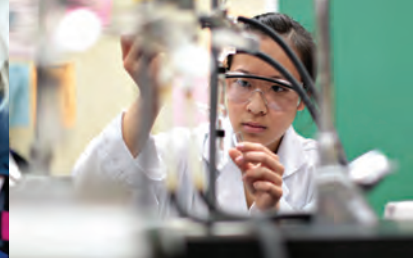




CAP TU



CAPILANO UNIVERSITY PROGRAM GUIDE 2016-17



WELCOME TO CAPILANO UNIVERSITY

Capilano U is a vibrant and innovative university in a spectacular West Coast city, where culture is celebrated, nature is revered and every urban comfort is within reach. Perched on the slopes of the Coast Mountains, Capilano University's main campus in North Vancouver is close to stunning trails, beaches and ski resorts, and just 20 minutes from downtown Vancouver. The university also serves the communities of the Sunshine Coast and Sea-to-Sky Corridor.

Creating opportunities for students to learn by doing is at the heart of our approach to teaching. Capilano U grads are some of the best prepared in the world because they've learned to think beyond the textbook. They've gained practical experience working on projects with real world relevance. Because of this, they're better able to think on their feet, to make unexpected connections, and to adapt and respond to change. And they've learned the importance of making a difference at a personal, local and global level.

We invite you to take a closer look.





CAP AT A GLANCE

8,813
students in credit programs

26
average class size

57
largest class size



WHAT'S INSIDE

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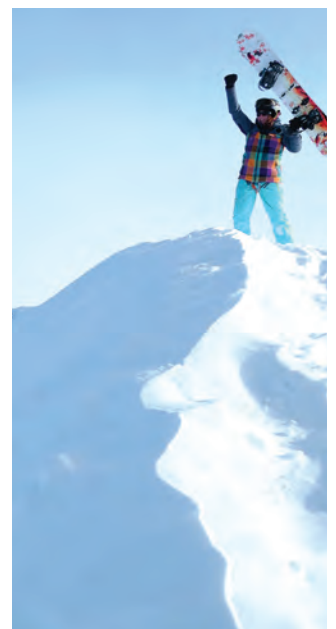
**VIBRANT
CAMPUS**

483
Aboriginal students

993
International students

64
Countries represented

99
Cap U students
studying abroad





10 WAYS TO EXPLORE CAPILANO U

1. OUR WEBSITE

One-stop shop for planning your education capilano.ca/future

2. YOUR DAILY CAP BLOG

Get the inside scoop on student life, alumni success stories, study tips & more yourdailycap.ca

3. EXPLORE CAPILANO INFO NIGHT

Discover Capilano's wide range of programs explorecapilano.ca

4. CAMPUS TOURS

Sign up for a tour of our North Van campus capilano.ca/tours

5. OPEN HOUSES & PROGRAM INFO MEETINGS

Learn about a specific program capilano.ca/info-meetings

6. SEE STUDENT WORK

Catch a Fine & Applied Arts grad show capilano.ca/specialevents

See students perform live on stage capilano.ca/centre

7. ADVISING

Get help with education planning capilano.ca/advising
capilano.ca/international

8. E-NEWSLETTERS

Subscribe to an e-newsletter capilano.ca/e-newsletter

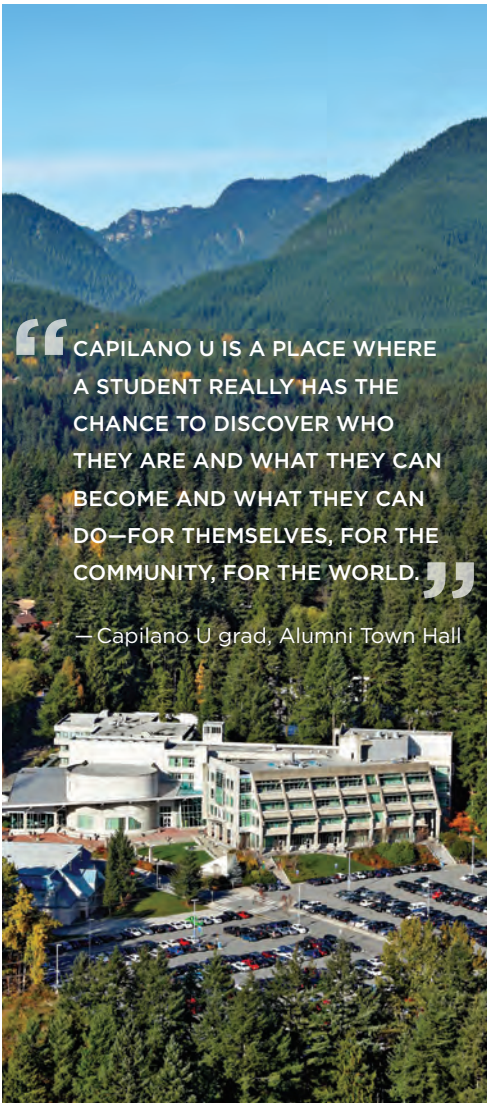
9. GET SOCIAL

Connect with us online:

-  Capilano University
-  @CapilanoU
-  @CapilanoU
-  CapilanoUniversity

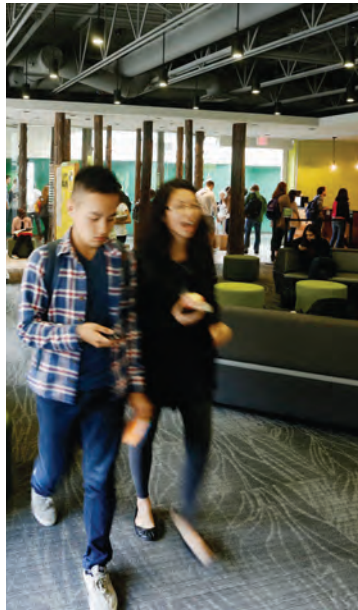
10. TEST THE WATERS

Start with a course or two and see what sparks your interest. Earn credits toward a credential while you do it!



“CAPILANO U IS A PLACE WHERE A STUDENT REALLY HAS THE CHANCE TO DISCOVER WHO THEY ARE AND WHAT THEY CAN BECOME AND WHAT THEY CAN DO—FOR THEMSELVES, FOR THE COMMUNITY, FOR THE WORLD.”

— Capilano U grad, Alumni Town Hall



94% of alumni are satisfied with their Capilano education
94% of alumni found employment related to their post-secondary education within 6 months of leaving Capilano U



CREDENTIALS WE OFFER

BACHELOR DEGREES

Bachelor of Arts in Applied Behaviour Analysis
Bachelor of Arts in Liberal Studies
Bachelor of Business Administration
Bachelor of Communication Studies
Bachelor of Design in Visual Communication
Bachelor of Early Childhood Care and Education
Bachelor of Legal Studies (Paralegal)
Bachelor of Motion Picture Arts
Bachelor of Music in Jazz Studies
Bachelor of Music Therapy
Bachelor of Performing Arts
Bachelor of Tourism Management

ASSOCIATE DEGREES

Associate of Arts
Associate of Arts—Applied Ethics
Associate of Arts—Art History
Associate of Arts—Creative Writing
Associate of Arts—English
Associate of Arts—Global Stewardship
Associate of Arts—Psychology
Associate of Science
Associate of Science—Biology

DIPLOMAS

2D Animation
3D Animation for Film and Games
Accounting Assistant
Acting for Stage and Screen
Adult Basic Education (B.C. Adult Dogwood)
Arts and Entertainment Management
Business Administration
Business Administration (Advanced)
Communication Studies
Community Leadership and Social Change
Costuming for Stage and Screen
Digital Visual Effects
Early Childhood Care and Education
Engineering Transition
General Studies
Human Kinetics
Indigenous Independent Digital Filmmaking
Jazz Studies
Legal Administrative Management
Local Government Administration
Motion Picture Arts
Music
Musical Theatre
Outdoor Recreation Management
Paralegal
Rehabilitation Assistant
Technical Theatre
Tourism Management Co-op Education
Tourism Management for International Students

CERTIFICATES

Accounting Assistant
Advanced Arts and Entertainment Management
Advanced Wilderness Leadership
Business Administration
Business Fundamentals
Cinematography for Film and Video
Conducting in Music
Discover Employability
Documentary
Early Childhood Care and Education
Education Assistant
Education and Employment Access
Health Care Assistant
Indigenous Independent Digital Filmmaking
Legal Administrative Assistant
Lil'wat Nation Language and Culture
Local Government Administration
Local Government Administration (Advanced)
Local Government Leadership Development
Magazine Publishing
Motion Picture Arts
Mountain Bike Operations
Paralegal
Retail Marketing
Sechelt Nation Language and Culture
Squamish Nation Language and Culture

CITATIONS

Animation Fundamentals
College and University Preparation
Community Capacity Building
Tourism Marketing

POST-GRADUATE CREDENTIALS

Applied Behaviour Analysis (Autism)
Early Childhood Care and Education
North American Business Management
North American Business Management Applied
International Management (and MSc
International Business—U of Hertfordshire)
North American and International Management

DID YOU KNOW?

