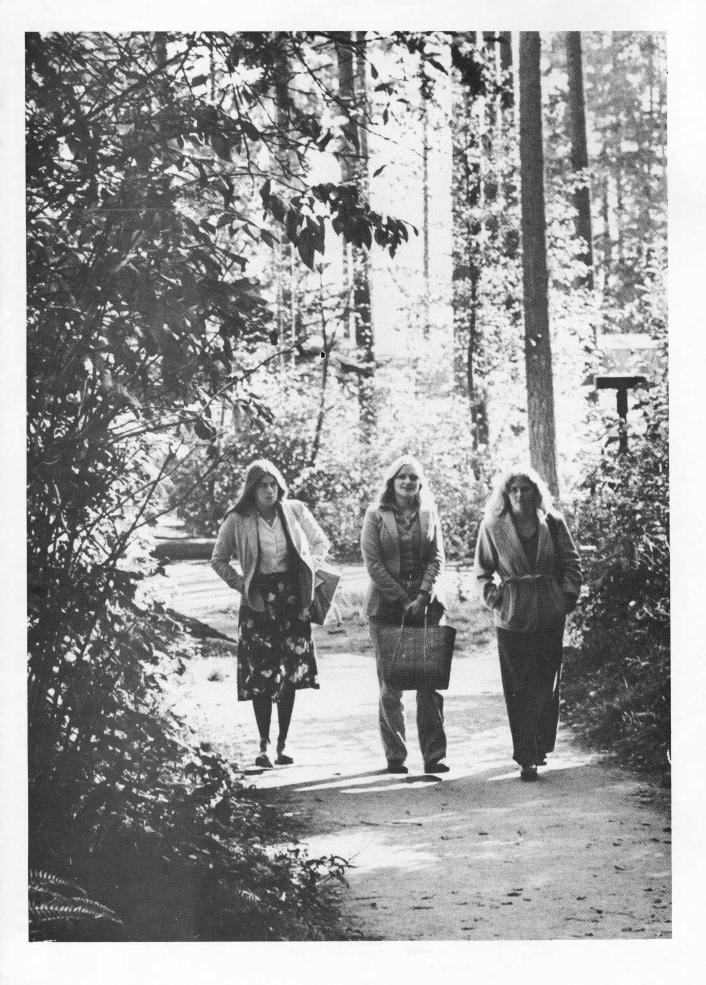
# Capilano College...

Your next step?



### Why Come to Capilano?

Before you make any decision about coming to Capilano College, we hope you will give consideration to both our strengths and our short comings. This is not a college for all people, but we have a great deal to offer to many.

Ours is not a typical college student body. While we have almost 2,000 full-time students, mostly recent high school graduates who are similar to students at any other college or university, we also have even more students who may be part-time, older, or working as well as attending college, whose interests are not those of conventional college students—except that they, too, want the best possible education. We welcome all who have a mature desire to learn, and we extend a special welcome to part-time and women students and wish to assure you that you should not be intimidated by the prospect of returning to school—you will have plenty of company.-

Major advantages of attending Capilano College are its convenient location on the North Shore and its relatively low tuition fees. For students wishing to take the first two years of university, these are important considerations. For part-time or returning students Capilano provides a chance to "find one's feet", whether uncertain of future plans, looking for a small, intimate atmosphere, or needing time to adjust to attending a very large academic institution such as U.B.C., S.F.U., or U.Vic. For Career or Vocational students, the college offers the opportunity to take two year job-oriented programs, some of which are available nowhere else on the Lower Mainland or in Western Canada.

Programs are, of course, no better than the people who develop and run them. Capilano is very proud

of its instructional staff—dynamic, highly specialized, and committed to quality instruction and service. In addition to regular instruction, our faculty is noted for making themselves available to help students in their free time.

Capilano's style is distinctive. We have no large classes, and we attempt to give each student individual attention. Tutorials, workshops and other methods of small group instructions are favoured. Laboratories are well-equipped and small. Above all, we have a staff that works constantly to assist students in difficulty.

