(4,3,0) hrs** **15 wks**

Chemical Principles for Engineers

Prerequisite: Chem 12 or CHEM 101 or BCHM 054 (minimum B grade in any course).

Corequisite: MATH 116 (unless successfully completed).

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 **4 credits** **(4,3,0) hrs** **15 wks**

Organic Chemistry I

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 **4 credits** **(4,3,0) hrs** **15 wks**

Organic Chemistry II

Prerequisite: CHEM 200 with a minimum C- grade.

Aromatic chemistry, aldehydes, ketones, acids and their derivatives, amines, nitro, azo, diazo and related compounds, heterocyclics, carbohydrates, protein chemistry, polymers, and natural products.

CHEM 204 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Physical Chemistry

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 2005/2006.

CHEM 205 **4 credits** **(4,3,0) hrs** **15 wks**

Introduction to Inorganic Chemistry

Prerequisite: CHEM 111 with a minimum C- grade.

An introduction to the properties, bonding, structure and reactivity of coordination complexes of the first row elements. Modern spectroscopic methods and main group chemistry will also be covered. The laboratory component emphasizes the synthesis of inorganic compounds and the use of modern analytical instruments.

CHEM 206 **4 credits** **(4,3,0) hrs** **15 wks**

Introduction to Analytical Chemistry

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 ultra-violet spectroscopy, atomic absorption spectroscopy and electrochemical methods of analysis.

CHIN

CHIN 100 **3 credits** **(4,1.75,0) hrs** **15 wks**

Beginning Chinese I

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 **3 credits** **(4,1.75,0) hrs** **15 wks**

Beginning Chinese II

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.

CHIN 101 **3 credits** **(4,1.75,0) hrs** **15 wks**
Beginning Chinese II

Note: Prerequisite may be waived by permission of instructor.

CHIN 200 **3 credits** **(4,1.75,0) hrs** **15 wks**
Intermediate Chinese I

Prerequisite: CHIN 101.

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 1: This course may not be offered every year.

Note 2: Prerequisite may be waived by permission of instructor.

CHIN 201 **3 credits** **(4,1.75,0) hrs** **15 wks**
Intermediate Chinese II

Prerequisite: CHIN 200.

Continues the work of CHIN 200.

Note: Prerequisite may be waived by permission of instructor.

CINE

CINE 118 **15 credits** **(14,2,7) hrs** **15 wks**
Cinematography for Film and Video

Prerequisite: Successful completion of the Capilano College first year Profession Film Studies Program, or similar program or proven equivalent experience.

This course is professional, entry level and designed to prepare students for cinematography positions in low budget film and video production.

CINE 119 **15 credits** **(20,2,2) hrs** **15 wks**
Advanced Cinematography for Film and Video

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.

CMNS

CMNS 110 **3 credits** **(4,0,0) hrs** **15 wks**

Standard English Usage

A course in grammar, spelling, punctuation, and diction. Students also gain experience in proofreading, correcting, and revising short written assignments.

CMNS 111 **3 credits** **(4,0,0) hrs** **15 wks**

Administrative Writing

Intended for writers who work in corporate communications or administration, this course covers the basics of memorandums, internal reports, evaluations, briefs, and proposals. Some attention to online communications, and strong emphasis on developing a clear writing style.

CMNS 114 **1.5 credits** **(5,0,0) hrs** **6 wks**

Language and Action in the Culture of the Workplace

This course is designed to equip students with basic communications skills required for workplace entry, including listening, attending, presentation and resume-writing skills.

CMNS 115 **3 credits** **(4,0,0) hrs** **15 wks**

Communications for Animation

Students learn various communications skills necessary for success in the animation industry. Content includes presentation, writing and research skills, and scriptwriting for animation.

CMNS 120 **3 credits** **(4,0,0) hrs** **15 wks**

Professional Writing for Artists

A course emphasizing structure and style in spoken and written communication, with some review of English basics as well. By writing and editing short essays, students develop a writing style both concise and precise.

CMNS 123 **3 credits** **(4,0,0) hrs** **15 wks**

Fundamentals of Communication for Artists and Designers

Prerequisite: Acceptance into IDEA program.

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.

CMNS 130 **3 credits** **(4,0,0) hrs** **15 wks**

Introductory Media Communications

A course for Media Program students, introducing interviewing skills, non-verbal communication and group dynamics. Students will also develop and improve their skills in writing, listening and public speaking.

CMNS 135 **3 credits** **(4,0,0) hrs** **15 wks**

Storytelling for Media

Basic techniques of storytelling in various media, both written and spoken. Students apply these techniques in business correspondence, proposals, documentary analysis, and film treatments.

CMNS 136 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Film and TV Scriptwriting in Canada

An application of proven trends and strategies in commercial scriptwriting with focus on the transfer of the writer's concept into cinematic script. The goal is to apply techniques observed in screenings to the development of a Master-scene script intended for portfolio development. Marketing strategies in the Canadian film, television and new media industries are also discussed.

CMNS 137 **1.5 credits** **(4,0,0) hrs** **8 wks**

Elements of Film and Television Scriptwriting

An examination of successful Canadian trends and strategies in scriptwriting as demonstrated by accomplished cinematic artists. Focus is on understanding effective techniques required to transfer the writer's dramatic concept into a compelling cinematic script.

CMNS 138 **1.5 credits** **(0,0,4) hrs** **8 wks**

Workshop in Film and TV Scriptwriting for Canadian Markets

Prerequisite: CMNS 137.

A workshop in developing a Masterscene script. The focus is on applying concepts and observations from CMNS 137 in the development of a script for a personal portfolio. Marketing strategies are discussed.

Note: Prerequisites may be waived by permission of instructor.

CMNS 146 **1.5 credits** **(4,0,0) hrs** **8 wks**

Introduction to Web Writing

Basic principles of writing and editing text to enhance its readability and effectiveness in the Web environment. Students review Web sites and write an article for Web publication. Delivered online.

CMNS 152 **3 credits** **(4,0,0) hrs** **15 wks**

Report Writing

Writing for the workplace: letters, memorandums, and reports. Review of English basics in the context of business writing.

CMNS 154 **3 credits** **(4,0,0) hrs** **15 wks**

Communications in Outdoor Recreation and Tourism

Writing for Outdoor Recreation and Tourism Management: reports, memorandums, press releases, articles, briefs and proposals.

CMNS 159 **3 credits** **(4,0,0) hrs** **15 wks**

Communications for the Legal Administrative Assistant

Strong emphasis on English basics (grammar, spelling, punctuation, correct usage), proofreading skills, and business writing.

CMNS 170 **3 credits** **(4,0,0) hrs** **15 wks**

Presentation Skills for Public Speaking

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 **3 credits** **(6,0,2) hrs** **8 wks**

Wilderness Leadership Communications

Prerequisite: Admission to Wilderness Leadership program.

A course in writing and speech for wilderness-leadership professionals, including business correspondence, spoken presentations, and proposals.

CMNS 179 **3 credits** **(3,0,1) hrs** **15 wks**

Writing for Paralegals

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.

CMNS 180 **1.5 credits** **(2,0,0) hrs** **15 wks**

Introduction to Scriptwriting

Prerequisite: CMNS 135.

Drafting and revising scripts for short video productions.

CMNS 190 **3 credits** **(4,0,0) hrs** **15 wks**

Magazine Article Writing

Researching and writing 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 220 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Business Writing and Editing

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 223 **3 credits** **(4,0,0) hrs** **15 wks**

Communications Skills, Applications and Contexts for Design and Art Direction

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.

CMNS 250 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Technical Writing

Prerequisite: ENGL 100.

Technical writing for science, engineering and the professions. Emphasis on definitions, 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 270 **3 credits** **(4,0,0) hrs** **15 wks**

Visual Communications

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.

CMNS 280 **3 credits** **(4,0,0) hrs** **15 wks**

Marketing Commercial Fiction

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 323 **3 credits** **(4,0,0) hrs** **15 wks**

Professional Communications for Artists and Designers

Prerequisite: CMNS 123, CMNS 223.

The objectives of CMNS 323 are to help students develop professional business communications skills for work as an artist or designer. Topics include writing correspondence, proposals, resumes and budgets appropriate to the development of a professional portfolio for use in self-employment, freelance work, contract proposals, and employment searches. The course includes presentation and interview skills.

CMNS 345 **3 credits** **(3,0,1) hrs** **15 wks**

Web Content Development

Prerequisite: CMNS 220 with a minimum C+ grade. 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.

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.

CMNS 354 **3 credits** **(3,0,1) hrs** **15 wks**

Advanced Communications Skills for Tourism Management

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.

CMNS 356 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Media Communications

This course outlines the process of seeking out and obtaining employment. A variety of approaches and techniques are examined in considerable detail. As well, the course emphasizes the importance of developing a portfolio and deals with freelancing as a viable employment alternative.

CMNS 360 **3 credits** **(3,0,1) hrs** **15 wks**

Corporate Communications

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.

COMM

COMM 290 **4 credits** **(5.33,0,0) hrs** **15 wks**

Quantitative Methods for Business

A study of standard quantitative methods used in business and industry, including decision theory and basic probability. The study of computer software packages is included.

COMM 291 **4 credits** **(6,0,0) hrs** **15 wks**

Applications of Statistics in Business

Prerequisite: C- or better in COMM 290

The methods and applications of statistics in business; continuous random variables; sampling; estimation of parameters; hypotheses testing and regression analysis.

COMM 292 **4 credits** **(6,0,0) hrs** **15 wks**

Principles of Organizational Behaviour

Behaviour in organizations as it affects people or individuals, their relationships with others, their performance in groups and their effectiveness at work.

COMM 293 **3 credits** **(4,0,0) hrs** **15 wks**

Financial Accounting

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 **3 credits** **(4,0,0) hrs** **15 wks**

Managerial Accounting

Prerequisite: C- or better in COMM 293.

COMM 294 **3 credits** **(4,0,0) hrs** **15 wks**

Managerial Accounting

Introduction to the development and use of accounting, information for management planning and control and the development of cost information for financial reports.

COMM 297 **3 credits** **(4,0,0) hrs** **15 wks**

Capital Markets and Institutions

Introduction to the economic environment in which businesses operate including the role of the Bank of Canada. Analysis of domestic and international money markets and institutions and the basic capital asset valuation models.

COMM 392 **3 credits** **(4,0,0) hrs** **15 wks**

Labour Relations

An introduction to union-management relations which includes the study of trade union history and structure, the collective bargaining process and labour legislation.

COMP

COMP 101 **3 credits** **(3,0,1) hrs** **15 wks**

Computers and their Application

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 **3 credits** **(3,0,1) hrs** **15 wks**

Programming with Robots

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 different topics in computer science, including robotics, hardware, operating systems, communication and social issues.

COMP 106 **3 credits** **(3,0,1) hrs** **15 wks**

Programming with Robots

Note 1: 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 2: This course serves as a good science elective for non-computing majors, or as a preparatory course for COMP 120 or COMP 121.

COMP 120 **3 credits** **(4,0,1.33) hrs** **15 wks**

Introduction to Computer Science

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. Keyboarding skills and familiarity with Windows environment required.

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 1: This course is intended for students in the Engineering program.

Note 2: 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 **3 credits** **(4,0,1.33) hrs** **15 wks**

Fundamentals of Programming

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 **3 credits** **(4,0,1.33) hrs** **15 wks**

Principles of Software Design

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 **3 credits** **(3,0,1) hrs** **15 wks**

Introduction to Multimedia and the Internet

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 1: Although no formal Computing Science prerequisite is listed, students are expected to have reasonable key-boarding skills and to have some familiarity with the use of computers running Microsoft Windows.

Note 2: This course serves as a good science option for students in Arts or Commerce.

COMP 202 **3 credits** **(4,0,1.33) hrs** **15 wks**

Foundations of Computer Science

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 **3 credits** **(4,0,1.33) hrs** **15 wks**

Data Structures and Abstraction

Prerequisite: COMP 126 and MATH 116 with a minimum C- grade and MATH 124 as a prerequisite or a co-requisite.

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 **3 credits** **(4,0,1.33) hrs** **15 wks**

Computer Design and Architecture I

Prerequisite: COMP 126 and COMP 202, each with a minimum C- grade; and MATH 116 with a minimum C- grade and MATH 124 as a prerequisite or a co-requisite with a minimum C- grade.

An introduction to some fundamental concepts of computer design and architecture: data representation and coding, combinational and sequential digital logic, microprocessor operation, memory organizations and addressing schemes, instruction sets, assembly language, and operating system interfaces.

Note: Prerequisite change for Fall 2005: COMP 126 and COMP 202, each with a minimum C- grade; and MATH 116 and MATH 124 each with a minimum C- grade.

COMP 212 **3 credits** **(4,0,1.33) hrs** **15 wks**

Computer Design and Architecture II

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 **4 credits** **(4,0,1.33) hrs** **15 wks**

Introduction to Software Engineering

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.

COOK

COOK 100 **2 credits** **(0.5,2,0) hrs** **16 wks**

Safety, Sanitation and Equipment

Prerequisite: Grade 10.

This course is designed to equip students with the safety skills required for a professional kitchen. They will become familiar with tools and equipment and their uses, maintenance and safe use.

COOK 101 **2 credits** **(0.5,2,0) hrs** **16 wks**

Basic Food Service Skills

Prerequisite: Grade 10.

This course will introduce students to the basic food service skills which are essential building blocks for further culinary skills. Efficient kitchen management skills will be emphasized.

COOK 102 **4 credits** **(1,4,0) hrs** **16 wks**

Cold Kitchen I

Prerequisite: Grade 10.

This course is designed to equip students with the skills required for work in the cold kitchen. Emphasis will be on the preparation of salads, canapes, sandwiches and hors d'oeuvres.

COOK 103 **2 credits** **(0.5,2,0) hrs** **16 wks**

Baking and Desserts I

Prerequisite: Grade 10.

This course will introduce students to the fundamentals of baking and dessert preparation.

COOK 104 **2 credits** **(0.5,2,0) hrs** **16 wks**

Eggs and Breakfast Cooking

Prerequisite: Grade 10.

In this course, the emphasis is placed on using eggs in breakfast items, but a number of other uses for eggs are covered.

COOK 105 **3 credits** **(0.75,3,0) hrs** **16 wks**

Vegetable and Starch Cooking

Prerequisite: Grade 10.

This course will introduce students to the fundamentals of preparing and presenting attractive and nutritious vegetables and starch dishes.

COOK 106 **3 credits** **(0.75,3,0) hrs** **16 wks**

Meat and Poultry Cooking I

Prerequisite: Grade 10.

A thorough understanding of basic meat and poultry cooking is essential to producing attractive, good quality food items. This course will teach students the skills required in a professional kitchen for meat and poultry cooking.

COOK 107 **2 credits** **(0.5,2,0) hrs** **16 wks**

Seafood Cooking I

Prerequisite: Grade 10.

This course will teach students how to classify and then prepare fish and shellfish in an appropriate manner.

COOK 108 **2 credits** **(0.5,2,0) hrs** **16 wks**

Stocks, Sauces and Soups

Prerequisite: Grade 10.

This course will introduce students to the methods of preparing quality stocks that can be used, in turn, as bases for different types of soups and a wide variety of sauces.

COOK 109 **2 credits** **(0.5,2,0) hrs** **16 wks**

Elementary Kitchen Management and Health Care

Prerequisite: Grade 10.

COOK 109 **2 credits** **(0,5,2,0) hrs** **16 wks**
Elementary Kitchen Management and Health Care

This course is designed to equip students with basic kitchen management skills which are used in commercial kitchen to maintain standards, product consistency and profitability. Nutrition and menu planning are also covered.

COST

COST 100 **4.5 credits** **(2,4,0) hrs** **15 wks**
Costume Cutting and Construction I

This course will familiarize students with 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 **4.5 credits** **(2,4,0) hrs** **15 wks**
Costume Cutting and Construciton II

Prerequisite: COST 100.

Students will continue to be instructed in the techniques and procedures of a professional costume shop.

COST 102 **3 credits** **(4,0,0) hrs** **15 wks**
History of Costume I

Students will study the evolution of costumes throughout the ages and will acquire 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 **3 credits** **(4,0,0) hrs** **15 wks**
History of Costume II

Prerequisite: COST 102.

Students will study the evolution of costumes from 1850 to the present. It 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 construction.

COST 104 **3 credits** **(4,0,0) hrs** **15 wks**
Wardrobe Management

Students will study the ways in which efficient theatre and film costume departments are organized and operated.

COST 105 **3 credits** **(4,6,0) hrs** **15 wks**
Film Costumer Practicum

Prerequisite: COST 104.

COST 105 **3 credits** **(4,6,0) hrs** **15 wks**

Film Costumer Practicum

This course acknowledges the invaluable hands-on production skills learned during practical work on a film project. Students will be granted credit for successful project work in the planning, preparation and execution of on-set duties of a film costumer.

COST 202 **3 credits** **(8,0,0) hrs** **8 wks**

Elements of Costume Design

Prerequisite: Successful completion of the Costuming for Theatre and Film Certificate program.

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.

CRIM

CRIM 101 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Criminology

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.

CSS

CSS 100 **3 credits** **(4,0,0) hrs** **15 wks**

College Success - Academic and Personal Success

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.

CSSF

CSSF 105 **3 credits** **(4,0,0) hrs** **15 wks**

Reading and Study Skills

Students learn and adopt methods and attitudes that promote success in college. This course includes: memory techniques, time management, goal setting, presentation skills, critical thinking, test taking and note taking. The reading component addresses problems college students have with textbook comprehension, vocabulary, critical reading and retaining information from texts.

Note: Students may not enrol in CSS. 100 and CSSF 105 concurrently.

CSSF 110 **3 credits** **(4,0,0) hrs** **15 wks**

Reading Dynamics

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.

CUST

CUST 106 **0.5 credits** **(0,0,20) hrs** **2 wks**

Work Experience

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.

DIGI

DIGI 010 **3 credits** **(8,4,0) hrs** **8 wks**

Computer Animation Basics

This course will introduce the industry procedures used to create computer animation and special effects.

DIGI 020 **3 credits** **(8,4,0) hrs** **8 wks**

Modeling and Texturing

This course will introduce students to creating 3-D characters and props for use in video games and television/film.

DIGI 030 **1.5 credits** **(4,2,0) hrs** **8 wks**

Character Design and Sculpture

This course will help students learn how to improve their character design visualization skills through drawing and sculpture projects.

DIGI 311 **6 credits** **(6,4,0) hrs** **15 wks**

3-D Character Animation I

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 **4.5 credits** **(6,0,0) hrs** **15 wks**

3-D Design I

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 **2.25 credits** **(3,0,0) hrs** **15 wks**

Drawing and Design I

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 **2.25 credits** **(3,0,0) hrs** **15 wks**

Animation Principles I

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 **3 credits** **(2,4,0) hrs** **15 wks**

Animation Production I

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 **6 credits** **(6,4,0) hrs** **15 wks**

3-D Character Animation II

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 **4.5 credits** **(6,0,0) hrs** **15 wks**

3-D Design II

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 **2.25 credits** **(3,0,0) hrs** **15 wks**

Drawing and Design II

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 **2.25 credits** **(3,0,0) hrs** **15 wks**

Animation Principles II

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 **3 credits** **(2,4,0) hrs** **15 wks**

Animation Production II

Final production of a short animated film and a demo-tape of animation will demonstrate the student's creative vision and artistic abilities.

DOCS

DOCS 100 **3 credits** **(3,1,0) hrs** **15 wks**

Equipment Field Use

Prerequisite: Completion of the Capilano College Motion Picture Production program, a similar program or equivalent related experience.

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 **3 credits** **(3,1,0) hrs** **15 wks**

Audio and Video Post Production, Level I

Prerequisite: Completion of the Capilano College Motion Picture Production program, a similar program or equivalent related experience.

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 105 **3 credits** **(3,1,0) hrs** **15 wks**
Audio and Video Post Production, Level I

DOCS 110 **1.5 credits** **(4,0,0) hrs** **8 wks**
Small Unit Pre-Production, Level I

Prerequisite: Completion of the Capilano College Motion Picture Production program, a similar program or equivalent related experience.

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 **3 credits** **(4,0,0) hrs** **15 wks**
Small Unit Production, Level I

Prerequisite: Completion of the Capilano College Motion Picture Production program, a similar program or equivalent related experience.

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 **3 credits** **(4,0,0) hrs** **15 wks**
Documentary Story, Level I

Prerequisite: Completion of the Capilano College Motion Picture Production program, a similar program or equivalent related experience.