CONTINUING STUDIES

Continuing Studies offers a diverse portfolio of non-credit courses for a broad array of learners, from babies and teens to adults and seniors. Topic areas include careers and vocational, computers and technology, music, art, languages and more. From leisure to work to creative pursuits, there is something for everyone at every life stage. We also offer custom programs for domestic and international groups.
capilanou.ca/continuingstudies

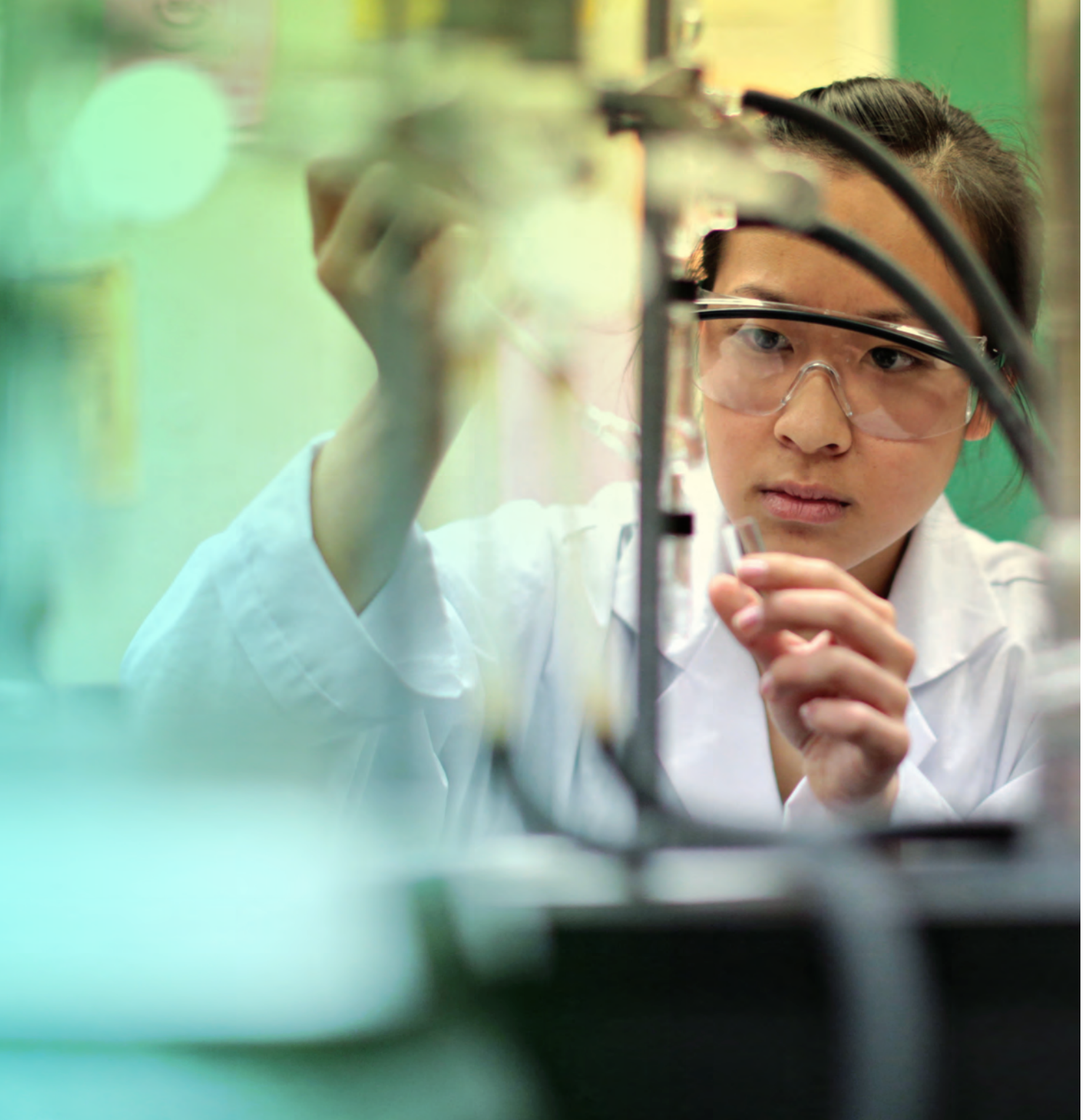
EXECUTIVE EDUCATION

Cap U Exec Ed offers non-credit courses, workshops and programs in fundamental management and business topic areas such as leadership, business strategy, project management, financial management, marketing, strategic communications, human resources, operations, entrepreneurship and much more. We offer open enrolment courses for individuals and custom solutions for domestic and international organizations.
capilanou.ca/execed

PATHWAY PROGRAMS FOR INTERNATIONAL STUDENTS

English for Academic Purposes (EAP)
Business Administration Pathway
Early Childhood Care and Education Pathway

ARTS & SCIENCES



Arts & Sciences

Perhaps the most powerful outcome of taking courses in the Faculty of Arts and Sciences is the versatile thinker you'll become. Your studies in humanities, social sciences, and pure and applied sciences will allow you to master valuable forms of knowledge, including knowledge of human discovery, human cultures and human experiences. It's about what Isaac Newton called "standing on the shoulders of giants"—discovering where the best thinkers of yesterday and today have taken us so you might take us further, and perhaps even change the conversation.

By studying literature, chemistry, sociology, economics, a language, or any of the other disciplines in the Arts and Sciences, you might discover something you feel deeply committed to, something you didn't realize was even a possibility before going to university. Apart from making you versatile and helping you zero in on what resonates with you, studies in the Arts and Sciences can allow you both a career path and opportunities for more advanced education. And you can earn credits toward a credential while becoming a thoughtful, articulate, inspired and inspiring person.

Arts & Sciences Disciplines

Arts

Anthropology

Explore the origin, culture and development of humankind.

Art History

The study of art and its relationship to society.

Chinese (Mandarin)

Explore the Mandarin Chinese language, culture and literature.

Economics

Analyze the allocation of scarce resources and the production, distribution and consumption of goods and services.

English

Study academic writing strategies, literature and creative writing.

French

Explore the French language, culture and literature.

History

Explore how and why change occurs in human societies, and understand the distinctive forces shaping our world.

Human Geography

Explore the relationship between human and environmental systems.

Japanese

Explore the Japanese language, culture and literature.

Linguistics

Explore the nature, structure and evolution of language.

Philosophy

Examine the fundamental assumptions or beliefs about knowledge, reality and values.

Political Studies

The study of the politics of power – what it is and who gets it, how it is used and how it is abused.

Psychology

Analyze all aspects of the human condition – from behaviour and thought processes to emotions and relationships.

Sociology

The study of human relationships and social institutions.

Spanish

Explore the Spanish language, culture and literature.

Women's and Gender Studies

Examine how gender relates to human behaviour, culture and social institutions.

Sciences & Engineering

Courses can be selected to develop learning pathways toward credentials and careers in applied science (engineering), health science and green science (environmental studies).

Astronomy

The science that involves the study of celestial bodies and the universe as a whole.

Biology

The science of life, including the chemicals and cells of which organisms are composed, as well as the structure and function of global ecosystems.

Chemistry

The study of molecules and their interactions in the physical and biological world.

Computing Science

The science of problem solving in the "information age."

Engineering

Apply scientific knowledge and creativity to solve the world's various practical problems.

Mathematics & Statistics

Mathematics is the study of patterns of structure, change and space. Statistics involves the collection, presentation, analysis and interpretation of data.

Physical Geography

Explore the processes influencing the Earth's natural environments.

Physics

The study of matter, energy, space and time over a range of scales from sub-atomic to astronomical.

Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

Arts Programs //////////////////////////////////////

PROGRAM DETAILS

Bachelor of Arts Degree – Applied Behaviour Analysis (Autism)

2 years (120 credits)
Full-time or part-time
Starts in September

DESCRIPTION

This degree program trains graduates to work with people with autism. The program combines rigorous academic training with supervised professional experience. Graduates will meet the requirements to become Board Certified Assistant Behaviour Analysts.

ADMISSION REQUIREMENTS

Associate of Arts or Science or equivalent with min 2.5 CGPA; or 60 transferable credits (100 level or higher) with min 2.5 CGPA from an accredited post-secondary institution including: 6cr ENGL/CMNS, including ENGL 100 or equivalent; 6cr PSYC; 3cr quantitative/analytical; 15cr electives; up to 30cr in a related area of study such as education assistant, child & youth development, developmental disability studies, early childhood education, special needs, ABA, social work, education. Letter of interest; letter of reference; interview; documentation of a minimum of 300 hours of experience as a behaviour interventionist prior to the start of the program in September (contact the ABA-A program coordinator for assistance in obtaining work/volunteer experience).

Applied Behaviour Analysis (Autism) Post-Baccalaureate Diploma

2 years (45 credits)
Full-time or part-time
Starts in September

Designed for those who already have a bachelor degree and who wish to obtain the required coursework and experience to enable them to become Board Certified Assistant Behaviour Analysts. Not intended for those who have completed the Bachelor of Arts in Applied Behaviour Analysis (Autism) as this is a duplication of their coursework.

Completion of a recognized bachelor degree in Arts or Sciences; letter of interest; letter of reference; interview; documentation of a minimum of 300 hours of experience as a behaviour interventionist prior to the start of the program in September (contact the ABA-A program coordinator for assistance in obtaining work/volunteer experience).

Bachelor of Arts Degree in Liberal Studies

4 years (120 credits)
Full-time or part-time
Starts in September, January, May

A multi-disciplinary degree in the Liberal Arts tradition. All degree students take a selection of courses in the Humanities, Social Sciences, and Pure and Applied Sciences. This foundation prepares students for the sustained critical inquiries, tutorials and focused research projects of upper-level courses.

See Admission to Arts & Sciences, p. 30.

Associate of Arts Degree

2 years (60 credits)
Full-time or part-time
Ladders to third-year studies
Starts in September, January, May

Offers a combination of first- and second-year Arts & Sciences courses (60 credits). Students complete a broad range of arts courses, along with some science courses.

See Admission to Arts & Sciences, p. 30.

Associate of Arts Degree – Applied Ethics

2 years (60 credits)
Full-time or part-time
Ladders to third-year studies
Starts in September, January, May

Includes courses in introductory ethics and critical thinking, as well as biomedical ethics, environmental ethics and business ethics.

See Admission to Arts & Sciences, p. 30.

