

mount royal college
calendar
1979-1980

MOUNT ROYAL COLLEGE students are expected to familiarize themselves with the general information outlined in this Calendar as well as the information pertaining to the program in which they are enrolled.

In addition, students are personally responsible for the continuing completeness and accuracy of their individual academic records and for ensuring that they satisfy the graduation requirements of the program in which they are enrolled.

By the act of applying for admission to Mount Royal College, every student agrees to be bound by the rules and regulations in existence or as made, modified or amended from time to time by the Board of Governors of Mount Royal College, or persons who by virtue of delegation of authority may make, modify, or amend rules.

Mount Royal College reserves the right to make whatever changes circumstances may require in the information stated in this Calendar without prior notice.

ACADEMIC SCHEDULE

**ADMISSION, REGISTRATION,
FEES, FINANCIAL AID,
ACADEMIC REGULATIONS**

COLLEGE PROGRAMS

COLLEGE COURSES

**UNIVERSITY PROGRAMS
AND COURSES**

**SERVICES FOR STUDENTS
AND THE COMMUNITY**

COLLEGE ORGANIZATION

GLOSSARY AND INDEX

TABLE OF CONTENTS

Board of Governors, College Philosophy and College History	5 - 7	Rehabilitation Services	121 - 123
Academic Schedule	8 - 11	Secretarial Arts	124 - 126
How Do I Become a Student at Mount Royal College?		Speech	132 - 134
Admission Requirements and Procedures	15 - 24	Stenographers	127
Registration Information	25 - 30	Theatre Arts	135 - 136
How Much Does it Cost?	31 - 35	Youth Services	131
What are Some Rules To Be Aware Of?	38 - 41	Mount Royal College	
What Types of Educational Opportunities are Available to Me?		Course Descriptions	137 - 205
Diplomas (Two Year Career)		What University of Calgary Programs Can I Start at Mount Royal College?	209 - 215
Arts and Science Diplomas (With a Major — Two Year University Transfer)		What Other Canadian University Programs Can I Start at Mount Royal College?	216 - 218
Certificates (One Year)		University of Calgary Course Descriptions	219 - 223
Transfer of Credit to Alberta Universities		What Services are Available to Students and the Community?	227 - 233
What Programs Can I Take at Mount Royal College?		Athletics	227
General Graduation Requirements	54 - 56	Bookstore	227
Arts and Science	57 - 58	Campus Recreation	227 - 228
Architecture	59	Chaplain	228
Aviation	64 - 68	Community Education	228 - 229
Broadcasting	62 - 63	Conservatory of Music and Speech Arts	228 - 229
Business Administration	64 - 68	Continuing Education	229
Canadian Studies	69 - 70	Counselling Services	229 - 230
College Preparation Program	71	Day Care Centre	230
Community and Regional Planning	72 - 75	Financial Aid	230
Computing Science	76 - 77	Food Services	231
Criminal Justice Careers	78 - 82	Foreign Students' Services	231
Early Childhood Education and Development	83 - 84	Gallery	231
Engineering	85	Health Services	231
English as a Second Language	50	Housing	232
Environmental Quality Control	86 - 88	Learning Skills Centre	232
Interior Design	89 - 92	Library	232
Journalism	93 - 95	Media Services	232
Leisure Education	96 - 100	Parking	233
Medical Office Assistant	101 - 102	Placement and Employment Counselling Department	233
Music	103	Registrar's Services	233
Nursing	104 - 106	Security Services	233
Petroleum and Mineral Resource Land Administration	110 - 111	Students' Association Activities	233
Petroleum Land Management	107 - 109	Administrative and Academic Staff	237 - 241
Physical Education	112 - 116	Glossary of Terms Used in this Calendar	244 - 245
Public Administration	117 - 118	Index	
Public Relations	119 - 120		

MOUNT ROYAL COLLEGE

Mount Royal College is a co-educational, publicly supported, post-secondary institution.

The College operates under legislation known as "The Colleges Act" and "The Department of Advanced Education Act of the Province of Alberta". The conduct, management, and control of the College and all its property, revenue, business and affairs are vested in the Board of Governors of Mount Royal College. The Board consists of ten members, including the College President, a faculty member, a student member, and seven public representatives, appointed by the Lieutenant Governor in Council. Subject to the authority of the Board of Governors, the Academic Council, a body representative of the College community, is empowered to deal with issues relating to the

academic policies of the College and other matters referred to the Council by the Board. Administrative officers appointed by the Board are delegated the responsibility for the implementation of policy and the operation of the College. The President is the chief executive officer of the College.

The Students' Association of Mount Royal College is a legally incorporated body under "The Societies Act". It is responsible for a wide range of extra-curricular activities and the appointment of student representatives to College committees. The Students' Council, elected to manage the business and affairs of the Association, is the official medium of communication between the students of Mount Royal College, the College Administration, and the Board of Governors.

BOARD OF GOVERNORS

GERALD M. BURDEN, B.A., LL.B.
Chairman

ALEXANDER G. CAMERON, B.A.

DENNIS N. ELLERGODT

KRISTINE J. FARKAS
Student Representative

DOUGLAS M. LAUCLAN, B.A., B.D., GRAD. DIP. ED. ADMIN.

HUGH L. MACLEOD, B.ED., M.A.
Faculty Representative

RONALD NICHOLLS

FRED A. STEWART, B.COMM., LL.B.

BRUNO J. TODESCO, B.SC.ENG., J.D.

DAVID S. WALKER, B.SC. (HON.)

ADMINISTRATIVE OFFICERS

DOUGLAS M. LAUCLAN, B.A., B.D., GRAD. DIP. ED. ADMIN.
President

DANIEL J. CORNISH, B.A., B.ED., M.ED., PH.D.
Executive Vice President, Academic Affairs

EDWARD P. SCHMIDT, C.A.
Executive Vice President, Business Affairs

PHILOSOPHY AND OBJECTIVES OF MOUNT ROYAL COLLEGE

In 1966 the Board of Governors adopted, as guidelines for this institution, the community college philosophy. To be a community college, Mount Royal must meet, within its corporate capacity and to the best of its ability, the educational needs of the area in which it is located.

The basis for governance rests upon three main tenets:

1. A comprehensive, flexible and current curriculum;
2. Accommodation of any adult who expresses a willingness to learn;
3. Availability of an active counselling and guidance program.

In order to make these requirements operational, we are charged with the following objectives:

1. To provide, in addition to courses that enable students to transfer to senior institutions, learning opportunities in programs that are beyond high school

and lead to gainful employment.

2. As far as possible, to admit anyone with a high school diploma or who is 18 years of age.
3. To help students become aware of their academic qualifications, as well as assist them in overcoming any limitations, so that students can choose reasonable alternatives in the successful pursuit of their education goals.

The process of synthesizing the needs of the community, the capacities of the students and the requirements of the institution is never-ending. An additional dimension of this problem is offering instruction which is of the highest quality possible yet relatively inexpensive to the student. It is in this way that Mount Royal College has become a community college, in fact, and has taken its rightful place in the system of higher education in Alberta and Canada.

"THE OPEN DOOR"

The "Open Door Policy" of the College makes it possible for anyone 18 years of age or older to enter and attempt most programs. It does not guarantee a diploma

after two years of study, as one may need an extra semester or more to gain an adequate background.

HISTORY OF THE COLLEGE

Mount Royal College was founded in 1910 under the sponsorship of the Board of Colleges of the Methodist Church and through the efforts of a group of public spirited citizens, together with Rev. George W. Kerby, D.D., minister of Central Methodist Church. In the fall of that year the Legislature of the Province of Alberta granted the College a charter to conduct an institution of learning for both sexes in elementary and secondary education, and for instruction in music, art, speech, drama, journalism, commercial and business courses, technical and domestic arts. Its management and administration was placed in the hands of a Board of Governors: Hon. W. H. Cushing, was appointed Chairman of the Board and Dr. George W. Kerby the first principal.

The College opened in 1911 with a registration of 154 students in its academic and commercial departments and the Conser-

vatory of Music. Since then the College has grown steadily to approximately 3,200 full time students registered in academic programs: approximately 2,000 students in the Conservatory of Music, and approximately 15,000 students in the Community Education Division in the 1977/78 academic year.

With the establishment of the United Church of Canada in 1925, Mount Royal College became one of the Secondary Schools of the United Church with its Board of Governors being appointed by the General Council of that church. In 1931, Mount Royal College became affiliated with the University of Alberta and the Junior College Division was organized. At the same time, the College discontinued its Elementary School.

Dr. John H. Garden became principal in 1942 when Dr. Kerby retired and served the College until 1959. The scope of the

College charter was broadened by amendments and the College began teaching engineering courses in its university department. Dr. Garden conducted much of the fund raising for the erection of the Kerby Memorial Building and the G. D. Stanley Gymnasium which were completed in 1949. In the fall of 1956, the Business Administration department of the Junior College was established. To meet the immediate needs of the College, a wing was added to the Kerby Memorial Building in 1957, and remodelled and added to again in 1961.

In January, 1959, Rev. W. John Collett, D.D. was appointed as principal when Dr. Garden retired. Dr. Collett had served the College from September 1948 as its Dean.

With the granting of autonomy to the University of Alberta, Calgary, Mount Royal Junior College negotiated an affiliation agreement with the new University of Calgary in 1966.

On September 1, 1966, Mount Royal College became a public institution and the name was changed to Mount Royal Junior College. A Board of Trustees was established consisting of members appointed by the Calgary School Board, Calgary Separ-

ate School Board and the Board of Governors of Mount Royal College. Today, Mount Royal College is directed by an eight member Board of Governors consisting of the President of the college, a faculty appointed representative, a student appointed representative and five members of the community appointed by the Government.

In July, 1968, Dr. Walter B. Pentz was appointed President of the College and undertook the task of giving a new sense of direction to both the academic and architectural plans for the new campus.

After ten years of service to Mount Royal College, Mr. Douglas M. Lauchlan was appointed as the College's fifth President on July 1, 1976.

With its new physical structure and new educational model, the Lincoln Park Campus opened the doors to its first students in the fall of 1972. The College's first satellite campus, specializing in musical instruction, opened in November 1978. In just a few short years the facilities of Mount Royal College have proved to be a priceless community resource offering unprecedented educational, recreational and social opportunities.

THE COLLEGE CREST



In granting a charter to the College in 1910, the Alberta Legislature decreed that the new College be named "Mount Royal College of Calgary". This name was chosen in recognition of the Calgary district where the original campus was located. The Hon. Vincent Massey, who designed the crest for the new College, incorporated symbolic representations of this new name in his design.

The first crest was emblazoned in green and gold on a white field. Over time, the basic design was streamlined and the colours changed to blue and red on a white field.

The shield, which dominates the crest, consists of two parts. The upper part contains a red mace symbolizing royalty. Blue mountains on a field of white fill the lower part, symbolizing the geographic proximity of the College and Calgary to the Rocky Mountains. Together these two elements represent the name "Mount Royal College".

Below the shield is a scroll bearing the words of the College motto. The Latin "Quam bene non Quantum" translates to "Not how much but how well".

ACADEMIC SCHEDULE

FALL SEMESTER 1979

FIRST DAY TO APPLY FOR ADMISSION TO FALL SEMESTER 1979	October 16, 1978
ADVANCE REGISTRATION FOR FALL SEMESTER 1979	
Continuing Students Only	To Be Announced
LAST DAY TO CANCEL ADVANCE REGISTRATION	
And Receive Refund of \$25.00 Registration Deposit	August 1
LAST DAY TO APPLY FOR REGULAR ADMISSION	August 10
REGULAR REGISTRATION PERIOD	
New Students and Continuing Students	August 27 to 31
LAST DAY TO REGISTER	
All Students	August 31
FIRST DAY OF CLASSES	September 4
REGISTRATION ADJUSTMENT (DROP/ADD) PERIOD	September 4 to 11
LAST DAY FOR PAYMENT OF FEES	September 14
NO FEE REFUND AFTER	October 26
LAST DAY TO WITHDRAW FROM A COURSE OR PROGRAM	
Without Instructor Approval; With Award of "W" Grade	November 16
LAST DAY TO WITHDRAW FROM A COURSE OR PROGRAM	
With Instructor Approval; With Award of "W" Grade	December 14
LAST DAY OF CLASSES	December 14
FINAL EXAMINATION PERIOD	To Be Announced
FALL SEMESTER 1979 ENDS	December 21

During this semester, the College will observe the following holidays on the dates indicated:

LABOUR DAY	September 3
THANKSGIVING	October 8
REMEMBRANCE DAY	November 9
CHRISTMAS HOLIDAYS	December 25 and 26
NEW YEAR'S HOLIDAY	January 1, 1980

***LATE ADMISSION AND REGISTRATION** subject to approval of the Registrar.

A non-refundable **APPLICATION PROCESSING FEE OF \$10.00** must accompany every application requesting admission or re-admission to the College.

The standard **ACADEMIC YEAR** consists of a fall semester and spring semester of 16 weeks each.

SPRING SEMESTER 1980

FIRST DAY TO APPLY FOR ADMISSION TO SPRING SEMESTER 1980 . . .	October 16, 1979
ADVANCE REGISTRATION FOR SPRING SEMESTER 1980	
Continuing Students Only	December 11 to 13, 1979
LAST DAY TO APPLY FOR REGULAR ADMISSION	December 14, 1979
LAST DAY TO CANCEL ADVANCE REGISTRATION	
And Receive Refund of \$25.00 Registration Deposit	December 28, 1979
REGULAR REGISTRATION PERIOD	
New Students and Continuing Students	
Actual Dates to be Announced Later	December 27, 1979 to January 4, 1980
FIRST DAY OF CLASSES	January 7
REGISTRATION ADJUSTMENT (DROP/ADD) PERIOD	January 7 to 14
LAST DAY FOR PAYMENT OF FEES	January 18
LAST DAY TO APPLY TO GRADUATE IN 1980	February 15
NO FEE REFUND AFTER	February 29
LAST DAY TO WITHDRAW FROM A COURSE OR PROGRAM	
Without Instructor Approval; With Award of "W" Grade	March 21
GRADUATION EXERCISES	April 13
LAST DAY TO WITHDRAW FROM A COURSE OR PROGRAM	
With Instructor Approval; With Award of "W" Grade	April 18
LAST DAY OF CLASSES	April 18
FINAL EXAMINATION PERIOD	To Be Announced
SPRING SEMESTER 1980 ENDS	April 25
 During this semester, the College will observe the following holidays on the dates indicated:	
GOOD FRIDAY	April 4
EASTER MONDAY	April 7

***LATE ADMISSION AND REGISTRATION** subject to approval of the Registrar.

All students must pay a **REGISTRATION DEPOSIT OF \$25.00** to complete their registration.

SUMMER SESSION I — 1980

In order to avoid disappointment, students are encouraged to register early. Fees must be paid at the time of registration. For a schedule and application form, contact the Registrar's Office.

FIRST DAY TO APPLY FOR ADMISSION TO SUMMER SESSION I 1980	April 1
REGULAR REGISTRATION PERIOD	
New Students and Continuing Students	April 1 to May 2
LAST DAY FOR REGISTRATION ADJUSTMENT	May 2
NO FEE REFUND AFTER	May 2
FIRST DAY OF CLASSES	May 5
LAST DAY TO WITHDRAW FROM A COURSE OR PROGRAM	
With Award of "W" Grade	June 13
LAST DAY OF CLASSES	June 13
FINAL EXAMINATION PERIOD	June 16 to 18

SUMMER SESSION II 1980

In order to avoid disappointment, students are encouraged to register early. Fees must be paid at the time of registration. For a schedule and application, contact the Registrar's Office.

FIRST DAY TO APPLY FOR ADMISSION TO SUMMER SESSION II 1980	April 1
REGULAR REGISTRATION PERIOD	
New Students and Continuing Students	April 1 to July 4
LAST DAY FOR REGISTRATION ADJUSTMENT	July 4
NO FEE REFUND AFTER	July 4
FIRST DAY OF CLASSES	July 7
LAST DAY TO WITHDRAW FROM A COURSE OR PROGRAM	
With Award of "W" Grade	August 15
LAST DAY OF CLASSES	August 15
FINAL EXAMINATION PERIOD	August 18 to 20

During these sessions, the College will observe the following holidays on the days indicated or on alternate days established by the College President.

VICTORIA DAY	May 24
CANADA DAY	July 1
CALGARY STAMPEDE PARADE MORNING	July 6
HERITAGE DAY	August 4

THE COLLEGE RESERVES THE RIGHT TO MAKE CHANGES IN THE INFORMATION STATED IN THIS CALENDAR WITHOUT PRIOR NOTICE.

1979

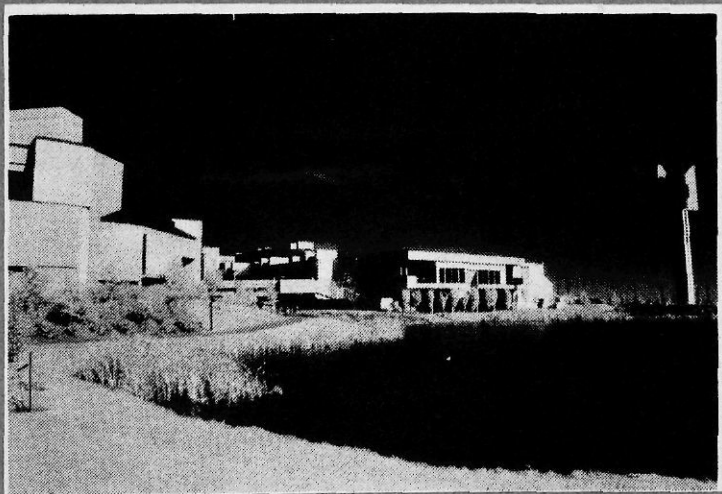
	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
JANUARY		1	2	3	4	5	6		JULY	1	2	3	4	5	6	7
	7	8	9	10	11	12	13			8	9	10	11	12	13	14
	14	15	16	17	18	19	20			15	16	17	18	19	20	21
	21	22	23	24	25	26	27			22	23	24	25	26	27	28
	28	29	30	31						29	30	31				
FEBRUARY		4	5	6	7	8	9	10	AUGUST		5	6	7	8	9	10
	11	12	13	14	15	16	17			12	13	14	15	16	17	18
	18	19	20	21	22	23	24			19	20	21	22	23	24	25
	25	26	27	28						26	27	28	29	30	31	
MARCH		4	5	6	7	8	9	10	SEPTEMBER		2	3	4	5	6	7
	11	12	13	14	15	16	17			9	10	11	12	13	14	15
	18	19	20	21	22	23	24			16	17	18	19	20	21	22
	25	26	27	28	29	30	31			23	24	25	26	27	28	29
APRIL		1	2	3	4	5	6	7	OCTOBER		1	2	3	4	5	6
	8	9	10	11	12	13	14			7	8	9	10	11	12	13
	15	16	17	18	19	20	21			14	15	16	17	18	19	20
	22	23	24	25	26	27	28			21	22	23	24	25	26	27
	29	30								28	29	30	31			
MAY		6	7	8	9	10	11	12	NOVEMBER		4	5	6	7	8	9
	13	14	15	16	17	18	19			11	12	13	14	15	16	17
	20	21	22	23	24	25	26			18	19	20	21	22	23	24
	27	28	29	30	31					25	26	27	28	29	30	
JUNE		3	4	5	6	7	8	9	DECEMBER		2	3	4	5	6	7
	10	11	12	13	14	15	16			9	10	11	12	13	14	15
	17	18	19	20	21	22	23			16	17	18	19	20	21	22
	24	25	26	27	28	29	30			23	24	25	26	27	28	29

1980

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
JANUARY		1	2	3	4	5			JULY	1	2	3	4	5		
	6	7	8	9	10	11	12			6	7	8	9	10	11	12
	13	14	15	16	17	18	19			13	14	15	16	17	18	19
	20	21	22	23	24	25	26			20	21	22	23	24	25	26
	27	28	29	30	31					27	28	29	30	31		
FEBRUARY		3	4	5	6	7	8	9	AUGUST		3	4	5	6	7	8
	10	11	12	13	14	15	16			10	11	12	13	14	15	16
	17	18	19	20	21	22	23			17	18	19	20	21	22	23
	24	25	26	27	28	29				24	25	26	27	28	29	30
MARCH		2	3	4	5	6	7	8	SEPTEMBER		1	2	3	4	5	6
	9	10	11	12	13	14	15			7	8	9	10	11	12	13
	16	17	18	19	20	21	22			14	15	16	17	18	19	20
	23	24	25	26	27	28	29			21	22	23	24	25	26	27
	30	31								28	29	30				
APRIL		6	7	8	9	10	11	12	OCTOBER		5	6	7	8	9	10
	13	14	15	16	17	18	19			12	13	14	15	16	17	18
	20	21	22	23	24	25	26			19	20	21	22	23	24	25
	27	28	29	30						26	27	28	29	30	31	
MAY		4	5	6	7	8	9	10	NOVEMBER		2	3	4	5	6	7
	11	12	13	14	15	16	17			9	10	11	12	13	14	15
	18	19	20	21	22	23	24			16	17	18	19	20	21	22
	25	26	27	28	29	30	31			23	24	25	26	27	28	29
JUNE		1	2	3	4	5	6	7	DECEMBER		1	2	3	4	5	6
	8	9	10	11	12	13	14			7	8	9	10	11	12	13
	15	16	17	18	19	20	21			14	15	16	17	18	19	20
	22	23	24	25	26	27	28			21	22	23	24	25	26	27
	29	30								28	29	30	31			

1981

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
JANUARY		4	5	6	7	8	9	10	JULY		5	6	7	8	9	10
	11	12	13	14	15	16	17			12	13	14	15	16	17	18
	18	19	20	21	22	23	24			19	20	21	22	23	24	25
	25	26	27	28	29	30	31			26	27	28	29	30	31	
FEBRUARY		1	2	3	4	5	6	7	AUGUST		2	3	4	5	6	7
	8	9	10	11	12	13	14			9	10	11	12	13	14	15
	15	16	17	18	19	20	21			16	17	18	19	20	21	22
	22	23	24	25	26	27	28			23	24	25	26	27	28	29
MARCH		1	2	3	4	5	6	7	SEPTEMBER		6	7	8	9	10	11
	8	9	10	11	12	13	14			13	14	15	16	17	18	19
	15	16	17	18	19	20	21			20	21	22	23	24	25	26
	22	23	24	25	26	27	28			27	28	29	30			
APRIL		5	6	7	8	9	10	11	OCTOBER		4	5	6	7	8	9
	12	13	14	15	16	17	18			11	12	13	14	15	16	17
	19	20	21	22	23	24	25			18	19	20	21	22	23	24
	26	27	28	29	30					25	26	27	28	29	30	31
MAY		3	4	5	6	7	8	9	NOVEMBER		1	2	3	4	5	6
	10	11	12	13	14	15	16			8	9	10	11	12	13	14
	17	18	19	20	21	22	23			15	16	17	18	19	20	21
	24	25	26	27	28	29	30			22	23	24	25	26	27	28
JUNE		1	2	3	4	5	6		DECEMBER		6	7	8	9	10	11
	7	8	9	10	11	12	13			13	14	15	16	17	18	19
	14	15	16	17	18	19	20			20	21	22	23	24	25	26
	21	22	23	24	25	26	27			27	28	29	30	31		



admission
registration
fees financial aid
academic regulations

ADMISSION REQUIREMENTS

GENERAL INFORMATION

Mount Royal College admits students in accordance with its open-door policy, who are 18 years of age or over, regardless of their educational background. Although opportunity for further instruction is thus provided, students with educational deficiencies should not necessarily expect automatic admission to every program offered at the College nor should they necessarily expect to complete any Mount Royal College program in the normal time allotted. Students may be advised to enroll in an additional preparatory course in order to gain admission to certain programs offered at the College and/or in order to enable them to complete their program of studies at the College successfully.

GENERAL ADMISSION REQUIREMENTS

ADMISSION TO DIPLOMA AND CERTIFICATE PROGRAMS

In order to be admitted to the above mentioned programs, students must be 18 years of age or over and have left high school or possess an Alberta High School Diploma or its equivalent. To enhance the opportunity for transfer to a university at a later date, it is recommended that students possess at least a High School Diploma or, alternatively, complete two semesters and ten courses successfully with a GPA of 2.00 to be considered for admission to the universities in Alberta by recommendation.

Due to the range and depth of materials to be covered, individual students may be required to complete additional requirements for admission to specific programs. See admission requirements for individual programs in the section entitled "Academic Programs".

Students who have deficiencies in their High School Diploma may attempt to clear the deficiencies by enrolling in selected College courses as recommended by their Academic Advisor.

ADMISSION TO THE UNIVERSITY OF CALGARY TRANSFER PROGRAM

Under the terms of affiliation between Mount Royal College and the University of Calgary, specified first year University of Calgary courses are offered at Mount Royal College. Information on the admission requirements is contained in the section entitled "Programs in Affiliation with the University of Calgary". Information on admission requirements at several other universities is also included in that section.

ADMISSION TO ALBERTA UNIVERSITIES BY RECOMMENDATION

Students who do not meet the normal requirements for admission to Alberta universities may qualify for admission by successfully completing 10 Mount Royal College courses with a Grade Point Average of no less than 2.00. The Alberta universities will accept students under this arrangement provided the university receives a letter from the Registrar of Mount Royal College giving reasons why the student **should be deemed to have satisfied matriculation requirements.**

In the case of a letter of recommendation to The University of Calgary, there must be evidence that a student has attained a standard of English plus mathematics or a foreign language to the Grade XII level. Students intending to proceed to the University of Calgary using the letter of recommendation route should therefore ensure that they have attained the level of competency mentioned. Mount Royal's Learning Skills courses and English as a Second Language courses may **not** be used for this purpose. Where these conditions are satisfied, the student will be considered eligible for admission to the appropriate faculty or school **provided** the faculty or school has no admission requirements other than matriculation requirements. Where selection procedures are involved in the admission to faculty or school of the university, the applicant shall be treated on the same basis as any other person seeking admission to that faculty or school.

In addition, such students, upon recommendation may receive up to five full courses of advanced credit in select faculties provided the courses recommended are listed in the Provincial Transfer Guide.

SIMULTANEOUS ENROLLMENT

A student enrolled in Mount Royal College should not enroll simultaneously in another educational institution without prior permission from the Registrar of Mount Royal College and the Registrar of the other educational institution the student intends to attend.

RESIDENCE REQUIREMENT

See Graduation Requirements in the "College Programs" section of this Calendar.

SPECIAL ADMISSION REQUIREMENTS

NON-MATRICULATED ADULT STUDENTS

COLLEGE PROGRAMS

See the statement under "General Information" at the beginning of this section.

UNIVERSITY PROGRAMS

See the section entitled "Programs in Affiliation with the University of Calgary".

MATRICULATION FROM OUTSIDE ALBERTA

While most College-level programs do not require that a student have the equivalent of Alberta High School Matriculation (providing that the student is 18), students interested in entering a College-level program with academic admission requirements or interested in entering a university transfer program may find the following chart useful. Please note that five distinct subjects are usually required.

The charts below only provide general guidelines; requirements will vary from university to university. Students are urged to check the calendar of the university where they intend to transfer.

The following certificates are generally accepted as equivalent to Alberta Grade XII Senior Matriculation. Please note that five distinct subjects are required.

CANADA

British Columbia	Grade XIII (prior to 1967) Grade XII (from 1967 on) (P grades are not acceptable)
Saskatchewan	Grade XII
Manitoba	Grade XII
Ontario	Grade XIII
Quebec	successful completion of the first year of the C.E.G.E.P. academic with satisfactory performance in appropriate subjects. (The Secondary V Certificate is not acceptable for admission.)
New Brunswick	Grade XII or first year university (prior to 1972) Grade XII (from 1972 on)
Nova Scotia	Grade XII
Prince Edward Island	third year Certificate of Prince of Wales or first year University of Prince Edward Island
Newfoundland	first year Memorial University

OTHER COUNTRIES

Applicants from other countries may meet university admission requirements upon presenting the following:

THE UNITED STATES

Any applicant from the United States may be considered for admission on the basis of the following:

(1) Successful completion at an accredited high school and/or university/college, of courses deemed to be equivalent of the subjects prescribed for admission to the university faculty. **Note:** Applicants who have not attended a university or college are only eligible for admission with the following:

(2) A full academic high school program plus acceptable scores in appropriate College Entrance Examination Board tests; as prescribed by the university faculty to which the student is seeking admission.

Any applicant who has attended a university/college may not subsequently complete CEEB tests in order to gain entrance. CEEB tests will only be accepted for entrance if completed prior to university/college studies.

UNITED KINGDOM AND COMMON-WEALTH COUNTRIES

The General Certificate of Education or equivalent may be accepted as senior matriculation with standing at the Advanced Level in at least two appropriate subjects and at the Ordinary Level in the remainder of the subjects prescribed for admission to the university faculty concerned. The same subject cannot be counted at both levels.

HONG KONG

The University of Hong Kong Matriculation Examination (same as the General Certificate of Education) may be accepted as senior matriculation with standing at the Advanced Level in at least two appropriate subjects and at the Ordinary Level in the remainder of subjects prescribed for admission to the university faculty concerned. The Hong Kong English School Certificate examination may be accepted in lieu of Ordinary Level passes, provided that the examination was taken in May 1965 or later. The same subject cannot be counted at both levels. The Matriculation Examination of the Chinese University of Hong Kong does not normally meet the requirements for admission to many universities. Applicants must also normally complete the Test of English as a Second Language with a specified mark.

INDIA, PAKISTAN AND BANGLADESH

Applicants from these other countries are normally required to be holders of an accredited degree with a First or Second Division standing in acceptable subjects and to complete the Test of English as a Foreign Language with a specified mark.

FOREIGN STUDENT ADMISSION REQUIRE- MENTS AND PROCEDURES

Depending upon immigration regulations and the immigration status of the applicant, Mount Royal College considers applications from non-Canadians who hold student visa, or landed immigrant status only. Applications are accepted for both the Fall and Spring Semesters. Foreign students are required to pay additional fees (see section entitled "Fees and Deposits").

STUDENT VISA

Applicants who entered Canada on a student visa to attend another educational institution must complete at least one semester at that institution before their application to attend Mount Royal College can be considered. Anyone holding a student visa must present the following documents before their applications can be considered:

1. a completed Application Form, (Application Forms are obtained from the Registrar and the Director of Admissions.)

2. official transcripts from the Canadian educational institution the applicant was originally admitted to.
3. official results of the Test of English as a Foreign Language (TOEFL Test).

Admission will be dependent upon space being available. Applicants may not be notified of their admissibility until just prior to the beginning of classes.

Application Deadlines:

1. Fall Semester — August 15
2. Spring Semester — December 15

LANDED IMMIGRANTS

Anyone holding landed immigrant status must present the following documents before their application can be considered:

1. a completed Application Form (Application Forms are obtained from the Registrar and Director of Admissions)
2. their passport, showing landed immigrant status. (No Application Form will be accepted unless it is presented to the Admissions Office along with the applicant's passport).

Upon completion of an evaluation of all documents, admissible Foreign Students may be given a Letter of Acceptance. (This letter will be required to support a student's application for student visa status.)

Students who apply for admission under the student visa status will not be issued an official student visa until they have submitted their Letter of Acceptance to the Department of Immigration.

STUDENTS ARE SOLELY RESPONSIBLE FOR ALL ARRANGEMENTS RELATING TO THEIR IMMIGRATION STATUS.

ENGLISH LANGUAGE PRO- FICIENCY

Applicants from countries other than Canada, whose native language is not English, must demonstrate proficiency in the English language before they will be permitted to enroll in a regular program of studies. In this respect, all foreign student applicants must provide test information regarding their English language proficiency by submitting the results of the Test of English as a Foreign Language (TOEFL). Details and applications for this test may be obtained from Test of English as a Foreign Language, Box 899, Princeton, New Jersey, 08540, U.S.A.

Admission to College programs will be determined on the basis of TOEFL scores and scores on the English language proficiency test administered at the College. These scores will determine whether a student is registered in one of three levels of the English as a Second Language (EASL) program or is excused from taking any EASL courses.

TOEFL scores normally are an indication of the following:

Score 500 or less —

Student normally must register in the College EASL program for two complete semesters.

Score 501 to 599 —

Normally a student with this score will be admitted to an Academic Upgrading program of two semesters duration

Score 600 or more —

Normally a student will be admitted to any program, assuming other requirements are satisfied.

In all cases described above, a student must complete the two semesters of work before a recommendation for transfer to another program will be given.

Effective September 1976, all EASL students, current or former, who have not completed the Advanced Level with grades of C in all three parts of the program must repeat the Advanced EASL program. They may register only in matriculation equivalents for the two non-EASL courses they will be permitted to take in addition to the Advanced EASL program. Exceptions to this rule may be made only by the EASL student academic advisor.

ADMISSION PROCEDURES

WHERE TO WRITE

All inquiries regarding admission must be directed to:

The Registrar and Director of Admissions
Mount Royal College
4825 Richard Road S.W.
Calgary, Alberta,
Canada T3E 6K6
Telephone: (403) 246-6551

HOW TO BE ADMITTED

Read the information below on "Late Applications", "Limited and Unlimited Enrollment Programs" and "Classification of Students" then follow the steps outlined on the next page. If you need more information check the detailed explanations that follow. If you're still in doubt, please call or write the Registrar and Director of Admissions.

LATE APPLICATIONS

Applications must be submitted by the last day of application specified in the Academic Schedule. If, because of extraordinary circumstances, an individual has not been able to apply prior to the date shown in the Academic Schedule, permission to apply late must be sought from the Registrar. Under no circumstances will a request to apply late be considered after a program has been filled. See also "Late Registration" in this section of the Calendar.

LIMITED ENROLLMENT PROGRAMS

The College offers what is referred to as "Limited Enrollment Programs". These programs normally accept limited numbers of full-time students into the first year. There are a variety of reasons for limiting enrollment into these programs which usually involve availability of field placements, facilities or employment upon graduation.

The College begins accepting applications for "Limited Enrollment Programs" **October 15** (or the following Monday) of the

year prior to commencement of the program. As the College usually has many more applicants than available positions, it is wise to apply early. Complete applications supported by the required documents will be reviewed on a "first come, first served" basis.

All students accepted into "Limited Enrollment Programs" will be required to pay a **\$50 non-refundable deposit** within three weeks of notification of acceptance into the program. They are not required to pay an additional \$25 Registration Deposit.

Registration in specific courses is subject to the availability of those courses at the time the student registers.

The following are identified as "Limited Enrollment Programs":

Applied Social Sciences
Architecture
Aviation
Broadcasting
College Preparation Program
*Community and Regional Planning
Criminal Justice Careers
Early Childhood Education and Development
*Environmental Quality Control
Interior Design
Journalism
Leisure Education
Medical Office Assistant
Nursing
Petroleum and Mineral
Resource Land Administration
Public Relations
Rehabilitation Services
Social Service Careers
Theatre Arts
Youth Services

*These programs may be limited.

UNLIMITED ENROLLMENT PROGRAMS

All programs not identified as being "Limited Enrollment Programs" are "Unlimited Enrollment Programs". All applicants who meet the admission requirements will be accepted into "Unlimited Enrollment Programs". Registration in specific courses, however, is subject to the availability of those courses at the time the student registers.

CLASSIFICATION OF STUDENTS

For admission and registration purposes only, students are classified in three ways:

1. Work Load
 - a. A full-time student is one who enrolls in three or more courses.
 - b. A part-time student is one who enrolls in either one or two courses.
2. Length of Association
 - a. A new student is one who has never before taken a course at Mount Royal College.
 - b. A re-admitted student is one who has taken a course(s) at Mount Royal

College but not in the preceding semester.

- c. A continuing student is one who took a course(s) at Mount Royal College in the preceding semester.
3. Year
 - a. A first year student is one who has not completed the "Semester 1" and "Semester 2" courses of the program that student has chosen.
 - b. A second year student is one who has completed the "Semester 1" and "Semester 2" courses of the program that student has chosen.

HOW TO BE ADMITTED (Part-time and Full-time New Students)

1. Write to The Registrar and Director of Admissions or ask a high school counsellor for:

- a) a Mount Royal College Application Form, and
- b) an Alberta Education Transcript Request Form (if you attended high school in Alberta).

2. Complete the Application Form and return it to the Registrar and Director of Admissions along with a non-refundable \$10 Application Processing Fee (cheque or money order made out to "Mount Royal College") before the deadline shown in the Academic Schedule.

3. Write and ask for two (2) official transcripts of your high school record to be sent directly to our Registrar and Director of Admissions. (There is usually a fee for this service.)

If you attended high school in Alberta, write to:

Alberta Education
Student Evaluation and Data

Processing Services
Devonian Building
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2

If you attended high school outside of Alberta, write to your provincial or state department of education or your high school.

4. Write to any college, technical institution or university you have attended, and ask for two (2) official transcripts of your record to be sent directly to our Registrar and Director of Admissions.

If you feel that you may qualify for advanced credit for the work you did at this other institution, also write our Registrar and Director of Admissions and ask for a Request for Advanced Credit Form. Complete this form and return it to us.

Once we receive your Application Form and your non-refundable \$10 Application Processing Fee, we will contact you with further instructions.

HOW TO CHANGE PROGRAMS (Part-time and Full-time Continuing Students)

1. Obtain a Program Change Request Form from the Registrar and Director of Admissions.
2. Complete the Program Change Request Form and have it signed by:
 - a) the program advisor of the program you are leaving, and
 - b) the program advisor of the program

you wish to enter.

3. Return the signed form to the Registrar and Director of Admissions before the Application deadline shown in the Academic Schedule.

Once we receive your Program Change Request Form, we will contact you with further instructions.

HOW TO BE RE-ADMITTED AFTER MISSING ONE OR MORE SEMESTERS (Part-time and Full-time Students Who Have Not Been Disqualified)

Students who have interrupted their program and re-entered the College shall be required to complete current graduation requirements of the year of their re-entry to be eligible for Mount Royal College graduate status. Consideration will be given to the work students have completed during their first entry and work experience gained between their first and second entry. Courses that such students shall be required to complete for graduate status shall be determined in consultation with the appropriate department chairperson.

1. Obtain a Mount Royal College Application Form from the Registrar and Director of Admissions.
2. Complete the Application Form and return it to the Registrar and Director of Admissions along with a non-refundable \$10 Application Processing Fee (cheque or money order made out to "Mount Royal College") before the

deadline shown in the Academic Schedule. (You do not need to send new transcripts providing we have them in your file and they are up-to-date.)

3. If you attended any high school, college, technical institute or university while you were away from Mount Royal College, write and ask for two (2) official transcripts of your record there to be sent directly to our Registrar and Director of Admissions.

If you feel that you may qualify for advanced credit for the work you did at this other institution, also write our Registrar and Director of Admissions and ask for a Request for Advanced Credit Form. Complete this form and return it to us.

Once we receive your Application Form, we will contact you with further instructions.

HOW TO BE RE-ADMITTED AFTER DISQUALIFICATION (Part-time and Full-time Students)

For students who have not appealed disqualification or who have lost an appeal, one fall or spring semester must elapse after disqualification before a petition for re-admission will be heard. Petitions for re-admission must be received by the Office of the Registrar and Director of Admissions at least one month prior to the beginning of the semester to which a student is seeking admission. See "Academic Disqualification Policy" in this section of the Calendar.

1. Obtain a Mount Royal College Application Form from the Registrar and Director of Admissions.
2. Complete the Application Form and return it to the Registrar and Director of Admissions along with a non-refundable \$10 Application Processing Fee (cheque or money order made out to "Mount Royal College") at least one month prior to the beginning of the semester. (You do not need to send new transcripts providing we have them in your file and they are up-to-date.)
3. If you attended any high school, col-

lege, technical institute or university while you were away from Mount Royal College, write and ask for two (2) official transcripts of your record there to be sent directly to our Registrar and Director of Admissions.

If you feel that you may qualify for advanced credit for the work you did at this other institution, also write our Registrar and Director of Admissions and ask for a Request for Advanced Credit Form. Complete this form and return it to us.

4. Make an appointment with the department chairperson for the program you wish to enter.

The chairperson, a program advisor and counsellor will make the final decision on your request for re-admission and will notify the Registrar of their decision. The Registrar will inform you as to whether or not your registration will be permitted.

If you are permitted to register your application will be treated in the same manner as all other applications for that program and we will contact you with further instructions.

APPLICATION FORM

Prospective students must submit a completed application on the official Mount Royal College Application form. As these forms are altered periodically, it is important to ensure that you have the most recent form. Failure to answer all the questions on the Application Form may result in the College returning it to you for completion. As applications are reviewed on a "first come, first served" basis, this type of delay can be serious.

APPLICATION PROCESSING FEE

A non-refundable \$10 Application Processing Fee must accompany every request for admission or re-admission to Mount Royal College.

See "Fees and Deposits" for further information.

TRANSCRIPTS

All applicants are required to submit two (2) official copies of their high school transcript. A transcript is only deemed "official" if it is sent from one institution to another without passing through the student's hands.

Students who attended school in Alberta may request transcripts from:

Alberta Education
Student Evaluation & Data Processing
Services
Devonian Building
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2

Students who attended school outside of Alberta may request transcripts from the department of education in the province

or state where they attended school. If transcripts are not available from the department of education, students should contact the last high school they attended. Institutions will not usually issue transcripts until they have received the required fee.

Students who have attended other post-secondary institutions (college, university or technical school, etc.) are also required to submit two (2) official transcripts of their post-secondary record.

Transcripts submitted to Mount Royal College become the property of Mount Royal College. Neither the originals nor copies will be released to students or anyone outside the college.

MEDICAL HISTORY FORM

Applicants for certain college programs may be required to have a medical examination prior to acceptance. At the time of this examination, their physician must complete the college's Medical History Form. Applicants who need a medical examination will be notified after submitting their application form.

All other applicants must notify Health Services at Mount Royal College of any chronic health problems that may require regular medical attention while they are attending the college. See also "Services for Students and the Community — Health Services".

CREDIT FOR PREVIOUS KNOWLEDGE AND EXPERIENCE

Students may receive recognition for work completed at another educational institution and for knowledge and experience gained without undertaking formal studies. Recognition is given when the previous knowledge and experience is equivalent to knowledge and experience that would have been gained through formal studies at Mount Royal College.

The amount of advanced credit given is limited by the Residence Requirement (See "College Programs—Graduation Requirements".) No more than 30 credits will be given towards any diploma program and no more than 15 credits will be given towards any certificate program.

(In addition, students who wish to use credits obtained under one Mount Royal College program towards graduation re-

quirements of another program may not transfer more than 30 credits from one program to a diploma program nor more than 15 credits from one program to a certificate program.)

The appropriate forms for requesting consideration of previous knowledge and experience as described above and below must be obtained from and returned to the Registrar and Director of Admissions.

1. ADVANCED CREDIT

Mount Royal College may grant credit for work completed at an accredited post-secondary educational institution. Only courses completed with an equivalent of a "C" grade or better in subjects equivalent to current offerings at Mount Royal College will be considered.

Advanced credit will not be given for course work completed six years prior to the date on which advanced credit is requested.

The amount of advanced credit given is limited by the residence requirement.

Application for advanced credit must be made through the Office of the Registrar and Director of Admissions.

2. ARTICULATION ARRANGEMENT— SECRETARIAL ARTS

The Secretarial Arts Department of Mount Royal College has completed an articulation arrangement whereby Alberta high school students who have a business education background may apply for credit in the secretarial programs of the College. The articulation fee is \$25. For complete details, refer to the section on "College Programs — Secretarial Arts".

3. CREDIT BY EXAMINATION — SUBJECT TO DEPARTMENTAL APPROVAL

NOTE: This policy is under review and may change without notice.

Mount Royal College recognizes that persons may gain knowledge through methods other than study at an accredited post-secondary educational institution. In recognition of this students may gain credit in any introductory-level college course by successfully challenging an examination established by the department concerned.

The amount of credit by examination which may be gained by any student is limited by the Residence Requirement.

A fee of \$25 will be assessed for each examination. This fee is non-refundable after the instructor has been advised to prepare the examination.

Application for credit by examination must be made through the Office of the Registrar and Director of Admissions.

4. WORK EXPERIENCE CREDIT

See "College Programs — Business Administration and Criminal Justice Careers".

REGISTRATION

GENERAL INFORMATION

Registration in Mount Royal College requires agreement by the student to be bound by the College rules and regulations in existence or as made modified or amended from time to time by the Board of Governors or persons who, by virtue of delegation of authority, may make, modify or amend rules. Only students who have been admitted or readmitted may register. The completion of an Approved Program of Study Form and other documents indicated by the Registrar's Office comprise the agreement referred to above. (See the "Fees and Deposits" section of this Calendar for the Registration and Late Registration Fees.)

STUDENT RESPONSIBILITY

Each student is personally responsible for the continuing completeness and accuracy of his/her course registration as shown in his/her Approved Program of Study. To ensure that courses selected are appropriate to the program, including the number of courses required to complete requirements for graduation, particular care should be exercised with regard to the selection of courses. The student is also responsible for any change of registration made necessary by the results of examinations. Counsellors and program advisors are available to assist the student in selection of a program and the relative courses. The official withdrawal date from a course or program is the date the student first advises the Registrar's Office of intent to withdraw. This date will be used for fee refund purposes.

CLASSIFICATION OF STUDENTS

Please consult the "Admission" section of this Calendar for the "Classification of Students" information to determine whether you are a full-time or part-time student and also whether you are a new, continuing or re-admitted student.

AUDIT STUDENTS

Auditors are students who have been granted permission in writing by an instructor to attend lectures in a course on the understanding that they may not participate in assignments or examinations. Such permission will be contingent upon accommodation being available.

Students once registered for audit are not permitted to change to credit; neither are students who have registered for credit permitted to change to audit. Audit courses will be reflected on the student's permanent records with the symbol "X".

NOTE: Students who audit nursing courses are not allowed to participate in clinical laboratory experiences.

NOTE: The student may, in succeeding terms, take any course for credit which has been previously audited.

Auditors should follow the normal registration steps but must present the letter of permission from their instructor along with the Approved Program of Study before their registration will be approved.

HOW TO REGISTER

After being admitted to the College, read the preceding information and follow the appropriate steps below.

FULL-TIME STUDENTS

New	Continuing	Re-Admitted
<p>Bring your Permit to Register when you come to register.</p> <p>Go to your Basic Skills Assessment appointment.</p> <p>See your Program Advisor to select courses and get approval.</p> <p>Go to Registration Area on Registration Dates to plan your Schedule of Courses.</p> <p>Complete Approved Program of Study and get it approved in Registration Area.</p> <p>Get your Identification Card in Registration Area.</p> <p>Use Fee Remittance copy of Approved Program of Study to pay the Business Office Cashier your Registration Deposit or full tuition and fees.</p> <p>You are now ready to start classes.</p>	<p>Bring your last semester's Identification Card.</p> <p>Make appointment with your Program Advisor.</p> <p>See your Program Advisor to select courses and get approval.</p> <p>Go to Registration Area on Registration Dates to plan your Schedule of Courses.</p> <p>Complete Approved Program of Study and get it approved in Registration Area.</p> <p>Get your Identification Card validated in Registration Area.</p> <p>Use Fee Remittance copy of Approved Program of Study to pay the Business Office Cashier your Registration Deposit or full tuition and fees.</p> <p>You are now ready to start classes.</p>	<p>Bring your Permit to Register when you come to register.</p> <p>Go to your Basic Skills Assessment appointment.</p> <p>See your Program Advisor to select courses and get approval.</p> <p>Go to Registration Area on Registration Dates to plan your Schedule of Courses.</p> <p>Complete Approved Program of Study and get it approved in Registration Area.</p> <p>Get your Identification Card in Registration Area.</p> <p>Use Fee Remittance copy of Approved Program of Study to pay the Business Office Cashier your Registration Deposit or full tuition and fees.</p> <p>You are now ready to start classes.</p>
<p>For further information on each of these steps, read the specific registration information contained in this section of the Calendar.</p>		

PART-TIME STUDENTS

New	Continuing	Re-Admitted
<p>Bring your Permit to Register when you come to register.</p> <p>Go to Registration Area on Registration Dates to plan your Schedule of Courses.</p> <p>Complete Approved Program of Study and get it approved in Registration Area.</p> <p>Get your Identification Card in Registration Area.</p> <p>Use Fee Remittance copy of Approved Program of Study to pay the Business Office Cashier your Registration Deposit or full tuition and fees.</p> <p>You are now ready to start classes.</p>	<p>Bring last semester's Identification Card.</p> <p>Go to Registration Area on Registration Dates to plan your Schedule of Courses.</p> <p>Complete Approved Program of Study and get it approved in Registration Area.</p> <p>Get your Identification Card validated in Registration Area.</p> <p>Use Fee Remittance copy of Approved Program of Study to pay the Business Office Cashier your Registration Deposit or full tuition and fees.</p> <p>You are now ready to start classes.</p>	<p>Bring your Permit to Register when you come to register.</p> <p>Go to Registration Area on Registration Dates to plan your Schedule of Courses.</p> <p>Complete Approved Program of Study and get it approved in Registration Area.</p> <p>Get your Identification Card in Registration Area.</p> <p>Use Fee Remittance copy of Approved Program of Study to pay the Business Office Cashier your Registration Deposit or full tuition and fees.</p> <p>You are now ready to start classes.</p>
<p>For further information on each of these steps, read the specific registration information contained in this section of the Calendar.</p>		

PERMIT TO REGISTER

Upon completion of admission requirements and declaration of admissibility, new students will receive a Permit to Register. Upon receipt of the Permit to Register, the full-time student is permitted to make a program advisor appointment and to prepare for the registration process.

Registration in specific courses is subject to the availability of those courses at the time the student registers.

BASIC SKILLS ASSESSMENT

All full-time freshmen students are required to write the Basic Skills Assessment tests upon admission to Mount Royal College in order to determine strengths and weaknesses in the areas of reading, writing, arithmetic, and study skills. The results of these tests will be used by the program advisor in consultation with the student for planning an academic program that is suitable to the student's abilities and requirements.

PROGRAM ADVISING AND COUNSELLING SERVICES

Counselling and advising is an integral part of the registration process. New full-time students are urged to meet with members of the counselling staff prior to registering for the first time at the College. Specialized program advisors are available and must be consulted when planning the student's program and completing the Approved Program of Study form. Counsellors and program advisors provide continuing academic counselling and guidance throughout the student's academic career at the College.

STUDENTS WHO REGISTER AGAINST ADVISOR'S RECOMMENDATION

Any student who, as a result of the "open-door" policy, insists on registering in a course for which the individual does not have the recommended preparation will be required to sign a waiver of consent form acknowledging that the student is doing so against the advice of the College and indicating that he/she expects no special assistance beyond that available to all other students.

REGISTRATION DATES

Students must register on the registration dates announced in the College Calendar. Admission applications should be completed and sent to the office of the Registrar and Director of Admissions well in advance of registration day. No registrations

will be permitted beyond the published registration dates.

MASTER TIMETABLE

The courses offered in each semester are published in the Master Timetable several months prior to the commencement of the semester. The College reserves the right to make any changes it deems necessary and to adjust the student's registration to meet this schedule. Timetable information is available at the Registrar's Office.

PLANNING THE STUDENT'S SCHEDULE OF COURSES

The Master Timetable schedules courses in the morning, afternoon and evening hours. Full-time students may be required to devote morning, afternoons and evenings to their program of studies.

MAXIMUM STUDENT COURSE LOAD

A student with a less than satisfactory academic performance record may be advised to take a course load reduced to below the normal load shown in the Calendar. Students carry from 14 to 19 credits a semester depending on the program of study. First year students in their first semester will not be permitted to enroll in more courses than shown in the Calendar under the program of their choice. A student who has not successfully completed all courses in a normal program load in the program of their choice in a semester, and attained a grade point average of 3.00 will not be permitted to register for an additional course over the normal program load, in the next semester. There will be no exception to this policy.

LATE REGISTRATION

Students are required to complete their registration by the last day of registration specified in the Academic Schedule. No student will be permitted to register after classes have commenced. If, because of extraordinary circumstances, a student has not been able to register prior to the date shown in the Academic Schedule, permission to register late must be sought from the Registrar. Such students, if approved for registration, will be required to pay the late registration fee of \$25. **This fee will not be applied towards tuition.** Late registration will only be accepted in those courses which have open space. **Drop/add privileges will not be open to late registrants.** Under no circumstances will a request for late registration be accepted after the last day of the first week in which classes commenced.

INCOMPLETE REGISTRATION

Registration is not complete until all fees have been paid and proper procedure followed. Failure to satisfy any of the admission or registration requirements may result in the removal of a student from all classes.

IDENTIFICATION CARDS

Identification cards are required for all students who wish to check out resources from the Library and Resource Islands and

to use the facilities of the Students Association. A card proves that a student is registered at the College.

The card is validated for use each semester upon presentation of a registration form. If a student loses this identification card, its loss should be reported to the Library or Resource Island immediately. This serves as a protection in that until this is done, a student is responsible for all equipment checked out with this card. A new card will be issued by the Registrar's Office for a price of \$5.00.

CHANGE OF REGISTRATION

GENERAL INFORMATION

Programs should be carefully planned under the guidance of the program advisor so that changes in registration will not be necessary. After a student has completed registration, changes may be made only through the Office of the Registrar and Director of Admissions by means of a Drop-Add Form completed and signed by the full-time student's advisor. Normally changes may be made only during the Registration Adjustment Period as announced in the Academic Schedule.

COURSE CANCELLATION BY THE COLLEGE

A minimum registration is required in all courses before a decision is made to offer the course. Therefore, the appearance of a course in the Master Timetable comprises no guarantee whatsoever that it will be taught.

A course cancelled by the College, for whatever reason, is automatically dropped from the student's registration and, where applicable, tuition refunds may be given.

WITHDRAWAL FROM A COURSE (after Registration Adjustment Period)

The courses for which a student is registered at the close of the Registration Adjustment Period constitute that student's official registration and semester load.

A student may, without the approval of the instructor and by means of a Course Withdrawal Form, officially withdraw from one or more (but not all)* courses after the close of the Registration Adjustment Period and up to one month prior to the end of the last day of classes indicated in the Academic Schedule. Students who follow this procedure will have the course(s) recorded on their transcript with a grade of "W". Students who stop attending classes and do not follow the proper withdrawal procedures will be recorded as having failed the course.

For the month prior to the end of the last day of classes, a student must have the approval of the instructor and complete the Course Withdrawal Form in order to withdraw from one or more (but not all)* courses. **Students who do not obtain approval and who do not follow the proper procedure will be recorded as having failed the course. No student will be permitted to withdraw from a course during the weeks in which final examinations are held.**

*Students wishing to withdraw from the last course in which they are registered must follow the procedures for withdrawal from the College.

All Course Withdrawal Forms must be obtained from the Registrar's Office and processed according to the instructions shown on the form. It is the personal responsibility of a student to deliver the Course Withdrawal Form to the Registrar's Office or else formal withdrawal action will not be completed. **Students should never expect an instructor or department to deliver a form for them.**

INSTRUCTOR INITIATED WITHDRAWAL

After the expiration of one month from the beginning of classes an instructor may request the withdrawal from his/her class of any person registered for that course who has not appeared in class at any time or has not completed assignments, tests or examinations. (Not all instructors follow this procedure. Students who have stopped attending classes are responsible for withdrawing themselves and should never assume that their instructor or anyone else will do so for them.)

A student so withdrawn will have 10 working days to appeal in writing to the Registrar stating the reason why the student's name should not be withdrawn.

Failure to appeal or respond to notice of intent to withdraw will result in the student receiving a "W" grade in the course.

Application for Appeal Forms may be obtained from the Registrar's Office.

WITHDRAWAL FROM THE COLLEGE

Students who find it necessary to stop attending the College must withdraw officially by means of a Complete Withdrawal Form.

Until a student officially withdraws, the student remains registered in all courses and will, at the end of the semester, receive grades appropriate for his/her performance in each course. Students who follow the proper procedure will have the courses recorded on their transcript with grades of "W".

No student will be permitted to withdraw from the College during the weeks in which final examinations are held.

All Complete Withdrawal Forms must be obtained from the Registrar's Office and processed according to the instructions shown on the forms. It is the personal responsibility of a student to deliver the Complete Withdrawal Form to the Registrar's Office or else formal withdrawal action will not be completed. **Students should never expect an instructor or department to deliver the form for them.** Telephone withdrawals will not be accepted.

PROGRAM OR COURSE WITHDRAWAL INFORMATION

ACTION	DEADLINES*	
<p>Withdrawal — Course Drop Action Students withdraws/drops course(s) prior to last day. Drop/Add (Registration Adjustment) Session. Course will not show on transcript.</p> <p>No tuition refund after</p> <p>Withdrawal — Program or Course Student may withdraw from program or course without instructor's approval; however, instructor must state last date of class attendance for refund purposes. Course will show on transcript with "W" grade.</p> <p>Withdrawal — Program or Course Student may withdraw from program or course only with instructor's approval. If instructor does not wish to give approval, student will receive a grade appropriate to performance in course. (Please note that the College has re-instituted "F" grades.) No withdrawal is permitted during examination week.</p>	<p>Fall 79 Sept 11</p>	<p>Spr 80 Jan 14</p>
	<p>Oct 26, Nov 16</p>	<p>Feb 29 Mar 21</p>
	<p>Dec 14</p>	<p>Apr 18</p>

NOTE: It is the personal responsibility of the student to deliver his/her application for withdrawal to the Registrar's Office or else formal withdrawal action will not be completed. Telephone withdrawals will not be accepted.

* See "Academic Schedule" for Summer Session deadlines.

FEES AND DEPOSITS

The payment of all fees and deposits is compulsory. The Board of Governors reserves the right to change fees and deposits when necessary and without notice. Fees and deposits are due on dates shown in the Academic Schedule.

APPLICATION AND REGISTRATION FEES AND DEPOSITS

Type of Fee/Deposit	Amount	Due	Applicable to tuition	Refundable upon Withdrawal
Application Processing Fee	\$10.00	With Application Form	Yes	No
Limited Program Deposit*	50.00	3 Weeks After Acceptance	Yes	No
Registration Deposit	25.00	With Registration Form	Yes	No**
Late Registration Fee	25.00	With Registration Form If After Deadline	No	No
* excused from \$25.00 Registration Deposit				
** unless prior to cut-off date shown in the Academic Schedule.				

APPLICATION PROCESSING FEE

A non-refundable Application Processing Fee of \$10.00 must accompany every Application requesting admission or re-admission to the College. Applications received without the fee will not be processed. If an applicant is accepted, the fee will apply against normal tuition fees. A cheque or money order made payable to Mount Royal College should accompany every application.

LIMITED PROGRAM DEPOSIT

All students accepted into limited enrollment programs will be required to pay a \$50.00 deposit within three weeks of notification of acceptance into the program. The deposit is non-refundable and is applied against the tuition fee for the program. Students who pay the Limited Program Deposit are not required to pay the Registration Deposit.

REGISTRATION DEPOSIT

Each student who registers is required to pay a non-refundable Registration Deposit at time of registration. The Registration Deposit confirms acceptance of admission and reserves the student a place in the program selected. **The deposit is non-refundable**, if any one of the courses selected is taught and it is applied against normal tuition fees.

If a student does not cancel registration prior to the cut-off date shown in the Academic Schedule; does not show for classes; or withdraws from the College at any time after the semester commences, the Registration Deposit is forfeited.

LATE REGISTRATION FEE

All students registering after the regular registration date shown in the Academic Schedule are required to pay an additional fee of \$25.00. This fee will not be refunded, nor is it applied to normal tuition fees.

TUITION AND GENERAL FEES

Tuition and general fees cover accident insurance, campus recreation and athletic fees and laboratory fees. (See specific course descriptions for exceptional laboratory fees.) The cost of text books and other materials relevant to College courses are over and above the tuition, general fees and other special fees.

This fee is levied each semester. It is intended to provide financial support for the administration and operation of all Students' Association activities.

BUILDING AND PLANNING FEE

This fee is levied each semester. It is used by the Students' Association for provision of student-owned areas and space.

SEMESTER FEE SCHEDULE

Excluding audit, foreign, senior citizen and aviation students.

The Board of Governors reserves the right to change fees and deposits when necessary and without notice.

Credits	Tuition & General	Student Activities	Building Fund	Total Fees
1	\$ 15.30	\$ —	\$3.00	\$ 18.30
2	30.60	—	3.00	33.60
3	45.90	—	3.00	48.90
4	61.20	—	3.00	64.20
5	76.50	—	3.00	79.50
6	99.80	8.50	3.00	111.30
7	116.10	8.50	3.00	127.60
8	132.40	8.50	3.00	143.90
9	148.70	14.00	6.00	168.70
10 and Over	159.50	14.00	6.00	179.50

NOTE: Students who enroll for Summer Session will be charged for the Student Association Building Fund Fee, in addition to their tuition, but will not be charged for Student Activities Fee nor the Campus Recreation and Athletics Fee.

SPECIAL FEES

AUDIT STUDENT FEES

See the "Registration" section of this Calendar for audit regulations.

Audit Fee per credit — \$8.25 plus normal Building and Planning Fee according to number of credits.

FOREIGN STUDENT NON-RESIDENT FEE — STUDENT VISA STATUS

Effective with the 1977 Summer Sessions,

all foreign students with student visa status, applying for admission to Mount Royal College for the first time, and subsequent semesters, will be required to pay a non-residence fee of \$82.50 per semester. The non-residence fee is in addition to all other tuition fees and deposits. It applies to students who register for 10 credits or more. Foreign students who register for less than 10 credits per semester will pay a prorated fee of \$8.25 per credit hour.

FOREIGN STUDENT FEE SCHEDULE

The Board of Governors reserves the right to change fees and deposits when necessary and without notice.