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 **3 credits** **(4,0,0) hrs** **15 wks**
History of Documentary and Small Unit Production

Prerequisite: Completion of the Capilano College Motion Picture Production program, a similar program or equivalent related experience.

This course will place particular emphasis on the documentary's role in social and political commentary. We will also look 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 **1.5 credits** **(4,0,0) hrs** **8 wks**
Project Financing, Level I

Prerequisite: Completion of the Capilano College Motion Picture Production program, a similar program or equivalent related experience.

This course will focus on methods used to secure financing for a documentary or a small unit production

DOCS 135 **12 credits** **(0,0,35) hrs** **15 wks**

Documentary Project #1

Prerequisite: Successful completion of all first semester courses of the Documentary and Small Unit Production program.

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 will be in the form of practical demonstrations, individual assistance and supervised work on specific projects.

Note: Prerequisite may be waived by permission of instructor.

EBM

EBM 315 **3 credits** **(4,0,0) hrs** **15 wks**

e-Business Analysis and Administration

Prerequisite: BADM 201.

This course develops advanced analytical skills necessary to evaluate online strategic options. These include valuation of opportunities such as start-up investment, acquisition, partnerships, or online/offline synergies.

ECON

ECON 100 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Economics

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 **3 credits** **(4,0,0) hrs** **15 wks**

Principles of Microeconomic Theory

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 **3 credits** **(4,0,0) hrs** **15 wks**

Principles of Macroeconomic Theory

Prerequisite: ECON 111.

ECON 112 **3 credits** **(4,0,0) hrs** **15 wks**

Principles of Macroeconomic Theory

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 **3 credits** **(4,0,0) hrs** **15 wks**

Managerial Economics

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 **3 credits** **(4,0,0) hrs** **15 wks**

Money and Banking

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 **3 credits** **(4,0,0) hrs** **15 wks**

Intermediate Microeconomic Analysis

Prerequisite: ECON 111 and 112, 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 **3 credits** **(4,0,0) hrs** **15 wks**

Intermediate Macroeconomic Analysis

Prerequisite: ECON 111 and 112, 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.

Note:

ECON 250 **3 credits** **(4,0,0) hrs** **15 wks**

Economic History of the Pre-Industrial Era

Prerequisite: ECON 111 and 112.

ECON 250 **3 credits** **(4,0,0) hrs** **15 wks**

Economic History of the Pre-Industrial Era

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 **3 credits** **(4,0,0) hrs** **15 wks**

Economic History of the Industrial Era

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 **3 credits** **(4,0,0) hrs** **15 wks**

Understanding Globalization

Prerequisite: ECON 111 and ECON 112.

Examine the effects of globalization on the world's economic, political and social landscape. The course will focus on international trade, capital movement, division of production and migration.

ECON 290 **3 credits** **(4,0,0) hrs** **15 wks**

Public Policy I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Public Policy II

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.

EDCP

EDCP 020 **1 credit** **(4,0,0) hrs** **15 wks**

Fundamental Education and Career Planning

Prerequisite: Permission of the instructor.

EDCP 020 **1 credit** **(4,0,0) hrs** **15 wks**

Fundamental Education and Career Planning

This course prepares adults with basic and fundamental skills to successfully enter and sustain work or progress into other career-related education.

EDCP 040 **2 credits** **(4,0,2) hrs** **13 wks**

Education and Career Planning

Prerequisite: BENG 031 or Grade 10 English.

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.

EDUC

EDUC 155 **4.5 credits** **(6,0,0) hrs** **15 wks**

Childhood Development

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 **2.25 credits** **(3,0,0) hrs** **15 wks**

Child Development I

An introductory study of theories and principles of development focusing on conception through 24 months.

Note: Evening programs only.

EDUC 167 **2.25 credits** **(3,0,0) hrs** **15 wks**

Child Development II

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 programs only.

EDUC 170 **1.5 credits** **(2,0,0) hrs** **15 wks**

Interpersonal Skills

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Caring and Learning Environments

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Guiding Young Children I

This course develops a theoretical framework of guidance principles and techniques which support children's optimal development.

EDUC 173 **3 credits** **(6,3,0) hrs** **10 wks**

Curriculum Development I

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Observing and Recording

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 **3 credits** **(4,0,0) hrs** **15 wks**

Applied Theory - Practicum I

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Health, Safety and Nutrition

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 **3 credits** **(4,0,0) hrs** **15 wks**

Theoretical Perspectives

This course provides an introduction to the history and philosophy of ECCE. Major contemporary issues are examined. International childcare is discussed.

EDUC 256 **1.5 credits** **(6,0,0) hrs** **5 wks**

Working with Young Children in Inclusive Group Settings

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Introduction to Working with Families

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Introduction to Centre Organization

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Guiding Young Children II

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 **3 credits** **(4,0,2) hrs** **15 wks**

Curriculum Development II

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 **4 credits** **(5.33,0,0) hrs** **15 wks**

Applied Theory - Practicum II

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 **4 credits** **(5.33,0,0) hrs** **15 wks**

Applied Theory - Practicum III

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 **6 credits** **(0,0,25) hrs** **6 wks**

Applied Theory Infant/Toddler Practicum

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 **2 credits** **(2.66,0,0) hrs** **15 wks**

Advanced Child Development

This course will focus on the similarities and differences of typical and atypical development of young children.

EDUC 351 **2 credits** **(3,0,0) hrs** **15 wks**

Family, School and Community

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 **2 credits** **(2.66,0,0) hrs** **15 wks**

Centre Operations

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Program Planning for Infants and Toddlers

The focus will be on planning schedules, routines, space and program activities for infants and toddlers. Individual and small group activities which promote self esteem, language, social behaviours, and self-help skills will be planned. Goal setting and effective guidance will be discussed.

EDUC 354 **2 credits** **(3,0,0) hrs** **15 wks**

Program Planning for Special Needs

Prerequisite: ECCE Basic Certificate, Post-Basic EDUC 262.

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Physical Care and Safety

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 **3 credits** **(0,0,10.4) hrs** **15 wks**

Infant and Toddler Practicum

Prerequisite: Completion of ECCE basic program and 500 hours of work experience.

EDUC 356 **3 credits** **(0,0,10.4) hrs** **15 wks**

Infant and Toddler Practicum

Through work experience in an infant/toddler centre the student learns and practises how to protect, support and enrich the lives of young children.

EDUC 357 **3 credits** **(0,0,10.4) hrs** **15 wks**

Infant and Toddler Practicum

Prerequisite: Completion of ECCE basic program and 500 hours of work experience.

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.

EDUC 358 **3 credits** **(0,0,10.4) hrs** **15 wks**

Special Needs Practicum

Prerequisite: Completion of ECCE basic program and 500 hours of work experience.

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.

EDUC 359 **3 credits** **(0,0,10.4) hrs** **15 wks**

Special Needs Practicum

Prerequisite: Completion of ECCE basic program and 500 hours of work experience.

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.

EDUC 373 **1.5 credits** **(5,0,0) hrs** **6 wks**

Negotiated Curriculum

Prerequisite: ECCE Certificate.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Early Childhood: Children, Culture and Globalization

Prerequisite: Completion of a basic ECCE program.

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 childhood practitioners.

EDUC 376 **1.5 credits** **(15,0,0) hrs** **2 wks**

Children's Literacy: A Global Perspective

Prerequisite: Completion of Early Childhood Care and Education basic program.

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 **2 credits** **(0,0,7) hrs** **8 wks**

On-site ECCE Mentoring Practices

Prerequisite: ECCE Certificate.

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.

ELCT

ELCT 107 **15 credits** **(25,0,0) hrs** **14 wks**

Entry Level Film Lighting

Prerequisite: Grade 12 completion or equivalent.

This course introduces students to the requirements for working at an entry-level in a film lighting department.

ELCT 109 **15 credits** **(25,0,0) hrs** **14 wks**

Entry Level Grip Course

Prerequisite: Completion of grade 12 or equivalent.

This course will help the student develop the skills and knowledge required to work effectively as an entry-level motion picture grip.

ELCT 115 **15 credits** **(25,0,0) hrs** **14 wks**

Entry Level Set Dresser

Prerequisite: Secondary school graduation or equivalent.

This course is designed to provide students with the skills and knowledge to work effectively as an entry-level set decorator.

ELCT 130 **15 credits** **(37.5,0,2) hrs** **8 wks**

Entry Level Craft Training: Production Assistant

Prerequisite: Acceptance into the Entry Level Craft Training: Production Assistant program.

ELCT 130 **15 credits** **(37.5,0,2) hrs** **8 wks**

Entry Level Craft Training: Production Assistant

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.

ENGL

ENGL 010 **3 credits** **(4,0,0) hrs** **15 wks**

Language Skills

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 **3 credits** **(4,0,0) hrs** **15 wks**

Composition

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 **3 credits** **(4,0,0) hrs** **15 wks**

Studies in Contemporary Literature

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 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 **3 credits** **(4,0,0) hrs** **15 wks**

Fiction

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

ENGL 104 **3 credits** **(4,0,0) hrs** **15 wks**

Fiction

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 **3 credits** **(4,0,0) hrs** **15 wks**

Poetry

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 **3 credits** **(4,0,0) hrs** **15 wks**

Drama

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 **3 credits** **(4,0,0) hrs** **15 wks**

Creative Writing

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 **3 credits** **(4,0,0) hrs** **15 wks**

Creative Writing

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

A continuation of ENGL 190.

ENGL 200 **3 credits** **(4,0,0) hrs** **15 wks**

English Literature to 1660

Prerequisite: Any combination of two first-year English courses.

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 **3 credits** **(4,0,0) hrs** **15 wks**

English Literature Since 1660

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 **3 credits** **(4,0,0) hrs** **15 wks**

Canadian Literature - Modernism and Beyond

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 1: Prerequisites may be waived by permission of instructor.

Note 2: This course serves as a Canadian Studies credit.

ENGL 205 **3 credits** **(4,0,0) hrs** **15 wks**

Modern American Literature

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 **3 credits** **(4,0,0) hrs** **15 wks**

Literary Theory and Criticism

Prerequisite: Any combination of two first-year English courses.

ENGL 207 **3 credits** **(4,0,0) hrs** **15 wks**

Literary Theory and Criticism

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 **3 credits** **(4,0,0) hrs** **15 wks**

Studies in Fiction (The Novel)

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 **3 credits** **(4,0,0) hrs** **15 wks**

Studies in Poetry

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 **3 credits** **(4,0,0) hrs** **15 wks**

Studies in Drama

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 217 **3 credits** **(4,0,0) hrs** **15 wks**

Special Topics in Literature

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 **3 credits** **(4,0,0) hrs** **15 wks**

Children's Literature

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 **3 credits** **(4,0,0) hrs** **15 wks**

Creative Writing - Poetry

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 **3 credits** **(4,0,0) hrs** **15 wks**

Creative Writing - Fiction

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.

ENSJ 190 **1 credit** **(4,0,0) hrs** **15 wks**
Percussion Ensemble II

Note 2: ENSJ 190 must be combined with: ENSJ 140, 240, 290, 340, 390, 440, 490.

ENSJ 205 **1 credit** **(3,0,0) hrs** **15 wks**
Jazz Choir

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 **1 credit** **(3,0,0) hrs** **15 wks**
Guitar/Bass Ensemble III

Prerequisite: ENSJ 170 or audition

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 **1 credit** **(3,0,0) hrs** **15 wks**
Jazz Ensemble III

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 235 must be combined with: ENSJ 135, 185, 285, 335, 385, 435, 485.

ENSJ 236 **1 credit** **(2,0,0) hrs** **15 wks**
Instrumental Ensemble III

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 236 must be combined with: ENSJ 136, 186, 286, 336, 386, 436, 486.

ENSJ 240 **1 credit** **(4,0,0) hrs** **15 wks**
Percussion Ensemble III

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

Note 1: Performances are a mandatory part of the course.

ENSJ 240 **1 credit** **(4,0,0) hrs** **15 wks**
Percussion Ensemble III

Note 2: ENSJ 240 must be combined with: ENSJ 140, 190, 290, 340, 390, 440, 490.

ENSJ 255 **1 credit** **(3,0,0) hrs** **15 wks**
Jazz Choir

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 270 **1 credit** **(3,0,0) hrs** **15 wks**
Guitar/Bass Ensemble IV

Prerequisite: ENSJ 170 or audition

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 **1 credit** **(3,0,0) hrs** **15 wks**
Jazz Ensemble IV

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 285 must be combined with ENSJ 135, 185, 235, 335, 385, 435, and 485.

ENSJ 286 **1 credit** **(2,0,0) hrs** **15 wks**
Instrumental Ensemble IV

Students rehearse in small like instrument ensembles under an instructor's supervision in preparation for a number of performances.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 286 must be combined with ENSJ 136, 186, 236, 336, 386, 436, and 486.

ENSJ 290 **1 credit** **(4,0,0) hrs** **15 wks**
Percussion Ensemble IV

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

Note 1: Performances are a mandatory part of the course.

ENSJ 336 **1 credit** **(1.33,0,0) hrs** **15 wks**
Instrumental Ensemble V

ENSJ 340 **1 credit** **(4,0,0) hrs** **15 wks**
Percussion Ensemble V

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 340 must be combined with ENSJ 140, 190, 240, 290, 390, 440 and 490.

ENSJ 355 **1 credit** **(3,0,0) hrs** **15 wks**
Jazz Choir

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 **1 credit** **(2,0,0) hrs** **15 wks**
Jazz Vocal Ensemble II

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 **1 credit** **(3,0,0) hrs** **15 wks**
Guitar/Bass Ensemble VI

Prerequisite: ENSJ 170 or audition

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 **1 credit** **(3,0,0) hrs** **15 wks**
Jazz Ensemble VI

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 385 must be combined with ENSJ 135, 185, 235, 285, 335, 435 and 485.

ENSJ 436 **1 credit** **(2,0,0) hrs** **15 wks**

Instrumental Ensemble VII

Students rehearse in small like-instrument ensembles under an instructor's supervision in preparation for a number of performances.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 436 must be combined with ENSJ 136, 186, 236, 286, 336, 386 and 486.

ENSJ 440 **1 credit** **(4,0,0) hrs** **15 wks**

Percussion Ensemble VII

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 440 must be combined with ENSJ 140, 190, 240, 290, 340, 390 and 490.

ENSJ 455 **1 credit** **(3,0,0) hrs** **15 wks**

Jazz Choir

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 **1 credit** **(2,0,0) hrs** **15 wks**

Jazz Vocal Ensemble IV

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 **1 credit** **(3,0,0) hrs** **15 wks**

Jazz Ensemble VIII

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

Note 1: Performances are a mandatory part of the course.

Note 2: ENSJ 485 must be combined with ENSJ 135, 185, 235, 285, 335, 385 and 435.

ENSM 160 **2 credits** **(4,0,0) hrs** **15 wks**

Instrumental Ensemble II

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 200 **2 credits** **(4,0,0) hrs** **15 wks**

Choir Ensemble III

Prerequisite: An audition is required.

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.

ENSM 210 **2 credits** **(4,0,0) hrs** **15 wks**

Instrumental Ensemble III

Prerequisite: An audition is required.

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 **2 credits** **(4,0,0) hrs** **15 wks**

Choir Ensemble IV

Prerequisite: An audition is required.

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.

ENSM 260 **2 credits** **(4,0,0) hrs** **15 wks**

Instrumental Ensemble IV

Prerequisite: An audition is required.

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.

ESL

ESL 031 **3 credits** **(4,0,0) hrs** **15 wks**

Lower Intermediate Speaking and Listening

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 **3 credits** **(4,0,0) hrs** **15 wks**

Lower Intermediate Reading and Vocabulary

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 **3 credits** **(4,0,0) hrs** **15 wks**

Lower Intermediate Writing and Grammar

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 **3 credits** **(4,0,0) hrs** **15 wks**

Upper Intermediate Speaking and Listening

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 **3 credits** **(4,0,0) hrs** **15 wks**

Upper Intermediate Reading and Vocabulary

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 **3 credits** **(4,0,0) hrs** **15 wks**

Upper Intermediate Writing and Grammar

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 **3 credits** **(4,0,0) hrs** **15 wks**

Lower Advanced Listening and Speaking

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 051 **3 credits** **(4,0,0) hrs** **15 wks**
Lower Advanced Listening and Speaking

ESL 058 **3 credits** **(4,0,0) hrs** **15 wks**
Lower Advanced Reading and Vocabulary

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 **3 credits** **(4,0,0) hrs** **15 wks**
Lower Advanced Writing and Grammar

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 **3 credits** **(4,0,0) hrs** **15 wks**
Upper Advanced Listening and Speaking

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 062 **3 credits** **(4,0,0) hrs** **15 wks**
Advanced Speaking and Listening for Business

This course assists students in improving their communications skills up to the level required for working in a business office environment.

Note: This course is only open to students in the Workplace Fundamentals program.

ESL 067 **3 credits** **(4,0,0) hrs** **15 wks**
Advanced Reading and Vocabulary for Business

This course assists students in developing their vocabulary and reading skills up to the level required for working in a business office environment.

Note: This course is only open to students in the Workplace Fundamentals program.

ESL 068 **3 credits** **(4,0,0) hrs** **15 wks**
Upper Advanced Reading and Vocabulary

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.

ESLF 070 **12 credits** **(16,0,0) hrs** **15 wks**

College Academic English Preparation 2

technical vocabulary, idioms and relaxed speech structures; practicing oral reporting and summarizing), and pronunciation (rhythm and intonation).

ESLF 080 **6 credits** **(8,0,0) hrs** **15 wks**

College Academic English Preparation 3A

Prerequisite: Placement by the ESL Department.

This course provides students with advanced academic language skills integrated with academic content for college courses.

EXEC

EXEC 100 **3 credits** **(4,2,0) hrs** **15 wks**

Document Development

In this course students will use word-processing software to develop advanced-level skills in document preparation and design.

EXEC 110 **3 credits** **(4,2,0) hrs** **15 wks**

Financial Accounting Support Skills

This is an introduction to the basic accounting cycle and using accounting software to input and manage general ledger, and accounts receivable and payable entries.

EXEC 115 **3 credits** **(4,2,0) hrs** **15 wks**

Information Management

Students will learn how to use database software, the Internet, and other data management skills to coordinate information, people and activities.

EXEC 125 **3 credits** **(4,2,0) hrs** **15 wks**

Essential Business Concepts and Applications

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 **3 credits** **(4,2,0) hrs** **15 wks**

Web Site Design and Maintenance

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 **1.5 credits** **(4,2,0) hrs** **8 wks**

Budgeting and Analysis

Prerequisite: EXEC 110.

Students will use spreadsheet software and math skills to create budgets and analyze financial needs.

EXEC 220 **1.5 credits** **(4,0,0) hrs** **8 wks**

Training Skills

This course aims to develop the skills needed to provide training in software applications and other office-related procedures and to develop effective training and procedures manuals.

EXEC 225 **3 credits** **(4,2,0) hrs** **15 wks**

Project Administration

Prerequisite: EXEC 100, EXEC 115.

Students plan and implement projects within the organization and developing supervisory skills.

EXEC 240 **1.5 credits** **(2,0,0) hrs** **15 wks**

Directed Work Experience

Prerequisite: 2.0 GPA in fall term courses, EXEC 100, 110, 115, 125 and CMNS 220.

Students will explore job search techniques, resume preparation and undertake a work practicum locally or overseas.

EXEC 252 **3 credits** **(4,0,0) hrs** **15 wks**

Organizational Behaviour

This course will provide students with an understanding of interpersonal communication techniques that can positively influence performance on the job.

FILM

FILM 100 **3 credits** **(3,1,0) hrs** **15 wks**

Film Development and Production

Prerequisite: Grade 12 or equivalent.

This course is designed to familiarize the student with the processes and procedures involved in film production.

FILM 101 **3 credits** **(4,0,0) hrs** **15 wks**

Film Crafts, Level I

Prerequisite: Grade 12 or equivalent.

FILM 101 **3 credits** **(4,0,0) hrs** **15 wks**
Film Crafts, Level I

This course is designed to introduce the student to the jobs and working environment in the film industry.

FILM 102 **3 credits** **(3,1,0) hrs** **15 wks**
Post-Production and Non-linear Editing

Prerequisite: Grade 12 or equivalent.

This course introduces students to the film and video post production process.

FILM 103 **3 credits** **(4,0,0) hrs** **15 wks**
Screenplay Development and Analysis

Prerequisite: Grade 12 or equivalent.

This course will help the student develop an understanding of the screenplay's significance in the film making process.