Associate of Arts Degree – Art History

2 years (60 credits)
Full-time or part-time
Ladders to third-year studies
Starts in September, January, May

Emphasizes a broad knowledge of art history and cultivates a critical visual awareness with which to view the art and visual culture of both past and present.

See Admission to Arts & Sciences, p. 30.

Associate of Arts Degree – Creative Writing

2 years (60 credits)
Full-time or part-time
Ladders to third-year studies
Starts in September

Combines instruction and practice in creative and critical writing in a variety of genres, including poetry, fiction, drama, screenwriting, mixed-genre and new media.

See Admission to Arts & Sciences, p. 30.

Associate of Arts Degree – English

2 years (60 credits)
Full-time or part-time
Ladders to third-year studies
Starts in September, January, May

Offers the opportunity to think critically about traditional and experimental English literature in a wide variety of genres and in the context of contemporary issues.

See Admission to Arts & Sciences, p. 30.

Arts Programs continued

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
<p>Associate of Arts Degree – Psychology 2 years (60 credits) Full-time or part-time Ladders to third-year studies Starts in September, January, May</p>	<p>Provides students with fundamental knowledge and a critical understanding of the discipline of psychology.</p>	<p>See Admission to Arts & Sciences, p. 30.</p>
<p>General Studies Diploma Full-time or part-time (60 credits)</p>	<p>Recognizes a student's education across a wide variety of disciplines.</p>	<p>This program does not accept applications; however, Cap U students can work towards earning this credential.</p>
<p>Lil'wat Nation Language and Culture Certificate Part-time (30 credits) Starts in September</p>	<p>Designed to give current and future Lil'wat language teachers training in the Lil'wat language and a deeper understanding of the Lil'wat culture (from a Lil'wat perspective).</p>	<p>High school graduation (Grade 12) or equivalent or mature student status; interview with Lil'wat education officials.</p>
<p>Sechelt Nation Language and Culture Certificate Part-time (30 credits) Starts in September</p>	<p>Designed to give current and future Sechelt language teachers training in the Sechelt language and a deeper understanding of the Sechelt culture (from a Sechelt perspective).</p>	<p>High school graduation (Grade 12) or equivalent or mature student status; interview with Sechelt education officials.</p>
<p>Squamish Nation Language and Culture Certificate Part-time (30 credits) Starts in September</p>	<p>Designed to give current and future Squamish language teachers training in the Squamish language and a deeper understanding of the Squamish culture (from a Squamish perspective).</p>	<p>High school graduation (Grade 12) or equivalent or mature student status; interview with Squamish education officials.</p>

Sciences & Engineering Programs

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
<p>Associate of Science Degree 2 years (60 credits) Full-time or part-time Ladders to third-year studies Starts in September, January, May</p>	<p>Offers a combination of first- and second-year Arts & Sciences courses (60 credits). Students complete a broad range of science courses, along with some arts courses.</p>	<p>See Admission to Arts & Sciences, p. 30.</p>
<p>Associate of Science Degree – Biology 2 years (64 credits) Full-time or part-time Ladders to third-year studies Starts in September, January, May</p>	<p>Students choosing to specialize in biology will acquire a background preparing them particularly well to follow a majors program in biology.</p>	<p>See Admission to Arts & Sciences, p. 30.</p>
<p>Engineering - First year 1 year, full-time (42 credits) Transfers to second-year studies Starts in September</p>	<p>Modeled on first-year Engineering at UBC. Upon successful completion, students will be considered for admission to second-year engineering at UBC, SFU and UVic. An engineering education leads to careers such as electrical engineer, civil engineer, mechanical engineer, bio-medical researcher, environmental engineer, aerospace engineer, structural engineer and astronaut.</p>	<p>High school graduation or equivalent or mature student status; Pre-calculus 12 (A), or both Calculus 12 (B) and Pre-calculus 12 (B); and both Physics 12 (B) and Chemistry 12(B); and English 12 (C-) or English 12 First Peoples (C-). Applicants who do not meet the minimum math requirement may write the Math Placement Test (Calculus MPT) to be considered for admission.</p>
<p>Engineering Transition Diploma 2 years (61 credits) Full-time Transfers to second-year studies Starts in September</p>	<p>Designed to transfer into Engineering at UBC, SFU and UVic. Students can complete the prerequisites for first year (if required), the first year and part of the second year of the Engineering program. Upon completion, students will be considered for admission into second-year Engineering at the receiving institution with extra second-year credits transferred.</p>	<p>High school graduation or equivalent or mature student status; Pre-calculus 12 (B) and Chemistry 11; and either English 12 or English 12 First Peoples. Applicants who do not meet the minimum math requirement may write the Math Placement Test (Pre-calculus MPT) to be considered for admission..</p>

.....
Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

A young man with short dark hair, wearing a light-colored suit jacket, a white shirt, and a patterned tie, is smiling and looking towards the camera. He is standing in a large, brightly lit indoor space, likely a conference or exhibition hall. In the background, other people are visible, including a man in a dark suit standing near a whiteboard. The overall atmosphere is professional and positive.

**BUSINESS &
PROFESSIONAL
STUDIES**

School of Business //////////////////////////////////////

PROGRAM DETAILS

DESCRIPTION

ADMISSION REQUIREMENTS

Bachelor of Business Administration Degree

4 years (120 credits)
Full-time or part-time
Starts in September, January, May

Equips students with the advanced business and management skills necessary to become effective leaders, innovators and entrepreneurs. Students develop expertise in a chosen area of specialization: accounting/finance, general management, international business and logistics, marketing or strategic HR management.

High school graduation or equivalent or mature student status; English 12 (C+) or English 12 First Peoples (C+) or EDT=ENGL 100 or LPI essay score=24, essay level=4; and Principles of Math 11 (C) or Pre-calculus 11 or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 or Principles of Math 12 or Pre-calculus 12 or BMTH 054 or BTEC 115 (B-).

Business Administration Diploma

2 years (60 credits)
Full-time or part-time
Starts in September, January, May

Provides the skills and knowledge required to be an effective manager or business professional. Ladders into the Business Administration advanced diploma and degree.

High school graduation or equivalent or mature student status. Same English and Math requirements as Bachelor of Business Administration degree above.

Business Administration Advanced Diploma

3 years (30 credits plus Business Administration diploma)
Full-time or part-time
Starts in September, January, May

Provides the skills and knowledge required to be an effective manager or business professional. Students may specialize in accounting/finance, general management, international business and logistics, marketing or strategic HR management. Ladders into the Business Administration degree.

Successful completion of the Business Administration diploma or equivalent.

Business Administration Certificate

Full-time or part-time (18 credits)
Starts in September, January, May

Provides the basic skills to get started in a business career or launch a business. Ladders into the Business Administration diploma.

High school graduation or equivalent or mature student status.

North American Business Management Post-Baccalaureate Diploma

1 year (36 credits)
Full-time, part-time available
Starts in September and January

Designed for international students and new immigrants who have a bachelor degree from their home country and wish to gain in-depth knowledge of the North American business management culture within a short period of time.

Completion of an undergraduate degree from a recognized institution. Students with backgrounds other than business degrees, economics degrees or the equivalent will be required to complete a three-week pre-session Business Essentials course. IELTS 6.0 overall and no one score less than 5.5; or IELTS 5.5 overall with no one score less than 5.0 plus four weeks of pre-session English; two-page letter of intent; resumé or experience summary recommended.

North American Business Management Applied Post-Baccalaureate Diploma

16 months (45 credits)
Full-time, part-time available
Starts in September and January

For international students and new immigrants with a degree from their home country who are interested in an accelerated opportunity to study North American business practices and apply their new skills and learning in a Canadian context. Students complete this two-year program in 16 months, which includes an extended six-month unpaid work practicum with a local organization. This is a two-year, full-time program accelerated to 16 months.

Completion of an undergraduate degree from a recognized institution. Students with backgrounds other than business degrees, economics degrees or the equivalent will be required to complete a three-week pre-session Business Essentials course. IELTS 6.0 overall and no one score less than 5.5; or IELTS 5.5 overall with no one score less than 5.0 plus four weeks of pre-session English; two-page letter of intent; resumé or experience summary recommended.

Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

School of Business continued

PROGRAM DETAILS

International Management Graduate Diploma (and MSc International Business - U of Hertfordshire)

1 year (36 credits)
Full-time
Starts in September

DESCRIPTION

For undergraduate business students. Includes a study abroad term in England, term 2. Students also complete an integrated international report or business plan. Two credentials awarded: an International Management graduate diploma from Capilano University and a Master of Science degree in International Business from the University of Hertfordshire in England.

ADMISSION REQUIREMENTS

Completion of a BBA degree or NA Business post-baccalaureate diploma at Capilano with a CGPA of 3.0 or higher; or completion of a four-year undergraduate business degree, economics degree or equivalent from a recognized institution with a CGPA of 3.0 or higher; or a degree equivalent professional qualification with a CGPA of 3.0 or higher approved by the Program Chair. IELTS 6.5 overall and no one score less than 6 or equivalent. Interview. Two-page letter of intent; resumé or experience summary recommended.

North American and International Management Graduate Diploma

2 years (72 credits)
Full-time
Starts in September and January

For international students. First year focuses on Canadian-specific business issues and trends. During the second year, students expand their international learning experience and complete a final term abroad at the University of Hertfordshire in England.

Completion of an undergraduate degree from a recognized institution. Students with backgrounds other than business degrees, economics degrees or the equivalent will be required to complete a three-week pre-session Business Essentials course. IELTS 6.0 overall and no one score less than 5.5; or IELTS 5.5 overall with no one score less than 5.0 plus four weeks of pre-session English; two-page letter of intent; resumé or experience summary recommended.

Retail Marketing Certificate

8 months (30 credits) full-time
Part-time available
Starts in September and January

Graduates find employment as retail buyers, retail managers, sales representatives and event coordinators. Ladders into the Business Administration diploma and degree.