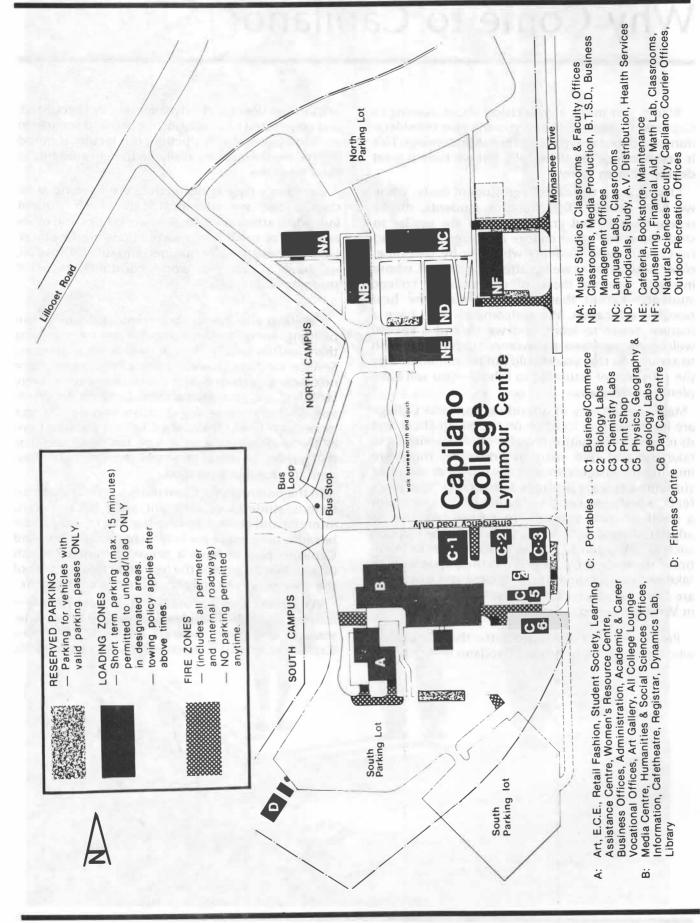
Capilano also has its shortcomings. Many of our buildings are quite unspectacular, and some are less than satisfactory. Although we have a Housing Service, we do not have residence facilities; we have no on-campus theatre, and therefore use community facilities; and our recreational facilities are inadequate (but enterprising students find ways to get more out of less). Obviously, Capilano does not have all the resources of a university, but many feel that the smaller, personal atmosphere more than compensates for that limitation.

In the final analysis, Capilano is a serious place for serious students of different ages, backgrounds, interests and goals. Capilano is also a friendly place because our people are helpful to one another. And Capilano people have a sense of humour which allows them to accept the less attractive features of the college while capitalizing on its real strengths.

We believe that it is our blend of these peoplefaculty, staff and students, full-time, part-time, younger and older, women and men, that gives Capilano a special character and a special strength.

Vane Gallagher

Paul Gallagher, Principal



### General

#### Location

Capilano College serves School Districts 44, 45, 46, and 48, or North and West Vancouver, Howe Sound and the Sunshine Coast. The core of the college is the Lynnmour Campus in North Vancouver, at 2055 Purcell Way (which is just off Lillooet Road near the section of the Upper Levels Highway not far past the north end of the 2nd Narrows Bridge—look for the Coach House Inn).

Capilano also has two satellite campuses in Squamish and Sechelt which provide information, library services, counselling and a variety of courses and programs. (For addresses see page 16). In addition to these campuses, Capilano offers courses in a great many other locations in North and West Vancouver, and on Bowen Island, in Pemberton, Gibsons and Mount Currie.

#### **Bus Service**

During the week there is half-hourly bus service to the Lynnmour campus by the 239 Crosstown bus. On weekends and holidays the service is hourly. Connections to the Crosstown can be made at Park Royal, the Seabus Quay or Phibbs Exchange.

## Admission

If you are 18 or older and a Canadian Citizen or Landed Immigrant, you are eligible for admission to Capilano. Persons under 18 are also eligible if:

a) They have graduated from a B.C. Secondary School or equivalent

b) They are secondary school students attending a school in the College Region and have the written recommendation of their school principal.

c) They are at least 16 and can satisfy a College counsellor that they posses an interest in, and an aptitude for a vocation in which the College provides Career/Vocational instruction.