Credits	Tuition & General	Student Activities	Building Fund	Total Fees
1	\$ 23.55	\$ —	\$3.00	\$ 26.55
2	47.10	—	3.00	50.10
3	70.65	—	3.00	73.65
4	94.20	—	3.00	97.20
5	117.75	—	3.00	120.75
6	149.30	8.50	3.00	160.80
7	173.85	8.50	3.00	185.35
8	198.40	8.50	3.00	209.90
9	222.95	14.00	6.00	242.95
10 and Over	242.00	14.00	6.00	262.00

SENIOR CITIZENS

Residents of Alberta who are 65 years of age or older at the time of commencement of studies at the College are not required to pay tuition fees for **credit** courses taken at the College. This waiver of tuition fees is made subject to the availability of space in a course. Requests for further details regarding the College Senior Citizen Study Program should be directed to the Office of the Registrar.

PROGRAMS WITH SPECIAL FEES

AVIATION PROGRAM FEES

In addition to the regular tuition and general fees, flight training fees for the two-year Aviation Program are approximately \$8,750.00, payable as follows:

- 1st Semester — 25%
- 2nd Semester — 25%
- 3rd Semester — 33%
- 4th Semester — 17%

At the start of their first and third semesters, Aviation students must deposit \$750.00 with the College Business Office before they will be allowed to register. This deposit is deducted from their flight training fees.

Further details may be obtained from the Office of the Registrar.

CRIMINAL JUSTICE EXTENSION PROGRAM FEES

Fees for the independent study-based Criminal Justice Extension Program are \$75.00 per course, plus the cost of the text.

MUSIC PROGRAM FEES

Due to the specialized nature of instruction, fees for private lessons and for certain courses with low enrollments are billed at a higher rate and are payable through the Conservatory Office. The fees are subject to change. As of Fall 1978 the fee structure is as follows:

- ½ hour instruction per week at \$34.00 per month
- 1 hour instruction per week at \$68.00 per month

NURSING PROGRAM FEES

Nursing students enrolling in the summer session will be charged on a "per credit" basis, at \$15.30 per credit plus Building Fund Fee.

EXAMINATION AND ARTICULATION FEES

CHALLENGE EXAMINATION FEE

A fee of \$25.00 is assessed for each course which is challenged by examination. See the "Admission" section of this Calendar for challenge regulations.

SECRETARIAL ARTS ARTICULATION FEE

This fee covers the cost of preparation of examinations, the invigilation and the marking of papers for Secretarial Arts students entering the Secretarial Arts Program under the articulation agreement. The fee is \$25.00. See the "Admission" section of this Calendar for articulation regulations.

SPECIAL FEES FOR LOCKERS, TRANSCRIPTS & IDENTIFICATION CARDS

LOCKERS — ISSUED BY THE BUSINESS OFFICE

Lockers are shared by two students and may be rented at the following rates per student:

- Full year \$2.00
- One semester \$1.00

NOTE: At the end of the semester for which rent has been paid, all items left in lockers will be turned over to the Lost and Found Department. Ninety days thereafter, all unclaimed items will be disposed of. Mount Royal College does not accept responsibility for any damage to the contents or loss of items from lockers which have been rented to students and/or other parties.

TRANSCRIPTS — ISSUED BY THE REGISTRAR'S OFFICE

Official transcripts bearing the seal and signature of the Registrar will be issued only to educational institutions and companies. Students will be issued only unofficial transcripts, without the College seal.

Each time a student orders a transcript from the Registrar's Office there will be a charge of \$2.00 for the first copy and \$1.00 for each additional transcript ordered at that time.

IDENTIFICATION CARDS — ISSUED BY THE REGISTRAR'S OFFICE

A lost identification card will be replaced by the Registrar's Office for a fee of \$5.00. See the "Registration" section of this Calendar for identification card regulations.

PAYMENT OF FEES

GENERAL INFORMATION

The **Approved Program of Study Form**, which shows fee assessment data, constitutes the student's invoice. No other invoice will be issued. Students are expected to pay tuition and all other fees at the time of registration or as shown in the Academic Schedule.

DEADLINE FOR PAYMENT

The absolute deadline for payment of fees in full is the last day of the second week of classes. If payment is **not received** within this time, a late payment penalty of 10% of the unpaid balance will be levied. **Students whose fees are unpaid at the end of the fourth week of classes will have their registration cancelled.**

STUDENT LOAN — SPONSORSHIP

Students attending on a student loan or through sponsorship must provide evidence of the student loan or sponsorship to the Business Office. The evidence will be regarded as guarantee of payment and should be so worded.

Students intending to apply for a government loan must complete a loan application in the Student Awards Office — **at the earliest opportunity.**

10 credit hours are necessary to qualify for a loan.

NON-PAYMENT OF FEES — SECOND SEMESTER AND BEYOND

Non-payment of fees in any semester results in the cancellation of registration for that semester. Non-payment for the second semester and beyond will mean that, until all financial obligations attributable to fees, deposits, non-return of equipment and material are settled, grades, transcripts, diplomas, scholarships, medals, prizes or standings will not be awarded or issued.

FEE DROP BOXES

For the convenience of students making fee payments, fee drop boxes have been installed in the following locations:

Office of the Registrar
Bookstore
Business Office

Do not place cash in these boxes. Deposit cheques only, attached to a completed remittance form.

**MAKE ALL CHEQUES PAYABLE
TO "MOUNT ROYAL COLLEGE".**

FEE REFUNDS

REFUND OF TUITION AND GENERAL FEES

Students withdrawing from any or all of their courses will receive a refund based on a percentage of the total semester fees paid in accordance with the following schedule, **LESS ALL NON-REFUNDABLE FEES AND DEPOSITS***.

REFUND OF STUDENT ASSOCIATION AND BUILDING FUND FEES

If a student withdraws within two weeks from the commencement of the school semester, Students' Association and Building Fund Fees will be refunded in full.

If the student withdraws after the two week period, there will be no refund of Students' Association or Building Fund Fees.

Formal Withdrawal from Course or Program During:	*Refund Due to Student if Tuition Fee is Paid in Full Prior to Formal Withdrawal	*Amount Due to College if Student has not Paid Tuition Fee in Full Prior to Formal Withdrawal
1st or 2nd week of classes	100% refund; less all non-refundable fees and deposits	Student owes College nothing
3rd or 4th week of classes	60% refund; less all non-refundable fees and deposits	Student owes College 40% of original tuition fee
5th, 6th, 7th, 8th week of classes	40% refund; less all non-refundable fees and deposits	Student owes College 60% of original tuition fee
After 8th week of classes	No Refund	Student owes College 100% of original tuition fee

FINANCIAL AID AND SCHOLARSHIPS

GENERAL INFORMATION

This section contains information about awards and financial assistance administered by the College as well as Provincial and Federal Government Assistance tenable at the College.

Applications or further information for all assistance may be obtained from:

Student Awards Office
Mount Royal College
4825 Richard Road S.W.,
Calgary, Alberta T3E 6K6

Payment of fees is a first charge against any assistance received from the College or the Provincial and Federal Assistance Plans.

GOVERNMENT LOANS

Government regulations require that social insurance numbers must be recorded on loan applications.

FOREIGN STUDENTS

Students who are citizens of countries other than Canada and who have been admitted to Canada on the basis of a student visa, are not eligible for financial aid as described hereafter.

THE CANADA STUDENT LOAN PLAN

The Canada Student Loan Plan is a federal government program which is administered by provincial authorities. Under this plan, full-time students are permitted to borrow, on a basis of financial need, up to \$1,800 per fiscal year July 1st to June 30th (two consecutive semesters), with an overall maximum of \$9,800 for the entire educational period.

Applicants must be Canadian citizens or have landed immigrant status at the time of application AND have at that time lived in Canada for the previous twelve consecutive months and intend to stay after graduation.

No interest or payments on principal are required during the period of full-time attendance at the College and for six months thereafter. Application forms may be obtained at the Student Awards Office, Mount Royal College. Students **must** apply through the Student Awards Office of the College.

THE PROVINCE OF ALBERTA ASSISTANCE

Under the Students' Finance Act, assistance is available to full-time (10 credits or more) students attending Mount Royal College.

ELIGIBILITY FOR ASSISTANCE

Applicants must be Canadian citizens or have landed immigrant status. Prior to applying for assistance, applicants must have lived in Alberta for twelve consecutive months, before the first day of classes. The same residence requirements apply to parents or guardians of a minor.

Students from another province must apply to the government of their province of residence. Should the province of residence refuse assistance, students **may** be eligible to receive a loan **only** under the Canada Students Loan Plan.

Students may apply for loans at any time but should note that payments will not be available until they have registered in the College and may take eight weeks to process. Financing should be planned accordingly.

The Students' Finance Board is presently authorized to loan up to \$4,600 to a student in a twelve month period, where such support is warranted. In most cases, however, students should not expect to receive assistance in excess of \$2,000 if single, or \$4,300 if married, during a twelve month period. Where students request such amounts of support, the board will require that they demonstrate this support is clearly warranted.

WITHDRAWALS

Students who withdraw before the completion of the academic term for which assistance was provided, will be required to repay a proportionate amount of the total assistance awarded.

REPAYMENT OF CANADA STUDENT LOANS

Payment of Principal and Interest begins six months after the student ceases full-time study. Loans may be repaid over a period of up to ten years, depending upon the accumulated amount of the loan.

SCHOLARSHIPS AND AWARDS

The College assumes liability for the payment of scholarships, bursaries, prizes and other awards only to the extent that expected gifts from donors or returns from particular investments of endowed funds are realized. Awarding of all assistance is coordinated by the College Scholarship Committee to ensure an equitable distribution of awards among applicants. The College reserves the right to make whatever changes circumstances may require, including cancellation of particular awards.

Payment of fees is a first charge against assistance received from the College or the Provincial and Federal Assistance Plan.

Students wishing to apply for awards should be careful to adhere to application

deadlines. Where no application information is shown, the award is made automatically without application.

Unless otherwise stated, completed applications for Mount Royal College Scholarships must be received by the Student Awards Office by October 31st. Applications for Community Scholarships should be completed and returned to the appropriate address on the dates specified by the donors.

Application forms and scholarship booklets describing all assistance may be obtained from:

Student Awards Office
Mount Royal College
4825 Richard Road S.W.,
Calgary, Alberta T3E 6K6

MOUNT ROYAL COLLEGE EMERGENCY LOAN FUND

With the assistance of private donors, the College has at its disposal an Emergency Loan Fund from which loans may be made to students who are unable to meet emer-

gency expenses. In most cases interest-free loans are made pending receipt of other expected assistance. Applications must be made to the Student Awards Office.

ACADEMIC REGULATIONS

NOTE

Academic regulations will be found throughout this Calendar and may not necessarily be contained in the section which follows.

ACADEMIC SESSIONS

Mount Royal College operates on a semester system. The Fall Semester begins in September and ends in December. The Spring Semester begins in January and ends in April. Full-time students normally enroll for the Fall and Spring Semesters.

The College offers two Summer Sessions. Summer Session I begins in May and ends in June while Summer Session II begins in July and carries through August. Although course offerings are more limited than during Fall and Spring Semester sessions, courses from most departments are included. Credits earned may be applied to a student's program in the same manner as credits acquired in other sessions. For more information, please contact the Registrar's Office, Mount Royal College.

CREDIT HOURS

Traditionally one hour of credit (credit hour) has indicated an hour of lecture or tutorial class per week per semester. With the changing instructional mode one hour of credit indicates the comparable amount of learning which is actually attained through some combination of lectures, tutorials, seminars, laboratory or field placement activities together with directed independent and/or individualized study.

ATTENDANCE POLICY

No person is allowed to attend a class unless they have officially enrolled on a credit or audit basis, and have paid the appropriate fees.

It is the responsibility of the student to attend all classes. It is the policy of the College to require a student to conform to the particular attendance requirements established by the instructors. **Students are warned that they stand a chance of losing their seat in a class if they fail to attend each class on the first day it meets. In the situation where circumstances prevent a**

Students who stop attending classes and do not follow the withdrawal procedures will be recorded as having failed the course(s).

student from attending the first class, notification of the instructor of expected absence will ensure that the seat in the class is held.

CHANGE IN REGULATIONS

Changes in regulations governing programs may be made from time to time. Students who have not interrupted their program and continue in the same program will be given the option of graduating in accordance with the old regulations or completing their program under the new regulations governing their current registration. Such students should make their choice known to their Program Advisor and the Registrar's Office at the time of their application for graduation. Where a required course for graduation is no longer offered, the Department Chairman may specify an alternative. In extreme cases where students cannot complete their program under the old regulations, they will be phased into the new program without disadvantage. **Students who interrupt their program by more than one semester will be required to comply with new regulations.**

THE ACADEMIC RECORD (Transcript)

A permanent record of all the student's courses, credits and grades earned, and address information is kept at the Registrar's Office. The student is urged to maintain a record of courses, credits and his/her grades each semester and check from time to time to see that the record agrees with that of the College. Copies of the permanent record are available upon request of the student and payment of a small service charge.

The official record of a student's academic performance is published on a document called a transcript. Official transcripts, bearing the seal and signature of the Registrar, will only be issued to educational institutions and companies. A stu-

dent will be issued only unofficial transcripts, without the college seal. Transcripts will not be issued to students who have not fulfilled their financial or other obligations to the College. (See also "Fees-Transcripts".)

CORRECTION OF GRADES

Once recorded in the Office of The Registrar and Director of Admissions, an instructor may not request that a student's grade be changed unless the first grade was in error. A Change of Grade Form must be submitted certifying the reasons why the first grade is in error. The form must be signed by the instructor and the chairman of the department offering the course. Requests for a Change of Grade should reach the Registrar's Office no later than 30 days after the opening of the next semester.

EXAMINATION POLICY

A final examination is held in each course except where departure from this arrangement has been authorized by the Department Chairman responsible for the course. Final examinations are scheduled by the Registrar's Office and are normally held during the last week of a semester.

No student may request cancellation of an examination paper and a subsequent examination because of extenuating circumstances once an examination has ended.

Departments subscribing to the belief that there is educational value in permitting students to see their final examination papers after they have been marked, may arrange for this to be done. However, papers should not actually be released to students until the deadline for applications for review and reappraisal has passed since an appeal cannot be entertained after the custody of the paper has been relinquished to the student.

RELEASE OF INFORMATION FROM STUDENT ACADEMIC RECORDS

Each student's record is comprised of two categories of information; that which is regarded as a matter of "public record" and that which can only be released from the Registrar's Office under special circumstances. The "public record" information of a student consists of information that the student is or was registered at the College, between given dates and did or

did not receive a diploma or certificate from the College. Information concerning racial origin, citizenship or immigration status, age, parentage, religious affiliation, marital status, postal address or telephone number and the academic record, are NOT part of the "public record" and may only be released to people outside the College on application by the individual whose record it is. Information passed to a third party as a result of a telephone inquiry will only say whether or not the student is currently enrolled, the program in which the student is or was enrolled, the dates of enrollment, diploma or certificate earned if any and the date.

RELEASE OF GRADES

Only the Registrar's Office is empowered to issue official statements of results of transcripts or records. However, Department Chairmen, or their delegates, are authorized to release final grades in any manner that will protect the confidentiality of individual student grades. After the end of each College semester, a statement of grades is mailed to each student at the address specified on the registration form. Grades will not be released to students unless their credentials and financial obligations at the College are in order.

NAME AND/OR ADDRESS CHANGE

Every student is required to report a local address at the time of registration and to report any change of address thereafter. Notification of change of address is made at the Registrar's Office. The College will not be responsible for incorrect mailing and for missed deadlines, etc. due to the student's failure to report a change of address. Change of name should also be reported to the Registrar's Office.

COUNTERFEITING AND ALTERING

No person or persons shall reproduce, copy, tamper with or alter, in any way, manner, shape or form whatsoever any writing, record, document, or identification form used or maintained by Mount Royal College.

FALSIFICATION OF COLLEGE RECORDS

Each student is expected to complete accurately and honestly any College record.

ACADEMIC APPEALS AND GRIEVANCES

The following academic appeal and grievance procedure exists for students of the College who wish to appeal a decision or ruling which affects one adversely in an academic or any other matter pertaining to operation of the College.

Complaints of any nature about some facet or operation within the College Community shall initially be discussed with the person(s) against whom the complaint is directed. During the course of any complaint or grievance procedure a student retains the right to participate in all classes, unless the student has been suspended from class. If the student has been suspended and the student's grievance is subsequently upheld, the College shall be responsible for making-up any classroom time lost by the student.

If the above-mentioned procedure has been followed and satisfaction still has not been received, two avenues of registering a grievance are available. They are the Marks Review Committee or the Grievance Committee.

Both forms of grievance must be made in writing by the complainant (person bringing the grievance). Proper forms are available at the Information Kiosk on the second level, the Registrar's Office, or the Students' Association Office. Completed forms must be submitted to the Registrar and Director of Admissions. At that time, the student will be informed of the procedure to be followed with respect to appearance, etc.

1. MARKS REVIEW COMMITTEE

Purpose of the Marks Review Committee is to provide a means by which students can obtain a hearing if they feel they have been assigned an unjust final grade. Matters beyond this scope should be referred directly to the Grievance Committee.

PROCEDURES

1. A student wishing a review of a final mark must apply to the Marks Review Committee through the Registrar within 10 days of the release of grades from the Office of the Registrar.
2. Membership of the Marks Review Committee includes: a) Registrar (Chairman), b) a counsellor, c) a

designate of the Academic Vice-President, d) the concerned Department Chairman, e) a Student Association representative.

3. The instructor shall be required to state in writing on the Marks Review Request form the rationale for assigning the final grade in question.
4. The student and/or instructor may be required to appear before the Marks Review Committee.
5. The Marks Review Committee shall notify the student of its decision within 10 days of receipt of the application for Marks Review.
6. If the student is dissatisfied with the decision of the Marks Review Committee, he/she may appeal the decision by contacting the Registrar. Such appeals will be heard by the Dean of Academic Affairs — Learning Skills and another designate of the Academic Vice-President, President of the Student Association, and President of the M.R.F.A. (or their designates).
7. The Marks Review Committee shall determine its own rules and procedures for the conduct of its business and for the conducting of hearings and for any other matters as it considers necessary.

2. GRIEVANCE COMMITTEE

The purpose of the College Grievance Committee is to deal with all other student complaints relating to the operation of the College and Students' Association. The Grievance Committee's decisions are to be considered recommendations for the disposition of a grievance.

PROCEDURES

1. All complaints must be made in writing on the complaint form. Copies of the complaint form may be obtained from the Registrar's Office, the Information Kiosk, or the Students Association Office.
2. Upon receipt of the written complaint, the Registrar will distribute the completed forms to the person against whom the grievance is directed, that person's immediate supervisor, and the Executive Vice-President — Academic Affairs.
3. If the distribution of the grievance referred to in two above does not result in resolution of a grievance in a period of ten working days, a Grievance Com-

mittee will be convened within seven working days by the Registrar. Copies of the Grievance will be sent to all members of the Grievance Committee.

STRUCTURE OF THE GRIEVANCE COMMITTEE

Each Grievance Committee (more than one may function at one time if necessary) shall be composed of seven voting members as follows:

- a) three students appointed by the Student Executive Committee,
- b) two faculty members appointed by the President of Mount Royal College Faculty Association,
- c) one administrator appointed by the President of the College
- d) one Board member appointed by the Student Relations Committee of the Board of Governors who will act as chairman of the Committee.

COMMITTEE QUORUM

A quorum shall consist of the following:

- a) one board member
- b) one faculty representative
- c) two student representatives
- d) one administrator

OPERATING PROCEDURES

1. In preparation for the first meeting of the Grievance Committee a respondent(s) shall submit to the Committee and the complainant a written response which addresses itself to the particulars of the grievance.
2. The Grievance Committee will then ensure that initial hearings shall be held for both the complainant and the respondent in order that each party may present his or her case in private to a Grievance Committee.
3. All parties in the dispute shall be informed of the reasons for the Grievance with sufficient particularity and notice to prepare for the hearing.
4. Any party appearing before the Committee shall have the right to be assisted by an advisor of his or her choice.
5. Upon notification the administration must reply to a Chairman of the Grievance Committee recommendation within two weeks.

3. APPEAL PROCEDURE — GRIEVANCE APPEALS COMMITTEE

Any party in a dispute which has been heard by a Grievance Committee may ap-

peal the recommendation of the Grievance Committee to a Grievance Appeals Committee. This notice of appeal shall be in writing to the Registrar, and it shall be filed within one week of the issuance of the decision of the Grievance Committee. The Appeals Committee shall then meet within one week.

1. All hearings of the Grievance Committee shall be governed by the rules which may be adopted by the Grievance Committee and in the conduct of the hearings, the Grievance Committee is not bound by the technical rules of legal evidence.

STRUCTURE OF THE GRIEVANCE APPEALS COMMITTEE

The Grievance Appeals Committee shall consist of:

1. The President of the Students' Association or his designate,
2. The President of the M.R.F.A. or his designate,
3. One board member who shall act as chairman,
4. The Academic Affairs Vice-President or designate.
5. The Registrar or designate.

OPERATING PROCEDURES

No member of the Grievance Appeals Committee shall have served on the original Grievance Committee. The Grievance Appeals Committee will adhere to the procedures as outlined for the Grievance Committee.

COMMITTEE QUORUM

A quorum for the Grievance Appeals Committee will include all five members. The person bringing the appeal must substantiate their reasons or bases for the appeal of a Grievance Committee's recommendations.

The decision of the Grievance Appeals Committee shall be the final settlement of the grievance, subject to leave being obtained from the Board of Governors to appeal thereto.

SMOKING REGULATIONS

Smoking is not permitted in the Ford Theatre, Jenkins Theatre, all 100 seat classrooms, laboratories, gymnasium, theatres, swimming pool, radio and television production studios, and any other specialized learning area where "no smoking" signs are posted.

Please note that no food or beverages are allowed in any of the above-mentioned areas.

ACADEMIC STATUS

GRADING SYSTEM

Grade	Grade Point Value	Description
A	4.0	Excellent—superior performance, showing comprehensive understanding of subject matter.
A—	3.7	
B+	3.3	
B	3.0	Good—clearly above average performance with knowledge of subject matter generally complete.
B—	2.7	
C+	2.3	
C	2.0	Satisfactory—basic understanding of the subject matter.
C—	1.7	
D+	1.3	
D	1.0	Minimal pass—marginal performance, generally insufficient preparation for subsequent courses in the same subject.
F	0	Fail—unsatisfactory performance or failure to meet course requirements.

Symbols*

I — Incomplete
W — Withdrawal
X — Audit
Y — Non-Credit

***Not calculated in GPA**

The method by which instructors arrive at the final course grades, A to F as above, is left to their discretion. Within different departments different percentages might be required for a "satisfactory" standing. However, the system used must be communicated to the students at the beginning of the semester and should be stated in the course outline for each course. Instructors must convert their own method for determining course standing to the official grading system in reporting final grades to the Registrar. The College will not undertake any official conversion or equation of letter grades with any percentage or other grading systems.

I A student may receive an interim grade of I if term work has not been

completed to the satisfaction of the instructor.

The decision as to whether or not the student will be permitted to enter into a contract for the completion of a course will rest with the instructor concerned. If the instructor is not available, the student should contact the appropriate chairperson.

The agreement must be arranged prior to the deadline for submission of final grades to the Registrar's Office as published in the Academic Schedule, and must be completed within a maximum of 60 days after that time.

At the end of the 60 day period the I grade will be changed to an "F" grade or another letter grade depending upon either successful completion or termination of the contractual agreement.

W A student receives a W grade following official withdrawal from a course after the registration adjustment period. No withdrawals will be permitted after the last day of lectures. Students accumulating W grades, must familiarize themselves with the implications this may have in relation to the Academic Disqualification Policy.

Please note: Students require permission from their instructor in order to withdraw within the last 4 weeks of regular classes.

X The X grade is given for all courses audited.

Y The Y grade is given if the course is taken for non-credit.

GRADE POINT AVERAGE

The grade point average is determined by dividing the total grade points earned by the number of credit hours attempted. The I, W, X, and Y grades are not included in calculating the grade point average.*

Example: Assume a student earns the following grades: Administration — A, Chemistry — B, English — C, Geology — D, German — F, Mathematics — I, and Psychology — W.

Course	Grade	Points	Credits	Points
ADMN 1120	A	4	x 4	= 16
CHEM 1180	B	3	x 4	= 12
ENGL 1110	C	2	x 3	= 6
GEOL 1204	D	1	x 4	= 3
GERM 1111	F	0	x 3	= 0
MATH 1240	I	0	x 3*	= 0
PSYC 1110	W	0	x 3*	= 0
			17	37

TOTAL GRADE POINTS ÷ TOTAL CREDITS = G.P.A.

Therefore: 37 Grade Points ÷ 17 Credits = 2.17

G.P.A. = 2.17

HONOUR ROLL

A student who earns 12 or more credit hours in a semester at Mount Royal College with a grade point average of 3.50 or higher will be placed on the Honour Roll for that semester.

PRESIDENT'S HONOUR ROLL

A student who earns 24 or more credit hours in an academic year at Mount Royal College with a grade point average of 3.75 will be placed on the President's Honour Roll.

REPETITION OF A COURSE

Students may repeat any course. When a course is repeated the original grade remains on the student's record and is included in the grade point average.

A course may only be counted once for any program requirement pertaining to graduation.

GRADE CHANGES

The I grade will be changed to an "F" grade or another letter grade depending upon either successful completion or termination of the contractual agreement.

Grades for which a contract has not been set, once reported to the Registrar's Office, can only be changed upon the authorization of the faculty member issuing the original grade and the approval of the Executive Vice President, Academic Affairs. A request for a grade change must be accompanied by an explanation supporting the request. The time limit for the correction of grades is 10 days after the expiration of the 60 day contract period.

ACADEMIC HONESTY

The principles of truth and honesty are fundamental to both instructors and students in the search for knowledge and learning. The College expects that both faculty and students will honour these principles in maintaining the academic standards of the College.

Intellectual dishonesty may take many forms: e.g. the use of unauthorized materials in examinations; copying the work of others (plagiarism); cheating and other acts dishonest to the examination procedures and the assignments of the instructor.

RESPONSIBILITY OF THE STUDENT

The student shall be aware that the following acts of academic dishonesty may have serious consequences:

1. the use of unauthorized materials in a test or examination;
2. the copying of the work of another person in an examination or an assignment;
3. the copying of the works of others without giving credit to the author and submitting the work as one's own ideas (plagiarism);
4. the falsifying of the results of investigations or laboratory experiments;
5. the alteration of marks on an assignment or list; and
6. the completion in part or total of any assignment or examination for another student.

POSSIBLE CONSEQUENCES OF DISHONESTY

Penalties for the above acts of dishonesty and cheating may be the reduction of a grade, the loss of credit for the course, or expulsion from the College. In the case of a second offence, the student will be expelled from the College.

APPEAL PROCEDURES

1. If the student is not satisfied with how the matter has been resolved by the instructor and the chairman of the department, the student may appeal the decision in writing to the Executive Vice-President of Academic Affairs.
2. If the student is not satisfied with the ruling of the Vice-President of Academic Affairs, the student may make a further appeal may be made using the Grievance Appeal and Complaint Procedures of the College.

ACADEMIC DISQUALIFICATION POLICY

Mount Royal College subscribes to the philosophical position that students can carry the responsibility for contacting the appropriate College agency when they find themselves in academic difficulty. Also, that they will take action to correct a bad situation. For this philosophy to be meaningful, the College provides a wide range of learning skills improvement programs designed to help students overcome academic difficulties. Academic progress is evaluated at the end of each semester at which time students are given a grade report. When a student's academic performance equates to the standard shown below, the privilege of further registration is withdrawn and the student is placed in a disqualified status. Disqualification procedures are described below:

DISQUALIFICATION

A full-time or part-time student will be disqualified when a combination of seven (7) "F" or "W" grades have been accumulated while attending Mount Royal College. Notification of disqualification will be shown on the student's semester grade report. If a student's grade report is returned undelivered from the address of record the Registrar's Office will attempt to contact the student by other means. The College cannot however be responsible for proper notification of disqualification if the student has not given the Registrar's Office a correct mailing address.

ADVANCE REGISTRATION — DISQUALIFIED STUDENTS

Students who advance register for the Fall Semester and subsequently discover that they are disqualified as a result of poor academic performance will have their registration cancelled, unless they provide proof that an appeal has been upheld.

Students who advance register for the Spring Semester and subsequently discover that they are disqualified as a result of poor academic performance will have their registration cancelled, unless they provide proof that an appeal has been upheld or that they have negotiated a contract with an instructor which cannot be completed until the expiration of 60 days. If the contract expiration day is in the middle of the next semester students will be allowed to continue studies at the College provided successful completion of the

contract meant that they would no longer be in a disqualified category. **If this is not possible, disqualification holds unless the student's appeal has been upheld.** Students who do not successfully complete a contract will be allowed to remain in the College until the end of the semester, at which time they will remain in a disqualified status. They will be required to have an appeal upheld before they are allowed to return to the College.

APPEAL PROCEDURE

Students who feel that they have been inappropriately disqualified may initiate an appeal by submitting an appeal form directly to the Department Chairperson responsible for the program in which the student is registered. Arts and Science students will contact the Registrar's Office for direction to the proper appeal authority. Appeal action must be completed prior to August 1st in the case of students disqualified after the spring semester. For students disqualified at the end of the fall semester they must complete appeal action by the end of the first week of classes. The Department Chairperson or the authority to whom the student is directed by the Registrar's Office may grant permission for a student to continue studies at the College. If this appeal is not upheld the student will not be allowed to register and must therefore leave the College for a minimum of one semester. A student does however have the right to appeal the disqualification decision to the Academic Appeal Committee. This last appeal must be initiated and submitted to the Registrar within two days after receipt of the decision made by the Department Chairperson or the designated authority. Appeal forms may be obtained from the Information Kiosk (2nd level), the Office of the Registrar or the Student's Association.

RE-ADMISSION AFTER DISQUALIFICATION

For students who have not appealed disqualification or who have lost an appeal, one fall or spring semester must elapse after disqualification before petition for re-admission will be heard. Petitions for re-admission must be received by the Registrar's Office at least one month prior to the beginning of the semester to which a student is seeking admission.

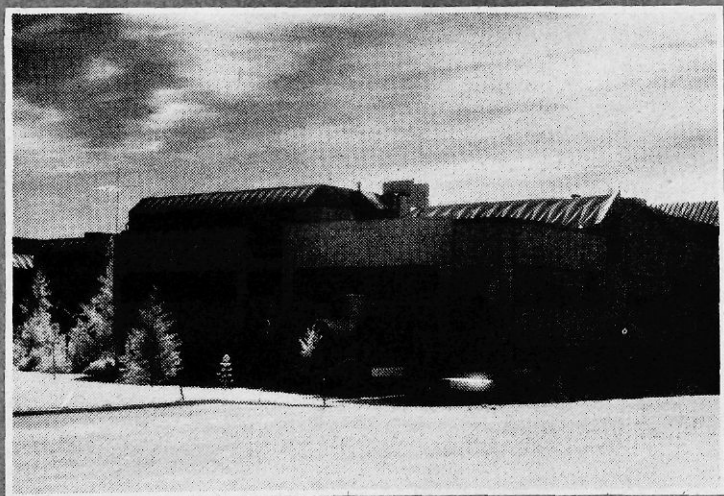
As long as a re-admitted disqualified student earns more completed credits than withdrawn and failed credits in the first semester he or she will be allowed to remain in the College. A student will be disqualified from further attendance at the College as soon as the total number of withdrawn and failed courses again totals seven. A student who withdraws from all classes, regardless of the total number in which one is registered, for two consecutive semesters, must submit a letter of request for re-admission to the Registrar who will forward the request to the proper Department Chairperson or the authority designated by the Registrar's Office for consideration.

A disqualified student who wishes to be re-admitted to the College after being out of the College for one semester or longer, or withdrawn from all courses for two successive semesters must apply in writing to the Registrar's Office one month prior to the beginning of the semester stating the program in which registration is requested.

The student should then make an appointment with the new department chairperson concerned or the designated authority. Registration will not be approved until the aforementioned authorities are satisfied that the student will be able to make satisfactory academic progress. **The chairperson, a program advisor and a counselor will make the final decision on the request for re-admission.** The readmitting authorities will notify the Registrar's Office of their decision. The Registrar will then inform the student as to whether or not registration is permitted. When a student has been given permission to register the application will be treated in the same manner as all other applications.

THE ACADEMIC APPEAL COMMITTEE

Terms of reference and composition of the Academic Appeal Committee will be determined by the Vice President Academic Affairs. Contact the Office of the Registrar for further details.



college programs

ACADEMIC PROGRAMS

Mount Royal College offers instruction leading to the award of a diploma or certificate as follows:

DIPLOMAS (Two Year Career)

The Diploma Program (Two Year Career) is designed to prepare a student for immediate career employment upon graduation. Studies may be pursued in the following areas:

Aviation

Broadcasting

Business Administration

- General Business Administration
- Accounting and Financial Management
- Human Resource Administration
- Marketing Management

Community and Regional Planning

Criminal Justice Careers

- Corrections
- Police

Early Childhood Education and Development*

Environmental Quality Control

- Air Pollution Studies
- Water Pollution Studies

Interior Design

- Interior Design Assistant
- Interior Merchandising

Journalism

Leisure Education

- Community Recreation
- Therapeutic Recreation
- Leisure Facilities Operations

Medical Office Assistant

Music*

Nursing

Petroleum and Mineral Resource

Land Administration

Public Administration

Public Relations

Rehabilitation Services

Secretarial Arts

Social Service Careers

Speech

*Under Revision

ARTS AND SCIENCE DIPLOMAS (With a Major, Two Year University Transfer)

The Arts and Science Diploma Program (with a major) is designed to prepare stu-

dents for transfer to a selected degree-granting university for continuation of studies. Majors may be pursued in the following areas:

Applied Social Sciences

Behavioral Sciences

Canadian Studies

Computing Science

Criminal Justice

Drama

Engineering

English (and Communications)

General Studies

Humanities

Interior Design

Journalism

Leisure Education

Mathematical Sciences

Natural Sciences

Petroleum Land Management

Physical Education

- General Physical Education
- Aquatic Administrator
- Community Coach
- Physical Fitness Instructor and Evaluator

Secretarial Arts

Social Sciences

Speech

CERTIFICATES

These programs, usually one year in duration, are specifically designed to prepare graduates for immediate employment or to assist practitioners in the field in upgrading their skills. Studies may be pursued in the following areas:

Architecture

Business Administration

Community and Regional Planning

Computing Science

Criminal Justice Careers

- Corrections
- Police
- Security Management
- Extension Program

Early Childhood Education and Development*

Environmental Quality Control

- Air Sampling and Analysis
- Water Sampling and Analysis

Public Administration*

Stenographers

Youth Services

*Under Revision

THE COLLEGE RESERVES THE RIGHT TO MAKE CHANGES IN THE INFORMATION STATED IN THIS CALENDAR WITHOUT PRIOR NOTICE.

PROGRAMS CURRENTLY UNDER DEVELOPMENT

Mount Royal College has requested permission from the Government of Alberta, Department of Advanced Education and Manpower, to offer the new programs listed below. For further information on the status of these programs, contact the Registrar and Director of Admissions at Mount Royal College.

Certificate Program

- Infant Child Care

Post-basic Certificate Program

- Gerontology Health Care for Registered Nurses

Diploma Program

- Geophysics

Diploma Program

- Youth Services

TRANSFER OF CREDIT TO OTHER EDUCATIONAL INSTITUTIONS

It is the responsibility of students who intend to transfer to another institution after completing studies at Mount Royal College to ensure that courses taken at the College are acceptable to the receiving institution. As a safeguard against refusal to grant advanced credit, students should obtain confirmation in writing from the receiving institution that the courses they intend to offer for advanced credit are acceptable.

Students should consult the "Alberta Provincial Transfer Guide" and/or the calendar of the receiving institution for further details regarding transfer and advanced credit arrangements.

TRANSFER OF CREDIT TO ALBERTA UNIVERSITIES

Mount Royal College has several agreements with Alberta universities which cover the transfer of credit from the College to the universities. Under the terms of these agreements it is possible for students to transfer approximately one or more years of credit to universities in Alberta. Students should consult the "Alberta Provincial Transfer Guide" for detailed information.

Students with partial matriculation may enroll in university transfer courses while completing their matriculation requirements. (See also the sections entitled "Admission" and "Programs in Affiliation with The University of Calgary").

TRANSFER OF CREDIT TO THE UNIVERSITY OF CALGARY

Students transferring to the University of Calgary must have achieved grade standing which would allow them to proceed in a degree program at the University of Calgary. Advanced credit is not awarded for "D" level or equivalent except in the case of University of Calgary courses offered at Mount Royal College.

See also "Programs in Affiliation with The University of Calgary" and The University of Calgary Calendar.

PHYSICAL EDUCATION REQUIREMENT — OTHER UNIVERSITIES

Many transfer institutions require that students complete at least two semesters of a Physical Education Service program. In this regard, Mount Royal College offers four specific courses: Badminton, Dance, Golf and Archery, and Swimming. It is recommended, wherever possible, students complete these requirements in their first two years of academic studies.

ENGLISH AS A SECOND LANGUAGE

Individuals who are not native speakers of English may pursue studies in beginning, intermediate and/or advanced levels of "English as a Second Language". (See also the sections entitled "Admission" and "College Courses — English as a Second Language".)

COLLEGE PREPARATION PROGRAM

Individuals interested in returning to school for career training or re-training who wish to up-grade their basic skills while earning some credit towards their chosen career may choose to take a preparatory semester in this program.

GENERAL INTEREST, CREDIT-FREE COURSES

A wide variety of credit-free programs are open to students and members of the surrounding community through the Community Education Department of the College.

SERVICEMEN'S OPPORTUNITY COLLEGE

The Servicemen's Opportunity College at Mount Royal College offers servicemen, members of the Royal Canadian Mounted Police, and their spouses the opportunity to participate in various education

(diploma and certificate) programs while eliminating the residence requirements. Should students leave the Calgary area, they will be allowed to transfer back to Mount Royal College those credits earned elsewhere that confirm successful completion of an equivalent course. Registered students will be allowed six years to complete the program.

INSTRUCTIONAL DEPARTMENTS

ADMINISTRATIVE STUDIES DEPARTMENT

Diplomas

Arts and Science with a Major in Social Sciences (Economics and Political Science); Business Administration with Majors in General Business Administration, Accounting and Financial Management, Human Resource Administration, and Marketing Management; Public Administration.

Certificates

Business Administration with Majors in General Business, Accounting and Finance, Human Resource Administration, Marketing; Public Administration.

Courses

Administration, Economics, Insurance, Political Science.

ALLIED HEALTH DEPARTMENT

Diplomas

Nursing

Courses

Allied Health, Natural Science, Nursing.

BEHAVIORAL SCIENCE DEPARTMENT

Diplomas

Arts and Science with Majors in Applied Social Sciences and Behavioral Science; Early Childhood Education and Development; Rehabilitation Services; Social Service Careers.

Certificates

Early Childhood Education and Development; Rehabilitation Services; Youth Services.

Courses

Anthropology, Early Childhood Education and Development, Psychology, Rehabilitation Services, Sociology, Social Work.

COMMUNICATING AND PERFORMING ARTS DEPARTMENT

Diplomas

Arts and Science with Majors in Journalism, Speech, and Theatre Arts; Communications Media — Broadcasting, Journalism, and Public Relations; Speech.

Courses

Communications, Drama, Speech.

CRIMINAL JUSTICE DEPARTMENT

Diplomas

Arts and Science with a Major in Criminal Justice; Criminal Justice Careers with Majors in Corrections, and Police.

Certificates

Criminal Justice Careers with Majors in Corrections, Police, and Security Management; Criminal Justice Careers — Extension Program.

Courses

Criminal Justice.

ENVIRONMENTAL SCIENCES DEPARTMENT

Diplomas

Arts and Science with Majors in Natural Sciences and Petroleum Land Management; Community and Regional Planning; Environmental Quality Control — Air Pollution Studies, Water Pollution Studies; Petroleum and Mineral Resource Land Administration.

Certificates

Community and Regional Planning; Environmental Quality Control — Air Pollution Studies, Water Pollution Studies; Petroleum and Mineral Resource Land Administration.

Courses

Biology, Chemistry, Community and Regional Planning, Environmental Quality Control, Geography, Geology, Geophysics, Natural Science, Petroleum, Petroleum and Mineral Resource Land Administration.

HUMANITIES, RELIGION AND INTERDISCIPLINARY STUDIES DEPARTMENT

Diplomas

Arts and Science with Majors in Canadian Studies, Humanities and Social Sciences (History).

Courses

Canadian Studies, English as a Second Language, French, German, History, Interdisciplinary Studies, Latin, Linguistics, Philosophy, Religion, Social Science, Spanish.

INTERIOR DESIGN AND ARCHITECTURE DEPARTMENT

Diplomas

Arts and Science with a Major in Interior Design; Interior Design Assistant; Interior Merchandising.

Certificates

Architecture.

Courses

Interior Design.

LANGUAGE ARTS DEPARTMENT

Diplomas

Arts and Science with a Major in English.

Courses

English, Learning Skills.

LEISURE EDUCATION AND PHYSICAL EDUCATION DEPARTMENT

Diplomas

Arts and Science with Majors in Leisure Education and Physical Education; Leisure Education with Majors in Community Recreation, Leisure Facilities Operations, and Therapeutic Recreation.

Courses

Leisure Services, Physical Education, Physical Education Service Program, Community Recreation, Therapeutic Recreation.

MATH, PHYSICS AND ENGINEERING DEPARTMENT

Diplomas

Arts and Science with Majors in Computing Science, Engineering and Mathematical Sciences; Aviation.

Certificates

Computing Science.

Courses

Aviation, Computing Science, Engineering, Mathematics, Physics.

SECRETARIAL ARTS DEPARTMENT

Diplomas

Arts and Science with a Major in Secretarial Arts;
Medical Office Assistant; Secretarial Arts.

Certificate
Stenographer.

Courses
Secretarial Arts.

GRADUATION REQUIREMENTS

All students who expect to receive a parchment from Mount Royal College must meet the graduation requirements for either a diploma program or a certificate program as shown below. (See also "Academic Regulations — Change in Regulations".) **Students are cautioned to note not only the general statements regarding graduation but also the restrictions and interpretations that follow.** Students should consult the Registrar and Director of Admissions if they are uncertain about their graduation status.

DIPLOMA PROGRAMS

All diploma program patterns must be arranged by the student in consultation with the appropriate academic program advisor and according to the advice of the program chairman concerned.

The diploma candidate must satisfy the following requirements in order to graduate:

1. CREDIT REQUIREMENTS

— a minimum of 60 credits or as specified in the program pattern (normally no more than 72 credits).

2. RESIDENCE REQUIREMENT

— a minimum of 30 credits earned at Mount Royal College while registered for a minimum of two semesters (see below).

3. GRADE POINT AVERAGE REQUIREMENT

— an overall grade point average of 2.00.

4. ADVANCED AND SENIOR-LEVEL COURSE REQUIREMENTS

— a minimum of 24 credits in 1200 or higher level courses (see below).

5. ENGLISH REQUIREMENT

— successful completion of English 1110 (see below).

6. ARTS AND SCIENCE CORE REQUIREMENTS

— a minimum of 12 credits from the Arts and Science Core with at least one course from each of any four of the seven Arts and Science Core Areas (see below).

7. PROGRAM PATTERN REQUIREMENTS

— successful completion of all requirements for an approved program pattern in either a career diploma program or an Arts and Science diploma program with a major.

RESTRICTIONS AND INTERPRETATIONS FOR DIPLOMA PROGRAMS

1. RESIDENCE REQUIREMENT

— Students who wish to use credits obtained under one Mount Royal College program towards graduation requirements of a diploma program may not transfer more than 30 credits from one program to a diploma program.

2. ADVANCED AND SENIOR-LEVEL COURSE REQUIREMENT

— Unless a course is identified as having "prerequisites", it is not necessary to take the lower-numbered course of a sequence of courses first.

3. ENGLISH REQUIREMENT

— Any other higher-numbered 3 credit English course may be substituted for English 1110 with the written recommendation of the Language Arts Department. High school equivalency English courses such as English 1030 (formerly English 1180) may not be used to fulfill this requirement.

4. ARTS AND SCIENCE CORE REQUIREMENT

— No course shall be deemed to be part of the Arts and Science Core if:

- it is less than 3 credits,
- it is numbered below 1110, or
- it is a high school equivalent. (See University of Calgary — Admission Requirements and Transfer Regulations).

Any course required for graduation as program core may not also be presented to meet the Arts and Science Core requirements.

The list of approved Arts and Science Core Courses, is as follows:

Area 1. Behavioral Sciences

- all Anthropology courses
- Interdisciplinary Studies 1210, 1211, 1212 and 1214
- all Psychology courses
- Social Work 1110
- all Sociology courses

Area 2. Communications

- all English courses except English 1030
- Interdisciplinary Studies 1121, 1122, 1221 and 1222
- all Speech courses

Area 3. Fine Arts and Physical Education

- all Drama courses
- Interior Design 1110, 1113 and 1221
- Leisure Education (LECR) 1110, 1290 and (LETR) 1132
- all Music courses
- Physical Education 1110, 1126, 1211, 1215, 1217, 1225 and 1226

Area 4. Humanities

- all French courses
- all German courses
- Interdisciplinary Studies 1140 and 1141
- all Latin courses
- all Linguistics courses
- all Philosophy courses
- all Spanish courses
- all Religion courses

Area 5. Mathematical Sciences

- Computing Science 1180
- all Mathematics courses except Mathematics 1010, 1020, 1030 and 1031
- all Physics courses except Physics 1030

Area 6. Natural Sciences

- all Biology courses
- all Chemistry courses except Chemistry 1100, 1101 and 1180
- all Geography courses
- all Geology courses
- Interdisciplinary Studies 1160, 1161, 1260, 1261, 1262 and 1263
- Natural Science 1111 and 1272

Area 7. Social Sciences

- all Economics courses except Economics 1030
- all History courses
- Interdisciplinary Studies 1270 and 1271
- all Political Science courses

PROGRAM PATTERN REQUIREMENTS

- All restrictions on program patterns noted under the specific pattern must be met.
- Approved Options are courses related to the program chosen in consultation with and approved by the appropriate program advisor.
- Electives are courses which may be freely chosen by the student. Even though advisors may recommend certain electives, students are free to select their own electives providing they meet the entrance requirements for those courses.

6. COURSES THAT CANNOT BE USED FOR GRADUATION PURPOSES

- Courses used for admission purposes cannot be used for graduation purposes
 - Courses numbered from 0000 to 0999 cannot be used for graduation purposes
 - No course may be presented to fulfill more than one graduation requirement
- Example: English 1110 may not be presented as an Area 2 communication course.

CERTIFICATE PROGRAMS

All certificate program patterns must be arranged by the student in consultation with the appropriate academic program advisor and according to the advice of the program Chairman concerned.

1. CREDIT REQUIREMENTS

- as specified in the program pattern (normally a minimum of 30 credits).

2. RESIDENCE REQUIREMENT

- A minimum of 15 credits earned at Mount Royal College.

3. GRADE POINT AVERAGE REQUIREMENT

- an overall grade point average of 2.00

4. PROGRAM PATTERN REQUIREMENTS

- successful completion of all requirements for an approved certificate program.

RESTRICTIONS AND INTERPRETATIONS FOR DIPLOMA PROGRAMS

1. RESIDENCE REQUIREMENTS

- Students who wish to use credits obtained under one Mount Royal College program towards graduation requirements of a certificate program may not transfer more than 15 credits from one program to a certificate program.

2. ADVANCED AND SENIOR-LEVEL COURSES

- Unless a course is identified as having "recommended preparation" or "prerequisites", it is not necessary to take the lower-numbered course of a sequence of courses first.

3. PROGRAM PATTERN REQUIREMENTS

— All restrictions on program patterns noted under the specific pattern must be met.

— Approved Options are courses related to the program chosen in consultation with and approved by the appropriate program advisor.

— Electives are courses which may be freely chosen by the student. Even though advisors may recommend certain electives, students are free to select their own electives providing they meet the entrance requirements for those courses.

4. COURSES THAT CANNOT BE USED FOR GRADUATION PURPOSES

— Courses used for admission purposes cannot be used for graduation purposes

— Courses numbered from 0000 to 0999 cannot be used for graduation purposes

— No course may be presented to fulfill more than one graduation requirement.

APPLICATION TO GRADUATE

All students who are candidates for the award of a diploma or certificate are responsible for notifying the College of their intention to graduate. They must complete the Application to Graduate Form prior to **March 1**. Forms are available in the Registrar's Office. Candidates graduate in accordance with conditions shown in the Calendar of the year in which they enrolled, provided there has been no break in their attendance at the College and provided conditions of graduation have not been changed in a subsequent Calendar. See also "Changes in Regulations" in the "Academic Regulations" section of this Calendar.

ARTS AND SCIENCE

41T

This program is designed to provide a liberal choice of college courses transferable to various post-secondary educational institutions in Canada and other countries. The diploma indicates successful completion of a diversified, university level program of studies.

Because of the divergence of requirements of the different institutions, students should consult the calendar of the institutions to which they expect to transfer. This can be done at Mount Royal College in consultation with an academic advisor who will assist students in planning a program to conform to the requirements of the institution chosen.

ARTS AND SCIENCE MAJORS

- Applied Social Sciences
- *Behavioral Sciences
- Canadian Studies
- Computing Science
- Criminal Justice
- Drama
- Engineering
- *English (and Communications)
- General Studies
- Humanities
- Interior Design
- Journalism
- Leisure Education
- *Mathematical Sciences

- *Natural Sciences
- Petroleum Land Management
- Physical Education
- Secretarial Arts
- *Social Sciences
- Speech

***Note:** For these majors only, the Program Core must consist of

a) at least 7 courses from the Arts and Science Core area which constitutes the major, including a minimum of 4 courses from one of the disciplines in the major, and

b) at least 5 courses from the Arts and Science Core from areas other than that of the major.

Note: For further information contact the Office of the Registrar or the department offering the major area of study.

GRADUATION REQUIREMENTS

Minimum Credits

1. English 1110	3
2. Arts and Science Core (4 of the 7 areas)	12
3. Program Core (major area of study) — must include at least 5 additional Approved Options from the Arts and Science Core	36 (max. 48)
4. Electives	9
Total Credits for Graduation	60

TYPICAL PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Approved Options in Major Area of Study	9
Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Approved Options in Major Area of Study	9
Electives	3
Total Credits	15

Semester 2	Credits
Arts and Science Core	3
Approved Options in Major Area of Study	9
Electives	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Approved Options in Major Area of Study	9
Electives	3
Total Credits	15
Total Minimum Credits for Graduation	60

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ARCHITECTURE

CERTIFICATE PROGRAM

62E

Before entering this program, applicants must register with the Interior Design Advisor.

This program is for students preparing to enter architecture at certain degree granting colleges and universities. Usually, architecture programs are a minimum of six years: this program endeavours to provide the first year.

Students are advised to contact possible transfer schools before seeking admission to the architecture certificate program. A student's program will be altered on advice of a potential receiving institution.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left school and be 18 years of age or over and have:

50% standing in English 30

Mathematics 30
Mathematics 31
Physics 30
Social Studies 30

ADDITIONAL ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements, applicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the program.

These screening procedures usually include compulsory attendance at a departmental orientation program, a colour-blindness test and submission of a portfolio. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

LIMITED PROGRAM DEPOSIT

All students accepted into the program will be required to pay a \$50.00, non-refundable deposit within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Interior Design 1122 — Architectural Drafting I	3
Interior Design 1126 — Drawing Fundamentals	2
History 1212 — History of the United States since 1877	3
Mathematics 2211 — Basic Algebra I	3
Mathematics 1120 — Differential and Integral Calculus	4
Total Credits	18

Semester 2	Credits
English 1111 — Introduction to Literary Forms	3
Interior Design 1123 — Architectural Drafting II	3
Interior Design 1127 Rendering Fundamentals	2
Mathematics 1219 — Calculus and Applications	4
Political Science 1120 — Introduction to Canadian Government and Politics	3
Total Credits	15
Total Credits for Graduation	33

Note: Restrictions and Interpretations

English 1110. — Any higher-numbered

English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

AVIATION

DIPLOMA PROGRAM

16 D&T

The Aviation program is designed to meet the requirements of Canada's airlines. It provides students with a Commercial Pilot's Licence and Multi-engine Instrument Rating together with a strong academic background in mathematics, physics, engineering and the aeronautical subjects associated with flight in modern high performance transport aircraft. Students who wish to continue their education at university are encouraged to take appropriate university transfer courses.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ACADEMIC: Mathematics 30 and Physics 30.

PHYSICAL: Medical clearance by the College Medical officer. This will include a full M.O.T. Medical. Applicants should be aware that the major airlines do have vision, height, and weight restrictions which are more stringent than the basic M.O.T. requirements.

PERSONAL: The College does not impose any age limitations. However, the major airlines generally expect candidates for employment to be under 26 years of age.

ADDITIONAL ADMISSION REQUIREMENTS

Due to the rigor of the profession, enrollment limits and the costs involved, it is necessary to carefully screen applicants. Applicants who meet the basic admission requirements will be further reviewed through pre-admission assessment tests and an interview by a panel at the College, prior to acceptance into the program. The assessment and interview occur on selected days during the six month period prior to the semester start.

LIMITED PROGRAM DEPOSIT

All students accepted into the Aviation

Program will be required to pay a \$50.00 non-refundable deposit within three weeks of notification of acceptance into the program.

FLIGHT TRAINING FEES

Flight training is carried out at Springbank Airport. The Private Pilot Licence element of flight training is carried out under contract with a local commercial organization. The fees for this portion of the program vary with the equipment used. Flight training fees for the two-year Aviation program are approximately \$8,750.00 payable as follows:

1st Semester	— 25%
2nd Semester	— 25%
3rd Semester	— 33%
4th Semester	— 17%

Note: These figures have been generalized to cover all cases and may vary slightly for individual students. Contact the Registrar's Office for the latest Fee Schedule.

Students in the Aviation Program will be expected to deposit \$750.00 with the College Business Office at the start of each of the first and third semesters before being allowed to register in those semesters.

FINANCIAL ASSISTANCE

Alberta residents may be eligible for a yearly maximum of the following, depending on the evaluation of the loan form submitted.

Canada Student Loan:	\$1,800.00
Government of Alberta Loan:	\$2,500.00
Total	\$4,300.00

Advance savings to complement the loan funds are essential. All fees for the program are to be paid to Mount Royal College.

CONTINUANCE IN THE PROGRAM

Aviation students who fail to get a grade C or better in two or more mathematics, physics or engineering subjects or who do not progress satisfactorily in their flight training will be required to withdraw from the Aviation Program and drop air flight training courses.

PATTERN OF COURSE SELECTION

Semester 1	Credits
Arts and Science Core	3
Air Flight Training 1100 — Theory of Flight and Navigation ..	3
Air Flight Training 1130 — Aircraft Engines	3
Mathematics 1120 — Differential and Integral Calculus, or Mathematics 2251 — Calculus with Applications I	3-4
Physics 1233 — Mechanics	3
Total Credits	15-16

Semester 3	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Arts and Science Core	3
Air Flight Training 1121 — Electronics	2
Air Flight Training 1202 — Multi-Engine Instrument Rating ..	3
Air Flight Training 1209 — Aviation Meteorology (Advanced)	4
Total Credits	18

Semester 2	Credits
Arts and Science Core	3
Air Flight Training 1109 — Aviation Meteorology (Introductory)	4
Air Flight Training 1111 — Commercial Pilots Licence	4
Mathematics 1219 — Calculus and Applications, or Mathematics 2253 — Calculus with Applications II	3-4
Physics 1234 — Light, Electricity and Magnetism	3
Total Credits	17-18

Semester 4	Credits
Air Flight Training 1205 — Advanced Operations and Performance, Navigation and Flight Planning	3
Air Flight Training 1207 — Basic Survival	1
Air Flight Training 1210 — Aircraft Engines and Systems	3
Air Flight Training 1220 — Avionics	3
Engineering 1215 — Electricity and Magnetism	4
Total Credits	14
Total Credits for Graduation	64-66

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate programs advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

BROADCASTING

DIPLOMA PROGRAM

09D

The College's Broadcasting Program familiarizes students with the skills of the broadcasting profession. It points them toward, and gives them specialized training in, such areas of broadcasting as broadcast journalism, commercial writing, radio and/or television announcing, production, direction and script-writing. Graduates have begun careers as radio announcers, writers, film editors, television cameramen, public relations personnel and educational television assistants.

UNIVERSITY TRANSFER

There is no degree in broadcasting offered in Canada other than at Ryerson Polytechnical Institute, Toronto, which does not accept transfer students. Students may transfer to selected Canadian universities which offer degrees in communications, where our two-year diploma program is given one year transfer credit. Several universities in the U.S. accept our two-year program as two years and offer degree programs in television and film. Anyone contemplating pursuing a degree should discuss their plans with the advisor to obtain maximum transferability.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over, and have passed Typing 10 or the equivalent.

ADDITIONAL ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements, diploma program applicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the Broadcast-

ing Program. These screening procedures usually include compulsory attendance at a departmental orientation program and submission of a portfolio. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

Students wishing to enter any of the Communicating and Performing Arts Programs will be tested for basic reading and writing skills on orientation day. Anyone scoring grade 12 and over will be given clear admittance into the program. Those scoring between grade 10 and 12 will be expected to support their program with appropriate workshops. Those scoring below the grade 10 level will be asked to consider a program whereby their basic communication skills will be upgraded. Upon successful completion of this upgrading, they may then apply for admission into the program.

LIMITED PROGRAM DEPOSIT

All students accepted into the Broadcasting Program will be required to pay a \$50.00, non-refundable deposit, within three weeks of notification of acceptance into the program.

CONTINUANCE IN THE PROGRAM

Students who fail to achieve at least a minimum of a C grade in any core course in the program will be disqualified from the program and will not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1110, the four Arts and Science Core courses, and electives. Students who have been disqualified may apply for re-admission to the program and must repeat any core courses in which the C minimum was not met.

PATTERN OF COURSE SELECTION

Please note: Pending approval, a special six-week addition may be made to the Broadcasting Program. This six-week session would commence immediately following the Spring Semester of the first year of studies and would constitute a 6

credit addition to the program. Included in the six weeks of studies would be on-air radio production, a broadcasting field placement and an introduction to television.

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Communications 1111 — Intro- duction to Radio Operations	2
Communications 1112 — Intro- duction to Radio Writing	3
Communications 1113 — On Air Radio Operations	1
Communications 1114 — Intro- duction to Broadcast Journalism	3
Speech 1111 — Oral Interpretation I	3
Total Credits	18

Semester 3	Credits
Arts and Science Core	3
Communications 1144 — Intro- duction to Photography	3
Communication 1210 — Intro- duction to Television — Preproduction	6
Elective	3
Elective	3
Total Credits	18

Semester 2	Credits
Arts and Science Core	3
Communications 1201 — Radio Operations	3
Communications 1202 — Radio Writing and Programming	3
Communications 1203 — Broad- cast Journalism (Radio)	3
Speech 1211 — Oral Interpretation II	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Communications 1204 — Broad- cast Journalism (Television)	3
Communications 1211 — Intro- duction to Television — Production	6
Elective	3
Total Credits	15
Total Credits for Graduation	66

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

BUSINESS ADMINISTRATION

DIPLOMA PROGRAM

04D & T

The program leading to a Diploma in Business Administration has five objectives:

1. to provide the student with the basic tools to appreciate and understand the junior and mid-management functions of business,
2. to contribute to the liberal education of the student,
3. to provide basic training in specific areas such as accounting, marketing, management, and human resource administration,
4. to provide courses which are transferable or exempt in universities and professional societies such as R.I.A., C.G.A., C.I.M. and P.M.A.C.
5. to provide a basis for effective self-learning through exposing the student

to the broad underlying fields of knowledge which are basic to business; such as the humanities, social, and natural sciences.

METHODS OF INSTRUCTION

Combinations of lecture, tutorial, directed study, independent study, and labs are used. The average class sizes are in the range of 20-35 to allow interaction between faculty and students and students themselves. The Case Method is an integral part of many courses to develop skills in problem solving.

ADMISSION REQUIREMENTS

General

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

PATTERNS OF COURSE SELECTION

COMMON FIRST YEAR

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Administration 1120 — Principles of Accounting, or	
Administration 1121 — Financial Accounting Concepts	4
Administration 1150 — Marketing Management	3
Administration 1160 — Business Mathematics and Statistics	3
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Administration 1130 — Principles of Management	3
Administration 1170 — Personnel Administration	3
Administration 1220 — Financial Accounting	4
Economics 1110 — Introduction to Microeconomics, or	
Economics 1111 — Introduction to Macroeconomics	3
Total Credits	16

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

SECOND YEAR MAJORS

In consultation with the Administrative Studies Advisor, second year students will select one of the following patterns of specialization:

1. General Business Administration
2. Accounting and Financial Management
3. Human Resource Administration
4. Marketing Management

1. GENERAL BUSINESS ADMINISTRATION

This pattern was developed for students who wish a high degree of flexibility in their course load. As well as the core administration courses, students will be ex-

posed to specialized areas to be chosen in consultation with the Administrative Studies Advisor.

Semester 3	Credits
Arts and Science Core	3
Administration 1210 —	
Business Communications	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Administration 1230 —	
Business Law	3
Approved Option	3
Approved Option	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	62

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

2. ACCOUNTING AND FINANCIAL MANAGEMENT

The Accounting Pattern was developed for students considering a career in accounting and financial management. As well as the core administration courses students will be exposed to specialized areas such as financial, managerial, and income tax accounting, computer science, and

business mathematics.

Students wishing to continue their studies toward certification in one of the various professional accounting societies should contact the Administrative Studies Advisor, as a number of courses have exemption status.