High school graduation or equivalent or mature student status; English 12 (C+) or English 12 First Peoples (C+), and Math 11 (C) are recommended; interview may be required.

Business Administration Pathway

8 months, full-time
Starts in September

Offers international students intensive English for Academic Purposes (EAP) language training bridged with Business Administration courses. Ladders into the Business Administration diploma and/or degree. Some academic credits may be used towards other Capilano programs.

High school graduation (Grade 12) or equivalent. Principles of Math 11 (C) or Foundations of Math 11 (C) or Applications of Math 12 (B) or Apprenticeship & Workplace Math 12 (B) or BTEC 115 (B-). Students must produce evidence of their English language proficiency. The standard required is: Test of English as a Foreign Language (TOEFL): paper=520, computer=190, Internet=67, or English Language Assessment (ELA)=114, or International English Language Testing System (IELTS)=5.5 overall, and no one score less than 5.0, or Canadian Academic English Language Assessment (CAEL)=40, or Pearson Test of English (PTE Academic)=47 or Capilano University EAP 080 with a minimum B grade.

Accounting Assistant Diploma

2 years (60 credits) full-time
Part-time available in 2nd year
Starts in September

Provides students with practical accounting and basic management skills that have value in a wide variety of accounting jobs. Students will learn how to apply manual and computerized accounting systems in business situations, and gain skills in management, quantitative methods, business law, finance, economics and communications.

High school graduation or equivalent or mature student status; English 12 (C+) or English 12 First Peoples (C+) or EDT=ENGL 100 or LPI essay score=24, essay level=4, and Principles of Math 11 (C) or Pre-calculus 11 or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 or Principles of Math 12 or Pre-calculus 12 or BMTH 054 or BTEC 115 (B-); information meeting or appointment with program convenor.

School of Business continued 

PROGRAM DETAILS

Accounting Assistant Certificate
8 months (30 credits) full-time
Starts in September

Business Fundamentals Certificate
4 months (15 credits) full-time
Part-time available
Starts in September

DESCRIPTION

Provides the skills required for entry-level accounting positions such as accounting assistant and bookkeeper. Fifteen credits may be used towards the Business Administration diploma or degree.

Opens the door to other programs. Ladders into the Accounting Assistant programs. Math course may satisfy the Business Administration entrance requirement.

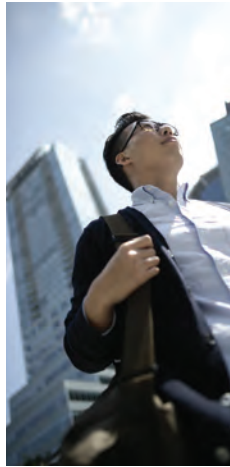
ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; information meeting or interview; SLEP test for EAP students.

High school graduation or equivalent or mature student status; information meeting or appointment with faculty member, SLEP test for EAP students.



Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.



School of Communication

PROGRAM DETAILS

Bachelor of Communication Studies Degree

120 credits, full-time or part-time
Starts in September and January

Communication Studies Diploma

60 credits, full-time or part-time
Starts in September and January

Magazine Publishing Certificate

4 months (18 credits) full-time
Starts in May

DESCRIPTION

Combines critical analysis of communication, media and culture with applied communication skills directed towards scholarly investigation and practical experience in public and media relations; publishing, editing and writing; journalism; communication research and policy analysis; and communication coordination and management.

An academic program designed to prepare students for careers that demand a critical understanding of media, broad knowledge of social and cultural issues, and writing and speaking skills.

Students learn editorial and layout skills from editors, writers and art directors; includes an industry practicum.

ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; English 12 (B) or English 12 First Peoples (B) or equivalent. For students with previous post-secondary experience, a minimum cumulative GPA of 2.5 (on a scale of 4.33) or equivalent. A letter of intent and resumé must be submitted by all students with previous post-secondary experience, and may be requested of other applicants.

High school graduation or equivalent or mature student status; English 12 (B) or English 12 First Peoples (B) or equivalent. For students with previous post-secondary experience, a minimum cumulative GPA of 2.5 (on a scale of 4.33) or equivalent. A letter of intent and resumé must be submitted by all students with previous post-secondary experience, and may be requested of other applicants.

Undergraduate degree, associate degree, or diploma or equivalent; interview, resumé and letter of intent.

School of Legal Studies

PROGRAM DETAILS

Bachelor of Legal Studies (Paralegal) Degree

4 years (123 credits)
Full-time (followed by
a six-month paid practicum)
Part-time option available to
Paralegal diploma or certificate
graduates in September, January, May
Full-time option starts in September

Paralegal Diploma

2 years (69 credits)
Full-time (followed by
a six-month paid practicum)
Starts in September

Paralegal Certificate

30 credits
Part-time evenings (summer
legal research course is daytime
Saturdays) or part-time online
Starts in September, January, May

Legal Administrative Assistant Certificate

8 months (31.5 credits) full-time
Starts in September, January, May

DESCRIPTION

Designed primarily for high school graduates looking for a challenging career in the legal field. Graduates perform procedural and substantive legal work under the supervision of lawyers in law offices, government agencies and corporate legal departments.

Geared towards those who are interested in establishing a new career in the legal field. Graduates perform procedural and substantive legal work under the supervision of lawyers in law offices, government agencies and corporate legal departments.

Designed for those working in the legal field such as legal administrative assistants who are interested in increasing their responsibilities and becoming paralegals. Graduates perform procedural and substantive legal work under the supervision of lawyers in law offices, government agencies and corporate legal departments.

Provides the skills and knowledge for employment as a legal administrative assistant performing valuable administrative and clerical support. Graduates find employment in law offices, government agencies and corporate legal departments.

ADMISSION REQUIREMENTS

High school graduation with an 80% or higher average through Grades 11 and 12 (including in English 12 or English 12 First Peoples, and at least four other Grade 11 or 12 academic courses) or equivalent, or mature student status; resumé; essay; two letters of reference; applicant may be called for an interview.

High school graduation or equivalent, or mature student status; two years of full-time post-secondary education with an academic focus (will consider one year of full-time post-secondary education with an academic focus plus relevant life/work experience, or relevant life/work learning experience); English 100 level or higher course (B- or higher), CMNS 159 (B+ or higher) or LPI exam (level 5 or higher); resumé; essay; two letters of reference; work experience in an office setting and a good working knowledge of computers are highly recommended; applicant may be called for an interview.

High school graduation or equivalent, or mature student status; English 100 level or higher course (B- or higher), CMNS 159 (B+ or higher) or LPI exam (level 5 or higher); resumé; letter from employer confirming current legal employment; and one of the following: 1) two years legal administrative work experience; 2) graduation from Cap U's Legal Administrative Assistant (LAA) program with B+ or higher (other LAA programs may be considered); 3) graduation from Cap U's online LAA program with B+ or higher (other online LAA programs may be considered) plus one year legal administrative work; or 4) relevant life/work experience with or without legal administrative work experience (some limitations).

High school graduation or equivalent, or mature student status; keyboarding at 45 wpm (touch typing); resumé; letter of reference; interview; SLEP test for EAP students; and LGST English Diagnostic Test (31/50 required).

Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

EDUCATION, HEALTH & HUMAN DEVELOPMENT



School of Education & Childhood Studies //////////////////////////////////////

PROGRAM DETAILS

Bachelor of Early Childhood Care and Education Degree

4 years (121.5 credits)
Full-time and part-time
Starts in September and January

DESCRIPTION

Offers advanced perspectives on Early Childhood Care and Education practice, encouraging graduates to continue to develop their abilities as outstanding educators and partners in children's lives.

ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; a minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three academic Grade 12 courses. Admission preference may be given to students with English Lit 12 as one of the three academic Grade 12 courses.

Early Childhood Care and Education Post-Baccalaureate Diploma

1 year (30 credits)
Full-time and part-time
Starts in September

Allows students with undergraduate degrees to study to gain new skills and broaden their knowledge in order to advance their career, change career direction, and deepen their understanding of early childhood politics and pedagogy. This program is most relevant to those holding a Professional Certificate with the BC Ministry of Education.

Completion of a recognized bachelor's degree (or equivalent) with a minimum graduation grade point average of 2.0. Applicants may be required to attend an interview; letter of interest/intent.

Early Childhood Care and Education Diploma

2 years (62.5 credits)
Full-time and part-time
Starts in September and January

Provides students with the competencies and knowledge required to work with children under the age of five in licensed preschools and daycare centres. Offers students an opportunity to examine historical and contemporary understandings of child care, education, families and childhood. As part of the diploma, students will complete the following credentials: Basic Early Childhood Care and Education certificate and Infant Toddler certificate or Special Needs certificate.

High school graduation or equivalent or mature student status; English 12 or English 12 First Peoples. Recommended: A minimum grade point average of 2.0 (60%) calculated on English 12 or English 12 First Peoples and three academic Grade 12 courses. Admission preference may be given to students with English Lit 12 as one of the three academic Grade 12 courses.

Early Childhood Care and Education Pathway

8 months, full-time
Starts in September

Offers international students intensive English for Academic Purposes (EAP) language training along with Early Childhood Care and Education (ECCE) courses. Ladders into an ECCE diploma or degree.

High school graduation (Grade 12) or equivalent. Students must produce evidence of their English language proficiency. The standard required is: Test of English as a Foreign Language (TOEFL): paper=520, computer=190, Internet=67, or English Language Assessment (ELA)=114, or International English Language Testing System (IELTS)=5.5 overall, and no one score less than 5.0, or Canadian Academic English Language Assessment (CAEL)=40, or Pearson Test of English (PTE Academic)=47 or Capilano University EAP 080 with a minimum B grade.