Persons from other countries are also eligible if:

a) They are Landed Immigrants

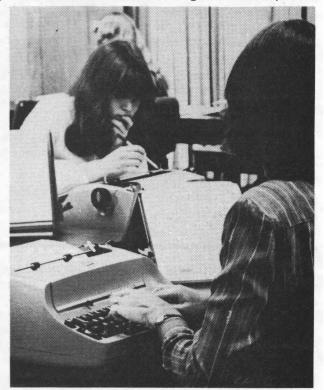
b) They have been sponsored through intergovernmental agreement

c) They have won an academic competition for a place in a B.C. educational institution

#### **To Apply**

Any time during the year you can obtain an "Application for Admission" form from the Registrar's Office. If you need assistance or advice in applying or registering for courses, arrange a meeting with the College Admissions Advisor or a Counsellor by calling 986-1911, local 298. Those interested in a Career Program should contact the Program Coordinator.

Complete the form and mail it off along with a copy of your school Graduation Certificate or any other records required. When it has been processed you will receive a "Permit to Register" back by mail."



## How to Register

Registration can be done either by mail (if you are a returning student or resident of the College Region) or In Person. The mail registration period for Fall is generally from mid July to mid August and In Person registration takes place for about a week just before classes start in September. To make sure that you get the courses you need, register as early as you can and remember **payment of fees is required at the time of registration**.

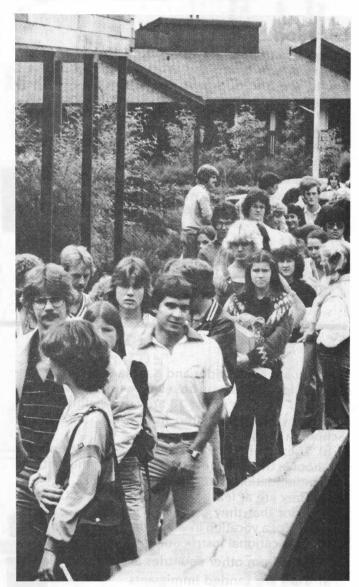
Students who wish to enroll in English or Humanities must submit the results of the B.C. Government English Placement Test with their registration forms. Those who have not taken the test can take it through the College. Schedules of exams will be posted or can be obtained by calling 986-1911, local 218.

To register in Academic courses, get registration forms and timetables (available approximately seven weeks before each term) from the Registrar's Office, and return them with total fees.

For Career courses admission screening begins at least four months before Fall registration and two months before Spring. There is limited space in most programs and students wishing to register should check advance registration times with the appropriate program coordinator. Registration applications must be submitted to the program coordinator for approval, which normally involves an interview and counselling.

Vocational students can register through the pertinent program coordinator at anytime before the beginning of the program.

More detailed information on registration, deregistration, changing, adding, or withdrawing from courses can be found in the College Calendar or call 986-1911, local 213.