Semester 3	Credits
Arts and Science Core	3
Administration 1210 —	
Business Communications	3
Administration 1221 — Inter-	
mediate Accounting I	4
Approved Option	3
Approved Option	3
Total Credits	16

Semester 4	Credits
Arts and Science Core	3
Administration 1222 — Inter-	
mediate Accounting II	4
Administration 1230 —	
Business Law	3
Approved Option	3
Approved Option	3
Total Credits	16
Total Credits for Graduation	64

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas

3. HUMAN RESOURCE ADMINISTRATION

This pattern is developed for students considering a career in Personnel and Human Resource Administration. As well as the Administration core courses, students will

Semester 3	Credits
Arts and Science Core	3
Administration 1210 — Business Communications	3
Administration 1273 — Labour Relations	3
Administration 1278 — Policies for Human Resources	3
Approved Option	3
Total Credits	15

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core

4. MARKETING MANAGEMENT

The Marketing pattern was developed for students considering a course in one of the marketing fields. As well as the core Administration courses, students will be ex-

Semester 3	Credits
Arts and Science Core	3
Administration 1210 — Business Communications	3
Approved Option	3
Approved Option	3
Approved Option	3
Total Credits	15

and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

be exposed to specialized areas such as personnel, organizational behaviour, and labour relations.

Semester 4	Credits
Arts and Science Core	3
Administration 1230 — Business Law	3
Administration 1276 — Organizational Behaviour	3
Approved Option	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	62

posed to specialized areas such as: professional salesmanship, advertising, sales management, marketing research, consumer behaviour, and marketing analysis.

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

posed to specialized areas such as: professional salesmanship, advertising, sales management, marketing research, consumer behaviour, and marketing analysis.

Semester 4	Credits
Arts and Science Core	3
Administration 1154 — Professional Salesmanship	3
Administration 1230 — Business Law	3
Administration 1250 — Marketing Analysis and Problem Solving	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	62

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

WORK STUDY CREDIT

Students enrolled in Administrative Studies at Mount Royal College may obtain credit for relevant work experience.

A student may receive up to eight credits for such experience, to be assigned in the elective area of the Business and Public Administration diploma programs.

To be eligible to apply a student must have completed 15 credits with a G.P.A.

minimum of 2.00. See advisor for information.

**UNIVERSITY OF CALGARY
TRANSFER IN BUSINESS
ADMINISTRATION**

Refer to section on "Programs in Affiliation with The University of Calgary".

CERTIFICATE PROGRAM

64E

This program provides a sound foundation in business. The timetable is arranged so that the part-time and evening students, as well as regular students, can be accommodated.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

COURSE SELECTION

COMMON CORE COURSES

The basic core requirements of all graduates are:

Courses	Credits
Administration 1120 — Principles of Accounting	4
Administration 1130 — Principles of Management	3
Administration 1210 — Business Communications	3
Administration 1220 — Financial Accounting	4

Courses	Credits
One of:	
Administration 1131 — Introduction to Business Administration ..	3
Administration 1160 — Business Mathematics and Statistics	3
Economics 2201 — Introduction to Microeconomics	3
Economics 2203 — Introduction to Macroeconomics	3
Total credits	17

PATTERNS OF SPECIALIZATION

Students will then choose one of four patterns of specialization as follows:

1. General Business
2. Accounting and Finance

3. Human Resource Administration
4. Marketing

The student must then take at least 9 credit hours in one of these patterns as follows:

PATTERN CORE

1. GENERAL BUSINESS

Any three courses or nine credit hours of the students' choice in consultation with Administrative Studies Advisor. Plus two administrative electives.

2. ACCOUNTING AND FINANCE Credits

Administration 1221 — Intermediate Financial Accounting I	4
Administration 1222 — Intermediate Financial Accounting II	4
Administration 1224 — Management Accounting	4
Administration 1227 — Managerial Finance	3

3. HUMAN RESOURCE

ADMINISTRATION

Credits

Administration 1170 — Personnel Administration	3
Administration 1276 — Supervision & Human Relations	3
Administration 1278 — Policies for Human Resources	3

4. MARKETING

Credits

Administration 1150 — Marketing Management	3
Administration 1156 — Advertising	3
Administration 1254 — Sales Management	3

Students will then choose 6 credits for 2 course(s) from the following elective list. See the "Mount Royal College Courses" section of this Calendar for course titles and descriptions.

Administration 1115	Administration 1236
Administration 1130	Administration 1250
Administration 1131	Administration 1254
Administration 1136	Administration 1260
Administration 1146	Administration 1261
Administration 1151	Administration 1265
Administration 1153	Administration 1269
Administration 1154	Administration 1273
Administration 1156	Administration 1276
Administration 1160	Administration 1278
Administration 1221	Economics 2201
Administration 1222	Economics 2203
Administration 1224	Political Science 1110
Administration 1226	Political Science 2201
Administration 1227	Political Science 2221
Administration 1228	Computer Science 1180
Administration 1229	Computer Science 1181
Administration 1230	

Or any other course offered by the College chosen in consultation with the Administrative Studies Advisor.

Total Minimum Credits for Graduation in all Certificate Program Patterns	32
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CANADIAN STUDIES

DIPLOMA PROGRAM

ARTS AND SCIENCE

WITH A MAJOR IN CANADIAN STUDIES

23T
With the renewed interest in Canadian identity, the Canadian Studies program provides students with the opportunity to integrate knowledge about Canada from many subject areas. Through studying Canada's past and present in relation to national and international relationships, the student gains knowledge about the economics, geography, politics, history, and social stratification of Canadians. Some universities in Canada and the United States are offering degree programs in Canadian Studies.

Students who choose to take twenty-four credit hours from the list of courses

following will be eligible to receive a Diploma in Arts and Science with a major in Canadian Studies. Please note that all students wishing to receive this diploma must take Canadian Studies 1200 in their fourth semester. It is recommended that all students in this pattern take at least one Social Science, English 1220-1221 and at least one semester of French.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

COURSE SELECTION

CANADIAN STUDIES COURSES

First Year Courses

Criminal Justice 1110
Economics 1110, 1111
French 1110, 1111
Geography 1110
Interdisciplinary Studies 1270, 1271
Political Science 1110, 1111
Political Science 1120, 1221

(All students in this pattern must take Canadian Studies Seminar 1200)

This is a possible pattern of study that a student might follow:

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
First Year Canadian Studies Courses	6
Elective	3
Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Arts and Science Core	3
Second Year Canadian Studies Courses	6
Elective	3
Total Credits	15

Second Year Courses

Anthropology 1213*
Canadian Studies Seminar 1200*
Communications 1221, 1222*
English 1220, 1221
French 1230, 1231
History 1220, 1221, 1232
Interdisciplinary Studies 1270, 1271
Sociology 1216*

*Please note that these courses have recommended preparations.

Semester 2	Credits
Arts and Science Core	3
First Year Canadian Studies Courses	6
Elective	3
Elective	3
Total Credits	15

Semester 4	Credits
Second Year Canadian Studies Courses	3
Canadian Studies Seminar	3
Elective	3
Elective	3
Elective	3
Total Credits	15
Total Credits for Graduation	60

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas

and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

COLLEGE PREPARATION PROGRAM

26P

Many students are interested in returning to school for career training or retraining. Students who have been out of school for a long time and/or have not completed a high school diploma may find themselves weak in the basic skills needed to succeed at college or university. They may also need to build confidence in their career choice and personal goals. For these students, the College Preparation Program may be the answer.

To help students develop their basic learning abilities, the program will cover skills in the areas of writing, mathematics, reading, studying and the use of learning resources. In addition, the program assists students in determining the most appropriate career choice and/or educational direction. Throughout the program, students will also attend credit courses offered by the College. In this way, they may earn some credit towards their chosen career.

Students can rely on individual help and support throughout the "Prep" program. Learning packages have been designed to allow students to work at their own pace. A counsellor/instructor meets regularly with each student and with the group as a whole. There will be opportunities to discuss common concerns. By sharing con-

cerns and being a part of this group, students should find that the support they get from each other makes the transition back to school much easier.

ADMISSION REQUIREMENTS

This program is specifically designed for students without a high school diploma. Applicants must be 18 years of age or older. This is a limited enrollment program.

Various forms of financial assistance are available to eligible applicants to cover such costs as tuition, books, child care, transportation and living allowance.

Students who feel this may be the best program for them are urged to contact the Counselling Centre before applying.

The "Prep" program is one semester in length (approximately 16 weeks) and can be taken in either the fall or spring. The program will consist of:

- an English course at the student's level of development
- a Mathematics course at the student's level of development
- an elective chosen by the student
- an orientation workshop
- a career workshop
- reading and study skills courses
- college preparation courses

COMMUNITY AND REGIONAL PLANNING

DIPLOMA PROGRAMS

50 D & T

Community and Regional Planning involves the study of the relationship between people in a community and their physical and social needs. Community planning involves such diverse topics as transportation networks, economic patterns, landscaping, health, and recreation.

Mount Royal College offers a program to train urban and regional planning assistants. The planning assistant is involved in the research, preparation and presentation of data, and plans as part of a team with the planner. Graduates of the program will be skilled in the collection of and preparation of field data; they will have a basic understanding of planning concepts, municipal administration and land development, and will be familiar with various

analytical techniques employed in planning.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over. Enrollment may be limited in this program.

LIMITED PROGRAM DEPOSIT

Pending approval, this program may become a limited enrollment program. If so, all students accepted into Community and Regional Planning will be required to pay a \$50 non-refundable deposit within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits
Full semester courses (16 weeks)	
English 1110 (see note below)	3
Planning 1111 — Introduction to Planning and Planning Theory	3
First-half semester courses (8 weeks)	
Planning 1112 — Planning Graphics I	2
Planning 1116 — Air Photo Interpretation for Planning	2
Planning 1118 — Physical Geography for Planning	2
Second-half semester courses (8 weeks)	
Planning 1113 — Planning Graphics II	2
Planning 1117 — Cartography for Planning	2
Planning 1119 — Urban Geography for Planning	2
Total Credits	18

Semester 2	Credits
Full semester courses (16 weeks)	
Planning 1121 — General Planning — Approaches and Issues	3
Planning 1203 — Statutory Planning	3
First-half semester courses (8 weeks)	
Planning 1122 — Planning Graphics III	2
Planning 1124 — Planning Data Collection — Physical	2
Planning 1126 — Planning Data Collection — Socio/economic	2
Second-half semester courses (8 weeks)	
Planning 1123 — Planning Graphics IV	2
Planning 1125 — Planning Data Analysis — Physical	2
Planning 1127 — Planning Data Analysis — Socio/economic	2
Total Credits	18

Semester 3	Credits
Full-semester courses (16 weeks)	
Arts and Science Core	3
Arts and Science Core	3
First half-semester courses (8 weeks)	
Planning 1128 — Introduction to Municipal Engineering	2
Planning 1211 — Planning Practice	2
Planning 1214 — Planning Statistics	2
Second half-semester courses (8 weeks)	
Planning 1129 — Introduction to Subdivision and Site Planning	2
Planning 1212 — Applied Theory ..	2
Planning 1215 — Statistical Analysis	2
Total Credits	18

Semester 4	Credits
Full-semester courses (16 weeks)	
Arts and Science Core	3
Arts and Science Core	3
Planning 1250 — Studio	4
First half-semester courses (8 weeks)	
Planning 1218 — Municipal Engineering	2
Planning 1222 — Presentation Techniques	2
Second half-semester courses (8 weeks)	
Planning 1219 — Subdivision and Site Planning	2
Planning 1223 — Introduction to Model Making	2
Total Credits	18
Total Credits for Graduation	72

Course Substitutions

1. Geography 1231 may be substituted for Planning 1116.*
2. Geography 1110/2201 may be substituted for Planning 1118.*
3. Geography 1230 may be substituted for Planning 1117.*

4. Geography 1240 may be substituted for Planning 1119.*
5. Environmental Quality Control 1110 or Mathematics 1224 may be substituted for Planning 1214 and 1215.

* These substitutions may result in an overload. Students must have the program advisor's permission to take substitute courses.

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ARTS AND SCIENCE DIPLOMA WITH A MAJOR IN COMMUNITY AND REGIONAL PLANNING

Students who anticipate seeking a university degree in planning or a closely related field may select an Arts and Science Diploma with a Major in Community and Regional Planning. Students should discuss their plans with the Community and Regional Planning Advisor to obtain maximum transferability to the institution to which they expect to transfer.

ADMISSION REQUIREMENTS

All applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over. Enrollment may be limited in this program.

All students registering in this program must do so in consultation with a Departmental Advisor.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (See Note below)	3
Arts and Science Core	3
Planning 1111 — Introduction to Planning and Planning Theory	3
Geography 1240 — Urban Geography	3
Geography 2201 — Man and Environment I	4
Total Credits	16

Semester 3	Credits
Arts and Science Core	3
Approved Planning Option	3
Approved Planning Option	3
Political Science 2201 — Man and the State	3
Elective	3
Total Credits	15

Semester 2	Credits
Arts and Science Core	3
Planning 1121 — General Planning — Approaches and Issues	3
Geography 2203 — Man and Environment II	4
Sociology 1216 — Urban Sociology	3
Elective	3
Total Credits	16

Semester 4	Credits
Arts and Science Core	3
Approved Planning Option	3
Approved Planning Option	3
Economics 2201 — Principles of Microeconomics	3
Elective	3
Total Credits	15
Total Credits for Graduation	62

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor. Approved planning options may consist of two half-semester courses.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CERTIFICATE PROGRAM

This program provides good basic or upgrading training in planning for persons who already possess experience in planning.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

This certificate program is restricted to people who have experience in a planning office, or who already have a related diploma or degree and wish to upgrade and refine skills in planning and to receive certification in the planning field.

All students registering in this program must do so in consultation with the Community and Regional Planning Program Advisor. Enrollment may be limited in this program.

PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
Full-semester courses (16 weeks)		Full-semester courses (16 weeks)	
Planning 1111 — Introduction to Planning and Planning Theory	3	Planning 1121 — General Planning — Approaches and Issues	3
English 1229 — Report and Letter Writing	3	Planning 1203 — Statutory Planning	3
First half-semester courses (8 weeks)		Approved Planning Option	3
Planning 1211 — Planning Practice	2	Approved Planning Option	3
Approved Planning Option	2	Approved Planning Option	3
Approved Planning Option	2	Approved Planning Option	3
Second half-semester (8 weeks)			
Approved Planning Option	2		
Approved Planning Option	2		
Approved Planning Option	2		
Total Credits	18	Total Credits	18
		Total Credits for Graduation	36

Note: Restrictions and Interpretations

Approved Options — These courses must be approved by the appropriate program advisor. Approved Planning Options must consist of two half-semester courses.

COMPUTING SCIENCE

DIPLOMA PROGRAM

ARTS AND SCIENCE WITH A MAJOR IN COMPUTING SCIENCE

42T

The Computer and Data Processing field encompasses business data as well as emphasizing technical and engineering applications for industries. With the increased use of computers in all areas of commerce and industry it is estimated that there will be a continued demand for new people in Canada in the computer field. It is important to note that the greatest increase in demand will be for computer operators, programmers, and systems personnel, rather than basic machine operators.

Mount Royal College Computing Science program was established to permit stu-

dents to transfer to universities with a Computer Science major to earn a degree in the field. Computing Science students gain skills in computer languages, sciences, and systems. Students select courses based on the institution which they plan to attend. Students may concentrate on either a business or science pattern. For the science oriented student, mathematical ability is essential.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

TYPICAL PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Computing Science 1180 — Concepts and Operations	3
Computing Science 1181 — Computer Programming — Fortran, or (Computing Science 1183 — Computer Programming — Cobol)	3
Approved Option	3
Approved Option	3
Total Credits	18

Semester 3	Credits
Arts and Science Core	3
Arts and Science Option	3
Arts and Science Option	3
Approved Option	3
Elective	3
Total Credits	15

Semester 2	Credits
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15
Total Credits for Graduation	63

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate programs advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CERTIFICATE PROGRAM

42E

The certificate program has been designed to prepare graduates for junior programming positions in the fields of business and science. With only eight months to teach the essentials of programming, there are

no electives in this program.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

PATTERN OF COURSE SELECTION

	Credits
Computing Science 1180 — Concepts and Operations	3
Computing Science 1181 — Computer Programming—Fortran	3
Computing Science 1183 — Computer Programming—Cobol	3
Administration 1120 — Principles of Accounting, or (Administration 1121—Financial Accounting Concepts)	4
Mathematics 1120 — Differential and Integral Calculus, or (Mathematics 2251 — Calculus with Applications I)	3-4
Total Credits	16-17

	Credits
Semester 2	
Computing Science 1186 — Systems Organization and Terminal Usage	3
Computing Science 1283 — Numerical Methods	3
Computing Science 1286 — Computer Programming—Assembler	3
Administration 1220 — Financial Accounting, or (Administration 1221 — Intermediate Accounting I)	4
Mathematics 1224 — Introduction to Statistics	4
Total Credits	17
Total Credits for Graduation	33-34

Note: Course sequence may vary depending upon the semester the program is undertaken. Consult the program advisor for more information.

CRIMINAL JUSTICE CAREERS

Law enforcement, corrections and security practitioners have much in common. Accordingly, all Criminal Justice Programs at Mount Royal College have the following goals:

- 1) to foster the acquisition of human relations skills, maturity and emotional stability;
- 2) to foster the acquisition of effective communication skills; and
- 3) to foster the acquisition of knowledge and understanding of the philosophy, values and objectives of the Criminal Justice System.

CRIMINAL JUSTICE DIPLOMA AND CERTIFICATE PROGRAMS

DIPLOMA PROGRAMS (TWO YEARS)

- | | |
|-------------------------------------------------------------|-----|
| 1) Diploma—Arts and Science
Major—Criminal Justice | 45T |
| 2) Diploma—Criminal Justice
Careers
Major—Corrections | 53D |
| 3) Diploma—Criminal Justice
Careers
Major—Police | 45D |

IN-SERVICE PROGRAMS

Attorney-General of Alberta— Court Workers' Program

Mount Royal College has cooperated with other colleges in Alberta to provide the Attorney-General's Department of Alberta with a comprehensive in-service program for its employees. The course of studies includes general college courses and special courses relevant to the court workers' responsibilities. Details are available from the Criminal Justice Department Advisors.

Solicitor-General of Alberta— Correctional Officers Program

Mount Royal College in conjunction with Grant MacEwan Community College, Edmonton, has developed an in-service program for employees of the Solicitor-General of Alberta—Corrections. Courses are delivered at correctional institutions throughout the Province. Details are available from the Criminal Justice Department Advisors.

All Criminal Justice students complete core courses common to all Criminal Justice Programs; major courses which focus on special interest areas; and general College courses required for a diploma or certificate. Wherever possible, these courses are offered on campus and by independent study.

The entire Criminal Justice Program has been developed in conjunction with Criminal Justice practitioners and administrators who participate on an advisory committee and teach many of the courses.

CERTIFICATE PROGRAMS (ONE YEAR)

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1) Certificate—Criminal Justice
Careers—Corrections | 85E |
| 2) Certificate—Criminal Justice
Careers—Police | 45E |
| 3) Certificate—Criminal Justice
Careers—Security Management | 63E |
| 4) Certificate—Criminal Justice
Careers—Extension Program—
designed for police, corrections,
security, parks, and court
personnel | 77L |

ADMISSION REQUIREMENTS

All Criminal Justice applicants must have the equivalent of an Alberta High School Diploma or have left school and be 18 years of age or older.

DIPLOMA PROGRAMS

In addition to meeting the general admission requirements, diploma program applicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the Criminal Justice Program. These screening procedures will usually include submitting additional background information, completing a series of basic skills tests and attending an interview. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

Applicants who are advised that they need academic upgrading in order to be accepted into the diploma program may reapply for admission after successfully completing the necessary courses.

LIMITED PROGRAM DEPOSIT

All students accepted into a Criminal Justice Diploma Program will be required to pay a \$50.00, non-refundable, deposit within three weeks of notification of acceptance into the program.

CERTIFICATE PROGRAMS

In addition to meeting the general admission requirements, certificate program applicants must provide written proof that they are currently employed in the Criminal Justice System or other related systems.

CREDIT FOR PRIOR LEARNING

Students enrolled in a Criminal Justice Program at Mount Royal College may be granted credit for work completed at another educational institution or for knowledge and experience gained without undertaking formal studies. The amount of credit granted is limited by the "Residence Requirement". For further information see "Graduation Requirements" in the "College Programs" section of this Calendar and consult a Criminal Justice Department Advisor.

DIPLOMA PROGRAMS

PATTERNS OF COURSE SELECTION

ARTS AND SCIENCE WITH A MAJOR IN CRIMINAL JUSTICE

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Criminal Justice 1110 — Intro- duction to the Criminal Justice System	3
Criminal Justice Option	3
Arts and Science Option	3
Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Criminal Justice 1211 — Human Relations Seminar	3
Criminal Justice Option	3
Arts and Science Option	3
Elective	3
Total Credits	15

Semester 2	Credits
Arts and Science Core	3
Criminal Justice 1111 — Intro- duction to Human Relations	3
Criminal Justice Option	3
Arts and Science Option	3
Arts and Science Option	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Criminal Justice 1224 — Criminal Law	3
Arts and Science Option	3
Elective	3
Elective	3
Total Credits	15
Total Credits for Graduation	60

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CRIMINAL JUSTICE CAREERS

CORRECTIONS MAJOR

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Criminal Justice 1110 — Intro- duction to the Criminal Justice System	3
Criminal Justice 1111 — Intro- duction to Human Relations	3
Criminal Justice 1180 — Field Work	2
Elective	3
Total Credits	17

Semester 3	Credits
Arts and Science Core	3
Arts and Science Core	3
Criminal Justice 1231 — Human Classification/Typologies	3
Criminal Justice 1233 — Criminal Justice Methods and Practice	3
Elective	3
Elective	3
Total Credits	18

Semester 2	Credits
Arts and Science Core	3
Criminal Justice 1112 — Fitness and Self Defence	2
Criminal Justice 1113 — Criminal Justice Supervision	3
Criminal Justice 1211 — Human Relations Seminar	3
Elective	3
Elective	3
Total Credits	17

Semester 4	Credits
Criminal Justice 1225 — Correctional Field Practicum	8
Criminal Justice 1234 — Emotional Abnormality	3
Criminal Justice 1241 — Criminological Perspectives on Social Problems	3
Total Credits	14
Total Credits for Graduation	66

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas

and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

POLICE MAJOR

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Criminal Justice 1110 — Intro- duction to the Criminal Justice System	3
Criminal Justice 1111 — Intro- duction to Human Relations	3
Criminal Justice 1180 — Field Work	2
Elective	3
Total Credits	17

Semester 2	Credits
Arts and Science Core	3
Criminal Justice 1112 — Fit- ness and Self Defence	2
Criminal Justice 1113 — Criminal Justice Supervision	3
Criminal Justice 1211 — Human Relations Seminar	3
Elective	3
Elective	3
Total Credits	17

Semester 3	Credits
Arts and Science Core	3
Criminal Justice 1207 — Interviewing	3
Criminal Justice 1233 — Criminal Justice Methods and Practice	3
Criminal Justice 1240 — Intro- duction to Law Enforcement	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Criminal Justice 1224 — Criminal Law	3
Criminal Justice 1234 — Emotional Abnormality	3
Elective	3
Elective	3
Total Credits	15
Total Credits for Graduation	64

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CERTIFICATE PROGRAMS

Criminal Justice Certificates with a major in Police, Corrections, or Security will be granted to persons currently employed in the Criminal Justice field or related fields such as law enforcement, investigation, court work, military service or government control agencies.

Students must complete 21 credits in

Criminal Justice courses — 12 of which must be the 1200 level or above — taken only from the core listing for the major of study.

Students must complete 9 approved option credits in any discipline approved by the Criminal Justice program advisor.

POLICE MAJOR

Select core courses from this list only:

CJUS 1111	CJUS 1215
CJUS 1113	CJUS 1224
CJUS 1207	CJUS 1234
CJUS 1208	CJUS 1240
CJUS 1211	CJUS 1242
CJUS 1212	CJUS 1270

CJUS 1113	CJUS 1234
CJUS 1207	CJUS 1240
CJUS 1208	CJUS 1241
CJUS 1211	CJUS 1242
CJUS 1230	

CORRECTIONS MAJOR

Select core courses from this list only:

CJUS 1111	CJUS 1231
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SECURITY MAJOR

Select core courses from this list only:

CJUS 1111	CJUS 1212
CJUS 1113	CJUS 1213
CJUS 1117	CJUS 1214
CJUS 1207	

EXTENSION PROGRAM

The Criminal Justice Extension Certificate is an independent study-based program for persons employed in the Criminal Justice System and other related justice services. Students work at their own speed and can commence the program at any time during the year.

The cost involved is \$75.00 per course, plus text. In most cases, these courses qualify for tuition refund through the student's employer.

Students should have access to a standard cassette recorder since much of the material is on tape. The following courses are available:

CJUC 1110 — Introduction to the Criminal Justice System
CJUC 1111 — Introduction to Human Relations
CJUC 1117 — Security Administration
CJUC 1201 — Criminal Justice Management
CJUC 1207 — Interviewing
CJUC 1216 — Criminology
CJUC 1217 — Deviant Behaviour
CJUC 1218 — Social Problems
CJUC 1219 — Criminology II
CJUC 1222 — Canadian People and Culture

CJUC 1223 — Report Writing/Business English
CJUC 1230 — Introduction to Corrections
CJUC 1231 — Human Classification/Typologies
CJUC 1250 — Social Psychology
CJUC 1252 — Plan Drawing and Crime Scenes (under development)

Requests for information and application forms should be directed to "Extension Program, Centre for Criminal Justice Studies, Mount Royal College".

DRAMA — SEE THEATRE ARTS

EARLY CHILDHOOD EDUCATION AND DEVELOPMENT

DIPLOMA PROGRAM

54D

The diploma program is under extensive review and revision. Please consult the Early Childhood Education and Development Co-ordinator, Behavioral Science Department, regarding the program's current status.

The Early Childhood Education Programs at Mount Royal College are designed to prepare graduates for employment as Kindergarten teacher's aides, child development workers in day care centres, day nurseries, preschools, child development centres and many other types of child-care situations. An individual may enter the one-year certificate or two-year diploma program. Students develop skills in understanding children's intellectual, emotional, physical and social needs. Graduates are encouraged to use resources to stimulate children to explore their surroundings and potential.

An individual working with children requires a firm foundation and understanding of the growth, development and behavior of young children. Therefore, core courses in the program include recreation, psychology, sociology, the family, early childhood education, childhood development, child health, nutrition, community resources, and drama. Field placement in either the certificate or diploma programs is a necessity. However, general interest students are encouraged to register for specific course offerings without being in the two-year diploma program, or the certificate program.

PATTERN OF COURSE SELECTION

The diploma program is under extensive review and revision. Please consult the Early Childhood Education and Develop-

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

Two weeks of volunteer or employment experience is prerequisite to acceptance into the diploma program. This must be ten consecutive days of full-time, 6-8 hours per day, in one centre of the applicant's choice. It is recommended that this experience be with normal children and not exceptional children. A list of participating centres is available from the Registrar and/or the Program Advisor. Applicants will not be considered unless they finish the volunteer or employment experience and submit the "Volunteer Experience Form" to the Registrar's Office before August 1st.

Applicants are also required to submit additional biographical information and a Mount Royal College Medical Form, signed by a physician.

After applying for admission, applicants will be sent further instructions about these additional requirements.

LIMITED PROGRAM DEPOSIT

All students accepted into the Early Childhood Education and Development Program will be required to pay a \$50 non-refundable deposit, within three weeks of notification of acceptance into the program.

ment Co-ordinator, Behavioral Science Department, regarding the program's current status.

Semester 1	Credits
Arts and Science Core	3
Arts and Science Core	3
Early Childhood Education and Development 1107 — Child Development I	3
Early Childhood Education and Development 1206 — Child Development II	3
Psychology 1111 — Contemporary Topics in Psychology	3
Sociology 1110 — Introduction to Sociology	3
Total Credits	18

Semester 3	Credits
Arts and Science Core	3
Early Childhood Education and Development 1202 — Psychological Study of the Exceptional Child	2
Early Childhood Education and Development 1206 — Child Development II	3
Early Childhood Education and Development 1280 — Field Work	6
Allied Health 1213 — Nutrition and Health	2
Psychology 1211 — Developmental Psychology II	3
Total Credits	16

Semester 2	Credits
English 1110 (see note below)	3
Early Childhood Education and Development 1100 — History and Philosophy	3
Early Childhood Education and Development 1101 — Methods	3
Early Childhood Education and Development 1103 — Child and Community	3
Early Childhood Education and Development 1200 — Nutrition	1
Leisure Education 1130 — Recreation Skills I	3
Sociology 1211 — Social Issues	3
Total Credits	19

Semester 4	Credits
Arts and Science Core	3
Early Childhood Education and Development 1102 — Health	1
Early Childhood Education and Development 1201 — Models and Trends in the Education of the Young Child	2
Early Childhood Education and Development 1203 — Administration	2
Early Childhood Education and Development 1281 — Field Work	6
Psychology 1230 — Behavior Modification	3
Total Credits	16
Total Credits for Graduation	69

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CERTIFICATE PROGRAM

54E

The certificate program is under extensive review and revision. Please consult the Early Childhood Education and Development Co-ordinator, Behavioral Science Department, regarding the program's current status.

ENGINEERING

DIPLOMA PROGRAM

ARTS AND SCIENCE WITH A MAJOR IN ENGINEERING

13T

Mount Royal College Engineering Program is designed to fulfill the first two years of a four year bachelors degree in engineering. The program is designed to accommodate widely varying interests in engineering including civil, electrical, mechanical, petroleum, and chemical. An engineer is an applied scientist acting as a link between the pure scientist and man's use of their discoveries.

The Engineering Program focuses on the math-science curriculum seeking to devel-

op appropriate skills in these areas. Students with deficiencies in math will be placed in levels appropriate to their proficiency. Arts and Science Core requirements must also be completed as this is designed as a university transfer course.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over. Students with a deficiency in mathematics will be enrolled in courses at the level appropriate to their proficiency.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Engineering 1110 — Engineering Drawing, Descriptive Geometry ..	3
Engineering 1120 — Engineering Problems and Orientation	1
Mathematics 1120 — Differential and Integral Calculus	4
Physics 1233 — Mechanics	3
Total Credits	17

Semester 3	Credits
Arts and Science Core	3
Engineering 1210 — Surveying	2
Engineering 1214 — Newtonian Physics	4
Mathematics 1220 — Calculus	4
Elective	3
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Engineering 1152 — Statics	2
Computing Science 1181 — Computer Programming — Fortran	3
Mathematics 1219 — Calculus and Applications	4
Elective*	3-4

*Geology 1206 highly recommended.

Total Credits	15-16
Semester 4	Credits
Arts and Science Core	3
Engineering 1215 — Electricity and Magnetism	4
Mathematics 1221 — Calculus and Differential Equations	4
Physics 1234 — Light, Electricity and Magnetism	3
Elective	3
Total Credits	17
Total Credits for Graduation	64-66

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas

and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ENVIRONMENTAL QUALITY CONTROL

DIPLOMA PROGRAM

69D

This program is designed to produce technicians in air and water pollution control. Upon completion of this program, students are prepared to enter positions appearing in the developing pollution control structures of government and industry. Graduates will provide a supporting role to the professional engineers and ecologists within their agencies.

This program has a common core of courses in the first two semesters. At the conclusion of the second semester students will select an area of interest — Air Pollution Control Studies or Water Pollution Control Studies. In the final two

semesters students will take those courses specified from one area of interest.

The advisory committee to the program has recommended that students should not restrict themselves to one area only. It would be advisable for students to take the air pollution courses if they are enrolled in the water pollution studies or to take the water pollution courses if they are enrolled in the air pollution studies.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over. Enrollment may be limited in this program.

PATTERN OF COURSE SELECTION

AIR POLLUTION STUDIES

Semester 1	Credits
Environmental Quality Control — Control 1110 — Introduction to Statistics	3
1111 — An Interdisciplinary Approach to Environmental Problems	3
Biology 1110 — Fundamentals of Biology	4
Chemistry 1180 — Introductory Chemistry	4
Geology 1120 — Physical Geology	4
Natural Science 1111 — An Interdisciplinary Approach to Environmental Problems	3
Total Credits	18

Semester 3	Credits
English 1110 (See note below)	3
Arts and Science Core	3-4
Environmental Quality Control 1214 — Methods of Air Sampling and Analysis	3
Electronics 1221 — Basic Electronics and Continuous Monitoring ...	3
Geography 1210 — Weather and Climate	4
Total Credits	16-17

Semester 2	Credits
Environmental Quality Control 1215 — Instrumentation	3
Biology 1210 — Ecology	4
Chemistry 1213 — Quantitative Chemical Analysis	4
Electronics 1220 — Basic Electronics	3
*Geography 1230 — Cartography ..	3
Total Credits	17

*Planning 1116 and 1117 may be substituted for Geography 1230.

Semester 4	Credits
Arts and Science Core	3-4
Arts and Science Core	3-4
Arts and Science Core	3-4
Environmental Quality Control 1223 — Air Pollution Control	3
Total Credits	12-15
Total Credits for Graduation	63-67

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

WATER POLLUTION STUDIES

Semester 1	Credits
Environmental Quality Control 1110 — Introduction to Statistics	3
Biology 1110 — Fundamentals of Biology	4
Chemistry 1180 — Introductory Chemistry	4
Geology 1120 — Physical Geology	4
Natural Science 1111 — An Interdisciplinary Approach to Environmental Problems	3
Total Credits	18

Semester 2	Credits
Environmental Quality Control 1215 — Instrumentation	3
Biology 1210 — Ecology	4
Chemistry 1213 — Quantitative Chemical Analysis	4
Electronics 1220 — Basic Electronics	3
*Geography 1230 — Cartography ..	3
Total Credits	17

*Planning 1116 and 1117 may be substituted for Geography 1230.

Semester 3	Credits
English 1110 (see note below)	3
Arts and Science Core	3-4
Environmental Quality Control 1216 — Methods of Water Sampling and Measurement	3
Biology 1219 — Limnology	4
Electronics 1221 — Basic Electron- ics and Continuous Monitoring Instrumentation	3
Total Credits	16-17

Semester 4	Credits
Arts and Science Core	3-4
Arts and Science Core	3-4
Arts and Science Core	3-4
Environmental Quality Control 1225 — Water Pollution Control ..	3
Biology 1218 — Microbiology	4
Total Credits	16-19
Total Credits for Graduation	67-71

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CERTIFICATE PROGRAM

69E

This program provides a good basic training in the theory and techniques of environmental control. It is aimed at those individuals possessing on-the-job experience of an environmental nature and/or those individuals possessing a diploma in a related field. The timetable is arranged to accommodate part-time and evening students who are employed full-time and who wish to broaden their background. Certain of these courses are designed to allow students in consultation with the instructor and advisor, to select specific topics to be covered during the course. These topics will be selected with the intent of making them relevant to the students' interests and needs.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma, or have left High School and be 18 years of age or over. Enrollment may be limited in this program.

The certificate program is restricted to persons who already possess experience in the field of environmental control and/or are trained in a related field.

All students registering in this program must do so in consultation with the instructor and advisors for the Environmental Quality Control Program.

Students may progress at their own rate; however, it is recommended that the certificate requirements be completed within three (3) years.

The need for laboratory work will depend upon the student's background.

NON-CERTIFICATE STUDENTS

Persons wishing to take certain courses in the program but not wishing to obtain a certificate may register for those courses with the permission of the instructor and advisor.

PATTERN OF COURSE SELECTION

AIR SAMPLING AND ANALYSIS

Semester 1	Credits
Environmental Quality Control 1110 — An Introduction to Statistics	3
Environmental Quality Control 1214 — Methods of Air Sampling Analysis	3
Directed Readings in Air Pollution Electronics 1220 — Basic Electronics	3
Geography 1210 — Weather and Climate	4
Total Credits	16

Semester 2	Credits
Environmental Quality Control 1215 — Instrumentation	3
Environmental Quality Control 1223 — Air Pollution Control	3
Biology 1210 — Ecology	4
Directed Readings in Air Pollution Electronics 1221 — Basic Electronics and Continuous Monitoring Instrumentation	3
Total Credits	16
Total Credits for Graduation	32

WATER SAMPLING AND ANALYSIS

Semester 1	Credits
Environmental Quality Control 1110 — An Introduction to Statistics	3
Environmental Quality Control 1216 — Methods of Water Pollution Analysis	3
Biology 1210 — Ecology	4
Biology 1219 — Limnology	4
Directed Readings in Water Pollution	3
Total Credits	17

Semester 2	Credits
Environmental Quality Control 1215 — Instrumentation	3
Environmental Quality Control 1225 — Water Pollution Control ..	3
Biology 1218 — Microbiology	4
Directed Readings in Water Pollution	3
Electronics 1220 — Basic Electronics	3
Total Credits	16
Total Credits for Graduation	33

INTERIOR DESIGN

DIPLOMA PROGRAMS

06D

The Mount Royal College Interior Design Programs seek to provide students with the skills and knowledge necessary to transfer to universities or to work as a semi-professional assistant to an interior designer. The field of interior design specializes in the design of homes, offices and businesses such that the result will be aesthetically unified, pleasing and liveable surroundings.

The program core emphasizes study and the development of practical skills in design. It involves a great deal of work outside the classroom such as drafting, sketching, model building and problem solving in design. Students are required to develop a design file that is comprised of fabric and carpet samples, as well as furniture and accessory catalogues.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements, diploma program ap-

plicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the Interior Design Program. These screening procedures usually include compulsory attendance at a departmental orientation program, a colour-blindness test and submission of a portfolio. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

It is recommended that students unable to type 30 words per minute register for the appropriate Secretarial Arts course.

LIMITED PROGRAM DEPOSIT

All students accepted into the Interior Design Program will be required to pay a \$50 non-refundable deposit, within three weeks of notification of acceptance into the program.

CONTINUANCE IN THE PROGRAM

Students must obtain a minimum grade of C in all core courses in order to proceed from one semester to the next. Failure to achieve this minimum in the core courses will result in a student being delayed by one year in completing the program.

PATTERN OF COURSE SELECTION

COMMON FIRST YEAR

Semesters 1 and 2 are the foundation year for all programs.

They are compulsory for all students.

Semester 1	Credits
English 1110 (see note below)	3
Interior Design 1110 — History of Art and Architecture I	3
Interior Design 1120 — Fundamentals of Design and Color I	4
Interior Design 1122 — Architectural Drafting I	3
Interior Design 1126 — Drawing Fundamentals	2
Interior Design 1138 — Materials and Textiles I	1
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Interior Design 1113 — History of Art and Architecture II	3
Interior Design 1121 — Fundamentals of Design and Color II	4
Interior Design 1123 — Architectural Drafting II	3
Interior Design 1127 — Rendering Fundamentals	2
Interior Design 1139 — Materials and Textiles II	1
Total Credits	16

All students proceeding to second year are required to complete summer work, Interi-

or Design 1201 or 1202, according to the second year program they intend to enter.

SECOND YEAR MAJORS

Students who completed the requirements for Semester 1 and 2 are eligible to continue in the Semesters 3 and 4. The second

1. INTERIOR DESIGN ASSISTANT

A graduate of this program may be employed as an interior design assistant by any of the following: professional interior designers, architects, architects, depart-

Semester 3	Credits
Arts and Science Core	3
Arts and Science Core	3
Interior Design 1201 — Summerwork	1
Interior Design 1212 — Interior Detailing I	2
Interior Design 1224 — Design: Theory, Problems and Equipment I	5
Interior Design 1240 — Professional Ethics and Practice I	2
Total Credits	16

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

2. INTERIOR MERCHANDISING

A graduate of this program may be employed as an Interior Merchandiser by

Semester 3	Credits
Arts and Science Core	3
Interior Design 1202 — Summerwork	1
Interior Design 1230 — Merchandising Design	2
Interior Design 1240 — Professional Ethics and Practice I	2
Administration 1154 — Professional Salesmanship	3
English 1229 — Report and Letter Writing	3
Elective	3
Total Credits	17

year majors are:

1. Interior Design Assistant
2. Interior Merchandising

ment stores, interior design studios (in stores, government agencies, etc.), housing tract developers and interior furnishings suppliers.

Semester 4	Credits
Arts and Science Core	3
Interior Design 1213 — Interior Detailing II	2
Interior Design 1225 — Design: Theory, Problems and Equipment II	5
Interior Design 1227 — History of Furniture	3
Interior Design 1241 — Professional Ethics and Practice II	2
Elective	2
Total Credits	17

Total Credits for Graduation
(Including Summerwork
Interior Design 1201)

65

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

specialty shops, department stores, textile retailers, textile agents, furniture stores and purchasing departments.

Semester 4	Credits
Arts and Science Core	3
Arts and Science Core	3
Interior Design 1231 — Merchandising Design II	2
Interior Design 1241 — Professional Ethics and Practice II	2
Elective	3
Elective	3
Total Credits	16
Total Credits for Graduation (including Summerwork — Interior Design 1202)	65

Suggested Electives

Administration 1170	3
Administration 1210	3
Interior Design 1132	2
Interior Design 1134	2

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

Interior Design 1136	2
Interior Design 1212	2
Interior Design 1213	2
Interior Design 1227	3

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ARTS AND SCIENCE WITH A MAJOR IN INTERIOR DESIGN

06T

Students seeking a university degree may be advised to select an Arts and Science Diploma with a Major in Interior Design. For specific program requirements, students should consult "Arts and Science" and the general "Graduation Requirements", indicated in the section entitled "Academic Programs". To obtain maximum transfer credit, courses should be selected in close consultation with the academic advisor.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements, applicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the program.

These screening procedures usually in-

clude compulsory attendance at a departmental orientation program, a colour-blindness test and submission of a portfolio. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

It is recommended that students unable to type 30 words per minute register for the appropriate Secretarial Arts course.

LIMITED PROGRAM DEPOSIT

All students accepted into the Arts and Science Diploma Program with a Major in Interior Design, will be required to pay a \$50 non-refundable deposit, within three weeks of notification of acceptance into the program.

CONTINUANCE IN THE PROGRAM

Students must obtain a minimum grade of C in all core courses in order to proceed from one semester to the next. Failure to achieve this minimum in the core courses will result in a student being delayed by one year in completing the program.

TYPICAL PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Interior Design 1110 — History of Art and Architecture I	3
Interior Design 1120 — Fundamentals of Design and Colour I ..	4
Interior Design 1122 — Architectural Drafting I	3
Interior Design 1126 — Drawing Fundamentals	2
Interior Design 1138 — Interior Materials and Textiles I	1
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Interior Design 1113 — History of Art and Architecture II	3
Interior Design 1121 — Fundamentals of Design and Colour II ..	4
Interior Design 1123 — Architectural Drafting II	3
Interior Design 1127 — Rendering Fundamentals	2
Interior Design 1139 — Interior Materials and Textiles II	1
Total Credits	16

Semester 3	Credits
Arts and Science Core	3
Arts and Science Option	3
Arts and Science Option	3
Elective	3
Elective	3
Total Credits	18

Semester 4	Credits
Arts and Science Core	3
Arts and Science Core	3
Arts and Science Option	3
Arts and Science Option	3
Elective	3
Total Credits	15
Total Credits for Graduation	65

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

JOURNALISM

DIPLOMA PROGRAMS

07D

This program is designed to give students the academic background and skills required for modern journalism. The courses are taught in a classroom-newsroom situation. Students are responsible for the publication of a weekly newspaper. All student assignments are designed to provide practical experience in the various phases of newspaper production, including printing and typesetting.

After two years of study at Mount Royal College students have either gone directly into employment or have gone to universities to complete degrees. Students usually have gone to work for small and medium-size daily newspapers primarily in Western Canada. The bulk of the graduating students who wish to complete degrees choose to attend universities in the United States. To date students have transferred to some 25 American universities in the Pacific Northwest, California and the Midwest. In Canada, students transfer to Carleton University.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

Applicants will be required to attend an orientation program, submit a portfolio, and have passed Typing 10 or the equivalent.

ADDITIONAL ADMISSION REQUIREMENTS

All applicants who meet the basic admis-

sion requirements will be further screened at an orientation program.

Students wishing to enter any of the Communicating and Performing Arts programs, will be tested for basic reading and writing skills on orientation day. Anyone scoring grade 12 and over will be given clear admittance into the program. Those scoring between grade 10 and 12 will be expected to support their program with appropriate workshops. Those scoring below the grade 10 level will be asked to consider a program whereby their basic communication skills will be upgraded. Upon successful completion of this upgrading, they may then apply for admission into the program.

LIMITED PROGRAM DEPOSIT

All students accepted into the Journalism Program will be required to pay a \$50.00 non-refundable deposit within three weeks of notification of acceptance into the program.

CONTINUANCE IN THE PROGRAM

Students who fail to achieve at least a minimum of a C grade in any core course in the program will be disqualified from the program and will not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1110, the four Arts and Science Core courses, and electives. Students who have been disqualified may apply for re-admission to the program and must repeat any core courses in which the C minimum was not met.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Communications 1120 — Intro- duction to Journalism	3
Communications 1170 — Early Journalism History	1
Political Science Option	3
Secretarial Arts 1136 — Beginning Shorthand — (Forkner)	3
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Communications 1171 — Begin- nings of Modern Journalism	1
Communications 1212 — General Reporting	3
Political Science Option	3
Elective	3
Elective	3
Total Credits	16

Semester 3	Credits
Arts and Science Core	3
Communications 1220 — Editing ..	3
Communications 1141 — Intro- duction to Photo Journalism	3
Communications 1172 — Modern Journalism	1
Communications 1222 — Reporting Public Affairs	3
Elective	3
Total Credits	16

Semester 4	Credits
Arts and Science Core	3
Communications 1221 — Senior Editing	3
Communications 1225 — Senior Public Affairs Reporting	3
Communications 1273 — Problems of the Mass Media	1
Elective	3
Elective	3
Total Credits	16
Total Credits for Graduation	64

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ARTS AND SCIENCE WITH A MAJOR IN JOURNALISM

07T

Students seeking a university degree may be advised to select an Arts and Science Diploma with a Major in Journalism. For specific program requirements, students should consult the "Arts and Science Diploma (with a major)" and the general "Graduation Requirements", indicated in the section entitled "Academic Programs". To obtain maximum transfer credits, courses should be selected in close consultation with an academic advisor. Students wishing to transfer to Carleton University are advised to transfer after taking the first year of the diploma program.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

Applicants will be required to attend an orientation program, submit a portfolio, and have passed Typing 10 or the equivalent.

ADDITIONAL ADMISSION REQUIREMENTS

All applicants who meet the basic admission requirements will be further screened at an orientation program.

Students wishing to enter any of the Communicating and Performing Arts programs, will be tested for basic reading and writing skills on orientation day. Anyone scoring grade 12 and over will be given clear admittance into the program. Those scoring between grade 10 and 12 will be expected to support their program with appropriate workshops. Those scoring below the grade 10 level will be asked to consider a program whereby their basic communication skills will be upgraded. Upon successful completion of this upgrading, they may then apply for admission into the program.

LIMITED PROGRAM DEPOSIT

All students accepted into the Arts and Science with a Major in Journalism Program will be required to pay a \$50.00 non-refundable deposit within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15

Semester 2	Credits
Arts and Science Core	3
Arts and Science Option	3
Arts and Science Option	3
Approved Option	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15

Total Minimum Credits
for Graduation 60

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

LEISURE EDUCATION

DIPLOMA PROGRAMS

LEISURE EDUCATION WITH A MAJOR IN COMMUNITY RECREATION OR THERAPEUTIC RECREATION

10D & T
70D

This program is designed to offer students a broad education in the field of leisure services. Graduates of the program become recreation workers in community centres, playgrounds, Y.M.C.A.'s, Boys and Girls Club's, institutions, therapeutic agencies, municipal park and recreation departments, commercial enterprises, and industrial settings.

Leisure Education is a two-year career or transfer program which attempts to teach the principles of recreation leadership. It is designed to emphasize the importance of the total development of each individual's physical, social, emotional, and psychological needs in the social environment of recreational activities through a set of core courses. Field placement practicums are stressed.

In order to be successful, the graduate should acquire the following competencies which have been identified in the Leisure Education course work.

The students with a diploma in Leisure Education will be able to:

1. use their recreation philosophy as a foundation for their work.
2. acknowledge ethical standards and their application to leisure services.
3. have sufficient knowledge of program areas in the field of leisure to maintain a balanced program.
4. apply knowledge of normal biological, psychological, and sociological human development to program planning and leadership.

5. apply the techniques of communication and leadership to groups.
6. develop a personal, comprehensive leadership style.
7. organize a program planning style which takes into account clients needs, skill progression, objectives, facilities, budget, evaluation.
8. utilize community resources such as social, public service, civic agencies, in planning well-balanced leisure services.
9. apply administrative theories of recreation.
10. utilize knowledge of funding resources and budget construction.

ADMISSION REQUIREMENTS

Applicants for all Leisure Education Programs must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

Applicants may be screened at an interview on campus to ensure that they have a realistic chance for success in the program. After applying for admission, applicants will be sent further information about screening procedures.

LIMITED PROGRAM DEPOSIT

All students accepted into the Leisure Education Programs will be required to pay a \$50 non-refundable deposit, within three weeks of notification of acceptance into the program.

OPTIONS

The two-year professional diploma course for prospective leisure service workers has been designed to offer two streams: Community Recreation and Therapeutic Recreation.

Within each of the streams is the opportunity for further refinement into available specialized options. Program development should be in discussion with a Leisure Education Advisor.

A. Activity Options*

Adaptive Physical Activities
 Art
 Arts and Crafts
 Drama
 Music
 Outdoor Education/Camping
 Physical Activities

B. Specialized Programs**

Administration
 Commercial Recreation
 Corrections
 Developmentally Disabled
 Industrial Recreation
 Outdoor Recreation
 Physically Disabled
 Physical Recreation
 Public Relations
 Theatre

1. COMMUNITY RECREATION MAJOR

10T or D

Courses include various recreation classes such as: camping, recreation; recreation

administration; leadership techniques; physical education activities; various biology, sociology, or social problems classes.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Arts and Science Core	3
Leisure Education 1111 — Leisure Services — Fundamentals	3
Leisure Education 1131 — Recreation Skills I	3
Leisure Education 1251 — Practicum I	2
***First Aid	0
Total Credits	17

Semester 3	Credits
*Activity Option	3
Leisure Education 1240 — Recreation Skills III — Leadership Development	3
Leisure Education 1253 — Practicum III	2
**Streaming Elective	3
Elective	3
Elective	3
Total Credits	17

Semester 2	Credits
Arts and Science Core	3
Arts and Science Core	3
*Activity Option	3
Leisure Education 1160 — Leisure Services — Introduction to Streaming/Options	2
Leisure Education 1210 — Leisure Services — Program Planning	3
Leisure Education 1252 — Practicum II	2
Elective	3
Total Credits	19

Semester 4	Credits
Leisure Education 1243 — Recreation Administration	2
Leisure Education 1245 — Leisure Services — Seminar	2
Leisure Education 1254 — Practicum IV	2
**Streaming Elective	3
Elective	3
Elective	3
Total Credits	15
Total Credits for Graduation	68

*Activity Options (see previous page for list)

**Specialized Programs (see previous page for list)

***A current First Aid Certificate must be presented as proof of completion of a first aid course.

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

2. THERAPEUTIC RECREATION MAJOR

70D

Students taking an option in Therapeutic Recreation study etiology of disabilities, recreation philosophy, recreation adminis-

tration, psychology, activities for the disabled. In addition they must choose courses from the program stream of their choice.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Arts and Science Core	3
Leisure Education 1111 — Leisure Services — Fundamentals	3
Leisure Education 1131 — Human Growth and Leadership — Recreation Skills I	3
Leisure Education 1251 — Practicum I	2
***First Aid	0
Total Credits	17

Semester 3	Credits
Arts and Science Core	3
Leisure Education 1240 — Recreation Skills III	3
Leisure Education 1253 — Practicum III	2
*Activity Option	3
**Streaming Elective	3
Elective	3
Total Credits	17

Semester 2	Credits
Arts and Science Core	3
*Activity Option	3
Leisure Education 1160 — Leisure Services — Introduction to Streaming Options	2
Leisure Education 1210 — Leisure Services — Program Planning	3
Leisure Education 1252 — Practicum II	2
Leisure Education 1261 — Survey of Disabling Conditions	3
Psychology (1200 or 2200 level)	3
Total Credits	19

Semester 4	Credits
Leisure Education 1243 — Recreation Administration	2
Leisure Education 1254 — Practicum IV	2
Leisure Education 1269 — Therapeutic Recreation — Seminar	2
**Streaming Elective	3
Elective	3
Elective	3
Total Credits	15
Total Credits for Graduation	68

*Activity Options (see previous pages for list)

**Specialized Programs (see previous pages for list)

***A current First Aid Certificate must be presented as proof of completion of a first aid course.

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

**LEISURE EDUCATION WITH A MAJOR IN
LEISURE FACILITIES OPERATIONS**

84D

This is a two year joint program between the Southern Alberta Institute of Technology and Mount Royal College.

It is designed to prepare individuals who are interested in pursuing a career in facility operation including both the program-

ming and maintenance-operation functions. Field placement practicums are also emphasized in the program.

Although geared to meeting the needs of smaller municipalities, opportunities for employment are also available in larger urban areas.

SAIT YEAR

Term No. 1

- 1. Human Relations
- 2. Facility Management

Term No. 2

- 1. Introduction to Report Writing
- 2. Effective Letter Writing
- 3. Swimming Pool Operation
- 4. First Aid
- 5. Low Pressure Boilers

Term No. 3

- 1. Mechanical Room Maintenance
- 2. Ice-making and Maintenance
- 3. Camps and Waterfronts
- 4. Safety Standards

Term No. 4

- 1. Drafting and Surveying
- 2. Turf Construction
- 3. Outdoor Facilities

MOUNT ROYAL COLLEGE YEAR PATTERN OF COURSE SELECTION
PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
Arts and Science Core	3	Arts and Science Core	3
Leisure Education 1111 — Leisure Services — Fundamentals	3	Leisure Education 1210 — Leisure Services — Program Planning	3
Leisure Education 1240 — Recreation Skills III — Leadership Development	3	Leisure Education 1243 — Recreation Administration	2
Leisure Education 1251 — Practicum I	2	Leisure Education 1245 — Leisure Services — Seminar	2
Physical Education 1215 — Lifetime Leisure Activities	3	Leisure Education 1252 — Practicum II, or (Leisure Education 1254 — Practicum IV)	2
Administration 1131 — Introduction to Business Administration ..	3	Elective	3
		Elective	3
Total Credits	17	Total Credits	18

Note: It is strongly recommended that the first year of this program be taken at

S.A.I.T. and the second year at Mount Royal College.

ARTS AND SCIENCE WITH A MAJOR IN LEISURE EDUCATION

PATTERN OF COURSE SELECTION

10T

Semester 1		Credits	Semester 3		Credits
English 1110 (see note below)	3		Arts and Science Core	3	
Arts and Science Core	3		Leisure Education 1211 — Community Recreation III —		
Leisure Education 1111 — Leisure Services — Fundamentals	3		Ideal Community	3	
Leisure Education 1251 —			Leisure Education 1253 —		
Practicum I	2		Practicum III	2	
*Arts and Science Option	3		*Arts and Science Option	3	
*Approved Option	3		*Approved Option	3	
			*Elective	3	
Total Credits	17		Total Credits	17	
Semester 2		Credits	Semester 4		Credits
Arts and Science Core	3		Arts and Science Core	3	
Leisure Education 1210 — Leisure Services — Program Planning	3		Leisure Education 1212 —		
Leisure Education 1252 —			Community Recreation IV —		
Practicum II	2		Group Process	3	
*Arts and Science Option	3		Leisure Education 1254 —		
*Arts and Science Option	3		Practicum IV	2	
*Elective	3		*Arts and Science Option	3	
			*Approved Option	3	
Total Credits	17		*Elective	3	
			Total Credits	17	
			Total Credits for Graduation	68	

*Students are strongly advised to check the requirements of the universities to which they may transfer in order to select those courses which may aid in the transfer process. The general pattern appears to be that requirements include Social Science, Behavioral Science, Natural Science, and Physical Education courses. Contact the advisor for more details.

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

MEDICAL OFFICE ASSISTANT

DIPLOMA PROGRAM

60D

The Medical Office Assistant Program prepares students for employment in medical offices and clinics. The curriculum is designed to provide theory and practice in basic health-occupation skills and to provide for competency in the performance of business functions related to the medical office practice. The four semester program, culminating in a diploma, encompasses theory, laboratory practice, and clinical experience in medical and business skills as well as selected courses in general education. Although emphasis is on employment in physicians' offices, employment opportunities are also available in hospitals, extended care facilities, clinics, insurance

companies and industry.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

All students entering this program whose native language is other than English must complete a battery of tests covering oral and written communications.

LIMITED PROGRAM DEPOSIT

All students accepted into the Medical Office Assistant Program will be required to pay a \$50 non-refundable deposit within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits
Arts and Science Core	3
Secretarial Arts 1112 — Elementary Typewriting, or (Secretarial Arts 1212 — Intermediate Typewriting)	4
Secretarial Arts 1120 — Introductory Word Processing	3
Secretarial Arts 1160 — Business Machines	3
Secretarial Arts 1172 — Introduction to Business for Secretaries	3
Secretarial Arts 1180 — Medical Filing and Indexing	1
Total Credits	17

Semester 3	Credits
Arts and Science Core	3
Secretarial Arts 1210 — Medical Office Functions I	3
Secretarial Arts 1215 — Accounting	3
Secretarial Arts 1236 — Intermediate Shorthand	3
Secretarial Arts 1272 — Secretarial Practices	3
Total Credits	15

Semester 2	Credits
Arts and Science Core	3
Secretarial Arts 1136 — Beginning Shorthand	3
Secretarial Arts 1150 — Introduction to Accounting	3
Secretarial Arts 1212 — Intermediate Typewriting, or (Secretarial Arts 1224 — Advanced Typewriting)	4
Secretarial Arts 1280 — Medical Terminology	3
Total Credits	16

Semester 4	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Secretarial Arts 1121 — Word Processing Text Preparation	3
Secretarial Arts 1211 — Medical Office Functions II	3
Secretarial Arts 1274 — Medical Office Assistant Internship	3
Total Credits	15
Total Credits for Graduation	62-64

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

MUSIC

DIPLOMA PROGRAM

59D

The diploma program is under extensive review and revision. Please consult the

Director, Conservatory of Music and Speech Arts, regarding the program's current status.

NURSING

DIPLOMA PROGRAM

14D

This program is designed to promote the necessary skills in providing nursing care, primarily in the clinical setting. It is also designed to help students develop an awareness of how the individual and/or family relates to their community. After successful completion of the Nursing Program (both theory and practice) students are eligible to write the Conjoint Registered Nursing Examinations and receive a Diploma in Nursing.

The curriculum provides theory and practice which will enable students to assess patient problems, plan, implement and

evaluate patient care. The helping relationship is emphasized to assist students in functioning at a beginning level nursing position.

The curriculum includes social and biological science courses which provide students with principles to be applied to the practice of nursing, in addition to specific nursing courses. Students obtain experience in a variety of clinical settings (eg. acute care areas such as obstetrics, medicine, surgery, psychiatry, and extended care areas such as geriatrics or rehabilitation).

ADMISSION REQUIREMENTS

A. REGULAR ADMISSION

1. Alberta High School Diploma (100 credits) or the equivalent, **and**
2. 60% minimum average, and a mark of no less than 50% in:
 - (a) English 30,
 - (b) Biology 30, and
 - (c) Two of: Chemistry 30, Mathematics 30, Mathematics 31, Physics 30, Economics 30, a foreign language 30, Social Studies 30.

ADDITIONAL ADMISSION REQUIREMENTS AND PROCEDURES

All applicants are required to have:

1. a recent medical examination
2. updated immunization (upon acceptance into the program)
3. completed pre-admission assessment tests
4. basic skills assessment

Applicants will be reviewed with respect to the information obtained from the above as well as the date of application. A personal interview may be required upon request of the Admissions Committee.

Nursing is a limited enrollment program. Students are advised to apply early and to complete all admission requirements as quickly as possible. Each completed application will be reviewed in order of receipt. Students who expect to complete academic requirements by June of any year **should not wait** for their final transcripts before applying. Applications will be accepted on or after October 15th

B. MATURE ADMISSION

Allows for the admission of adults on the basis of:

1. Minimum age — 25 years, **and**
2. 60% average and a mark of no less than 50% in:
 - (a) English 30,
 - (b) Biology 30, and
 - (c) One of: Chemistry 30, Mathematics 30, Mathematics 31, Physics 30, Economics 30, a foreign language 30, social studies 30.

for the following academic year. (If October 15th falls on a weekend, application will be accepted the first weekday following October 15th). Applications will be accepted until full enrollment is reached, therefore, students are encouraged to submit applications beyond the October 15th date.

LIMITED PROGRAM DEPOSIT

All students accepted into the Nursing program will be required to pay a \$50.00 non-refundable deposit, within three weeks of notification of acceptance into the program.

CREDIT BY EXAMINATION

Students who wish to challenge a nursing course must have written permission of the Allied Health Department before making an application for credit by examination, and then only 1100 level nursing courses may be challenged.

Note: Students who audit nursing courses are not allowed to participate in clinical experiences.

CONTINUANCE IN THE PROGRAM

Students who fail to maintain continued progress in nursing courses, both academic and clinical, will no longer be considered students of record and must apply for readmission. **In all cases, a failure in the clinical area will mean failure of the course regardless of academic grade.** Students may repeat nursing courses only at the discretion of, and with the permission of the Allied Health Department.

READMISSION

Any student who discontinues the nursing program must apply for readmission. This readmission application must be received by the Registrar's Office two weeks prior to the last day of classes in the course preceding the course that the applicant wishes to re-enter. The request for readmission must be submitted to the Allied Health Department for approval.

CLINICAL PROBATION

Students who are having difficulty maintaining a satisfactory level of performance in the clinical area may be put on probation at any time throughout the course. A clinical probation contract must be completed by the instructor and copies provided for the student and instructor. A student may not be on clinical probation from one course to another.

GRADUATION REQUIREMENTS

In addition to the general graduation requirements, a minimum grade of C is required in all nursing courses; Biology 1212, 1220, 1221; Psychology 1110, 1210; English 1110; and Sociology 1110.