Education Assistant Certificate

20 months (30 credits)
Part-time
Starts in August

Prepares students to work with children or adolescents who present with a wide range of abilities, under the supervision of teachers in elementary and secondary schools.

High school graduation (Grade 12) or equivalent or mature student status. English 12 or English 12 First Peoples; Foundations of Math 11 or Pre-calculus 11 or Apprenticeship and Workplace Math 11; information session; interview; relevant experience working with children and adolescents; covering letter; resumé; three reference letters; clear criminal records search; Standard First Aid and CPR certificates; TB test.

Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

School of Allied Health

PROGRAM DETAILS

Bachelor of Music Therapy Degree

4.5 years (124 credits) full-time
Starts in September

DESCRIPTION

Leads to music therapy practice in hospitals, clinics, schools, community centres, group homes and private practice.

ADMISSION REQUIREMENTS

45 credits of specific university level study in music theory, ear training, sight singing, English, music history, psychology, math/science, humanities/social sciences/music; portfolio; audition.

Health Care Assistant Certificate

8 months (30 credits) full-time
Offered 2-3 times each year
North Vancouver and Sunshine
Coast campuses

Graduates are qualified to work in any level of continuing care including home support, adult daycare, assisted living and complex care (including special care units).

Must have high school graduation or mature student status or be at least 18 years of age with a minimum of Grade 10 English. English Language Competency requirements as specified by the B.C. Care Aide and Community Health Worker Registry. Covering letter; resumé; three written reference letters; criminal record check; interview may be required. Once accepted, students must submit additional documentation required by relevant health authorities. Details on website.

Rehabilitation Assistant Diploma

18 months (63 credits) full-time
Starts in September

Graduates assist occupational therapists, physiotherapists, speech-language pathologists and audiologists in hospitals, clinics and extended care facilities.

High school graduation or equivalent; English 12 or English 12 First Peoples and at least one science (Biology 12, Physics 12 or Chemistry 12); basic computer skills; information session; interview; resumé; letter of interest; three letters of reference; current criminal record check; minimum 50 hours of volunteer or paid work experience in an appropriate setting; good physical health and letter from physician, Standard First Aid & CPR level "C" certificates and TB test. Additional documentation may be required for practicums.

School of Access & Academic Preparation

PROGRAM DETAILS

Adult Basic Education (ABE)

Self-paced or paced
Starts in September, January, May

DESCRIPTION

Offers opportunities to work toward Grade 12 equivalency (B.C. Adult Dogwood Graduation diploma), complete missing prerequisite courses and upgrade skills in preparation for post-secondary education or employment.

ADMISSION REQUIREMENTS

At least 18 years of age and out of public school for at least one year. Department approval required for exceptions.

College and University Preparation Citation

4 months (6 credits) full-time
Starts in September and January

Helps students gain confidence by developing post-secondary skills while upgrading academic qualifications in preparation for further post-secondary education.

Grade 10 or permission of the department; assessment and interview with coordinator; 18 years or older and out of high school for one year; must have completed some EAP course work (if required). Level and grade requirement to be determined by department.

Community Capacity Building Citation

8 months (6 credits)
Part-time
Starts in October

Prepares grads for community leadership roles and entry-level positions in community outreach, activity coordination and support group facilitation. Students should have active involvement as a community volunteer. Two courses may be used toward the Community Leadership and Social Change diploma program.

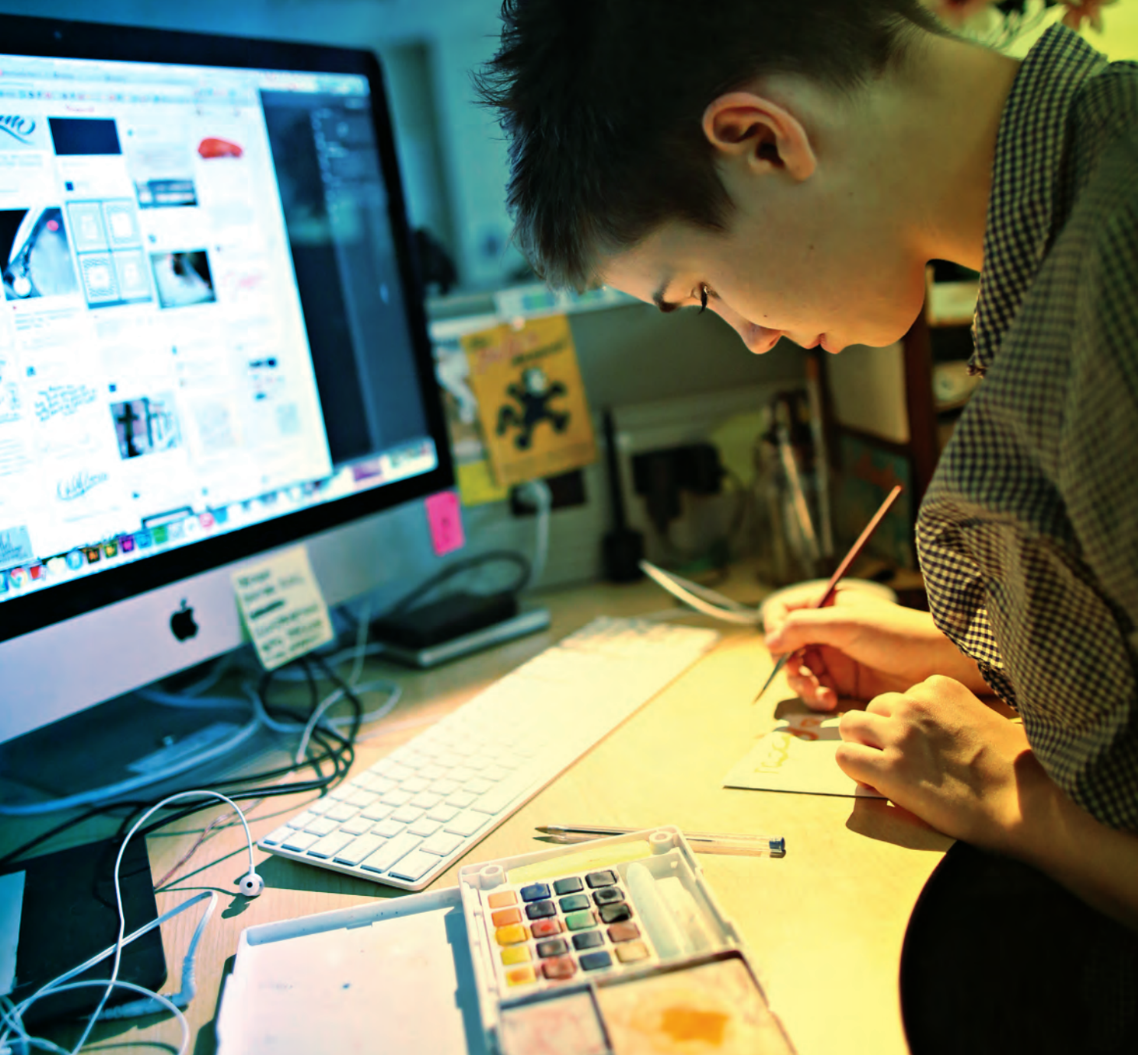
High school graduation or equivalent or mature student status; interview.

School of Access & Academic Preparation continued

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
<p>Community Leadership and Social Change Diploma 2 years (60 credits) Full-time or part-time Starts in September</p>	<p>Prepares students for careers in the community sector emphasizing community development, social change and social justice. Successful grads may find employment as program or volunteer coordinators, settlement workers, health promotion workers or food network coordinators.</p>	<p>High school graduation or equivalent or mature student status or completion of the Community Capacity Building citation; active as a volunteer in the community; interview.</p>
<p>Discover Employability Certificate 8 months (24 credits) full-time Offered in alternating years Starts in September</p>	<p>An introductory program that accommodates individual learning styles and prepares students for active participation in the workplace and the community.</p>	<p>Interview to determine motivation and readiness to participate in independent work experience.</p>
<p>Education and Employment Access Certificate 8 months (25.5 credits) full-time Offered in alternating years Starts in September</p>	<p>Students with learning difficulties or other barriers to reaching their goals will be offered specific support in their transition to post-secondary education and employment.</p>	<p>Interview to determine appropriate employment or education goals.</p>
<p>English for Academic Purposes (EAP) Full-time Starts in September, January, May</p>	<p>Courses focus on improving English for academic post-secondary study.</p>	<p>High school graduation or equivalent and one of: English Language Assessment (ELA) test score of a minimum of 32 or Capilano English for Academic Purposes (EAP) Placement Test.</p>
<p>Business Administration Pathway 8 months, full-time Starts in September</p>	<p>Offers international students intensive English for Academic Purposes (EAP) language training bridged with Business Administration courses. Ladders into the Business Administration diploma and/or degree. Some academic credits may be used towards other Capilano programs.</p>	<p>High school graduation (Grade 12) or equivalent. Principles of Math 11 (C) or Foundations of Math 11 (C) or Applications of Math 12 (B) or Apprenticeship & Workplace Math 12 (B) or BTEC 115 (B-). Students must produce evidence of their English language proficiency. The standard required is: Test of English as a Foreign Language (TOEFL): paper=520, computer=190, Internet=67, or English Language Assessment (ELA)=114, or International English Language Testing System (IELTS)=5.5 overall, and no one score less than 5.0, or Canadian Academic English Language Assessment (CAEL)=40, or Pearson Test of English (PTE Academic)=47 or Capilano University EAP 080 with a minimum B grade.</p>
<p>Early Childhood Care and Education Pathway 8 months, full-time Starts in September</p>	<p>Offers international students intensive English for Academic Purposes (EAP) language training along with Early Childhood Care and Education (ECCE) courses. Ladders into an ECCE diploma or degree.</p>	<p>High school graduation (Grade 12) or equivalent. Students must produce evidence of their English language proficiency. The standard required is: Test of English as a Foreign Language (TOEFL): paper=520, computer=190, Internet=67, or English Language Assessment (ELA)=114, or International English Language Testing System (IELTS)=5.5 overall, and no one score less than 5.0, or Canadian Academic English Language Assessment (CAEL)=40, or Pearson Test of English (PTE Academic)=47 or Capilano University EAP 080 with a minimum B grade.</p>

Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

FINE & APPLIED ARTS



IDEA School of Design //////////////////////////////////////

PROGRAM DETAILS

Bachelor of Design in Visual Communication Degree

4 years (124 credits) full-time
Starts in September

DESCRIPTION

Graduates pursue careers in the visual communication field, in graphic design or in their area of specialization: branding, interactive design or illustration. A three-month industry practicum precedes graduation.

ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; English 12 or English 12 First Peoples with a minimum C grade; Visual Communication program package (two letters of reference, written submission and portfolio). Applicants whose portfolios meet the program standards must submit a sketchbook, attend an interview, and complete drawing, written communication, and creative thinking tests.

School of Motion Picture Arts //////////////////////////////////////

PROGRAM DETAILS

Bachelor of Motion Picture Arts Degree

4 years (123 credits) full-time
Starts in September

DESCRIPTION

Emphasizes practical, creative, technical, professional and entrepreneurial skills. The first two years focus on application and technical proficiency. The third and fourth years emphasize content creation and mastery. Students may choose to exit with a certificate after completing first year or a diploma after completing the first two years.

ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; English 12 or English 12 First Peoples or equivalent. Minimum average of 72% on all Grade 12 high school subjects. Interview; letter of intent.

Cinematography for Film and Video Certificate*

8 months (30 credits) full-time
Starts in September

Prepares students for cinematography work, such as camera crew, video editing and lighting.

High school graduation or equivalent or mature student status; completion of the Motion Picture Arts certificate or equivalent; interview. **Note: This program is under review; check the website for current information.*

Costuming for Stage and Screen Diploma

2 years (64.5 credits) full-time
Starts in September

For those interested in a costuming career. Offers hands-on training in costume construction, textiles for costumers and the fundamentals of costume design for stage and film projects.

High school graduation or equivalent or mature student status; interview; portfolio. Students with sufficient work experience in film or theatre industries may be admitted on a case-by-case basis to the second year of the program.

Documentary Certificate

8 months (33 credits) full-time
Starts in September

Graduates gain the skills needed to produce, direct, write and edit documentary or specialized productions.

High school graduation or equivalent or mature student status with successful completion of testing and/or upgrading in English or Math skills; interview; letter of interest.

Indigenous Independent Digital Filmmaking Diploma

2 years (60 credits) full-time
Starts in September

Graduates pursue work as production assistants, camera operators/assistants, editing assistants, editors, writers, production managers, directors, broadcast journalists, or run their own production companies. Students may choose to exit with a certificate after completing one year of the program.

High school graduation or equivalent or mature student status; interview; portfolio. Applicants with sufficient work experience in the television, film or independent production industries may be admitted on a case-by-case basis to the second year of the program.

Lighting for Digital Imaging and Film

1 month intensive (3 credits)
Full-time
Summer program

Courses fast track successful graduates into the video and film industries in the lighting department.

High school graduation or equivalent or mature student status; Applicants may be required to complete a drawing exercise.

Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

School of Motion Picture Arts continued //

PROGRAM DETAILS

2D Animation Diploma
2 years (64.5 credits) full-time
Starts in September

3D Animation for Film and Games Diploma
2 years (64.5 credits) full-time
Starts in September

Animation Fundamentals Citation
2 months (7.5 credits) full-time
Starts in July

Digital Visual Effects Diploma
2 years (60 credits) full-time
Starts in September

DESCRIPTION

Graduates work in the animation industry, locally and internationally, as 2D animators, character designers, storyboard artists, background artists, layout designers, concept artists and in other related creative roles.

Offers artistically- and technically-minded students with drive and ambition the opportunity to become successful 3D artists and animators in feature film, animation and video games worldwide.

Develops drawing, design and animation skills for possible entry into the 2D or 3D Animation programs.

Graduates work as visual effects artists and composers in film and television studios.

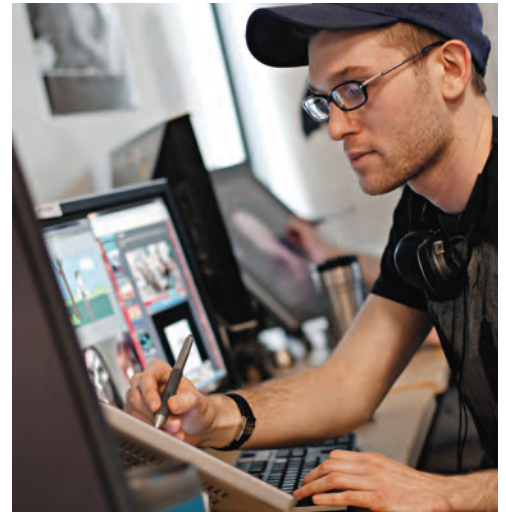
ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; portfolio; interview; applicants may be required to complete a drawing exercise.

High school graduation or equivalent or mature student status; letter of intent; portfolio and/or demo reel of relevant work; interview.

High school graduation or equivalent or mature student status; interview; portfolio. Applicants who have not graduated must be at least 18 and have completed Grade 11 or equivalent; students under 18 years of age who have not achieved high school graduation must meet concurrent admission requirements.

High school graduation or equivalent or mature student status; letter of intent; portfolio and/or demo reel of relevant work; interview.





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Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

School of Performing Arts //////////////////////////////////////

PROGRAM DETAILS

Bachelor of Performing Arts Degree
9 months, full-time

DESCRIPTION

The program is designed as a degree completion pathway for students who have already earned credit from a public or recognized and accredited private post-secondary institution in the disciplines of Music, Dance, Theatre, Stagecraft, Film Arts, Arts and Entertainment Management, Musical Theatre or Digital Media. This program is ideal for those who intend to practice as professional performing artists, arts managers, administrators or entrepreneurs, or to continue on to graduate studies in the performing arts. This program is offered jointly by Capilano University, Langara and Douglas College. It is currently being hosted at Douglas College.

ADMISSION REQUIREMENTS

Diploma in an approved program or equivalent, at one of the partner colleges or at another post-secondary institution; GPA of 2.5; interview; audition/portfolio; resumé; two reference letters; applicant statement of intent.

Bachelor of Music in Jazz Studies Degree

4 years (2 years after diploma)
126.5 - 135.5, full-time
Starts in September

Graduates work as performers, teachers and composers, or continue their musical development at the graduate level. Students may choose to study one of the following areas: arranging/composition, education, instrumental performance, vocal performance.

Successful completion of the Capilano University Jazz Studies diploma or acceptable transfer equivalent; interview; theory, keyboard and aural skills placement tests and audition for transfer students only.

Jazz Studies Diploma

2 years (66 credits) full-time
Starts in September

Graduates work as performers, teachers and composers, or continue their musical education. Ladders into the Jazz Studies degree.

Admission as per Arts & Sciences, p. 30; interview; audition (includes performance, aural skills and sight-reading assessment and theory entrance exam).

Music Diploma

2 years (62 credits)
Full-time and part-time
Starts in September

Gateway program for Bachelor of Music Therapy, Performing Arts and Jazz Studies degrees. Leads to careers in elementary and post-secondary education, private music instruction, conducting, composition, musicology, performance, music therapy, music criticism and music publishing.

Admission as per Arts & Sciences, p. 30; audition; theory test; ear test; interview.

Conducting in Music Certificate

8 months (20 credits) full-time
Part-time available
Classes start in September
Runs alternate years

Graduates will be able to conduct choral and instrumental ensembles effectively and confidently.

Successful completion of a Music diploma, Bachelor of Music or Bachelor of Education; interview.

Arts and Entertainment Management Diploma

2 years (60 credits)
Full-time or part-time
Starts in September

Offers a broad range of topics in arts and entertainment including a survey of the industry, production and design, record label and festival management, marketing, fundraising, tour and artist management in both the commercial and non-profit cultural sectors.

High school graduation or equivalent or mature student status; interview.

Advanced Arts and Entertainment Management Certificate

12 months (34 credits) full-time
Starts in May

Offers a broad range of topics in arts and entertainment including marketing, financial management, fundraising, tour and artist management in both the commercial and non-profit cultural sectors.

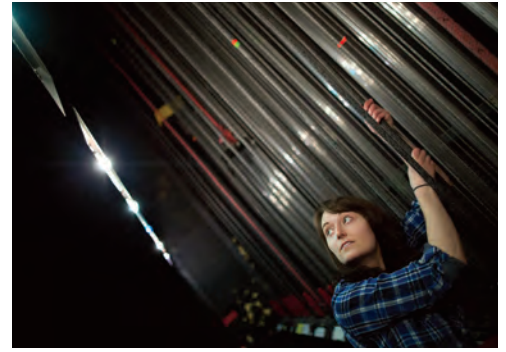
Two years of post-secondary education including three credit hours of English or Communications courses; interview.

Acting for Stage and Screen Diploma

3 years (100 credits) full-time
Starts in September

For those interested in a professional acting career. Offers specialized training in acting for stage and screen; voice and movement; private vocal training; directing, and film and stage projects.

High school graduation or equivalent or mature student status; interview; audition.



PROGRAM DETAILS

Musical Theatre Diploma

3 years (97 credits) full-time
Starts in September

Technical Theatre Diploma

2 years (63 credits) full-time
Part-time available
Starts in September

DESCRIPTION

For those interested in a professional theatre career. Offers specialized training in acting, singing, dancing, voice production, film acting, choreography and music theory.

