



IN PERSON COURSE INFORMATION:

What are the class times for the in person courses?

Classes start at 8:30 am and finish by 4:30 pm. Please see the Spring 2022 dates for exact course dates and locations. In person courses are 6 days in length. Cap U will continue to follow all the latest directives provided by the Provincial Health Officer. Please see below for more information.

ONLINE COURSE INFORMATION:

Will the course be completed in “live” classes online or through online self-paced learning?

- **Both.** Times and dates of the “live” online classes are shown below. Some of the learning will also be completed by you on your own time and pace during the course. Your instructor will be providing you with more information before the course starts on timing and assignments (which will be adapted to accommodate the online environment). **Students are expected to attend all ‘live’ online classes.**

When are the “live” online classes going to be held?

The following dates and live class times have been scheduled and instructors will consult with enrolled students on any changes as needed. Note that all courses will require additional self-paced work by students each week:

- PADM 202 Six classes: Wednesdays **4:00-5:30 pm** January 26, February 2, 9, 16 and March 2, 9
- PADM 209 Three classes: Wednesdays **12:00-1:30 pm** January 26, February 9, February 23

GENERAL INFORMATION:

Can I take any class and more than one class?

Yes to both questions if the live online/in person class dates do not conflict. Note that online courses require the same amount of work and effort as in person courses and you will have approximately 5-6 hours of course work per week. However, we strongly recommend that new students take one course in their first term, so you have an idea of work/ life/ school balance.

When can I register for classes?

- For courses starting in January 2022, registration begins in early November.
- For courses starting in September 2022, registration begins in early July.

Can I get on a class list early?

Yes. Contact Anna Delaney adelaney@capilanou.ca if you would like to be placed on a draft class list. This way you will receive early notification for registering in your course and we can provide further information about how our programs can help meet your career goals.

Do I have to take the courses in any particular order? No. You may take PADM courses in any order.

What safety measures will be taken for in-person delivery? For on campus courses (North Vancouver and Lonsdale campus) guidelines put in place by the Ministry of Advanced Education under direction of PHO will be followed. See the University’s [Return to Campus](#) for the most current information. For courses held in hotels, PHO Orders in effect for [‘Gatherings and Events’](#) on the course dates for will apply.

Please see next page



What equipment do I need to take a PADM online course?

For online courses, a computer and internet access. Your computer should have speakers and a microphone (or you may want to use a headset with both). Note that Cap U uses “eLearn” as our main online learning platform. WebEx, MS Teams and Zoom may be used for “live” sessions.

Will I get a textbook? Yes, all texts will be provided to you. For online courses, texts will be online or sent by mail. For in person courses, text will be distributed at the first class.

Can more than one person from a local government register for each course?

Yes. Note that for Board of Examiners scholarships (UBCM Commemorative), employers may endorse up to 3 employees per year.

What is the course cost and what does it include?

Course fees are \$1250 per course (estimated and includes tuition, texts, access to online learning platform with course materials).

Is there financial assistance available? Yes, see the [Board of Examiners](#) and [LGMA](#) scholarship websites.

To earn the Certificate in Local Government Administration, how many courses are needed?

Five in total. There are FOUR required courses:

- **PADM 200** – Local Government Administration in BC
- **PADM 201** – Local Government Services in BC
- **PADM 202** – Local Government Finance in BC
- **PADM 203** – Municipal Law in BC

ONE elective course is also required. Students may choose from one of the following:

- PADM 204** – MATI® Leadership in Local Government Organizations
- PADM 205** – MATI® Advanced Communications Skills for Local Government Professionals
- PADM 207** – MATI® Managing People in Local Government Organizations
- PADM 208** – MATI® Community Planning for Local Government Professionals
- PADM 209** – Fundamentals of Local Government Corporate Administration
- PADM 210** – Management Fundamentals for Local Government Professionals
- PADM 305** – Problem Solving and Decision Making Skills – Policy Analysis for Local Government Professionals
- PADM 306** – Project Management Skills for Local Government Professionals
- PADM 307** – Ethics and the Responsible Local Government Professional
- PADM 308** – MATI® The Successful CAO: Local Government Advanced Management

What credentials are offered beyond the Local Government Administration and Local Government Leadership Development Certificates? Students completing the Local Government Administration Certificate or the Local Government Leadership Development Certificate may wish to continue onto:

- **Local Government Administration Certificate (Advanced)**
- **Local Government Administration Diploma**

These credentials are best suited for students who wish to continue beyond the Local Government Administration Certificate or the Local Government Leadership Development Certificate level and:

- Are able to take courses offered in a 6 day in person format (MATI courses in 2022. Delivery mode TBC)
- Have taken other post-secondary courses that can be considered for transfer credit

Who is the Local Government Leadership Development Certificate for?

This certificate is designed for local government professionals with experience in a management or supervisory role, who are seeking to improve their leadership abilities and equip themselves for more senior positions. Please contact Anna Delaney for further information about this credential.

*For more information, please contact Anna Delaney, Divisional Assistant, School of Public Administration:
adelaney@capilanou.ca 604.990.7976 and visit our website www.capilanou.ca/local-govt/*