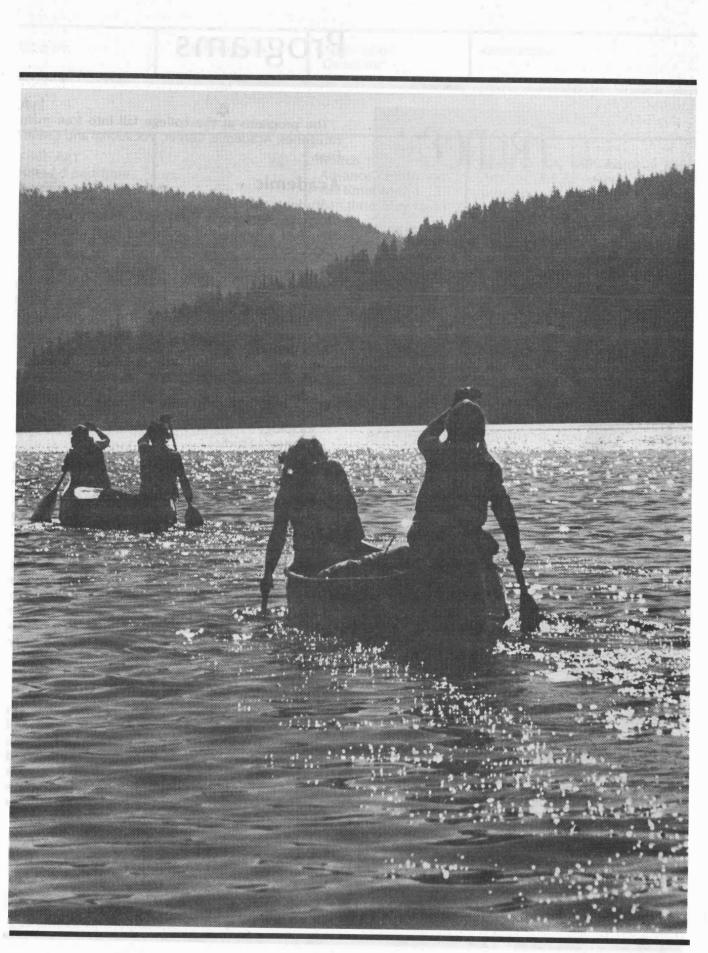


### Fees

Academic and Career courses have tuition fees charged per credit hour to a maximum of fifteen credit hours per term. An academic student, for instance, might take a full load of five courses in the fall which are three credit hours each at \$8.50 per credit hour for a total of \$127.50. In addition to that, courses may require a fee to cover special activities. There is also a Student Activity Fee of \$1.00 per credit hour to a maximum of \$15.00 per term. Any person 60 years of age or over is entitled to free tuition and is not required to pay student activity fees. To receive this fee waiver, senior citizens must produce I.D.

In addition to fees for courses, there are the costs of books and other materials which differ from course to course. For classes that require many texts, such as Academic and Business Management, it is advisable to budget \$150 per term.

Note: Fees may be changed by Board resolution.





### Programs

The programs at the college fall into four main categories: Academic, Career, Vocational and Credit-Free.

#### Academic

Students transferring to a university can select full programs of academic study equivalent to courses in their first two years of university in the following subjects:

Anthropology English Geology Philosophy Religious Studies Linguistics Biology Fine Arts German Political Science Sociology Women's Studies Chemistry French History Physics Spanish Visual Literacy Economics Geography Math Psychology Theatre

This selection of courses is adequate for the first year or two of most "professional" university programs such as Forestry, or Engineering.

Students who wish to study part-time or who are just interested in taking the courses without credit, can select from any of the courses offered.

Those interested in special fields of study, such as Canadian Studies, Women's Studies, Labour Studies or Interdisciplinary Studies, can go into programs in those areas as offered from year to year. The college carefully reviews the curriculum and approaches to ensure academic currency and acceptable university equivalency.

#### **Career/Vocational**

These programs prepare adults for employment in business, industry and community service. All secondary school graduates are eligible for admission: those without Grade 12 standing may also apply and will be considered on the basis of their particular experience, maturity, ability, and interest. To date employment opportunities for graduates of career programs have been good.

Program	Pre-Requisites	Application Deadline*	Description
Art	id Shills Develop	nont d	usiness Management con
FINE ART full and part-time 2 years	ing transported to production in reade to production to product on the net constrainty of production why in the product of the test of the set of the product of the product of the set of the product of the product of the product of the set of the product of the product of the product of the product of the set of the product of the prod	March 1 Advance Registration: full time: May 1-15 part time: May 16-31	leads to B.A. with major in Fine Arts or B.F.A.—transfers to art programs at Emily Carr, UBC, U.Vic., etc. Drawing, Design, Sculpture, Painting, Printmaking, Art History, etc.
CRAFTS PROGRAM full and part-time 2 years		March 1	may lead to employment as art instructor, in occupational thera- py, or career as practising artist. Art History, Drawing, Design, Fabric Painting, Pottery, Spinning, Weaving, etc.
COMMERCIAL ART full time only 2 years	Portfolios of original artwork (minimum 12 samples)	March 1 interviews by April 30	leads to employment as commer- cial artist working for business and industry or free lance. Drawing, Lettering, Typography, Design, Photography, Advertising Illustra- tion, etc.

### **Business Management**

ACCOUNTING/ FINANCIAL MANAGEMENT 2 years	high school graduation and/or business experience	Fall: May 1 Spring: December 1	leads to career in public account- ing or financial management in commercial, industrial or govern- mental enterprises. Graduates have 60% of credits required towards a CGA and RIA diploma
MARKETING MANAGEMENT 2 years	high school graduation and/or business experience	Fall: May 1 Spring: December 1	leads to wide variety of positions requiring skills in such fields as retailing, buying, advertising, sell- ing, and marketing research
COMPUTER SYSTEMS MANAGEMENT 2 years	high school graduation and/or business experience	Fall: May 1 Spring: December 1	leads to jobs in computer pro- gramming, systems analysis, the application of computers and an understanding of management objectives—particularly for small organizations that can't afford specialists in every aspect

\*NOTE: The application deadlines given are not cutoff dates. Applications received by the time noted will be guaranteed consideration.