FILM 104 **3 credits** **(3,1,0) hrs** **15 wks**
The Business of Film

Prerequisite: Grade 12 or equivalent.

This course introduces students to the business practices employed in the motion picture industry.

FILM 105 **1.5 credits** **(4,0,0) hrs** **8 wks**
Film Crafts, Level II

Prerequisite: FILM 101.

This course is designed to build upon and reinforce the knowledge and skills acquired in Film Crafts, Level 1.

FILM 106 **1.5 credits** **(4,0,0) hrs** **8 wks**
The Director's Team

Prerequisite: FILM 100.

The student will learn the basic skills used in the administration of film production, particularly those skills used during pre-production and production.

FILM 107 **1.5 credits** **(4,0,0) hrs** **8 wks**
Technical Production

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 **3 credits** **(3,1,0) hrs** **15 wks**

Lighting and Camera for Film and Video

Prerequisite: Grade 12 or equivalent.

This course will familiarize the student with the operation of camera, lighting, and grid equipment used in film and video production.

FILM 111 **3 credits** **(4,0,0) hrs** **15 wks**

History of Film

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Audio and Video Post Production

Prerequisite: FILM 102.

This course is designed to advance the knowledge and skills acquired by the student in FILM 102, Post-Production and Non-Linear Editing.

FILM 113 **3 credits** **(0,0,15) hrs** **8 wks**

Motion Picture Project #1

Prerequisite: Successful completion of all first semester courses in the Motion Picture Production Program.

This course provides invaluable hands-on production skills learned during practical work on a film project.

Note: Prerequisites may be waived by permission of instructor.

FILM 114 **3 credits** **(0,2,24) hrs** **4 wks**

Motion Picture Project #2

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 132 **3 credits** **(4,0,0) hrs** **15 wks**

History of Costume I

This course covers the evolution of costumes throughout the ages and sets the groundwork for understanding the historical and social relevance of costumes.

FILM 150 **3 credits** **(4,0,0) hrs** **15 wks**

Basics of Screenplay Analysis for Actors

Prerequisite: Acceptance in the Acting for Stage and Screen program.

This course is designed to aid the student in developing an understanding of the screenplay's significance in the film-making process.

FILM 151 **3 credits** **(4,0,0) hrs** **15 wks**

Basics of Lighting and Camera for Actors

Prerequisite: Acceptance in the Acting for Stage and Screen program.

This course is designed to familiarize the students with the operational theory and practical applications of basic lighting and camera procedures with emphasis on those procedures' significance to actors.

FILM 201 **3 credits** **(4,0,0) hrs** **15 wks**

Directing the Camera and Actor

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course is designed to explore the director's role in film and television production.

FILM 202 **3 credits** **(4,0,0) hrs** **15 wks**

Producing

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course explores the producer's role in professional film production.

FILM 204 **3 credits** **(4,0,0) hrs** **15 wks**

Screenwriting

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course explores the creative and technical aspects of writing the screenplay.

FILM 207 **1.5 credits** **(0,4,15) hrs** **3 wks**

Project #3

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course provides invaluable hands-on production skills learned during practical work on a film project.

FILM 210 **1.5 credits** **(4,0,0) hrs** **8 wks**

Set Administration

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

FILM 210 **1.5 credits** **(4,0,0) hrs** **8 wks**

Set Administration

This course is designed to familiarize the student with film set administrative procedures.

FILM 212 **3 credits** **(4,0,0) hrs** **15 wks**

History of Canadian Film

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

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 **6 credits** **(8,2,0) hrs** **15 wks**

Project #4 and #5

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Advanced Digital Editing

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course is designed to build upon and reinforce the foundation of editing skills and knowledge acquired in the Motion Picture and Video Production program.

FILM 215 **1.5 credits** **(4,0,0) hrs** **8 wks**

The Motion Picture Industry

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

Through weekly guest lectures and craft workshops, the student will be introduced to film industry professionals working in a variety of craft and management areas.

FILM 216 **3 credits** **(4,0,0) hrs** **15 wks**

Picture and Sound Editing

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course builds upon and reinforces the foundation of editing skills and knowledge acquired in the Motion Picture and Video Production Program.

FILM 217 **1.5 credits** **(4,0,0) hrs** **8 wks**
Recording and Sound for Film and Video

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course builds upon and reinforces the foundation of sound recording knowledge acquired in the Motion Picture and Video Production Program.

FILM 218 **1.5 credits** **(4,0,0) hrs** **8 wks**
Sound Design for Film and Video

Prerequisite: FILM 216 and FILM 217.

A study of the principles of sound creation and aesthetics and their application to a sound edit in film and video.

FILM 219 **1.5 credits** **(4,0,0) hrs** **8 wks**
Basics of Production Design

Prerequisite: Successful completion of the Motion Picture Production Certificate program.

This course is designed to familiarize the students with the processes involved in the planning and execution of a Production Design for a dramatic motion picture production.

FILM 300 **3 credits** **(4,0,0) hrs** **15 wks**
Advanced Screenwriting

Prerequisite: Successful completion of the Motion Picture Production Diploma program.

This course will explore 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 examine the process of creating Production Revisions.

FILM 303 **3 credits** **(4,0,0) hrs** **15 wks**
Production Budgeting and Accounting

Prerequisite: Successful completion of the Motion Picture Production Diploma program.

This course will explore the methodology employed in creating a detailed, multi-level production budget and look at the accounting basics required for recording and monitoring budget expenses.

FILM 305 **3 credits** **(4,0,0) hrs** **15 wks**
Advanced Directing for Film and Television

Prerequisite: Successful completion of the Motion Picture Production Diploma program.

This course will teach the filmmaker's role in the world of professional film and television production. Special emphasis will be placed on acquiring the practical skills and knowledge required by the professional filmmaker.

FILM 320 **6 credits** **(8,2.27,0) hrs** **15 wks**

Production Project

This course will explore 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 **3 credits** **(4,0,0) hrs** **15 wks**

Entrepreneurship for Film and Television

Prerequisite: Successful completion of the Motion Picture Production Diploma program.

This course is offered to students to provide an insight into the subject of entrepreneurship - owning and operating their own business associated with the motion picture and television industries. It will provide an overview of small business in Canada (concentrating on motion pictures and television) and the process of a new business start-up will be explored. Students will gain an understanding of the tasks required to develop a business plan, including market research, financing, accounting, marketing and human resource management. Students will be required to formulate this plan and present it to their peers and faculty.

FILM 325 **3 credits** **(4,0,0) hrs** **15 wks**

Creative Direction in Post Production

Prerequisite: Successful completion of the Motion Picture Production Diploma program.

This course will explore the principles and practices of creative management of the post-production process in professional film and television. Special emphasis will be placed on directing and managing the personnel and processes currently employed in the field.

FREN

FREN 100 **3 credits** **(4,1.75,0) hrs** **15 wks**

Beginning French I

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 **3 credits** **(4,1.75,0) hrs** **15 wks**

Beginning French II

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 **3 credits** **(4,1.75,0) hrs** **15 wks**

University Preparatory French I

Prerequisite: FREN 100/101 or French 11.

FREN 120 together with FREN 121 constitutes Grade 12 French. The comprehensive approach to this course consists of instruction in basic grammar and the development of students' speaking, understanding and writing skills. Computer and conversation practice are included as is familiarization of francophone culture.

Note: Prerequisites may be waived by permission of instructor.

FREN 121 **3 credits** **(4,1.75,0) hrs** **15 wks**

University Preparatory French II

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: Prerequisites may be waived by permission of instructor.

FREN 170 **3 credits** **(4,1.75,0) hrs** **15 wks**

First Year University French I

Prerequisite: Grade 12 French or FREN 120/121.

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: Prerequisites may be waived by permission of instructor.

FREN 171 **3 credits** **(4,1.75,0) hrs** **15 wks**

First Year University French II

Prerequisite: Grade 12 French or FREN 120/121.

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. 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: Prerequisites may be waived by permission of instructor.

FREN 180 **3 credits** **(4,1.75,0) hrs** **15 wks**

First Year University French for Immersion Students I

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 **3 credits** **(4,1.75,0) hrs** **15 wks**

First Year University French for Immersion Students II

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 **3 credits** **(4,0.75,1) hrs** **15 wks**

Oral French Practice

Prerequisite: First Year University French or 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 **3 credits** **(4,1.75,0) hrs** **15 wks**

Second Year University French I

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 **3 credits** **(4,1.75,0) hrs** **15 wks**

Second Year University French II

Prerequisite: FREN 170/171 or FREN 180/181 with a minimum C grade.

FREN 271 **3 credits** **(4,1.75,0) hrs** **15 wks**

Second Year University French II

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.

Note: Prerequisites may be waived by permission of instructor.

GATE

GATE 100 **1.5 credits** **(6,0,0) hrs** **8 wks**

Gateways: Career Planning and Labour Market Research

Prerequisite: Acceptance into the Gateways program.

Students develop and enhance their skills, attitudes and tools related to career planning and the securing and maintaining of employment.

GATE 101 **4.5 credits** **(13,0,0) hrs** **8 wks**

Gateways: Lifestyle Planning and Management

Prerequisite: Acceptance into the Gateways program.

Students develop the personal skills, attitudes and values that will provide tools and inspiration for successful, long-term career and lifestyle management.

GATE 102 **1.5 credits** **(5,0,0) hrs** **8 wks**

Gateways: Personal Management Skills

Prerequisite: Acceptance into the Gateways program.

Students develop an understanding of personal lifestyle issues as they pertain to career and lifestyle management, financial independence, self-esteem and confidence.

GATE 103 **1 credit** **(0,0,35) hrs** **2 wks**

Gateways: Work Placement

Prerequisite: Interview with program manager.

This course enables students to develop and practice the workplace skills and attitudes required for career success.

GATE 104 **1.5 credits** **(5,0,0) hrs** **8 wks**

Gateways: Introduction to Computers

Prerequisite: Acceptance into the Gateways program.

GATE 104 **1.5 credits** **(5,0,0) hrs** **8 wks**
Gateways: Introduction to Computers

This introductory course provides students with basic computer skills.

GEOG

GEOG 100 **3 credits** **(4,0,0) hrs** **15 wks**
Human Geography: People, Places and Cultures

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 **3 credits** **(4,0,0) hrs** **15 wks**
Environmental Geography: Perception and Change

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 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 **3 credits** **(4,0,0) hrs** **15 wks**
Environmental Geography: Global Concerns

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 **3 credits** **(4,0,0) hrs** **15 wks**
British Columbia: A Regional Analysis

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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to North America

Prerequisite: Registered as an international student.

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.

GEOG 108 **3 credits** **(4,0,0) hrs** **15 wks**

Canada: A Nation of Regions

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 **3 credits** **(4,2,0) hrs** **15 wks**

Introduction to Earth Environments

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.

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 **3 credits** **(4,2,0) hrs** **15 wks**

Weather and Climate

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 **3 credits** **(4,0,0) hrs** **15 wks**

Technology and Economic Environments

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

GEOG 200 **3 credits** **(4,0,0) hrs** **15 wks**

Technology and Economic Environments

contemporary issues. The purpose of this course is to illustrate the importance of economic processes and tools to understand our environment.

GEOG 201 **3 credits** **(4,0,0) hrs** **15 wks**

Urban Studies

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Urban Field Studies

Prerequisite: Prerequisite or Co-requisite: GEOG 201

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 **3 credits** **(4,0,0) hrs** **15 wks**

Asia Pacific Geography

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 **3 credits** **(4,2,0) hrs** **15 wks**

Our Atmospheric Environment

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 **3 credits** **(4,2,0) hrs** **15 wks**

Map and Airphoto Interpretation

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.

GEOL

GEOL 110 **4 credits** **(4,2,0) hrs** **15 wks**

Physical Geology

Prerequisite: None. However, experience in secondary level chemistry and physics will contribute greatly to mastering physical geology.

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.

GEOL 111 **4 credits** **(4,2,0) hrs** **15 wks**

Historical Geology

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 1: GEOG 112 may be accepted as a prerequisite with instructor recommendation.

Note 2: This course serves as a Canadian Studies credit.

GERM

GERM 100 **3 credits** **(4,1.75,0) hrs** **15 wks**

Beginning German I

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 **3 credits** **(4,1.75,0) hrs** **15 wks**

Beginning German II

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 **3 credits** **(4,1.75,0) hrs** **15 wks**

Intermediate German I

Prerequisite: GERM 101 with a minimum C+ grade, or Grade 11 or 12 German. Placement tests are available.

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 1: This course may not be offered every year.

Note 2: Prerequisites may be waived by permission of instructor.

GERM 201 **3 credits** **(4,1.75,0) hrs** **15 wks**

Intermediate German II

Prerequisite: GERM 200 with a minimum C grade or German 12. Placement tests are available.

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 1: This course may not be offered every year.

Note 2: Prerequisites may be waived by permission of instructor.

GLBS

GLBS 100 **1.5 credits** **(4,0,0) hrs** **15 wks**

Global Stewardship Seminar I: Preparing to Volunteer for a NFP

Prerequisite: Acceptance into the Global Stewardship program.

This course will prepare students for the service learning component of the program. Students will take seminars on self-awareness, goal-setting, time-management, and computer skills. They will be introduced to the world of NFP agencies and implement a volunteer plan as means to secure a service learning opportunity with a NFP in the second semester of the program.

GLBS 101 **1.5 credits** **(0.5,0,2.66) hrs** **15 wks**

Global Stewardship Seminar II: Volunteering for a Not-For-Profit Organization

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Global Stewardship Seminar III: Preparing for Group NFP Volunteering

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.

HIST

HIST 100 **3 credits** **(4,0,0) hrs** **15 wks**

History of the Ancient World

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 **3 credits** **(4,0,0) hrs** **15 wks**

Europe from the Reformation to the French Revolution

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.

HKIN 191 **3 credits** **(2,2,0) hrs** **15 wks**

Anatomy and Physiology II

Prerequisite: HKIN 190.

This course looks at the structure and function of the digestive, endocrine, urinary, circulatory and respiratory systems. Special emphasis is placed on the effects of exercise.

HKIN 205 **3 credits** **(2,2,0) hrs** **15 wks**

Principles of Strength and Conditioning

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 **3 credits** **(2,2,0) hrs** **15 wks**

Performance Analysis of Selected Team Sports/Activities I

Prerequisite: HKIN 116 or HKIN 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 **3 credits** **(2,2,0) hrs** **15 wks**

Performance Analysis of Selected Team Sports/Activities II

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 230 **3 credits** **(4,0,0) hrs** **15 wks**

Human Motor Behaviour I

Prerequisite: Completion of Human Kinetics First Year.

HKIN 230 **3 credits** **(4,0,0) hrs** **15 wks**

Human Motor Behaviour I

This course examines the processes underlying human movement and learning motor skills and factors influencing acquisition, performance, and movement control.

Note: Prerequisite may be waived by permission of instructor.

HKIN 231 **3 credits** **(4,0,0) hrs** **15 wks**

Mental Theories in Sport and Exercise

Prerequisite: Completion of Human Kinetics First Year.

This course looks at psychological theories and research related to sport and exercise behaviour.

Note: Prerequisite may be waived by permission of instructor.

HKIN 252 **3 credits** **(4,0,0) hrs** **15 wks**

Contemporary Health Issues

Prerequisite: Completion of first year of Human Kinetics program, or permission of instructor.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Health, Policy and Society

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 **3 credits** **(2,2,0) hrs** **15 wks**

Exercise Physiology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Human Growth and Development

Prerequisite: HKIN 230.

HKIN 284 **3 credits** **(4,0,0) hrs** **15 wks**

Human Growth and Development

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.

HORT

HORT 101 **5 credits** **(6,4,0) hrs** **15 wks**

Introductory Horticulture

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 **5 credits** **(6,0,0) hrs** **15 wks**

Plant Materials I

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 **2 credits** **(3,1,0) hrs** **15 wks**

Growing Media and Fertilizers

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 **2 credits** **(3,1,0) hrs** **15 wks**

Plant Production

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 **2 credits** **(3,1,0) hrs** **15 wks**

Landscape Irrigation and Drainage

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 **0 credits** **(0,1,0) hrs** **15 wks**

Park & Tilford Gardens Practicum I

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 **1.5 credits** **(1.5,3,0) hrs** **15 wks**

Landscape Design

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 **4 credits** **(6,0,0) hrs** **15 wks**

Plant Materials II

A continuation of HORT 102 with the emphasis on conifers, broadleaf evergreens, annuals and perennials.

HORT 110 **3 credits** **(3,1,0) hrs** **15 wks**

Turfgrass Management

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 **1 credit** **(3,1,0) hrs** **15 wks**

Business Practices

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 **5 credits** **(4.5,4,0) hrs** **15 wks**

Landscape Installation and Maintenance

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 **0 credits** **(0,1,0) hrs** **15 wks**

Park & Tilford Gardens Practicum II

A continuation of HORT 107.

HORT 115 **1.5 credits** **(1.5,3,0) hrs** **15 wks**

Basic Landscape Drafting

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.

HSRC

HSRC 101 **3.75 credits** **(5.33,0,0) hrs** **15 wks**

Health and Healing: Concepts for Practice

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 110 **1.5 credits** **(10,0,10.66) hrs** **3 wks**

Work Role: Introduction to Continuing Care

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 **7 credits** **(0,5,8) hrs** **20 wks**

Clinical Skills

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 113 **4.75 credits** **(0,0,35) hrs** **5 wks**

Home Support/Resident Care Practicum

This five-week course provides the student 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.

IBUS

IBUS 321 **3 credits** **(4,0,0) hrs** **15 wks**

International Business

Prerequisite: 45 post-secondary 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.

IBUS 334 **3 credits** **(4,0,0) hrs** **15 wks**

Communication and Culture in International Business

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 1: Not offered every year.

Note 2: Prerequisites may be waived by permission of instructor.

IBUS 340 **3 credits** **(4,0,0) hrs** **15 wks**

International Trade Law

Prerequisite: BADM 107.

IBUS 357 **3 credits** **(4,0,0) hrs** **15 wks**

International Marketing

Prerequisite: IBUS 321, BMKT 161.

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: Not offered every year.

IDEA

IDEA 100 **2 credits** **(3,3,0) hrs** **15 wks**

Survey of Design

Prerequisite: Acceptance into Capilano College IDEA program.

IDEA 100 **2 credits** **(3,3,0) hrs** **15 wks**
Survey of Design

This course is an overview of contemporary design styles and applied theories. Survey of Design is intended to provide students with grounding in the origins and future of design. This course integrates history with theory, making students literate about their own discipline. It helps students understand the unique relationships of artists and designers to culture and explore the ways in which events of the world have shaped visual literacy, form and technique.

IDEA 105 **2 credits** **(3,3,0) hrs** **15 wks**
Survey of Art and Illustration

Prerequisite: Acceptance into Capilano College IDEA program.

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 making students literate about their own discipline.

IDEA 106 **1 credit** **(3,0,0) hrs** **7 wks**
Introduction to Marketing for Graphic Designers

This course focuses on fundamental marketing techniques used in business. Students will be introduced to various kinds of marketing plans including processes, research techniques and strategies used in marketing.

IDEA 110 **2 credits** **(3,1,0) hrs** **15 wks**
Life Drawing I

Prerequisite: Acceptance into Capilano College IDEA program.

The aim of this course is to provide a background in figure drawing, and to teach students how to render the human figure accurately. The course will guide students in rendering the human figure; provide an historical overview of figure drawing; introduce anatomy; and review human figure proportions.

IDEA 115 **2 credits** **(3,1,0) hrs** **15 wks**
Life Drawing II

Prerequisite: IDEA 110.

Life Drawing II continues 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 **2 credits** **(3,2,5,0) hrs** **15 wks**
Illustration Fundamentals I

Prerequisite: Acceptance into Capilano College IDEA program.

The objectives of this course are to provide students with a knowledge of tools and materials (mediums) and introduce 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 mediums, including pencil, graphite,

IDEA 397 **3 credits** **(3,3,0) hrs** **15 wks**

Portfolio Development

Prerequisite: IDEA 332 and 390.

Portfolio Development provides students with the opportunity to strengthen their portfolio in areas of their choice. Students choose the kind of project 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

INTE

INTE 108 **0.5 credits** **(10,0,0) hrs** **1 wk**

Orientation

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 **3 credits** **(4,0,0) hrs** **15 wks**

Interactive Information Design

Students will be 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 will progress 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 **1.5 credits** **(2,0,0) hrs** **15 wks**

System Diagnostics and Support

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 **2 credits** **(4,0,0) hrs** **10 wks**

HTML and CSS Authoring

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 **3 credits** **(4,0,0) hrs** **15 wks**

Interactive Graphics

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Visual Design

In this course, students learn concepts of effective visual communication and apply them to the creation of interactive media projects. Particular attention is given to the development of graphic layouts suitable for different presentation media such as interactive presentation, web delivery and print.