Prepares graduates for professional careers in lighting, painting, props, sound, set construction and stage management.

ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; audition; interview.

High school graduation or equivalent or mature student status; interview.

Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.



GLOBAL & COMMUNITY STUDIES



School of Human Kinetics

PROGRAM DETAILS

Human Kinetics Diploma
2 years (60 credits) full-time
Transfer to year 3 UBC
Starts in September

DESCRIPTION

Offers two streams: Exercise Science and Physical Education. Graduates pursue careers in physiotherapy, exercise therapy, physical education, personal training and coaching.

ADMISSION REQUIREMENTS

Admission as per Arts & Sciences, p. 30; letter of interest and two reference letters. Students entering the Exercise Science stream must have the high school prerequisites for their first-year science electives.

School of Outdoor Recreation Management

PROGRAM DETAILS

Outdoor Recreation Management Diploma
16 months (62 credits)
Full-time (practicum)
Starts in August

DESCRIPTION

Graduates pursue professions in guiding, instruction, community recreation, park management and conservation. Ladders into the Bachelor of Tourism Management degree.

ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status; English 12 (C) or English 12 First Peoples (C); and Principles of Math 11 or Foundations of Math 11 or MATH 096 or BMTH 044 or BMTH 048 (C) or BTEC 115 (B-) or successful completion of Pre-calculus 11 or Principles of Math 12 or Foundations of Math 12 or Applications of Math 12 or Pre-calculus 12 or BMTH 054; interview; letter of interest; resumé; two letters of reference; completion of a medical self-declaration form.

Mountain Bike Operations Certificate

8 months, full-time
Starts in September
Offered on Sunshine Coast only

Prepares students for career opportunities with mountain resorts, non-profit organizations, government or private businesses. Teaches risk management, event management and mountain bike guiding, plus design and construction of sustainable trails and parks.

High school graduation or equivalent or mature student status; a minimum GPA of 2.0 (60%); interview; basic mountain bike riding skills; own mountain bike with suspension, safety gear and repair kit.

Advanced Wilderness Leadership Certificate

1 year (43 credits) full-time
Starts in August
Offered in Squamish only

Prepares students for careers in guiding, instruction, nature interpretation, camp leadership, community recreation and adventure tourism. Students receive extensive training in leadership, natural history, first aid, kayaking, rock climbing, rafting, sailing, mountaineering and backcountry skiing.

High school graduation or equivalent or mature student status or permission of coordinator for students who are at least 18 years of age; English 12 (C) or English 12 First Peoples (C); interview; references; resumé; medical certificate of health may be required; physically able to meet the challenges of the program.

School of Public Administration //

PROGRAM DETAILS

Local Government Administration Certificate

15 credits, part-time
Starts in September, January, May

Local Government Administration Advanced Certificate

45 credits, part-time
Starts in September, January, May

Local Government Administration Diploma

60 credits, part-time
Starts in September, January, May

Local Government Leadership Development Certificate

18 credits, part-time
Starts in September, January, May

DESCRIPTION

Designed for working professionals to improve their local government knowledge, understanding and skills.

Builds on the Local Government Administration certificate and allows working professionals to advance their career by enhancing their knowledge and skills.

Builds on the Local Government Administration advanced certificate, assisting working professionals to become more effective leaders, managers and change agents in their organizations.

Designed for local government professionals in a management or supervisory role to build their leadership skills and knowledge.

ADMISSION REQUIREMENTS

High school graduation or equivalent or mature student status or permission of program coordinator; current employment in a municipality, regional district, First Nations government, Improvement District or supporting agency.

High school graduation or equivalent or mature student status or permission of program coordinator; current employment in a municipality, regional district, First Nations government, Improvement District or supporting agency.

High school graduation or equivalent or mature student status or permission of program coordinator; current employment in a municipality, regional district, First Nations government, Improvement District or supporting agency.

High school graduation or equivalent or mature student status or permission of the program coordinator; current employment in a municipality, regional district, First Nations government, Improvement District or supporting agency, or permission of program chair; at least two years in a management or supervisory role.



Programs may have an English language proficiency requirement (e.g. TOEFL, ELA, IELTS, CAEL, PTE). See page 30 for details.

ADMISSION REQUIREMENTS & FEES

ADMISSION REQUIREMENTS

ADMISSION TO ARTS & SCIENCES

- Successful completion of B.C. secondary school (Grade 12) or equivalent with a minimum 2.0 (60%) grade point average (GPA) calculated on English 12 and three academic Grade 12 courses or English 12 First Peoples and three academic Grade 12 courses. These courses are to be selected from:

Accounting/Financial Accounting
Applications of Mathematics
Applications of Physics
BC First Nations Language
BC First Nations Studies
Biology
Calculus
Chemistry
Comparative Civilization
Economics
English Literature
First Nations
Foundations of Math
French or Français-Langue Seconde
Geography
Geology
German
History
Information Technology or one of:
ICTC12, ICTM12, ICTP12, ICTS12, ICTX12
Japanese
Korean
Law
Mandarin
Marketing
Philosophy
Philosophy & Religion
Physics
Pre-Calculus
Principles of Mathematics
Principles of Physics
Psychology
Punjabi
Social Justice
Spanish
Sustainable Resources
Writing

OR

- successful completion of the B.C. Adult Dogwood Graduation Diploma
- OR
- successful completion of the General Education Diploma (GED);
- OR
- mature student status

International Baccalaureate and Advanced Placement

Students who have completed the International Baccalaureate or Advanced Placement program and/or courses should consult the online calendar at capilano.ca/calendar for details on admission. Transfer credit for first year courses is also available.

PLEASE NOTE: Students from other provinces or countries should refer to our online calendar at capilano.ca/calendar

CONCURRENT ADMISSION

Students with superior academic records may apply for limited admission to take one or two Arts & Sciences courses while still attending secondary school. Students applying under the concurrent admission category must submit a Concurrent Studies Consent form signed by a parent/guardian and the high school principal or designate, a completed and signed Application for Admission/Readmission form, and an official secondary school interim transcript. Inquiries should be directed to the Registrar's Office.

MATURE STUDENT AND DISCRETIONARY ADMISSION

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

ADMISSION TO CAREER PROGRAMS

Secondary school graduation is the usual prerequisite for admission to career programs. However, some applicants may enter programs without graduation because of other qualifications and experience. Some programs may also request an interview, testing, audition, portfolio, or specific academic courses. For details, see pages 7 to 29 or refer to our current online calendar at capilano.ca/calendar

Admission for most programs generally takes place four months prior to the program start date. Thereafter, applicants will be considered only if seats are available in the program.

INTERNATIONAL STUDENTS: STUDY PERMITS

Study Permit: To study in Canada, international students are required to obtain a Study Permit from Citizenship and Immigration Canada (CIC). Full-time academic status is required by CIC, which is equivalent to 9 academic credits at Capilano University. Co-op Work Permit required for programs with a required practicum. Visit: cic.gc.ca/english/study

Exchange or Visiting International Students:

Students do not need a Study Permit if they plan to take a course or program in Canada that lasts six months or less. Citizens from certain countries will be required to have a Temporary Resident Visa. Students studying in Canada for more than six months are required to have a Study Permit.

Online Programs: International students may apply for admission to online programs to study from their home countries. International students enrolled in online programs will not be eligible for a Study Permit.

ENGLISH LANGUAGE PROFICIENCY

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

English Language Assessment Tests

For most programs except EAP:

- TOEFL 83 (Internet-based)
220 (computer-based) OR
560 (paper-based score)
- ELA 145 OR
- Academic IELTS 6.5 overall, and no one score less than 6 OR
- CAEL 70 OR
- PTE (academic) 56

Other Ways to Meet English Language Requirements

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

Students who do not qualify under one of the above measures may submit a request for a Waiver of the English Language Requirement form to the attention of Admissions in the Registrar's Office.

English for Academic Purposes (EAP) Program:

- EAP Placement Test OR
- ELA test score (minimum of 32)

OTHER REQUIREMENTS

English Diagnostic Test: Students who plan to enrol in any first-year English course must submit the results of the Language Proficiency Index (LPI) Test or take the Capilano English Diagnostic Test (EDT) prior to registration, unless they have achieved one of the following:

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

PLEASE NOTE: Successful completion of any EAP course does not qualify a student for direct entry into English 010 or English 100. For a schedule of upcoming EDT dates, visit: capilanou.ca/edt

Math Placement Test: Students who wish to enrol in Algebra, Precalculus, Statistics or Calculus courses may be required to take the Math Placement Test (MPT) before registration to ensure appropriate placement. For a schedule of upcoming MPT dates, visit: capilanou.ca/mpt

FINANCIAL AID AND AWARDS

Financial Aid and Awards helps students to formulate a plan to finance their education. Our financial aid advisors can walk you through the ins and outs of scholarships, bursaries, awards, student loans, government-funded programs and student lines of credit, as well as facilitate access to external awards and support you in budgeting for your education.

Capilano University offers a wide range of scholarships, bursaries and awards, including entrance awards that recognize excellence in scholastic and athletic achievement, as well as demonstrated commitment to community involvement, leadership endeavours and extra-curricular activities. For details, visit: capilanou.ca/financial-aid

International students: Some entrance awards, current student scholarships, and external awards are open to international students studying at Capilano University. Additional information is available through Financial Aid and Awards at capilanou.ca/financial-aid/international

Students with prior U.S. Direct Loans may be eligible to retain their interest-free status or defer loan repayment while studying at Capilano University. In addition, Capilano University certifies Sallie Mae loans for eligible U.S. students who apply at salliemae.com

HOUSING

The Capilano Students' Union maintains a list of available rental housing in the Lower Mainland. See csu.bc.ca/housing

Additional housing options are available, including:

Homestay (includes a full or partial board in private rooms, 2-3 meals a day, and laundry access)

Contact Quality Homestay at info@qualityhomestay.com

Furnished Accommodation

Global Education City is an organization that provides furnished residence options for students in the city. For availability information, contact: info@studenthotel.ca

PLEASE NOTE: The above accommodations are provided by an external service provider as a service to students. Capilano University does not verify the information in these listings, nor are the properties subject to any form of university inspection.