Program	Pre-Requisites	Application Deadline	Description
Business Manag	ement cont.		
ADMINISTRATIVE MANAGEMENT PROGRAM 2 years (subject to funding)	high school graduation and/or business experience	Fall: May 1 Spring: December 1	first year provides general under- standing of business mgmt., in second year students concentrate on areas such as Personnel, Small Business, Labour Relations, Bus- iness Law, Advanced Data Process- ing, and Sales
ACCOUNTING/ FINANCIAL, COMPUTER SYSTEMS, ADMINISTRATIVE 2 years part-time	entry based on high school grades, business experience, maturity, interest and aptitude	Fall: May 1 Spring: December 1	see above detailed course requirements available through Business Man- agement department, local 389
ADMINISTRATIVE MANAGEMENT, ACCOUNTING/ FINANCIAL, MARKETING 10 months full time	entry based on high school grades, business experience, maturity, interest and aptitude	March 1 (begins in July)	advance credit for military and civilian business experience allows students direct entry into the final year of a Business Administration program
BASIC MANAGERIAL SKILLS part-time 2 or 3 years		Fall: August 1 Spring: December 1	provides practical exposure to Managerial skills required in business
MANAGEMENT MARKETING SKILLS part-time 3-4 years		Fall: August 1 Spring: December 1	provides practical exposure to Managerial Marketing skills re- quired in operating a small business

Business Management Department, local 389.

### Basic Employment Skills Training

part-time or full-time	17 years of age at least and been out of the public school system for at least one year	continual—apply well in advance	provides opportunity for students to gain the equivalency of grade 6, 8, 10 or 12 in English, Math and Sciences. Completion increases employment opportunities or qualifies for further vocational training
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	Program	Pre-Requisites	Application Deadline	Description
Ĩ	Basic Training a	and Skills Develo	oment	Early Childhood Education
Î	full time days 1 - 7 weeks		phone local 333 for information on next start date	designed for those who have trouble finding or keeping a job; assessment of skills and interests, instruction on how and where to apply for work
	Basic Training a	and Career Devel	opment	ALE RESOLUCES
	BUSINESS OFFICE TRAINING 6 months full-time	minimum 18 years old (see admission requirements)	regular intake of students through year	Clerk-Typist, Stenographer or Bookkeeper options
	LEGAL ASSISTANT STUDIES OPTION	at least 2 years legal experience and presently working in field	regular intake of students through year call local 235 for information	Specialization in Commercial and Corporate Law, Litigation, Probate and Property or Legal Office Management
	LEGAL ASSISTANT STUDIES PROGRAM 2 years full-time	entry in full program only, interview	March 1	graduates will work independently under supervision of a lawyer, re- lieving them of many routine legal and administrative responsibilities —preparing documents, carrying out investigations, interviewing witnesses, handling correspon- dence etc. must maintain a "B" average
	LEGAL STENOGRAPHER 8 months full-time	must type 45 w.p.m.	March 1	covers fundamental understanding of legal system in B.C., shorthand, typing and legal office procedures
	MEDICAL OFFICE ASSISTANT 8 months full-time	must type 45 w.p.m.	March 1	graduates have job options such as Medical Records Clerk, Medical Stenographer, Receptionist, Ad- mitting Clerk and Lab Assistant. Training in office procedures, anatomy, health and medical terminology
Î J	SECRETARIAL PROGRAM 8 months full-time	must type 25 w.p.m.	March 1	geared to improving practical skills and providing understanding of business procedures. May lead to Legal Stenographer of Medical Office Assistant program.
	ADMINISTRATIVE SECRETARY part-time evenings	typing 60, shorthand 80 and/or dicta 2 years general office experience	Phone local 235 for information	upgrading for people currently working as clerk-typists, general secretaries or bookkeepers