INTE 114 **1.5 credits** **(2,0,0) hrs** **15 wks**

Project Management

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Interactive Vector Graphics

This course provides students with an introduction to current tools and methods for creating interactive Web experiences incorporating vector-based graphics and animation. Students will understand 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 will learn how to optimize content for fast delivery, and how to integrate Flash work into a web page.

INTE 116 **1.5 credits** **(2,0,0) hrs** **15 wks**

Usability Design and Testing

This course focuses on interactive design as a user-centered, 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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Web Prototype Development

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 **2 credits** **(4,0,0) hrs** **10 wks**

Structured Programming and Scripting for a Web Browser

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, oper-

INTE 118 **2 credits** **(4,0,0) hrs** **10 wks**

Structured Programming and Scripting for a Web Browser

ators, data structures and data types will be explored in the context of the syntax and features of ECMAScript. Good programming practices and code maintainability will be emphasized.

INTE 119 **3 credits** **(4,0,0) hrs** **15 wks**

Self Marketing and Business Practices

This course introduces the business perspective in the interactive media industry. Lectures, role-play 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, the student is introduced to current practices in the industry within a business context. Survey and analysis of a chosen industry segment provides the student with information to develop a self-marketing plan.

INTE 120 **1.5 credits** **(2,0,0) hrs** **15 wks**

Contemporary Issues

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 201 **3 credits** **(4,0,0) hrs** **15 wks**

Directed Study I

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 the student's 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. Each student submits a study plan and works 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: Prerequisite may be waived by departmental permission.

INTE 202 **1.5 credits** **(2,0,0) hrs** **15 wks**

Advanced Web Authoring

Prerequisite: Successful completion of 24 100-level INTE course credits.

This course will provide students with the skills necessary to implement advanced, complex visual designs for distribution on the World Wide Web.

Note: Prerequisite may be waived by departmental permission.

INTE 203 **3 credits** **(4,0,0) hrs** **15 wks**

Applied Project Management

Prerequisite: Successful completion of 24 100-level INTE course credits.

INTE 203 **3 credits** **(4,0,0) hrs** **15 wks**
Applied Project Management

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 will choose from a list of pre-screened clients. They will work towards the objectives of strengthening interpersonal communications and team approaches and developing effective client relations, and will be evaluated on the success of those efforts..

Note: Prerequisite may be waived by departmental permission.

INTE 204 **3 credits** **(4,0,0) hrs** **15 wks**
Rich Media Integration

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: Prerequisite may be waived by departmental permission.

INTE 205 **1.5 credits** **(2,0,0) hrs** **15 wks**
Vector Graphics

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: Prerequisite may be waived by departmental permission.

INTE 206 **1.5 credits** **(2,0,0) hrs** **15 wks**
Applied Information Design

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: Prerequisite may be waived by departmental permission.

INTE 207 **1.5 credits** **(2,0,0) hrs** **15 wks**
Professional Alliance

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 will update their SWOT analysis, identify market segments of interest, develop a career research strategy, and contact potential employers. Students will document their career search and present the results.

INTE 207 **1.5 credits** **(2,0,0) hrs** **15 wks**

Professional Alliance

Note: Prerequisite may be waived by departmental permission.

INTE 208 **6 credits** **(6.66,0,0) hrs** **6 wks**

Work Practicum

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 will help the host organization to attain overall business outcomes or specific practicum objectives.

Note: Prerequisite may be waived by departmental permission.

INTE 209 **3 credits** **(8,0,0) hrs** **8 wks**

Directed Study II

Prerequisite: Successful completion of 24 100-level INTE course credits.

This course provides an opportunity to define and pursue a 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. The course will result in a significant portfolio project in which students 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 will be reviewed by the department and, if approved, a supervising faculty member will be assigned. Regular reports and pre-arranged meetings with the supervising faculty member allow progress to be monitored throughout the course.

Note: Prerequisite may be waived by departmental permission.

INTE 210 **1.5 credits** **(4,0,0) hrs** **8 wks**

Portfolio Development

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 their marketable skills. The portfolio material will include a web site, and/or a CD-ROM or DVD.

Note: Prerequisite may be waived by departmental permission.

INTE 211 **1.5 credits** **(4,0,0) hrs** **8 wks**

Quality Assurance

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 will focus on the use of adaptable testing techniques and their relevance to the students' body of work.

INTE 211 **1.5 credits** **(4,0,0) hrs** **8 wks**
Quality Assurance

Note: Prerequisite may be waived by departmental permission.

INTE 212 **1.5 credits** **(4,0,0) hrs** **8 wks**
Presentation Skills

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 will 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 will receive comments from their peers and the instructor.

Note: Prerequisite may be waived by departmental permission.

INTE 213 **1.5 credits** **(4,0,0) hrs** **8 wks**
Emerging Technologies

Prerequisite: Successful completion of 24 100-level INTE course credits.

In this course students will explore emerging technologies and their application for interactivity - what it is, how it works, and how it is applied. The focus is on forward thinking and succession planning for technology-based solutions, and includes considerations for human factors and development.

Note: Prerequisite may be waived by departmental permission.

JAPN

JAPN 100 **3 credits** **(4,1.75,0) hrs** **15 wks**
Beginning Japanese I

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.

Note: This is a very demanding course which requires serious commitment.

JAPN 101 **3 credits** **(4,1.75,0) hrs** **15 wks**
Beginning Japanese II

Prerequisite: Japanese 11 or JAPN 100.

JAZZ 105 **1.5 credits** **(2,0,0) hrs** **15 wks**

Rhythm Section Writing

Students will undertake the study of score preparation, notation, basic musical terms and articulations, and writing for the rhythm section instruments.

JAZZ 106 **1.5 credits** **(2,0,0) hrs** **15 wks**

Traditional Harmony and Composition

Prerequisite: JAZZ 103 or equivalent.

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Jazz Theory and Composition I

Prerequisite: JAZZ 103 or equivalent.

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 **1 credit** **(2,2,0) hrs** **15 wks**

Class Piano I

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 **1 credit** **(2,2,0) hrs** **15 wks**

Class Piano II

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Vocal Jazz Master Class I

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Vocal Jazz Master Class II

Prerequisite: JAZZ 136.

A continuation of JAZZ 136.

JAZZ 170 **3 credits** **(4,0,0) hrs** **15 wks**

History of Jazz

A survey of jazz through styles and stylists from its roots in Africa to the present.

JAZZ 172 **1.5 credits** **(2,0,0) hrs** **15 wks**

Arranging I

Prerequisite: JAZZ 103, to be taken with or after JAZZ 107 and 105.

A study of four-part block harmonization arranging techniques.

JAZZ 184 **1.5 credits** **(2,2,0) hrs** **15 wks**

Sight Singing/Ear Training I

Corequisite: JAZZ 103.

Aural and sight training concentrating on melodic, harmonic, and rhythmic dictation and sight singing.

JAZZ 185 **1.5 credits** **(2,2,0) hrs** **15 wks**

Sight Singing/Ear Training II

Corequisite: JAZZ 106 and 107.

A continuation of JAZZ 184.

JAZZ 194 **1.5 credits** **(0,3,0) hrs** **15 wks**

Small Ensemble I

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 **1.5 credits** **(0,3,0) hrs** **15 wks**
Small Ensemble II

A continuation of JAZZ 194.

JAZZ 203 **1.5 credits** **(2,0,0) hrs** **15 wks**
Jazz Theory and Composition II

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 **1.5 credits** **(2,0,0) hrs** **15 wks**
Jazz Theory and Composition III

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 **1 credit** **(2,2,0) hrs** **15 wks**
Class Piano III

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 **1 credit** **(2,2,0) hrs** **15 wks**
Class Piano IV

Prerequisite: JAZZ 214.

A continuation of JAZZ 214 with increased complexity of repertoire and technique.

JAZZ 236 **1.5 credits** **(1,1,0) hrs** **15 wks**
Vocal Improvisation I

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 272 **1.5 credits** **(2,0,0) hrs** **15 wks**
Arranging II

Prerequisite: JAZZ 172 and JAZZ 105.

Corequisite: JAZZ 203.

Arranging projects for various combinations of instruments, plus a study of two and three-part writing.

JAZZ 273 **3 credits** **(4,0,0) hrs** **15 wks**
Music History II

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 **1.5 credits** **(2,2,0) hrs** **15 wks**
Improvisation I

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 **1.5 credits** **(2,2,0) hrs** **15 wks**
Improvisation II

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 **1.5 credits** **(2,2,0) hrs** **15 wks**
Sight Singing/Ear Training III

Prerequisite: JAZZ 185.

Corequisite: JAZZ 203.

A continuation of JAZZ 185.

JAZZ 285 **1.5 credits** **(2,2,0) hrs** **15 wks**
Sight Singing/Ear Training IV

Prerequisite: JAZZ 284.

JAZZ 285 **1.5 credits** **(2,2,0) hrs** **15 wks**

Sight Singing/Ear Training IV

Corequisite: JAZZ 204.

A continuation of JAZZ 284.

JAZZ 294 **1.5 credits** **(0,3,0) hrs** **15 wks**

Small Ensemble III

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 **1.5 credits** **(0,3,0) hrs** **15 wks**

Small Ensemble IV

Prerequisite: JAZZ 294.

A continuation of JAZZ 294.

JAZZ 300 **3 credits** **(4,0,0) hrs** **15 wks**

20th Century Theory

Prerequisite: JAZZ 240, 204.

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Jazz Pedagogy

Prerequisite: JAZZ 204.

Concepts, methods, and resources; examination and comparison of textbooks, recordings, tapes, and materials related to the study of jazz.

JAZZ 336 **1.5 credits** **(1,1,0) hrs** **15 wks**

Vocal Improvisation III

Prerequisite: JAZZ 237.

A continuation of JAZZ 237. Seats may be restricted to vocal majors.

JAZZ 337 **1.5 credits** **(1,1,0) hrs** **15 wks**

Vocal Improvisation IV

Prerequisite: JAZZ 336.

JAZZ 337 **1.5 credits** **(1,1,0) hrs** **15 wks**
Vocal Improvisation IV

A continuation of JAZZ 336.

JAZZ 338 **1.5 credits** **(2,0,0) hrs** **15 wks**
Vocal Jazz Master Class III

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 **1.5 credits** **(2,0,0) hrs** **15 wks**
Vocal Jazz Master Class IV

Prerequisite: JAZZ 338.

A continuation of JAZZ 338.

JAZZ 370 **1.5 credits** **(2,0,0) hrs** **15 wks**
Jazz Styles

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 **1.5 credits** **(2,0,0) hrs** **15 wks**
Arranging III

Prerequisite: JAZZ 204, JAZZ 272.

A study of vocal writing styles and techniques.

Note: This course is not always offered.

JAZZ 382 **1.5 credits** **(2,2,0) hrs** **15 wks**
Improvisation III

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 **1.5 credits** **(2,2,0) hrs** **15 wks**

Improvisation IV

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 **1.5 credits** **(0,3,0) hrs** **15 wks**

Small Ensemble V

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 **1.5 credits** **(0,3,0) hrs** **15 wks**

Small Ensemble VI

Prerequisite: JAZZ 394.

A continuation of JAZZ 394, with further emphasis on spontaneous performance of 'standard' repertoire.

JAZZ 410 **1.5 credits** **(2,0,0) hrs** **15 wks**

Conducting I

Prerequisite: JAZZ 204, 215, 240, 285.

A study of basic conducting techniques.

JAZZ 411 **1.5 credits** **(2,0,0) hrs** **15 wks**

Conducting II

Prerequisite: JAZZ 410.

A continuation of Conducting I with emphasis on vocal and instrumental approaches.

JAZZ 460 **1.5 credits** **(2,0,0) hrs** **15 wks**

Commercial Relations in Music

A course involving aspects of the music industry including copyright, contracts, performing rights organizations and the recording industry.

JAZZ 470 **1.5 credits** **(2,0,0) hrs** **15 wks**

World Music

Prerequisite: JAZZ 240 and 273, ENGL 100 or 102, plus one of ENGL 103, 104, 105, 106 with a minimum C grade.

JAZZ 470 **1.5 credits** **(2,0,0) hrs** **15 wks**

World Music

A study of the musics of the world outside of the Western European tradition.

JAZZ 472 **1.5 credits** **(2,0,0) hrs** **15 wks**

Jazz Arranging IV

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 **1.5 credits** **(0,3,0) hrs** **15 wks**

Small Ensemble VII

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 **1.5 credits** **(0,3,0) hrs** **15 wks**

Small Ensemble VIII

Prerequisite: JAZZ 494.

A continuation of JAZZ 494.

KIN

KIN 142 **3 credits** **(4,2,0) hrs** **15 wks**

Introduction to Kinesiology

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 **3 credits** **(2,2,0) hrs** **15 wks**

Exercise Management

An introduction to exercise management and exercise physiology: conditioning methods, exercise techniques, and fitness appraisal.

LAMP

LAMP 560 **3 credits** **(0,0,0) hrs** **52 wks**

Co-op Work Placement

Prerequisite: Completion of the nine-month academic term in the LAMP program with a minimum 3.0 GPA.

The co-op work placement is designed to provide a period of full-time, productive, paid, cross-cultural employment in the private, governmental or non-profit sector. The co-op placement allows students to apply the theory and skills learned in the classroom to employment practices.

LGAO

LGAO 100 **0.75 credits** **(5,0,0) hrs** **6 wks**

Introduction to the Canadian Legal System

Prerequisite: ABT 100 is a prerequisite or a 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 **1.5 credits** **(3.33,1.67,0) hrs** **9 wks**

Legal Office Procedures

Prerequisite: ABTO 100, LGAO 100 or as a corequisite.

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 **1.5 credits** **(2.5,2.5,0) hrs** **12 wks**

Litigation Procedures I

Prerequisite: ABTO 100, LGAO 100, 115 or as 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 Litigation Procedures II.

LGAO 130 **1.5 credits** **(4.2,4.2,0) hrs** **7 wks**

Litigation Procedures II

Prerequisite: ABTO 100, LGAO 100, LGAO 115, LGAO 125 or as a corequisite.

LGAO 130 **1.5 credits** **(4,2,4,2,0) hrs** **7 wks**

Litigation Procedures II

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 **1.5 credits** **(2,5,2,5,0) hrs** **12 wks**

Family Litigation Procedures

Prerequisite: ABTO 100, LGAO 100, LGAO 115, LGAO 125 or as a corequisite.

Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in B.C.

LGAO 140 **3 credits** **(0,0,4) hrs** **15 wks**

Corporate Procedures I

Prerequisite: ABTO 100, LGAO 100, LGAO 115, or as a co-requisite.

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 **1.5 credits** **(0,4,3,4,3) hrs** **7 wks**

Conveyancing Procedures I

Prerequisite: ABTO 100, LGAO 100, LGAO 115 or as 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 **1.5 credits** **(0,4,3,4,3) hrs** **7 wks**

Conveyancing Procedures II

Prerequisite: ABTO 100, LGAO 100, LGAO 115, LGAO 145 or as a co-requisite.

LGAO 150 **1.5 credits** **(0,4.3,4.3) hrs** **7 wks**

Conveyancing Procedures II

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 from 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 **1.5 credits** **(0,4.3,4.3) hrs** **7 wks**

Wills and Estates

Prerequisite: ABTO 100, LGAO 100, LGAO 115 or as co-requisites.

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, transferring the deceased's assets and winding up estates. Students will prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. This is a "hands-on" course in which the students integrate keyboard, computer, document formatting and transcription skills, with knowledge of estate law.

LGAO 160 **1.5 credits** **(0,4.3,0) hrs** **7 wks**

Corporate Procedures II

Prerequisite: ABTO 100, LGAO 100, LGAO 115, LGAO 140 or as 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).

LGAS

LGAS 115 **1.5 credits** **(2,2,0) hrs** **8 wks**

Legal Document Processing

Prerequisite: Admission to the Paralegal/Legal Assistant Diploma program.

Introduction to basic word processing applications in the law office using a Windows environment and state of the art software. Students will apply technology to create and format standard legal documents.

LGAS 150 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Study of Law

Prerequisite: Admission to the Paralegal/Legal Assistant Diploma or Certificate program.

Introduction to legal concepts and legal reasoning. The course will cover the historical development of legal institutions and the principles of common law and equity, the interpretation of statutes, and an analysis of the Canadian legal system; its strengths and weaknesses.

Note: Transferable to SFU.

LGAS 151 **3 credits** **(4,0,0) hrs** **15 wks**

Evidence

Prerequisite: LGAS 150 or LGAS 170.

An introduction to the law of evidence. Although some statutes will be considered, emphasis will be on case law and current developments in the law.

LGAS 152 **3 credits** **(4,0,0) hrs** **15 wks**

Litigation Procedures I

Prerequisite: Admission to the Paralegal/Legal Assistant Diploma program.

Introduction to procedures in the civil courts of B.C. The course covers basic procedures in pre-trial preparation, and the conduct of a civil case in the Supreme Court of British Columbia.

LGAS 153 **1.5 credits** **(2,0,0) hrs** **15 wks**

Basic Corporate Procedures

Prerequisite: LGAS 253 as a prerequisite or a co-requisite.

An examination of the B.C. Business Corporations Act and the CBCA and the various documents required to incorporate a company and attend to routine filings and resolutions. Differences between reporting and non-reporting companies will be studied.

LGAS 155 **1.5 credits** **(2,0,0) hrs** **15 wks**

Conveyancing Procedures

Prerequisite: LGAS 150 or LGAS 170.

This course is an introduction to basic conveyancing procedures in B.C., including the role of the conveyancing assistant, the structure of a real estate sale, the system of registration in B.C., and basic procedures when acting for a purchaser or vendor.

LGAS 157 **3 credits** **(4,0,0) hrs** **15 wks**

Wills and Probate Procedures

Prerequisite: LGAS 150 or LGAS 170 and LGAS 152.

LGAS 252 **3 credits** **(4,0,0) hrs** **15 wks**

Torts I

Prerequisite: LGAS 150 or

Corequisite: LGAS 170.

An introductory study of torts. Principal topic to be studied is the law of negligence.

LGAS 253 **3 credits** **(4,0,0) hrs** **15 wks**

Company Law

Prerequisite: LGAS 181 as a prerequisite or as a co-requisite.

This course will address the law relating to business associations. An examination of rights and duties of officers, directors, and shareholders, as well as an analysis of provincial securities practice.

LGAS 254 **3 credits** **(4,0,0) hrs** **15 wks**

Torts II

Prerequisite: LGAS 252 and LGAS 150 or LGAS 170.

This is a continuation of LGAS 252. Recovery of pure economic loss, nuisance, liability of statutory authorities, intentional torts and other areas are studied.

LGAS 255 **3 credits** **(4,0,0) hrs** **15 wks**

Real Property

Prerequisite: LGAS 180 or 181 as a prerequisite or as a co-requisite.

A review of the common law relating to real property as modified by legislation will be studied in this course using the case analysis method.

LGAS 256 **3 credits** **(4,0,0) hrs** **15 wks**

Family Law

Prerequisite: LGAS 150 or LGAS 170.

Law and the family: marriage and its dissolution; rights and duties of spouses and parents; custody; access, guardianship, and adoption.

LGAS 257 **3 credits** **(4,0,0) hrs** **15 wks**

Wills and Estates

Prerequisite: LGAS 181 or LGAS 254.

This course will illustrate the formal requirements and the substantive law affecting the validity of Wills, and review the consequences of intestacy, strategies for estate planning, and the potential for claims under the Wills Variation Act and legislation dealing with trusts and adult guardianship.

LGAS 257 **3 credits** **(4,0,0) hrs** **15 wks**
Wills and Estates

LGAS 262 **3 credits** **(4,0,0) hrs** **15 wks**
Litigation Procedures III

Prerequisite: LGAS 152 and LGAS 164.

This course involves the practical application of the Rules of Court relating to Pre-Trial, Discovery, Summary Procedures, Chamber applications and costs.

LGAS 264 **3 credits** **(4,0,0) hrs** **15 wks**
Insurance Law I

Prerequisite: LGAS 180 as a prerequisite and LGAS 181 as a prerequisite or as a co-requisite.

An overview of Canadian insurance law including structure of the industry, insurable interest, valuation, subrogation, contribution and indemnity and duty to disclose.