The Mount Royal College Nursing Program is approved by the Coordinating Council of the Universities of Alberta. The nurse registration examinations are known as conjoint examinations since they serve two purposes: to qualify for registration, and to authorize graduation from a school upon completion of the curriculum. This means that the Diploma cannot be issued until the R.N. examinations are successfully completed.

GUIDELINES FOR STUDENTS REQUIRED TO COMPLETE COURSES IN SPECIFIC CONTENT AREA

Requirements are stipulated by the Professional Examinations Board for the writing

of conjoint examinations. Students who have failed their conjoint examinations twice, and foreign students and/or other nurses with course deficiencies, are required to repeat the failed courses or take new course work.

Students must apply to the Allied Health Department for written permission to enter a specific course in the Nursing Program. If an equivalent course can be presented to meet the stipulated requirement the student may be allowed admission into the program.

GRADUATE NURSES FROM COUNTRIES OTHER THAN CANADA

Graduates from countries other than Canada must meet the following requirements:

- (1) Confirmation from the Alberta Association of Registered Nurses that the applicant is a graduate nurse from another program/country; that he/she would be eligible to write the conjoint examinations; and that he/she would be eligible to practice nursing in Alberta upon successful completion of a course(s).
- (2) Pass an English proficiency test (oral/aural and written) administered by Mount Royal College.
- (3) Personal interview may be required upon request of the Admissions Committee.
- (4) Take pre-course requirements of Introduction to Canadian Nursing.

If the student does obtain admission, it is required that the student:

- (a) be considered as any other student in the course and that he/she be responsible for the behaviors stated in the course outline.
- (b) will write examinations as part of the course requirement and receive an academic grade which is a pass.
- (c) perform in an acceptable manner in the clinical area and receive a satisfactory clinical evaluation to be kept in the student's file.

The Allied Health Department, Mount Royal College, will notify the Professional Examinations Branch of the student's eligibility to rewrite the R.N. examination upon satisfactory completion of the necessary content if satisfactory clinical and academic progress has been achieved as outlined above.

PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
English 1110 (see note below)	3	Nursing 1111 — Common Elements of Illness (see *note below)	5
Nursing 1110 — Fundamentals of Nursing	5	Nursing 1112 — Mental Health Nursing, or	
Biology 1220 — Anatomy and Physiology I	4	(Nursing 1113 — Junior Medical — Surgical Nursing) or	
Psychology 1110 — Introductory Psychology I	3	(Nursing 1114 — Maternity Nursing) or	
		(Nursing 1115 — Pediatric Nursing)	5
		Biology 1221 — Anatomy and Physiology II	4
		Psychology 1210 — Developmental Psychology I	3
Total Credits	15	Total Credits	17

SUMMER SESSION (8 weeks)

Semester 3	Credits	Semester 4	Credits
Nursing 1112 — Mental Health, or		Nursing 1112 — Mental Health Nursing, or	
(Nursing 1113 — Junior Medical-Surgical Nursing), or		(Nursing 1113 — Junior Medical Surgical Nursing) or	
(Nursing 1114 — Maternity Nursing), or		(Nursing 1114 — Maternity Nursing) or	
(Nursing 1115 — Pediatric Nursing)	5	(Nursing 1115 — Pediatric Nursing)	5
		(every student will take 2 of the above courses)	
		Biology 1212 — Disease and Parasitism	4
		**Sociology 1110 — Introduction to Sociology	3
Total Credits	5	Total Credits	17

Semester 5	Credits	Semester 6	Credits
Nursing 1212 — Senior Medical — Surgical Nursing	10	Nursing 1213 — Integrated Nursing Practice	5
Electives (1110 level or higher)	6	Total Credits	5
Total Credits	16	Total Credits for Graduation	75

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must

be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

***Note:** Successful completion of the Mathematics 1003 pretest or course is required prior to enrolling in Nursing 1111. Mathematics 1003 is a 1 credit courses which is **not** to be used toward total program credits (75) or as an elective credit.

****Or any other higher numbered sociology course.**

PETROLEUM AND MINERAL RESOURCE LAND ADMINISTRATION

DIPLOMA PROGRAM

46D

Petroleum and Mineral Resource Land Administration (P.M.L.A.), developed in cooperation with the Canadian Association of Petroleum Landmen and the petroleum industry, was offered for the first time in the fall of 1978. P.M.L.A. includes a two-year diploma program for people who wish to start a career in the field and a certificate program intended for people already employed in the field. Both programs may be completed part time and in the late afternoon and evening.

The landman or landwoman, as a business representative of a mineral or petroleum company, is usually attached to the exploration department. The company, is not concerned with acquiring land itself. It needs the mineral rights, the right to explore for and extract oil and gas or hard and soft rock minerals. While most mineral rights are owned by governments in the name of the Crown, occasionally private property owners and other companies hold them too. The landperson negotiates with these people to purchase mineral rights on behalf of the company.

Increased emphasis on petroleum and mineral exploration has created a need for

additional qualified landpersons. Graduates should have a good background to become either a landperson, a management trainee with a producing company, or a lease broker. Careers in hard and soft rock minerals and real estate development may also be open to P.M.L.A. graduates. While the oil industry is heavily concentrated in Calgary, career opportunities in mineral resource companies extend across Canada.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

LIMITED PROGRAM DEPOSIT

Mount Royal accepts a limited number of applicants on a "first-come, first-served" basis for the two-year, diploma program in Petroleum and Mineral Resource Land Administration.

All students accepted into the diploma program in Petroleum and Mineral Resource Land Administration will be required to pay a \$50 non-refundable deposit within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Petroleum 1110 — Introduction to the Petroleum Industry	3
Petroleum and Mineral Resources Land Administration 1110 — Real Property Law	3
Petroleum and Mineral Resources Land Administration 1111 — Oil and Gas Law I	3
Total Credits	15

Semester 2	Credits
Arts and Science Core	3
Administration 1160 — Business Mathematics and Statistics, or (Economics 2201 — Introduction to Microeconomics)	3
Geology 1120 — Physical Geology	4
Petroleum and Mineral Resource Land Administration 1210 — Petroleum and Gas Economics	3
Petroleum and Mineral Resource Land Administration 1211 — Oil and Gas Law II	3
Total Credits	16

Semester 3	Credits
Arts and Science Core	3
Administration 1120 — Principles of Accounting, or (Administration 1121 — Financial Accounting Concepts)	4
Administration 1260 — Systems and Procedures for Management, or (Economics 2203 — Introduction to Macroeconomics)	3
Geology 1121 — Historical Geology	4
Petroleum and Mineral Resource Land Administration 1213 — Drilling and Well Completion	3
Total Credits	17

Semester 4	Credits
Arts and Science Core	3
Petroleum 1210 — Petroleum Geology	3
Any three of the following six courses:	
Administration 1226 — Petroleum Accounting	3
Administration 1230 — Business Law	3
Computing Science 1186 — Systems Organization and Terminal Usage (Interactive Computing)	3
Geology 1211 — Principles of Stratigraphy and Sedimentation ..	4
Geophysics 1210 — Principles of Geophysics	3
Petroleum and Mineral Resource Land Administration 1212 — International Law	3
Total Credits	16-17
Total Credits for Graduation	64-65

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at

least one course from each of any four of the seven Arts and Science Core areas and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

CERTIFICATE PROGRAM

ADMISSION REQUIREMENTS

46E

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older.

The Certificate Program in Petroleum and Mineral Resource Land Administration is available only for people who are either:

A. employed in a petroleum or mineral resource company and wish to upgrade their education either part time in the evening, or full-time while on temporary leave of absence from their Company. Although this is intended mainly for landpersons, applicants from other departments in the industry will qualify.

B. were previously employed as a landperson, left their job, and now wish to upgrade their education in this field full time.

C. hold a related bachelors degree in Geology, Geophysics, Economics, Business Administration, or Law. Note: no previous work experience is necessary.

In addition applicants must either:

1. present a letter from their employer describing their present or previous job, e.g. length of service, position, duties, University degree they hold, etc. and where applicable the conditions under which they are attending Mount Royal College (Category A and B above).
2. or supply proof of their related degree (Category C above).

COURSE SELECTION

Geology 1120 — Physical Geology	4
Geology 1121 — Historical Geology	4
Petroleum 1110 — Introduction to the Petroleum Industry	3
Petroleum and Mineral Resource Land Administration 1110 — Real Property Law	3
Petroleum and Mineral Resource Land Administration 1111 — Oil and Gas Law I	3
Petroleum and Mineral Resource Land Administration 1211 — Oil and Gas Law II	3

Approved Option	3
Approved Option	3
Approved Option	3
Approved Option	3
Total Credits for Graduation	32

Note: Approved Options must be chosen in conjunction with the program advisor.

- (1) Physical Geology must be completed before Historical Geology is attempted.
- (2) Oil and Gas Law I must be completed before Oil and Gas Law II is attempted.

PETROLEUM LAND MANAGEMENT

DIPLOMA PROGRAM

ARTS AND SCIENCE

WITH A MAJOR IN PETROLEUM LAND MANAGEMENT

44T

The Petroleum Land Management Department prepares students for a career in the business part of the petroleum industry. The program is designed as the first two years of a four year university program in Petroleum Land Management at the Universities of Colorado, Oklahoma or Texas. Diploma students basically study a general business, math-science curriculum, preparing them for transfer and specialization. The fieldland person in the petroleum industry coordinates the oil company's use of the land with individuals or agencies.

Landmen also review leases and governmental and legal obligations.

While a student at Mount Royal College, the individual fulfills arts and science core requirements as well as courses in math, physics, geology, business and petroleum. Business, math and science courses provide the core for transfers.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

PATTERN OF COURSE SELECTION

While Mount Royal College will grant an Arts and Science Diploma with a major in Petroleum Land Management to students who complete the minimal requirements listed below, students should realize that

these minimal requirements do not prepare them for employment in the field or for transfer to one of the universities that offer a degree in Petroleum Land Management.

Semester 1	Credits
English 1110 (see note below)	3
Petroleum 1110 — Introduction to the Petroleum Industry	3
Administration 1121 — Financial Accounting Concepts (see *note below)	4
Economics 2201 — Principles of Microeconomics	3
Mathematics 2211 — Basic Algebra I	3
Total Credits	16

Semester 3	Credits
Arts and Science Core	3
Arts and Science Core	3
Geology 1121 — Historical Geology	4
Approved Option	3
Approved Option	3
Total Credits	16

Semester 2	Credits
Administration 1224 — Management Accounting (see **note below)	4
Economics 2203 — Principles of Macroeconomics	3
Geology 1120 — Physical Geology	4
Mathematics 2251 — Calculus with Applications I	3
Speech 1110 — Fundamentals	3
Total Credits	17

Semester 4	Credits
Arts and Science Core	3
Arts and Science Core	3
Petroleum 1210 — Petroleum Geology	3
Approved Option	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	64

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

***Note:** Students planning to transfer to the University of Oklahoma are advised to enroll in Administration 1120 instead of 1121.

****Note:** Students planning to transfer to the University of Oklahoma are advised to enroll in Administration 1220 instead of 1224.

SEMESTERS 3 AND 4 PATTERN OF COURSE SELECTION FOR UNIVERSITY TRANSFER STUDENTS

In order to receive credit for all courses completed at Mount Royal College transfer students must in their course selection fulfill the requirements of ONE of the three universities listed below. Students should note that these courses are speci-

fied by the three universities concerned and are subject to change without notice. Therefore, courses must be selected in consultation with the Petroleum Land Management program advisor.

SEMESTERS 3 AND 4 COURSES FOR STUDENTS TRANSFERRING TO THE UNIVERSITY OF COLORADO

Semester 3 and 4	Credits
Geology 1121	4
Petroleum 1210	3
Administration 1131	3
Chemistry 2201	4
Geology 1211 or Geophysics 1210	3-4
Political Science 1110 or 2201	3
Psychology 1110 or 2205	3
Psychology 1211 or 1213 or 1214 or 1250	3
Sociology 1110 or 2201 or Anthropology 1110	3
Arts and Science Core — Area 2 or 3 or 4 or 5 (see note below)	3
Total Credits	32-33

SEMESTERS 3 AND 4 COURSES FOR STUDENTS TRANSFERRING TO THE UNIVERSITY OF TEXAS

Semesters 3 and 4	Credits
Geology 1121	4
Petroleum 1210	3
Behavioral Science or Humanities area 1 or 4	3

SEMESTERS 3 AND 4 COURSES FOR STUDENTS TRANSFERRING TO THE UNIVERSITY OF OKLAHOMA

Semester 3 and 4	Credits
Geology 1121	4
Petroleum 1210	3
Behavioral and Social Science area 1 and 7	6
English 1111	3
History 1212	3
Humanities area 4	9
Math 2253	3
Total Credits	31

English 1111 and any 1200 level English	6
Chemistry 2201 and 2203	8
Geology 1211	4
History 1212 and 1213	6
Total Credits	34

PHYSICAL EDUCATION

DIPLOMA PROGRAM

ARTS AND SCIENCE WITH A MAJOR IN PHYSICAL EDUCATION

11T

Students entering the Physical Education Program at Mount Royal College have a choice of five patterns, depending upon their career design: Athletic Training and Conditioning, Aquatic Administrator, Community Coach, Physical Fitness Instructor and Evaluator, and a General Program. The program has sufficient flexibility

to allow students who plan to transfer to a university to select the appropriate transfer courses to the specified institution.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

PATTERN OF COURSE SELECTION

1. GENERAL PROGRAM

This program is designed for students who wish to generalize in Physical Education, or prefer to only enroll in university transfer courses. Students should consult the Alberta Provincial Transfer Guide, the

Mount Royal College academic advisor in Physical Education and/or the calendar of the institution, to which they wish to transfer, before registering in the specific courses.

Semester 1	Credits
English 1110 (see note below)	3
Physical Education 1110 — Historical and Philosophical Survey	3
Physical Education 1112 — Fundamental Fitness	2
Physical Education Electives	4
Biology 2201 — Principles of Biology	4
Total Credits	16

Semester 3	Credits
Arts and Science Core	3
Physical Education 1224 — Human Anatomy	4
Arts and Science Option	3
Approved Options	4
Elective	3
Total Credits	17

Semester 2	Credits
Arts and Science Core	3
Arts and Science Core	3
Physical Education 1113 — Test and Measurement in Physical Education	2
Physical Education 1211 — Sociological-Psychological Foundations in Physical Education	3
Approved Options	4
Elective	3
Total Credits	18

Semester 4	Credits
Arts and Science Core	3
Physical Education 1220 — Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1221 — Applied Anatomy and Kinesiology	4
Arts and Science Option	3
Elective	3
Total Credits	16
Total Credits for Graduation	67

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

2. ATHLETIC TRAINING AND CONDITIONING

This program is designed to develop an understanding and skill in the theoretical principles and applied practices of athletic training and conditioning in sport. Individuals will acquire skills to diagnose,

evaluate, treat and rehabilitate the injured athletes. Students will also study the protective and preventative measures needed in physical activity.

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Option Activity	2
Physical Education 1110 — Historical and Philosophical Survey	3
Physical Education 1112 — Fundamental Fitness	2
Physical Education 1224 — Human Anatomy	4
Total Credits	17

Semester 3	Credits
Arts and Science Core	3
Option Activity	2
Physical Education 1126 — Introduction to Coaching	3
Physical Education 1223 — Introductory Exercise Physiology	2
Physical Education 1280 — Supervised Practicum	2
Biology 1216 — Human Physiology	4
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Arts and Science Core	3
Option Activity	2
Physical Education 1113 — Test and Measurement in Physical Education	2
Physical Education 1211 — Sociological-Psychological Foundations in Physical Education	3
Physical Education 1220 — Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1221 — Applied Anatomy and Kinesiology	4
Total Credits	20

Semester 4	Credits
Option Activity	2
Physical Education 1213 — Advanced Fitness Testing	2
Physical Education 1219 — Physical Education Seminar	1
Physical Education 1222 — Sports Medicine Rehabilitation	3
Physical Education 1225 — Organization and Administration of Sport	3
Leisure Education 1265 — Adapted Physical Activities	3
Physical Education 1280 — Supervised Practicum	2
Total Credits	16
Total Credits for Graduation	69

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

3. AQUATIC ADMINISTRATOR

Prerequisite — R.L.S.S. Senior Resuscitation, Bronze Medallion and Bronze Cross. This is a two year instructional program for individuals wishing to be trained in the area of organization and administration of

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

aquatic programs. Students will acquire skills in aquatic activities, business administration, leadership, public relations, communications and program planning, evaluation and implementation.

Semester 1	Credits
English 1110 (see note below)	3
Physical Education 1110 — Historical and Philosophical Survey	3
Physical Education 1112 — Fundamental Fitness	2
Physical Education 1126 — Introduction to Coaching	3
Physical Education 1224 — Human Anatomy	4
Physical Education 1295 — R.L.S.S. and Red Cross Instructor Course	3
Total Credits	18

Semester 3	Credits
Arts and Science Core	3
Option	3
Option Activity	2
Physical Education 1220 — Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1280 — Supervised Practicum	2
Leisure Education 1240 — Recreation Skills III	3
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Arts and Science Core	3
Physical Education 1221 — Applied Anatomy and Kinesiology	4
Physical Education 1225 — Organization and Administration of Sport	3
Physical Education 1296 — Advanced Life Saving	3
Administration 1130 — Principles of Management	3
Total Credits	19

Semester 4	Credits
Arts and Science Core	3
Option Activity	3
Physical Education 1219 — Physical Education Seminar	1
Physical Education 1280 — Supervised Practicum	2
Leisure Education 1210 — Leisure Services Program Planning	3
Swimming Pool Operation (S.A.I.T. Term 2)	3
Total Credits	15
Total Credits for Graduation	68

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

4. COMMUNITY COACH

The community coaching program is designed to provide the student with specialized skills, knowledge and attitudes needed to plan, design and implement coaching activities at the community recreational level. The program is also designed to provide up-to-date training for

community coaches who wish to be upgraded for their techniques.

The student will acquire knowledge about various physical skills, teaching and coaching methods, training methods, and the biomechanics of sport.

Semester 1	Credits
English 1110 (see note below)	3
Option Activity	2
Option Activity	2
Physical Education 1110 — Historical and Philosophical Survey	3
Physical Education 1112 — Fundamental Fitness	2
Physical Education 1126 — Introduction to Coaching	3
Physical Education 1224 — Human Anatomy	4
Total Credits	19

Semester 3	Credits
Arts and Science Core	3
Option Activity	2
Option Activity	2
Physical Education 1223 — Introduction to Exercise Physiology	2
Physical Education 1225 — Organization and Administration of Sports	3
Physical Education 1280 — Supervised Practicum	2
Leisure Education 1265 — Adapted Physical Activities	3
Total Credits	17

Semester 2	Credits
Arts and Science Core	3
Option Activity	2
Physical Education 1211 — Sociological-Psychological Foundations in Physical Education	3
Physical Education 1220 — Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1221 — Applied Anatomy and Kinesiology	4
Leisure Education 1211 — Community Recreation III — Ideal Community or (Leisure Education 1243 — Recreation Administration)	2-3
Total Credits	16-18

Semester 4	Credits
Arts and Science Core	3
Arts and Science Core	3
Option Activity	2
Option Activity	2
Physical Education 1219 — Physical Education Seminar	1
Physical Education 1226 — Advanced Coaching	3
Physical Education 1280 — Supervised Practicum	2

Total Credits 16
Total Credits for Graduation 68-70

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

5. PHYSICAL FITNESS INSTRUCTOR AND EVALUATOR

The student will acquire the necessary specialized skills, knowledge and attitudes required to organize and instruct Physical Fitness classes, evaluate Physical Fitness levels, operate specialized laboratory

equipment, counsel individuals and groups about program design, and to establish and operate employee fitness programs in industry.

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Option Activity	2
Option Activity	2
Physical Education 1110 — Historical and Philosophical Survey	3
Physical Education 1112 — Fundamental Fitness	2
Physical Education 1224 — Anatomy	4
Total Credits	19

Semester 3	Credits
Arts and Science Core	3
Option Activity	2
Option Activity	3
Physical Education 1212 — Exercise Techniques	2
Physical Education 1223 — Introductory Exercise Physiology	2
Physical Education 1280 — Supervised Practicum	2
Total Credits	14

Semester 2	Credits
Arts and Science Core	3
Option Activity	2
Physical Education 1113 — Test and Measurement in Physical Fitness	2
Physical Education 1220 — Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1221 — Applied Anatomy and Kinesiology	4
Biology 1216 — Human Physiology	4
Total Credits	18

Semester 4	Credits
Arts and Science Core	3
Option Activity	2
Option	3
Physical Education 1211 — Sociological-Psychological Foundations in Physical Education	3
Physical Education 1213 — Advanced Fitness Testing	2
Physical Education 1214 — Advanced Fitness Techniques	2
Physical Education 1219 — Physical Education Seminar	1
Physical Education 1280 — Supervised Practicum	2
Total Credits	18
Total Credits for Graduation	69

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

PUBLIC ADMINISTRATION

DIPLOMA PROGRAM

55D

The rapidly expanding governments at the municipal, provincial and federal levels over the past few years have opened up many job opportunities for students wishing to pursue rewarding careers in the public service. Public Administration in Canada employs 1.5 million people.

Government jobs are no longer the low-paid humdrum variety of yesteryear, but well-paid, rewarding and challenging roles with potential for advancement.

While the first position for many graduates will be essentially a junior administrator, depending upon the individual's initiative and ability, the opportunities for career advancement are virtually unlimited — ultimately to clerk, department head, secretary-treasurer in a municipality and to administrative research, advisory and supervisory positions at the two senior levels. The opportunities for employment in such institutional organizations as school boards, hospitals and agencies should not be overlooked.

The objective of this program is to develop

the students administrative skills and knowledge for positions in the public service at the municipal, provincial and federal level, as well as institutional organizations i.e., hospitals, secondary school boards, etc.

The program of instruction is intentionally broad enough to incorporate specific administrative skills, and to introduce the student to Accounting and Personnel Administration as well as Political Science and Economics. This program offers pattern selections so that the student can be equipped with sufficient knowledge to meet the variety of opportunities offered in governmental and institutional service.

The programs outlined below are designed to prepare students for such administrative positions.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
English 1110 (see note below)	3	Arts and Science Core	3
Arts and Science Core	3	Administration 1170 — Personnel Administration	3
Administration 1130 — Principles of Management	3	Administration 1210 — Business Communications	3
Economics 2203 — Principles of Macroeconomics	3	Computing Science 1180 — Concepts and Operations, or (Secretarial Arts 1250 — Introduction to Business Data Processing)	3
Political Science 2221 — The Government and Politics of Canada	3	Political Science 1221 — Local Government and Administration	3
Total Credits	15	Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Administration 1120 — Principles of Accounting, or (Administration 1121 — Financial Accounting Concepts)	4
Administration 1273 — Labour Relations	3
Geography 1241 — Urban and Regional Planning, or Planning 1203 — Statutory Planning	3
Elective	3
Total Credits	16

Semester 4	Credits
Arts and Science Core	3
Administration 1276 — Organizational Behaviour	3
Approved Option	3
Approved Option	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	61

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas

and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CERTIFICATE PROGRAM

55E

The certificate program is under extensive review and revision. Please consult the

public administration co-ordinator, Administrative Studies Department, regarding the program's current status.

PUBLIC RELATIONS

DIPLOMA PROGRAM

58D

The Public Relations Program at Mount Royal College is designed to prepare students for direct employment in some phase of public relations. Students are given the theoretical basis for work and told how public relations techniques are put into operation. Students are also expected to undertake certain public relations projects and therefore learn by doing. These projects normally involve developing a complete public relations program for an organization or company. Students evaluate the existing situations, pinpoint problem areas, evaluate attitudes and effects, and design public relations programs to overcome the problems.

Students also take several journalism and broadcasting courses as well as their normal complement of public relations. Since most public relations employees are required to do news writing and editing, and work closely with persons employed by the entire news media, a thorough understanding of these areas is essential. Students also take a graphics course to aid in the understanding of good display and meaningful presentation of materials.

UNIVERSITY TRANSFER

There is no degree granting university program in Canada to which our public relations courses transfer. Students wishing to transfer to Canadian universities should consult with the academic advisor to ensure that the courses selected in other areas are transferable to the university of their choice. Students wishing a university degree are advised to major in economics, marketing or business administration after their two-year Public Relations Program.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over and have passed Typing 10 or the equivalent.

ADDITIONAL ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements, applicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the Public Relations Program. These screening procedures usually include compulsory attendance at a departmental orientation program and submission of a portfolio. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

Students wishing to enter any of the Communicating and Performing Arts Programs will be tested for basic reading and writing skills at orientation. Anyone scoring grade 12 and over will be given clear admittance into the program. Those scoring between grade 10 and 12 will be expected to support their program with appropriate workshops. Those scoring below the grade 10 level will be asked to consider a program whereby their basic communication skills will be upgraded. Upon successful completion of this upgrading, they may then apply for admission into the program.

LIMITED PROGRAM DEPOSIT

All students accepted into the Public Relations Program will be required to pay a \$50.00, non-refundable deposit within three weeks of notification of acceptance into the program.

CONTINUANCE IN THE PROGRAM

Students who fail to achieve at least a minimum of a C grade in any core course in the program will be disqualified from the program and will not be allowed to continue in the program in the subsequent semester. This grade requirements does not apply to English 1110, the four Arts and Science Core courses, and electives. Students who have been disqualified may apply for re-admission to the program and must repeat any core courses in which the C minimum was not met.

PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
English 1110 — (see note below) . . .	3	Arts and Science Core	3
Arts and Science Core	3	Communications 1212 — General Reporting	3
Communications 1120 — Introduction to Journalism	3	Relations Broadcasting (Television)	3
Communications 1130 — Public Relations, Broadcasting (Radio) . .	3	Communications 1250 — Graphics for Public Relations . . .	3
Communications 1161 — Introduction to Public Relations	3	Administration 1131 — Introduction to Business Administration . .	3
Total Credits	15	Total Credits	15

Semester 3	Credits	Semester 4	Credits
English 1217 — Creative Writing . .	3	Arts and Science Core	3
Arts and Science Core	3	Communications 1141 — Introduction to Photo-Journalism . .	3
Communications 1220 — Editing . .	3	Communications 1261 — Public Relations Methods	3
Communications 1260 — Public Relations Analysis	3	Administration 1150 — Marketing Management	3
Speech 1110 — Fundamentals	3	*Electives	6
Total Credits	15	Total Credits	18
		Total Credits for Graduation	63

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

REHABILITATION SERVICES

DIPLOMA PROGRAM

72D

Mentally and physically handicapped people can function outside institutions. A gradual change in public attitudes and new developments in the behavioral sciences have helped us realize this. But it takes qualified workers creating an environment of emotional and social support to make this transition from the institution to the community possible. A new group of social service workers, called rehabilitation counsellors, is being educated for this purpose.

Rehabilitation counsellors work for a variety of private and government agencies dealing with the mentally retarded and physically disabled. They are responsible for the supervision, training and education of clients under their care. Usually on shift-work, counsellors help the disabled cope with daily activities that include everything from brushing their teeth to riding the bus. Working with supervision and/or professional consultation from doctors, psychologists, etc., rehabilitation counsellors are part of a team that is responsible for the living arrangements and the occupational, social and recrea-

tional needs of the disabled.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

Mount Royal College accepts a limited number of applicants for Rehabilitation Services on a "first-come, first-served" basis. Preference is given to applicants with previous experience within a rehabilitation setting. All applicants must provide proof that they have ten to twelve hours of volunteer experience in an agency dealing with either physically handicapped or mentally retarded people. Applicants are also required to attend an orientation session that is held each spring.

LIMITED PROGRAM DEPOSIT

All students accepted into the Rehabilitation Services Program will be required to pay a \$50, non-refundable deposit within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Arts and Science Core	3
Rehabilitation Services 1110 — History, Systems and Resources of Rehabilitation	2
Rehabilitation Services 1160 — Field Work	1
Allied Health 1111 — General Health Care	2
Leisure Education 1261 — Survey of Disabling Conditions	3
Psychology 1111 — Contem- porary Topics in Psychology	3
Total Credits	20

Semester 2	Credits
Rehabilitation Services 1112 — Residential/Vocational Programs	2
Rehabilitation Services 1120 — Observation, Social Education and Programming in Rehabilitation Services	6
Rehabilitation Services 1261 — Field Work	6
Psychology 1210 — Develop- mental Psychology I	3
Total Credits	17

Semester 3	Credits
Rehabilitation Services 1210 — Relationship and Counselling Skills	3
Rehabilitation Services 1221 — Rehabilitation Programs	6
Rehabilitation Services 1262 — Field Work	6
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Arts and Science Core	3
Rehabilitation Services 1213 — Recreation/Leisure Programs	2
Rehabilitation Services 1240 — Age-Specific Skills	2
Psychology 1211 — Developmental Psychology II	3
Sociology 1212 — The Family, or Interdisciplinary Studies 1211 — The Family	3
Total Credits	16
Total Credits for Graduation	68

Note: Restrictions and Interpretations

English 1110 — Any higher-number English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

CERTIFICATE PROGRAM

A one-year Certificate Program in Rehabilitation Services is also offered. The certificate program is equivalent to the first year of the diploma program.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

Mount Royal College accepts a limited number of applicants for Rehabilitation Services on a "first-come, first-served"

basis. Preference is given to applicants with previous experience within a rehabilitation setting. All applicants must provide proof that they have ten to twelve hours of volunteer experience in an agency dealing with either physically handicapped or mentally retarded people. Applicants are also required to attend an orientation session that is held each spring.

LIMITED PROGRAM DEPOSIT

All students accepted into the Rehabilitation Services Program will be required to pay a \$50.00, non-refundable deposit within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
English 1110 (see note below)	3	Rehabilitation Services 1112 — Residential/Vocational Programs	2
Arts and Science Core	3	Rehabilitation Services 1120 — Observation, Social Education and Programming in Rehabilitation Services	6
Arts and Science Core	3	Rehabilitation Services 1261 — Field Work	6
Rehabilitation Services 1110 — History, Systems and Resources of Rehabilitation	2	Psychology 1210 — Develop- mental Psychology I	3
Rehabilitation Services 1160 — Field Work	1		
Allied Health 1111 — General Health Care	2		
Leisure Education 1261 — Sur- vey of Disabling Conditions	3		
Psychology 1111 — Contem- porary Issues in Psychology	3		
Total Credits	20	Total Credits	17
		Total Credits for Graduation	37

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

SECRETARIAL ARTS

DIPLOMA PROGRAM

02D

The Secretarial Arts Two-Year Program is designed to provide a general education as well as training that prepares a student for a position as a competent secretary. The program provides courses in Liberal Arts, develops secretarial skills to a high level of speed and efficiency, and provides on-the-job training through secretarial internship.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

All students entering this program whose native language is other than English must complete a battery of tests covering oral and written communications.

ARTICULATION ARRANGEMENT

The Secretarial Arts Department of Mount Royal College has inaugurated an articulation arrangement whereby Alberta High School students who have a business education background may apply for advanced credit in the secretarial programs of the College. To qualify for articulation privileges, a student must:

1. Make formal application to the Registrar of the College for regular admission to the College.
2. Make formal application to the Chairman, Secretarial Arts Department, for permission to write the articulation examinations at least four (4) weeks prior to the commencement of each semester.
3. Write a battery of articulation examinations (these examinations will be prepared and administered by the instructors of the Secretarial Arts Department and will be designed to test the student's background, knowledge and skill competency in a given subject area to ensure that the student is capable of working at a level equivalent to that expected of students who have completed an established Mount Royal College introductory course).

4. Pay the articulation examination fee of \$25 for the battery of tests, which will cover the preparation of the examinations, the invigilation, and the marking of the papers. Payment of this fee must be made prior to the writing of these examinations.

A student will be permitted to write the articulation examinations not more than twice.

The candidate may apply for permission to write the articulation examinations in no fewer than three (3) Mount Royal College introductory level courses and not more than five (5) Mount Royal College introductory level courses. Initially, articulation examinations will be given in the following subject areas:

Accounting
Business Machines
Introduction to Business
Shorthand Theory
Typing

The final grade that will be given for introductory level course advance credit will be the same grade as that earned by the student in the more advanced course taken at Mount Royal College.

QUALIFICATIONS FOR MRC ARTICULATION CANDIDACY

It is suggested that students applying for articulation with the Secretarial Arts Department of Mount Royal College should have:

1. An Alberta High School Diploma.
2. A minimum of twenty-five Alberta High School credits earned in the Business Education area. These credits may have been earned in the following subjects:

Accounting — 10, 20, 30
Business Foundations — 10, 30
Business Fundamentals — 10
Business Machines — 30
Data Processing — 20
Computing Science — 30
Business Organization and Management — 30
Clerical Practice — 20

Office Practice — 30
 Record Keeping — 10
 Shorthand — 20, 30, 31
 Typewriting — 20, 30

3. A minimum final grade in these courses of "C" or 50%.
4. An average final grade in the selected Business Education courses of "B" or 65%.

PATTERN OF COURSE SELECTION

Semester 1	Credits
Arts and Science Core	3
Secretarial Arts 1112 — Elementary Typewriting, or (Secretarial Arts 1212 — Intermediate Typewriting)	4
Secretarial Arts 1120 — Introductory Word Processing	3
Secretarial Arts 1136 — Beginning Shorthand	3
Secretarial Arts 1150 — Introduction to Accounting	3
Secretarial Arts 1172 — Introduction to Business for Secretaries	3
Total Credits	19

Semester 3	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Secretarial Arts 1121 — Word Processing Text Preparation and Report Writing	3
Secretarial Arts 1224 — Advanced Typewriting	4
Secretarial Arts 1272 — Secretarial Practices	3
Total Credits	16

Semester 2	Credits
Arts and Science Core	3
Secretarial Arts 1160 — Business Machines	3
Secretarial Arts 1212 — Intermediate Typewriting, or (Secretarial Arts 1224 — Advanced Typewriting)	4
Secretarial Arts 1215 — Accounting	3
Secretarial Arts 1236 — Intermediate Shorthand	3
Total Credits	16

Semester 4	Credits
Arts and Science Core	3
Secretarial Arts 1240 — Dictation and Transcription	3
Secretarial Arts 1273 — Secretarial Internship	3
*Electives	6
Total Credits	15
Total Credits for Graduation	64-66

*The Department suggests that strong emphasis be placed on Secretarial Arts 1250 and 1251 as an elective choice.

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at

least one course from each of any four of the seven Arts and Science Core areas and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ARTS AND SCIENCE WITH A MAJOR IN SECRETARIAL ARTS

02T

Students seeking a university degree may be advised to select an Arts and Science Diploma with a major in Secretarial Arts. To obtain maximum transfer credit, courses should be selected in close consultation with the student's Departmental

Advisor.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Secretarial Arts 1112 — Elementary Typewriting	4
Secretarial Arts 1172 — Intro- duction to Business for Secretaries . . .	3
Arts and Science Option	3
Total Credits	16

Semester 3	Credits
Arts and Science Core	3
Secretarial Arts 1150 — Introduction to Accounting	3
Secretarial Arts 1160 — Business Machines	3
Arts and Science Option	3
Arts and Science Option	3
Elective	3
Total Credits	18

Semester 2	Credits
Arts and Science Core	3
Secretarial Arts 1120 — Introductory Word Processing	3
Secretarial Arts 1212 — Intermediate Typewriting	4
Arts and Science Option	3
Elective	3
Total Credits	16

Semester 4	Credits
Arts and Science Core	3
Secretarial Arts 1136 — Beginning Shorthand	3
Secretarial Arts 1272 — Secretarial Practices	3
Arts and Science Option	3
Elective	3
Total Credits	15
Total Credits for Graduation	65

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

STENOGRAPHERS

CERTIFICATE PROGRAM

67E

The stenographic program is designed for students who seek positions as stenographers, that is, as employees who are competent in shorthand and transcribing from dictating equipment and in performing related duties. It is possible that students will wish to continue their studies after the first year, gaining additional proficiency by enrolling in advanced courses that are

offered in the Department.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

All students entering this program whose native language is other than English must complete a battery of tests covering oral and written communications.

PATTERN OF COURSE SELECTION

Semester 1	Credits
Secretarial Arts 1112 — Elementary Typewriting, or (Secretarial Arts 1212 — Intermediate Typewriting)	4
Secretarial Arts 1120 — Intro- ductory Word Processing	3
Secretarial Arts 1136 — Beginning Shorthand	3
Secretarial Arts 1150 — Introduction to Accounting	3
Secretarial Arts 1160 — Business Machines	3
Secretarial Arts 1172 — Introduction to Business for Secretaries	3
Total Credits	19

Semester 2	Credits
Secretarial Arts 1121 — Word Processing Text Preparation	3
Secretarial Arts 1212 — Intermediate Typewriting, or (Secretarial Arts 1224 — Advanced Typewriting)	4
Secretarial Arts 1215 — Accounting	3
Secretarial Arts 1236 — Intermediate Shorthand	3
Secretarial Arts 1272 — Secretarial Practices	3
Total Credits	16
Total Credits for Graduation	35

Students who have had courses that would equal the requirements of the outlined

program for certification should take an elective instead of repeating the work.

SOCIAL WORK PROGRAMS

SOCIAL WORK PROGRAMS INCLUDE:

1. Certificate, Youth Services (formerly Residential Child Care) — 1 year
2. Diploma, Social Service Careers — 2 years
3. Diploma, Arts and Science, Applied Social Science — 2 years.

The Applied Social Sciences program is

designed for students planning to continue on to a university degree. This program differs from the Social Service Careers program in that the student in Applied Social Sciences does not complete a field work component (weekly work in an agency).

YOUTH SERVICES CERTIFICATE PROGRAM

Note: This one-year program may be discontinued after 1979 and a two-year diploma program may be offered in its place.

57E

This one year program, combining classroom and field experience prepares graduates for employment as child care workers in a variety of residential settings including receiving homes, treatment centres, group homes and Indian residential schools. The program develops student initiative and skills to work effectively with school-age children in residence, and suggests methods of assisting the child to function in other environments including the family or foster family. Graduates may continue in the second year of Social Service Careers if the Arts and Science Core course requirements are met.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

Mount Royal College accepts a limited number of applicants into the Youth Services Program.

Applicants are expected to submit biographical information and letters of reference. Applicants are encouraged to discuss the program with the academic advisor at the College before registering if at all possible.

LIMITED PROGRAM DEPOSIT

All students accepted into the program will be required to pay a \$50, non-refundable deposit, within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Social Work 1110 —	
Emotional Growth	3
Social Work 1114 —	
Social Work Process	6
Social Work 1180 —	
Field Work	4
Leisure Education 1133 —	
Recreational Skills I	3
Total Credits	19

Semester 2	Credits
Social Work 1211 —	
Emotional Maturity	3
Social Work 1215 —	
Social Service Methods	6
Social Work 1281 —	
Field Work	4
Leisure Education 1233 —	
Recreation Skills II	3
Total Credits	16
Total Credits for Graduation	35

Note: Social Work 1180 and 1281 are open only to those students who are taking the other courses listed above concurrently, or who have already completed them.

Experienced child care workers admitted to the program may be offered advanced credit for field work upon applying to the

Program Coordinator, Youth Services.

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

SOCIAL SERVICE CAREERS DIPLOMA PROGRAMS

56D

This is a two year program which combines a knowledge of the humanities and behavioral sciences, an understanding of social work theory and philosophy, and the development of practical skills in the College with field-work experience. Students are prepared for employment in a broad range of private health, welfare and social agencies, as well as provincial, municipal and civic social service, health and welfare agencies. The program prepares students to provide counsel, guidance, emotional support, rehabilitative services and material aid.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

Mount Royal College accepts a limited number of applicants into the Social Service Careers Program. Applicants may be screened to ensure they have a realistic chance for success in the program.

In the second year, the number of students accepted may be limited by the number of field work (practice in agencies) placements available. Students will be expected to compete for these opportunities in a variety of ways, including academic performance and volunteer community service. All students registering in this program must do so in consultation with a program advisor.

LIMITED PROGRAM DEPOSIT

All students accepted into the program will be required to pay a \$50 non-refundable deposit, within three weeks of notification of acceptance into the program.

PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
Arts and Science Core	3	English 1110 (see note below)	3
Arts and Science Core	3	Arts and Science Core	3
Arts and Science Core (Social Work 1110 advised)	3	Social Work 1211 —	
Social Work 1114 —		Emotional Maturity	3
Social Work Process	6	Social Work 1215 —	
Social Work 1184 — Field Work ...	2	Social Service Methods	6
Elective	3	Social Work 1285 — Field Work ...	2
Total Credits	20	Elective	3
		Total Credits	20

Note: Social Work 1184 and 1285 are open only to students who are taking the other Social Work first and second semester

courses concurrently or who have already completed them.

Semester 3	Credits
Social Work 1212 — Relationship Adjustments	3
Social Work 1213 — Understanding and Working with Abnormal Behavior	3
Social Work 1216 — Social Service Process	3
Social Work 1218 — Social Service Techniques	3
Total Credits	12

Semester 4	Credits
Social Work 1217 — Social Service Process	3
Social Work 1219 — Social Service Techniques	3
Social Work 1294 — Social Service Field Work — Advanced	4
Social Work 1295 — Social Service Field Work — Advanced	4
Total Credits	14
Total Credits for Graduation	66

Note: Social Work 1294, 1295 are open only to students who are taking all of the other social work courses concurrently or who have already completed them.

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science core — These requirements must be fulfilled by presenting at

least one course from each of any four of the seven Arts and Science Core areas and by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ARTS AND SCIENCE WITH A MAJOR IN APPLIED SOCIAL SCIENCES

05T

The Applied Social Science Program is designed to give social science students pursuing a university degree a broad background in the application of social science theory in a variety of human service settings. By concentrating learning, in addition to Arts and Science courses, in the fields of Youth Services or Social Services, students gain a sense of the possibilities for practical application of theoretical material.

The Applied Social Science Program is intended for students who wish to pursue social work courses without doing the practical work in the field. The academic social work courses are exactly similar to those in the social service careers program described above. In place of the field work, students will select other courses.

This program is an alternative to the "Careers Program" and is designed for students who either cannot or do not wish to practice in a social service setting at this time, or who are interested in taking additional courses that could be transfer-

red to various university degree programs.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

As a limited number of students are accepted into this program, applicants may be screened to ensure that they have a realistic chance for success in the program.

LIMITED PROGRAM DEPOSIT

All students accepted into Applied Social Sciences will be required to pay a \$50, non-refundable deposit. Within three weeks of notification of acceptance into the program.

REGISTRATION PROCEDURES

All students registering in this program must do so in consultation with a program advisor.

PATTERN OF COURSE SELECTION

Semester 1	Credits
Arts and Science Core	3
Arts and Science Core (Social Work 1110 advised)	3
Social Work 1114 — Social Work Process	6
Arts and Science Option	3
Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Social Work 1216 — Social Service Process	3
Social Work 1218 — Social Service Techniques	3
Arts and Science Option	3
Elective	3
Elective	3
Total Credits	18

Semester 2	Credits
English 1110 (see note below)	3
Social Work 1211 — Emotional Maturity	3
Social Work 1215 — Social Service Methods	6
Arts and Science Option	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Social Work 1217 — Social Service Process	3
Social Work 1219 — Social Service Techniques	3
Arts and Science Option	3
Arts and Science Option	3
Elective	3
Total Credits	18
Total Credits for Graduation	66

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

SPEECH

(Voice Production and Oral Interpretation)

DIPLOMA PROGRAMS

68D

This course is designed for prospective private speech teachers. Employment is limited, for, at present, speech is not taught as a subject in any Canadian school system with the exception of Mount Royal College. It is taught in private and group lessons similar to the teaching of music. The motivated teacher can earn a good living and contribute much to a community.

This course gives the student two years applicable to the Mount Royal College Conservatory of Speech three-year program where the student prepares for examinations leading to teachers diplomas from Mount Royal College, The Royal Conservatory of Toronto and Trinity College, London.

It also provides transfer privileges to four year programs in selected American universities offering degrees in speech production and oral interpretation, as well as speech therapy.

Students are advised that no Canadian university offers a degree program in speech production and oral interpretation. This program is not transferable to Canadian institutions offering degrees in Speech Therapy.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have

left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

All applicants will be required to attend an orientation day.

Students wishing to enter any of the Communicating and Performing Arts programs will be tested for basic reading and writing skills on orientation day. Anyone scoring grade 12 and over will be given clear admittance into the program. Those scoring between grade 10 and 12 will be expected to support their program with appropriate workshops. Those scoring below the grade 10 level will be asked to consider a program whereby their basic communication skills will be upgraded. Upon successful completion the student may then apply for admission into the program.

CONTINUANCE IN THE PROGRAM

Students who fail to achieve at least a minimum of a C grade in any core course in the program and will not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1110, the Four Arts and Science Core courses and electives. Students who have been disqualified may apply for re-admission to the program and must repeat any core courses in which the C minimum was not met.

PATTERN OF COURSE SELECTION

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Speech 1110 — Fundamentals	3
Speech 1111 — Oral Interpretation I	3
Drama 1112 — Introduction to Acting	3
Total Credits	15

Semester 2	Credits
English 1111 — Introduction to Literary Forms	3
Arts and Science Core	3
Speech 1211 — Oral Interpretation II	3
Speech 1212 — Effective Speaking	3
Drama 1213 — Fundamentals of Characterization	3
Total Credits	15

Semester 3	Credits
English 1210 — English Literature to the Eighteenth Century	3
Arts and Science Core	3
Speech 1220 — Reader's Theatre I	3
Drama 1216 — Early Theatre	3
Linguistics 1210 — The Nature of Language I	3
Elective	3
Total Credits	18

Semester 4	Credits
English 1211 — English Literature from the Eighteenth Century to the Present	3
Arts and Science Core	3
Speech 1221 — Reader's Theatre II	3
Speech 1223 — Speech Science	3
Drama 1217 — Modern Theatre	3
Elective	3
Total Credits	18
Total Credits for Graduation	66

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

ARTS AND SCIENCE WITH A MAJOR IN SPEECH

68T

Students seeking a university degree are advised to take the diploma which is transferable to selected universities in the United States. There are no degree programs in speech in Canada with the exception of speech therapy. The Mount Royal speech courses are not transferable to these programs.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

All applicants will be required to attend an orientation day.

Students wishing to enter any of the Communicating and Performing Arts programs will be tested for basic reading and writing skills on orientation day. Anyone scoring grade 12 and over will be given clear admittance into the program. Those scoring between grade 10 and 12 will be expected to support their program with appropriate workshops. Those scoring below the grade 10 level will be asked to consider a program whereby their basic communication skills will be upgraded. Upon successful completion the student may then apply for admission into the program.

TYPICAL PATTERN OF COURSE SELECTION

Semester 2	Credits
Arts and Science Core	3
Arts and Science Option	3
Arts and Science Option	3
Approved Option	3
Elective	3
Total Credits	15

Semester 1	Credits
English 1110 (see note below)	3
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15
Total Minimum Credits for Graduation	60

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

THEATRE ARTS

DIPLOMA PROGRAM

ARTS AND SCIENCE WITH A MAJOR IN DRAMA

27T

There is an increasing interest in theatre arts throughout Canada. More professional theatre companies are being formed, educational drama has become a part of most school curriculae, and a surge of nationalism is being experienced through the increased interest in Canadian plays. Also television and film companies, both Canadian and foreign, have discovered Canadian actors and technicians.

Mount Royal College offers students diverse opportunities for education in theatre arts. Students may take one or two years preparatory for audition with the National Theatre School, Banff Centre School of Fine Arts, Professional schools in Vancouver or Victoria or the University of Alberta. Mount Royal College drama courses are transferable to the University of Calgary and other leading universities in Canada and the United States.

Degree requirements vary from university to university. Students should consult the Academic Advisor in Theatre Arts who will assist in planning a program to conform with the requirements of the chosen university.

ADMISSION REQUIREMENTS

Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or over.

ADDITIONAL ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements, applicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the program.

These screening procedures usually in-

clude compulsory attendance at a departmental orientation program and submission of a portfolio. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

Students wishing to enter any of the Communicating and Performing Arts Programs will be tested for basic reading and writing skills on orientation day. Anyone scoring grade 12 and over will be given clear admittance into the program. Those scoring between grade 10 and 12 will be expected to support their program with appropriate workshops. Those scoring below the grade 10 level will be asked to consider a program whereby their basic communication skills will be upgraded. Upon successful completion of this upgrading, they may then apply for admission into the program.

LIMITED PROGRAM DEPOSIT

All students accepted into the program will be required to pay a \$50.00, non-refundable deposit within three weeks of notification of acceptance into the program.

CONTINUANCE IN THE PROGRAM

Students who fail to achieve at least a minimum of a C grade in any core course in the program will be disqualified from the program and will not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1110, the four Arts and Science Core courses, and electives. Students who have been disqualified may apply for re-admission to the program and must repeat any core courses in which the C minimum was not met.

POSSIBLE PATTERN OF COURSE SELECTION

Semester 1	Credits	Semester 2	Credits
English 1110 (see note below)	3	Drama 1213 — Fundamentals of Characterization	3
Drama 1112 — Introduction to Acting	3	Drama 1215 — Creative Movement	3
Drama 1114 — Introduction to Creative Movement for Actors	3	Drama 1221 — Stagecraft II	3
Drama 1120 — Stagecraft I	3	Speech 1211 — Oral Interpretation II	3
Speech 1111 — Oral Interpretation I	3	Elective	3
Total Credits	15	Total Credits	15

Semester 3	Credits
Arts and Science Core	3
Arts and Science Core	3
Drama 1216 — Early Theatre	3
Drama 1222 — Fundamentals of Stage Directing	3
Drama 1224 — Advanced Acting ..	3
Total Credits	15

Semester 4	Credits
Arts and Science Core	3
Arts and Science Core	3
Drama 1217 — Modern Theatre ...	3
Elective	3
Elective	3
Total Credits	15
Total Credits for Graduation	60

Note: Restrictions and Interpretations

English 1110 — Any higher-numbered English course may be substituted for English 1110 with the written recommendation of the Language Arts Department.

Arts and Science Core — These requirements must be fulfilled by presenting at least one course from each of any four of the seven Arts and Science Core areas and

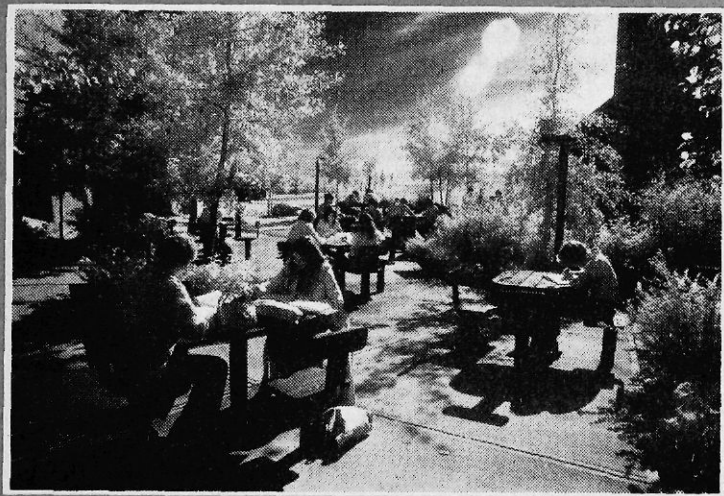
by satisfying the additional restrictions noted under "Graduation Requirements, Diploma Programs".

Approved Options — These courses must be approved by the appropriate program advisor.

Electives — While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

THEATRE ARTS COURSES

See "Drama" in the section entitled "College Courses".



college courses

MOUNT ROYAL COLLEGE COURSES

COURSE DESCRIPTIONS

Mount Royal College reserves the right to make changes in the information stated in this Calendar without prior notice.

HOW TO INTERPRET A COURSE DESCRIPTION

SAMPLE

1. CHEM 1210 — Principles of Chemistry I

2. 6 hours instruction (including lab)

3. 4 credits — (UT)

4. Fall and Spring

5. Topics include: an introduction to the behavior and properties of gases, liquids and solids; phase transformation and phase rule; ideal gases and real gases; equations of state and their applications; simple kinetic theory; vapor pressure; transport properties of gases and liquids.

6. Prerequisite: Chemistry 1180 or equivalent.

1. Subject Abbreviation (CHEM), Course Number (1210), and Short Title of the Course (Principles of Chemistry I).

The full name for a subject abbreviation is shown at the beginning of that subject group.

Courses are numbered according to the following system. (Restrictions and interpretations are detailed in the section entitled "College Programs — Graduation Requirements"):

0000-0999 Preparatory Courses.

Carry credit but are not counted towards a diploma or certificate or the grade point average.

1000-1099 Preparatory Courses.

Carry credit towards a diploma or certificate.

1010 — Courses equivalent to Alberta high school courses at the "10 level"

1020 — Courses equivalent to Alberta high school courses at the "20 level"

1030 — Courses equivalent to Alberta high school courses at the "30 level"

1031 — Courses equivalent to Alberta high school courses at the "31 level"

1100-1199 Introductory Courses.

1200-1299 Advanced courses requiring previous college-level work.

1300-1399 Senior courses requiring advanced-level college work.

2000-2299 Junior-level University of Calgary courses offered at Mount Royal College.

2300-2399 Senior-level University of Calgary courses offered at Mount Royal College.

2. Hours and Type of Instruction

(6 hours instruction, including lab).

Unless otherwise stated, the number of hours indicates hours of instruction each week. Courses normally run 15 weeks (excluding the examination time) each Fall and Spring Semester and 6 weeks during Summer Session. Therefore, this sample course involves a total of 90 hours of instruction.

Instruction at Mount Royal College is made up of lectures, tutorials, laboratory sessions and guided independent study. Any course may use one or all of these different methods of instruction.

3. Credit Value (4 credits) and University Transfer Designator (UT).

A credit is a number assigned to the "amount of learning" students receive through a combination of lectures, tutorials, seminars, labs, etc. In some courses, 1 credit may equal one hour of class time per week. A specific number of credits are required to complete each diploma or certificate program the College offers.

Courses with a "UT" beside the credits are courses which are accepted under certain conditions for transfer to some or all of the Alberta universities. For further information, consult the **Provincial Transfer Guide**, available at the Office of the Registrar.

4. Semester Indicator (Fall and Spring)

Courses will normally be offered in the semester indicated but may not necessarily be offered in each year.

5. Course Description (Topics include: ... and liquids).

This is a brief description of the topics to be covered in the course. A more detailed description, called a "Course Outline" or "Syllabus" is usually handed out the first day of classes.

6. Special Notes (Prerequisite).

Prerequisites are courses that must be completed before taking certain courses. Corequisites are courses that must be taken at the same time as certain courses. Recommended preparation refers to courses that should be completed before taking certain courses.

Other special notes about extra fees, special restrictions, etc., are usually noted after the course description.

ADMINISTRATION (ADMN)

ADMN 1115 — Public Relations

3 hours instruction

(3 credits)

Fall or Spring

A study of techniques of contemporary Public Relations. It covers the origins, environment and the process from fact-finding, planning, programming, action and communication to evaluation. All the various publics are examined along with a look at the practice of the profession.

ADMN 1120 — Principles of Accounting

5 hours instruction

(including lab)

(4 credits - UT)

Fall or Spring

An introduction to basic accounting principles and practices. Includes books of account and financial statements; merchandise accounting; internal control procedures; specialized journals and ledgers; cash; accounts receivable; inventories; plant and equipment. Emphasizes using accounting data as a management tool.

ADMN 1121 — Financial Accounting Concepts

5 hours instruction

(including lab)

(4 credits - UT)

Fall and Spring

A conceptual approach to financial accounting. An introduction to the needs and uses of accounting information. Emphasizes differences between proprietorships, partnerships, and corporation and the analysis of financial statements for each. Procedural considerations of accounting are introduced after students have an appreciation of the content of financial statements.

Note: Students considering transferring should select Administration 1121. Credit will not be granted for both Administration 1120 and Administration 1121.

ADMN 1130 — Principles of Management

3 hours instruction

(3 credits - UT)

Fall or Spring

An introduction to the five areas of management: planning, organizing, staffing, directing and controlling as they are utilized to establish an environment for effective operation of organized groups.

ADMIN 1131 — Introduction to Business Administration

3 hours instruction

(3 credits - UT)

Fall and Spring

Emphasizes understanding the modern business firm's operations. Analyzes how the organization manages its product creation, production, marketing, task structuring, staffing and accounting functions. Explores the affect and effect of

business in its many environments: natural, technological, social and political. Stresses personal decision-making skill development by utilizing the case discussion method.

Note: Restricted enrollment for Business Administration students. See Administrative Studies Advisor for details.

ADMN 1136 — Principles of Property Management

3 hours instruction

(3 credits)

Fall or Spring

Provides working knowledge of real estate management fundamentals; tenant selection; credit and collections; setting store rentals; maintenance programs and record keeping.

ADMN 1146 — Transportation

3 hours instruction

(3 credits)

Fall or Spring

Covers a development of major transportation systems and their marketing function in the North American Economy as an integral part of the physical distribution process. Particular emphasis is placed upon Canada's air, land, rail and sea transportation economics.

ADMN 1150 — Marketing Management

3 hours instruction

(3 credits - UT)

Fall and Spring

Analyzes market problem solving and decision-making techniques; marketing concepts; consumer behaviour; product planning; promotion; channels of distribution; marketing institutions; pricing; advertising; and marketing policies and problems.

ADMN 1153 — Retail Merchandising Management

3 hours instruction

(3 credits)

Fall or Spring

Analytical and comprehensive study of retailing field so that students can absorb a company sales training program with maximum advantage in minimum time.

ADMN 1154 — Professional Salesmanship

3 hours instruction

(3 credits)

Fall or Spring

Provides better understanding of the sales process: prospecting, presenting, meeting objections, closing. Experientially emphasizes practical communication skills: listening, empathizing, transmitting a clear, complete message. Includes optional selling project in which theory is implemented.

ADMN 1156 — Advertising and Sales Promotion

3 hours instruction

(3 credits)

Fall or Spring

A study of modern advertising and promotion techniques. Involved is the planning and development of campaigns from budget allocation, research, creative and media selection strategies to evaluation methods.

ADMN 1160 — Business Mathematics and Statistics

3 hours instruction
(including lab)
(3 credits)
Fall or Spring

A preparatory course in the fundamental concepts of business mathematics and statistics. Course content includes arithmetic and algebraic operations; probability; descriptive statistics; topics of mathematics and long-term investments - compound interest and annuities, bonds; depreciation; depletion and capitalization.

ADMN 1170 — Personnel Administration

3 hours instruction
(3 credits - UT)
Fall or Spring

An introductory course in personnel and human resource administration. In addition to the functional areas of personnel administration, the student will study the factors effecting the management of an organization's human resources.

ADMN 1180 — INSURANCE — Principles and Practices of Insurance
(formerly INSR 1110)

3 hours instruction
(2 credits)
Fall or Spring

Introducing the insurance business: the organization and operation of insurance; law; basic documents - applications, binders and policies; from application to expiry; reinsurance; Federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

ADMN 1181 — INSURANCE — General Insurance Essentials Part I
(formerly INSR 1120)

2 hours instruction
(2 credits)
Fall or Spring

An introduction to the insurance company and agency operations. Topics include: automobile insurance; personal lines fire insurance; and insurance law and government controls.

Essential course for students continuing with Insurance Institute of Canada courses at the College.

ADMN 1182 — INSURANCE — General Insurance Essentials Part II
(formerly INSR 1121)

2 hours instruction
(2 credits)
Fall or Spring

A continuation of Administration 1181.

ADMN 1183 — INSURANCE — Principles of Life Insurance
(Insurance on the Person) Part I
(formerly INSR 1112)

2 hours instruction
(2 credits)
Fall or Spring

Includes a general study of the nature of modern life insurance, plans of life insurance, level premium systems, terms of the policy, legal aspects of life insurance, death and disability claims, health insurance, industrial insurance, group insurance and social security.

Co- or pre-requisite: Administration 1180.

ADMN 1210 — Business Communications

3 hours instruction
(3 credits)
Fall or Spring

Explores the joys and difficulties of communicating organizationally within the contemporary business firm. Emphasizes practical skill-building exercises in listening, empathy and self-disclosure which create better human relations between employees and management. Discusses how to achieve clarity, brevity, vividness, completeness and correctness in letters, memorandums and reports.

Recommended preparation: English 1110

ADMN 1220 — Financial Accounting

5 hours instruction
(including lab)
(4 credits - UT)
Fall or Spring

Focus is on the recording and reporting problems encountered in partnership accounting; the organization and operation of corporations; long term debt and investments; budgeting; managerial decisions; statement of change in financial position and analysis of financial statements.

Recommended preparation: Administration 1120 or 1121.

ADMN 1221 — Intermediate Accounting I

5 hours instruction
(including lab)
(4 credits)
Fall or Spring

An in-depth analysis of divergent viewpoints on accounting principles encountered in recording and reporting for assets and related income statement accounts.

Recommended preparation: Administration 1220.

ADMN 1222 — Intermediate Accounting II

5 hours instruction
(including lab)
(4 credits)
Fall or Spring

An in-depth analysis of accounting theory and principles encountered in connection with reporting debt or equity and their related income statement accounts. Includes current

theory concerning pensions, leases, tax allocation and price level accounting.

Recommended preparation: Administration 1220.

ADMN 1224 — Management Accounting

5 hours instruction

(including lab)

(4 credits - UT)

Fall or Spring

An introduction to the nature, scope and uses of managerial accounting. Topics include: quantitative management devices for selecting and attaining objectives; job and process costing; standard costs-variance analysis; break-even analysis; budgeting; and inventory planning and control.

Recommended preparation: Administration 1120 or 1121 and 1220.

ADMN 1226 — Petroleum Accounting

3 hours instruction

(3 credits - UT)

Fall or Spring

Accounting principles and practices associated with the exploration, development, production, transportation, and sale of oil and gas products.

Recommended preparation: Administration 1120 or its equivalent, Petroleum 1110.