Program	Pre-Requisites	Application Deadline	Description
Early Childhood	d Education	ere-lapment	a still training and skills D
full-time 2 years	grade 12, interview, chest X-ray and medical examination	March 31 or as space permits	graduates are qualified to be in charge of a centre for children Focus on 3 - 5 year olds
Media Resourc	es		
full-time 2 years	written application and interview	applications accepted on "first- come" basis starting in January	Training as audio-visual technician oriented towards educational in- stitutions at all levels, socia agencies, community media and journalism as well as industry Training in graphics, advanced photography, audio, film, multi- media and TV
Music	estan 200 Security 10	Trep. et al. (seal 2.19 cat focal 2.19 information	tente alternatione
COMMERCIAL MUSIC 2 years full-time only	applicants must have private interview, write music theory placement exam and play audition	all interviews and auditions in May and August - apply ahead	offers the aspiring jazz musiciar an in-depth grounding in the field —techniques, orchestration, im provisation
MUSIC TRANSFER full-time 2 years	applicants must have private interview, write music theory placement exam and play audition	all interviews and auditions in May and August - apply ahead	for students who wish to take a B.Mus. degree at a Canadian niversity. Consists of liberal art and music
MUSIC THERAPY 2 years full-time	interview and audition, grade 7 Toronto Conservatory level or equivalent, music theory place- ment exam, maturity, course in introduc- tory psychology and experience with special needs people	interviews during May - apply earlier	students will be trained to use music as a therapeutic medium in a variety of treatment settings Graduates will be able to design programs for any age group with mental, physical or emotiona disabilities in schools, group homes, small treatment centres o provincial treatment institutions

#### **Retail Fashion**

2 years full-time or part-time	March 1	skills and knowledge necessary for a career in manufacturing, merchandising or the promotion of fashion. Background courses and on-the-job training
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Program	Pre-Requisites	Application Deadline	Description
Outdoor Recre	ation		Other Pro-Employmentee
OUTDOOR RECREATION MANAGEMENT PROGRAM 2 years full-time	19 years old min., fit, good reading & writing ability, grade 12, interview and 2 letters of reference	interviews from fall to mid April	job opportunities for graduates in provincial and municipal park and recreation agencies, ski areas etc. Training in planning and operating outdoor recreation programs and managing facilities and recreation- al land and water resources
WILDERNESS LEADERSHIPJ PROGRAM full-time one year	19 years old min., fit, good reading & writing ability, grade 12, interview and 2 letters of reference	talk to coordinator, local 312	trains students as leaders in wild- erness and semi wilderness out- door recreation. Emphasis on skills, safety, and responsibility. Canoeing, backpacking and Nordic Skiing
A.C.T. (Adventure & Challenge Training) part-time one year	19 years old min., physically fit, good reading and writing ability, grade 12, interview and two letters of reference	talk to coordinator, local 312	mountaineering and kayaking for individuals who wish to develop their technial skills, leadership competency and emergency res- ponse capabilities towards an instructional level
FITNESS LEADERSHIP evenings and weekends 2 years	19 years old min., fit, good reading & writing ability, grade 12, interview & 2 letters of reference	talk to coordinator, local 312	upgrading for fitness instructors in professional and volunteer work in exercise management or fitness programs
LEISURE LIFESTYLING CERTIFICATE evenings and weekends one year	Applicants should have proven ability to act in a leadership capacity in the par- ticular field in which they wish to apply leisure counselling techniques	talk to coordinator, local 312	provides theoretical and experi- ential training in Leisure Coun- selling techniques for practitioners in Recreation, schools, industrial and commercial programs and social and neighbourhood services

### Pre-Employment and Upgrading Training

BUILDING MATERIAL AND SUPPLY WORKER 4 months full-time	grade 10 (grade 12 preferred)	October 1	provides basic skills and knowledge necessary for obtaining a beginning career position in the building industry.
LANDSCAPE AND GROUNDS MAINTENANCE WORKER full-time	grade 10 (grade 12 preferred)	August 30	lawns, soils, plant nutrition, plant materials, bed preparation for planting, equipment maintenance, business practises and licensing for pesticides and insecticides.

### Other Pre-Employment and Upgrading Programs

For information on the Homemaker Program, Small Engine Repair, Pre-Apprentice Carpentry, English Language Training or English as a Second Language, call 986-1911, local 393.

#### Transfer to and from other institutions

All public B.C. colleges accept each others' 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 credits.

Capilano courses which are transferable to university are marked in the College Calendar and current information is available from the Registrar's Office.