LGAS 265 **3 credits** **(4,0,0) hrs** **15 wks**
Insurance Law II

Prerequisite: LGAS 264.

Continuation of LGAS 264 covering agents' duties and responsibilities; form and formation of the insurance contract; the claims process; and ICBC insurance issues.

LGAS 267 **3 credits** **(4,0,0) hrs** **15 wks**
Intellectual Property

Prerequisite: LGAS 181.

A review of the common law, legislation and international treaties and conventions affecting intellectual property; specifically: copyrights, patents, and trademarks and the management and enforcement of intellectual property rights.

LGAS 268 **3 credits** **(4,0,0) hrs** **15 wks**
Criminal Law

Prerequisite: LGAS 151.

Substantive elements of selected criminal offences and consideration of various defences. The effect of The Charter of Rights on rights of the accused will be also studied.

Note: Transferable to SFU.

LGAS 271 **3 credits** **(4,0,0) hrs** **15 wks**

Administrative Law

Prerequisite: LGAS 150 and LGAS 151.

This course will provide students with a basic understanding of the principles of administrative law, as derived from the common law and relevant statutes. The course will examine constitutional aspects, principles of natural justice, procedural fairness, standards of review and remedies.

LGST

LGST 108 **1.5 credits** **(2,0,0) hrs** **8 wks**

Family Law Litigation Procedures

Introduction to the procedures, rules and legislation applicable to divorce and family law litigation.

LGST 109 **3 credits** **(4,0,0) hrs** **15 wks**

Basic Litigation Procedures

Introduction to the procedures, rules and legislation applicable to general litigation in the Supreme Court of B.C.

LGST 110 **3 credits** **(4,0,0) hrs** **15 wks**

Corporate Procedures

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 **3 credits** **(4,0,0) hrs** **15 wks**

Basic Conveyance and Mortgage Procedures

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 **1.5 credits** **(2,0,0) hrs** **8 wks**

Wills and Probate Procedures

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 **1.5 credits** **(2,0,0) hrs** **8 wks**

Introduction to the Legal System

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 116 **1.5 credits** **(2,0,0) hrs** **8 wks**
Introduction to the Legal System

LGST 117 **1.5 credits** **(2,0,0) hrs** **15 wks**
Legal Office Procedures

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 **1.5 credits** **(2,0,0) hrs** **15 wks**
Language Skill Development

This course will train students to apply the correct techniques of written communications to their proofreading, verifying and editing.

LGST 119 **1.5 credits** **(2,0,4.26) hrs** **15 wks**
Practicum

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 **1.5 credits** **(2,4,0) hrs** **15 wks**
Computer Applications in the Legal Office

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 **4.5 credits** **(6,3,0) hrs** **15 wks**
Legal Document Formatting

Prerequisite: 45 w.p.m. keyboarding.

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.

LGST 124 **3 credits** **(4,0,0) hrs** **15 wks**
Organizational Behaviour

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 130 **4.5 credits** **(6,0,0) hrs** **15 wks**

Legal Document Transcription

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.

LING

LING 100 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to General Linguistics: Language Structure

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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to General Linguistics: Language Use

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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Practical Phonetics

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 208 **3 credits** **(4,0,0) hrs** **15 wks**

Indigenous Languages and Their Speakers

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.

LSP 110 **1.5 credits** **(24,0,6) hrs** **2 wks**

B.C. Labour Law

picketing and prohibition on replacements during a strike. Drawing on key tribunal and court decisions dealing with labour law issues, participants are better able to assist their union in the legal environment.

Note: This course serves as a Canadian Studies credit.

LSP 111 **1.5 credits** **(24,0,6) hrs** **1 wk**

Canada Labour Code

Participants broadly examine the Canada Labour Code and the decisions that affect unions under federal labour jurisdiction. Students are also introduced to labour law research methods. Participants particularly focus on the policy underlying the Code and the creation and effect of the collective agreement.

Note: This course serves as a Canadian Studies credit.

LSP 112 **1.5 credits** **(24,0,6) hrs** **2 wks**

Arbitration Law

Participants learn the basics of arbitration law. Using a variety of print materials and cases, students acquire the knowledge and skills needed to identify the legal issues in common labour disputes; apply arbitration law to real or hypothetical cases; identify the essential facts in dispute and the evidence to help prove them; and create a closing argument that includes both the facts and the law.

LSP 113 **1.5 credits** **(24,0,6) hrs** **2 wks**

Public Service Staff Relations Act (PSSRA)

Participants undertake a thorough examination of the statutes, Court, Canada Labour Relations Board, Adjudication decisions and procedures relating to labour relations in the Federal public service. Through case studies, review of legislation and practical exercises participants gain knowledge of labour relations law, practices and research techniques to that they can apply these to their union activities.

LSP 114 **1 credit** **(12,0,3) hrs** **1 wk**

Employment Standards Act

Participants engage in an in-depth review of the revised Employment Standards Act with a view to understanding its requirements as it relates to collective agreements. By the end of the course, participants are able to identify whether a collective agreement has deficiencies when compared to the requirements of the Act. Advocates who seek remedies for an unorganized workplace or a newly organized workplace without a collective agreement learn how to use the Act to assist workers.

LSP 115 **1.5 credits** **(24,0,6) hrs** **2 wks**

Issues in Occupational Health and Safety

Understanding occupational health and safety requires current knowledge of its legal requirements including accident causation and worksite health and safety programs. By placing special emphasis on organizing and effectively maintaining health and safety committees, participants examine the basic techniques of safety and health hazard analysis as well as strategies for resolving health and safety problems in the workplace.

MATH 102 **3 credits** **(4,0,0) hrs** **15 wks**

Statistical Methods

Prerequisite: MATH 101 with at least a C- grade.

A study of important statistical methods commonly used in the analysis of research data, including t-tests and their non-parametric competitors, one and two-way analysis of variance, chi-square tests and regression analysis.

Note: MATH 102 will be offered in the Spring term when sufficient student demand is evident.

MATH 105 **3 credits** **(4,0,0) hrs** **15 wks**

Precalculus Mathematics

Prerequisite: Math Placement Test (MPT); or Principles of Math 12 with at least a C grade; or MATH 096 with at least a C- grade; or BMTH 044 with at least a 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 calculus courses or who require a Principles of Math 12 equivalent course.

Note: No duplicate credit for MATH 105/107.

MATH 107 **3 credits** **(4,0,0) hrs** **15 wks**

Precalculus for Business and Social Sciences

Prerequisite: Math Placement Test (MPT); or Principles of Math 12 with at least a C grade; or MATH 096 with at least a C- grade; or BMTH 044 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Calculus I for Business and Social Sciences

Prerequisite: Math Placement Test (MPT); or Principles of Math 12 with at least a B grade; or MATH 105 or MATH 107 with at least a C- grade; or BMTH 054 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Calculus II for Business and Social Sciences

Prerequisite: MATH 108 or 116 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Calculus I

Prerequisite: Math Placement Test (MPT); or Principles of Math 12 with an A grade; or Principles of Math 12 and Calculus 12 with at least a B grade in each; or MATH 105 with at least a C- grade; or BMTH 054 with at least a B grade.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Discrete Mathematics I

Prerequisite: Math Placement Test (MPT); or Principles of Math 12 with an A grade; or Principles of Math 12 and Calculus 12 with at least a B grade in each; or MATH 105 or BMTH 054 with at least an A grade; or MATH 116 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Calculus II

Prerequisite: MATH 116 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Linear Algebra and Differential Equations

Corequisite: MATH 126.

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 1: This course is intended for students in the Engineering Program.

Note 2: No duplicate credit for MATH 152/200.

MATH 190 **3 credits** **(4,0,0) hrs** **15 wks**

Mathematics for Elementary Teachers

Prerequisite: Math Placement Test (MPT); or MATH 091 or BMTH 043 with at least a B grade; or MATH 096 with at least a C- grade; or BMTH 044 with at least a C+ grade; or Principles of Math 11 or Applications of Math 12 with at least a 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.

Note: The Math Department offers a full second-year university transfer program in math. Students planning to take 200 level math should seek advice from Math instructors.

MATH 200 **3 credits** **(4,0,0) hrs** **15 wks**

Linear Algebra

Prerequisite: MATH 126 with at least a 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.

Note: No duplicate credit for MATH 152/200.

MATH 204 **3 credits** **(4,0,0) hrs** **15 wks**

Probability and Statistics for Applications

Prerequisite: MATH 108 or 116 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Probability and Statistics

Prerequisite: MATH 126 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Analysis

Prerequisite: MATH 126 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Discrete Mathematics II

Prerequisite: MATH 124 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Calculus III

Prerequisite: MATH 126 with at least a 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 **3 credits** **(4,0,0) hrs** **15 wks**

Calculus IV

Prerequisite: MATH 230 and MATH 152 or 200 with at least a C- grade in each.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Differential Equations

Prerequisite: MATH 230 and either MATH 152 or MATH 200, with at least a C- grade in each.

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.

MOA

MOA 103 **4.5 credits** **(6,2,0) hrs** **14 wks**

Medical Machine Transcription and Computer Applications

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 **3 credits** **(4,0,0) hrs** **15 wks**

Medical Administrative Procedures

Students will learn office procedures specific to the medical office including time management, medical ethics, appointments, patient record, filing and reception skills.

MOA 106 **0.75 credits** **(2,0,0) hrs** **8 wks**

Medical Administrative Procedures II

Prerequisite: MOA. 105.

Continuation of MOA. 105. Students will be able to perform financial record-keeping specific to the medical office.

MOA 107 **1.5 credits** **(2,1,0) hrs** **15 wks**

Clinical Procedures

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 **0.75 credits** **(2,2,0) hrs** **7 wks**

Pharmacology and Immunization

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 **3 credits** **(4,0,0) hrs** **15 wks**

Anatomy, Physiology, and Pathology I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Anatomy, Related Physiology and Pathology II

Prerequisite: MOA 109.

A continuation of MOA. 109.

MOA 111 **3 credits** **(4,0,0) hrs** **15 wks**

Medical Terminology I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Medical Terminology II

Prerequisite: MOA 111.

Continuation, reinforcement of terminology in MOA 111.

MOA 115 **1.5 credits** **(2,0,3.6) hrs** **15 wks**

Directed Work Experience

Prerequisite: St. John's First Aid Enhanced or Industry Certificate (16 hours).

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.

MOA 118 **4.5 credits** **(6,2,0) hrs** **14 wks**

Medical Document Processing

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 121 **1.5 credits** **(2,2,0) hrs** **15 wks**

Medical Document Processing II

Prerequisite: MOA. 100.

MOA 121 **1.5 credits** **(2,2,0) hrs** **15 wks**

Medical Document Processing II

Advanced MS Office 2000 applications are used in a medical environment.

MOA 122 **3 credits** **(4,2,0) hrs** **15 wks**

Computerized Medical Billing

Prerequisite: MOA 105 and MOA 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.

MRCH

MRCH 110 **3 credits** **(4,0,0) hrs** **15 wks**

Chinese for the Business Environment I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Chinese for the Business Environment II

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 **3 credits** **(4,0,0) hrs** **15 wks**

Chinese for the Business Environment III

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 **3 credits** **(4,0,0) hrs** **15 wks**

Chinese for the Business Environment IV

Prerequisite: MRCH 210.

MRCH 211 **3 credits** **(4,0,0) hrs** **15 wks**

Chinese for the Business Environment IV

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.

MRIM

MRIM 500 **1.5 credits** **(4,0,0) hrs** **8 wks**

Introduction to International Management

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

International Project Management

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Strategic Management

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

International Business Development Projects

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Negotiating Across Cultures

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Managing International Non-profits

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 **0.75 credits** **(2,0,0) hrs** **8 wks**

Entrepreneurship and e-Commerce

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

International Human Resources Management

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Introduction to International Finance

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

International Finance I

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

International Finance II (Strategies)

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 **0.75 credits** **(2,0,0) hrs** **8 wks**

Advanced Finance: Foreign Exchange and Interest Rate Risk Management

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 513 **0.75 credits** **(2,0,0) hrs** **8 wks**

Advanced Finance: Foreign Exchange and Interest Rate Risk Management

MRIM 514 **0.75 credits** **(2,0,0) hrs** **8 wks**

Project Budgeting and Impact Analysis

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Marketing Principles

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

International Marketing

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

International Trade Principles and Logistics

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 **0.75 credits** **(2,0,0) hrs** **8 wks**

Strategic Communications

This course aims to increase the breadth and depth of understanding of the various types of communication skills needed in business.

MRIM 530 **0.75 credits** **(1,0,1) hrs** **8 wks**

International Career Management

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 **0.75 credits** **(0,0,2) hrs** **16 wks**

Co-op Term Preparation

This course will provide tools and strategies to prepare students to research, apply for and secure an appropriate international management co-op placement.

MRIM 531 **0.75 credits** **(0,0,2) hrs** **16 wks**
Co-op Term Preparation

MRIM 532 **0.75 credits** **(0,0,1) hrs** **16 wks**
Managers Skills Set I (Workshops)

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 **0.5 credits** **(0,0,0.75) hrs** **16 wks**
Managers Skills Set II (Workshops)

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 **1.5 credits** **(4,0,0) hrs** **8 wks**
Interpreting Global Markets

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 **1.5 credits** **(0,0,2) hrs** **16 wks**
McRae Seminars in Global Dynamics

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 milieu. 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 **2.25 credits** **(6,0,0) hrs** **8 wks**
Asian Traditions and Thought

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 **1.5 credits** **(4,0,0) hrs** **8 wks**
Post-Colonial Asia

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 **1.5 credits** **(2,0,0) hrs** **16 wks**

Asia Pacific Perspectives

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 **3 credits** **(4,0,0) hrs** **16 wks**

Asian Market Trends

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 **1.5 credits** **(2,0,0) hrs** **16 wks**

Global News Analysis I - Asia

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 **1.5 credits** **(2,0,0) hrs** **16 wks**

Global News Analysis II - Asia

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 **2.25 credits** **(6,0,0) hrs** **8 wks**

Latin American Traditions and Thought

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 **1.5 credits** **(4,0,0) hrs** **8 wks**

Post Colonial Latin America

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 **1.5 credits** **(2,0,0) hrs** **16 wks**

Latin American Perspectives

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 **3 credits** **(4,0,0) hrs** **15 wks**

Latin American Market Trends

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 **1.5 credits** **(2,0,0) hrs** **16 wks**

Global News Analysis I - Latin America

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 **1.5 credits** **(2,0,0) hrs** **16 wks**

Global News Analysis II - Latin America

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 **3 credits** **(0,0,2) hrs** **32 wks**

Global Careers

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 **3 credits** **(0,0,2) hrs** **32 wks**

The Practice of International Management

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 **3 credits** **(0,0,12) hrs** **52 wks**

Co-op Work Term

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 **1.5 credits** **(0,0,1) hrs** **32 wks**

Directed Studies

This course provides an opportunity for associates to engage a topic in-depth if they have a substantial background in introductory-level marketing or finance.

MRIN

MRIN 110 **3 credits** **(4,0,0) hrs** **15 wks**

Indonesian for the Business Environment I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Indonesian for the Business Environment II

Prerequisite: MRIN 110.

This course aims to develop basic oral and written communication skills in an Indonesian business environment.

MRJP

MRJP 110 **3 credits** **(4,0,0) hrs** **15 wks**

Japanese for the Business Environment I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Japanese for the Business Environment II

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 **3 credits** **(4,0,0) hrs** **15 wks**

Japanese for the Business Environment III

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 **3 credits** **(4,0,0) hrs** **15 wks**

Japanese for the Business Environment IV

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 purposes. Students in this course are expected to have good knowledge of Japanese since the course will, as a rule, be given in Japanese.

MRPO

MRPO 210 **3 credits** **(4,0,0) hrs** **15 wks**

Portuguese for the Business Environment III

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 **3 credits** **(4,0,0) hrs** **15 wks**

Portuguese for the Business Environment IV

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.

MRSP

MRSP 210 **3 credits** **(4,0,0) hrs** **15 wks**

Spanish for the Business Environment III

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 **3 credits** **(4,0,0) hrs** **15 wks**

Spanish for the Business Environment IV

Prerequisite: MRSP 210.

MRTH 111 **3 credits** **(4,0,0) hrs** **15 wks**

Thai Language for the Business Environment II

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.

MRVM

MRVM 110 **3 credits** **(4,0,0) hrs** **15 wks**

Vietnamese for the Business Environment I

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 the basic business practices.

MRVM 111 **3 credits** **(4,0,0) hrs** **15 wks**

Vietnamese for the Business Environment II

Prerequisite: MRVM 110.

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.

MT

MT 320 **1.5 credits** **(2,0,0) hrs** **15 wks**

Improvisation I

An experiential study of free and structured improvisation forms for groups and solo work.

MT 330 **3 credits** **(3,0,1) hrs** **15 wks**

Clinical Skills/Practicum I

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Midi Synthesis Technology

Prerequisite: MT 420.

MT 340 **1.5 credits** **(2,0,0) hrs** **15 wks**
Midi Synthesis Technology

An introduction to the use of midi technology for the therapeutic setting.

MT 350 **3 credits** **(4,0,0) hrs** **15 wks**
The Influence of Music

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 **3 credits** **(4,0,0) hrs** **15 wks**
Music Therapy I

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 **3 credits** **(4,0,0) hrs** **15 wks**
Music Therapy II

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 **3 credits** **(4,0,0) hrs** **15 wks**
Disabling Conditions - Adulthood

An introduction to anatomy and physiology, normal and abnormal, and practical elements of standard treatment.

MT 370 **3 credits** **(4,0,0) hrs** **15 wks**
Disabling Conditions - Childhood

Prerequisite: MT 364.

A basic introduction to abnormal child development and some major intervention approaches.

MT 380 **1.5 credits** **(2,0,0) hrs** **15 wks**
Counselling and Interpersonal Skills

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 **6 credits** **(2,0,4.8) hrs** **15 wks**
Practicum II

Prerequisite: MT 330.

MT 462 **3 credits** **(4,6,0) hrs** **15 wks**
Principles of Research for Music Therapy Students

An introduction to elementary research designs and basic statistical procedures.

MT 480 **1.5 credits** **(2,0,0) hrs** **15 wks**
Improvisation III

Prerequisite: MT 420.

A continuation of Improvisation II.

MT 490 **6 credits** **(2,0,4.8) hrs** **15 wks**
Practicum III

Prerequisite: MT 391.

Field work and weekly seminars. (Refer to M.T. 391.)

MT 491 **6 credits** **(2,0,4.8) hrs** **15 wks**
Practicum IV

Prerequisite: MT 490.

Field work and weekly seminars. (Refer to M.T. 391.)

MT 510 **9 credits** **(0,0,1000) hrs** **N/A**
Internship

Prerequisite: MT 491.

1,000 hours of clinical field work, including monthly seminars.

MT 520 **3 credits** **(20,0,40) hrs** **1 wk**
Guided Imagery and Music

Prerequisite: Bachelor of Music Therapy or equivalent training in counselling, art therapy, or related health care fields as assessed by the instructor.

This experiential course introduces students to the Bonny method of Guided Imagery and Music (GIM). Students will learn the theoretical foundations to the method, the application and administration of music and imagery, and the scope of the method. Students will observe GIM sessions, participate as therapist and client, and reflect on their experiences as observer and participant. Successful completion of this course results in a Level One GIM certificate that is endorsed by the Association for Imagery and Music.

MT 527 **1.5 credits** **(0,0,2.67) hrs** **15 wks**

Guided Imagery and Music: Practicum II

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.

MUS

MUS 050 **2 credits** **(3,0,0) hrs** **15 wks**

Preliminary Theory and Ear Training I

To provide the student with a knowledge of theoretical rudiments of western music and to develop rudimentary aural skills.

MUS 051 **2 credits** **(3,0,0) hrs** **15 wks**

Preliminary Theory and Ear Training II

Prerequisite: MUS. 050

To provide the student with a knowledge of theoretical rudiments of western music and to develop rudimentary aural skills.

MUS 100 **3 credits** **(4,0,0) hrs** **15 wks**

Theory I

Prerequisite: Grade 2 Royal Conservatory Rudimentary Theory of equivalent, MUS 051.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Theory II

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 102 **1 credit** **(1.33,0,0) hrs** **15 wks**

Repertoire Analysis

MUS 120 **3 credits** **(4,0,0) hrs** **15 wks**

Music History I

these acquired concepts of musical structure to trace the development of Western music from ancient times to circa 1600.

MUS 121 **3 credits** **(4,0,0) hrs** **15 wks**

Music History II

Prerequisite: MUS 120.