ADMN 1227 — Managerial Finance

3 hours instruction

(3 credits - UT)

Fall or Spring

The functions, problems, and techniques of business finance. Topics include capital investment policies of the firm; capital budgeting; cost of capital; capital structure; valuation; and risk consideration.

Recommended preparation: Administration 1120, 1220, 1160.

ADMN 1228 — Personal Income Tax

3 hours instruction

(3 credits)

Fall or Spring

Canadian Income Tax Laws affecting proprietors; partnerships and salaried; taxation of capital gains; tax planning for individuals will be taught through problem-solving and preparation of personal tax returns.

ADMN 1229 — Corporate Income Tax

3 hours instruction

(3 credits)

Fall or Spring

Canadian Income Tax Laws affecting corporations, reviews the computation of income; taxable income; taxes payable; corporate distributions; and income tax planning. Problem solving and the preparation of a corporate tax return are the chief methods of instruction.

Recommended preparation: Administration 1120, 1220, 1228.

ADMN 1230 — Business Law

3 hours instruction

(3 credits - UT)

Fall or Spring

Law of contracts, assignments, trusts and negotiable instruments. Business transactions as the sale of goods and the formation of contracts of insurance, guarantee bailment, employment, and agency and basic concepts of tenancy, mortgaging, and the sale of land and buildings. Also covered are the Law of Torts, insurance and guarantees, principle and agent negotiable instruments, partnership, corporations and credit transactions.

ADMN 1234 — Business and Society

3 hours instruction

(3 credits - UT)

Fall or Spring

An interdisciplinary study of the basic, social, ethical and political concepts of business including an in-depth investigation of the role and relationships between business and its environment.

ADMN 1236 — Analysis and Management of Investment Property

3 hours instruction

(3 credits)

Fall or Spring

Study of typical financial problems when managing an income producing property. Analyzes the effects of percentage rent clauses and delves into mortgage participation clauses and their effect on the next return to the property.

Recommended preparation: Administration 1136.

ADMN 1250 — Marketing Analysis and Problem Solving

3 hours instruction

(3 credits)

Fall or Spring

A second level course offering a managerial orientation to marketing combined with the newer social and environmental concerns affecting marketing decisions today. Intensive study and discussions of current literature along with the investigation of an actual business situation. The research development, analysis management and control of marketing programs is the main objective.

Recommended preparation: Administration 1120 or 1121; 1130, 1150, 1160, 1220, 1258, or consent of Instructor.

ADMN 1251 — Principles of Buying (formerly ADMN 1151)

3 hours instruction

(3 credits)

Fall Only

The procurement function, determination and description of quality; price; quantity and its relationships; inventory management; sources selection; value analysis; and the buying image.

This course is in conjunction with The Purchasing Management Association of Canada. It is a 20 week, 60 hour course, offered over two semesters starting in the Fall. Tuition Fee is higher than a normal 3 credit course.

ADMN 1254 — Sales Management

3 hours instruction

(3 credits)

Fall or Spring

The techniques of marketing and promotion, the direction and organization of sales personnel, and the control of marketing costs. Through case method study students face the many business problems of an actual sales manager.

Recommended preparation: Administration 1130 and 1150.

ADMN 1258 — Marketing Research and Consumer Behaviour

3 hours instruction

(3 credits)

Fall or Spring

A study of marketing research techniques from planning the research study to design of questionnaires, collection and interpretation of data. Interspersed throughout will be studies on modern consumer behaviour concepts. An actual marketing research project will be required.

Recommended preparation: Administration 1150, 1160, 1130 or consent of Instructor.

ADMN 1260 — Systems and Procedures for Management

3 hours instruction

(3 credits - UT)

Fall or Spring

An investigation of problems and decision-making situations which confront the manager. Models and related quantitative techniques applicable to work scheduling; inventory management; production modelling; project evaluation; and profit optimization are emphasized.

Recommended preparation: Administration 1261.

ADMN 1261 — Applied Statistical Analysis

3 hours instruction

(3 credits)

Fall or Spring

Development of managerial research methods. Attention will be given to problems of data collection, sampling, hypothesis testing, regression and analysis of results, and time series analysis.

Recommended preparation: Administration 1160 or consent of instructor.

ADMN 1265 — Management Information Systems

3 hours instruction

(3 credits)

Fall or Spring

The principle techniques of designing and implementing successful computer based management information systems. Topics include: the role of information systems data; integrated data base; feasibility studies; human resource inventory systems; organizational impact; system analysis techniques; table and decision-making; application packages; information retrieval systems; controls and future trends.

Recommended preparation: Administration 1130, 1261 and Computing 1180.

ADMN 1269 — Administrative Simulation

2 hours instruction

(2 credits)

Fall or Spring

Computer oriented simulation in areas of finance, production, marketing and administration. Concepts of break-even analysis, forecasting, expected values and systems theories will be utilized.

Recommended preparation: Completion of Semesters 1 and 2.

ADMN 1273 — Labour Relations

3 hours instruction

(3 credits)

Fall or Spring

An examination of the industrial and labour relations system with emphasis on its role and relationship in society; labour unrest and industrial conflict, labour laws and dispute resolution techniques.

Recommended preparation: Administration 1170.

ADMN 1276 — Organizational Behaviour

3 hours instruction

(3 credits - UT)

Fall or Spring

An examination of the factors that influence the behaviour of people in organizations. Emphasis will be placed upon the application of theory through group interaction. Topics will include leadership, motivation, power, organizational structure and design, etc.

Recommended preparation: Administration 1130 or consent of the department.

ADMN 1278 — Policies for Human Resources

3 hours instruction

(3 credits)

Fall or Spring

This advanced course examines current theory and practice in the development of human resources. Emphasis will be upon acquiring practical skills in selection and recruitment. Other topics will include compensation systems, performance evaluation, and employee training and development.

Recommended preparation: Administration 1170.

ADMN 1281 — INSURANCE — Property Insurance Part I
(formerly INSR 1221)

2 hours instruction
(2 credits)
Fall or Spring

The Insurance Act as it pertains to property insurance. Topics include: basic fire policies, extended coverage endorsements, commercial and personal lines, and office procedures.

ADMN 1283 — INSURANCE — Principles of Life Insurance
(Insurance on the Person) Part II
(formerly INSR 1213)

2 hours instruction
(2 credits)
Fall or Spring

A continuation of Administration 1183.

Co- or pre-requisite: Administration 1180.

ADMN 1284 — INSURANCE — Property Insurance (Business Interruption)
(formerly INSR 1221)

3 hours instruction
(3 credits)
Fall or Spring

This course will complete the study of Property Insurance Coverages. The students will analyze financial statements and losses relative to the various types of business interruption coverages available in Canada.

ADMN 1285 — INSURANCE — Fire Hazards; Fire Prevention and Protection
(formerly INSR 1210)

3 hours instruction
(3 credits)
Fall or Spring

In this course the student examines the fire hazards of manufacturing and mercantile operations in conjunction with the methods of reducing or eliminating such hazards.

Co- or pre-requisite: Administration 1180.

ADMN 1287 — INSURANCE — Loss Adjustments and Claims Settlements
(formerly INSR 1215)

2 hours instruction
(2 credits)
Fall or Spring

An examination of the method and manner of claims investigation and loss settlement. Emphasis is placed on the practical aspects.

Co- or pre-requisite: Administration 1180.

ADMN 1289 — INSURANCE — Liability; Burglary and Fidelity Insurance
(formerly INSR 1130)

3 hours instruction
(3 credits)
Fall or Spring

Definitions, policy conditions; robbery insurance — interior messenger and paymaster robbery (hold up) policy; burglary insurance — safe burglary policy, mercantile stock burglary,

damage to buildings by burglary or robbery; theft insurance — church theft, residence theft; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket cover), lessor's cover (liability insurance); fidelity, forgery; package policies — comprehensive dishonesty, disappearance and destruction policy; office — store burglary and robbery; broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating claims.

ADMN 1290 — INSURANCE — Automobile Insurance
(formerly INSR 1203)

2 hours instruction
(2 credits)
Fall or Spring

An analysis of the automobile policy, the Automobile Insurance Act, rating procedures and claims handling.

ADMN 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

AIR FLIGHT TRAINING (AIRF)

AIRF 1100 — Theory of Flight and Navigation
(formerly AIRF 1110)

7 hours instruction
(3 credits)
Fall

Provides knowledge of basic aerodynamics, weight and balance, aircraft instruments, aircraft performance and navigation. It includes a number of hours dual and solo, in the laboratory depending on student's background.

Prerequisite: Selection for the program and passing of the MOT medical examination.

AIRF 1109 — Aviation Meteorology (Introductory) (formerly GEOG 1209)

5 hours instruction
(including lab)
(4 credits)
Spring

Covers the meteorology requirements for the Ministry of Transport Commercial Pilots licence; basic meteorology as it applies to aviation; and the ability to interpret weather information for pilots as supplied by Atmospheric Environment Services.

Prerequisite: Acceptance into the Aviation Program or instructor's permission.

AIRF 1111 — Commercial Pilot's Licence

7 hours instruction

(4 credits)

Spring

Designed to give students a knowledge of the material outlined in the Ministry of Transport's Study and Reference Guide for Commercial Pilot's Licence in the lectures and fifty flight hours, dual and solo, in the laboratory.

At the end of the semester all students will have passed the written examination for the Commercial Pilot's Licence and completed 110 hours of flight time.

Prerequisite: Air Flight Training 1100, and Air Flight Training 1109.

AIRF 1121 — Electronics

(formerly AIRF 1120)

2 hours instruction

(2 credits)

Fall

Provides students with an introduction to electronics. Emphasis will be placed on the fundamentals of electronics as applied to Avionics.

AIRF 1130 — Aircraft Engines (S.A.I.T.)

3 hours instruction

(3 credits)

Fall

Designed to give students a theoretical, practical and working knowledge of an aircraft piston engine and its ancillary controls. Students will also be introduced to the turbo prop and turbo jet engine.

AIRF 1202 — Multi-Engine Instrument Rating

5 hours instruction

(3 credits)

Fall

Designed to give students a knowledge of the material outlined in the Ministry of Transport's Study and Reference Guide for Instrument Rating in the lectures and eighty-seven hours, dual and solo, in the laboratory.

At the end of the semester all students will have received their Commercial Pilot's Licence, passed M.O.T. flight test for a multi-engine endorsement, passed the M.O.T. written examination for the Instrument Rating endorsement and completed 187 hours flight time.

Prerequisite: Air Flight Training 1120, Air Flight Training 1111.

AIRF 1205 — Advanced Operations and Performance, Navigation and Flight Planning

7 hours instruction

(3 credits)

Spring

Designed to give students an advanced knowledge of the operations, performance, navigation and flight planning of long-range, high-performance jet aircraft.

At the end of the semester all students will have received their Instrument Rating endorsement.

Prerequisite: Air Flight Training 1202, Air Flight Training 1220.

AIRF 1207 — Basic Survival

6 day course

(1 credit)

Spring

Prepares students to handle emergency situations in a Canadian winter. Includes field trips into mountainous regions.

AIRF 1209 — Aviation Meteorology (Advanced) (formerly GEOG 1209)

5 hours instruction

(including lab)

(4 credits)

Fall

Prepares students for the meteorological portion of the Instrument Flying test. Deals with practical flight planning problems, both low level and high level. Upon successful completion of the course students should have a good grounding in practical meteorological problems and be equipped to make correct decisions, on meteorological problems confronting an aircraft captain.

Prerequisite: Air Flight Training 1109.

AIRF 1210 — Aircraft Systems (S.A.I.T.)

3 hours instruction

(3 credits)

Spring

Designed to give students a theoretical and working knowledge of aircraft hydraulic, pneumatic electric, pressurization, oxygen, fire and ice protection systems.

Prerequisite: Air Flight Training 1220.

AIRF 1220 — Avionics (S.A.I.T.)

3 hours instruction

(3 credits)

Spring

Provides a basic understanding, from an operational view-point of the functions and limitations of avionic equipment.

Prerequisite: Air Flight Training 1220.

ALLIED HEALTH (ALHE)

ALHE 1102 — Health

(formerly EACE 1102)

1 hour instruction

(1 credit)

Discontinued July 1979

An examination of common ailments and illnesses of children with emphasis on application of first aid, medical referrals and liaison with parents and agencies concerning health of children in a child care setting. Hospitalization and after effects of illness are discussed.

ALHE 1111 — General Health Care
(formerly REHB 1111)

2 hours instruction
(2 credits)
Fall

Designed to develop adequate skills and knowledge necessary in maintaining and promoting the general health care needs of clients the counsellor may be working with in an institutional and/or residential setting.

ALHE 1213 — Nutrition and Health
(formerly ALHE/EACE 1102 and EACE 1200)

2 hours instruction
(2 credits)
Spring

Study of common health problems of children, medical referrals, and liaison with parents and agencies concerning health of children in child care setting, hospitalization and after-effects. Additional topics include: children's diets, normal nutrition, malnutrition, nutrition during pregnancy, lactation, food buying and menu planning.

ALHE 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

A study of fossil man and his primate ancestors. The evolution of man is traced along with the genetic factors and developments that led to the racial differentiation in modern times.

Recommended preparation: Anthropology 1110.

ANTH 1214 — Peoples and Cultures of Aboriginal North America

3 hours instruction
(3 credits - UT)
Fall

A survey of the cultural areas of aboriginal North America north of Mexico. Pre-contact cultures are emphasized. Includes a comparative and historical study of technology, economics, social organizations, the supernatural and the arts.

Recommended preparation: Anthropology 1110 or Sociology 1110.

ANTH 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

ANTH 2209 —

Refer to section on "Programs in Affiliation with the University of Calgary".

ANTHROPOLOGY (ANTH)

ANTH 1110 — Man in Culture

3 hours instruction
(3 credits - UT)
Fall and Spring

An introduction to the uniformities and diversities of human life styles. Emphasis will be placed on social, religious, economic and political aspects chosen from the world's major cultural areas.

ANTH 1212 — Primate Behavior and Ethology

3 hours instruction
(3 credits - UT)
Fall

A detailed survey of the behavioral systems of the order primates, including man. Topics include: the biological bases of behavior; in-built genetically fixed patterns of behavior; and anatomical and physiological factors affecting behavior patterns.

Recommended preparation: Anthropology 1110.

ANTH 1213 — Human Evolution

3 hours instruction
(3 credits)
Spring

BIOLOGY (BIOL)

BIOL 0100 — Preparatory Biology

6 hours instruction
(4 credits)

This course is similar to the Alberta Biology 30 Course. It prepares students to write the Biology 30 Examination, but will only be offered if departmental examinations are reinstituted by the Alberta Department of Education.

BIOL 1110 — Fundamentals of Biology

6 hours instruction
(including lab)
(4 credits)
Fall

Topics include: cell chemistry; cell ultra-structures; cell organelle function; metabolic pathways of photosynthesis and cell respiration; mitotic and meiotic processes; genetics and heredity; embryologic development.

Intended for: University transfer and career program students who will do more studies in biology and other cognate subjects.

Note: While students use this course as an alternative to Biology 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in Biology 30 and the students pass the "Departmental".

BIOL 1180 — Introductory Biology

6 hours instruction
(including lab)
(4 credits)

A taxonomic approach to the major phyla and classes of organisms with emphasis on molecular and cellular morphology, genetics and evolution.

No prior knowledge of Biology required.

BIOL 1210 — Ecology

6 hours instruction
(including lab)
(4 credits — UT)
Fall and Spring

An exploration of the relationships between living organisms and their environment. Topics include: an introduction to environmental influences; communities and populations; and discussions of North American biomes. An appreciation of how Ecological Theory is applied to current problems relating to land use and resource exploration is developed.

BIOL 1211 — Vertebrate Anatomy

6 hours instruction
(including lab)
(4 credits — UT)
Fall

A comparative study of the structural organization of vertebrate animals. The laboratory will involve detailed dissections and demonstrations.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1212 — Disease and Parasitism

6 hours instruction
(including lab)
(4 credits — UT)
Fall

A study of bacteria, viruses, protists, helminths, and arthropods of medical and veterinary importance.

Recommended preparation: Biology 1110, Biology 1214, 1216.

BIOL 1214 — Human Anatomy

6 hours instruction
(including lab)
(4 credits — UT)
Fall and Spring

Systematic survey of the structure of the human body. Topics include: cells and tissues of the body plus the anatomy of the skeletal, articular, muscular, digestive, respiratory, urinary, reproductive, circulatory, nervous, integumentary and endocrine systems. Labs are designed to provide practical demonstrations that parallel the material discussed in the lectures.

Note: Students interested in how the body systems perform their function should consider Biology 1216.

Note: This course is the same as Physical Education 1224.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1215 — Evolution and Heredity

3 hours instruction
(3 credits — UT)
Spring

Designed to give students an appreciation of organic evolution by explaining the mechanisms of the evolutionary process in terms of the laws of inheritance, and the interaction of heredity, and environment. Oriented toward human populations, their biological histories and their medical and social problems.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1216 — Human Physiology

6 hours instruction
(including lab)
(4 credits — UT)
Fall and Spring

Describes how the parts of the human body perform their function. Topics include physiology of the nervous system, hormonal control mechanisms, muscle physiology, body defence mechanisms, and physiology of the reproductive system, circulatory system, respiratory system, urinary system and digestive system. Labs are designed to let the student discover and gain an appreciation of how his/her own body functions.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1218 — Microbiology

6 hours instruction
(including lab)
(4 credits — UT)
Spring

A study of protist taxonomy, morphology, physiology, ecology, and the role of microorganisms in nature. Instruction is given in the operation and manipulation of the scientific equipment used by the microbiologist.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1219 — Limnology

6 hours instruction
(including lab)
(4 credits)
Fall

An integration of the major organisms of fresh water relating their functional relationships to each other and to the dynamics of their environment. Course requirements include an independent study to be written in proper format and to include limnological principles and techniques covered in class, laboratory and independent research.

BIOL 1220 — Anatomy and Physiology I

6 hours instruction
(4 credits)
Fall

A basic course in human anatomy and physiology with some areas designed for students in the allied health fields.

Topics include: terminology; membranes, skin and glands; cells and tissues; skeletal system; muscular system; central and peripheral nervous system, autonomic nervous system and the endocrine system. Each topic includes emphasis on homeostasis. A combination of lectures, labs, tutorials and independent study.

Note: This course is taught in conjunction with Biology 1221 and should be taken first.

BIOL 1221 — Anatomy and Physiology II

6 hours instruction

(4 credits)

Spring

A continuation of Biology 1220 and is involved with the second semester of basic human anatomy and physiology. Deals with the following systems and areas: digestion and nutrition, urinary system, respiratory system, cardiovascular system, body fluids, electrolyte and fluid balance and lymphatic system.

A combination of lectures, labs, tutorials and independent study.

Note: This course is taught in conjunction with Biology 1220.

BIOGEOGRAPHY —

Refer to Geography Course descriptions.

BIOL 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

BIOL 2201, BTNY 2225, MICROBIOL 2241, ZOOLOGY 2273 —

Refer to sections on "Programs in Affiliation with the University of Calgary".

CANADIAN STUDIES (CNST)

CNST 1200 — Canadian Studies Seminar

3 hours instruction

(3 credits)

Fall or Spring

This seminar is intended to coordinate major concepts learned in Canadian studies courses. It is an interdisciplinary, independent study course designed by the instructor in charge and usually differs for each student involved.

CNST 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

CHEMISTRY (CHEM)

CHEM 1100 — Preparatory Chemistry

5 hours instruction

(including lab)

(2 Credits)

Fall and Spring

Chemistry 1100 is the first half of Chemistry 1180. It is designed to assist students with a weak background in Chemistry or those with a heavy course load to progress at a rate more likely to assure success in mastering the material covered. If successful in this course, the student may enroll in Chemistry 1101 which is the second half of the Chemistry 1180 course. This will enable the student to cover the same material as provided in Chemistry 1180, but in two semesters rather than in one, i.e. Chemistry 1100 + Chemistry 1101 = Chemistry 1180.

Topics discussed include: metric conversion, atoms, molecules and bonding.

Learning is assisted by means of lectures and labs, with emphasis on individual tutoring.

At any time prior to the end of the sixth week a student may transfer to Chemistry 1180 if he is able to progress at a faster rate than that required in Chemistry 1100. (Chemistry 1100 and Chemistry 1180 are scheduled simultaneously to facilitate this transfer.)

CHEM 1101 — Elementary Chemistry

5 hours instruction

(including lab)

(2 credits)

Fall and Spring

Chemistry 1101 is the second half of Chemistry 1180. Credit in Chemistry 1100 + Chemistry 1101 is equivalent to credit in Chemistry 1180, the only difference being the time spent on the courses: two semesters for those following Chemistry 1100 + Chemistry 1101 route and one semester for the Chemistry 1180.

Topics discussed include: chemical equations, mole calculations and stoichiometry.

Learning is assisted by means of lectures and labs, with emphasis on individual tutoring.

Prerequisite: Chemistry 1100.

CHEM 1180 — Introductory Chemistry

6 hours instruction

(including lab)

(4 credits)

Fall/Spring/Summer

The purpose of this course is to prepare students who have not completed high school chemistry to meet the requirements of first year university chemistry courses. It is not recommended for students having Chemistry 30.

Topics are discussed at the introductory level and include: metric conversion, atoms, molecules and bonding, nomenclature, molar relationships and stoichiometry.

Learning is assisted by means of lectures and labs, but the greatest emphasis is on individual tutoring.

At any time prior to the end of the sixth week a student may transfer to Chemistry 1100 if he is unable to learn at the rate required in Chemistry 1180. (Chemistry 1100 is scheduled at the same time as Chemistry 1180 to facilitate this transfer.)

The Chemistry 1180 course is closely coordinated with Chemistry 2201. As a result, there is an advantage for students who complete Chemistry 1180 to proceed with Chemistry 2201 at Mount Royal College because they can be exempted from certain portions of the Chemistry 2201 course.

Note: While students can use this course as an alternative to Chemistry 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in Chemistry 30 and the students pass the "Departmental".

Prerequisite: Chemistry 20 or its equivalent, or instructor permission.

CHEM 1210 — Principles of Chemistry I

6 hours instruction
(including lab)
(4 credits — UT)
Fall and Spring

Topics include: an introduction to the behavior and properties of gases, liquids and solids; phase transformation and phase rule; ideal gases and real gases; equations of state and their applications; simple kinetic theory; vapor pressure; transport properties of gases and liquids.

Prerequisite: Chemistry 1180 or equivalent.

CHEM 1211 — Principles of Chemistry II

6 hours instruction
(including lab)
(4 credits — UT)
Fall/Spring

Topics include: basic chemical concepts, electronic structure of the atom; chemical bonding; molecular geometry and physical properties; oxidation reduction phenomena; chemical kinetics and equilibria; chemistry of water; chemistry of energy sources.

Prerequisite: Chemistry 1180 or equivalent.

CHEM 1212 — Organic Chemistry

6 hours instruction
(including lab)
(4 credits — UT)
Fall/Spring

Topics include: the hybridization of the carbon atom and covalent bonding; type reactions of alkanes, alkenes, alkynes; substitution, halogenation, nitration and oxidation of aromatic hydrocarbons; functional groups and their reactions; polymerization, industrial applications of organic reactions.

Recommended preparation: Chemistry 1180 or equivalent.

CHEM 1213 — Quantitative Chemical Analysis

6 hours instruction
(including lab)
(4 credits — UT)
Spring

Methods for volumetric, gravimetric and colorimetric chemical analysis of water and wastes.

CHEM 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

CHEM 2201, 2203 —

Refer to section on "Programs in Affiliation with the University of Calgary".

COMMUNICATIONS (COMM)

COMM 1111 — Introduction to Radio Operations

3 hours instruction
(including 2 hours lab)
(2 credits)
Fall

Emphasizes the operation of typical equipment used in most AM and FM radio stations. Students will learn the techniques involved in the cueing and playing of discs, cartridges, cassettes and reel to reel tape. In addition to these functions, students are taught the fundamentals of tape editing, splicing, re-recording, dubbing, program mixing and microphone techniques.

COMM 1112 — Introduction to Radio Writing

3 hours instruction
(including 2 hours Directed Study)
(3 credits)
Fall

Designed to provide students with necessary skills required to write for radio. Students are introduced to art of writing for sound through writing and producing commercial and public service announcements. In addition students learn research techniques, interviewing, logging, programming, and by means of assignments learn how to contact and service advertising clients and prepare radio campaigns.

COMM 1113 — On Air Radio Operations

2 hour lab (unscheduled)
(1 credit)
Fall

Students will spend at least two hours each week on-air over one of the CMRC radio stations. Areas covered include program preparation, programming, music selection and on-air presentation.

COMM 1114 — Introduction to Broadcast Journalism (Radio)

3 hours instruction
(including 2 hours lab)
(3 credits)
Fall

An introduction to journalism for radio, with concentration on news gathering and news presentation. While developing students' radio news judgment, this course will also develop students' general news judgment, without detracting from the special demands of radio.

COMM 1120 — Introduction to Journalism

4 hours instruction
(3 credits)
Fall

Designed to teach students the basics of news writing. Content includes: accepted news values, the inverted pyramid style of writing, news gathering methods, and the use of proper newspaper style. The journalism classroom simulates a working newsroom. Students are given regular reporting assignments and are expected to submit assignments for inclusion in the department's weekly newspaper.

COMM 1130 — Public Relations Broadcasting (Radio)

3 hours instruction
(including 2 hours directed study)
(3 credits)
Fall

Introduces the student to special demands of writing for radio. Prepares students to utilize special qualities of radio in public relations. Students learn to write for sound, to research and prepare radio copy including a campaign, to interview and do field interviews. Students also learn the function of time buying and logging and use of the radio station for production.

COMM 1141 — Introduction to Photo Journalism

4 hours instruction
(3 credits)
Fall and Spring

A beginner's course in photo journalism focusing on black and white photography. Topics include: basic camera handling, developing and printing film and magazine and newspaper layouts. Students must carry out photo assignments for the journalism students' newspaper, using their own cameras (not instamatics).

Additional cost: \$15.00.

COMM 1144 — Introduction to Photography

4 hours instruction
(3 credits)
Fall

An introductory course designed to provide students with a basic knowledge of photography and its applications to the television medium. Topics include: basic camera handling technique, exposure control, composition, lighting and presentation continuity. Students should supply their own SLR 35mm camera and film.

COMM 1161 — Introduction to Public Relations

3 hours instruction
(3 credits)
Fall

An introduction to the role of public relations in the communications media. Deals with the history and practical application as well as the influence of communication attitudes, public opinion and persuasion.

COMM 1170 — Early Journalism History

1 hour instruction
(1 credit)
Fall

A survey of the development of printing and publishing from the beginning of recorded time to 1800. The evolution of early newspapers is outlined.

COMM 1171 — Beginnings of Modern Journalism

1 hour instruction
(1 credit)
Spring

An examination of the development of newspaper in England, the United States and Canada from 1800 to 1890. Mechanical changes and changes in the image and role of the newspaper are reviewed.

COMM 1172 — Modern Journalism

1 hour instruction
(1 credit)
Fall

An examination of developments in the news media from the days of "yellow journalism" to the present, with emphasis on Canada and the United States. The impact of radio and television on the printed media and media expansion are studied.

COMM 1201 — Radio Operations

4 hours instruction
(including 3 hours directed study)
(3 credits)
Spring

Through regularly scheduled duties and shifts, students are given the opportunity to practice and improve learned skills in all areas of radio operations. Students will be required to work specific shifts in all areas of CMRC radio operations. Students will be continually evaluated on preparation and performance of duties.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1202 — Radio Writing and Programming

3 hours instruction
(including 2 hours directed study)
(3 credits)
Spring

Designed to expand the fundamental radio writing skills of students through regular weekly copy-writing assignments for use on CMRC.

editorial writing; research for talk show format; production of radio documentary and production of commercial and public service announcements. Students will also write continuity for CMRC as required.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1203 — Broadcast Journalism (Radio)

3 hours instruction
(3 credits)
Spring

Through regular news assignments for use on CMRC radio stations, students are trained to handle an increasing volume of work under pressure of deadlines and to apply broadcast journalism skills through reporting on meetings, panel discussions, press conferences, etc.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1204 — Broadcast Journalism (Television)

3 hours instruction
(3 credits)
Spring

An introduction to the television application of Broadcast Journalism. Through regular news assignments for CMRC-TV News Shows, using electronic newsgathering equipment and techniques, students will further develop newsgathering, writing, reporting, and presentation skills.

Prerequisites: Communications 1111, 1112, 1113, 1114, 1201, 1202, 1203, 1210.

COMM 1210 — Introduction to Television Preproduction

6 hours instruction
(6 credits)
Fall

A practical approach to preproduction techniques including: commercial and program script writing for the medium; principles of creative visualization; on-camera techniques including interview; operational skills with regard to television equipment; and, trial software production and post-production projects.

Prerequisites: Communications 1111, 1112, 1113, 1202.

COMM 1211 — Introduction to Television Production

6 hours instruction
(6 credits)
Spring

Students will acquire sophisticated operational skills with regard to television equipment through a practical approach to production techniques including commercial and program production and pre-production projects; principles of creative direction; on-camera techniques including news, weather and sports; and E.N.C. (Electronic News Gathering) techniques.

Prerequisite: Communications 1210.

COMM 1212 — General Reporting

4 hours instruction
(3 credits)
Spring

Designed to further develop the students' ability to write news stories. Duties include covering actual news events, interviewing local and visiting personalities, developing local angles on national stories, and reporting on meetings, panel discussions and press conferences.

Journalism students prepare work for publication in the weekly journalism newspaper.

Prerequisite: Communications 1120.

COMM 1220 — Editing

7 hours instruction
(3 credits)
Fall

Designed to provide the student with skills and background needed to edit and produce a newspaper. Students learn how to handle copy, write headlines, make up pages, use pictures, select type sizes as well as color, and prepare visuals. They are responsible for the assignment of news stories, editing of the stories and make up of the pages while rotating through such editorial posts as managing editor, city editor, campus editor, sports editor, features editor and entertainment editor.

Prerequisite: Communications 1212.

COMM 1221 — Senior Editing

7 hours instruction
(3 credits)
Spring

A continuation of Communications 1220. Students further develop and use the skills necessary to edit and produce a newspaper. Students have an opportunity to attempt innovations in newspaper design and to experiment in different methods of news presentation.

Prerequisite: Communications 1220.

COMM 1222 — Reporting Public Affairs

3 hours instruction
(3 credits)
Fall

Permits students to further develop reporting skills by working on a variety of beats. Special emphasis is placed on reporting public affairs at civic, provincial and federal levels. Investigative reports in community affairs are prepared for the departmental newspaper.

Prerequisite: Communications 1212.

COMM 1225 — Senior Public Affairs Reporting

3 hours instruction
(3 credits)
Spring

A continuation of Communications 1222. Students practice their reporting skills by preparing in-depth articles on various phases of public affairs. Emphasis in this course is placed on reporting issues rather than on reporting single events.

Prerequisite: Communications 1222.

COMM 1230 — Public Relations Broadcasting (Television)

3 hours instruction

(3 credits)

Spring

Introduces students to special requirements of writing for and working with the television medium as it relates to public relations. Students will learn how to write copy for TV, how to handle interviews including contacting client and bringing to studio; how to buy and use TV time; the special language and operations of TV production.

Prerequisite: Communications 1130.

COMM 1243 — Advanced Photo Journalism

4 hours instruction

(3 credits)

Spring

A continuation of Communications 1141 in the practical application of photo journalistic skills to news and magazine assignments. Students will be expected to submit photos for use in the weekly departmental newspaper; carry out photo assignments; and provide their own cameras (not instamatics).

Prerequisite: Communications 1141.

Additional cost: \$15.00.

COMM 1245 — Advanced Photography

4 hours instruction

(3 credits)

Spring - evening

Not offered in 1979-80

Advanced black and white photography with an introduction to color. Includes shooting session, print critiques and artistic interpretations. Students supply their own cameras (not instamatics).

Prerequisite: Communications 1144.

Additional cost: \$15.00.

COMM 1250 — Graphics for Public Relations

4 hours instruction

(3 credits)

Spring

A practical course in the effective use of display materials.

Part 1: Television graphics including the use of images, slides, film and other display materials for reinforcing the spoken word.

Part 2: Print media graphics in institutional advertising, publication design and display design.

Prerequisite: Communications 1161.

COMM 1260 — Public Relations Analysis

3 hours instruction

(3 credits)

Fall

An in-depth analysis of the techniques of public relations factors such as communication, attitudes, beliefs, values, public opinion and per-

suasion. Students formulate and administer questionnaires and undertake case analyses. Case studies are featured.

Prerequisite: Communication 1250.

COMM 1261 — Public Relations Methods

3 hours instruction

(3 credits)

Spring

The detailed practical applications of public relations techniques. Students undertake projects to develop comprehensive public relations programs for various Calgary organizations or firms. As part of the project, students prepare a detailed presentation of their research, plans and evaluations. A practicum is arranged for each student depending on the qualifications of the student at the time of assignment.

Recommended preparation: Communications 1260.

COMM 1273 — Problems of the Mass Media

1 hour instruction

(1 credit)

Spring

Deals with some of the problems that confront journalists. Topics covered include: the theories of the press; the laws of the press; the underground press; changes in communication patterns; the right of access; professionalism; press councils; censorship; and any other topics that students may be interested in pursuing.

COMM 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

COMMUNITY AND REGIONAL PLANNING

Refer to Planning course descriptions.

COMPUTING SCIENCE (COMP)

COMP 1180 — Concepts and Operations

3 hours instruction

(3 credits — UT)

Fall and Spring

Introduction to computers, historical development, data processing, data representation, number systems, Boolean functions and its applications to switching circuits and networks, keypunch operation and program drum cards, processing equipment, flow charts and documentation.

COMP 1181 — Computer Programming-Fortran

3 hours instruction
(3 credits — UT)
Fall and Spring

A review of basic computer programming, Fortran structure and rules, arithmetic, control, input/output function and specification statements, arrays and subscript variables, applications.

COMP 1183 — Computer Programming-Cobol

3 hours instruction
(3 credits — UT)
Fall and/or Spring

A business oriented programming language course. Review of programming languages and systems, files — construction and maintenance, COBOL structure and data organization, practice applications.

COMP 1185 — Computer Programming-Computer Graphics

3 hours instruction
(3 credits)
Fall

Covers the subject of graphical input and output devices as related to their use and application. Students not only become familiar with the program routines used in plotting but are taught to write programs to be run on plotting facilities. Previous knowledge of Fortran programming language is a decided asset.

COMP 1186 — Systems Organization and Terminal Usage (Interactive Computing)

3 hours instruction
(3 credits)
Fall and/or Spring

Considerations of total system requirements for time-sharing, real-time processing terminal selection and communication lines. Interactive terminal usage (through BASIC or similar languages); applications for creating, editing, and storing of information files. Use of statistical, scientific, business and other applications packages.

COMP 1281 — Systems 1

3 hours instruction
(3 credits — UT)
Fall and/or Spring

A basic introduction to systems and design with the emphasis on software design. Main topics of the course are: systems analysis and problem definition, objectives and requirements of a new system, systems design, systems evaluations, documentation and approval of a new system, final system review, system implementation, maintenance and development of the system, and post-installation review.

Recommended preparation or corequisite: Computing Science 1180 and a programming language, preferably Fortran.

COMP 1282 — Systems 2

3 hours instruction
(3 credits — UT)
Fall and/or Spring

A discussion of the hardware and software required in a computer system. Definition of total system requirements for batch processing, time-sharing, real-time processing and other applications; hardware-software tradeoffs and the impact of large-scale integration, relocation schemes, multi-programming, multi-processing, dynamic memory allocation, special purpose computer systems and simulation of computer systems.

Recommended preparation: Computing Science 1281.

COMP 1283 — Numerical Methods

3 hours instruction
(3 credits — UT)
Fall and/or Spring

Topics included are: interpolation, operations with finite differences, numerical solution of equations, least squares curve fitting, numerical integration, numerical solution of equations, curve fitting, matrix operations and numerical solution of ordinary differential equations, concept of numerical errors.

Recommended preparation: Computing Science 1181 or 1286 and a knowledge of Calculus.

COMP 1284 — Computer Programming-PL/1

3 hours instruction
(3 credits — UT)
Spring

Provides an in-depth knowledge of this new procedure-oriented compiler programming language. Covers such topics as structure and rules; statements; variables; attributes; arrays; input/output functions and procedures.

COMP 1285 — Non-Numeric Applications in Computer Science

3 hours instruction
(3 credits)
Fall and/or Spring

Topics included are: Concept of a list and elementary list processing techniques, sorting and searching algorithms, symbol manipulation, pattern recognition, network programming, path problems, computer generation of non-numeric solutions to problems.

Recommended preparation: Computing Science 1181.

COMP 1286 — Computer Programming Assembler (formerly 1184)

3 hours instruction
(3 credits — UT)
Fall and/or Spring

Includes the following topics: actual hardware configurations, types of instruction, how instructions are executed, debugging, documentation and optimization of program at the system level and the program level.

Recommended preparation: Computing Science 1180 and 1181.

COMP 1199, 1299 — Directed Readings
See "Directed Readings" in this section of the Calendar.

CORRECTIONAL CAREERS

Refer to Criminal Justice Careers course descriptions.

CRIMINAL JUSTICE CAREERS

(CJUS — On Campus) (CJUC — Independent Study)

CJUS 1110 — Introduction to the Criminal Justice System

3 hours instruction
(3 credits)
Fall and/or Spring

An examination of the systems and sub-systems of the Criminal Justice System including police, courts and corrections. Attention will be given to the interfaces between the various aspects of the system and the problems facing the components in an evolving democracy.

(Independent Study — CJUC 1110)

CJUS 1111 — Introduction to Human Relations

3 hours instruction
(3 credits)
Fall and/or Spring

An introduction to the understanding of the development of relationships, emotional learning and growth. Students explore and develop cross-disciplinary and cross-cultural understanding of the concepts of normal human behaviour and development relevant and applicable to a broad range of living situations and interventions with individuals, small groups and larger social networks.

(Independent Study — CJUC 1111)

CJUS 1112 — Fitness and Self Defence

3 hours instruction
(2 credits)
Fall and/or Spring

Designed to encourage students to develop and maintain a high level of physical fitness.

Note: Some Criminal Justice agencies have stringent physical requirements. Students are strongly advised to take one physical activity course each semester.

CJUS 1113 — Criminal Justice Supervision

3 hours instruction
(3 credits)
Fall and Spring

This course is designed to provide an overview of the human element in the various Criminal Justice agencies and to discuss the essentials of supervision, communications and decision-making in a systems context.

CJUS 1115 — Criminalistics

5 hours instruction
(3 credits)
Fall and/or Spring

Designed to acquaint the prospective law enforcement officer with a wide variety of enforcement, detection and preventative devices and methods being employed and developed. Demonstrations and discussion groups will be utilized and, where feasible, specialists in the numerous forensic fields will be called upon.

CJUS 1116 — Defensive Driving/Traffic Accidents

3 hours instruction
(3 credits)
Not offered in 1979-80

Designed to improve driving habits of potential police personnel and other interested parties. Content includes: laws governing motor vehicles, at the municipal, provincial and federal levels; the basics of traffic accident investigation; and three hours of "in car" instruction and evaluation. A valid operator's licence is required.

CJUS 1117 — Security Administration

3 hours instruction
(3 credits)
Fall or Spring

An examination of the historical, philosophical and legal basis of security; formation of security forces, including training, budgeting and deployment of resources, security planning for labour unrest. Theory will be applied in practical exercises.

(Independent Study — CJUC 1117)

CJUS 1180 — Field Work

8 hours field work
(2 credits)
Fall and/or Spring

A combination of classroom instruction and exposure to agency operations. Students participate in a practicum appropriate to their major. Includes certification in first aid.

CJUS 1201 — Criminal Justice Management

3 hours instruction
(3 credits)
Fall and/or Spring

A continuation of Criminal Justice 1113. A study of human motivation theory; organizational behavior; industrial psychology; manpower development; labour relations; records and statistics; and personnel evaluation.

(Independent Study — CJUC 1201)

CJUS 1203 — Instructional Techniques

3 hours instruction

(3 credits)

Not offered in 1979-80

Basic principles of learning are discussed together with the techniques of lesson planning, use of visual and verbal aids, operating instructional hardware, projection equipment, video equipment, etc.

CJUS 1207 — Interviewing

3 hours instruction

(3 credits)

Fall and/or Spring

This course involves basic interviewing techniques. Various aspects of interpersonal communication used in the interview situation such as feedback mechanisms, paraphrasing and non-verbal communication are discussed and practiced during a series of exercises and experiences.

(Independent Study CJUC 1207)

CJUS 1208 — Young Persons in Conflict With the Law

3 hours instruction

(3 credits)

Fall and/or Spring

A study of the behavioral dynamics of young persons involved in anti-social acts. An examination of the legal and social effect of legislation on the community and the young offender. A consideration of community resources is included.

CJUS 1211 — Human Relations Seminar

3 hours instruction

(3 credits)

Fall and/or Spring

A continuation of Criminal Justice 1111. Basic concepts of emotional growth are examined in relation to their application to youth, adulthood, and old age. Responses to normal problems of interpersonal relations are considered.

Recommended preparation: Criminal Justice 1111.

CJUS 1212 — Evidence and Procedures

3 hours instruction

(3 credits)

Fall and/or Spring

This course includes the study of the procedural law relating to obtaining, preserving and presenting evidence. Selected topics to be covered are: the physical and mental elements of a crime, criminal responsibility, rules of evidence, continuity, obtaining statements, and admissibility of verbal and written confessions. These topics will be discussed with specific reference to the powers and responsibilities of the police.

CJUS 1213 — Security-Loss Prevention Management

3 hours instruction

(3 credits)

Fall and/or Spring

A study of management responsibility in controlling internal and external losses; monitoring systems and procedural controls, with emphasis on practical application of safeguards.

CJUS 1214 — Physical Security

3 hours instruction

(3 credits)

Fall and/or Spring

An in-depth study of locks and key control procedures. Security survey techniques are applied in practical exercises.

CJUS 1215 — Tutorial on the Criminal Justice System

3 hours instruction

(3 credits)

Fall and/or Spring

A seminar course in such significant Criminal Justice System areas as planning, change and innovation.

CJUC 1216 — Criminology

(Independent Study only)

(3 credits)

An overview of criminological thinking including its evolution, crime causation factors, basic responses and on-going problems.

CJUC 1217 — Deviant Behaviour

(Independent Study)

(3 credits)

Not offered in 1979-80

An introduction to the concept of social deviance, its incidence, causation and methods of control.

CJUC 1218 — Social Problems

(Independent Study only)

(3 credits)

An examination of such contemporary issues as drugs, alcoholism, crime, poverty and prejudice.

CJUC 1219 — Criminology II

(Independent Study)

(3 credits)

Not offered in 1979-80

An examination of basic issues currently affecting the Criminal Justice System such as treatment and programming methods; attitudes towards delinquency and contemporary philosophies.

CJUC 1222 — Canadian People and Culture

(Independent Study only)

(3 credits)

An examination of ethnic and minority groups; Canadian society and culture; and social change in a Criminal Justice context.

CJUS 1223 — Report Writing/Business English (formerly CJUS 1120)

3 hours instruction

(3 credits)

A skill development course in the elements of effective report writing, with emphasis on style and composition.

(Independent Study — CJUC 1223)

CJUS 1224 — Criminal Law

(formerly CJUS 1202)

3 hours instruction

(3 credits)

Fall and/or Spring

The student is provided with a historical and philosophical perspective as to the nature, aims, and scope of criminal law. Concepts such as *mens rea*, due process, disclosure are examined. Specific categories of offences and proposed "treatment" alternatives will be studied in terms of their implications for due process.

CJUS 1225 — Correctional Field Practicum

32 hours per week

(8 credits)

Spring

A supervised correctional work placement in a selected agency or institution. The student becomes directly involved in correctional service and systems within the community and experiences socially responsible patterns of professional correctional work. Regular seminars assist the integration of theory and practice and broaden the student's knowledge base. On-going contact between the faculty supervisor and student and written reports are required to ensure a high degree of professional development.

CJUS 1230 — Introduction to Corrections

(formerly CJUS 1204)

3 hours instruction

(3 credits)

Fall and/or Spring

An examination of the nature and functions of the principle components of correctional services in Canadian society. Included are pre-trial diversion, fine option, restitution, probation, incarceration, community residential programs, parole, after care and self-help endeavours in their many forms. Organization, operations and effectiveness will be studied, as well as implications for the future.

(Independent Study CJUC 1230)

CJUS 1231 — Human Classification/Typologies

(formerly CJUS 1206)

3 hours instruction

(3 credits)

Fall and/or Spring

A critical examination of the developing systems devised for the identification and recognition of human classes or types from Lombroso to Cormier and Russon to Sullivan, Grant and Grant. These will include clinical, behavioral and social typologies and an examination of their relationship to normal and abnormal behavior. Implications for the management, control, individualization of treatment and the efficient use of staff resources in dealing with the offender are discussed.

(Independent Study CJUC 1231)

CJUS 1233 — Criminal Justice Methods and Practice

(formerly CJUS 1220)

3 hours instruction

(3 credits)

Fall and/or Spring

An examination of the principles (ethics, values, identity, attitudes), concepts and skills related to criminal justice intervention as a response to human needs and social conflict. Emphasis will be placed on the individual families, groups and the community. A general systems approach to criminal justice practice will be instituted to provide a framework for a generalist approach to intervention.

CJUS 1234 — Emotional Abnormality

(formerly CJUS 1221)

3 hours instruction

(3 credits)

Fall and/or Spring

Basic concepts of emotional growth are expanded to include a more complex examination of inadequate responses to emotional stress. The concepts of neurosis, psychosis and psychopathy as a character disorder are examined in terms of their causes, effects on the person and community and general intervention methodologies.

CJUS 1240 — Introduction to Law Enforcement

(formerly CJUS 1205)

3 hours instruction

(3 credits)

Fall and/or Spring

This course involves a detailed examination of the issues attending law enforcement in modern democratic society. It will include an analysis of such sample topics as police-citizen conflict, occupational sub-culture, crime prevention, interface with other criminal justice agencies, and organization of work.

CJUS 1241 — Criminological Perspectives on Social Problems

(formerly CJUS 1209)

3 hours instruction

(3 credits)

Fall and/or Spring

An examination of certain forms of behavior commonly regarded as social problems. The emphasis will be on the similarities and/or the relationship these problems have with the problem of crime, as well as on public attitudes and legislative policy regarding these problems.

CJUS 1242 — Sentencing and Disposition Alternatives

(formerly CJUS 1210)

3 hours instruction

(3 credits)

Fall and/or Spring

Methods of social control are examined from both a traditional and contemporary perspective(s). Selected topics to be covered include:

banishment, retribution, imprisonment, discretion, diversion programmes, probation and community-based correctional centres. The effectiveness of these varied responses will be analyzed.

CJUC 1250 — Social Psychology

(Independent Study only)
(3 credits)

This course focuses on individual motivation, attitudes and attitude changes, prejudices, perception and cognition.

CJUC 1252 — Plan Drawing and Crime Scenes

(Independent Study only)
(3 credits)

Currently under development in conjunction with the Calgary Police Service and the R.C.M.P.

Motivated by the need to present a more professional presentation of evidence to the Courts, this course will emphasize correct drafting techniques for drawing, diagramming and scaling scenes of major crimes and/or serious motor vehicle accidents. This course is designed for a limited number of students who have the desire to gain 'expert' classifications in a court of law.

CJUS 1270 — Directed Study

(formerly CJUS 1170)
3 hours instruction
(2 credits)

Fall and/or Spring

Designed for the practitioner and consists of a combination of seminars and directed studies in consultation with the Criminal Justice staff. It permits the individual to focus on particular issues relevant to the student's interests.

CJUS 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

DIRECTED READINGS

1 to 6 credits

In order to establish a more flexible approach by which students may pursue and receive credit in areas of study which are of particular interest to them, a category of courses entitled "Directed Readings" in (a particular subject area) has been established. Students may also use this method to complete recommended preparation for particular areas.

The credit value may vary between 1 and 6 credits. The actual value will be determined by the advisor, the instructor and the chairman of the department concerned.

The objectives agreed upon will be filed in the Registrar's Office and will be made available to any institution requesting them for evaluation purposes.

DRAMA (DRMA)

DRMA 1106 — Drama Production I

(1 credit)
Fall

Provides theatre experience for those students who wish to become actively involved in theatre production and are not at present enrolled in drama courses which require this participation. Entrance to this course is on an audition basis. Contact the Theatre Arts Department.

DRMA 1107 — Drama Production II

(1 credit)
Spring

A continuation of Drama 1106.

DRMA 1108 — Drama Production III

(1 credit)
Fall

A continuation of Drama 1107.

DRMA 1109 — Drama Production IV

(1 credit)
Spring

A continuation of Drama 1108.

DRMA 1110 — Introduction to Theatre

3 hours instruction
(3 credits — UT)
Fall or Spring

An introduction to the nature of theatre including Speech, a creative dramatics approach to improvisation, acting and set construction.

DRMA 1112 — Introduction to Acting

6 hours instruction
(3 credits — UT)
Fall or Spring

An introduction to improvisation, movement, stage make-up and a creative dramatics approach through theatre games for the beginning actor. Dramatic works from Ibsen to our contemporaries are discussed.

DRMA 1114 — Introduction to Creative Movement for Actors

5 hours instruction
(3 credits — UT)
Fall or Spring

Provides training in movement techniques designed to develop flexibility, control, rhythm and expressiveness.

DRMA 1115 — Creative Drama and Movement for Adults Dealing with Children

3 hours instruction
(3 credits)

Fall or Spring

Deals with directed play, emotional control, and ability to co-operate with children through improvisation, theatre games and movement. The imagination is developed and students gain experience in developing expressive speech.

DRMA 1120 — Stagecraft I

5 hours instruction
(including lab)
(3 credits — UT)

Fall or Spring

Provides a basic understanding of the theory of set construction and painting. Lab work explores some of the actual problems encountered in set construction. Students are required to be on the production crew of at least one departmental production.

DRMA 1213 — Fundamentals of Characterization

6 hours instruction
(3 credits — UT)
Fall or Spring

A continuation of Drama 1112 with a view to various approaches in building a character. Contemporary plays are discussed with classroom exercises chosen from these scripts. Emphasis includes character analysis, character portrayal, performance techniques and stage make-up.

Recommended preparation: Drama 1112.

DRMA 1215 — Creative Movement

5 hours instruction
(3 credits — UT)
Fall or Spring

A continuation of Drama 1114. Emphasis is given to expression inspired by various media such as music, sculpture and poetry.

Recommended preparation: Drama 1114.

DRMA 1216 — Early Theatre

3 hours instruction
(3 credits — UT)
Fall

An historical survey of the theatre from ancient time to the Renaissance. Plays are discussed in relation to their authors; methods of staging; and value of literary works, as viewed by their contemporaries and our own.

Note: Students may study the foregoing under the auspices of the Conservatory of Music and Speech Arts and, upon successful completion of the course(s) and application to the Office of the Registrar and Director of Admissions, receive College credit.

Recommended preparation: English 1110 or English 1111.

DRMA 1217 — Modern Theatre

3 hours instruction
(3 credits — UT)
Spring

A continuation of Drama 1216 from the Baroque period to the present.

Note: Students may study the foregoing under the auspices of the Conservatory of Music and Speech Arts and, upon successful completion of the course(s) and application to the Office of the Registrar and Director of Admissions, receive College credit.

Recommended preparation: English 1110 or English 1111.

DRMA 1218 — Fundamentals of Set Design

4 hours instruction
(including lab)
(3 credits — UT)
Fall or Spring

An introduction to the theory and practice of scene design, play interpretation as well as the history of stage and set design. Includes principles of design, the mechanics of creating a set and lab work in drafting, drawing and painting. A number of renderings are required from students.

Recommended preparation: Drama 1120 and 1221.

DRMA 1219 — Set Design

4 hours instruction
(including lab)
(3 credits — UT)
Fall or Spring

A continuation of Drama 1218 with an emphasis on more complicated set designs and scene painting. Students also are required to build models of stage scenery.

Recommended preparation: Drama 1218.

DRMA 1221 — Stagecraft II

5 hours instruction
(3 credits — UT)
Spring

A continuation of Drama 1120 with an introduction to lighting and sound. Practical lab work continues in all aspects of stagecraft. Each student is required to be on the production crew of at least one departmental production.

Recommended preparation: Drama 1120.

DRMA 1222 — Fundamentals of Stage Directing

3 hours instruction
(3 credits — UT)
Fall or Spring

An introduction to the fundamentals of play directing, production procedures and staging techniques involved in stage directing. The course culminates with a scene — chosen, cast and directed by the student.

Recommended preparation: Drama 1112 and 1213.

DRMA 1223 — Directing Project

(1 credit — UT)

Fall or Spring

Students are each required to select a script for a full-length, one-act play and then cast, rehearse and present it for public performance.

DRMA 1224 — Advanced Acting

(This course appeared as DRMA 1211 in the 77/79 Supplement).

6 hours instruction

(3 credits — UT)

Fall

Provides continued study in the techniques of acting with emphasis on intensive scene work from selected contemporary scripts.

Prerequisites: Drama 1112 and Drama 1213.

DRMA 1225 — Introduction to Period Styles

(This course appeared as DRMA 1212 in the 77/79 Supplement)

6 hours instruction

(3 credits — UT)

Spring

Provides continued study in the techniques of acting with emphasis on scenes from period scripts. Periods to be studied may be chosen on the basis of departmental productions.

Prerequisites: Drama 1112, Drama 1213 and Drama 1224.

DRMA 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

EARLY CHILDHOOD EDUCATION AND DEVELOPMENT (EACE)

Note: The following EACE courses are currently under revision. For up-dated information, contact the Behavioral Science Department.

EACE 1100 — History and Philosophy

3 hours instruction

(3 credits)

Fall and/or Spring

Introduction to the study of early childhood education. Familiarizes students with the basic ingredients necessary for successful preschool instruction. Includes some study of the history, philosophy and current trends in early childhood education.

EACE 1101 — Methods

3 hours instruction

(3 credits)

Fall and/or Spring

A study of current methods in programming, planning, manipulating and selecting learning activities and materials for play and instruction to meet the cognitive, language, physical, emotional and social needs of the child from birth to six years.

EACE 1102 — Health

1 hour instruction

(1 credit)

Fall and Spring

Not offered in 1979-80

An examination of common ailments and illnesses of children with emphasis on the application of first aid, medical referrals and liaison with parents and agencies concerning health of children in a child care setting. Hospitalization and after effects of illness are discussed.

EACE 1103 — Child and Community

3 hours instruction

(3 credits)

Spring

A study of the child and the family in the community and the various services that provide help to, counselling for, guidance and placement of disadvantaged, emotionally disturbed and physically handicapped and mentally deficient children in the city. Also deals with the parents as educators. (Parent Effectiveness Training).

EACE 1107 — Child Development

3 hours instruction

(3 credits)

Fall and/or Spring

Familiarizes students with the scientific literature concerning growth and development of the child from conception through the middle years. Topics include: prenatal development; biological inheritance; birth of the baby; physical life process and behavioral capacities of the neonate; the infant; foundations of basic trust; developmental principles and approaches; the toddler; the preschool child; the preschool child's thinking and perception; and the middle years of childhood. Cognitive functioning and disturbances in development and research methods in child development are also studied. (Frequent reference to practical situations in the preschool setting is used.)

EACE 1200 — Nutrition

1 hour instruction

(1 credit)

Fall

The study of biochemical and physiological aspects of normal nutrition; effects of malnutrition on intellectual, physical, social and emotional development; and diseases related to malnutrition. Nutrition during pregnancy and lactation; menu planning; food buying, storage and legislation are also studied.

EACE 1201 — Models and Trends in the Education of the Young Child

2 hours instruction
(2 credits)
Spring

A spectrum of current opinions, trends and methods in the field of Early Childhood Education. Topics include: early childhood stimulation programs; home learning center approaches; open schools; Head Start; Montessori; Piagetian; pragmatic, responsive and developmental behavior analysis; and Darcee and Distar Models. Emphasis will be placed on the student's development of a personal program style of operation.

EACE 1202 — Psychological Study of the Exceptional Child

2 hours instruction
(2 credits)
Fall

An examination of the etiology, growth and developmental characteristics of children who deviate widely from the norm. Topics include: intellectual deviations, including the gifted and their education; oral and aural handicaps; physical disability; neurological and other physiological impairments; and emotional and social adjustments. Emphasis is placed on developing the capacity to identify and refer exceptional children in the "normal" environment.

EACE 1203 — Administration

2 hours instruction
(2 credits)
Spring

A study of educational administrative philosophies; administrative roles; organizations; policy procedures; incomes; budgeting procedures; community relations; staff training; the physical plant and equipment of child care centers.

EACE 1206 — Child Development II

3 hours instruction
(3 credits)
Fall

Focuses on child development through the development of observation skills. Emphasizes greater self-awareness, personality development and actual observation experiences in a variety of settings in the 0-8 age span. (This course is subject to change every year.)

EACE 1280 — Field Work

(Field Work = 300 hrs.)
(6 credits)
Fall

Provides full time practicum experience in community kindergartens and day care centres during the last eight weeks of the third semester of the program. Students will spend four weeks in one centre and four weeks in another.

EACE 1281 — Field Work

(Field Work = 300 hrs.)
(6 credits)
Spring

An advanced continuation of Early Childhood Education and Development 1280. Included in the practicum is work experience with kindergarten, day care, handicapped children and/or preschool sections of hospitals. Students will spend seven to eight weeks in one center on a full-time basis at the end of the fourth semester.

EACE 1290 — Field Work

(2 credits)
Fall

Intended for certificate program students only. Students wishing credit in this course must provide a letter from their employer certifying that they are employed as satisfactory day care workers in a day care setting. Students who do so will be given advanced credit and no fees will be charged for this course. While advanced credits are not computed in the G.P.A., the credit does recognize practical experience in a day care setting.

EACE 1291 — Field Work

3 hours instruction
(3 credits)
Spring

Intended for certificate program students only. Students wishing credit in this course must provide a letter from their employer certifying that they are employed as satisfactory day care workers in a day care setting. Students who do so will be given advanced credit and no fees will be charged for this course. While advanced credits are not computed in the G.P.A., the credit does recognize practical experience in a day care setting.

EACE 1292 — Field Work

3 hours instruction
(3 credits)
Fall

Intended for certificate program students only. Students wishing credit in this course must provide a letter from their employer certifying that they are employed as a satisfactory day care workers in a day care setting. Students who do so will be given advanced credit and no fees will be charged for this course. While advanced credits are not computed in the G.P.A., the credit does recognize practical experience in a day care setting.

EACE 1293 — Field Work

3 hours instruction
(3 credits)
Spring

Intended for certificate program students only. Students wishing credit in this course must arrange with the College field work supervisor and their employer for 2 to 4 College supervisory visits during the semester.

This course is graded and the normal fee payment is required.

EACE 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

ECONOMICS (ECON)

ECON 1030 — The Canadian Economy

3 hours instruction

(3 credits)

Fall and Spring

A survey of the institutions characteristic to the Canadian economy and contemporary problems in an historical perspective. Not recommended for students having completed Economics 30, 1110 or 1111.

Note: While students can use this course as an alternative to Economics 30 for entrance into an Alberta university, they cannot receive credit on their High School diploma unless the Department of Education chooses to offer a "Departmental Examination" in Economics 30 and the students pass the "Departmental".

ECON 1110 — Introduction to Microeconomics

4 hours instruction

(3 credits — UT)

Fall and Spring

An introductory investigation of supply and demand analysis; output, cost and price determination under competitive and non-competitive market conditions; mixed, free enterprise economy; and contemporary economic problems. Wherever significant, emphasis will be given to Canadian institutions and problems.

ECON 1111 — Introduction to Macroeconomics

4 hours instruction

(3 credits — UT)

Fall and Spring

An introductory investigation of national income, money, commercial and central banking, monetary and fiscal policy, inflation, unemployment, exchange rates, tariffs and international trade. Wherever significant, emphasis will be given to Canadian problems.

ECON 1150 — Economics for the Consumer

3 hours instruction

(3 credits)

Fall and Spring

An introduction to economic and financial concerns as they relate to the individual in modern society. Topics include: supply and demand; price and product comparison; advertising; planned obsolescence; budgeting; credit; types of life insurance; care insurance; savings institutions; investments; mortgages; taxation; wills and estates.

ECON 1220 — Intermediate Microeconomics Theory

3 hours instruction

(3 credits — UT)

Fall or Spring

Theory and price determination under different market structures; costs; production; and resource allocation including an investigation of Pareto Optimality.

Strongly recommended preparation: Economics 1110 or 2201.

ECON 1221 — Intermediate Macroeconomics Theory

3 hours instruction

(3 credits — UT)

Fall or Spring

National income determination; Classical; Keynesian and neo-Keynesian analysis including deviation of IS-LM model, aggregate demand and supply; and applied government policies; inflation and unemployment.

Strongly recommended preparation: Economics 1111 or 2203.

ECON 1223 — Money and Banking

3 hours instruction

(3 credits — UT)

Fall or Spring

The nature and function of money; commercial banking theory and practice; central banking and monetary policy; introduction to interest rate theory; essential elements in the supply and demand for money; and a survey of international monetary relations.

Recommended preparation: Economics 2201 & 2203 or 1110 & 1111.

ECON 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

ECON 2201 - 2203 —

Refer to section on "Programs in Affiliation with The University of Calgary".

ENGINEERING (ENGR)

ENGR 1110 (a) Engineering Drawing (b) Descriptive Geometry

3 hours instruction

(3 credits — UT)

Fall

- Lettering, sketching, use of instruments, geometrical constructions, multi-view projection, sectional views, dimensioning, pictorial drawing, detail and assembly drawing, topographic drawing and mapping.
- Graphic representation and solution to space problems. Auxiliary views, lines, planes, piercing points, intersection of planes, dihedral angles, parallelism, perpendicularity, angles between lines and planes.