MEDICAL INSURANCE

All students are required to have BC Medical Insurance.

New international students will automatically be registered in the mandatory interim plan with Guard.me by the Centre for International Experience for a 90-day period at a cost of \$2 per day. During the New International Student Orientation, students will also apply for BC MSP.

HEALTH & DENTAL PLAN

Most full-time students (enrolled in 9 credits or more) attending Capilano U in the fall will be automatically enrolled in the Capilano Students' Union Health and Dental Plan. If you already have similar coverage, you can opt out of the plan during the fall term (deadlines apply). Part-time students and those starting at the university in the spring can self-enrol in the plan. See csu.bc.ca/health

U-PASS BC

Every student who takes at least one course at Capilano University's North Vancouver campus is eligible for the U-Pass BC program, which provides unlimited access to Bus, SeaBus and SkyTrain services in the Lower Mainland. For more information, visit capilanou.ca/u-pass

FEES

Capilano University offers education of the highest quality, yet our fees are lower than those of traditional research universities. Tuition fees are calculated at \$122.75 per credit hour (international tuition fees: \$550 per credit hour). Most courses are three credits; therefore the average tuition cost per three-credit course is \$368.25 (\$1,650 for international students).

The following is an example of tuition and other fees for a student enrolled in 15 credits in a term:

Academic Fees:	Canadians & Permanent Residents	International Students
Tuition & surcharges	\$ 1,841.25	\$ 8,250.00
Students' Union Charges		
Students' Union Membership	65.00	65.00
Student Newspaper	16.94	16.94
Building levy	12.70	12.70
Term enrolment	27.03	27.03
Student Services & Technology	95.00	95.00
Textbooks (approximate)	300.00	300.00
Total	\$ 2,357.92	\$ 8,766.67

Medical Fees:

CSU Health & Dental Plan	\$ 232.52/year	\$232.52/year
Guard.me Medical Coverage (Basic)		2.00/day for 90 days
Medical Services Plan of BC (Basic)		72.00/month

Transportation Fees:

U-Pass BC	\$ 152.00/term	\$ 152.00/term
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Estimated Living Expenses:

Accommodation	\$ 1,000.00/month	\$ 1,000.00/month
Clothing and miscellaneous	300.00/month	300.00/month

PLEASE NOTE: All fees are quoted in Canadian dollars and are subject to change without notice. Some specialized programs and courses have exceptional fees in addition to the standard domestic tuition fee. For details, see the Domestic Tuition Fee Guide or visit: capilanou.ca/fees
International students can refer to the International Info & Fee Guide.

Questions about admission?

CANADIANS & PERMANENT RESIDENTS: admissions@capilano.ca

INTERNATIONAL STUDENTS: inted@capilano.ca

1

Connect with Capilano University

Want to learn more about Capilano U? There are lots of ways to get a feel for Cap. See page 3 (10 ways to explore Capilano U) for details. We're looking forward to meeting you!

2

Review the admission requirements for your program

For a brief summary of admission requirements, see page 7-31.

For complete details, visit capilano.ca/calendar

3

Apply online

TO APPLY ONLINE:

capilano.ca/admission

APPLICATION DEADLINES

ARTS & SCIENCES AND BUSINESS ADMINISTRATION PROGRAMS:

FALL TERM (September)

Early Application Deadline

March 31

Document Deadline

May 31

SPRING TERM (January)

Early Application Deadline

September 15

Document Deadline

October 15

SUMMER TERM (May)

Early Application Deadline

January 31

Document Deadline

February 15

OTHER PROGRAMS:

Application deadlines vary. Generally, applications for admission to programs starting in the fall term should be received by March 1. For details, please refer to capilano.ca/calendar

ADULT BASIC EDUCATION AND ENGLISH FOR ACADEMIC PURPOSES:

Applications should be submitted three months prior to the start of term.

Be sure to complete your online application and pay the application fee before the deadline.

APPLICATION FEE (NON-REFUNDABLE):

Domestic: \$50

International: \$135

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Capilano University acknowledges your application

When your application has been processed, you will receive a student number and a Capilano U student email address. Please check your Capilano U student email address often for admission updates. You can also check your application status online (myCap) using your student number via the Student Information Web Service: capilano.ca/current. If your application is incomplete, outstanding documents will be listed on the Student Information Web Service. Be sure to provide these documents as soon as possible to ensure that your application is evaluated for admission.

At this point, you may be contacted by a program representative. Sometimes an interview, resumé, portfolio review, audition or special test is required before applicants are selected.

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Submit your documents and report your grades

CANADIANS & PERMANENT RESIDENTS:

Applications must be submitted with official transcripts from secondary school and all post-secondary institutions attended. Submit documents to:

Registrar's Office
Capilano University
Birch Building, Rm 230
2055 Purcell Way
North Vancouver, BC
Canada V7J 3H5

Current B.C. high school students may self-report their grades online in February.

INTERNATIONAL STUDENTS:

Students can be conditionally accepted based on unofficial documents. Scanned documents can be sent to inted@capilano.ca. Original documents must be received by the Centre for International Experience prior to the start of the program. Provide official transcripts and official proof of graduation (stamped and signed by the school) with certified English translation for all secondary and post-secondary institutions attended. Transfer credit requests will not be processed without official documents. Irreplaceable documents may be returned to the student upon request after admission. Proof of English language proficiency is not required for applications to the EAP/ESL program.

10 STEPS TO BECOMING A STUDENT

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Capilano University makes an offer

CANADIANS AND PERMANENT RESIDENTS:

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

INTERNATIONAL STUDENTS:

International students and their third party representatives (where applicable) will receive a Letter of Offer by email only.

To accept this offer, international students must pay a \$5,000 tuition deposit to Capilano University. See payment options at: capilano.ca/fees/Payment-Options

Once this deposit is received, the university will send each student an official Letter of Acceptance.

Study Permit

When the Letter of Acceptance is received, each student should immediately renew or apply for a Study Permit with Citizenship and Immigration Canada at cic.gc.ca/english/study/study.asp Processing times in peak periods can be lengthy.

When applying for a Study Permit, students will need Capilano University's Designated Learning Institution (DLI) number which is **01928007802**.

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Complete additional requirements

English Diagnostic Test

Students who plan to enrol in any first-year English course must submit the results of the Language Proficiency Index (LPI) or take the Capilano English Diagnostic Test (EDT) prior to registration. There are some exceptions for certain levels of achievement. For details, see capilano.ca/edt

Math Placement Test

Students who wish to enrol in Algebra, Precalculus, Statistics or Calculus courses may be required to take the Math Placement Test (MPT) before registration to ensure appropriate placement. For details, see capilano.ca/mpt

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Register

You will receive important information regarding registration by email through your Capilano U email account including the date and time that you can start registering — we call this your Time Ticket. You should register as soon as possible after that time for best course selection. For more information, visit capilano.ca/registration

If you need help selecting courses, consider taking a course planning workshop offered by the Registrar's Office, or email advising@capilano.ca or visit capilano.ca/advising

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Pay your tuition

To confirm your spot, be sure to pay your tuition before the fee payment deadline. Payments can be made through your personal online banking facility, at any chartered bank, or online by logging in through the Student Information Web Service: capilano.ca/current. For more information about fees, deadlines and fee payment, visit capilano.ca/fees

For information about resources available to assist you with the cost of your education, visit capilano.ca/financial-aid

INTERNATIONAL STUDENTS:

When you review your balance on the Student Information Web Service (capilano.ca/current) you will notice your \$5,000 deposit has been deducted from your fees. These fees must be paid by the fee payment deadline. If you are planning to pay these fees by wire transfer please do so a minimum of 10 days prior to the fee payment deadline as it can take this long for funds to appear in your account. Always quote your Capilano U Student Number with any payment.

For information about payment options, visit: capilano.ca/fees/Payment-Options

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Prepare for your first term

Hone your study techniques by taking Student Success Workshops led by Counselling & Learning Support — capilano.ca/counselling/Student-Success-Workshops

Find out about New Student Orientation, Capilano University's welcome event for new students held at the start of fall term — capilano.ca/orientation

INTERNATIONAL STUDENTS:

Visit the Centre for International Experience website to find out about New International Student Orientation, the International Leadership and Mentorship program and more. See capilano.ca/international. On Facebook, visit CapilanoUniversityCIE

Join our communities on social media!

Your Daily Cap blog: yourdailycap.ca

Facebook: [Capilano University](https://www.facebook.com/CapilanoUniversity)

Twitter: [@CapilanoU](https://twitter.com/CapilanoU)

Instagram: [@CapilanoU](https://www.instagram.com/CapilanoU)

YouTube: [CapilanoUniversity](https://www.youtube.com/CapilanoUniversity)



North Vancouver

2055 Purcell Way
North Vancouver, BC
Canada V7J 3H5
Tel: 604.986.1911

Sea-to-Sky Corridor

P.O. Box 1538
1343 Winnipeg Street
Squamish, BC
Canada V8B 0B1
Tel: 604.892.5322
Toll-free from the Vancouver area:
604.986.1911, ext. 5800

Sunshine Coast

5627 Inlet Avenue
Sechelt, BC
Canada V0N 3A0
Tel: 604.885.9310
Toll-free from the Vancouver area:
604.986.1911, ext. 5900

capilanou.ca



Capilano University is accredited by the Northwest Commission on Colleges and Universities