The purpose of this course is to provide the student with a knowledge of the music of the Baroque and Classical periods with respect to musical style and form, and to provide the student with the necessary tools to express this knowledge.

MUS 122 **1 credit** **(2,0,0) hrs** **15 wks**

Lyric Diction I

Prerequisite: Acceptance into the Music Transfer program.

To explore the application of the principles of lyric diction in Italian and German through the use of the International Phonetic Alphabet (IPA).

MUS 123 **1 credit** **(2,0,0) hrs** **15 wks**

Lyric Diction II

Prerequisite: Acceptance into the Music Transfer program.

To explore the application of the principles of lyric diction in English and French through the use of the International Phonetic Alphabet (IPA).

MUS 124 **1 credit** **(2,0,0) hrs** **15 wks**

Musicianship Fundamentals I

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 **3 credits** **(4,0,0) hrs** **15 wks**

Musicianship Fundamentals II

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 211 **1.5 credits** **(2,0,0) hrs** **15 wks**

Class Woodwinds II

A continuation of MUS. 210.

MUS 212 **1.5 credits** **(3,0,0) hrs** **15 wks**

Ear Training and Sight Singing III

Prerequisite: MUS 100, 101, 112 and 113.

Corequisite: MUS 200.

This course will develop 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 **1.5 credits** **(3,0,0) hrs** **15 wks**

Ear Training and Sight Singing IV

Prerequisite: MUS 212.

Corequisite: MUS 201.

This course will develop 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 **1 credit** **(2,2,0) hrs** **15 wks**

Class Piano III

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 **1 credit** **(2,2,0) hrs** **15 wks**

Class Piano IV

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 **1.5 credits** **(3,0,0) hrs** **15 wks**

Class Brass

A practical study of the brass family.

MUS 219 **1.5 credits** **(3,0,0) hrs** **15 wks**

Class Percussion

A practical study of the percussion family.

MUS 220 **3 credits** **(4,0,0) hrs** **15 wks**

Music History III

Prerequisite: MUS 120.

The purpose of this course is to provide the student with a knowledge of the music of the Romantic period with respect to musical styles and form, and to provide the student with the necessary tools to express this knowledge.

MUS 221 **3 credits** **(4,0,0) hrs** **15 wks**

Music History IV

Prerequisite: MUS 120.

The purpose of this course is to provide the student with a knowledge of the music of the twentieth century with respect to musical styles and form and to provide the student with the necessary tools to express this knowledge.

MUS 360 **1.5 credits** **(2,0,0) hrs** **15 wks**

Method Studies in Music Education: Kodaly Methodology

This will provide a knowledge of Kodaly methodology and the skills necessary to use this teaching method in a classroom.

MUS 361 **1.5 credits** **(2,0,0) hrs** **15 wks**

Method Studies in Music Education: Orff Methodology

This will provide a knowledge of Orff methodology and the skills necessary to use this teaching method in a classroom.

OCTR

OCTR 001 **2 credits** **(13,0,0) hrs** **3 wks**

Occupational Aptitudes and Strategies

Participants will engage in assessment inventories leading to specific employment training opportunity identification.

OCTR 002 **3 credits** **(12,0,0) hrs** **5 wks**

Occupational Health and Safety

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 **4.5 credits** **(8,0,0) hrs** **11 wks**

Employability Skills

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 **4.5 credits** **(9,0,0) hrs** **10 wks**

Customer Service

Students will learn skills and techniques required for effective customer service delivery and industry specific materials.

OCTR 005 **9 credits** **(14,0,0) hrs** **16 wks**

Occupational Training

This course is designed to provide students with practical skills training and work experience with ongoing evaluations.

PADM

PADM 200 **3 credits** **(4,0,0) hrs** **15 wks**

Local Government Administration in BC

Prerequisite: Current employment in a municipality, regional district, First Nations government, improvement district or supporting agency.

This course will include discussion of the structures and administration of local governments, as well as current issues in local governance. Topics include: the history and purposes of local government; how local governments are organized and administered; their powers and limitations; issues of sustainability; relations with aboriginal government; and issues of public participation such as interest group lobbying and public consultation.

Note: This course is taught over three weekends.

PADM 201 **3 credits** **(4,0,0) hrs** **15 wks**

Local Government Services in BC

Prerequisite: Current employment in a municipality, regional district, First Nations government, improvement district or supporting agency.

This course will examine the service that municipalities provide to their citizens in British Columbia. Services to be discussed include: public works, protective services, including fire and police, regulatory services, water and sewer services, refuse collection and solid waste disposal, recreation and cultural services and environmental protection services.

Note: This course is taught over three weekends.

PADM 205 **3 credits** **(0,0,60) hrs** **1 wk**

Advanced Communication Skills - Local Government Professionals

The goal of the course is to have British Columbia local government professionals participate in communication skill-based training that will strengthen their individual and team performances. It is believed that managing change, collaborating and navigating difficult conversations are essential communications competencies that effective local government professionals must demonstrate daily. This course will assist participants to become more effective in these areas through interactive sessions on resolving conflict, council-staff relations, communicating with diverse populations, negotiating skills, and coaching skills.

PADM 206 **3 credits** **(0,0,60) hrs** **1 wk**

Leading Community Tourism to 2010 and Beyond

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.

PHIL

PHIL 101 **3 credits** **(4,0,0) hrs** **15 wks**

Introductory Philosophy: Ethics

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 **3 credits** **(4,0,0) hrs** **15 wks**

Introductory Philosophy: Knowledge and Reality

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 **3 credits** **(4,0,0) hrs** **15 wks**

Critical Thinking

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 de-

PHIL 141 **3 credits** **(4,0,0) hrs** **15 wks**

Philosophy and Law: Introduction to Criminal Justice System

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 **3 credits** **(3,0,1) hrs** **15 wks**

History of Philosophy: Ancient and Medieval

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 **3 credits** **(3,0,1) hrs** **15 wks**

History of Philosophy: Modern

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 **3 credits** **(4,0,0) hrs** **15 wks**

Political Philosophy: Classic Theories

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 **3 credits** **(4,0,0) hrs** **15 wks**

Political Philosophy: Problems and Issues

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.

PHYS 108 **5.5 credits** **(6,2,0) hrs** **15 wks**

Basic Physics

Prerequisite: Principles of Math 12 or BMTH 053/054 or MATH 105. 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.

PHYS 110 **4 credits** **(4,2,0) hrs** **15 wks**

General Physics I

Prerequisite: Physics 11 or BPHY 043/044. MATH 116 is a prerequisite or corequisite.

A survey of mechanics covering vectors, statics, kinematics, dynamics, energy, momentum, rotation, gravitation, vibrations, and special relativity.

PHYS 111 **4 credits** **(4,2,0) hrs** **15 wks**

General Physics II

Prerequisite: At least a C- grade in either PHYS 108 or 110.

Corequisite: MATH 126.

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 **4 credits** **(4,2,0) hrs** **15 wks**

Fundamental Physics I

Prerequisite: Physics 12 or BPHY 053/054 or PHYS 104. MATH 116 is a prerequisite or corequisite.

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 **4 credits** **(4,2,0) hrs** **15 wks**

Fundamental Physics II

Prerequisite: At least a C- grade in PHYS 114.

Corequisite: MATH 126.

Electricity and magnetism, AC circuits, physical optics, and atomic and nuclear physics.

PHYS 116 **3 credits** **(4,0,0) hrs** **15 wks**

Fundamental Physics III

Prerequisite: At least a C- grade in PHYS 108, 110 or 114.

PHYS 116 **3 credits** **(4,0,0) hrs** **15 wks**

Fundamental Physics III

Corequisite: PHYS 115 and MATH 126.

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 1: This course is intended for Engineering program students transferring to UBC.

Note 2: The Physics Department offers a full second-year university transfer program in physics. Students planning to continue in a physics program at university may wish to consult with a physics instructor.

PHYS 200 **3 credits** **(4,0,0) hrs** **15 wks**

Thermal Physics and Waves

Prerequisite: At least a C- grade in either PHYS 111 or 115.

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.

PHYS 201 **3 credits** **(4,0,0) hrs** **15 wks**

Electricity and Magnetism

Prerequisite: At least a C- grade in PHYS 111 or 115; 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.

PHYS 210 **1 credit** **(0,3,0) hrs** **15 wks**

Physics Laboratory I

Corequisite: PHYS 218.

A weekly three-hour lab in mathematical methods, thermodynamics, electrical measurements and mechanics.

PHYS 211 **1 credit** **(0,3,0) hrs** **15 wks**

Physics Laboratory II

Prerequisite: At least a C- grade in PHYS 111 or 115; MATH 230.

PHYS 211 **1 credit** **(0,3,0) hrs** **15 wks**

Physics Laboratory II

Corequisite: PHYS 201.

A weekly three-hour lab in electricity and magnetism, electronics and mechanics.

PHYS 218 **3 credits** **(4,0,0) hrs** **15 wks**

Computational Physics

Prerequisite: At least a C- grade in either PHYS 111 or 115.

Corequisite: PHYS 210, MATH 200, MATH 230.

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.

PHYS 222 **3 credits** **(4,0,0) hrs** **15 wks**

Mechanics

Prerequisite: At least a C- in PHYS 111 or 115; 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.

PMI

PMI (Various Numbers) **2 credits** **(1,0,0) hrs** **N/A**

Concentration Private Music Instruction

A course designed to permit students to pursue study of his/her own music speciality. The course consists of a series of one-hour 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.

PMTI

PMTI 100 **0.5 credits** **(0,0,3.75) hrs** **N/A**

Private Musical Theatre Instruction - Voice I

Prerequisite: Acceptance into the Musical Theatre program.

Musical Theatre program students will be instructed in voice production, vocal technique, vocal health, and in repertoire from the musical theatre genre.

PMTI 101 **0.5 credits** **(0,0,3.75) hrs** **N/A**

Private Musical Theatre Instruction - Voice II

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 **1 credit** **(0,0,7.5) hrs** **N/A**

Private Musical Theatre Instruction - Voice III

Prerequisite: PMTI 100 and 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 **1 credit** **(0,0,7.5) hrs** **N/A**

Private Musical Theatre Instruction - Voice IV

Prerequisite: PMTI 100, 101 and 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.

POL

POL 100 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Politics and Government

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 **3 credits** **(4,0,0) hrs** **15 wks**

Comparative Government

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 **3 credits** **(4,0,0) hrs** **15 wks**

Canadian Government

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 **3 credits** **(4,0,0) hrs** **15 wks**

An Introduction to Western Political Thought

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 **3 credits** **(4,0,0) hrs** **15 wks**

Contemporary Ideologies

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

POL 222 **3 credits** **(4,0,0) hrs** **15 wks**

Regional Comparative Politics

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.

PPMI

PPMI **3 credits** **(0,0,15) hrs** **N/A**

Private Music Instruction - Performance

Prerequisite: A grade B+ or higher in the previous level of PPMI.

A course designed to permit students in the Performance Major to pursue in-depth study of their major instruments. The course consists ten 90-minute or fifteen 60-minute private lessons, to suit the needs of each student.

PSYC

PSYC 100 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Psychology

A course designed to introduce the beginning psychology student to some of the major concepts and approaches necessary to an understanding of human behaviour from a psychological perspective. Learning, development, personality, and other selected issues are included.

Note: Students transferring from other institutions with one semester of introductory Psychology should consult with Advising for transferability.

PSYC 101 **3 credits** **(4,0,0) hrs** **15 wks**

Theories of Behaviour

Prerequisite: PSYC 100.

A course for those students who desire a complete survey of the basic areas of psychology (when combined with PSYC 100), before proceeding to an in-depth study of particular areas. Course content may include topics such as research methods, biological basis of behaviour, consciousness, health, psychological disorders, and therapeutic approaches.

Note: Students transferring from other institutions with one semester of introductory Psychology should consult with Advising for transferability.

PSYC 200 **3 credits** **(4,0,0) hrs** **15 wks**

Social Psychology

Prerequisite: PSYC 100.

A study of the dynamics and effects of social influences on individual human behaviour. The course looks at such topics as attitudes and attitude changes, social beliefs, roles, conformity, group processes, prejudice, interpersonal attraction and psychological effects of the physical environment.

Note: PSYC 101 is recommended as a prerequisite.

PSYC 201 **3 credits** **(4,0,0) hrs** **15 wks**

Group Dynamics

Prerequisite: PSYC 100 and 101.

A study of the behaviour of individuals in social groups and institutions, such as friendship groups, work groups, therapy groups, and families. This course provides an intellectual and experiential approach to small group theory and allows the student to practise constructive interpersonal skills and leadership skills in a supportive, small group setting.

Note: Restricted to Music Therapy students only.

PSYC 203 **3 credits** **(4,0,0) hrs** **15 wks**

History of Psychology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Developmental Psychology

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 **3 credits** **(4,0,0) hrs** **15 wks**

The Psychology of Aging

Prerequisite: PSYC 100 and 101.

PSYC 205 **3 credits** **(4,0,0) hrs** **15 wks**

The Psychology of Aging

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 **3 credits** **(4,0,0) hrs** **15 wks**

Adolescent Psychology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Research Methods in Psychology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Statistical Methods in Psychology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Theories of Personality

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 **3 credits** **(4,0,0) hrs** **15 wks**

Abnormal Psychology

Prerequisite: PSYC 100 and 101.

PSYC 222 **3 credits** **(4,0,0) hrs** **15 wks**

Abnormal Psychology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Biopsychology of Behaviour

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 **3 credits** **(4,0,0) hrs** **15 wks**

Cognitive Psychology

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.

PTAP

PTAP 100 **0.75 credits** **(15,0,0) hrs** **1 wk**

Orientation to Pharmacy and Health Care System

The student will learn about pharmacy and the health care system in terms of theory, principles, process and practice.

PTAP 101 **1.25 credits** **(8,0,0) hrs** **3 wks**

Communications in Pharmacy Practice I

The student will learn to apply theory and practical skills used in interactions as a pharmacy technician with patients, pharmacists, physicians and other health care professionals.

PTAP 102 **1.5 credits** **(9,0,0) hrs** **4 wks**

Pharmacy and Medical Terminology

The student will learn about terminology specific to medicine and pharmacy practice as they pertain to drug therapy.

PTAP 103 **1.5 credits** **(9,0,0) hrs** **4 wks**

Basic Anatomy, Physiology, Chemistry & Microbiology Terminology for Pharmacy Technicians/Assistants

Corequisite: PTAP 101 and PTAP 102.

The student will learn about basic anatomy and physiology needed to understand common medical conditions (diseases) that require drug therapy. The student will also learn about basic chemistry and microbiology as they pertain to drug therapy.

Note: Prerequisite may be waived by permission of program coordinator.

PTAP 104 **1.5 credits** **(2,0,3) hrs** **6 wks**

Pharmacy Law and Ethics

Prerequisite: PTAP 100.

The student will learn about the laws, legislation and legal requirements for pharmacy practice.

Note: Prerequisite may be waived by permission of program coordinator.

PTAP 105 **0.75 credits** **(4,0,0) hrs** **4 wks**

Pharmacy Calculations

The student will learn to apply theory and acquire the practical skills used in calculating medication dosages for prescriptions and medication orders.

PTAP 110 **3.5 credits** **(6,0,0) hrs** **12 wks**

Pharmacy Practice Core Skills

The student will learn to apply theory and acquire the practical skills used in pharmacy practice, such as the safe and efficient preparation of pharmaceuticals, drug distribution and prescription interpretation.

PTAP 111 **3 credits** **(6,0,0) hrs** **10 wks**

Pharmacology and Drug Nomenclature

The student will learn about basic pharmacology to better understand prescription and non-prescription drugs. The student will learn drug nomenclature in order to recognize over 200 commonly prescribed drugs.

PTAP 120 **3 credits** **(15,0,0) hrs** **4 wks**

Community Pharmacy Practice

Prerequisite: Must be registered in the Pharmacy Technician/Assistant program.

The student will learn to apply theory and acquire the practical skills used in community pharmacy practice.

PTAP 121 **1 credit** **(9,0,0) hrs** **2 wks**

Communications in Pharmacy Practice II

Prerequisite: PTAP 100.

PTAP 121 **1 credit** **(9,0,0) hrs** **2 wks**

Communications in Pharmacy Practice II

The student will learn to apply theory and practical skills used in patient interactions as a pharmacy technician, such as collecting patient information and providing basic patient counselling.

PTAP 122 **3 credits** **(15,0,0) hrs** **4 wks**

Hospital Pharmacy Practice

Prerequisite: PTAP 102 and 110.

Corequisite: PTAP 123 and 124.

The student will learn to apply theory and practical skills required for hospital pharmacy practice.

Note: Prerequisites and co-requisites may be waived by permission of program coordinator.

PTAP 123 **2.25 credits** **(9,0,0) hrs** **5 wks**

Pharmacy Computer Technology, Skills and Training

Prerequisite: PTAP 102 and 110.

Corequisite: PTAP 120 and 122.

The student will learn to apply theory and practical skills in various computer software programs for prescription and medication order entry in community and hospital practice.

PTAP 124 **3 credits** **(4,0,0) hrs** **4 wks**

Sterile (Aseptic) Product Preparation

Prerequisite: PTAP 105 and 110.

Corequisite: PTAP 122 and 123.

The student will acquire theory and apply practical skills in sterile, aseptic drug product preparation.

Note: Prerequisites and co-requisites may be waived by permission of program coordinator.

PTAP 130 **4.5 credits** **(0,0,40) hrs** **4 wks**

Practicum I: Community Practice

Prerequisite: PTAP 120 and 123.

Corequisite: PTAP 131 and 132.

The student will have practical clinical experience necessary to work effectively as a pharmacy technician/assistant supporting pharmacists in the community pharmacy setting.

Note: Prerequisites and co-requisites may be waived by permission of program coordinator.

PTAP 130 **4.5 credits** **(0,0,40) hrs** **4 wks**
Practicum I: Community Practice

PTAP 131 **1.5 credits** **(1,0,2.75) hrs** **8 wks**
Pharmacy Seminars and Case Studies

Prerequisite: PTAP 110 and 122.

Corequisite: PTAP 130 and 132.

The student will learn to apply theory, acquire practical skills and evaluate the literature and/or aspects of the pharmacy profession as a technician. The findings will be shared with fellow PTAP students, pharmacy technician/assistants and/or pharmacists as weekly seminars, case studies and presentations.

Note: Prerequisites and co-requisites may be waived by permission of program coordinator.

PTAP 132 **1.5 credits** **(1,0,2.75) hrs** **8 wks**
Final Pharmacy Practice Project

Prerequisite: PTAP 110 and 120.

Corequisite: PTAP 130 and 140.

The student will learn to apply theory, acquire practical skills and evaluate the literature and/or aspects of the pharmacy profession as a technician. The findings will be presented to fellow PTAP students, pharmacy technicians/assistants and/or pharmacists.

Note: Prerequisites and co-requisites may be waived by permission of program coordinator.

PTAP 140 **4.5 credits** **(0,0,40) hrs** **4 wks**
Practicum II: Hospital Practice

Prerequisite: PTAP 122 and 124.

Corequisite: PTAP 131 and 132.

The student will have practical clinical experience necessary to work effectively as a pharmacy technician/assistant supporting pharmacists in hospital pharmacy sites.

Note: Prerequisites and co-requisites may be waived by permission of program coordinator.

RADP

RADP 100 **3 credits** **(3,0,1) hrs** **15 wks**

Rehabilitation and Professional Skills in Health Care

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 **1.5 credits** **(3,0,0) hrs** **10 wks**

Effective Therapeutic Communication in Rehabilitation

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.

Note: Prerequisite may be waived by permission of program coordinator.

RADP 111 **2.25 credits** **(3,0,0) hrs** **15 wks**

Rehabilitation Principles and Practices: OT/OTA

Corequisite: RADP 112.

Students will learn about occupational therapy in terms of rehabilitation theory, principles, process and practice.

Note: Corequisite may be waived by permission of program coordinator.

RADP 112 **2.25 credits** **(2,0,1) hrs** **15 wks**

Rehabilitation Principles and Practices: PT/PTA

Prerequisite: RADP 111.

Students will learn about physical therapy in terms of rehabilitation theory, principles, process and practice.

RADP 113 **2 credits** **(4,0,0) hrs** **10 wks**

Rehabilitation Principles and Practices: SLP/SLPA

Corequisite: RADP 114.

Students will gain an understanding of speech-language pathology in terms of rehabilitation theory, principles, process and practice.

Note: Corequisite may be waived by permission of program coordinator.