ENGR 1114 — Introductory Mechanics

3 hours instruction
(3 credits — UT)
Fall
Not offered 1979-80

Includes: measurement, vectors, rectilinear motions in one and two dimensions, motion along a circle, relative motion, the laws of motion, particle dynamics, conservation of momentum, gravitation, work and the energy principle, friction, energy and relativity, binding energy.

ENGR 1120 — Engineering Problems and Orientation

2 hours instruction
(including lab)
(1 credit — UT)
Fall

Orientation to the engineering profession. Application of mathematics and physics to the solution of engineering problems. Problem layout, report format, solid geometry.

ENGR 1152 — Statics

2 hours instruction
(2 credits — UT)
Fall and/or Spring

Statics of particles and rigid bodies; freebody diagrams; equilibrium in two dimensions. Internal forces in frames and mechanisms. Internal forces in beams; shear-force, bending-moment and axial-force diagrams; relations between load, shear and bending-moment. Friction. Distributed forces; review of centres of gravity and centroids of lines, areas and volumes; forces on submerged surfaces; distributed loads on beams.

Recommended preparation: Engineering 1114.

ENGR 1210 — Surveying

2 hours instruction
(2 credits)
Spring

The fundamentals of plane surveying; measurement of distance; direction and elevation; survey computations; profiles; cross-sections; areas; contours; and grades.

ENGR 1214 — Newtonian Physics

6 hours instruction
(including lab)
(4 credits — UT)
Fall

Kinematics of particles and rigid bodies; rectilinear and curvilinear motion, translation, rotation, general plane motion, relative motion. Kinematics of particles and rigid bodies: force, mass, acceleration, mass moment of inertia. Work and energy principles; potential and kinetic energy, work of friction, conservative systems, power and efficiency. Impulse and motion, conservation of linear and angular momentum. Introduction of simple harmonic motion.

Prerequisites: Engineering 1120, 1152.

ENGR 1215 — Electricity and Magnetism

6 hours instruction
(including lab)
(4 credits)
Spring

An introduction to electrostatics: electric charges and fields; potential and capacitance; magnetic fields; energy considerations; electromotive force, inductance. Time-varying electric and magnetic fields. Elements of atomic structure; electric current flow. Ohm's law. Kirchhoff's laws; electromagnetic properties of materials.

Strongly recommended preparation: Engineering 1152.

Recommended preparation: Engineering 1152, Mathematics 1121 or equivalent.

ENGR 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

ENGLISH (ENGL)

ENGL 1030 — Literature and Composition

(Formerly ENGL 1180)

4 hours instruction
(3 credits)
Fall/Spring/Summer

Prepares students to meet University of Calgary entrance requirements in the area of English language and literature. Students write paragraphs and essays of various lengths based upon ideas derived from the study of literary works and from other sources.

Note: Successful completion of English 1030 is accepted by the University of Calgary as equivalent to high school matriculation (English 30) in English.

Note: While students can use this course as an alternative to English 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in English 30 and the students pass the "Departmental".

ENGL 1110 — Principles of English Composition

4 hours instruction
(3 credits)
Fall/Spring/Summer

Develops the student's facility in expository writing for success in college and career. Intensive writing instruction provides the basis for frequent essay assignments.

Note: Students who have fundamental deficiencies in the mechanics of writing, sentence structure and paragraphing are advised to enroll in Learning Skills 0100.

ENGL 1111 — Introduction to Literary Forms

3 hours instruction
(3 credits)
Fall/Spring

Examines major literary genres: prose fiction, poetry and drama. Students practice the application of various critical approaches in the essays assigned in the course.

ENGL 1210 — English Literature to the Eighteenth Century

3 hours instruction
(3 credits — UT)
Fall

Provides a general survey of English Literature from the beginning to the eighteenth century and consists of selected major works taken in chronological sequence with emphasis upon literary periods and the development of literary forms. Essays and other written assignments give students the opportunity to develop critical skills.

Recommended preparation: English 1110 or English 1111.

ENGL 1211 — English Literature from the Eighteenth Century to the Present

3 hours instruction
(3 credits — UT)
Spring

Provides a general survey of English literature from the eighteenth century to the present and consists of selected major works taken in chronological sequence with emphasis upon literary periods and the development of literary forms. Essays and other written assignments provide students with opportunities to develop critical skills.

Recommended preparation: English 1110 or English 1111.

ENGL 1212 — American Literature to the Twentieth Century

3 hours instruction
(3 credits — UT)
Fall

Provides a survey of American Literature from Puritan times to the late nineteenth century, with emphasis upon the major figures in poetry and prose. Written assignments provide students with practice in critical thought.

Recommended preparation: English 1110 or English 1111.

ENGL 1213 — Twentieth Century American Literature

3 hours instruction
(3 credits — UT)
Spring

Provides a survey of American literature from the late nineteenth and twentieth centuries with emphasis upon the major figures in poetry, drama, and prose. Written assignments provide students with practice in critical thought.

Recommended preparation: English 1110 or English 1111.

ENGL 1214 — The English Novel to the Twentieth Century

3 hours instruction
(3 credits — UT)
Fall

Acquaints students with masterworks of the English novel in the eighteenth and nineteenth centuries by tracing the development of the novelistic styles and themes and by developing analytical and critical approaches to the genre. Essay assignments provide opportunities to develop critical writing skills.

Recommended preparation: English 1110 or English 1111.

ENGL 1215 — The Modern English Novel

3 hours instruction
(3 credits — UT)
Spring

Provides a survey of the modern novel from Hardy to the present day with emphasis upon influential writers and includes an exploration of some of the more recent trends in the contemporary novel. Essay assignments provide opportunities to develop critical writing skills.

Recommended preparation: English 1110 or English 1111.

ENGL 1216 — Advanced Composition

3 hours instruction
(3 credits — UT)
Fall/Spring

Advances students' mastery of writing skills by emphasizing the further development of logical argument and the techniques of advanced rhetoric.

Recommended preparation: English 1110.

ENGL 1217 — Creative Writing

3 hours instruction
(3 credits)
Fall/Spring

Provides opportunities for creative, imaginative, and personal writing. Students write short stories, articles, columns, opinions and other creative forms and receive instruction in narrative techniques, creation of character and dialogue, description of setting, and the use of various resources of language.

Recommended preparation: English 1110 or English 1111.

ENGL 1218 — Modern World Literature in Translation

3 hours instruction
(3 credits)
Fall

Examines twentieth century world literature in translation through selected works of major figures, with an emphasis upon poetry and prose. Essay assignments provide opportunities for expressing critical evaluations of the works examined in the course.

Recommended preparation: English 1110 or English 1111.

ENGL 1219 — World Literature in Translation

3 hours instruction
(3 credits)
Spring

Provides a critical and historical survey of world literature in translation which concludes with the late nineteenth century. Essay assignments provide opportunities for expressing critical evaluations of the works examined in the course.

Recommended preparation: English 1110 or English 1111.

ENGL 1220 — Survey of Canadian Literature

3 hours instruction
(3 credits — UT)
Fall

Provides a critical and historical survey of Canadian literature including a study of some French Canadian literature in translation. Essay assignments provide opportunities for development of critical thought.

Recommended preparation: English 1110 or English 1111.

ENGL 1221 — Canadian Literature of the Twentieth Century

3 hours instruction
(3 credits — UT)
Spring

Provides a study of the major genres in Canadian literature including prose, fiction, poetry, and drama and emphasizes themes which have developed in the period since World War II. Essay assignments provide opportunities for development of critical thought.

Recommended preparation: English 1110 or English 1111.

ENGL 1229 — Report and Letter Writing (Formerly ENGL 1231)

3 hours instruction
(3 credits)
Fall/Spring

Introduces the professional requirements for effective report and letter writing and provides extensive practice in those forms a student will use when working. Emphasis is placed upon a clear, economical style and organization. The course is adapted to a student's own program and devised in consultation with the related Career Department.

ENGL 1241 — Children's Literature

3 hours instruction
(3 credits)
Spring

Provides a survey of children's literature including myth, fairy tale, fable, nursery rhyme, poetry, picture books and realistic fiction.

Emphasis is on the range and development of children's literature and the provision of a selection of works suitable for presentation to pre-school and elementary school children. Some

attention will be given to practice in reading aloud and written composition.

ENGL 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

ENGL 2231

Refer to section on "Programs in Affiliation with The University of Calgary."

ENGLISH AS A SECOND LANGUAGE (EASL)

Note: All students who are not native speakers of English must take the English Language Proficiency examination administered on campus before enrolling in any Mount Royal College course. Examination times are arranged through the Registrar's Office.

Effective September 1976, all EASL students, current or former, who have not completed the Advanced Level with grade C in all three parts of the program, must repeat the Advanced EASL program. They may register only in matriculation equivalents for the two non-EASL courses they will be permitted to take in addition to the Advanced EASL program. Exceptions to this rule may be made only by the EASL Student Academic Advisor.

EASL 1138 — Level One Pronunciation

3 hours instruction
(3 credits)
Fall/Spring and Summer

Emphasis is placed on recognition and production of speech sound patterns. Difficulties of English pronunciation, based on contrastive studies of English and the student's native language, are dealt with on an individual basis. The language laboratory is utilized to the fullest extent.

EASL 1139 — Level One Writing

5 hours instruction
(3 credits)
Fall/Spring and Summer

Grammar, tense, syntax, and usage are stressed at this level. Students work mainly with sentence and paragraph development. Individual weaknesses are dealt with in class as well as in teacher-student conferences.

EASL 1140 — Level One Reading

3 hours instruction
(3 credits)
Fall/Spring and Summer

Attention is focused on vocabulary and comprehension of shorter passages. The building of

a basic vocabulary is stressed. Reading, writing, and pattern practice materials are coordinated as much as possible. Drills in word recognition are an integral part of the program.

EASL 1141 — Level One Pattern Practice

5 hours instruction

(3 credits)

Fall/Spring and Summer

The habitual production of English patterns is emphasized, as well as appropriate response, rhythm, and intonation. Attention is given to individual student difficulties in pronunciation and conversation.

EASL 1142 — Level Two Oral Work

6 hours instruction

(3 credits)

Fall/Spring and Summer

The habitual production of English phonemes is stressed. Students with tone language backgrounds are drilled in intonation patterns of English, both in class and in student-teacher conferences. Practice tapes are provided and the language laboratory is utilized. The development of good listening skills (aural comprehension) is also stressed.

EASL 1143 — Level Two Reading

3 hours instruction

(3 credits)

Fall/Spring and Summer

Emphasis is placed on special drills designed to build vocabulary, and increase comprehension and reading speed.

EASL 1144 — Level Two Writing

3 hours instruction

(3 credits)

Fall/Spring and Summer

While emphasis is placed on sentence and paragraph structure, the longer writing form (essay) is introduced. Attention is given to grammar, syntax, tense, usage, and problems of written English peculiar to the student's language background. Controlled and guided writing are stressed.

EASL 1145 — Canadian Culture

2 hours instruction

(1 credit)

Fall/Spring and Summer

Attempts to introduce the non-native speaker to Canadian culture while emphasizing lecture approach. Attention is given to the development of good listening and note-taking habits in an effort to prepare the student for regular college courses. Canadian art, history, geography, citizenship rights and responsibilities, etc., are studied.

EASL 1146 — Advanced Oral Work

3 hours instruction

(3 credits)

Fall/Spring and Summer

Emphasis on fluency through class presentations and debates. Time is also spent on improving oral comprehension skills and vocabulary building.

EASL 1147 — Advanced Writing

5 hours instruction

(3 credits)

Fall/Spring and Summer

The longer writing form is emphasized with individual work on sentence structure, grammar, and paragraph development. Fluency in written English is the main objective. Guidance in study skills and research procedures is an integral part of the program.

EASL 1148 — Advanced Reading

3 hours instruction

(3 credits)

Fall/Spring and Summer

Reading speed and comprehension are stressed, and special drills designed for vocabulary development are utilized. Students learn to summarize lengthy passages in their own words rather than simply repeat the material read. Special exercises in reading for the main ideas, reading for general information, reading for specific facts, etc., are all a vital part of the program.

ENVIRONMENTAL QUALITY CONTROL (ENVI)

ENVI 1110 — An Introduction to Statistics

4 hours instruction

(including lab)

(3 credits)

Fall

An introduction to statistics and data processing designed to acquaint career students with various statistical tools commonly used in the career area.

ENVI 1214 — Methods of Air Sampling and Analysis

6 hours instruction

(including lab)

(3 credits)

Fall

An examination of the various techniques used to monitor and control gaseous and particulate emissions; the problems involved in obtaining reliable data; and the analysis of survey results. The theory will be supported by laboratory and field studies.

Recommended preparation: Environmental Quality Control 1111, Chemistry 1180, 1213.

ENVI 1215 — Instrumentation

6 hours instruction

(including lab)

(3 credits)

Spring

An examination of the basic theory and operation of Ultraviolet-Visible, Infrared, and Atomic Absorption Spectrophotometers; Chromatography; Polarography; and Electrochemical techniques. Emphasis is on the laboratory procedures and data treatment of results.

Recommended preparation: Environmental Quality Control 1110 or equivalent.

ENVI 1216 — Methods of Water Sampling and Measurement

6 hours instruction

(including lab)

(3 credits)

Fall

An introduction to instrumental methods of analytical chemistry and the scientific principles of water pollution control using electroanalytical and optical methods of analysis.

Recommended preparation: Chemistry 1180, 1213.

ENVI 1223 — Air Pollution Control

6 hours instruction

(including lab)

(3 credits)

Spring

Students will plan, organize, conduct and report on a specific area of air sampling and analysis in the community. Laboratory, field work, seminar and study sessions of source testing procedures will supplement the instructor-guided, student-initiated approaches to the selected problem.

ENVI 1225 — Water Pollution Control

6 hours instruction

(including lab)

(3 credits)

Spring

Field and laboratory surveys of water pollution.

Recommended preparation: Chemistry 1180, 1213, and Environmental Quality Control 1216.

Note: The following two courses, Electronics 1220 and Electronics 1221, are to be taken by students in this program in conjunction with the Southern Alberta Institute of Technology. Electronics 1220 and 1221 are open to students enrolled in the Environmental Quality Control Program.

ELEC 1220 — Basic Electronics

3 hours instruction

(3 credits)

Spring

The first part of a two semester course intended to acquaint students with introductory electronics. Topics include:

Introduction to basic electronic principles and the use of electronic test equipment.

Laboratory experiments will be carried out to support the theory taught.

ELEC 1221 — Basic Electronics and Continuous Monitoring Instrumentation

3 hours instruction

(3 credits)

Fall

The second part of a two semester course in electronics with emphasis on continuous monitoring instrumentation.

Topics include:

basic principles of the acquisition and presentation of data;

theory, use and limitation of electronic instrumentation utilized in monitoring and sampling systems in media of air and water; and

electronic trouble identification and routine maintenance of pollution control equipment.

ENVI 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

FRENCH (FREN)

FREN 1110 — Introductory College French

5 hours instruction

(including lab)

(3 credits)

Fall and Spring

A beginner's course in conversational French with some attention to written forms. At the end of the course, students should be able to conduct a simple conversation based on a vocabulary of not less than 750 words.

FREN 1111 — A Further Course in Introductory French

5 hours instruction

(including lab)

(3 credits)

Fall and Spring

A continuation and completion of French 1110 with emphasis on more advanced conversational patterns, basic written patterns, vocabulary and reading. At the end of the course, the student should be able to conduct a French conversation and read and write basic French based on a vocabulary of not less than 1500 words. Not recommended for students having French 30.

Recommended preparation: French 1110 or French 20.

Note: While students can use this course as an alternative to French 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in French 30 and the students pass the "Departmental".

FREN 1210 — Intermediate French

4 hours instruction
(including lab)
(3 credits — UT)
Fall

Some knowledge of both spoken and written French is necessary. A continuing study of the patterns of spoken and written French together with reading practice in the literary and cultural history of France. Remedial pronunciation is included where necessary. At the end of the course students should be able to speak, read and write French with some fluency, and have an elementary knowledge of French civilization.

Recommended preparation: French 1111, French 30, or consent of the Department.

FREN 1211 — A further course in College French — Intermediate Level

4 hours instruction
(including lab)
(3 credits — UT)
Spring

A continuation of French 1210.

Recommended preparation: French 1210 or consent of the Department.

FREN 1230 — French Canadian Literature I

3 hours instruction
(1 hour lab)
(3 credits — UT)
Fall

An introduction to Canadian Literature in French. Students should be able to read simple texts and have skill in basic grammar and syntax. The course will cover some of the typical themes in French Canadian Literature as revealed in poetry, short stories, essays and a small number of novels.

Recommended preparation: French 30 or consent of the Department.

FREN 1231 — French Canadian Literature II

3 hours instruction
(1 hour lab)
(3 credits — UT)
Spring

A continuation of French 1230 with emphasis on four novels chosen from twentieth century Canadian works in French.

Recommended preparation: French 1230, or consent of the Department.

FREN 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

FREN 2201, 2203, 2205, 2207

Refer to section on "Programs in Affiliation with The University of Calgary".

GEOGRAPHY (GEOG)

GEOG 1110 — Introduction to the Physical Environment

5 hours instruction
(including lab)
(4 credits — UT)
Fall and Spring

An introduction to the study of the physical environment. Familiarizes the student with the basic elements of climate and landforms. The interpretation of topographic maps and air photographs, work on climatic data and charts, supplemented by aerial and ground field trips will give the students an understanding of their local environment.

GEOG 1122 — Geography of Latin America

3 hours instruction
(3 credits)
Fall and/or Spring

Survey course of the geography of all Latin America with reference to its Pre-Columbian civilizations, the infusion of Iberian cultures and the resulting present cultural and economic patterns. These will be studied with reference to the physical landscape and its effects on the settlement patterns, both past and present.

GEOG 1123 — Soils (Biogeography)

5 - 6 hours instruction
(4 credits)
Fall and/or Spring

A broad course intended to give students an understanding of the basic principles of soil science; and some knowledge of the nature and distribution of important soil groups as a natural resource in relation to geography, biology, agriculture, forestry, and other sciences. Topics of physical, chemical, and biological properties of soil, soil formation, classification, use, abuse and conservation will be studied.

GEOG 1210 — Weather and Climate

5 hours instruction
(including lab)
(4 credits)
Fall and/or Spring

Involves the study of the atmosphere including detailed studies of the urban climate, air pollution, climatic classification and climatic change. Laboratory work includes: individual student project experiments and familiarization with the operation of meteorological instruments.

Recommended preparation: Geography 1110.

GEOG 1211 — Physiography

15 hours instruction
(including lab)
(4 credits)
Fall and/or Spring

A study of the land forms of North America, particularly the Calgary region.

Includes field trips and individual student projects concerning local geomorphologic features.

Recommended preparation: Geography 1110 or Geology 1120.

GEOG 1214 — Human Geography

4 hours instruction

(4 credits — UT)

Fall and/or Spring

Deals with man's relation to the physical environment within which he must act, his effect on this environment and its effect on him. It deals with ways in which man has changed the environment to suit his needs and how his needs vary within different physical surroundings.

Prerequisite: An interest in people.

GEOG 1230 — Cartography

5 hours instruction

(including lab)

(3 credits — UT)

Fall and/or Spring

Raw data is organized for presentation in sample table, graph and symbol form. Pictorial, areal, volumetric and divided proportional symbols are used to represent planning data. Line maps are used to depict routed flows such as traffic volumes and non-routed flows such as exchanges of goods and services. Thematic mapping includes dot distributions, choropleths, isolines, and areal and proportional symbols. Projects are required to be reproducible within report formats.

GEOG 1231 — Air Photo Interpretation

4 hours instruction

(including lab)

(3 credits — UT)

Fall and/or Spring

Covers the types of images available, from black and white to colour photographs to infrared, radar and satellite images, and their use in urban and resource planning. Quantitative aspects of photogrammetry such as the determination of photo scale, measurement of distances, areas and heights are taught and practiced throughout.

Air photo mosaics are produced and the use of photography for mapping purposes is explored. Exercises in interpretation develop knowledge of the meaning of photo details and patterns, and enable students to identify objects from their shape, size, tone and the association of features surrounding them. Interpretation is practiced on both the urban and regional scale.

GEOG 1240 — Urban Geography

3 hours instruction

(3 credits)

Fall and/or Spring

An introduction to theories dealing with the form and location of urban settlements. Provides an overview of Canadian urbanization in its historical and worldwide perspective. Emphasis is placed on understanding the functions of cities in the context of their regional hinterlands, and the physical, social, and economic factors affecting their form and composition.

GEOG 1241 — Urban and Regional Planning

3 hours instruction

(3 credits)

Fall and or Spring

Examines the development of contemporary planning concepts and principles; the nature, purpose and scope of urban and regional planning; and the planning process as a decision making tool in a democratic society.

GEOG 2201, 2203

Refer to section on "Programs in affiliation with the University of Calgary".

GEOG 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

GEOLOGY (GEOL)

GEOL 1120 — Physical Geology

3 hours instruction

(4 credits — UT)

Fall and/or Spring

An introduction to the basic principles of physical geology. Topics include: minerals and rocks; processes at work upon and within the earth such as streams, glaciers and earthquakes; the interpretation of common physiographic features; and man and his environment.

GEOL 1121 — Historical Geology

3 hours instruction

(3 hours lab)

(4 credits — UT)

Fall and/or Spring

Lecture, laboratory and field study of the origin and evolution of the earth and the life upon it as indicated by fossils, sedimentary rocks and geologic maps.

Recommended preparation: Geology 1120 or equivalent.

GEOL 1204 — Laboratory Technique

3 hours instruction

(3 credits)

Fall

An introduction to basic techniques in the preparation and analysis of rock and fossil samples. Emphasizes the use of appropriate equipment for a particular type of sample and the data determined from the technique.

Recommended preparation: Geology 1120 and 1121 or consent of the Department.

GEOL 1206 — Engineering Geology

6 hours instruction

(including lab)

(4 credits — UT)

Spring

The application of geologic materials, structures and processes to the solution of engineering problems connected with natural environment of engineering structures.

Recommended preparation: Geology 1120.

GEOL 1210 — Paleontology

6 hours instruction
(including lab)
(4 credits — UT)
Fall

A systematic discussion of the morphology, classification, ecology, and evolution of the significant invertebrate organisms. Prior knowledge of geology or biology is required.

Recommended preparation: Geology 1121.

GEOL 1211 — Principles of Stratigraphy and Sedimentation

6 hours instruction
(including lab)
(4 credits — UT)
Spring

Introduction to the basic principles of stratigraphy and sedimentation. Topics include: the stratigraphic column; description; classification and interpretation of sedimentary rocks; correlation and stratigraphic maps. Local stratigraphy is emphasized.

Recommended preparation: Geology 1120 and 1121.

GEOL 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

GEOL 2201, 2205

Refer to section on "Programs in Affiliation with The University of Calgary".

GOPH 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

GERMAN (GERM)

GERM 1110 — Introductory College German

4 hours instruction
(including lab)
(3 credits — UT)
Fall and/or Spring

A beginner's course in German with emphasis on basic grammar and vocabulary to the written word.

GERM 1111 — Introductory College German — Second Level

4 hours instruction
(including lab)
(3 credits — UT)
Fall and/or Spring

A continuation of German 1110.

Recommended preparation: German 1110 or German 20. Not recommended for students with German 30.

Note: While students can use this course as an alternative to German 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in German 30 and the students pass the "Departmental".

GERM 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

GERM 2205, 2207, 2225, 2227

Refer to section on "Programs in Affiliation with The University of Calgary".

GEOPHYSICS (GOPH)

GOPH 1210 — Principles of Geophysics

3 hours instruction
(3 credits)
Spring

An introduction to the basic principles of geophysical prospecting for hydrocarbons and mineral resources. The course will be taught from the point of view of a non-geophysics major. Topics include:

- Seismic instruments and principles of seismic surveys; refraction, and reflection seismic prospecting;
- Principles of gravity prospecting and instruments;
- Principles of magnetic prospecting and instruments;
- Principle of electrical prospecting method
- Prospecting for radioactive minerals;
- Integration of geophysical methods with other methods of prospecting.

HISTORY (HIST)

HIST 1150 — History of Childhood

3 hours instruction
(3 credits)
Fall

A comparative study of the history of childhood and child care practices in various countries from 1500 to the present.

HIST 1212 — History of the United States to 1877

3 hours instruction
(3 credits — UT)
Fall

The U.S. to 1877 with special attention to the problems of creating a democracy, growth of the nation, sectionalism and the results of the Civil War.

HIST 1213 — History of the United States since 1877

3 hours instruction
(3 credits — UT)
Spring

The U.S. since Reconstruction with emphasis on the development of current issues.

HIST 1216 — Western Civilization to 1500, A Survey

3 hours instruction
(3 credits — UT)
Fall

Civilization from earliest times to 1500.

HIST 1218 — Twentieth Century Civilization

3 hours instruction
(3 credits)
Spring

History of the Western World since 1900 with special emphasis on the two World Wars, European recovery and cultural developments.

HIST 1220 — Canadian History to 1850

3 hours instruction
(3 credits — UT)
Fall

Canada from the coming of the American Indian to the establishment of responsible government in the mid-nineteenth century.

HIST 1221 — Canadian History since 1850

3 hours instruction
(3 credits — UT)
Spring

Canada from 1850 to the present in its political, economic setting with emphasis on present day problems.

HIST 1233 — Alberta: Past and Present (formerly HIST 1223)

3 hours instruction
(3 credits — UT)
Fall

Alberta's past and present with emphasis on urbanization, agriculture and industry, political developments, outstanding personalities, and cultural growth.

Prerequisite: Any other Mount Royal College History course or consent of the Department.

HIST 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

HIST 2201, 2203

Refer to section on "Programs in Affiliation with The University of Calgary".

INTERDISCIPLINARY STUDIES (IDST)

Interdisciplinary studies is the integration of facts, ideas, and interpretations of several disciplines to a common theme.

Individual course content will be based on a single specific theme to which various disciplines can relate and have a focal point to share in common. All courses will be presented by a team of instructors.

The current list of Interdisciplinary courses consists of those courses that in the past have been identified as General Education Courses. These courses may be used to satisfy certain areas in the Arts and Science Core for graduation requirements.

IDST 1121 — Media and Environment (formerly CMUN 1151)

3 hours instruction
(3 credits)
Fall and Spring

An interdisciplinary investigation of media and environment as they shape man's personal and social life. Emphasizes the role of technological media, both printed and electronic, in shaping the consciousness of man in specific cultural environment.

IDST 1122 — Ideologies and Change (formerly CMUN 1152)

3 hours instruction
(3 credits)
Fall and Spring

An interdisciplinary investigation that includes the definition of an ideology; the effects of different ideologies on man's perception of himself, society and the future; and the problems created by various approaches to political and social change.

IDST 1140 — Outstanding Lives (formerly HUMN 1150)

3 hours instruction
(3 credits)
Fall and Spring

An interdisciplinary study of the original works of significant thinkers from the areas of the arts, fine arts, science and politics.

IDST 1141 — Cultural Epochs (formerly HUMN 1151)

3 hours instruction
(3 credits)
Fall and Spring

An interdisciplinary study of an outstanding historical period such as the Renaissance, Classical Greece, Tang China or some aspect of the twentieth century.

IDST 1160 — Man and His Natural Environment (formerly NTSC 1150)

3 hours instruction
(3 credits)
Fall and Spring

A series of discussions and assignments are used to demonstrate the continuum and dependency of the sciences to each other by using a selected element of our environment (e.g. water or air) as a unifying theme. Supporting discussions from non-science disciplines will further broaden the theme. Designed to increase students' understanding of the interactions within the environment so that they may better adjust to it and improve it.

IDST 1161 — Natural History of Western Canada (formerly NTSC 1151)

5 hours instruction
(including labs and field trips)
(3 credits)
Fall

A study of the natural history of the Western prairies and the Eastern Rocky Mountains of Canada. Includes the geologic history, and a survey of the fauna and flora, and the environment of the region.

IDST 1210 — Perspectives of Religion (formerly BHAV 1230)

3 hours instruction
(3 credits)
Fall

An objective and subjective, cross-cultural study of religion and the way it effects human relations. Topics include: faith, religion and science; the existence of god; and life after death.

IDST 1211 — The Family (formerly BHAV 1251)

3 hours
(3 credits)
Spring

An examination of the diversity of family structure and relationships in a world of change. Students use the theory of family dynamics and personal experience to critically evaluate the contemporary family.

IDST 1212 — Effective Interpersonal Behavior (formerly BHAV 1250)

3 hours instruction
(3 credits)
Spring

Through theory and practice, students develop effective helping behavior. Topics include: Art Comb's concept of "The Self as Instrument" and Robert Carkhuff's "core conditions".

IDST 1214 — Man and His World (formerly BHAV 1214)

3 hours instruction
(3 credits)
Fall

Students explore the human relations of everyday life including their attitudes towards themselves and others from a humanistic psychology perspective.

IDST 1221 — Symbols (formerly CMUN 1251)

3 hours instruction
(3 credits)
Fall and Spring

Students will consider general aspects of interpersonal communication between cross-cultural groups. Topics include: differences in cultural values; non-verbal communication, languages and cultures.

IDST 1222 — Intercultural Communications (formerly CMUN 1252)

3 hours instruction
(3 credits — UT)
Fall and Spring

An attempt to isolate, identify and overcome barriers to effective communications between members of cross-cultural groups by means of class lectures, discussion, and personal interviews.

IDST 1260 — Energy in Nature and Society (formerly NTSC 1250)

3 hours instruction
(3 credits)
Fall

An examination of the types, characteristics, and sources of energy which are found and used in man's natural environment and/or his cultures. This course traces the flow of energy through different natural and social systems noting the roles and relationships.

IDST 1261 — Matter in Nature and Society (formerly NTSC 1251)

3 hours instruction
(3 credits)
Spring

An introduction to the forms, characteristics and occurrences of naturally occurring matter and their role in human activities. Designed to develop an informed attitude on the role of matter in nature and society. Students concentrate on a particular aspect of matter that is of interest to them.

IDST 1262 — Problems of Science: A Philosophical Perspective (formerly NTSC 1252)

3 hours instruction
(3 credits)
Fall

The sciences are purported to have a methodology peculiar to them, that attempt to explain, predict and describe phenomena; most develop theories and attempt to formulate laws of nature. This course deals with these and other concepts of science from a philosophical and historical point-of-view in the attempt to characterize the most general features of the scientific enterprise.

IDST 1263 — Health in Today's World (formerly NTSC 1272)

3 hours instruction
(3 credits)
Fall

Examines human health behavior as a lifetime process or response and adaptation to the demands of an internal and external environment. The multi-disciplinary approach is designed to assist students as individuals and family members, acquire the knowledge to make healthy choices that will affect the quality of their lifestyle.

IDST 1270 — The Canadian Mosaic

(formerly HUMN 1250)

3 hours instruction

(3 credits)

Fall

An interdisciplinary study of the people of Canada and their interaction with the land and with each other. An examination of the various peoples who have contributed to the moulding of Canadian Society; the traditions and values they shaped or brought with them; and the ways in which they, in turn, have been affected by the land and by their attempts to develop a multi-cultural nation.

IDST 1271 — Contemporary Canadian

Problems (formerly HUMN 1251)

3 hours instruction

(3 credits)

Spring

An examination of problems peculiar to Canada, such as regionalism, separatism, Canadian-American relations, and Canada's place in the world community, as well as the problems common to western industrialized countries such as pollution, urbanization, racial and minority issues, poverty, etc.

IDST 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

INTERIOR DESIGN (INDS)

INDS 1110 — History of Art and Architecture I

(formerly INDS 1111)

3 hours instruction

(3 credits — UT)

Fall

A survey of art and architecture and minor arts from the old stone age to the end of the twelfth century in Europe and the Near East. The student is offered a systematic study of aesthetics and the development of art styles which will enable him to develop a basic appreciation and understanding of art and its origins. The course consists of lectures and seminars supported with slides and films.

INDS 1113 — History of Art and Architecture II

(formerly INDS 1220)

3 hours instruction

(3 credits — UT)

Spring

A sequel to Interior Design 1110. A general historical survey of the visual arts in Western Europe from the Middle Ages and Renaissance Period to the end of the 19th century. Lectures and seminars are supported with slides and films.

Recommended preparation: Interior Design 1110.

INDS 1120 — Fundamentals of Design and Colour I

9 hours instruction

(4 credits — UT)

Fall

An introduction to the basic elements, principles and concepts of design. Theory regarding dot, line, shape, proportion, texture, space, form, scale, etc. Also an introduction to colour theory. The basics studied in this course are applied in assignments.

Initial assignments are solved in two dimensions; later assignments are solved in three dimensions.

INDS 1121 — Fundamentals of Design and Colour II

9 hours instruction

(4 credits — UT)

Spring

A continuation of INDS 1120. Further study and application of the basic principles and concepts of design fundamentals. An introduction to space planning. Colour theory continued and expanded to form the basis for colour scheming.

Recommended preparation: Interior Design 1120.

INDS 1122 — Architectural Drafting I

6 hours instruction

(3 credits)

Fall

Theory and practical exercises in architectural and design drafting techniques. Students are introduced to equipment use, lettering, drawing plan and elevation as well as to three-dimensional object drawing.

INDS 1123 — Architectural Drafting II

6 hours instruction

(3 credits)

Spring

A continuation of Interior Design 1122. The theory and practice of perspective drawing, casting, shade and shadows. An introduction to space planning problems.

Recommended preparation: Interior Design 1122.

INDS 1126 — Drawing Fundamentals

3 hours instruction

(2 credits — UT)

Fall

An introduction to drawing with emphasis on the use of various rendering media including pencil, felt pen, ink and water colours. Class exercises and supplemental home sketches are required.

INDS 1127 — Rendering Fundamentals

3 hours instruction

(2 credits — UT)

Spring

A continuation of INDS 1126. Other media are introduced. Water colour and the combination of various rendering media and techniques are used on rendering of interior spaces.

Recommended preparation: Interior Design 1126.

INDS 1132 — Introduction to Ceramics

3 hours instruction

(2 credits — UT)

Fall

A beginner's course in ceramic arts. Emphasizes hand-building techniques such as slab, coil, pinch and solid form curving. Wheel work and glazing are introduced.

INDS 1134 — Introduction to Sculpture

3 hours instruction

(2 credits — UT)

Fall

A beginner's course in sculptural craftsmanship. Topics include three-dimensional concepts, function, scale, materials and their properties, and techniques. Natural forms are studied.

INDS 1136 — Introduction to Painting

3 hours instruction

(2 credits — UT)

Fall

A beginner's course in the use of oil or acrylics as a medium for sensory expression and pictorial composition. Major contemporary painting tendencies are analyzed.

INDS 1138 — Interior Materials and

Textiles I (formerly INDS 1238)

1 hour instruction

(1 credit)

Fall

A survey of building materials, textiles and interior furnishing used in Interior Design. Includes lectures, seminars, group and individual assignments, field trips and guest speakers.

INDS 1139 — Interior Materials and

Textiles II (formerly INDS 1239)

1 hour instruction

(1 credit)

Spring

A continuation of Interior Design 1138.

Note: Core courses for Semester 1 are Interior Design 1110, 1120, 1122, 1126 and 1138.

Core courses for Semester 2 are Interior Design 1113, 1121, 1123, 1126 and 1139.

Design File

All students entering Semesters 3 and 4 are required to have a file comprised of such materials as: furniture and accessory catalogues, fabric and carpet samples. These are for their own use in assigned, practical projects. Anyone considering entering the Interior Design Department at Mount Royal is encouraged to begin collecting materials early.

INDS 1201 — Summerwork

(1 credit)

To be completed by students before entering Interior Design 1224.

Independent work of a design problem as assigned on conclusion of Semester 2.

Summer Work: Assignments to be completed during summer recess. Satisfactory completion is required before a diploma is granted.

Assignments are due August 15 before commencement of second year.

INDS 1202 — Summerwork

(1 credit)

To be completed by students entering the Interior Merchandising Program.

A typewritten report comprised of about 8000 words. The topic, within the Interior Merchandising area, is determined through consultation with the appropriate member of the faculty.

INDS 1212 — Interior Detailing I

3 hours instruction

(2 credits)

Fall

Theory and practical exercises in furniture design and interior detailing techniques, including a study of joinery and hardware applications.

Recommended preparation: Interior Design 1121, 1123.

INDS 1213 — Interior Detailing II

3 hours instruction

(2 credits)

Spring

A continuation of Interior Design 1212 with concentration on interior detailing as related to the commercial interior design field.

Recommended preparation: Interior Design 1121.

INDS 1218 — Graphic Techniques I

3 hours instruction

(2 credits)

Fall

Development of ability and familiarity with varied media and techniques used to express ideas in a pictorial form that will be easily understood by a client. Emphasis given to presentation of design ideas by rapid methods in various mediums.

Recommended preparation: Interior Design 1127.

INDS 1219 — Graphic Techniques II

3 hours instruction

(2 credits)

Spring

A continuation of Interior Design 1218 with emphasis on the development of a personal rendering and presentation technique.

Recommended preparation: Interior Design 1218.

INDS 1221 — History of Modern Art and Architecture

3 hours instruction

(3 credits — UT)

Fall and Spring

A survey of painting, sculpture and architecture in Western Europe and North America from the late nineteenth century to the present day. Lecture, discussion and seminars will explore aesthetics and the development of art styles to enable the student to better understand the trends of 20th century contemporary visual expression. Lectures and seminars are supported with slides and films.

INDS 1224 — Design: Theory Problems and Equipment I

8 hours instruction

(5 credits)

Fall

Lectures, seminars and discussions of interior design theory and principles and the factors affecting them. Projects and exercises to develop critical and creative abilities. Major projects are various residential situations. Familiarization with the concepts of scale, proportion, form and space. Introduction to equipment used in interiors.

Recommended preparation: "C" or better standing in all core courses taken in Semesters 1 and 2 of the Interior Design Program.

INDS 1225 — Design: Theory Problems and Equipment II

8 hours instruction

(5 credits)

Spring

A continuation of Interior Design 1224. Major projects included are commercially-oriented and will include an office and a restaurant design project.

Recommended preparation: "C" or better standing in Interior Design 1224.

INDS 1227 — History of Furniture

3 hours instruction

(3 credits)

Fall and Spring

A study of furniture, interiors and the changes in styles as their designs adapted to different societies and races from the period of the early Egyptian to present day.

It considers the influence of historical Egyptian, Roman Empire, French, Italian and English furniture on contemporary furniture, including pieces recently designed in Canada, the United

States and the Scandinavian countries. Lectures and seminars will be illustrated with slides and films.

INDS 1230 — Merchandising Design

3 hours instruction

(2 credits)

Fall

Includes planning, room lay-out, co-ordination of furnishings through series of planning problems as they relate to the residential field of Interior Design.

INDS 1231 — Merchandising Design II

3 hours instruction

(2 credits)

Spring

A continuation of Interior Design 1230 including some commercial design application. The semester concludes with a complete residential design problem.

Field work is compulsory.

Recommended preparation: "C" or better standing in Interior Design 1230 and an overall fall semester G.P.A. of 2.0 or better.

INDS 1232 — Ceramics II

3 hours instruction

(2 credits — UT)

Spring

A continuation of Interior Design 1132. Emphasis is on the Potter's Wheel and glazing techniques.

INDS 1234 — Sculpture II

3 hours instruction

(2 credits — UT)

Spring

A continuation of Interior Design 1134.

INDS 1236 — Painting II

3 hours instruction

(2 credits — UT)

Spring

A continuation of Interior Design 1136.

INDS 1240 — Professional Ethics and Practice I

2 hours instruction

(2 credits)

Fall

A survey of Interior Design business practices including business letters, presentation of design solutions, public speaking and the ideals of Interior Design practice.

INDS 1241 — Professional Ethics and Practice II

2 hours instruction

(2 credits)

Spring

A continuation of Interior Design 1240.

Note: Core courses for Semester 3 are Interior Design 1212, 1224, 1240 and must be taken at the same time. Core courses for Semester 4 are Interior Design 1213, 1225, and 1241.

INDS 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

LATIN (LATN)

LATN 1110 — Introductory Latin

3 hours instruction
(3 credits — UT)
Fall and/or Spring

An introductory course intended for students who have had less than one year of Latin. Basic grammar and vocabulary will be included, but the emphasis will be placed on developing reading ability.

LATN 1111 — Introductory Latin — Second Level

3 hours instruction
(3 credits — UT)
Fall and/or Spring

A continuation of Latin 1110. Grammar and vocabulary will be expanded, but the emphasis will remain upon the development of reading ability and of some appreciation of Latin literature, Roman history and Roman culture.

Recommended preparation: Latin 1110 or two years of Latin.

LATN 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

LEARNING SKILLS (LNSK)

The following courses are offered as part of the College Learning Skills Program. These courses as well as all other courses in the 0100 to 0199 number series do not carry credit toward the award of a Diploma or Certificate.

LNSK 0100 — Basic Writing Skills

4 hours instruction
(3 credits)
Fall/Spring

Examines the basic principles of clear and effective writing. Students practice forms of expository writing with emphasis upon paragraph development. Some reading is assigned for background and as models for writing. Small classes encourage individualized instruction.

LNSK 0101 — Basic Arithmetic Skills

3 hours instruction
(3 credits)
Fall/Spring

Provides students with opportunities to improve basic skills in mathematics. Emphasis is placed on individualized instruction, student self-pacing and direct instructor supervision.

Included in the course are such topics as:

1. Fundamental operations in mathematics (i.e. addition, subtraction, multiplication, division) with whole numbers, fractions and decimals.
2. Problem solving.
3. Applications to real life including such topics as equations, ratio and proportion and speed skills with accuracy.

LNSK 0105 — Basic Reading Skills

3 hours instruction
(3 credits)
Fall/Spring

Provides reading instruction for students who have difficulties.

Flexibility in techniques and comprehension are stressed in the different kinds of reading students are expected to confront in course work. Standardized tests are used to diagnose areas of deficiency and to individualize instruction.

Note: It is expected that students will take this reading course concurrently with whatever other English course their program recommends.

LNSK 0107 — Career Exploration and Planning

3 hours instruction
(3 credits)
Fall/Spring

Involves students in a comprehensive program of career exploration and planning. Major topics include self-exploration (of interests, values, abilities, temperaments, goals, and desired life style), exploration of career and educational options, decision-making skills, and contact with the world of work.

LNSK 0109 — College Preparation

6 hours instruction
(3 credits)
Fall/Spring

Provides students with opportunities to learn and experience needed skills for College success such as communication skills, relationship skills, organization skills, career and life planning and College adjustment.

LNSK 0111 — Speed Reading

3 hours instruction — 6 weeks
(1 credit)
Fall/Spring

Assists participants in using their reading skills more effectively by focusing on speed improvement and increased efficiency. Participants will be required to practice regularly outside class.

LNSK 0113 — Writing About Literature

1 hour instruction

(1 credit)

Fall/Spring

Provides the student with instruction and practice in writing critical, analytical essays on literary topics. While selected works of literature will serve as examples for analysis and discussion, course emphasis will be on developing writing skills.

LNSK 0115 — How To Write A Research Paper

3 hours instruction or independent study

(1 credit)

Fall/Spring

Helps students master the format and the various steps in writing a research paper: choosing and limiting a topic, using the library and other sources, taking notes, writing the paper, and documenting. Students may choose either a six-week workshop or an independent study format. The course, in either format, will require students to complete satisfactorily a set number of assignments in order to receive credit. Students who have been assigned a research topic in another course may work on this topic in Learning Skills 0115.

LNSK 0117 — Word Usage

1 hour instruction

(1 credit)

Fall/Spring

Examines the basic principles of semantics or word usage by focusing on the relationships among thoughts, words, and objects.

LNSK 0119 — Techniques of Clear Thinking

3 hours instruction

(3 credits)

Fall/Spring

Intends to implant and nourish the growth of critical intelligence in the student, and includes the presentation of a variety of basic techniques essential to clear and efficient thought. More specifically, students will study classifactory skills, principles of comprehension, and strategies for identifying and evaluating arguments.

LNSK 0121 — Developing Good Study Skills

3 hours instruction — 6 weeks

(1 credit)

Fall/Spring

Assists students to learn how to study more effectively by focusing on developing self-discipline in study and providing information and assistance in the development of effective study habits.

LNSK 0123 — Learn to Spell

2 hours instruction — 5 weeks

(1 credit)

Fall/Spring

Assists students who are having difficulty with spelling to assess the causes of their difficulties and to overcome them.

**LEISURE EDUCATION
(LECR OR LETR)**

(The program title was changed from Recreation and Therapeutic Recreation to comply with the Diploma title.)

The Leisure Education Curriculum presently incorporates a total modular system (i.e. a series of small learning units).

LECR 1111 — Leisure Services — Fundamentals

3 hours instruction

(3 credits — UT)

Fall

A survey of the historical, philosophical and sociological relationships of leisure and the Leisure Services profession. Topics include: introduction and orientation to leisure; concepts effecting leisure; agents of leisure; the community and its contribution to leisure; and leisure and your lifestyle.

LECR 1130 — Recreation Skills I (Early Childhood Education and Development Students Only)

3 hours instruction

1 weekend field trip

laboratory

(3 credits)

Spring and/or Fall

A practical introduction to arts and crafts in early childhood education. Topics include: arts and crafts, personal recreation, science of nature, sensory experience, excursions, movement education, special occasions and the world of work. Students choose one area for in-depth involvement.

LECR 1131 — Recreation Skills I (Human Growth and Leadership)

3 hours instruction

1 weekend field trip

laboratory

(3 credits — UT)

Fall

An introduction to activities utilizing a playground focus through music, games, drama, crafts and social settings. A survey of the psychological foundations of Leisure Education. Characteristics of people at various stages in their lives; theories of learning and theories of motivation. Leadership styles, roles, and conduct are studied.

LETR 1132 — Recreational Skills I (Arts and Crafts)

3 hours instruction

laboratory

(3 credits — UT)

Fall and/or Spring

An exploration of arts and crafts media and the programming of crafts for various groups. Modules include: the use of camping in outdoor education and outdoor recreation; recreational

activity planning; arts, crafts and creativity; and instruction in crafts such as macrame, silk screening, batik lapidary, wood work and nature crafts.

LECR 1133 — Recreation Skills I (Youth Services Students Only)

3 hours instruction
1 weekend field trip
laboratory
(3 credits)
Fall

An exploration of arts and crafts media and their application to Youth Service field work. Modules include: lesson planning, recreational activity planning, including tournament and competition scheduling; and instruction in arts and crafts.

LECR 1134 — Recreation Skills I (EASL Students Only)

3 hours instruction
laboratory
(3 credits)
Fall and/or Spring

An exploration of arts and crafts media, designed to help foreign students learn and practice the English language. Modules include: an overview of indoor and outdoor recreation and instruction in various crafts.

LECR 1160 — Leisure Services — Introduction to Streaming Options

2 hours instruction
(2 credits — UT)
Spring

An in-depth study of the Leisure Services field to assist in the selection of program streams and specialty options by the student. Includes an introduction to municipal, provincial and federal professional opportunities and related course options.

LECR 1210 — Leisure Services — Program Planning

3 hours instruction
(3 credits — UT)
Spring

An in-depth study of the theory, methods, techniques and skills used in planning leisure programs. Modules include: principles of program planning; identifying program needs; program planning in specific settings; program evaluation; and synthesis.

Prerequisite: Leisure Education 1111 or consent of the Department.

LECR 1211 — Community Recreation III — Ideal Community

3 hours instruction
(3 credits — UT)
Fall

A discussion of the nature of community. Students are required to prepare an outline of their "ideal community".

Prerequisite: Leisure Education 1210 or consent of Department.

LECR 1212 — Community Recreation IV — Group Process

3 hours instruction
(3 credits — UT)
Spring

An advanced course designed to integrate academic studies with field work experiences. Major emphasis will be placed on resource utilization and an in-depth study of at least one agency in the Calgary area.

Prerequisite: Leisure Education 1211 or consent of Department.

LECR 1230 — Recreation Skills II (EASL Students Only)

3 hours instruction
1 field trip
(3 credits)
Spring

A continuation of Leisure Education 1130 emphasizing advanced skill development.

LECR 1231 — Recreation Skills II

3 hours instruction
1 field trip
laboratory
(3 credits — UT)
Spring

A continuation of Leisure Education 1131. It is designed to coordinate very closely with Leisure Education 1210 in the area of program planning. Particular emphasis is devoted to the skills considered necessary for the student to enter the "supervisory leadership" practicum. Various activities selected from arts and crafts will be used as the vehicle to reinforce learning.

LETR 1232 — Recreation Skills II (Advanced Arts & Crafts)

3 hours instruction
laboratory
(3 credits — UT)
Spring and/or Fall

A continuation of Leisure Education 1132. Specialization in selected crafts and greater in-depth study is emphasized.

LECR 1233 — Recreation Skills II (Youth Services Students Only)

3 hours instruction
1 field trip
laboratory
(3 credits)
Spring

A continuation of Leisure Education 1133. Designed to co-ordinate closely with, and present a practical application of the other courses taken by the Youth Services Student. Particular emphasis is devoted to "program planning". Arts and crafts will be used as the vehicle to reinforce the learning.

Note: A major portion of this course will be conducted during the week prior to the normal beginning of classes for the spring semester.

LECR 1234 — Recreational Skills II
(EASL Students)

3 hours instruction
(3 credits)
Spring

Advance skills development.

LECR 1240 — Recreation Skills III — Leadership Development

3 hours instruction
(3 credits — UT)
Fall

Designed to help students develop more effective leadership skills in themselves and others. Modules include: definition of leadership; nature of leadership; styles of leadership; knowledge of self; sensitivity to others; mechanical leadership skills; supervisory techniques; public relations; evaluation skills; working with volunteer; and designing leadership development programs.

LECR 1243 — Recreation Administration

2 hours instruction
(2 credits — UT)
Spring

The fundamental principles and practices involved in the administration of recreation. Topics include: a survey and analysis of various administrative theories; a study of the various methods and techniques of budgeting, personnel management, business procedures, etc.; and a study of federal, provincial and municipal government involvement in recreation.

LECR 1245 — Leisure Services — Seminar

2 hours instruction
(2 credits — UT)
Spring

Offers second year students an opportunity to pursue areas of interest in Leisure Services. These interests will be developed in a seminar setting in consultation with the instructor.

LECR 1251 — Practicum I
(Clinical Observations)

(2 credits)
Fall

Designed to provide the learning experience in a variety of leisure services areas (community and therapeutic settings). Acquaints students with the wide variety of program settings available in the broad field of leisure education. Students will choose to visit and evaluate social agencies, municipal programs, hospitals, nursing homes or other situations which cater to the needs of people.

Note: Re: Practicums. Experienced workers admitted to the program may be offered advance credit for practicum upon applying to the Practicum Supervisor and meeting established criteria.

LECR 1252 — Practicum II
(Direct Leadership)

(2 credits)
Spring

A continuation of Leisure Education 1251. Under supervision, students will provide leadership in a program administered by an approved agency.
Recommended preparation: Leisure Education 1251.

LECR 1253 — Practicum III
(Leadership Supervision)

(2 credits)
Fall

A continuation of Leisure Education 1252. Students will gain experience at an administrative or supervisory level within the program of an approved agency. An agency supervisor will provide assistance in developing the necessary administrative skills and will assist in the evaluation of the supervisory experience.

Recommended preparation: Leisure Education 1252.

LECR 1254 — Practicum IV
(Graduation Project)

(2 credits)
Fall and Spring

A continuation of Leisure Education 1253. A major project which serves as a synthesis of students' academic courses and field work experiences. The topic must be related to Leisure in its broadest terms; of interest to the student and of some practical use to someone else in the future. In addition to researching, preparing and submitting the project, students must present and discuss it before a selected evaluation panel.

Recommended preparation: Leisure Education 1253.

LETR 1260 — Therapeutic Recreation II
— Program Planning

3 hours instruction
(3 credits — UT)
Spring

An in-depth study of the theory, methods, techniques and skills used in planning leisure programs for special populations. Modules include: principles of program planning in special settings; program evaluation; and synthesis.

LETR 1261 — Survey of Disabling Conditions

3 hours instruction
(3 credits)
Spring

Designed to acquaint students with the nature of various handicapping conditions. Includes the study of the causes and effects of cerebral palsy, cystic fibrosis, impaired hearing, spinal injuries, multiple sclerosis, muscular dystrophy, visual impairment, mental retardation, psychiatric disorders, aging, etc.

LETR 1265 — Adapted Physical Activities

1 hour instruction
3 hours lab/tutorial
(3 credits — UT)
Fall and/or Spring

Presents concepts and provides practice in physical activities including dance and the adaptation of these activities to provide therapy for the mentally and physically disabled and the aged.

LETR 1266 — Therapeutic Recreation — Drama

This course also appears as Drama 1110.

(Therapeutic Recreation students only sections).

2 hours instruction

2 hours lab

(3 credits)

Fall and/or Spring

Provides the student with the practical techniques and experiences needed to initiate, participate in and lead a basic dramatic arts program.

LETR 1267 — Therapeutic Recreation — Music and Movement

4 studio hours

(3 credits)

Fall and/or Spring

A study of music fundamentals for recreation. Emphasis is placed on the acquisition of a repertoire of folk songs for group singing and rhythmic activities. Introduction to guitar or piano accompaniment is provided. Also an introduction to preliminary conducting techniques.

Recommended preparation: Leisure Education 1266 and/or Drama 1110.

LETR 1269 — Therapeutic Recreation — Seminar

2 hours instruction

Fall and/or Spring

Spring

This seminar will bring together directed discussion concepts and skills acquired in the program, and present the ways that these concepts and skills may be applied in providing therapy through recreation.

In addition, current trends in the field will be explored and discussed.

LECR 1270 — Leisure Counselling

2 hours instruction

(2 credits)

Spring

Concepts, methods and techniques of Leisure Counselling approached from the premise that to be an effective Leisure Counsellor one must first have a solid basis upon which is built a personal leisure lifestyle. Topics include: counselling; leisure and you; techniques and methods of Leisure Counselling.

LECR 1290 — Outdoor Living

3 hours instruction

2 outdoor labs

(3 credits — UT)

Fall and Spring

An introduction to outdoor activities using camping as a vehicle, a recreational pursuit and a structure. Modules include: outdoor living

philosophies, forms and trends; camp programming; selected outdoor living skills and activities; roles of camp personnel; professional associations and governing bodies; personal and community resources; and weekend camps (labs).

LECR/LETR 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

LINGUISTICS (LING)

LING 1210 — The Nature of Language I

3 hours instruction

(3 credits — UT)

Fall and/or Spring

A survey of the field of linguistics, its content, techniques and objectives; the nature of language; the techniques of phonological, morphological and syntactic analysis and description through the solution of problems from selected languages; the applications of linguistics in language learning, language teaching and speech therapy.

LING 1211 — The Nature of Language II

3 hours instruction

(3 credits — UT)

Spring

A course with special emphasis on the development of the English language, the place of English in relation to the languages of the world, language change and variation, and applied linguistics.

LING 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

MATHEMATICS (MATH)

MATH 1003 — Basic Arithmetic Skills for Nurses

1 hour instruction

(1 credit)

Fall

This course is designed to help Nursing students improve their basic skills in arithmetic as well as to teach them to apply these skills. Content includes: fundamental operations in arithmetic;

and utilizing ratio and proportion in solving problems.

Note: This course is a prerequisite for Nursing 1111. Restricted to Nursing students only. Nursing students who challenge the examination in this course will not be charged the normal fee for challenging an examination.

MATH 1010 — Introduction to Elementary Mathematics (formerly MATH 1114)

5 hours instruction
(4 credits)
Fall and/or Spring

Sets, relations and functions, real numbers, equations, inequalities, exponents and radicals, the algebra of rational expressions, geometry of straight lines, triangles and quadrilaterals.

MATH 1020 — Elementary Mathematics (formerly MATH 1115)

5 hours instruction
(4 credits)
Fall and/or Spring

Relations and functions, quadratic functions, equations and inequalities, complex number system, solution sets of systems, logarithmic functions, geometry of straight lines, triangles, quadrilaterals, polygons and circles.

Recommended preparation: Mathematics 1020 or Mathematics 10.

MATH 1030 — College Mathematics (formerly MATH 1179)

5 hours instruction
(4 credits)
Fall and/or Spring

Trigonometric functions and applications, vectors, sequences, series and limits, permutations, combination and the binomial theorem, probability, polynomial functions, conic sections, mathematical induction.

Recommended preparation: Mathematics 1020 or Mathematics 20.

Not recommended for students having Mathematics 30.

Note: While students can use this course as an alternative to mathematics 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in Mathematics 30 and the students pass the "Departmental".

MATH 1031 — Calculus and Matrices (formerly MATH 1180)

5 hours instruction
(4 credits)
Fall and/or Spring

Part 1: Calculus — Limits, differentiation of sums, products and quotients (excluding log. and trig. functions), the Chain rule, application to curve sketching, maximum and minimum problems, motion, simple integration, area under a curve and area between curves.

Part 2: Matrices — Systems and matrices, operations with matrices, special matrices, the determinant function, finding multiplicative inverses, definition of a vector space and the vector space of 2-tuples.

Note: While students can use this course as an alternative to Mathematics 31 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in Mathematics 31 and the students pass the "Departmental".

MATH 1118 — Pre-Calculus Algebra and Trigonometry

4 hours instruction
(4 credits)
Fall and/or Spring

Comprehensive coverage of both pre-calculus algebra and trigonometry.

Pre-Calculus Algebra: A review of topics including factoring; solving linear, quadratic and cubic functions and graphs; conics; exponential and logarithmic functions; absolute value and inequalities; problem solving.

Trigonometry: Topics include: trigonometric functions and their graphs; identities and conditional equations; reduction formulas; inverse of trig functions; solutions of triangles; problem solving.

Intended for students entering the fields of Mathematics, Engineering, Aviation, or another in which calculus is required. Especially recommended for persons returning to formal study.

Prerequisites: 50% or better in Mathematics 30 (or equivalent) or 50% or better in Mathematics 20 (or equivalent) at the same time.

MATH 1120 — Differential and Integral Calculus

5 hours instruction
(4 credits — UT)
Fall and/or Spring

A first course in applied calculus including differentiation and integration of functions of one variable, properties of elementary functions, maxima, minima, related rates, conic sections, tangents, normals, transcendental functions, area, length, volume and center of mass. This course is intended for engineering students, aviation students, and all students of applied mathematics.

Recommended preparation: Mathematics 1030 (Mathematics 1031 is desirable as a prerequisite or corequisite).

MATH 1219 — Calculus and Applications

5 hours instruction
(4 credits — UT)
Spring

A continuation of Mathematics 1120, including hyperbolic functions, techniques of integration, improper integrals, polar coordinates, parametric equations, an introduction to double and iterated integrals, indeterminate forms, infinite

series, power series, Taylor's theorem and an introduction to Fourier series. Algebraic topics, including complex numbers, vectors, vector and matrix algebra, and an introduction to the solution of systems of linear equations.

Recommended preparation: Mathematics 1120 or equivalent, or with the Instructor's permission.

MATH 1220 — Calculus

5 hours instruction
(4 credits — UT)
Fall

Further applications of the calculus. Three-dimensional analytic geometry; functions of more than one variable, partial differentiation, multiple integration, applications.

Recommended preparation: Mathematics 1219.

MATH 1221 — Calculus and Differential Equations

5 hours instruction
(4 credits — UT)
Spring

Green's Theorem and Stokes Theorem, 1st and 2nd order differential equations, applications of solutions of these questions, series solutions (e.g. Fourier, Bessel, Legendre, Laguerre).

Recommended preparation: Mathematics 1220.

MATH 1224 — Introduction to Statistics

5 hours instruction
(4 credits — UT)
Fall and/or Spring

Descriptive statistics and basic theory. Graphs, frequency tables, means, standard deviation, probability, expectations, probability distributions (binomial, poisson, normal, etc.), sampling distributions, regression and correlation.

MATH 1225 — Statistical Inference

5 hours instruction
(4 credits — UT)
Fall and/or Spring

Inferences concerning means, proportion, variance. Analysis of variance (one and two ways), regression and correlation analysis. Non-parametric statistics. Application of these statistics to problems in business, biology and social sciences.

MATH 1240 — Introduction to Linear Algebra

3 hours instruction
(3 credits — UT)
Spring
Not Offered 1979-80

Introduction to vector spaces, subspaces, linear combinations, linear dependence basis, dimension, matrices and systems of linear equations, determinants, eigenvalues and eigenvectors.

Recommended preparation: Mathematics 1118 or equivalent.

MATH 1250 — Cultural and Historical Mathematics

3 hours instruction
(3 credits)
Fall and/or Spring

Conveys the flavor of mathematics by examining its historical development and its place in our culture. Ideas are illustrated by a variety of elementary examples from different branches of mathematics. Students choose one area to study in depth.

Intended for non-mathematics majors.

MATH 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

MATH 2211, 2251, 2253 —

Refer to section on "Programs in Affiliation with The University of Calgary".

MUSIC (MUSC)

***In the event of low enrollments in the marked courses, students will be expected to pay private lesson fees.**

MUSC 1100 — Rudiments I

1 hour instruction
(1 credit)
Fall and/or Spring

Elements of music theory: notation, basic concepts of melody, harmony and rhythm.

MUSC 1101 — Aural Training I

1 hour instruction
(1 credit)
Fall and/or Spring

Develops the student's ear through musical dictation; melody writing; chord recognition; exercises in modulation; rhythm tests; and listening to records.

MUSC 1103 — Aural Training II

1 hour instruction
(1 credit)
Fall and/or Spring

This course is a continuation of Music 1101.

***MUSC 1105 — Music Pedagogy I**

1 hour instruction
(1 credit)
Fall and/or Spring

Intended for students who plan to teach music, privately or in school. The fundamental teachings of a principal instrument or the beginning techniques of a second practical instrument will be taught. Knowledge of music

literature related to the instrument, technique, and adjustment of faulty technique will be covered.

***MUSC 1106 — Music Pedagogy II**

1 hour instruction

(1 credit)

Fall and/or Spring

A continuation of Music 1105.