#### **Credit Free Courses**

The College offers a variety of credit free courses and activities in addition to those used to satisfy the requirements of a credit diploma or certificate. There are no prerequisites for admission to these courses and, other than the occasional informal assignment, there is no evaluation or grading. The courses, which range from hobbies such as art, music, sewing or dance, or practical workshops on Small Business Management, Navigation or Publishing your first Book, are run on a non-profit, break even basis and are offered if enrollment is sufficient. Completion certificates are provided on request. They are not listed in the College Calendar—a brochure can be obtained by calling 986-1911, local 321.



#### The Instructional Year

There are two four month terms, Fall (September to December), Spring (January to April) and an equivalent Summer Session of two months (May and June).

#### **Fourth hour**

A particular feature of Capilano is the optional fourth hour of instruction which is offered for each three credit hour course. This may take the form of a workshop, seminar, field trip or similar activity. Attendance of fourth hours is optional and they are not taken into account in determining grades.

#### **Audit status**

A student may attend all classes in a course without receiving credit. That means that they attend all classes and labs and pay tuition fees, but are not required to take exams or turn in assignments. If the student doesn't participate in the course, however, the instructor may deny audit status. Preference in enrollment must be given to students registering for credit.

## **Student Services**

#### Self Paced Learning

Some courses in first year Political Science, Chemistry and French and in Mathematics up to the Grade 12 level are available in packages prepared for home study with the aid of cassette tapes, manuals, slides and film loops. These are available to students unable to attend regularly or to students who need an alternative to the usual instructional format.

#### **Diplomas and Certificates**

For most Career and Vocational programs there is yery little flexibility in the course selection to make one eligible for a diploma. Diplomas are awarded on successful completion of the program.

An academic Studies Diploma usually represents a mid point on the way to a Bachelor's degree—two years of full time courses or the equivalent accumulated over several years. To qualify for the diploma students must complete at least two English, two math or science and at least five 200 level courses.

Course selection for the General Studies Diploma is broader. This diploma is designed to recognize the achievement of students who have completed a full course load in a range of different disciplines.

#### Food

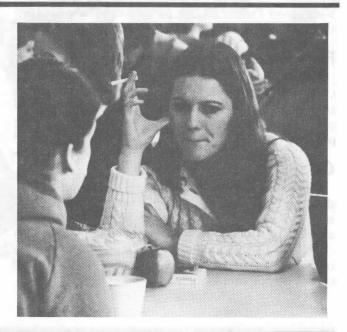
There are two cafeterias on the Lynnmour campus—the North cafeteria which provides full hot meal service during the fall and spring and the South, which offers limited hot foods and snack items throughout the year. Food services are not provided at other college centres.

#### **Bookstore**

The College Bookstore, located on the North campus, carries required and recommended texts as well as assorted stationery, art supplies and some sundry and personal items.

#### Athletics

Capilano College is a full member of the Totem Conference which provides student athletes the



opportunity to meet and compete against the best College athletes in B.C. and Canada in rugby, soccer, basketball, volleyball, badminton and curling. Each year we have produced several Totem Conference (B.C.) and Western Canadian championship teams and the college has a growing reputation for athletic excellence.

Intramural activities are also provided and vary from year to year with expressed interests, usually including such activities as badminton, volleyball, basketball, soccer, tennis, touch football and Physical Fitness. The Athletic department also sponsors several programs for students and the community at large, including Pre-Ski Fitness, Beginner and Intermediate Tennis and the B.C. Coaching Certification Program.

The Fitness Centre on the Lynnmour campus contains showers, locker rooms, saunas, an equipment room and an exercise area complete with weight training and fitness testing facilities. Scheduled and open fitness sessions are held and the staff provides personal consultation and testing services on health, physical fitness and weight control on an appointment basis.

#### Library/Media Centre

Books, films, magazines, tapes, records, AV equipment and slides as well as information on how to best use these materials, are available through the Media Centre. Additional materials can be obtained within a short time from other sources such as the Vancouver Public Library or the university libraries through an interlibrary loan system.

#### First Aid and Health

A Community Health Nurse is available on the Lynnmour campus to provide first aid and health counselling from information on diseases to blood pressure tests or a computer printout of your potential life expectancy.

#### Counselling

Professional counsellors are available to all students to help in educational planning and assist with academic and personal problems. The department also offers credit free group programs without charge as a service to students and the community on subjects of self-awareness, and personal and career opportunities. Counsellors are available in the Squamish and Sechelt centres. Residents of the area should call the centres for information and appointment times.