RADP 114 **1 credit** **(2,0,0) hrs** **10 wks**

Rehabilitation Principles and Practices: RA

Prerequisite: RADP 111/112.

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: Prerequisite may be waived by permission of program coordinator.

RADP 120 **0.5 credits** **(2,0,0) hrs** **5 wks**

Growth and Development for Rehabilitation Assistants

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 **3 credits** **(4,0,0) hrs** **15 wks**

Functional Anatomy, Theory and Skills: OTA/PTA

Corequisite: RADP 120.

Students will learn about the musculoskeletal system, its functions, how it coordinates posture, core stability and body mechanics.

Note: Corequisite may be waived by permission of program coordinator.

RADP 122 **1 credit** **(2,0,0) hrs** **12 wks**

Physiology and Cardio-Respiratory Theory and Skills: PTA

Prerequisite: RADP 120/121.

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: Prerequisite may be waived by permission of program coordinator.

RADP 130 **1 credit** **(2,0,0) hrs** **10 wks**

Disease, Injury and Intervention: Musculoskeletal Systems

Corequisite: RADP 120/121.

Students will learn about diseases and injuries which cause impairment to the musculoskeletal system, usual interventions and effects on a person's activity and participation levels.

RADP 131 **2.25 credits** **(2,0,1) hrs** **15 wks**

Musculoskeletal Theory and Skills: OTA

Corequisite: RADP 130.

RADP 131 **2.25 credits** **(2,0,1) hrs** **15 wks**

Musculoskeletal Theory and Skills: OTA

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: Corequisite may be waived by permission of program coordinator.

RADP 132 **2.25 credits** **(1,2,0) hrs** **15 wks**

Musculoskeletal Theory and Skills: PTA

Corequisite: RADP 130/131.

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: Corequisite may be waived by permission of program coordinator.

RADP 140 **1.5 credits** **(2,0,0) hrs** **15 wks**

Disease, Injury and Intervention: Psychosocial/Cognitive Systems

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 permission of program coordinator.

RADP 141 **2 credits** **(2,0,0) hrs** **20 wks**

Psychosocial/Cognitive Theory and Skills: OTA/PTA

Corequisite: RADP 140.

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: Corequisite may be waived by permission of program coordinator.

RADP 190 **6 credits** **(0,0,35) hrs** **4 wks**

Practicum: Fieldwork I

Prerequisite: Completion of all first term RADP courses and registration in all second term courses.

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 permission of program coordinator.

RADP 201 **1.5 credits** **(3,0,0) hrs** **10 wks**

Advanced Communications in Rehabilitation

Prerequisite: RADP 101.

Students will learn advanced communication skills and learn technological methods to support clinical work with clients, clinicians, interdisciplinary teams and operational work that supports the delivery of rehabilitation services and related records.

Note: Prerequisite may be waived by permission of program coordinator.

RADP 210 **1.5 credits** **(1,2,0) hrs** **10 wks**

Administrative Support Systems for Rehabilitation Assistants

Corequisite: RADP 201.

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 permission of program coordinator.

RADP 211 **1.5 credits** **(3,0,0) hrs** **10 wks**

Recreation Techniques for Rehabilitation Assistants

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 permission of program coordinator.

RADP 230 **1.5 credits** **(2,0,0) hrs** **15 wks**

Disease, Injury and Intervention: Neurological System

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 permission of program coordinator.

RADP 231 **3 credits** **(3,1,0) hrs** **15 wks**

Neurology Theory and Skills: OTA

Corequisite: RADP 230.

Students will learn to apply theory and acquire the practical rehabilitation assistant skills used in the treatment of neurological diseases and injuries when working with occupational therapists.

RADP 231 **3 credits** **(3,1,0) hrs** **15 wks**
Neurology Theory and Skills: OTA

Note: Corequisites may be waived by permission of program coordinator.

RADP 232 **3 credits** **(1,1,2) hrs** **15 wks**
Neurology Theory and Skills: PTA

Corequisite: RADP 230.

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: Corequisite may be waived by permission of program coordinator.

RADP 233 **1.5 credits** **(3,0,0) hrs** **10 wks**
Neurology Theory and Skills: SLPA

Corequisite: RADP 230.

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: Corequisite may be waived by permission of program coordinator.

RADP 240 **2 credits** **(4,0,0) hrs** **10 wks**
Gerontology Theory and Skills: OTA/PTA

Prerequisite: Completion of all third term RADP courses.

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: Prerequisite may be waived by permission of program coordinator.

RADP 243 **1 credit** **(2,0,0) hrs** **10 wks**
Audiology Theory and Skills: SLPA

Corequisite: RADP 240.

Students will learn about hearing, its functions, how it affects communication, and the strategies and devices used to restore function.

Note: Corequisite may be waived by permission of program coordinator.

RADP 250 **3 credits** **(4,0,0) hrs** **15 wks**

Community Integration Theory and Skills: OTA/PTA

Prerequisite: Completion of all first, second and third term RADP courses and must be registered in all fourth term courses.

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 permission of program coordinator.

RADP 290 **6 credits** **(0,0,35) hrs** **4 wks**

Practicum: Fieldwork II

Prerequisite: RADP 190 and registration in all RADP third term courses.

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 permission of program coordinator.

RADP 291 **6 credits** **(0,0,0) hrs** **4 wks**

Practicum: Fieldwork III

Prerequisite: Completion of all courses in Rehabilitation Assistant Diploma Program.

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 permission of program coordinator.

RCAP

RCAP 100 **1.5 credits** **(5,0,0) hrs** **3 wks**

Health: Lifestyles and Choices

This course is an introduction to the concept of health and the concepts of a health enhancing lifestyle. Students reflect on their own experiences of health, challenges and resources that may affect their lifestyle choices, and consequently, their health.

RCAP 102 **1.5 credits** **(5,0,0) hrs** **3 wks**

Human Relations: Interpersonal Communications

This course focuses on the development of self awareness and increased understanding of others. Students explore basic communication concepts and practical skills which contribute to effective interpersonal relationships.

RCAP 102 **1.5 credits** **(5,0,0) hrs** **3 wks**
Human Relations: Interpersonal Communications

RCAP 112 **3 credits** **(6,0,0) hrs** **8 wks**
Special Needs in Resident Care

This course builds upon content in the other RCA courses, to help students to explore concepts and approaches which apply to the care of residents experiencing changes in mental functioning.

REC

REC 120 **0 credits** **(0,0,0) hrs** **N/A**
Selective Skills

During their time in the Outdoor Recreation Management program students are required to pursue two skills activities in their particular areas of interest. These selective skills help provide our graduates with work in the outdoor recreation, adventure travel and nature-based tourism industries.

REC 149 **3 credits** **(4,0,0) hrs** **15 wks**
Computer Applications for Outdoor Recreation and Tourism

This course provides the student with hands-on experience in using computer technology to manage text documents, electronic presentations and spreadsheets.

REC 151 **3 credits** **(3,1,5,1) hrs** **15 wks**
The Outdoor Recreation Environment

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 **3 credits** **(3,3,1) hrs** **15 wks**
Environmental Stewardship I

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 **3 credits** **(3,3,1) hrs** **15 wks**
Natural History for Outdoor Leaders

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 263 **3 credits** **(40,0,0) hrs** **2 wks**

Wilderness First Aid II

Prerequisite: REC. 163.

This extensive second level course includes patient assessment and extended first aid care, communication, oxygen therapy, and commercial splints.

RMCP

RMCP 172 **3 credits** **(4,0,0) hrs** **15 wks**

Retail Technology/Store Management I

Retail technology is the introductory segment to Store Management I. This course provides the student with a working knowledge of cash register systems and point of sale terminals as well as the latest in Interac technology. Store Management I is a practical application to retail marketing. Students will 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 **3 credits** **(4,0,0) hrs** **15 wks**

Retail Finance/Store Management II

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 **3 credits** **(4,0,0) hrs** **15 wks**

Strategic Retail Buying

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.

SABA

SABA 300 **0 credits** **(4,0,0) hrs** **15 wks**

Study Abroad Business Administration I

Prerequisite: Acceptance into the Study Abroad program.

| | | | |
|---|------------------|--------------------|---------------|
| SABA 302 | 0 credits | (4,0,0) hrs | 15 wks |
| Study Abroad Business Administration III | | | |
| SABA 303 | 0 credits | (4,0,0) hrs | 15 wks |
| Study Abroad Business Administration IV | | | |
| SABA 306 | 0 credits | (4,0,0) hrs | 15 wks |
| Study Abroad Business Administration VII | | | |

SAEC

| | | | |
|---|------------------|--------------------|---------------|
| SAEC 200 | 0 credits | (0,0,2) hrs | 15 wks |
| Study Abroad/Study Exchange-Early Childhood Care & Education | | | |

Prerequisite: Acceptance into the Study Abroad program.

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 | 0 credits | (0,0,4) hrs | 15 wks |
| Study Abroad/Study Exchange-Early Childhood Care & Education | | | |

Prerequisite: Acceptance into the Study Abroad program.

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 | 0 credits | (0,0,4) hrs | 15 wks |
| Study Abroad/Study Exchange-Early Childhood Care & Education | | | |

Prerequisite: Acceptance into the Study Abroad program.

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 | 0 credits | (0,0,4) hrs | 15 wks |
| Study Abroad/Study Exchange-Early Childhood Care & Education | | | |

Prerequisite: Acceptance into the Study Abroad program.

SAEC 203 **0 credits** **(0,0,4) hrs** **15 wks**

Study Abroad/Study Exchange-Early Childhood Care & Education

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 **0 credits** **(0,0,4) hrs** **15 wks**

Study Abroad/Study Exchange-Early Childhood Care & Education

Prerequisite: Acceptance into the Study Abroad program.

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 **0 credits** **(0,0,4) hrs** **15 wks**

Study Abroad/Study Exchange-Early Childhood Care & Education

Prerequisite: Acceptance into the Study Abroad program.

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.

SAHU

SAHU 200 **0 credits** **(4,0,0) hrs** **15 wks**

Study Abroad/Student Exchange (Humanities)

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 **0 credits** **(4,0,0) hrs** **15 wks**

Study Abroad/Student Exchange (Humanities)

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 **0 credits** **(4,0,0) hrs** **15 wks**

Study Abroad/Student Exchange (Humanities)

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 **0 credits** **(4,0,0) hrs** **15 wks**
Study Abroad/Student Exchange (Humanities)

SAHU 203 **0 credits** **(4,0,0) hrs** **15 wks**
Study Abroad/Student Exchange (Humanities)

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.

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Study Abroad/Student Exchange (Humanities)

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 **0 credits** **(4,0,0) hrs** **15 wks**
Study Abroad/Student Exchange (Humanities)

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.

SART

SART 110 **3 credits** **(4,0,0) hrs** **15 wks**
Introduction to Painting I

This open painting course is available for non-Studio Art majors who are interested in learning the fundamentals of painting.

SART 111 **3 credits** **(4,0,0) hrs** **15 wks**
Introduction to Painting II

This open painting course is available for non-Studio Art majors who are interested in developing painting skills.

SART 120 **3 credits** **(4,0,0) hrs** **15 wks**
Contemporary Art Practices

This open UT course introduces non-artists to the world of art from the perspectives of practicing artists.

SART 150 **3 credits** **(4,0,0) hrs** **15 wks**
Drawing I

An investigation of the conceptual, technical and perceptual aspects of the drawing process through a wide variety of methods, materials and stimuli. Design elements are a major component of this course. Experiences in current approaches and concerns, including representational, interpretive and experimental drawings in assorted media are included. Emphasis will be on developing the student's confidence, knowledge, graphic sensitivity and control of media.

SART 191 **3 credits** **(4,1,5,0) hrs** **15 wks**

Media Art II

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 **3 credits** **(0,6,1) hrs** **15 wks**

Independent Study I

Prerequisite: 24 SART credits and 6 AHIS 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 **3 credits** **(0,6,1) hrs** **15 wks**

Independent Study II

Prerequisite: 36 SART credits and 9 AHIS 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 **3 credits** **(4,0,0) hrs** **15 wks**

Two-Dimensional Studies: Painting III

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 **3 credits** **(4,0,0) hrs** **15 wks**

Two-Dimensional Studies: Painting IV

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 300 **12 credits** **(4,0,4) hrs** **15 wks**

Art Institute I - Sculpture, Media Art and Printmaking

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 **12 credits** **(4,0,4) hrs** **15 wks**

Art Institute II - Sculpture, Media Art and Printmaking

A continuation of SART 300.

SART 310 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Ceramic Studies

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 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Ceramic Studies II

A continuation of SART 310 with the introduction of the formulation and development of metallic lustres.

SASS

SASS 200 **0 credits** **(4,0,0) hrs** **15 wks**

Study Abroad/Student Exchange (Social Sciences)

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 **0 credits** **(4,0,0) hrs** **15 wks**

Study Abroad/Student Exchange (Social Sciences)

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 **0 credits** **(4,0,0) hrs** **15 wks**

Study Abroad/Student Exchange (Social Sciences)

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.

SDS

SDS 100 **1 credit** **(1,3,0) hrs** **15 wks**

Learner Success in Self Directed Studies

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.

SETA

SETA 100 **1.5 credits** **(3,0,0) hrs** **10 wks**

History, Philosophy and Issues in Special Education

An overview of the history of the field of special education including key figures who have contributed to the development of this field. This introductory course includes opportunities to discuss main ideas, social trends and controversies that have had an effect on special education with the intent of helping students form their own philosophies around these issues.

SETA 101 **1.5 credits** **(3,0,0) hrs** **10 wks**

Working in Schools

Introductory course provides an understanding of the public school system and the role of the SETA within that setting. Overviews of provincial policies, district and school-based program at the elementary and secondary levels are discussed in detail.

SETA 102 **1.5 credits** **(3,0,0) hrs** **10 wks**

Interpersonal Skills for SETAs

This course presents interactive communication techniques for working with both adults and children. Students will learn about: (1) conflict resolution, diffusing and managing anger, negotiating and compromising, listening and summarizing, (2) multicultural communication skills, (3) communication skills to effectively work in a team environment

SETA 103 **1.5 credits** **(3,0,0) hrs** **10 wks**

Challenging Behaviours

Students learn about various behaviour profiles and develop a practical understanding of how to support children or adolescents with behavioural challenges in a school setting.

SETA 104 **1.5 credits** **(3,0,0) hrs** **10 wks**

Child Growth and Development for SETAs

This course explores the social, emotional, physical, language and expressive stages from birth to adolescence. Students will gain understanding of the diversity in learners and how observational and recording methods support critical documentation often used in the role of a SETA in school settings.

SETA 104 **1.5 credits** **(3,0,0) hrs** **10 wks**
Child Growth and Development for SETAs

SETA 105 **3 credits** **(4,0,0) hrs** **14 wks**
Developmental Challenges for SETAs

Students will explore current issues emphasized in inclusive education through definition, etiology and implications for learning in the various areas of exceptionality: challenging behaviours, depression, intellectual disabilities, FAS, ADHD, ESL, giftedness, communication disorders, physical and chronic health disorders, home, school and community issues such as abuse, homelessness etc. Twelve hours of practical skills; an introduction to physical transfer, lifting, feeding and medical management is included.

SETA 106 **1.5 credits** **(3,0,0) hrs** **10 wks**
Technology and Communications Systems for SETAs

Prerequisite: Demonstration /evidence of basic computer skills on both Mac and PC systems.

Students will become familiar with the wide range of low and high technology adaptations for students with disabilities. Common computer hardware and software used in schools are explored. Students learn how the school system and related agencies assess the needs of students with special needs and how to provide appropriate technological adaptations. Educational planning and implementation of plans are also discussed.

SETA 107 **3 credits** **(3,0,0) hrs** **14 wks**
Strategies I: Supporting Students in High Incidence Areas

Prerequisite: Successful completion of four courses in the SETA program.

SETA 107 and SETA 108 must be taken one after the other. They provide students with a range of instructional strategies that will assist in meeting the learning needs of the diverse population of high incidence students in our classrooms. Students experience the application of both teaching and learning strategies that facilitate the inclusion of children into mainstream settings.

Note: Prerequisite may be waived by permission of program coordinator.

SETA 108 **1.5 credits** **(3,0,0) hrs** **10 wks**
Strategies II: Supporting Students in Low Incidence Areas

Prerequisite: Successful completion of four courses in the SETA program.

This course follows SETA 107. Both courses provide students with a range of instructional strategies that will assist in meeting the learning needs of the diverse population of low incidence students in our classrooms. Students experience the application of both teaching and learning strategies that facilitate the inclusion of children into mainstream settings.

Note: Prerequisite may be waived by permission of program coordinator.

SETA 109 **6 credits** **(0,8,0) hrs** **15 wks**
SETA Practicum

Prerequisite: Successful completion of SETA 100, 101, 102, 103, 104, 105, 106, 107, 108 and 110.

SETA 109 **6 credits** **(0,8,0) hrs** **15 wks**

SETA Practicum

An intensive 120-hour period which provides opportunities for students to integrate and consolidate the theory and skills developed through the SETA program in a classroom setting (K-12) working with children or adolescents who have special needs. Students are under the direct supervision of a classroom teacher and practicum supervisor and are required to attend one-on-one consultations and small group seminars. Students must have current Standard First Aid/CPR certificate, criminal records check and TB test prior to being placed in practicum schools.

SETA 110 **2.25 credits** **(3,0,0) hrs** **15 wks**

Supporting Students with Autism Spectrum Disorders

Prerequisite: SETA 100, 101, 102 and 104.

Students will gain knowledge of best practices in autism and develop an understanding of how to support students with autism spectrum disorders in school environments.

Note: Prerequisites may be waived by permission of program coordinator.

SOC

SOC 100 **3 credits** **(4,0,0) hrs** **15 wks**

Social Structures

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 **3 credits** **(4,0,0) hrs** **15 wks**

Concepts and Theories of Society

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.

SPAN 200 **3 credits** **(4,1.75,0) hrs** **15 wks**
Intermediate Spanish I

Note: Prerequisites may be waived by permission of instructor.

SPAN 201 **3 credits** **(4,1.75,0) hrs** **15 wks**
Intermediate Spanish II

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: Prerequisites may be waived by permission of instructor.

STEC

STEC 101 **1 credit** **(20,10,0) hrs** **1 wk**
Safe Work Practices

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 **1 credit** **(16,8,0) hrs** **1 wk**
Sketch and Read Drawings

This course will introduce students to the principles of sketching and reading drawings.

STEC 103 **1 credit** **(16,8,0) hrs** **1 wk**
Process Technical Information

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 **1 credit** **(16,8,0) hrs** **1 wk**
Basic Measurement, Layout and Hand Tools

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 **1 credit** **(20,10,0) hrs** **1 wk**
Use Power Tools

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 **1 credit** **(20,10,0) hrs** **1 wk**

Loads and Hitches

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 **0.5 credits** **(10,2,0) hrs** **1 wk**

Ladders and Scaffolds

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 **1 credit** **(20,10,0) hrs** **1 wk**

Oxyacetylene Cut and Weld

This course will introduce students to the properties and uses of oxyacetylene gas welding equipment and gas.

STEC 109 **1.5 credits** **(15,6,0) hrs** **2 wks**

Basic Principles of Electricity

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 **1.5 credits** **(15,6,0) hrs** **2 wks**

Use Fasteners and Fittings

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 **1.5 credits** **(15,6,0) hrs** **2 wks**

Use Materials

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 **1 credit** **(10,5,0) hrs** **2 wks**

Prepare for Employment

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 **2 credits** **(0,0,30) hrs** **4 wks**

Integrated Project

Prerequisite: STEC 101 - 112.

This course will enable students to integrate all of the skills and knowledge developed in the previous levels or courses.

THTR

THTR 100 **3 credits** **(4,0,2) hrs** **15 wks**

Stage Acting I

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 **3 credits** **(4,0,2) hrs** **15 wks**

Stage Acting II

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 **3 credits** **(4,2,0) hrs** **15 wks**

Acting Fundamentals

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 **3 credits** **(4,2,0) hrs** **15 wks**

Mask and Improvisation Acting II

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 **1.5 credits** **(2,0,1) hrs** **15 wks**

Voice and Movement for the Actor I

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 **1.5 credits** **(2,0,1) hrs** **15 wks**

Voice and Movement for the Actor II

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 **3 credits** **(4,0,2) hrs** **15 wks**

Screen Acting I

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 **3 credits** **(3,0,3) hrs** **15 wks**

Musical Theatre I

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 **3 credits** **(3,0,3) hrs** **15 wks**

Musical Theatre II

Prerequisite: THTR 116.

A continuation of THTR 116.