***MUSC 1107 — Pianoforte Literature I**

1 hour instruction

(1 credit)

Fall and/or Spring

A listening course designed to present piano music for the general student as well as the trained musician. It covers literature from the late Baroque to the 20th Century.

Prerequisite: Knowledge of piano keyboard equivalent to Grade VI level.

MUSC 1110 — Music Exploration I

(formerly MUSC 1102)

3 hours instruction

(3 credits)

Fall and/or Spring

Exploration of the art of music and its materials. Emphasis on the development of listening skills beginning with obvious features and moving to more specific aspects of particular styles and types of music. Examples will be drawn from a variety of styles — classical and popular, past and present — and will coordinate with musical events in Calgary during the current semester.

Prerequisite: No musical background required.

MUSC 1115 — Mount Royal Singers I (79)

(formerly MUSC 1114)

2 hours participation

(1 hour credit)

Fall

This choir performs a variety of literature from different periods and styles. Some vocal instruction is given in the context of the rehearsal, but the primary purpose is to present the singers with a broad selection of music and prepare it for public concerts.

Prerequisite: Permission of the conductor.

MUSC 1119 — Mount Royal College Orchestra I

3 hours participation

(1 credit)

Fall and/or Spring

Emphasis on playing together as a group. Instruction in good ensemble playing will be given. Students supply their own instruments except those not commonly owned privately.

Prerequisite: A playing level of Grade VIII from any recognized conservatory. Audition required.

MUSC 1122 — Mount Royal College Concert Band I

3 hours participation

(1 credit)

Fall and/or Spring

This group is for students of intermediate to advanced ability. Players must supply their own instruments except those not commonly owned privately. Music of a high standard is taught and the scores are of classic and popular vein.

Prerequisite: A playing level of Grade VI from any recognized Conservatory. Permission of the conductor.

MUSC 1200 — Rudiments II (79)

1 hour instruction

(1 credit)

Fall and/or Spring

This course includes: scales in all major and minor keys; chords of the diatonic collection; fundamental harmonic progressions; harmonization of basic melodic patterns; transposition; use of five clefs in open score.

Prerequisite: Music 1100 or equivalent.

MUSC 1201 — Aural Training III

1 hour instruction

(1 credit)

Fall and/or Spring

A continuation of Music 1103.

MUSC 1202 — Music Exploration II

3 hours instruction

(3 credits)

Fall and/or Spring

A continuation of Music 1110. More details about various forms of music, stylistic periods, and significant types of music in the 20th Century.

Prerequisite: Music 1110 or consent of Instructor.

***MUSC 1203 — Music Exploration III**

3 hours instruction

(3 credits)

Fall and/or Spring

A continuation of Music 1202.

***MUSC 1204 — Music Exploration IV**

3 hours instruction

(3 credits)

Fall and/or Spring

A continuation of Music 1203.

***MUSC 1205 — Music Pedagogy III**

1 hour instruction

(1 credit)

Fall and/or Spring

A more advanced and higher standard for the teaching profession. Student will have to be acquainted with such technical exercises as scales, studies, etc., as might be useful for the development of fluency and tone quality.

Prerequisite: Music 1106.

***MUSC 1206 — Music Pedagogy IV**

1 hour instruction

(1 credit)

Fall and/or Spring

A continuation of Music 1205.

***MUSC 1207 — Pianoforte Literature II**

1 hour instruction

(1 credit)

Fall and/or Spring

A continuation of Music 1107 involving more detailed study.

MUSC 1208 — Aural Training IV

1 hour instruction

(1 credit)

Fall and/or Spring

A continuation of Music 1201.

***MUSC 1209 — Keyboard Harmony and Improvisation**

1 hour instruction

(1 credit)

Fall and/or Spring

Designed to equip the piano and organ student with a practical understanding of harmonic knowledge applied directly to the keyboard in the harmonization of melodies and realization of figured basses.

Prerequisite: Grade III Harmony (Music 1212) and an adequate keyboard facility.

***MUSC 1210 — Keyboard Harmony and Improvisation II**

1 hour instruction

(1 credit)

Fall and/or Spring

A more advanced form of keyboard harmony and improvisation.

Prerequisite: Music 1209.

MUSC 1212 — Beginning Harmony (Grade III)

1 hour instruction per week for 30 weeks

(3 credits)

Fall

Students will compose short melodies, together with appropriate cadence patterns in four parts. Harmonization of a given bass or melody line, as well as beginning harmonic and form analysis.

Prerequisite: Music 1200 or equivalent.

MUSC 1213 — Harmony (Grade IV)

1 hour instruction per week for 30 weeks

(3 credits)

Fall

A continuation of Music 1212 and will include melody writing and harmonization to include modulations. Some contrapuntal writing and composing of variations.

MUSC 1214 — Mount Royal Singers II (79)

2 hours participation

(1 credit)

Spring

A continuation of Music 1115.

Prerequisite: Music 1115.

MUSC 1215 — Mount Royal Singers III (79)

2 hours participation

(1 credit)

Fall

A continuation of Music 1214.

MUSC 1216 — Mount Royal Singers IV (79)

2 hours participation

(1 credit)

Spring

A continuation of Music 1215.

MUSC 1217 — Music History Grade III

1 hour instruction per week for 30 weeks

(3 credits)

Fall

A general survey of Western music from the late 18th to early 20th centuries.

Prerequisite: Music 1200 or equivalent.

MUSC 1218 — Music History (Grade IV)

1 hour instruction per week for 30 weeks

(3 credits)

Fall and/or Spring

More detailed study of the forms from Classic, Romantic and Contemporary periods.

Prerequisite: Music 1217 or equivalent.

MUSC 1219 — Mount Royal College Orchestra II

3 hours participation

(1 credit)

Spring

A continuation of Music 1119.

MUSC 1220 — Mount Royal College Orchestra III

3 hours participation

(1 credit)

Fall

A continuation of Music 1219.

MUSC 1221 — Mount Royal College Orchestra IV

3 hours participation

(1 credit)

Spring

A continuation of Music 1220.

MUSC 1222 — Mount Royal College Concert Band II

3 hours participation

(1 credit)

Spring

A continuation of Music 1122.

MUSC 1223 — Mount Royal College Concert Band III

3 hours participation

(1 credit)

Fall

A continuation of Music 1222.

MUSC 1224 — Mount-Royal College Concert Band IV

3 hours participation

(1 credit)

Spring

A continuation of Music 1223.

***MUSC 1225 — History Grade V**

1 hour instruction per week for 30 weeks

(3 credits)

Fall/or arrangement with instructor

Covers the Medieval, Renaissance and Baroque periods with attention to form.

Prerequisite: Music 1218 or equivalent.

***MUSC 1226 — Music Analysis (Form)**

1 hour instruction per week for 30 weeks

(3 credits)

Fall

Visual and aural recognition of forms such as Binary, Sonata, Rondo, and Fugue. Some identification of harmonic progressions.

Prerequisite: Music 1225 or equivalent.

MUSC 1227 — Advanced Harmony (Grade V)

1 hour instruction per week for 30 weeks

(3 credits)

Fall/or arrangement with instructor

Harmonization of a melody in four parts using chromatically altered chords; identification of all non-chord tones; and melody writing in binary and ternary forms.

Prerequisite: Music 1213 or equivalent. Music 1226 recommended.

***MUSC 1228 — Advanced and Free Counterpoint**

1 hour instruction per week for 30 weeks

(3 credits)

Fall/or arrangement with instructor

Add counterpoint to a given melody; add double counterpoint at the 15th; or write three variations on a given ground.

Prerequisite: Music 1227.

PRIVATE LESSONS

Private lessons are available through the Mount Royal College Conservatory of Music and Speech Arts. Arrangements for instruction can be made through the Conservatory Office, Room 3057, Level III, Telephone 246-6561.

Due to the specialized nature of instruction, fees for these courses are billed at a higher rate than other College courses. Fees for the courses listed below and other private lessons may be obtained directly from the Conservatory Office. See section on **Special Fees**.

Lessons are offered in the areas listed below. A variety of instruction to meet individual needs can be arranged through the Conservatory Office.

Principal Instruments or Voice

1 hour of private instruction

(2 credits)

Sem- ester	Key- board	Vocal	Strings	Wood- wind	Brass	Per- cussion
1	1130	1140	1150	1160	1170	1190
2	1230	1240	1250	1260	1270	1290
3	1231	1241	1251	1261	1271	1291
4	1232	1242	1252	1262	1272	1292

Please note that the following levels are minimums only for Principal Instrument or Voice. Certain programs such as the Diploma require a higher standard for completion.

Semester

1. **Prerequisite:** Grade VIII Practical or demonstrated equivalent
2. A minimum of Grade IX level of performance necessary to receive credit
3. **Prerequisite:** Grade IX level of performance
4. A minimum of Grade X level of performance necessary to receive credit.

Second Practical Study

½ hour private instruction per week

(1 credit)

No prerequisite required.

Sem- ester	Key- board	Vocal	Strings	Wood- wind	Brass	Per- cussion
1	1131	1141	1151	1161	1171	1191
2	1233	1243	1253	1263	1273	1293
3	1234	1244	1254	1264	1274	1294
4	1235	1245	1255	1265	1275	1295

MUSC 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

NATURAL SCIENCE (NTSC)

NTSC 1111 — An Interdisciplinary Approach to Environmental Problems

6 hours instruction

(including lab)

(3 credits)

Fall

An introduction to pollution of the land, atmosphere and inland waters. Lectures will be supplemented by field trips, demonstrations and guest lectures.

NTSC 1272 — Health in Today's World

3 hours instruction

(3 credits)

Fall

Examines human health behavior as a lifetime

process or response and adaptation to the demands of an internal and external environment. The multi-disciplinary approach is designed to assist students as individuals and family members, acquire the knowledge to make healthy choices that will affect the quality of their lifestyle.

NURSING (NURS)

NURS 1110 — Fundamentals of Nursing

60 hours classroom instruction

120 hours clinical instruction

(5 credits)

Fall

An introduction to the roles and the responsibilities of the nurse. The nursing process is introduced to assist the student to determine patient needs and subsequent nursing care. Emphasis is on self-awareness and the helping relationship. Opportunities will be provided for students to perfect skills in supervised practice time. Clinical instruction will occur at a variety of acute health care agencies.

Pre or corequisite: Biology 1220, English 1110, Psychology 1110, Mathematics 1003.

NURS 1111 — Common Elements of Illness

43 hours classroom instruction

72 hours clinical instruction

(5 credits)

Spring

An introduction to pathophysiology and nursing care of the patient experiencing disturbances in homeostasis. Stress and adaptation will be studied in terms of fluid and electrolyte balance, shock, inflammation, immunity, crisis of illness, pain, cancer, and the surgical patient. Students will be introduced to drug therapy and begin to administer medications to assigned patients on medical/surgical units in acute care health agencies.

Prerequisite: Nursing 1110, Biology 1220, English 1110, Psychology 1110, and Mathematics 1003 (students may challenge this course by taking the mathematics 1003 pretest). Should a student receive a satisfactory grade in the pretest, they will not be required to take this course and, as well, will be exempt from the \$25.00 Challenge Examinations Fee).

Pre or corequisite: Biology 1221, Psychology 1210.

NURS 1112 — Mental Health Nursing

70 hours classroom instruction

90 hours clinical instruction

(5 credits)

Spring/Intercession/Fall
(8 weeks)

An examination of the promotion of mental health concepts and the helping relationship, aiming to increase the development of positive interpersonal relationships and therapeutic communication skills in the nursing process. Clinical experiences are provided with people in acute health care settings, utilizing an electric perspective in identifying adaptive behaviors and formulating appropriate interventions using a problem solving approach. As part of a group — researches and develops, via media, a relevant community issue.

Prerequisites: Nursing 1110, 1111, English 1110, Psychology 1110, and Biology 1220.

Pre or corequisites: Spring Semester — Psychology 1210, Biology 1221. Fall Semester — Sociology 1110, Biology 1212.

NURS 1113 — Junior Medical-Surgical Nursing

50 hours classroom instruction

76 hours clinical instruction

(5 credits)

Spring/Intercession/Fall

(8 weeks)

Examines health problems of adults related to cardiovascular, respiratory and renal systems. Emphasizes use of nursing process to identify nursing responsibilities in relation to caring for individuals with these problems as well as aspects of prevention and health teaching. Throughout the course, the student will further develop nursing skills in a variety of medical-surgical areas in acute health care agencies.

Prerequisites: Nursing 1110, 1111, English 1110.

Corequisites: Spring Semester — Psychology 1210, Biology 1221. Fall Semester — Sociology 1110, Biology 1212.

NURS 1114 — Care of the Family — Maternity Nursing

70 hours classroom instruction

90 hours clinical instruction

(5 credits)

Spring/Intercession/Fall

(8 weeks)

An introduction to nursing of the child bearing woman. A family centered approach is emphasized in meeting the physical, emotional, and social needs of the mother and family throughout child bearing. Experience is obtained on hospital maternity units and through related community projects.

Prerequisites: Nursing 1110, 1111, English 1110, Psychology 1110, and Biology 1220.

Pre or corequisites: Spring Semester — Psychology 1210, Biology 1221. Fall Semester — Sociology 1110, Biology 1212.

NURS 1115 — Care of the Family — Pediatric Nursing

70 hours classroom instruction
72 hours clinical instruction
(5 credits)
Spring/Intercession/Fall
(8 weeks)

A family centered approach to help the student meet the physical, emotional and psychosocial needs of the child as a member of the family unit. Emphasis is on normal growth and development patterns, including the stressors which may interfere with the individual child's progress in growth and development. Clinical experience is obtained in a variety of community agencies dealing with the family.

Prerequisites: Nursing 1110, 1111, English 1110, Psychology 1110, and Biology 1220.

Pre or corequisites: Spring Semester — Psychology 1210, Biology 1221. Fall Semester — Sociology 1110, Biology 1212.

NURS 1212 — Senior Medical-Surgical Nursing

75 hours classroom instruction
168 hours clinical instruction
(10 credits)
Spring
(15 weeks)

Further examines medical-surgical problems experienced by adults, with a strong emphasis on rehabilitation and patient teaching, reinforcing their developmental needs. Throughout the course, the student will be increasingly challenged by complex patient care situations in acute rehabilitative health care settings.

Prerequisites: Successful completion of all 1100 Nursing course or their equivalent; Biology 1212, Psychology 1110, 1210, Sociology 1110 or permission of the Nursing Department.

NURS 1213 — Integrated Nursing Practice

16 hours classroom instruction
192 hours clinical instruction
(5 credits)
Intercession
(8 weeks)

An opportunity to make the transition from student to graduate, with practice in acute health care agencies. Included will be the role and responsibility of a diploma level nurse.

Prerequisites: Successful completion of all 1100 Nursing Courses or their equivalent; Nursing 1212, Biology 1212, 1220, 1221, Psychology 1110, 1210, Sociology 1110 or permission of the Nursing Department.

PETROLEUM (PETR)

PETR 1110 — Introduction to the Petroleum Industry

3 hours instruction
(3 credits)
Fall and Spring

Designed for oil industry employees with no formal petroleum training (secretaries, draftsmen, landmen, accountants, etc.) or those contemplating employment within the petroleum industry. Covers most of the oil industry's technical operations in a manner simple enough to understand regardless of educational background or experience.

PETR 1210 — Petroleum Geology

3 hours instruction
(3 credits)
Spring

A study of petroleum geology aspect of the oil industry including subsurface mapping, sample logging, well-site technology, qualitative interpretation of wire logs, etc.

Recommended preparation: Petroleum 1110 or geology background and relevant industry experience.

PETR 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

PETROLEUM AND MINERAL RESOURCE LAND ADMINISTRATION (PMLA)

PMLA 1110 — Real Property Law

3 hours instruction
(3 credits)
Fall

This course presents: (a) a comparative study of Canadian Land Titles systems, with particular emphasis on the Torrens system, including an in-depth study of the Land Titles Act and the Dower Act, together with a review of pertinent cases; (b) land survey systems; (c) ways of holding an interest in land; and (d) title examinations and historicals.

PMLA 1111 — Oil and Gas Law I

3 hours instruction
(3 credits)
Fall

A study of various types of petroleum and natural gas agreements: (a) leases (b) easements (c) releases (d) operating agreements (e) pooling agreements; together with an in-depth clause by clause analysis of the more typical agreements including a review of some of the more pertinent cases; (f) surface ownership and rights of the surface owner, together with the requirements, right and obligations of the industry, and the regulations and administrative tribunals governing the foregoing.

PMLA 1210 — Petroleum and Gas Economics

3 hours instruction
(3 credits)
Spring

An in-depth study of the economic factors affecting and governing the petroleum and gas industries; including the influence of government taxation and regulation. Topics covered: exploration, economics, production economics, oil and gas financing, engineering and production, from an economic viewpoint, the economics of joint interest, and the economics of product transportation.

PMLA 1211 — Oil and Gas Law II

3 hours instruction
(3 credits)
Spring

A continuation of PMLA 1111. A study of various types of (a) unit agreements, (b) exploration agreements, (c) gas contracts, (d) plant agreements, (e) joint venture agreements; together with an in-depth, clause by clause analysis of the more typical agreements, including a review of pertinent cases and (f) a look at the law and regulations applicable to the industry, including relevant government departments, regulatory bodies and administrative tribunals.

PMLA 1212 — International Law

3 hours instruction
(3 credits)
Spring

A study of international law as related to Canada with particular reference to the ownership of offshore rights, such as continental shelf rights. Topics include: laws and regulations governing offshore drilling and production, acquisition of drilling and production rights in foreign countries, foreign courts and their control of exploration and production activities, a general overview of multi-nation corporations and application of the laws to their operations in (a) the country of "Parent" incorporation and (b) the countries of operations.

PMLA 1213 — Drilling and Well Completion

3 hours instruction
(3 credits)
Fall

A basic course in oil drilling, completion and production technology, the E.R.C.B. and its regulations, drilling economics, and processing and treating hydrocarbons.

PMLA 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

PHILOSOPHY (PHIL)

PHIL 1110 — Introduction to Philosophy

3 hours instruction
(3 credits — UT)
Fall and Spring

Designed to develop the ability to identify and correct informal and formal fallacies and the habit of clear and straight-thinking through the study of influential philosophers.

PHIL 1111 — Introduction to Moral Philosophy

3 hours instruction
(3 credits — UT)
Spring

A study of such practical moral problems as capital punishment, civil disobedience, abortion, euthanasia, and the use of marijuana, as well as related ethical problems of right and wrong, the good, moral value, the purpose of the law, and moral knowledge.

PHIL 1112 — Introduction to Reasoning and Moral Philosophy (formerly PHIL 1210)

3 hours instruction
(3 credits)
Fall or Spring

An introduction to moral philosophy through a study of such topics as: law and morality; the purpose of law; capital punishment; and justice and punishment. Designed to develop students' reasoning abilities.

Note: Students who have taken or are taking Philosophy 1110 or Philosophy 1111 are not permitted to take this course.

PHIL 1201 — History of Western Philosophy I: Greek to Medieval

3 hours instruction
(3 credits)
Fall

The major philosophers and philosophical movements from ancient Greece to the recent past. This course also provides an introduction, in a historical context, to typical philosophical problems such as perception, the good life, skepticism, free will and determinism, God.

Note: Advance credit pending approval. Both Philosophy 1201 and Philosophy 1202 must be completed to obtain advance credit for U. of C. Philosophy 2202, should advance credit be granted.

PHIL 1202 — History of Western Philosophy II: Modern

A continuation of Philosophy 1201.

Note: Advance credit pending approval. Both Philosophy 1201 and Philosophy 1202 must be completed to obtain advance credit for U. of C. Philosophy 2202, should advance credit be granted.

PHIL 1205 — Introductory Logic

3 hours instruction
(3 credits — UT)
Fall and/or Spring

An introductory study of the techniques used in appraising arguments as they occur in everyday life and ordinary language.

Note: This course will **not** be offered if advance credit for Philosophy 1209 is granted.

PHIL 1209 — Introductory Logic: Induction and Probability Theory

3 hours instruction
(3 credits)

Fall or Spring

An introductory study of inductive inference, probability and elementary statistics.

Note: Advance credit pending approval.

PHIL 1210 — Problems in Philosophy: Science

3 hours instruction
(3 credits — UT)

Fall

A close examination of problems selected from the following areas: epistemology, philosophy of science, mathematics, logic, language.

Recommended preparation: Any other course in Philosophy.

PHIL 1211 — Problems in Philosophy: Man and Society

3 hours instruction
(3 credits)

Spring

A close examination of problems selected from the following areas: ethics, politics, law, history, religion.

Recommended preparation: Any other course in Philosophy.

PHIL 1215 — Philosophy of Man

3 hours instruction
(3 credits)

Fall or Spring

An introduction to several philosophies or concepts of Man. Students survey the basic views about the nature of Man held by such thinkers as Plato, Aristotle, St. Thomas Aquinas, Descartes, Hume, Kant, Kierkegaard, Marx, Freud, Nietzsche, Heidegger, Sartre, Beckett, and Marcuse.

Recommended preparation: Any other course in Philosophy.

PHIL 2301 — Problems of Analysis

4 hours instruction
(3 credits)

Fall or Spring

Provides a working knowledge of philosophical method in the context of an intensive discussion of central topics in contemporary philosophical analysis.

Note: University transfer pending approval.

Prerequisite: A previous course in Philosophy or consent of the instructor.

PHIL 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

PHIL 2201, 2203, 2205, 2301 —

Refer to section on "Programs in Affiliation with The University of Calgary."

PHYSICAL EDUCATION (PHED)

PROFESSIONAL COURSES:

PHED 1110 — Historical and Philosophical Survey

3 hours instruction
(3 credits — UT)

Fall

An introduction to the history, philosophy, principles and practices of Physical Education and its relationship to our culture.

PHED 1112 — Fundamental Fitness

3 hours instruction
(2 credits — UT)

Fall and/or Spring

The theory and application of physical fitness, nutrition and weight control knowledge. Includes practical laboratory experiences in designing fitness programs and training for strength, muscular endurance and cardiorespiratory fitness. Compulsory for physical education majors.

PHED 1113 — Test and Measurement in Physical Education

3 hours instruction
(2 credits — UT)

Spring

A laboratory application of basic submaximal and field physical fitness tests to physical activity. Topics include basic statistics, balance, flexibility, strength, cardiorespiratory fitness, and body fat. Compulsory for physical education majors.

PHED 1126 — Introduction to Coaching

3 hours instruction
(3 credits — UT)

Fall and/or Spring

An introduction to the theory and practice of coaching sports at the community and school levels.

Level one national coaching program included: practical (lab/field) involvement with a team is expected.

PHED 1140 — Introductory Wrestling

3 hours instruction
(2 credits — UT)
Fall and/or Spring

Introduction to the skills and training methods of freestyle Olympic wrestling. Includes skill analysis, officiating, tournament organization, and student presentations. Participants will organize an in-class tournament.

PHED 1142 — Introductory Judo

3 hours instruction
(2 credits — UT)
Fall and/or Spring

An introduction to the philosophy and skills of judo.

PHED 1151 — Introductory Contemporary Dance

3 hours instruction
(2 credits — UT)
Fall and/or Spring

Techniques of modern dance movement and the use of dance in the communication of ideas and feelings.

PHED 1152 — Social Dance

3 hours instruction
(2 credits — UT)
Fall and/or Spring

Emphasis on instructional techniques, execution, appreciation and enjoyment of social dancing both at the instructional and social levels.

PHED 1154 — Folk and Ethnic Dancing

3 hours instruction
(2 credits — UT)
Fall and/or Spring

Stresses participation in folk and ethnic dances from around the world. Background and instructional methods are covered.

PHED 1165 — Women's Introductory Gymnastics

3 hours instruction
(2 credits — UT)
Fall and/or Spring

A beginner's course in gymnastic stunts and routine composition. Includes experience with vaulting, balance beams, floor exercise, uneven bars, and trampolines. Information for teaching and spotting beginning gymnastics and conducting demonstrations and displays will be introduced. The level 1 Technical Course for the National Coaching Development Program will be included in the course.

Note: Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves payment of a fee.

PHED 1166 — Introductory Acrobatics

3 hours instruction
(2 credits)
Fall

Emphasizes the "fun" objective of tumbling, apparatus work, and showmanship for the inexperienced performer. Unicycles, rebound apparatus, juggling balls, and other novelty items will be used. Demonstrations of clown and acrobatic skills will be required. Serves as a pre-conditioner for gymnastic course and stunt skiing.

PHED 1211 — Sociological — Psychological Foundations in Physical Education

3 hours instruction
(3 credits)
Spring

Introduction to the elementary concepts, sources, and nature of evidence that form the basis of current Physical Education practices. Emphasis is on integration of the Psychological and Sociological foundation areas to provide a complete picture of Physical Education.

PHED 1212 — Exercise Techniques

3 hours instruction
(2 credits)
Fall

Provides experience in instructing and programming exercises to specific fitness groups: children, middle age, and the elderly.

Prerequisite: Physical Education 1112.

PHED 1213 — Advanced Fitness Testing

3 hours instruction
(2 credits)
Spring

Study of advanced laboratory and field physical activity testing techniques including telemetry, oxygen consumption, maximal exercise tests and body density.

The student will learn the basics of experimental design in physical activity.

PHED 1214 — Advanced Fitness Techniques

3 hours instruction
(2 credits)
Fall and/or Spring

A study of various training methods for specific sports groups and individuals. Training methods will be analyzed in terms of affect of various body systems, energy source, energy stores and performance.

PHED 1215 — Lifetime Leisure Activities

4 hours instruction
(3 credits)
Fall and/or Spring

An exposure to a variety of lifetime physical and leisure skills. Includes a variety of individual, dual and team, physical activities; cultural and social recreational activities; managing and planning leisure time; and an introduction to personal health associated with lifetime leisure pursuits.

PHED 1217 — Elementary School Physical Education

3 hours instruction
2 hours field work
(3 credits — UT)
Fall and/or Spring

A comprehensive course involving all aspects of the modern elementary school physical education program with emphasis on movement adventures. Observation and field work required.

PHED 1219 — Physical Education Seminar

1 hour instruction

(1 credit)

Fall and/or Spring

A compulsory seminar course for Physical Education majors which examines careers, career planning, job-search skills, and programs at various Canadian universities.

PHED 1220 — Scientific Basis of Prevention and Care of Athletic Injuries

2 hours instruction

2 hours lab

(3 credits — UT)

Fall and/or Spring

A study of the responsibilities of physical educators toward the basic principles of athletic training and their role in the prevention and treatment of athletic injuries. Some instructional time will be spent in emergency treatment and care.

Prerequisites: Physical Education 1221/or Physical Education 1224 or consent of the Department.

PHED 1221 — Applied Anatomy and Kinesiology

3 hours lecture

2 hours lab

(4 credits — UT)

Fall and/or Spring

A detailed study of the locomotor apparatus; individual and group muscular action and basic mechanical principles as they apply to human movement. Muscular and mechanical analysis of simple and complex human movement are also examined.

Prerequisite: Physical Education 1224 or 2261.

PHED 1222 — Sports Medicine Rehabilitation

3 hours instruction

(3 credits — UT)

Spring

Therapeutic and rehabilitative exercises for an injured athlete; muscle and joint evaluation; and the use of technical equipment specific to a trainer and a training room.

PHED 1223 — Introductory Exercise Physiology

3 hours instruction

(2 credits)

Fall

The tactics affecting human performance and the effect of human performance on the body. Topics include muscle physiology, cardio-respiratory physiology, energy sources and other related topics.

Prerequisite: Physical Education 1112.

PHED 1224 — Human Anatomy (formerly PHED 2261) (U of C PHED 261)

3 hours lecture

3 hours lab

(4 credits — UT)

Fall and/or Spring

Systematic survey of the structure of the human body. Topics include: cells and tissues of the body plus the anatomy of the skeletal, articular, muscular, digestive, respiratory, urinary, reproductive, circulatory, nervous, integumentary and endocrine systems. Labs are designed to provide practical demonstrations that parallel the material discussed in the lectures.

Note: This course is the same as Biology 1214.

Recommended preparation: Biology 1110 or equivalent.

PHED 1225 — Organization and Administration of Sport

3 hours instruction

(3 credits — UT)

Fall and/or Spring

An examination of the role, function and relationships of the administrator of athletic programs, their responsibilities to the athlete, coach, spectators, sponsor and the program.

Designed to give a philosophical overview as well as practical administrative skills to the sports and athletic program administrator.

PHED 1226 — Advanced Coaching

3 hours instruction

(3 credits)

Spring

An in-depth exposure to motor learning, growth and development, philosophy, psychology, audio-visual aids, public relations, administration and training methods. This course enables the student to obtain the Level II Theory of the National Coaching Certification Program. Commitment to a coaching experience is expected.

Note: Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves payment of a fee.

PHED 1230 — Basketball for Men

3 hours instruction

(2 credits — UT)

Fall

A comprehensive course in basic basketball skills, knowledge, teaching methods and team strategy.

PHED 1231 — Basketball for Women

3 hours instruction

(2 credits — UT)

Fall

A comprehensive course in basketball skills, knowledge, teaching methods and team strategy.

PHED 1232 — Volleyball for Men

3 hours instruction

(2 credits — UT)

Spring

A comprehensive course in basic volleyball

skills, knowledge, teaching methods and team strategy.

PHED 1233 — Volleyball for Women

3 hours instruction
(2 credits — UT)
Fall or Spring

Prepares the student to coach in recreational, school, or club settings. Coaching methods, training methods, officiating, drawmaster, philosophy and advanced skills are studied. Improvement and instructional methods will be emphasized.

Note: Some experience is desirable, preferably Physical Education 1140.

PHED 1240 — Intermediate Wrestling

3 hour instruction
(2 credits — UT)
Spring or Fall

Prepares the student to coach in recreational, school, or club settings. Coaching methods, training methods, officiating, drawmaster, philosophy and advanced skills are studied. Skills improvement and instructional methods will be emphasized.

Note: Some experience is desirable, preferably Physical Education 1140.

PHED 1242 — Intermediate Judo

3 hours instruction
(2 credits — UT)
Spring

An in-depth practical and philosophical study of judo.

PHED 1252 — Advanced Social Dance

3 hours instruction
(2 credits — UT)
Fall and/or Spring

Emphasis is directed toward the teaching competence of the student; a wider range of step patterns in social dance, and the introduction to international, stage and professional exhibition ballroom dancing.

Recommended preparation: Physical Education 1152 or competency as proven by a pre-test.

PHED 1260 — Golf and Archery

3 hours instruction
(2 credits — UT)
Fall and/or Spring

Skills and techniques of golf and archery, the organization of recreational activities in each sport.

PHED 1265 — Women's Intermediate Gymnastics

3 hours instruction
(2 credits — UT)
Spring

Includes information on routine composition, judging competitions, training procedures and teaching techniques of intermediate skills in artistic gymnastic events. Participation on the four competitive apparatus and the trampoline is required. Involvement in community gymnastic programs is encouraged.

Note: Previous gymnastic experience is recommended; preferably Physical Education 1165.

PHED 1266 — Men's Intermediate Gymnastics

3 hours instruction
(2 credits — UT)
Spring

Emphasis is on competitive apparatus skills, routines, judging, and displays in gymnastics involvement in community gymnastics programs is encouraged.

Note: Previous experience in gymnastics is recommended.

PHED 1270 — Badminton and Tennis

3 hours instruction
(2 credits — UT)
Fall

Concerned with the development of skills and techniques of badminton and tennis. Some lecture time is spent in the organization of clinics, tournaments and in methods of instruction.

PHED 1280 — Supervised Practicum

Field Work
(2 credits)
Fall and/or Spring

Provides opportunity to practice various principles and theories of Physical Education and athletics in practical settings in the community.

Students will be assigned to private or public agencies and will work under the direction of a supervisor at direct activity and supervisory levels of leadership.

PHED 1291 — Intermediate and Senior Swimming

3 hours instruction
(2 credits — UT)
Fall and/or Spring

The students will perfect all swimming strokes and water entries; be introduced to water safety; artificial respiration and elementary life saving. Opportunity to take the Red Cross Intermediate and Senior Swimming Examinations and the Royal Life Saving Society Junior Resuscitation and the Intermediate Life Saving I, II, III Examinations.

Note: Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves payment of a fee.

PHED 1292 — R.L.S.S. Senior Resuscitation Bronze Medallion-Bronze Cross

3 hours instruction
(2 credits — UT)
Fall and/or Spring

A comprehensive course in artificial respiration, aquatic emergency situations, life saving techniques and competent stroke technique. The R.L.S.S. Senior Resuscitation Bronze Medallion and Bronze Cross awards will be given on successful completion of examinations and payment of fee.

**PHED 1295 — R.L.S.S. and Red Cross
Instructor Course**

3 hours instruction
(3 credits — UT)
Fall and/or Spring

A comprehensive study of techniques of teaching aquatic skills. Practice teaching and competitive swimming, diving and distance swimming will be introduced. Students must be proficient in performing swimming, rescue skills and artificial respiration and meet the requirements of the Canadian Red Cross and R.L.S.S. Instructors' Course.

Note: Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves payment of a fee.

Prerequisite: Current Bronze Medallion Award and Senior Artificial Resuscitation Award.

PHED 1296 — Advanced Life Saving

4 hours instruction
(3 credits — UT)
Fall and/or Spring

Emphasis is on life guarding techniques for pools and lake-front swimming areas. Basic first aid techniques and various emergency situations in aquatics will be studied. The students may take the National Life Guard test and the Award of Merit test. Competitive swimming and diving will be introduced.

Note: Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves payment of a fee.

Prerequisites: Students must hold a current Bronze Medallion Award, Senior Artificial Resuscitation Award.

PHED 1298 — Basic Scuba

4 hours instruction
(2 credits — UT)
Spring

A comprehensive course designed to produce certified scuba divers. Includes diving physics and medicine as well as open water dives.

Note: Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves payment of a fee.

Prerequisites: Medical certificate, Bronze Medallion or permission of the instructor.

PHED 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

**PHYSICAL EDUCATION
SERVICE PROGRAM
(PHED)**

Many transfer institutions require that students complete at least two semesters of a Physical Education Service Program. In this regard Mount Royal College offers seven specific courses: Badminton and Tennis, Dance, Golf and Archery, Swimming, Volleyball, Karate and Fencing. It is recommended wherever possible, students complete these requirements in their first two years of academic studies.

PHED 1134 — Volleyball

2 hours instruction
(1 credit)
Fall

An opportunity to develop sufficient neuromuscular skill, coordination and knowledge to play volleyball reasonably well.

PHED 1144 — Karate

2 hours instruction
(1 credit)
Spring

Introduction to the philosophy and skills of Karate.

PHED 1150 — Social Dance

2 hours instruction
(1 credit)
Fall and/or Spring

Introduction to social and ballroom dancing including instruction in the waltz, foxtrot, samba, rhumba and various other current dance styles.

PHED 1160 — Golf and Archery

2 hours instruction
(1 credit)
Spring

Emphasis will be on the acquisition and development of skills as a recreational pursuit.

PHED 1170 — Badminton and Tennis

2 hours instruction
(1 credit)
Fall

Emphasis is on badminton and tennis as recreational activities. Students will be encouraged to develop skills and to participate in various types of tournaments.

PHED 1172 — Fencing

2 hours instruction
(1 credit)
Fall

Introduction to the philosophy and skills of fencing.

**PHED 1190 — Beginner, Survival and
Junior Swimming**

2 hours instruction
(1 credit)
Fall or Spring

Students will learn swimming strokes and basic water skills equivalent to the Junior Red Cross swimming award; in addition to basic survival techniques and accident prevention.

PHYSICS (PHYS)

PHYS 1030 — Introductory Physics (formerly PHYS 1180)

5 hours instruction
(including lab)
(4 credits)
Fall and Spring

The study of the mechanics of solids, magnetism and electricity. These topics are considered with a minimum requirement of mathematics, and frequent use will be made of demonstrations, experiments, and other visual aids. Not recommended for students having Physics 30.

Note: While students can use this course as an alternative to Physics 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in Physics 30 and the students pass the "Departmental".

Prerequisite: Mathematics 20 or Mathematics 1020 is desirable.

PHYS 1130 — Physics of Hi-Fi

5 hours instruction
(4 credits)
Fall and/or Spring

A non-mathematical approach to the concepts of physics and Hi-Fi consumerism. Topics include: vectors, kinematics, rotational dynamics, oscillations, acoustics, B.C. and A.C. circuitry, transistor and I.C. technology and Fourier analysis magnetism. Electromagnetic wave theory will be taught using examples taken from modern Hi-Fi equipment.

Recommended preparation: Mathematics 20 or equivalent.

PHYS 1233 — Mechanics

3 hours instruction
(3 credits — UT)
Fall

Includes: measurement, vectors, rectilinear motions in one and two dimensions, motion along a circle, relative motion, the laws of motion, particle dynamics, conservation of momentum, gravitation, work and the energy principle, friction, energy and relativity, binding energy.

Note: Both Physics 1233 and Physics 1234 must be completed in order to obtain advance credit for U. of C. Physics 234.

PHYS 1234 — Light, Electricity and Magnetism

3 hours instruction
(3 credits — UT)
Fall

Geometrical optics, electrostatics, DC circuits, magnetic and electromagnetic forces.

Note: Both Physics 1233 and Physics 1234 must be completed in order to obtain advance credit for U. of C. Physics 234.

PHYS 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

PHYS 2201, 2203, 2221, 2223, 2234, 2269 —

Refer to section on "Programs in Affiliation with The University of Calgary".

PLANNING (PLAN)

PLAN 1111 — Introduction to Planning and Planning Theory

3 hours instruction (16 weeks)
(3 credits)

Covers the development of contemporary planning concepts and principles in the context of historical evolution, changing social conditions and technology. Specific emphasis is placed on the planning process as a decision-making tool and the components of a planning program. This course is open to non-planning students although it is recommended that Geography 1240 and/or Geography 1241 be taken first.

PLAN 1112 — Planning Graphics I

4 hours instruction (8 weeks)
(2 credits)

An introduction to drafting equipment and its use and basic technical drawing and drafting with ink. Topics include: layout of drawings, lettering, geometric construction, orthographic projections, sections and freehand drawing.

Students with prior drafting experience or education may qualify for exemption subject to a pretest.

PLAN 1113 — Planning Graphics II

4 hours instruction (8 weeks)
(2 credits)

An introduction to the use of graphic aids such as dry transfer lettering and symbols, shading films and mechanical lettering. Further development in drawing skills and materials will be pursued through the preparation of maps, charts and graphs displaying physical and socio-economic data used in planning.

Prerequisite: Planning 1112 or equivalent.

PLAN 1116 — Air Photo Interpretation for Planning

4 hours instruction (8 weeks)
(2 credits)

An introduction to the use of air photos in the interpretation of physical features such as land use, vegetation, topography. Exercises to develop knowledge of the meaning of photo details and pattern in identifying objects from their size, shape, tone, and association of features surrounding them are employed.

PLAN 1117 — Cartography for Planning

4 hours instruction (8 weeks)
(2 credits)

The methods used in the preparation and updating of base and special maps used in planning are covered. Included is an introduction to plane surveying and topographical map-making. Techniques used in preparing thematic maps such as dot distributions, choropleths, isolopleths and areal and proportional symbols are included.

PLAN 1118 — Physical Geography for Planning

4 hours instruction (8 weeks)
(2 credits)

Introduces the interrelationship of the physical elements of the environment such as climate, landforms, soils and vegetation. Emphasis is placed on understanding the opportunities and limitations of the physical environment in planning applications.

PLAN 1119 — Urban Geography for Planning

4 hours instruction (8 weeks)
(2 credits)

An introduction to the theories and methods of urban geographers to understand the form and dispersion of urban settlements. Emphasis is placed on understanding the function of cities, their interaction with their surrounding regions, the physical, social and economic factors affecting the form and composition of cities and regions; and the interdependence of land use, transportation and public services.

PLAN 1121 — General Planning — Approaches and Issues

3 hours instruction (16 weeks)
(3 credits)

Covers the approaches and techniques used in general long and mid-range planning with particular attention placed on the interaction between basic surveys, goals and objectives, planning policies and implementation of plans in the context of the issues of modern society.

Prerequisite: Planning 1111 or equivalent.

PLAN 1122 — Planning Graphics III

4 hours instruction (8 weeks)
(2 credits)

Instruction in preparing graphics for reports and presentations. Includes techniques used in lay-

outs, pasteups, preparing overhead transparencies, colour separation and photography formats for reports and presentations. A general introduction to the printing process will be covered. Further development of graphic styles to be used in communicating concepts and information is stressed.

Prerequisite: Planning 1112 or equivalent.

PLAN 1123 — Planning Graphics IV

4 hours instruction (8 weeks)
(2 credits)

An introduction to graphics and drawing techniques used in urban design projects such as subdivision and site planning. Included are the principles of working with specific standards and constraints such as surface drainage, streets, utilities, access and governmental regulations as well as documentation of plans needed for approval.

Note: Must take Planning 1129 at the same time or have completed it.

PLAN 1124 — Planning Data Collection — Physical

4 hours instruction (8 weeks)
(2 credits)

An introduction to the techniques of collecting physical data used in planning. Covered are natural resource and land use inventories, transportation surveys and public services.

PLAN 1125 — Planning Data Analysis — Physical

4 hours instruction (8 weeks)
(2 credits)

An introduction to the organization and analytical techniques for interpreting physical data for planning purposes.

Prerequisite: Planning 1124 or equivalent or instructor approval.

PLAN 1126 — Planning Data Collection — Socio-economic

4 hours instruction (8 weeks)
(2 credits)

An introduction to the techniques and sources of collecting socio-economic information used in planning. Governmental, academic and primary sources are covered. Use of questionnaires and interviews is introduced.

PLAN 1127 — Planning Data Analysis — Socio-economic

4 hours instruction (8 weeks)
(2 credits)

Techniques of organizing and analyzing socio-economic data used in planning are introduced. Emphasis is placed on understanding the use of data by planners.

Prerequisite: Planning 1126 or equivalent or instructor approval.

PLAN 1128 — Introduction to Municipal Engineering

4 hours instruction (8 weeks)
(2 credits)

An introduction to the principles, components and function of municipal engineering including surface drainage, sanitary and storm sewer systems, water distribution systems, and the geometrics of street design.

PLAN 1129 — Introduction to Subdivision and Site Planning

4 hours instruction (8 weeks)
(2 credits)

An introductory course dealing with the principles, standards and approaches used in subdivision and site planning. Emphasis is placed on translating planning policies and legislation for the purposes of specific design.

Note: Must take Planning 1123 at same time or have completed it or equivalent.

PLAN 1203 — Statutory Planning

3 hours instruction
(3 credits)

Examines the delegation of legislative, judicial and administrative power to individuals and tribunals and considers the legislative and judicial controls exerted on the exercise of power by administrators. The general principles of administrative law are applied to land use planning in this province.

The planning functions of the main statutory agencies are identified in order to develop an understanding of the legal constraints under which they must operate and the consequences resulting if these legal constraints are not adhered to.

PLAN 1211 — Planning Practice

3 hours instruction (8 weeks)
(2 credits)

An introduction to techniques in work programming, scheduling, effective use of resources as used in the planning process. A program for undertaking a planning study will be completed for use in Planning 1213. Although this course is specifically designed for planning students in their third semester, it may be useful for other students as well. Non-planning students will complete a research work program in their field of study or interest.

PLAN 1212 — Applied Planning Theory

3 hours instruction (8 weeks)
(2 credits)

An application of the principles, approaches and techniques of general planning, paying special attention to the development of a planning report and presentation.

PLAN 1214 — Planning Statistics

4 hours instruction (8 weeks)
(2 credits)

Introduces standard statistical methods used in analyzing data. Emphasis is placed on the understanding of methods, their application and the understanding of results.

PLAN 1215 — Statistical Analysis

4 hours instruction (8 weeks)
(2 credits)

An applied course in statistical analysis. The course emphasizes the use of statistics in planning problems through their use in practical planning situations.

Prerequisite: Planning 1214 or equivalent.

PLAN 1218 — Municipal Engineering

4 hours instruction (8 weeks)
(2 credits)

A further study of the engineering aspects of applying municipal services principles to the problems of subdivision and site designing.

Prerequisite: Planning 1128 or equivalent.

PLAN 1219 — Subdivision and Site Planning

4 hours instruction (8 weeks)
(2 credits)

A further study in the design of subdivisions and sites. Emphasis is placed on the practical application of the principles of design and municipal engineering.

Prerequisite: Planning 1129, Planning 1218 or equivalent.

PLAN 1222 — Presentation Techniques

4 hours instruction (8 weeks)
(2 credits)

A skill development course in preparing public presentations. The use of audio-visual equipment and materials such as overhead projectors, photography, slide/tape and videotape are covered. Techniques of delivery of presentations, audience identification and preparation are emphasized. A presentation will be prepared.

PLAN 1223 — Introduction to Model Making

4 hours instruction (8 weeks)
(2 credits)

An introduction to the techniques, materials and construction of models used in planning. Topographic, building and data models will be constructed in the course.

PLAN 1250 — Studio

6 hours instruction
4 credits
Spring

Designed as a working course rather than the traditional lecture/tutorial approach. Each student enrolled in the class will be required to establish a topic for a final comprehensive project of sufficient scope to fully demonstrate the student's level of expertise and area of interest. The instructor(s) will work with the student on an individual basis throughout the semester and evaluate the progress made on the project and

give additional instruction as needed. Team projects will be permitted.

Prerequisite: Students must be enrolled in the final semester of the Diploma program in Community and Regional Planning.

PLAN 1199, 1299 — Directed Readings
See "Directed Readings" in this section of the Calendar.

POLICE SCIENCE

Refer to *Criminal Justice Careers* course descriptions.

POLITICAL SCIENCE (PLSC)

PLSC 1110 — Introduction to Political Science

3 hours instruction
(3 credits — UT)
Fall or Spring

This course deals with the characteristics of a political system, and some of the main institutions men have created to deal with political problems. Specific case studies may be undertaken.

PLSC 1111 — The Structure and Dynamics of Government

3 hours instruction
(3 credits — UT)
Spring

This course examines political behaviour, both formal and informal within certain Western political systems, and the practical problems and issues to be faced when governing such systems. Specific case studies may be undertaken.

Recommended preparation: Political Science 1110 or 1120.

PLSC 1120 — Introduction to Canadian Government and Politics

3 hours instruction
(3 credits — UT)
Fall or Spring

The study of Canadian government: its origins, development, present structures and current problems and trends. Suitable as a general interest course and also, specifically, for students in journalism, social work, criminal justice.

PLSC 1210 — An Introduction to International Relations

3 hours instruction
(3 credits — UT)
Fall or Spring

An introduction to selected problems in international politics. Topics include: universal collective security (the experiences of the League of Nations and the United Nations); regional security pacts (N.A.T.O. and the Warsaw Pact); economic arrangements (the Common Market); Canadian foreign policy; and Third World problems.

PLSC 1221 — Local Government and Administration

3 hours instruction
(3 credits)
Fall or Spring

A study of the administrative and decision-making processes at the local level, with particular emphasis on Calgary and Edmonton. The course provides a working knowledge of political and administrative structures and problems and teaches the necessary analytical and research skills.

PLSC 1229 — The Politics of Alberta

3 hours instruction
(3 credits)
Fall or Spring

Political events, issues and personalities in Alberta.

Recommended preparation: Political Science 1120 or 2221 or 2201.

PLSC 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

PLSC 2201, 2221 —

Refer to section on "Programs in Affiliation with The University of Calgary".

PSYCHOLOGY (PSYC)

Note: It is recommended that students planning a psychology major enroll in Psychology 2215 or Mathematics 1224 (Statistics) while at Mount Royal.

PSYC 1110 — Introductory Psychology I — Experimental Psychology

3 hours instruction
(3 credits — UT)
Fall or Spring

An introduction to the methods, theory and practice of psychology.

PSYC 1111 — Contemporary Topics in Psychology

3 hours instruction
(3 credits)
Fall or Spring

A survey of several life-related issues in contemporary psychology including opportunities for students to examine some areas of personal interest in psychology.

PSYC 1210 — Developmental Psychology I

3 hours instruction
(3 credits — UT)
Fall and/or Spring

A multi-media approach to the study of child development. Topics include: the early formative years (birth to 6 years); genetics of child development; significance of prenatal development; sensory and motor abilities; issues in child care and early experience; language; origins of motivation; emotions; morals; independence; and early childhood disorders.

PSYC 1211 — Developmental Psychology II

3 hours instruction
(3 credits — UT)
Fall and/or Spring

Emphasis will be on adolescence, adulthood and aging. Topics include: psychosexual development; socialization process; self concept and personality; childhood education; peer groups; gangs and delinquency; growth and decline of abilities with age; and psychological disorders of aging.

PSYC 1212 — Experimental Psychology I

3 hours instruction
(3 credits — UT)
Fall

An introduction to experimental design, analysis and interpretation and scientific methods in psychology. Intended for psychology majors.

Recommended preparation: Psychology 1110 or 1111.

PSYC 1213 — Learning

3 hours instruction
(3 credits — UT)
Spring

A survey of the major issues and areas in the field of learning. Content includes: basic types of learning; complex learning phenomena; and applications of learning theory to education, therapy, etc. based on the investigation of both animal and human verbal learning.

Recommended preparation: Psychology 1110 or 1111.

PSYC 1214 — Personality

3 hours instruction
(3 credits — UT)
Fall

Theories and research related to the structure dynamics and assessment of personality. Designed to help students gain a greater understanding of themselves and others and to

develop human relations and communication skills.

Recommended preparation: Psychology 1110 or 1111.

PSYC 1217 — Abnormal Psychology

3 hours instruction
(3 credits — UT)
Spring

A survey of problems in adjustment, including: the cause of abnormal behavior, personality disorders, neurotic and psychotic disorder; and other forms of psychopathology. Emphasizes modern methods in diagnosis, understanding treatment and prevention in the field of mental health.

Recommended preparation: Psychology 1110 or 1111.

PSYC 1220 — Consumer and Industrial Psychology

3 hours instruction
(3 credits)
Fall and/or Spring

An introduction to some of the main areas of industrial, personnel, consumer and engineering psychology, within the framework of such basic concepts of psychology as learning, motivation, perception, etc.

PSYC 1230 — Behavior Modification

3 hours instruction
(3 credits)
Fall and/or Spring

The theory and practice of operationalizing Behavior Modification techniques. Intended for students who anticipate being employed in the helping professions (Day Care, Social Work, Nursing, etc.)

PSYC 1250 — Social Psychology

3 hours instruction
(3 credits)
Fall and/or Spring

An examination of individual motivation, attitudes, attitude changes, perception and cognition. Students have the opportunity to develop their understanding of themselves and others through self-evaluation, experience, training, the use of time and a redefinition of goals.

Recommended preparation: Psychology 1110 or 1111.

PSYC 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

PSYC 2205, 2215 —

Refer to section on "Programs in Affiliation with The University of Calgary."

REHABILITATION SERVICES (REHB)

REHB 1110 — History, Systems and Resources of Rehabilitation

2 hours instruction
(2 credits)
Fall

Designed to provide an understanding of the development and organization of major societal service systems affecting the disabled.

REHB 1112 — Residential/Vocational Programs

2 hours instruction
(2 credits)
Spring

Focuses on the development of effective industrial work skills and techniques for maximizing involvement in vocational settings, as well as the socialization and developmental aspects of residential training and the administration of residential services.

REHB 1120 — Observation, Social Education and Programming in Rehabilitation Services

6 hours instruction
(6 credits)
Fall

Taught concurrently with field work practicum.

Module 1: Basic Observation and Assessment — Designed to study and practice the techniques of objective observation and recording as a means of initiating and monitoring individual and group programs.

Module 2: Social Education — Designed to provide students with a developmental orientation to basic concepts and skills which the disabled will require in daily living, and to provide the practical techniques for assisting in the acquisition of these social education skills.

Module 3: Program Design, Implementation and Evaluation —

Designed to provide a detailed understanding and application of the principles of effective programming.

REHB 1160 — Field Work

(1 credit)
Fall

One afternoon a week in which visits to various agencies in the community as well as guest speakers and media presentations are used to familiarize students with different agency services in general and, specifically, the agencies which exist in the community of Calgary.

REHB 1210 — Relationship and Counselling Skills

3 hours instruction
(3 credits)
Fall

To assist the students to develop a clearer understanding of what is involved in effective helping with the handicapped and to facilitate the development of behaviours and attitudes which are conducive to helping.

REHB 1213 — Recreation/Leisure Programs

2 hours instruction
(2 credits)
Spring

To familiarize students with means of using recreation as part of the rehabilitation process. Practical experience will be provided along with content.

REHB 1221 — Rehabilitation Programs

6 hours instruction
(6 credits)
Fall

Taught concurrently with the field work practicum.

Module 1: Family Support Programs — Designed to familiarize students with the effects of the exceptional individual on the family. To aid in students' development of the necessary knowledge and skills required to organize and conduct a parent program, to help parents develop appropriate methods of working with the disabled children and/or help parents find appropriate facilities or service.

Module 2: Community Organization, Volunteers, Placement and Follow-Up Programs — Designed to provide students with an understanding of community organization and development practice; and to provide skill in effective use of volunteers. Also provides students with information on placement of handicapped persons in work situations and methods of follow-up and continuing support of the disabled in the community.

REHB 1240 — Age-Specific Skills

2 hours instruction
(2 credits)
Spring

Provides familiarization with, and an overview of working with the deaf, blind, and severely motor-handicapped; as well as an examination of the special needs of particular age groups.

REHB 1261 — Field Work

(6 credits)
Spring

Ten weeks of supervised practice in a community agency system, in which the principles of Rehabilitation Services 1120 are reinforced and students skills in these areas are developed.

REHB 1262 — Field Work

(6 credits)
Fall

Ten weeks of supervised practice in a community agency system, in which the information and principles of Rehabilitation Services 1221 will be reinforced, and students skills in these areas will be developed.

REHB 1199, 1299 — Directed Readings
See "Directed Readings" in this section of the Calendar.

RLGN 1199, 1299 — Directed Readings
See "Directed Readings" in this section of the Calendar.

RELIGION (RLGN)

RLGN 1220 — Comparative Religion I

3 hours instruction
(3 credits — UT)
Fall

A consideration of basic religious concepts such as: the nature of the divine; symbolism of the center, of time and eternity, etc.; the "God who binds", and patterns of religious ritual.

A survey of various ancient religions of the Mediterranean basin, of pre-Christian Europe, and of pre-whiteman America.

RLGN 1221 — Comparative Religion II

3 hours instruction
(3 credits — UT)
Spring

A study of the monotheistic religions: Judaism, Christianity and Islam. Students are expected to show some knowledge of the common religious origins of modern Western thought.

RLGN 1250 — Biblical History I

3 hours instruction
(3 credits — UT)
Fall

A survey of the Old Testament record as an historical record of a unique people — the ancient Hebrews, as an introduction to the civilizations of the pre-Christian Mediterranean world.

RLGN 1251 — Biblical History II

3 hours instruction
(3 credits — UT)
Spring

A survey of history as provided by the New Testament and a consideration of its validity. Modern research methods are applied to religious documents.

RLGN 1252 — Religion, Society and Conflict

3 hours instruction
(3 credits)
Fall or Spring

An evaluation of contemporary religious attitudes in the light of previous, established insights. Topics to be included: the religious consciousness of man, religious freedom, death, God and the Transcendent, different religious moral systems with regard to the problems of war, marriage, poverty, religious worship, and the relationship of religious institutions with society.

SECRETARIAL ARTS (SECR)

SECR 1112 — Elementary Typewriting

6 hours instruction
(including lab)
(4 credits)
Fall and or Spring

For secretarial students with no previous instruction in typewriting as well as for those who are in need of a "brush-up." Includes the techniques of machine operation with emphasis on touch typing, rhythm, speed, and accuracy. Production work includes practice in letter and report typing, business forms, tables, enumerations, numbers, and symbols.

SECR 1114 — Introduction to Typewriting

3 hours instruction
(3 credits)
Fall and Spring

For students with no previous instruction in typewriting as well as for those who are in need of a "brush-up" for typing term papers and journalism assignments. Includes the techniques of machine operation with emphasis on touch control, rhythm, speed, and accuracy. Not approved for secretarial students.

SECR 1120 — Introductory Word Processing

(formerly SECR 1110)
4 hours instruction
(including lab)
(3 credits)
Fall and/or Spring

A specialized course designed to introduce the student to the basic components of word processing, which are fundamental to effective business communication. It will review and redevelop language skills pertaining to grammar, word usage, and spelling; show the importance of correct punctuation; and increase business vocabulary. The course is organized according to the needs stressed by the Business Community.

SECR 1121 — Word Processing Text Preparation

(formerly SECR 1111)
3 hours instruction
(3 credits)
Fall and/or Spring

A course for secretarial students who wish to polish their communication skills. It will em-

phasize written communication as preparation for automated word processing applications. Included in the course content will be communication theory, basic business-letter writing, administrative correspondence, report researching, and report writing.

Recommended preparation: Secretarial Arts 1120.

SECR 1136 — Beginning Shorthand — Gregg, Pitman, or Forkner

5 hours instruction
(3 credits)
Fall and/or Spring

An initial course in shorthand affording students a well-rounded knowledge of the theory, short forms, and a good basic reading and writing speed. At the end of the semester, students are required to pass a written evaluation in shorthand theory plus a three-minute timing in shorthand at 60 w.a.m.

SECR 1150 — Introduction to Accounting

4 hours instruction
(including lab)
(3 credits)
Fall and/or Spring

An introduction to accounting as a "language" of business. It covers all steps in the accounting procedure, including specialized journals, ledgers, trial balances, financial statements, month- and year-end closing, notes and drafts.

SECR 1160 — Business Machines

3 hours instruction
(including lab)
(3 credits)
Fall and/or Spring

A completely taped and programmed course designed to develop proficiency in the operation of electronic and listing calculators and to develop an understanding of fundamental operations with numbers, decimals, interest, and percentages. Mathematical procedures typical to many types of business transactions, such as discounts, depreciation, loans, and installment contracts are covered. Students will also be introduced to duplicating and dictaphone machines. This course is fully supervised at all times.

SECR 1172 — Introduction to Business for Secretaries

3 hours instruction
(3 credits)
Fall and/or Spring

An orientation to the role of the secretary in the business world. Topics include: personal skills (reading, listening, memory, speech) related to business activities; basic business terminology; business organization theory; and office organizational techniques. A survey of secretarial opportunities will be presented with emphasis placed on interviewing techniques.

SECR 1180 — Medical Filing and Indexing

1 hour lecture
(1 credit)
Fall

Medical terminology, coding systems, and methods of filing and indexing medical information.

SECR 1210 — Medical Office Functions I

3 hours lecture
(3 credits)
Fall

Part 1) Care of equipment and supplies; Part 2) Emergencies — knowledge of the proper course of action with different types of emergencies; Part 3) Laboratory orientation — basic knowledge of the purpose, techniques, and recording of laboratory procedures commonly performed in a physician's office.

SECR 1211 — Medical Office Functions II

3 hours lecture
1 hour lab
(3 credits)
Spring

Part 1) An introduction to medical law; Part 2) A study of general knowledge and understanding of the types of medical practice; Part 3) Identification of medical procedures.

SECR 1212 — Intermediate Typewriting

6 hours instruction
(including lab)
(4 credits)
Fall and/or Spring

A continuation of Secretarial Arts 1112 with further skill development in both speed and production work. Production problems include more complicated letters, tables, and reports. Rough drafts, memos, forms, financial statements, and postal cards are covered. French and metric material are introduced.

SECR 1215 — Accounting

4 hours instruction
(including lab)
(3 credits)
Fall and/or Spring

A continuation of Secretarial Arts 1150 emphasizing the application of accounting principles in maintaining a complete set of books.

Recommended preparation: Secretarial Arts 1150 or equivalent.

SECR 1224 — Advanced Typewriting

6 hours instruction
(including lab)
(4 credits)
Fall and/or Spring

A continuation of Secretarial Arts 1212 with further skill development in both speed and production work. Special letter styles, formal manuscripts, duplicating procedures, and simulated secretarial projects are covered. French and metric materials are continued.

SECR 1236 — Intermediate Shorthand

5 hours instruction
(including lab)
(3 credits)
Fall and/or Spring

An intermediate course in shorthand with special emphasis on office dictation, vocabulary development, and transcription skills acceptable to the business community. Students will be required to test in shorthand for three minutes at 100 w.a.m. as a final semester evaluation.

Recommended preparation: Secretarial Arts 1136 ("C" standing or by departmental testing).

SECR 1240 — Dictation and Transcription

5 hours instruction
(including lab)
(3 credits)
Fall and/or Spring

Dictation and vocabulary development with emphasis on specialized vocational areas with stress placed upon the technical aspect of office dictation.

SECR 1250 — Introduction to Business Data Processing

3 hours instruction
(3 credits)
Fall

Designed for those who have not had previous knowledge of data processing. It covers such topics as: basic operations and methods of data processing; what a computer is and how it works; computer components; as well as key punch, sorter, collator, information storage and retrieval. Flow charting is introduced.

SECR 1251 — Business Data Processing

3 hours instruction
(3 credits)
Spring

The theories and logic development of Secretarial Arts 1250 are put into practical use in the flow charting and programming of simple business problems using Machine Language and Symbolic Language.

SECR 1272 — Secretarial Practices

4 hours instruction
(including lab)
(3 credits)
Fall and/or Spring

Involves the practical application of instructional material covered in pre- and corequisite courses plus the use of dictating transcribing equipment and specialized dictation in such areas as medical, legal, etc. Effective procedures for improving performance of office employees in a simulated office environment are studied and applied.

Corequisite: Secretarial Arts 1236, 1240, 1212 or 1224, and Secretarial Arts 1215 or approval of the Chairman, Secretarial Arts.

SECR 1273 — Secretarial Internship

4 hours practicum
(3 credits)
Fall and Spring

The finishing course for students taking the Secretarial Arts Diploma Program. Students will be placed in an actual office situation where varied skills will be involved. Assignments for this course will be "true to life" and will require the ability to begin a project and carry it through to completion. Students receive no remuneration during this internship period.