#### Housing

Capilano College has no residences, however there is a Housing Board beside the Info Centre where ads for accommodation are posted. Accommodation near the college is always in heavy demand.

#### Placement

The Placement Centre aids students who are looking for temporary employment and also helps place college graduates.

#### **Learning Assistance**

The Learning Assistance Centre helps students in areas such as note-taking, time management and exam and essay writing. It also has study facilities where students have access to audio-visual programs, typewriters, cassette recorders and reading equipment. Tutorials can be arranged in most subjects, including English as a Second Language.

Each term the department offers small group workshops on study skills and their times and dates are published in the Learning Assistance brochure.

#### Women's Resource Centre

This Centre, which also has a branch in Squamish provides a variety of programs and courses, a Community Resource Film, library materials, workshops and counselling, as well as a lounge area where people may meet or just sit and read. The Centre's staff will respond to individual or group needs by designing activities or workshops. Courses offered on such subjects as career planning and health are advertised in periodically published brochures.

#### **Financial Aid**

Information and assistance regarding the Canada Student Loan and B.C. Student Assistance Program, bursaries, scholarships and other loans, is available through the Financial Aid Office. The Financial Aid Advisor is available to provide financial counselling and the Office sponsors workshops on personal money management throughout the year.

## Student Life

#### **Student Society**

Every student registered at Capilano College who has paid a student activity fee is a member of the Student Society. The elected body of the Student Society is responsible for ensuring the students are represented on all decision-making committees of the College, as well as maintaining active membership in the B.C. Student Federation and the National Union of Students.

The Society provides services to students that are not under the jurisdiction of the College administration, such as the organization of films, socials, course unions, clubs and general information services. All students are welcome to attend the weekly meetings of the Society or to drop into the office on the South Campus.

#### Student Newspaper

The College newspaper is the Capilano Courier, a bi-weekly publication run by a co-operative staff of student volunteers. Positions are open in the areas of news and feature writing, reporting, editing, layout, photography, artwork, typesetting and advertising, and input from the entire college community is encouraged. The Courier is a member of Canadian University Press.

#### **Info Centre**

The student Info Centre at the Lynnmour campus is located across from the reception desk in the main lobby of the B building and deals with both internal and external information on events, housing and jobs, as well as ticket sales and the lost and found.



## Where to go for more Information

#### North and West Vancouver:

Capilano College 2055 Purcell Way, North Vancouver, B.C. V7J 3H5 (Note: Community Education is located at 778 Premier St., across the road from the Coach House Inn although it has the same mailing address.)

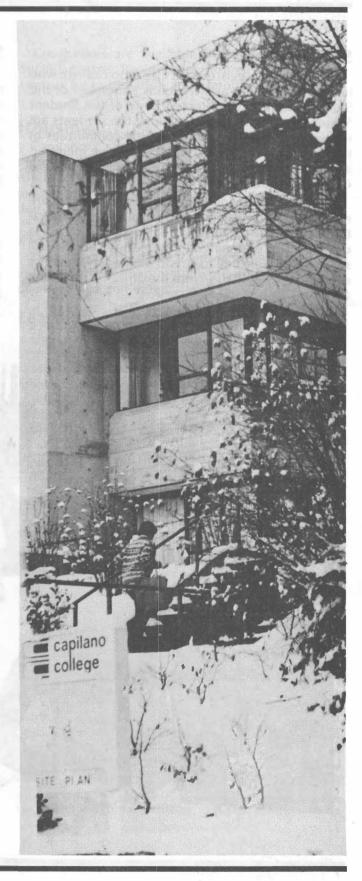
Some important phone numbers: 986-1911 Counselling - local 298 Registration - local 213 Community Education - local 321 Financial Aid - local 315 Career Program Information - local 390 Student Info Centre - local 277

#### **Sunshine Coast:**

Capilano College P.O. Box 1609 1360 Inlet Avenue Sechelt, B.C. VON 3A0 Telephone: 885-9310

#### **Howe Sound:**

Squamish Learning Centre 38038 Cleveland Avenue Squamish, B.C. VON 3G0 Telephone: 892-5322 Classrooms are located at 37827 2nd Avenue, Squamish (across from the School Board).



### How to get there



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Capilano College.. Your next step?

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