Note: For Musical Theatre program students only.

THTR 120 **3 credits** **(4,0,0) hrs** **15 wks**

Elements of Theatre I

This course uses a collaborative learning approach to learn about the elements of theatre throughout history.

Note: This course is mixed mode delivery.

THTR 121 **3 credits** **(4,0,0) hrs** **15 wks**

Elements of Theatre II

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 121 **3 credits** **(4,0,0) hrs** **15 wks**
Elements of Theatre II

THTR 127 **3 credits** **(2,0,2) hrs** **15 wks**
Elements of Theatre for Musical Theatre

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 **3 credits** **(4,0,0) hrs** **15 wks**
Introduction to Production and Design I

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 **3 credits** **(4,0,0) hrs** **15 wks**
Introduction to Production and Design II

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 will be exposed to a wide range of theatrical materials and techniques, as well as background information on design.

THTR 152 **3 credits** **(0,8,0) hrs** **15 wks**
Costuming I

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 **3 credits** **(0,8,0) hrs** **15 wks**
Costuming II

An continuation of THTR 152.

Note: For Costuming for Film and Theatre program students only.

THTR 156 **7.5 credits** **(0,20,0) hrs** **15 wks**
Technical Theatre Practicum I

Prerequisite: Instructor or coordinator permission.

Corequisite: THTR 150.

THTR 156 **7.5 credits** **(0,20,0) hrs** **15 wks**
Technical Theatre Practicum I

Students receive credit for intensive practical work on the technical or design areas of productions.

THTR 157 **7.5 credits** **(0,20,0) hrs** **15 wks**
Technical Theatre Practicum II

Prerequisite: THTR 156.

Corequisite: THTR 151.

Students receive credit for intensive practical work on the technical or design areas of productions.

THTR 158 **1.5 credits** **(4,0,0) hrs** **8 wks**
Stage Grip

This course teaches the skills required for set-up, run and strike of a theatrical production.

THTR 159 **1.5 credits** **(2,0,0) hrs** **15 wks**
Theatre Shop Skills

This course is designed to provide the skills necessary to work in a theatre scene shop.

THTR 160 **3 credits** **(4,0,0) hrs** **15 wks**
Technical Theatre Fundamentals

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 **3 credits** **(4,2,0) hrs** **15 wks**
Musical Theatre Stream - Dance I

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 **3 credits** **(4,2,0) hrs** **15 wks**
Musical Theatre Stream - Dance II

Prerequisite: THTR 170.

A continuation of THTR 170, Dance I.

Note: For Musical Theatre program students only.

THTR 190 **1 credit** **(2.67,0,0) hrs** **15 wks**
Practicum I

Prerequisite: Application to the coordinator at any time during the term.

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 **1 credit** **(2.67,0,0) hrs** **15 wks**
Practicum II

Prerequisite: Application to the coordinator at any time during the term.

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 **1 credit** **(2.67,0,0) hrs** **15 wks**
Practicum III

Prerequisite: Application to the coordinator at any time during the term.

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 193 **1 credit** **(2.67,0,0) hrs** **15 wks**
Practicum IV

Prerequisite: Application to the coordinator at any time during the term.

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 **1 credit** **(1.33,0,0) hrs** **15 wks**
Practicum V

Prerequisite: Application to the coordinator at any time during the term.

THTR 203 **3 credits** **(4,0,2) hrs** **15 wks**

Acting Styles for Musical Theatre - Acting IV

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 **3 credits** **(2,4,0) hrs** **15 wks**

Bodywork

A course in movement techniques. Students focus on body awareness, alignment, strength, flexibility and coordination.

THTR 207 **3 credits** **(2,4,0) hrs** **15 wks**

Vocal Communication I

A course in voice production and oral interpretation designed to free the speaking voice and develop expressive communication.

THTR 208 **3 credits** **(0,0,6) hrs** **15 wks**

Performance Project I

Prerequisite: Successful completion of the first year of the Musical Theatre program and an audition.

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.

THTR 209 **3 credits** **(0,0,6) hrs** **15 wks**

Performance Project II

Prerequisite: THTR 208 and an audition.

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.

THTR 210 **3 credits** **(4,0,2) hrs** **15 wks**

Acting for Film and Television I

Prerequisite: Prior acting experience is recommended.

An introduction to the acting techniques and technical skills needed to perform voice-overs and scenes for the camera.

THTR 211 **3 credits** **(4,0,2) hrs** **15 wks**

Acting for Film and Television II

Prerequisite: Prior acting experience recommended.

THTR 211 **3 credits** **(4,0,2) hrs** **15 wks**
Acting for Film and Television II

A continuation of THTR 210. Topics include script interpretation, emotional portrayal, and special problems in film acting.

Note: Prerequisite may be waived by permission of instructor.

THTR 212 **3 credits** **(4,2,0) hrs** **15 wks**
Film Acting I

An introduction to the acting techniques and technical skills needed to perform for the camera.

Note: For Professional Film Studies students only.

THTR 213 **3 credits** **(4,2,0) hrs** **15 wks**
Film Acting II

Prerequisite: THTR 212.

A continuation of THTR 212. Topics include script interpretation and emotional portrayal.

Note: For Professional Film Studies students only.

THTR 216 **3 credits** **(0,0,6) hrs** **15 wks**
Musical Theatre III

Prerequisite: THTR 116/117 .

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 **3 credits** **(4,0,0) hrs** **15 wks**
Musical Theatre IV

Prerequisite: THTR 116/117 and THTR 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 220 **3 credits** **(4,0,0) hrs** **15 wks**
Conceptual Approaches to Theatre I

Prerequisite: THTR 120 or 121 or a 100-level Arts course.

THTR 220 **3 credits** **(4,0,0) hrs** **15 wks**

Conceptual Approaches to Theatre I

An in-depth study of a specific theatre topic which will be set each term by the department. This is a thematic, rather than a chronological approach to the study of plays and theatre. Both theoretical and practical class methods may be used.

THTR 221 **3 credits** **(4,0,0) hrs** **15 wks**

Conceptual Approaches II

Prerequisite: THTR 120 or 121 or a 100-level Arts course.

The same format as THTR 220. This course studies a different topic.

THTR 250 **1.5 credits** **(2,0,0) hrs** **15 wks**

Senior Production Responsibilities I

Prerequisite: THTR 150 or 151.

Introduction to senior production duties including Technical Direction, Stage Management, and Scenic Design.

THTR 251 **1.5 credits** **(2,0,0) hrs** **15 wks**

Senior Production Responsibilities II

Prerequisite: THTR 150 or 151.

A continuation of THTR 250.

THTR 252 **1.5 credits** **(2,0,0) hrs** **15 wks**

Advanced Lighting and Sound I

Prerequisite: THTR 150 or 151.

Teaches the advanced skills required to design and run the lighting for both simple and complex shows.

THTR 253 **1.5 credits** **(2,0,0) hrs** **15 wks**

Advanced Lighting and Sound II

Prerequisite: THTR 150 or 151.

A continuation of THTR 252 with the addition of sound design and application.

THTR 254 **9 credits** **(0,24,0) hrs** **15 wks**

Technical Theatre Practicum III

Prerequisite: THTR 150 or 151.

Students receive credit for intensive practical work on the technical or design areas of productions.

THTR 255 **9 credits** **(0,24,0) hrs** **15 wks**

Technical Theatre Practicum IV

Prerequisite: THTR 150 or 151.

A continuation of THTR 254.

THTR 256 **1.5 credits** **(2,0,0) hrs** **15 wks**

Scenic Art for Theatre

Prerequisite: THTR 150.

This course is a study of the theory, techniques and practice of creating scenic art for the stage.

THTR 257 **1.5 credits** **(2,0,0) hrs** **15 wks**

Stage Properties

Prerequisite: THTR 150.

This course is a study of the theory, techniques and practice of creating stage properties.

THTR 260 **3 credits** **(4,0,0) hrs** **15 wks**

Analysis for Directing and Design

Teaches script analysis for students of directing and design.

THTR 270 **3 credits** **(4,0,2) hrs** **15 wks**

Dance for Musical Theatre - Dance III

Prerequisite: THTR 170, 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 **3 credits** **(4,0,2) hrs** **15 wks**

Dance for Musical Theatre IV

Prerequisite: THTR 170, 171, 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 373 **12 credits** **(1,0,30) hrs** **15 wks**

Theatre Institute II - Acting

Prerequisite: Audition or interview.

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.

THTR 374 **12 credits** **(1,0,30) hrs** **15 wks**

Theatre Institute I - Production

Prerequisite: Interview.

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.)

THTR 375 **12 credits** **(1,0,30) hrs** **15 wks**

Theatre Institute II - Production

Prerequisite: Interview.

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.

TOUR

TOUR 104 **3 credits** **(6,0,0) hrs** **10 wks**

Marine Tourism and Interpretation

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 **0 credits** **(0,0,0) hrs** **N/A**

Tourism Selective Skills

To provide students with quality skills opportunities and competencies that are recognized by governing association and meet industry standards.

TOUR 111 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism Introduction: Theory and Practice

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 111 **3 credits** **(4,0,0) hrs** **15 wks**
Tourism Introduction: Theory and Practice

TOUR 112 **3 credits** **(4,0,0) hrs** **15 wks**
Tourism Marketing

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 **3 credits** **(4,0,0) hrs** **15 wks**
Human Resource Management in Tourism

Human resource issues, job analysis, recruitment, interviewing, orientation, training and development, performance management, legislation, and labour-management relations.

TOUR 114 **3 credits** **(4,0,0) hrs** **15 wks**
Organizational Behaviour in Tourism

Individual behaviour, interpersonal communication skills, decision-making, group dynamics and team building, service management, conflict resolution, negotiation, and giving performance feedback.

TOUR 116 **3 credits** **(4,0,0) hrs** **15 wks**
Financial Planning in Tourism I

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 **3 credits** **(4,0,0) hrs** **15 wks**
Special Events - Tourism Generators

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 **3 credits** **(4,0,0) hrs** **15 wks**
Adventure and Eco-Tourism

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 **3 credits** **(4,0,0) hrs** **15 wks**

Financial Planning in Tourism II

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 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism Product Development

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 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism Career Preparation

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 **3 credits** **(4,0,0) hrs** **15 wks**

Promotions Management for Tourism and Hospitality

Prerequisite: TOUR 112.

This course covers the "P" in promotions and expands on the material covered in TOUR 112, Tourism Marketing. Emphasis will be placed on the unique requirements of promoting products and services within the tourism and hospitality industries.

TOUR 135 **3 credits** **(4,0,0) hrs** **15 wks**

Hospitality Operations

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 **3 credits** **(0,0,35) hrs** **4 wks**

Professional Dive Practicum

Prerequisite: CMNS 154, REC 149, TOUR 104 and cumulative GPA of 2.5.

TOUR 136 **3 credits** **(0,0,35) hrs** **4 wks**

Professional Dive Practicum

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 **3 credits** **(4,0,0) hrs** **15 wks**

First Nations Attractions, Guiding and Inbound Operations

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 **9 credits** **(0,0,33.33) hrs** **15 wks**

Tourism Co-op Work Experience

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 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism Work Practicum Preparation

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 **3 credits** **(4,0,0) hrs** **15 wks**

Computer Applications in Tourism

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 **6 credits** **(0,0,35) hrs** **8 wks**

Tourism Practicum

Prerequisite: TOUR 145 and a GPA of 2.33 at completion of second academic term.

Students will complete 280 hours of volunteer work experience in the tourism industry.

TOUR 151 **3 credits** **(0,0,4) hrs** **15 wks**

Service Management in Tourism

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 **3 credits** **(4,0,0) hrs** **15 wks**

Event Administration

Prerequisite: Admission to the Festival and Event Coordination Certificate program.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Business Relations for Events

Prerequisite: Admission to the Festival and Event Coordination Certificate program.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Marketing and Public Relations for Festivals and Events

Prerequisite: Admission to the Festival and Event Coordination Certificate program.

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Catering for Festivals and Events

Prerequisite: Admission to the Festival and Event Coordination Certificate program.

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 **1.5 credits** **(2,0,0) hrs** **15 wks**

Meetings, Incentives, and Trade Shows

Prerequisite: Admission to the Festival and Event Coordination Certificate program.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Festival and Event Production and Logistics

Prerequisite: Admission to the Festival and Event Coordination Certificate program.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Resort Management

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 **3 credits** **(4,0,0) hrs** **15 wks**

Food and Beverage Management

This course covers the theoretical application of food service management. Students develop competencies in management practices, menu making, purchasing, payroll systems and merchandising and promotional techniques. Through discussion and examination, students will gain a thorough understanding of the many aspects of food and beverage management from service operations to production. Students learn to plan, organize and cater functions through integrated teamwork and participation.

TOUR 165 **6 credits** **(0,0,0) hrs** **15 wks**

Resort Management Co-op

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 200 **3 credits** **(4,0,0) hrs** **15 wks**

Revenue Management for Tourism

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 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism and Technology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Strategic Marketing Management - Case Study Approach

Prerequisite: TOUR 112.

This course will provide students with a greater understanding and appreciation of strategic marketing management in the tourism industry. Marketplace potential, risk, delivery mechanism and the industry's unique characteristics will be explained. Strategic marketing process of how marketing plans are developed, implemented and amended are reviewed and analysed.

TOUR 205 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism Sales

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 **3 credits** **(4,0,0) hrs** **15 wks**

Risk Management for Tourism and Outdoor Recreation

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 **3 credits** **(20,0,0) hrs** **3 wks**

Strategic Management: Resort Case Study

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 **3 credits** **(4,0,0) hrs** **15 wks**

Heritage, Cultural and Arts Planning for Tourism

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 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism Planning

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 **3 credits** **(4,0,0) hrs** **15 wks**

Cross Cultural Tourism

An overview of cross-cultural issues in tourism. The nature of prejudice and racism is examined as are effective communication skills and behaviours in selected cultures: gender relationships, business and social customs, body language, negotiation skills and others. In addition to acquiring practical knowledge about culture in general, participants research and present information on a variety of specific cultures, with the link between cultural knowledge/skills and the success of Tourism or Outdoor Recreation activities being stressed.

TOUR 233 **3 credits** **(4,0,0) hrs** **15 wks**
Cross Cultural Tourism

TOUR 249 **3 credits** **(4,0,0) hrs** **15 wks**
Advanced Computer Applications in Tourism

Prerequisite: TOUR 149.

This course provides the student with hands-on experience using computer software to create electronic presentations, databases and Web sites.

TOUR 301 **3 credits** **(4,0,0) hrs** **15 wks**
Business Law in Tourism

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 **3 credits** **(4,0,0) hrs** **15 wks**
Quantitative Methods for Tourism Management

Prerequisite: REC 139 or REC 149 or TOUR 139 or TOUR 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 **3 credits** **(4,0,0) hrs** **15 wks**
Tourism Consumer Behaviour

Prerequisite: Acceptance into the Bachelor of Tourism Management Degree program of study or diploma level Marketing courses or equivalent experience.

TOUR 421 **3 credits** **(4,0,0) hrs** **15 wks**
Organizational Leadership in Tourism

Advanced skills in organizational leadership, including leadership approaches, motivation, understanding of organizational culture, and management of working relationships.

TOUR 422 **3 credits** **(3,0,1) hrs** **15 wks**
People Management - Human Relations in Tourism

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 **3 credits** **(4,0,0) hrs** **15 wks**

Tourism Planning and Policy

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 **3 credits** **(4,0,0) hrs** **15 wks**

Entrepreneurship in Tourism

Advanced capabilities in tourism product development, including innovation within the entrepreneurial process and through existing organizations with the intrapreneurial process.

TOUR 425 **3 credits** **(4,0,0) hrs** **15 wks**

Financial Management for Tourism

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 **3 credits** **(4,0,0) hrs** **15 wks**

Cultural and Community Issues

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 **3 credits** **(4,0,0) hrs** **15 wks**

Marketing Research for Tourism

Ability to use market research skills needed for the effective management of tourism operations, including survey techniques.

TOUR 428 **3 credits** **(4,0,0) hrs** **15 wks**

International Tourism Marketing

Students will develop the capability to manage tourism operations in an international context -- economic, political, legal, cultural, and financial environments.

TOUR 440 **3 credits** **(4,0,0) hrs** **15 wks**

Graduating Seminar

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 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Tourism Product Development

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 **3 credits** **(4,0,0) hrs** **15 wks**

Environmental Stewardship for Tourism

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 **3 credits** **(4,0,2) hrs** **15 wks**

Cultural Tourism Management

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 **3 credits** **(3,0,1) hrs** **15 wks**

International Ecotourism

This comparative approach to eco-tourism in different countries will highlight issues of sustainability, planning, socio-cultural issues, and economic demand.

TXTL

TXTL 120 **3 credits** **(4,0,0) hrs** **15 wks**

Dyeing and Breakdown for Film and Theatre I

Prerequisite: Acceptance into the Costuming for Theatre and Film program.

An introduction to textile arts and dyeing for the costumer applied to film and theatre.

TXTL 121 **3 credits** **(4,0,0) hrs** **15 wks**

Dyeing and Breakdown for Film and Theatre II

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 300 **3 credits** **(1,6,0) hrs** **15 wks**

Directed Studies in Textile Arts I

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

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.

Note: Prerequisite may be waived by permission of coordinator.

TXTL 301 **3 credits** **(1,0,6) hrs** **15 wks**

Directed Studies in Textile Arts II

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

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.

Note: Prerequisite may be waived by permission of coordinator.

TXTL 330 **3 credits** **(4,0,0) hrs** **15 wks**

Advanced Professional and Business Skills in Arts and Crafts

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

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.

Note: Prerequisite may be waived by permission of coordinator.

TXTL 340 **3 credits** **(4,0,0) hrs** **15 wks**

3-D Fibre and Mixed Media Construction II

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

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 367 **3 credits** **(4,2,0) hrs** **15 wks**

Advanced Weaving I

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

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,

VIS

VIS 010 **3 credits** **(4,0,0) hrs** **16 wks**

Vision: Cognitive Abilities Development

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.

WLP

WLP 124 **2 credits** **(60,0,0) hrs** **1 wk**

Winter Skills

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 **2 credits** **(60,0,0) hrs** **1 wk**

Ski Touring

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 **2 credits** **(60,0,0) hrs** **1 wk**

Backpacking

Students will develop skills in client care, risk management, navigation, professionalism, travel, instruction, terrain assessment, camping and mountain sense.

WLP 127 **2 credits** **(60,0,0) hrs** **1 wk**

Mountaineering

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 **2 credits** **(48,0,0) hrs** **1 wk**

Rock Climbing I

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 141 **1 credit** **(24,0,0) hrs** **1 wk**
Telemark Clinic

WLP 142 **2 credits** **(60,0,0) hrs** **1 wk**
Sailing

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 **2 credits** **(60,0,0) hrs** **1 wk**
Sailing II

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 **2 credits** **(48,0,0) hrs** **1 wk**
Mountain Biking

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 **2 credits** **(48,0,0) hrs** **1 wk**
River Kayak I

This course introduces students to river kayaking equipment, safety procedures, strokes and rolling techniques.

WLP 148 **2 credits** **(48,0,0) hrs** **1 wk**
Snow Boarding

A course developing leadership skills in snowboarding, including a comprehensive overview of the sport as it relates to snowboard instruction, guiding and leadership.

WLP 153 **3 credits** **(60,0,0) hrs** **1 wk**
Guiding Leadership

This course examines the concepts of leadership and team building and expands on this theme through the exploration of skills and techniques.

WMST

WMST 100 **3 credits** **(4,0,0) hrs** **15 wks**

Introduction to Women's Studies

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 **3 credits** **(4,0,0) hrs** **15 wks**

Political Economy of Women

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women Writers and Feminist Criticism

Prerequisite: EDT or LPI placement, or credit for ENGL 010.

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 **3 credits** **(4,0,0) hrs** **15 wks**

Contemporary American Women Writers

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women and the Law

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women and Psychology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women in Politics

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women and Geography

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women in Anthropology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women and Health

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women and Religion

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 **3 credits** **(4,0,0) hrs** **15 wks**

Women and Art

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: Students taking WMST 130 will not receive duplicate credit for AHIS 109.

WMST 140 **3 credits** **(4,0,0) hrs** **15 wks**

Women, Science and Technology

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 **3 credits** **(4,0,0) hrs** **15 wks**

Popular Culture and Gender

This course will explore the relationship between gender and popular culture using a feminist analysis.

WMST 220 **3 credits** **(4,0,0) hrs** **15 wks**

Women and the Past: A Historical Survey

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.