Corequisites: See the Secretarial Arts Advisor.

SECR 1274 — Medical Office Assistant Internship

4 hours practicum
(3 credits)
Spring

Students will be assigned to medical offices and clinics for practicums for a minimum of four hours a week. Practical application of skills and knowledge will be assessed, and the grade will become part of the student's record. Students receive no remuneration during this internship period.

Corequisite: See Secretarial Arts Advisor.

SECR 1280 — Medical Terminology

3 hours instruction
(3 credits)
Spring

Designed to familiarize students with the terminology and office procedures in a medical office.

SECR 1284 — Legal Secretarial

3 hours instruction
(3 credits)
Evenings only
Fall and/or Spring

Designed to give special and intensive training on legal forms, terminology, and basic substantive law. For those who are equipped with basic secretarial skills and aspire to the legal field, this will provide them with a good basic knowledge for legal work.

SECR 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

SECURITY MANAGEMENT

Refer to Criminal Justice Careers course descriptions.

SOCIAL SCIENCE (SOSC)

SOSC 1030 — Contemporary History and Government

3 hours instruction
(3 credits)
Fall and/or Spring

A study of contemporary political, economic and social problems including international conflict and co-operation.

Note: While students can use this course as an alternative to Social Studies 30 for entrance into an Alberta university, they cannot receive credit on their High School Diploma unless the Department of Education chooses to offer a "Departmental Examination" in Social Studies 30 and the students pass the "Departmental".

SOCIAL WORK (SLWK)

SLWK 1110 — Emotional Growth

3 hours instruction
(3 credits)
Fall and/or Spring

An introduction to the development of relationships and the dynamics of emotional learning and security.

SLWK 1114 — Social Work Process

6 hours instruction
(6 credits)
Fall

Utilizes an Individualized Learning system approach to education based on a Computer Managed Learning format and frequent small group learning opportunities. Students are exposed to basic theoretical principles underlying the process of helping in individual and group situations, and are assisted through a number of integration seminars to learn how to apply these principles through the development of a number of personal skills, in a variety of helping situations.

SLWK 1180 — Field Work (Youth Services I)

8 hours per week
(4 credits)
Fall

A period of orientation and observation of the role of the child care worker in various child care centres. Visiting lecturers, field trips and observation of a selected program or programs prepare the student for the "block" placement in the second semester when students function as child care workers in selected centres for a two-month period.

SLWK 1184 — Orientation to Field of Practice and Volunteer Activity (Social Service Careers)

3 hours per week
(2 credits)
Fall

The first half of a two-semester sequence which provides the student with an opportunity to observe and examine in depth the operation of one or more Social Service centres representing various approaches to the care and service of people. Students serve as volunteers in Calgary agencies for three or more hours per week, and log and analyze their volunteer experiences.

SLWK 1211 — Emotional Maturity

3 hours instruction
(3 credits)
Spring

Examines the concept of emotional maturity using the seminar casework method. Emphasis is placed on "normal" behavioral problems and reactions. Beginning relationships are used by the student to effect emotional growth.

Recommended preparation: Social Work 1110.

SLWK 1212 — Relationship Adjustments

3 hours instruction
(3 credits)
Fall

A continuation of Social Work 1110 and 1211. An examination of relationships, needs and emotional growth focusing on relationship adjustments resulting from stress. Students will examine their own attitudes which affect helping relationships.

Recommended preparation: Social Work 1211.

SLWK 1213 — Understanding and Working with Abnormal Behavior

3 hours instruction
(3 credits)
Fall and/or Spring

Emphasizes the development of a deeper understanding of abnormal behavior. Current methods of treatment and help used by professional social workers are studied.

Recommended preparation: Social Work 1212.

SLWK 1215 — Social Service Methods

6 hours instruction
(6 credits)
Spring

A continuation of Social Work 1114.

Recommended preparation: Social Work 1114.

SLWK 1216 — Social Service Process

3 hours instruction
(3 credits)
Fall and/or Spring

Further studies of detailed aspects of social service administration.

SLWK 1217 — Social Service Process

3 hours instruction

(3 credits)

Spring

Concentrates on further development of social service skills and close examination of students' attitudes, as a help or a hindrance in working with clients. Students contribute case material for classwork use.

SLWK 1218 — Social Service Techniques

3 hours instruction

(3 credits)

Fall

A continuation of Social Work 1216. Familiarizes students with the development of social service philosophy and its influence on present day social service planning. Some attention is given to aspects of community development.

SLWK 1219 — Social Service Techniques

3 hours instruction

(3 credits)

Spring

Designed to further develop and refine social service skill. Diagnostic techniques are emphasized.

SLWK 1281 — Field Work (Youth Services)

8 hours per week

(4 credits)

Spring

Provides the student with a supervised experience as a child care worker in a selected agency serving children.

SLWK 1285 — Orientation to Field of Practice and Volunteer Activity

3 hours per week

(2 credits)

Spring

A continuation of Social Work 1184.

SLWK 1294 — Social Service Field Work — Advanced

(4 credits)

Spring

Students spend four days a week in a social service agency. After an initial orientation period, students are expected to assume full responsibility for cases in order to enhance their knowledge and skill in social work methods.

See Program Pattern regarding other courses which must be taken concurrently or must have been completed.

Prerequisites: Social Work 1184, 1285.

SLWK 1295 — Social Service Field Work — Advanced

(4 credits)

Spring

During agency work more attention is given to teaching students specific skills, developing competence in terms of offering adequate service to clients; and participating in the overall agency program.

See Program Pattern regarding other courses which must be taken concurrently or must have been completed.

Prerequisite: Social Work 1294.

SLWK 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

SOCIOLOGY (SLGY)

SLGY 1110 — Introduction to Sociology

3 hours instruction

(3 credits)

Fall and/or Spring

An introduction to the basic concepts and models of sociological inquiry. Topics include: culture; socialization; social groups; deviance and control; organizations; social stratification; ethnic groups; social movements; social institutions; urban living; and social change.

SLGY 1210 — Race and Ethnic Relations

3 hours instruction

(3 credits — UT)

Fall

An analysis of the influence of racial and/or cultural factors upon the position of minority group members in a social class system. Consideration is given to questions of race, prejudice, conflict, accommodation, caste and social mobility as they pertain to minority relationships in world perspective.

Recommended preparation: Sociology 1110, Anthropology 1110.

SLGY 1211 — Social Issues

3 hours instruction

(3 credits — UT)

Fall and/or Spring

An examination of current issues in Canadian society.

SLGY 1212 — The Family

3 hours instruction

(3 credits — UT)

Fall and/or Spring

An examination of the structure and functions of the family, family systems, contemporary trends and problems of the family. Also offered as Interdisciplinary Studies 1211.

SLGY 1216 — Urban Sociology

3 hours instruction

(3 credits — UT)

Spring

A study of social and political factors in the life of the city. Special emphasis will be placed on current issues in the City of Calgary.

SLGY 1218 — Juvenile Delinquency

3 hours instruction

(3 credits — UT)

Fall

A systematic analysis and criticism of biological, psychological, psychoanalytical and sociological theories of deviancy. Attention is given to statistics and contemporary research with special emphasis on the distribution and types of deviant subcultures.

Recommended preparation: Sociology 1110.

SLGY 1219 — Crime and Society

3 hours instruction

(3 credits — UT)

Spring

An introductory analysis and criticism of the major theories of criminal behavior. Emphasis is given to the relationship between social structure and criminal behavior types of criminal behavior such as drug addiction statistics; and contemporary research.

Recommended preparation: Sociology 1110.

SLGY 1231 — Alternative Life Styles

3 hours instruction

(3 credits — UT)

Fall and Spring

A study of non-conformist communities both past and present, ideal and real. Includes a consideration of utopias, communes, kibbutzim and various educational, social, religious and ecological communities.

SLGY 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

SLGY 2201 —

Refer to section on "Programs in Affiliation with The University of Calgary".

SPANISH (SPAN)

SPAN 1110 — Beginners' Spanish I

4 hours instruction

(including lab)

(3 credits — UT)

Fall and/or Spring

A beginners' course in Spanish grammar and pronunciation. Emphasizes the oral approach, using dialogues, structural patterns and conversation, and the development of basic reading ability.

SPAN 1111 — Beginners' Spanish II

4 hours instruction

(including lab)

(3 credits — UT)

Spring

A continuation of Spanish 1110 with emphasis

on speech and on writing and reading development. Special exercises in aural comprehension are included.

Recommended preparation: Spanish 1110.

SPAN 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

SPEECH (SPCH)

SPCH 1110 — Fundamentals

3 hours instruction

(3 credits)

Fall and Spring

An introduction to current theories of communication. An understanding of effective communication and its potential is promoted through participation in a variety of speaking situations. Opportunity is given for group discussion; audience analysis; good listening habits; and how to research, organize and prepare various types of speeches.

SPCH 1111 — Oral Interpretation I

3 hours instruction

(3 credits)

Fall

Designed to develop vocal potential. Emphasis is placed on respiration, phonation, resonance and articulation, with an end to encouraging full vocal expressiveness. Open to anyone wishing to improve his/her speaking voice.

SPCH 1211 — Oral Interpretation II

3 hours instruction

(3 credits)

Spring

An opportunity to take part in, direct, and write critiques of such presentations as reader's theatre, radio, television and stage scripts. Emphasis is placed on interpretation, and a high standard of performance is expected.

Recommended preparation: Speech 1111.

SPCH 1212 — Effective Speaking

3 hours instruction

(3 credits)

Spring

A continuation of Speech 1110. Emphasizes the study of parliamentary procedure with the use of audio-visual aids as effective supporting material. An opportunity to participate in communication situations similar to professional situations.

Recommended preparation: Speech 1110.

SPCH 1220 — Reader's Theatre I

3 hours instruction

(3 credits)

Fall

Designed to promote the cultivation of the art of reading aloud in groups, as well as the participation in self-expressive activity before an audience, with a view to making contemporary literature an enjoyable, personalized experience.

Recommended preparation: Speech 1111 or Speech 1211.

SPCH 1221 — Reader's Theatre II

3 hours instruction

(3 credits)

Spring

A continuation of Speech 1220. A high standard of performance is expected.

Recommended preparation: Speech 1111 or 1211 and Speech 1220.

SPCH 1223 — Speech Science

3 hours instruction

(3 credits)

Spring

A survey of the anatomy, psychology and physics of speech.

Note: A student may study under the auspices of the Conservatory of Music and Speech arts and, upon successful completion of the course(s) and application to the Office of the Registrar and Director of Admissions, receive college credit. Students taking the college two-year diploma course are advised to take a third year of private instruction through the Mount Royal Conservatory prior to writing Mount Royal College Conservatory, Toronto Conservatory and Trinity College examinations.

SPCH 1199, 1299 — Directed Readings

See "Directed Readings" in this section of the Calendar.

THEATRE ARTS

Refer to Drama course descriptions.

YOUTH SERVICES

Refer to Social Work course descriptions.



university programs
and courses

PROGRAMS IN AFFILIATION WITH THE UNIVERSITY OF CALGARY

The following section describes University of Calgary degree programs which may be started at Mount Royal College. Under the terms of affiliation between Mount Royal College and the University of Calgary, specified first-year University of Calgary courses are offered at Mount Royal College. The manner in which such programs are to be conducted and the conditions under which students enrolled may expect recognition at the University of Calgary are specified in agreement with both schools.

Students of Mount Royal College are in no way considered students of the University of Calgary. Upon successful completion of their work at Mount Royal College, and the attainment of satisfactory standing on the final examination, these students may then apply for transfer to the University of Calgary for further studies. In order to transfer to the University of Calgary, students must have completed the matriculation requirements of the Faculty in which they intend to enroll or be recommended for admission (see below).

Since the University's regulations can be changed annually, prospective applicants are well advised to be aware of the University's regulations for the year in which they will be seeking entrance.

In addition to the courses listed in the following section, the University of Calgary is also prepared to grant credit for certain specified Mount Royal College courses to students who have satisfied the admission requirements of the University. Details as to which courses are acceptable and the conditions under which credits may be expected are available from the Admissions Office of either institution or the Alberta Provincial Transfer Guide.

ADVANCED CREDIT LIMITATIONS

Advanced credits are limited by the residence requirements of the different faculties at the University of Calgary. The maximum transfer credit accepted in the Faculty of Physical Education is one year, including only one full course or

equivalent in activity courses. The remainder of the faculties normally accept two years.

ADMISSION REQUIREMENTS AND TRANSFER REGULATIONS

Students are admitted to University of Calgary approved courses if they meet one of four sets of regulations shown below. Details regarding admission requirements to various faculties at the University of Calgary are shown on the following pages.

REGULATION NUMBER 1

Senior matriculation standing according to the faculty desired as specified by the University of Calgary. A student so admitted will be permitted to carry as many as five full University of Calgary courses.

REGULATION NUMBER 2

50% or higher standing in five matriculation subjects with an average of less than 60%.

Such a student would complete one or more Grade XII senior matriculation equivalents in order to gain a 60% average along with University of Calgary courses; the combined total not to exceed five courses in any session.

— OR —

Applicants with 50% or higher in acceptable Alberta Grade XII subjects (or equivalent) may take a combination of senior matriculation equivalents and University of Calgary courses; the total not to exceed five courses in any given session.

For example, students with one deficiency would complete one senior matriculation equivalent and four University of Calgary courses for a total of five courses. Students with four deficiencies would only be allowed to complete one University of Calgary course.

The student admitted under Regulation Number 2 is responsible for clearing any matriculation deficiency. To do this, students in consultation with their Academic Advisors, will take appropriate courses, usually during the first semester. Normally these students will not be allow-

ed to enroll in more than four full University of Calgary courses.

Students of Mount Royal College may clear their matriculation deficiency by writing the appropriate Department of Education examination or by completing Mount Royal College courses deemed acceptable alternatives by the Alberta Colleges Commission. The Mount Royal College courses and the Department of Education courses they may be used in place of are listed below:

Mount Royal College Courses*	Department of Education Courses
Biology 1110	Biology 30
Chemistry 1180	Chemistry 30
Economics 1030†	Economics 30†
English 1030	English 30
French 1111	French 30
German 1111	German 30
Mathematics 1030	Mathematics 30
Mathematics 1031	Mathematics 31
Physics 1030	Physics 30
Social Science 1030	Social Studies 30

NOTE: While students can use these courses as alternatives to high school 30, 31 courses for entrance into an Alberta university, they cannot receive credit on their high school diploma unless the Department of Education chooses to offer a Department of Education Examination ("Departmental") and the students pass the "Departmental".

Students who are eligible to use a non-departmental subject to clear their matriculation deficiency must complete an Alberta Department of Education five-credit Grade XII subject through the Department of Education or Economics 1030 as listed above with a minimum mark of 65% or equivalent.

For purposes of computing the matriculation average only, the University of Calgary will evaluate Mount Royal College course grades as indicated below. **This must not be confused with the grading scale to which the College adheres.**

MRC Letter Grade	Percent Scale
A+	97%
A	90
A-	80
B+	77
B	75
B-	70
C+	67
C	65
C-	60
D+	55
D	50

Students who fail to complete the matriculation requirement in the first semester may proceed as follows:

If the students originally presented four matriculation subjects and their fifth subject is still below 50%, they may write their university final examinations. These students will not be permitted any further university work or transfer privileges to the University of Calgary until their deficiency is cleared, at which time the University will consider advanced credit.

NOTE: Applicants seeking admission to the University of Calgary who have been granted exemption for senior matriculation subjects on the basis of Ordinary and Advanced Level subject equivalents are required to obtain a 'C-' or higher grades in all senior matriculation equivalent courses completed at Mount Royal College.

REGULATION NUMBER 3

Non-Matriculated Adult Students

Mount Royal College will be pleased to accept applications from students of age 23 or above, who desire a university education, but who are unable to present complete matriculation. Such applicants must also consult with the appropriate faculty at The University of Calgary which they wish to eventually enter for specific requirements as a mature non-matriculated applicant.

Faculties at the University of Calgary which have selection procedures can give advice to the mature non-matriculation applicant as to courses to be completed at Mount Royal College. However, students cannot be guaranteed automatic admission to the limited enrolment faculty upon completion of course work at Mount Royal College, but will be considered for admission along with all other candidates.

REGULATION NUMBER 4

Admission to The University of Calgary by Recommendation

Applicants who do not possess clear senior matriculation, but have successfully completed one year or more (five full courses or more) at Mount Royal College will be deemed to have satisfied the matriculation requirements of a faculty of The University of Calgary, provided the University receives a letter from the Registrar of Mount Royal College giving reasons why that person should be deemed to have satisfied matriculation requirements. Some faculties require the

prior completion of specified matriculation courses before admission under this category will be granted (e.g., English 30 and Mathematics 30 or equivalents are required for admission to the University College). Where these conditions are satisfied, the person shall receive automatic admission to the appropriate faculty provided the faculty has no admission requirements other than matriculation requirements. (See English Language Proficiency Requirements given below.)

Where selection procedures are involved in the admission to a faculty of The University of Calgary (presently the faculties of Education, Engineering, Management, Nursing and Social Welfare), the applicant shall be treated on the same basis as any other person seeking admission to that faculty.

In addition, students recommended for admission can receive advanced credit for course work completed at Mount Royal College, provided the courses are listed in the Alberta Provincial Transfer Guide or are University of Calgary courses as offered at the sending institution. Such transfer credit is subject to The University of Calgary's transfer credit regulations.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Students who have not been a resident of Canada, or other English speaking countries for five consecutive years prior to admission to The University of Calgary **MUST** write and obtain a score of 600 or above on the Test of English as a Foreign Language (TOEFL) Examination. **No exceptions will be made to this regulation.** Applicants failing to submit a satisfactory score will be ruled inadmissible regardless of their attendance at a post-secondary institution in the province of Alberta or elsewhere. Canadian citizens are not required to complete the TOEFL Examination.

STUDENTS WISHING TO TRANSFER TO THE UNIVERSITY OF CALGARY IN JANUARY

No applicant will be considered for admission to the Winter Session at The University of Calgary unless the Registrar's Office at The University of Calgary is in receipt of official transcripts from Mount Royal College prior to the start of the Winter Session at The University of Calgary. **Letters from instructors indicating final grades will not be accepted.**

UNIVERSITY COLLEGE THE UNIVERSITY OF CALGARY

Effective April, 1976, the Faculty of Arts and Science at The University of Calgary was divided into three separate Faculties (Humanities, Science and Social Sciences) and a University College. Admission to the Faculties of Humanities, Science and Social Sciences is only granted after students have completed one full year of university study with specified standing and content. Normally the first year of university study would be taken in the University College if the students were attending The University of Calgary. Students who wish to obtain a General Studies Degree rather than a degree with a major will remain in the University College for all four years of their degree program.

The requirements for admission to the Faculties of Humanities, Science and Social Sciences after completion of one year of university study or equivalent are very specific and cannot be elaborated fully in this Calendar. Students are, therefore, strongly advised to obtain a University of Calgary Calendar to ensure that they complete the same courses at Mount Royal College as they would have completed if they had been registered at The University of Calgary for their first year.

STANDARD ADMISSION TO THE UNIVERSITY COLLEGE:

Students from high schools in Alberta are admissible on presentation of Alberta Grade XII senior matriculation with an overall average of at least 60.0 and with a 50.0* or equivalent letter grade standing in the following courses:

- 1 English 30
- 2 Mathematics 30 or a language other than English at the 30 level
- 3, 4, 5 Three subjects chosen from the following list with the exception of the subject used in #2 above: Mathematics 30, Mathematics 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, French 30, French 31, German 30, German 31, Latin 30, Ukrainian 30, Hungarian 35, one other five-credit Grade XII subject* (excluding Special Projects 30).

*Students presenting for admission a five-credit Grade XII subject other than Mathematics 30, Mathematics 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, or a language other than English at the 30 level must obtain a grade of at least 65.0 in this subject and an overall average of 60.0 or above on the four remaining subjects.

NOTE: Students may not present for admission two subjects in the same field (i.e. both English 30 and English 31), except for the following two languages other than English (e.g. French 30 and French 31); and Mathematics 30 and Mathematics 31.

Students who intend to transfer to the Faculties of Management, Science, Social Sciences or to complete a BSc (General Studies) or a BA (General Studies) with a Social Sciences concentration require English 30 and Mathematics 30. Students planning to transfer to the Faculties of Education, Humanities, Social Welfare or complete a BA (General Studies) with a Humanities concentration may present either a language at the 30 level (other than English) or Mathematics 30 in addition to English 30.

Matriculation Students from Outside Alberta:

Students whose matriculation credits are secured outside Alberta are required to meet standards equivalent to those for Alberta students.

FACULTY OF EDUCATION THE UNIVERSITY OF CALGARY

Effective July, 1977, the Faculty of Education no longer accepted students directly from high school. All applicants are required to present one year of university study or equivalent as given below. In addition, selection procedures are used in admitting students to the Faculty of Education (see below).

1. Successfully complete one full year (5 full-course equivalents) with a cumulative grade point average of 2.00 or higher. In addition to the admission requirements of the University College (at The University of Calgary), students applying to the Faculty of Education after one year must be aware of the additional requirements for specific major fields within Education as listed below:
 - a. Candidates intending to major in biological sciences shall present Chemistry 30 or equivalent.
 - b. Candidates intending to major in physical sciences shall present Chemistry 30, Physics 30 and Mathematics 30 or equivalents. In addition, Mathematics 31 is desirable.
 - c. Candidates intending to major in Mathematics shall present Mathematics 31 in addition to Mathematics 30.
 - d. Candidates intending to major in Music must apply to the Department of Music at The University of Calgary for auditions and entrance examinations in performance and theory. These examinations will be given in May and August only.
2. Complete Education 201/203 with a grade of "C" or above in each.
3. Complete the "Application to the Faculty of Education" which is sent out to applicants at the time of their applications for admission to The University of Calgary.
4. Demonstrate competence in both oral and written English, as prescribed by the Faculty of Education at the time of consideration for admission.

All the above criteria will be used in determining the admissibility of any candidate to the Faculty of Education.

Since Mount Royal College does not offer Education 201/203, students who have not completed an equivalent course elsewhere, will not be able to transfer directly from Mount Royal College into the Faculty of Education at The University of Calgary. Such students will be required to enter the University College at The University of Calgary where they can complete Education 201/203 and courses towards the second year of their Education degree program. It is therefore imperative that students also meet the admission requirements for the University College as given in this Calendar.

STANDARD ADMISSION:

Refer to University College above.

RECOMMENDED PROGRAM OF STUDIES:

For students beginning at Mount Royal College.

Year 1
Junior English or Arts and Science Option
Major
Arts and Science Option
Arts and Science Option
Major or Arts and Science Option

NOTE: Students intending to major in the following Education programs at The University of Calgary should contact the Faculty of Education at The University of Calgary regarding their course selection at Mount Royal College since it may not be possible to complete a full year of acceptable transfer credit at Mount Royal College:

Elementary Route: Early Childhood Education

Major
Drama Major
French Major
Music Major

Secondary Route: French Major
Music Major

NOTES:

- 1) The Calendar entry "Arts and Science" options should be understood to include options in Humanities, Science, Social Sciences, Physical Education and Fine Arts and, where approved, up to two courses in any one such area as Management or Social Work.
- 2) Senior courses may not be taken in the first year without the consent of the department teaching the course and the Faculty of Education Office.
- 3) No credit will be given towards the B.Ed. Degree for University of Calgary courses or equivalent at the 100 level. All such courses are described as extra to degree.
- 4) A maximum of seven full or equivalent junior university courses will be accepted on the regular four-year B.Ed. Degree Program. The Faculty of Education accepts for credit only one full junior English course or equivalent.
- 5) No applicant will be considered for admission to the Faculty of Education unless he/she has a cumulative grade point average of 2.00 or above.

GENERAL NOTES:

A. Standard Elementary B.Ed. Route

- 1) Students with a major in Reading, Language, Early Childhood or Special Education must include one full junior English course.
- 2) A Fine Arts course or Physical Education course may be taken instead of an Arts and Science course with approval of the student's advisor. Students choosing Physical Education as an option should consult the Faculty of Physical Education at The University of Calgary for course selection.
- 3) At least three courses in the major field must be completed by the end of the second year.
- 4) Please contact the Faculty of Education at The University of Calgary for graduation requirements.
- 5) Students must present at least one full course in Canadian Studies for graduation. For a listing of acceptable courses, contact Faculty of Education Office, The University of Calgary.

B. Standard Secondary B.Ed. Route

- 1) A Fine Arts option or Physical Education option may be taken instead of an Arts and Science option with the consent of the advisor.
- 2) Students majoring in English must include a full junior English course in the first year.
- 3) Course Requirements for Graduation — seven courses in the major field selected from the pattern for the major.
- 4) At least three courses in the major field must be completed by the end of the second year.
- 5) Students must present at least one full course in Canadian Studies for graduation. For a listing of acceptable courses, contact Faculty of Education Office, The University of Calgary.

FACULTY OF ENGINEERING THE UNIVERSITY OF CALGARY

Students wishing to transfer to the Faculty of Engineering at the University are invited to discuss their Mount Royal College course selection with the Faculty of Engineering Office at The University of Calgary. Please note that the Faculty of Engineering is a limited enrollment faculty. Further details are given in the University's Calendar.

FACULTY OF ENVIRONMENTAL DESIGN THE UNIVERSITY OF CALGARY

The Faculty of Environmental Design offers the Master's Degree in Environmental Design in the areas of architecture, urbanism and environmental science. The Faculty accepts students with recognized degrees from any major university. To be admitted to the Faculty of Environmental Design, applicants must normally have obtained a baccalaureate degree from a recognized university with a grade point average in their final two years of study of at least 3.00 or qualification of equivalent standing.

Interested students should consult directly with the Faculty Office, The University of Calgary.

FACULTY OF FINE ARTS THE UNIVERSITY OF CALGARY

By careful selection of Mount Royal's courses, students wishing to complete a BFA (Art) or a BFA (Drama) can complete a full-year of acceptable transfer credit at Mount Royal College. For advice on course selection please contact the Faculty of Fine Arts at the University. It is, however, NOT possible to complete the first year of the BMus Degree at Mount Royal College. Only optional courses within the BMus Degree, to a limited degree, may be obtained from Mount Royal College.

FACULTY OF LAW THE UNIVERSITY OF CALGARY

In Alberta the minimum requirement for admission to law school is two years of study toward a Bachelor of Arts Degree from a university in Alberta or its equivalent. For students in other disciplines, a degree represents the minimum educational prerequisite to admission.

As a practical matter, it is likely that few students with only two years towards an Arts Degree will be admitted to the Faculty of Law at The University of Calgary. This probability reflects the fact that there will be a high volume of applicants with three or more years of university training, particularly in the early years of operation of the Faculty of Law.

Important elements in assessing student performance in pre-law work will be the grade point average and performance in the Law School Admission Test. In addition to these criteria, the Faculty of Law will be interested in looking at evidence of maturity, work experience and community involvement.

Interested students should consult directly with the Faculty of Law Office, The University of Calgary.

FACULTY OF MANAGEMENT THE UNIVERSITY OF CALGARY

Effective July, 1977, applicants will no longer be admitted to the Faculty of Management directly after high school. All applicants will be required to complete a two-year specified pre-commerce program with appropriate standing prior to seeking admission to the two remaining years in the Bachelor of Commerce Degree Program. Students attending The University of Calgary will complete the two-year, pre-commerce program in the University College. Mount Royal College students will not be able to complete the entire two-year, pre-commerce program at the College. Consequently, upon transfer to The University of Calgary, such students will be required to enter the University College to complete

their pre-commerce courses before seeking entrance to the Bachelor of Commerce Degree Program in the Faculty of Management.

STANDARD ADMISSION:

Refer to University College above.

PROGRAM OF STUDIES:

For students beginning at Mount Royal College:

- Mathematics 2211/2251
- Economics 2201/2203
- Social Science Electives (two half courses)
- Science or Humanities Electives (two half courses)
- English Elective (one half course)
- Free Elective (one half course) or
Policy & Environment 201* (U of C)

*Mount Royal College Administration 1131 — acceptable alternative. In order to obtain transfer credit, Mount Royal College students must obtain a C- or higher grade in this course.

NOTES:

- 1) Applicants must have a cumulative grade point average (GPA) of at least 2.00 or its equivalent in all courses presented to fulfill pre-commerce requirements.
- 2) Students completing courses at Mount Royal College which would grant transfer credit in the Bachelor of Commerce Degree Program must have obtained grades of C- or above for transfer credit. Courses in the pre-commerce program which are prerequisites to other courses must also have been completed with C- grades for transfer credit.
- 3) Students may repeat a course which they have failed or in which they seek a higher grade only once. Students who unsuccessfully repeat a course that is required for graduation in the B.Comm. Degree Program will not be admitted to the B.Comm. Degree Program.
- 4) For other requirements to the B.Comm. Degree Program, please refer to The University of Calgary Calendar.

FACULTY OF MEDICINE

THE UNIVERSITY OF CALGARY ADMISSION REQUIREMENTS:

Period of University Education:

Applicants should ordinarily have completed, as a minimum, three full years of university education beyond senior matriculation (Alberta Grade XII or equivalent). In the case of exceptional and academically well-qualified applicants, the Admissions Committee may waive this requirement.

Content of University Education:

It is assumed that most applicants will have selected a program in Arts and Science. The Faculty of Medicine has not established a formal pre-medical program in these areas. Rather, it recommends the courses listed in the following section as providing the necessary background for medical studies.

Students should ensure that courses chosen will satisfy the degree requirements of the undergraduate faculty in which they are registered.

RECOMMENDED COURSES:

Applicants should satisfy the Admissions Committee that they are well-prepared academically for entry into the Faculty of Medicine. Such preparation ordinarily will include a full university course in each of:

- General Chemistry
- Organic Chemistry
- Biochemistry
- Psychology (and/or Sociology and/or Anthropology)

English

General Biology
Mammalian Physiology or Comparative Physiology
Physics

Courses in mathematics beyond high school level should be considered.

The above paragraphs notwithstanding, the Admissions Committee will consider applications from superior students who have completed other educational programs. In the event their application is successful, such students will be required, through conventional or special courses, to satisfy specific deficits during the summer preceding admission. In general, however, students who are contemplating unusual patterns of "pre-medical" education, should consult with the Faculty of Medicine before enrolling in such studies.

FACULTY OF NURSING THE UNIVERSITY OF CALGARY

The Faculty of Nursing offers a four-year basic program leading to the Bachelor of Nursing Degree and a two-year Nursing Post-Basic Program for registered nurses. Details of these programs may be obtained by contacting the General Office, Faculty of Nursing. The University of Calgary, or the Admissions Office.

FACULTY OF PHYSICAL EDUCATION THE UNIVERSITY OF CALGARY STANDARD ADMISSION:

Students from high schools in Alberta are admissible on presentation of Alberta Grade XII Senior Matriculation with an overall average of at least 60.0 and with a 50.0 or equivalent letter grade standing on the following courses:

1. English 30
2. Chemistry 30 or Biology 30
- 3, 4, 5. Three of: Biology 30 (if not used as 2 above), Chemistry 30 (if not used as 2 above), Mathematics 30, Mathematics 31, Physics 30, Social Studies 30, French 30, German 30, Latin 30, Ukrainian 30, Hungarian 35, one other five-credit Grade XII subject (excluding Special Project 30).*

*Effective January 1st, 1977, students presenting "one other five-credit Grade XII subject (excluding Special Project 30)" will be required to present a grade of 65.0% or equivalent in this subject and an average of 60.0% on their four other senior matriculation subjects.

NOTE: A student may not present for admission two subjects in the same field (i.e. both English 30 and English 33), except for the following:

Two languages other than English (e.g. French 30 and French 31), Mathematics 30 and Mathematics 31.

NOTE: Mathematics 30 is compulsory for entry into the four-year Honours BPE Program. Admission into the Honours Program will only be entertained after successful completion of the first year (or equivalent) of the Bachelor of Physical Education Program.

TEACHER EDUCATION IN PHYSICAL EDUCATION:

A major in physical education is offered to students in the elementary route, and those taking other elementary majors may elect to enroll in optional elementary physical education courses.

Students in the secondary route in the Faculty of Education may take courses in physical education as approved options in their Bachelor of Education Degree programs.

Normally, teachers qualifying to teach physical education in the secondary schools will be expected to complete the Bachelor of Physical Education Degree before enrolling in the Faculty of Education.

PROGRAM OF STUDIES:

For Students Beginning at Mount Royal College:

The Faculty of Physical Education at The University of Calgary offers a three-year, professional course leading to a Degree of Bachelor of Physical Education and a four-year, professional course leading to a Degree of Bachelor of Physical Education (Honours).

Students are advised to contact the Chairman of Leisure Education/Physical Education of Mount Royal College for advice on course selection.

FACULTY OF SOCIAL WELFARE THE UNIVERSITY OF CALGARY

The Faculty of Social Welfare offers a four-year program leading to a Bachelor of Social Work Degree. Enrollment is limited. Details of this program may be obtained from The University of Calgary Calendar or the Faculty of Social Welfare Office, The University of Calgary.

All students (except mature non-matriculated adults) are admitted to the BSW Degree Program following the

completion of not less than one year of university study or equivalent. During their first year of university studies students should register in the University College. The following first-year courses are recommended for students interested in social work.

Social Work 201 (U of C)

Psychology 205 (U of C)

Sociology 201 (U of C)

Economics 201 (U of C)

Political Science 201 (U of C)

Plus five additional half courses.

Please note that the deadline date for applications to the Faculty of Social Welfare at The University of Calgary is March 15th.

TEACHER EDUCATION IN PHYSICAL EDUCATION:

A major in physical education is offered to students in the elementary route, and those taking other elementary majors may elect to enroll in optional elementary physical education courses.

SPECIAL PROGRAMS THAT TRANSFER TO OTHER UNIVERSITIES

Students can normally begin the following programs of studies at The University of Calgary or Mount Royal College. The programs will, however, be completed at a university other than The University of Calgary.

FACULTY OF AGRICULTURE AND FORESTRY THE UNIVERSITY OF ALBERTA

A first year may be taken at Mount Royal College which will normally enable students to transfer into the second year of Agriculture or Forestry programs at the University of Alberta. Students at The University of Calgary would normally seek admission to the University College and upon completion of the appropriate first year would apply for admission to the Agriculture or Forestry Programs at the University of Alberta with transfer of credit.

*Students should be aware that enrollment in these University of Alberta programs is limited and successful completion of the recommended first year at Mount Royal College will not guarantee admission to the Faculty of Agriculture and Forestry.

STUDENT GUIDANCE:

Students interested in either of these programs should obtain the Calendar for the Faculty of Agriculture and Forestry from the Registrar at the University of Alberta.

The Dean of the Faculty of Agriculture and Forestry will be pleased to confer with prospective agriculture students in Edmonton at any time. Similarly the Chairman of the Department of Forest Science will be pleased to confer or correspond with students interested in the Program of Forestry.

Students of the second, third and fourth years in Agriculture will be assisted and guided in connection with their registrations by student advisors in the various programs.

BSc IN AGRICULTURE:

Students at Mount Royal College are advised to register in the following courses:

- Economics 2201 and 2203
- Chemistry 2201 and 2203
- Mathematics 2251 together with Mathematics 2253 or Statistics 213 (U of C)
- Biology 2201 and one additional half-course in Biological Science

Students presenting other first year programs from Mount Royal College may be accepted by the Faculty of Agriculture and Forestry, the University of Alberta, but they should note that they may not receive credit for all their courses.

BSc IN FORESTRY:

Students at Mount Royal College who have Biology 30, Chemistry 30, English 30 and Mathematics 30 should register in the following courses:

- Biology 1210
- Chemistry 1210 or 2201
- Chemistry 1212 (preferred) or 1211 or 2203
- Computing Science 1181
- Economics 1110 or 2201
- Economics 1111 or 2203

Mathematics 1120 or 2251

Mathematics 1224

One of English 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221 or 1231

One of Sociology 1110 or 2201, or Psychology 1110 or 2205.

Students without Biology 30 should take Biology 1110 in place of the Sociology or Psychology course.

Students without Chemistry 30 should take Chemistry 1180 and Mathematics 1240 instead of the two chemistry courses above. Students must contact the Department of Forestry, the University of Alberta for alternates to the two chemistry courses above.

Students without Mathematics 30 should take Mathematics 1030 instead of the Sociology or Psychology course.

Students presenting other first-year programs from Mount Royal College may be accepted into the Forestry Program, the University of Alberta, but they should note that they may not receive credit for all their courses.

It should be made clear that acceptance of transfer students cannot be guaranteed on the basis of any minimum academic achievement level. Should limitations on total enrollment become necessary for any reason in either the Agriculture or Forestry Programs, selection would be based partly on relative academic performances.

PRE-ARCHITECTURE THE UNIVERSITY OF BRITISH COLUMBIA

The admission requirement of the School of Architecture at the University of British Columbia is a baccalaureate degree in Arts, Science, Environmental Studies, or Applied Science. Applicants will be considered providing they obtain an average of at least 65% computed on the courses of the final two years of study; or the completion of at least three years of study at an approved School of Architecture.

PRE-ARCHITECTURE THE UNIVERSITY OF MANITOBA

The Department accepts applications from candidates who have obtained their Bachelor of Arts or Bachelor of Science and other first degrees into the architectural program on the condition that they do a pre-Architecture year to take courses in which they are deficient. Upon completion of this year the candidate is then admitted into the first year of the three-year professional course in Architecture.

Students may also enter via Environmental Studies, which is a three-year Bachelor degree. Candidates for the Department of Environmental Studies must have a senior matriculation (Grade XII) with an overall average of 66%, with a minimum of 66% in English, Mathematics and Physics.

The first year is a probationary year.

FACULTY OF DENTISTRY THE UNIVERSITY OF ALBERTA

Applicants for admission to the Faculty of Dentistry at the University of Alberta, Edmonton, may complete the required pre-professional studies for admission at The University of Calgary in the University College. The first

year of this program may be completed at Mount Royal College.

The requirements for admission to the Faculty of Dentistry are at least two years of university training, with appropriate standing and credit in Chemistry 201 and 203, or 200 and 350; one full course equivalent in Physics; and Biology 201 and Zoology 273.

Students must choose a principal subject (including these courses) which they would be satisfied to complete if they were not admitted to the Faculty of Dentistry.

DEPARTMENT OF FOOD SCIENCE THE UNIVERSITY OF ALBERTA

A four-year, interdisciplinary program in Food Science is offered cooperatively by the Faculty of Agriculture and Forestry, the Faculty of Home Economics and the Faculty of Science at the University of Alberta in Edmonton. The program is administered from the Department of Food Science of the Faculty of Agriculture. It allows students to specialize in this expanding field including: food chemistry, food engineering, food microbiology and food processing.

MATRICULATION REQUIREMENTS FOR THE PROGRAM ARE:

1. English 30
2. Chemistry 30
3. Two of: Biology 30, Mathematics 30, Mathematics 31, Physics 30 (Biology 30 and Mathematics 30 are suggested)
4. One other subject from 3 (above) or one of: Social Studies 30, a Foreign Language 30

All subjects must be over 50% and the overall average must be 60%.

PROGRAM OF STUDIES:

Students beginning at Mount Royal College should select the following Mount Royal College courses:

U of A Course	MRC Course
Chemistry	Chemistry 2201/2203
Biology	Two of Biology 2201, Botany 2225, Zoology 2273
Mathematics 240 (or 101, 202, 204)	Mathematics 2251/2253
Chemistry 250	No Equivalent

INTERIOR DESIGN THE UNIVERSITY OF MANITOBA

Application for admission to the University of Manitoba on the basis of certificates from out of the province will be considered on their merits. In general, students from outside the province who apply for admission to the University of Manitoba are required to have met the minimum requirements for admission to the university in their own locality. In addition, they must also have met the academic requirements laid down by the faculty or school to which they are seeking admission.

The following certificates are acceptable for the Department of Interior Design: Grade XII Alberta with 5 subjects and an overall average of 70% or a Diploma in Interior Design, Mount Royal College.

FACULTY OF LAW THE UNIVERSITY OF ALBERTA

Admission to the Faculty of Law is based upon the student's academic record along with the Law School Admission Tests score. Generally, a student must have completed an undergraduate degree or two years of a program leading to a Bachelor of Arts Degree or its equivalent. The last two years of a student's university education are used as a basis for determining academic standing unless the Admissions Committee is of the opinion that the courses are not of a rigorous academic

nature so as to be indicative of the student's abilities in law school. It has been the practice of the Admissions Committee to reserve ten per cent of the places in law school for adult and native applicants who cannot meet the general admission requirements and a further ten per cent of the places for non-resident applicants. The admission requirements may vary from year to year depending upon the directives of the Law Faculty Council, and students who are interested in obtaining more detailed information are advised to contact the Admissions Secretary of the Faculty of Law at the University of Alberta.

FACULTY OF MEDICINE THE UNIVERSITY OF ALBERTA

Applicants for admission to the Faculty of Medicine at the University of Alberta, Edmonton, may complete the required pre-professional studies for admission at The University of Calgary in the University College. The first year of this program may be completed at Mount Royal College.

The basic academic requirement for admission to the M.D. program is the satisfactory completion, after senior matriculation, of at least two years of university work approved by the Faculty of Medicine, including full courses in Organic and Inorganic Chemistry, English, Physics, and Biology together with courses in Psychology, Mathematics and Statistics, Microbiology, Genetics, and Zoology. The Medical College Admissions Test is a prerequisite for admission.

Before commencing pre-medical studies, students are advised to consult the Calendar of the Faculty of Medicine, University of Alberta, for complete details.

FACULTY OF NURSING THE UNIVERSITY OF ALBERTA B.S.C. IN NURSING (POST-BASIC PROGRAM FOR REGISTERED NURSES):

The B.Sc. in Nursing Degree Program for Registered Nurses offered by the University of Alberta, Edmonton, is 12 full courses in length and will normally require two calendar years to complete. All Nursing subjects must normally be taken at the University of Alberta and, because they are prerequisites to one another, will take two academic years to complete. At least one year of the program must be spent as a full-time student at the University of Alberta.

In addition to possessing the academic qualifications specified in 13.1 and 13.14 of the University of Alberta Regulations and Information for Students Calendar, the applicant must be a Registered Nurse from an approved school of nursing, and must provide evidence of eligibility for registration in the Alberta Association of Registered Nurses, and evidence of active registration or licensure in a Canadian nursing association or college. In addition, a full introductory Psychology course at the University level is now required before admission to the Post-R.N. B.Sc.N. program. Psychology 2205 is acceptable as one-half of this requirement.

In exceptional circumstances, admission may be granted on an individual basis after consultation with the Student Counselling Services, to an applicant who presents evidence of professional competence and ability to profit from university study. These applicants will be admitted as Non-Matriculated Adult students.

Persons interested in making subsequent application for admission to this program may register at Mount Royal College in order to take courses which, upon acceptance into the University of Alberta B.Sc. in Nursing Degree Program, will be accepted for advanced credit. Equivalents to the following University of Alberta courses may be taken at Mount Royal College, if they are offered.

U of A Faculty of
Nursing Requirements
Science Option
Statistics

Mount Royal College
Equivalent
Biology 2201 or Chemistry 2201
Psychology 2215

NOTE: Information regarding the program and/or approval in principle of specific Mount Royal College courses for which advanced credit may be offered in the B.Sc. in Nursing Degree Program for Registered Nurses at the University of Alberta upon subsequent admission to the program may be obtained by writing:

Post-Basic Program Co-ordinator
Faculty of Nursing
The University of Alberta
Edmonton, Alberta T6G 2G3

Applications for admission to the University of Alberta B.Sc. in Nursing Degree Program for Registered Nurses, must be submitted no later than May 1st to: Office of the Registrar, University of Alberta, Edmonton, Alberta.

FACULTY OF PHARMACY THE UNIVERSITY OF ALBERTA

A modified first year suitable for prospective pharmacy students may be taken at Mount Royal College. However, students wishing to transfer to the Faculty of Pharmacy at the University of Alberta will compete for admission on the basis of proven academic ability, with all other applicants seeking transfer into that program. For further details please contact the Faculty of Pharmacy at the University of Alberta or the University College at The University of Calgary as early as possible.

MATRICULATION REQUIREMENTS FOR THE PROGRAM ARE:

A High School Diploma with an overall average of at least 60.0 and with a minimum mark of 50.0 or equivalent letter grade, in the following courses:

1. English 30
2. Chemistry 30
3. Mathematics 30
4. Physics 30 or Biology 30 (recommended) or Mathematics 31
5. One course from the following list:
 - (a) the course from 4 not previously elected.
 - (b) French 30, German 30, Latin 30, Ukrainian 30, or another language other than English at an equivalent level, Social Studies 30.
 - (c) Art 30, Art 31, Commercial Art 32, Drama 30, Music 30, Music 31, Performing Arts 32.

NOTE: Students presenting a subject from (c) must present a grade of 65.0 in this subject and an overall average of 60.0 or above on the four remaining subjects. It is recommended that BOTH Physics 30 and Biology 30 be included.

PROGRAM OF STUDIES:

The modified first-year program for prospective pharmacy students available at Mount Royal College is as follows:

1. Chemistry 2201 and 2203
2. Mathematics 2251
3. One half-year course in either Physics or Mathematics
4. Biology 2201 and one of Zoology 2273 or Botany 2225
5. Economics 2201 and 2203

NOTE: It is also highly desirable for a student to have credit in Chemistry 350 before transferring to the Faculty of Pharmacy and Pharmaceutical Sciences, University of Alberta, in Edmonton. The course may be available in the Summer Session at The University

of Calgary. Students without credit in Chemistry 350 will lack a prerequisite for other courses, which may necessitate adjustments in the program, thereby lengthening the time required to complete the degree.

VETERINARY MEDICINE THE UNIVERSITY OF SASKATCHEWAN

There are three Colleges of Veterinary Medicine in Canada: the Ontario Veterinary College, University of Guelph, Ecole de Médecine Vétérinaire, Université de Montréal; and the Western College of Veterinary Medicine, University of Saskatchewan. Since the Western College of Veterinary Medicine was established primarily to provide veterinary education for residents of the western provinces and territories, Alberta residents are expected to apply to that institution and should concentrate their efforts on gaining admission there. (The Ontario Veterinary College and Ecole de Médecine Vétérinaire will accept applications from Alberta residents, but these institutions give priority to residents of their respective province.)

ADMISSION REQUIREMENTS:

Students from high schools in Alberta are admissible upon completion of Alberta Grade XII senior matriculation with an overall average of at least 60.9 and with a minimum mark of 50.0, or equivalent letter grade, in the following courses:

1. English 30
2. Mathematics 30
3. Chemistry 30
4. Biology 30
5. One of Physics 30, Social Studies 30, or a language other than English.

PROGRAM OF STUDIES:

Two full years of university training are required for admission to the Western College of Veterinary Medicine, during which credit must be secured for the number of courses customarily considered a standard load in the curriculum in which they are obtained.

The program of study must include the equivalent of the following University of Calgary courses:

- English — Any two of 201, 231, 233; or English 200
Biology — 201, 311, Zoology 273
Chemistry — 201 and 203 or 200, 250
Physics 221 or 231 followed by 223
Mathematics — One full course equivalent e.g. Mathematics 251, and one of Mathematics 253, Mathematics 211 or Statistics 211
Electives — Sufficient to complete ten full-course equivalents

All courses must be beyond the senior matriculation level.

Only a limited number of students can be accepted for admission to the first year of the Veterinary Medicine course and completion of the pre-veterinary course carries no assurance of admission to the professional course.

Since competition for admission to this College is very keen, it is recommended that the student choose an alternate career goal which will determine the choice of electives taken. Applicants are urged to consult their undergraduate advisors for help in this regard.

Enquiries and requests for application forms should be directed to the Dean, Western College of Veterinary Medicine, University of Saskatchewan. Completed applications for admission must be returned before January 1.

UNIVERSITY OF CALGARY

APPROVED COURSES OFFERED BY MOUNT ROYAL COLLEGE

ANTHROPOLOGY (ANTH)

ANTH 2201 — Introduction to Anthropology (U of C ANTH 201)

3 hours lecture
(3 credits)
Fall and/or Spring

A history and description of the evolution of man, the role of biosocial phenomena in the evolution of his physical structure and social behaviour, and consideration of the origins and development of culture.

Note: Not open to students with credit in Anthropology 205, 207, 209 (U of C) or 2209 (MRC).

BIOLOGY (BIOL)

BIOL 2201 — Principles of Biology (U of C BIOL 201)

3 hours lecture
3 hours lab
(4 credits)
Fall and/or Spring

The fundamentals of modern biology. The labs will demonstrate principles common to plants, animals and microbes.

Note: Not open to students with credit in Biology 205 (U of C).

Note: Also see Botany, Microbiology and Zoology.

BOTANY (BIOL)

BIOL 2225 — Plant Biology (U of C BOTANY 225)

3 hours lecture
3 hours lab
(4 credits)
Spring

The interrelationships between form and function of the living plant. An introduction to the concepts of the morphology, physiology, and evolution of the plant kingdom.

Prerequisite: Biology 2201.

CHEMISTRY (CHEM)

CHEM 2201 — General Chemistry I (U of C CHEM 201)

3 hours lecture
1 hour tutorial
3 hours lab
(4 credits)
Fall and/or Spring

Lectures: Basic chemical concepts with emphasis on atomic and molecular structure; nuclear chemistry; chemical bonding and stoichiometry; elementary energy concepts; the states of matter and phase changes; properties of solutions. This course is a prerequisite for the majority of other Chemistry courses.

Laboratory: Experiments designed to illustrate the lecture material, and to develop skill in using basic laboratory apparatus.

Note: Credit for both Chemistry 2201 and 209 (U of C) will not be allowed.

Prerequisites: Chemistry 30 (or Chemistry 2101) and Mathematics 30. Mathematics 31 is strongly recommended. (Students who plan to continue into Chemistry 2203 are advised to take Mathematics 2251 or, if they have already taken this or have advanced placement, Mathematics 2253, concurrently with Chemistry 2201.)

CHEM 2203 — General Chemistry II (U of C CHEM 203)

3 hours lecture
1 hour tutorial
3 hours lab
(4 credits)
Fall and/or Spring

Lectures: A continuation of Chemistry 2201 with emphasis on molecular dynamics; acid-base and solubility equilibria; elementary thermodynamics; chemical kinetics; electrochemistry and concepts of oxidation and reduction.

Laboratory: Experiments designed to illustrate the lecture material and to develop skill in using basic laboratory apparatus.

Prerequisite: Chemistry 2201.

Pre or Corequisite: Mathematics 2251. (Students who plan to take senior courses in Physical Chemistry are advised to take Mathematics 2253 and Mathematics 2211 in the first year.)

ECONOMICS (ECON)

ECON 2201 — Principles of Micro- economics (U of C ECON 201)

3 hours lecture
1 hour tutorial
(3 credits)
Fall and/or Spring

Principles of consumption, production, exchange; market and firm equilibrium under different competitive conditions. These principles are applied to various contemporary problems in the Canadian economy, such as the changing structure of agriculture, foreign ownership and control, and pollution.

Note: Not open to students with credit in Economics 206 or 300 (U of C).

ECON 2203 — Principles of Macroeconomics (U of C ECON 203)

3 hours lecture
1 hour tutorial
(3 credits)
Fall and/or Spring

National income determination, the monetary and banking system, and elementary fiscal and monetary policies. Contemporary problems of unemployment, inflation, economic growth, business cycles, and the international economy.

Note: Not open to students with credit in Economics 206 or 300 (U of C).

ENGLISH (ENGL)

ENGL 2231 — The Novel and the Short Story (U of C ENGL 231)

3 hours lecture
1 hour tutorial
(3 credits)
Fall and/or Spring

A study of four or five novels and six to ten short stories. Essays will be set for practice in composition.

FRENCH (FREN)

FREN 2201 — Beginners' French I (U of C FREN 201)

4 hours lecture
1 hour lab
(3 credits)
Fall and/or Spring

This course is designed for students who have no knowledge of the language or whose preparation in it amounts to less than Grade XII French.

Note: Students with French 30 or 31 or the equivalent may not take this course for credit.

FREN 2203 — Beginners' French II (U of C FREN 203)

4 hours lecture
1 hour lab
(3 credits)
Fall and/or Spring

A continuation of French 2201.

Note: Students with French 30 or 31 or the equivalent may not take this course for credit.

Prerequisite: French 2201, or consent of the Department.

FREN 2205 — First-Year University French (General) I (U of C FREN 205)

3 hours lecture
1 hour tutorial
1 hour lab
(3 credits)
Fall and/or Spring

Training in comprehension, speaking, reading, and writing of French.

Note: Not open to students with credit in French 215 (U of C).

Prerequisite: French 30, or French 2203, or consent of the Department.

FREN 2207 — First-Year University French (General) II (U of C FREN 207)

3 hours lecture
1 hour tutorial
1 hour lab
(3 credits)
Spring

A continuation of French 2205.

Note: Not open to students with credit in French 217 (U of C).

Prerequisite: French 2205 or French 215 (U of C) or consent of the Department.

GEOGRAPHY (GEOG)

GEOG 2201 — Man and Environment I (U of C GEOG 201 Area III)

3 hours lecture
2 hours lab
(4 credits)
Fall and/or Spring

Introduces physical elements of the environment such as climate, landforms, soils and vegetation. Processes producing variations of these elements on the surface of the earth will be studied, and throughout the course environmental interrelationships will be stressed. An attempt will be made to analyze the causes of environmental problems that affect man.

GEOG 2203 — Man and Environment II (U of C GEOG 203 Area III)

3 hours lecture
2 hours lab
(4 credits)
Fall and/or Spring

The study of man, his origins, culture, technology, economy and impact on the environment. The manner in which man attempts to impose order upon the surface of the earth. Concepts of relative location will be introduced with particular regard to both the external orientation and the internal organization of urban areas. Some emphasis will be placed on student projects in the laboratories.

GEOLOGY (GEOL)

GEOL 2201 — Physical Geology (U of C GLGY 201)

3 hours lecture
3 hours lab
(4 credits)
Fall and/or Spring

Principles of physical geology; rock and mineral constituents; erosion, deposition and deformation; structure of the earth; mineral and other geologic resources.

Note: This course is recommended for students who intend to take Geology 2205.

Credit can only be obtained for one of Geology 2201 (MRC), 209 and 271 (U of C).

GEOL 2205 — Historical Geology (U of C GEOL 205)

3 hours lecture
3 hours lab
(4 credits)
Fall and/or Spring

Principles of historical geology; the stratigraphic column and evolution of the major animal groups from Precambrian times to recent; the physical evolution of North America; models of global tectonics (continental drift, ocean floor spreading) moon geology and meteorites; concentration of natural resources by geological processes during earth history.

Prerequisite: Geology 2201.

GERMAN (GERM)

GERM 2205 — Beginners' German I (U of C GERM 205)

3 hours lecture
1 hour lab
(3 credits)
Fall and/or Spring

Imparts on the introductory level an active, practical skill in the use of the spoken and written word, using material from everyday situations.

GERM 2207 — Beginners' German II (U of C GERM 207)

3 hours lecture
1 hour lab
(3 credits)
Spring

A continuation of German 2205.

Prerequisite: German 2205.

GERM 2225 — First-Year University German I (U of C GERM 225)

3 hours lecture
1 hour lab
(3 credits)
Fall and/or Spring

Develops the student's ability in speaking, reading and writing German, using modern short stories, cultural readers and visual aids.

Prerequisite: German 30.

GERM 2227 — First-Year University German II (U of C GERM 227)

3 hours lecture
1 hour lab
(3 credits)
Spring

A continuation of German 2225.

Note: A student cannot receive credit for both German 2225/2227 and German 301/303 (U of C).

HISTORY (HIST)

HIST 2201 — An Introduction to History: Europe to 1500 (U of C HIST 201)

3 hours lecture
1 hour tutorial
(3 credits)
Fall and/or Spring

An introduction to the Middle Ages, to historical methods, and to varieties of historical explanation. Topics may include: the changing nature of the Church, heresy and dissent, and the relationship of art and architecture to social, intellectual and political ideals.

HIST 2203 — An Introduction to History: Europe since 1500 (U of C HIST 203)

3 hours lecture
1 hour tutorial
(3 credits)
Spring

Major issues in modern European history, emphasizing the relationship between ideas and events. Sample themes: revolution and social change; the scientific outlook and democratic ideals; liberalism and industrialization; theory and practice in socialism and Soviet communism.

MATHEMATICS (MATH)

MATH 2211 — Basic Algebra I (U of C MATH 211)

3 hours instruction
1 hour lab
(3 credits)
Fall and/or Spring

Vector algebra. Matrices and linear equations. Elements of coordinate geometry. Complex numbers. Linear inequalities.

Note: Not open to students with credit in Pure Mathematics 215 (discontinued) or Applied Mathematics 205 (discontinued).

Prerequisite: Mathematics 30.

MATH 2251 — Calculus with Applications I (U of C MATH 251)

3 hours lecture
1 hour lab
(3 credits)
Fall and/or Spring and/or Summer

Functions and graphs, gradients and areas, derivatives and integrals. Illustration of the fundamental connection between derivatives and integrals. Algebraic properties of differentiation, product rule, chain rule. Applications.

Note: This course provides the basic techniques of differential calculus as motivated by various applications. Students performing sufficiently well in a placement test may be advised to transfer directly to Mathematics 2253.

Note: Not available for credit to students with credit in Pure Mathematics 2201 (discontinued).

MATH 2253 — Calculus with Applications II
(U of C MATH 253)

3 hours lecture

1 hour lab

(3 credits)

Fall and/or Spring and/or Summer

L'Hopital's rule; improper integrals. Convergence of sequences and series. Exponential and trigonometric functions and their inverses, hyperbolic functions. Methods of integration. Higher derivatives, Taylor series. Applications.

Note: This course is a prerequisite for many 300-level courses in Pure Mathematics, Applied Mathematics and Statistics (U of C).

Prerequisite: Mathematics 2251 or consent of Department.

MICROBIOLOGY (BIOL)

BIOL 2241 — Microbiology

(U of C MIBI 241)

3 hours lecture

3 hours lab

(4 credits)

Spring

Fundamental theories, principles and methods of general microbiology. Structure, systematics, growth and functions of micro-organisms.

Prerequisite: Biology 2201.

Pre or corequisite: Chemistry 2201.

PHILOSOPHY (PHIL)

PHIL 2201 — Problems of Philosophy

(U of C PHIL 201)

3 hours lecture

1 hour tutorial

(3 credits)

Fall and/or Spring

Provides an introduction to philosophy through the discussion of selected topics such as skepticism, perception, personal identity, free will and determinism, and God.

PHIL 202 (U of C) —

Landmarks of Western Philosophy

Full-year course

Pending approval, students who complete Philosophy 1201 and Philosophy 1202 (MRC) may be considered to have the equivalent of Philosophy 202 (U of C). See the "College Courses" section of this Calendar.

PHIL 2203 — Ethics

(U of C PHIL 203)

3 hours lecture

1 hour tutorial

(3 credits)

Spring

A first enquiry into the nature and justification of moral standards.

PHIL 2205 — Introductory Logic

(U of C PHIL 205)

3 hours lecture

1 hour tutorial

(3 credits)

Fall and/or Spring

An introductory study of the techniques used in appraising arguments as they occur in everyday life and ordinary language.

Note: Not open to students with credit in Philosophy 207 (U of C).

PHIL 2301 — Problems of Analysis

Pending approval, this course may be indicated as a "U of C course offered by MRC". See the "College Courses" section of this Calendar.

PHYSICS (PHYS)

PHYS 2201 — Introduction to Physics I

(U of C PHYS 201)

3 hours lecture

3 hours tutorial and lab

(4 credits)

Fall and/or Spring

Measurement concepts, mechanics and properties of matter.

Note: Only open to students without credit in Physics 30.

Prerequisite: Mathematics 30.

PHYS 2203 — Introduction to Physics II

(U of C PHYS 203)

3 hours lecture

3 hours tutorial and lab

(4 credits)

Fall and/or Spring

Waves, electricity and magnetism, modern physics. For students taking only one full-course equivalent in physics.

Prerequisite: Physics 2201.

PHYS 2221 — Concepts of Physics

(U of C PHYS 221)

3 hours lecture

1 hour tutorial

3 hours lab

(4 credits)

Fall and/or Spring

A conceptual approach to the following areas in physics: classical mechanics, electricity and magnetism, waves. Mathematical exercises will be assigned but the emphasis will be on a semi-quantitative understanding of physical principles.

Note: Not open to students with credit in Physics 2203 (MRC) or Physics 203 (U of C).

Prerequisites: Mathematics 30, or Mathematics 1030 and Physics 30 or Physics 1030.

PHYS 2223 — Survey of Modern Physics

Topics (U of C PHYS 223)

3 hours lecture

1 hour tutorial

3 hours lab

(4 credits)

Spring

Quantum effects, Bohr atom, atomic spectra, radioactivity, nuclear structure, biophysics, astro physics, relativity.

Note: A terminal course. Not open to students with credit in Physics 324 (U of C).

Prerequisite: Physics 2221.

PHYS 234 (U of C) — Physics for Scientists
Full-year course

Pending approval, students who complete Physics 1233 and Physics 1234 (MRC) may be considered to have the equivalent of Physics 234 (U of C). See the "College Courses" section of this Calendar.

PHYS 2269 — Light and Sound (For Students in Engineering) (U of C PHYS 269)

3 hours lecture
1 hour tutorial/2 hours lab
(4 credits)

Fall and/or Spring

Reflection, refraction, electromagnetic spectrum, radiation, pyrometry, interference, photometry, wave motion, and sound.

POLITICAL SCIENCE (PLSC)

PLSC 2201 — Man and the State
(U of C POLI 201)

3 hours lecture
1 hour tutorial
(3 credits)
Fall and/or Spring

A systematic introduction to the basic concepts and institutions of the process of politics.

PLSC 2221 — The Government and Politics of Canada (U of C POLI 221)

3 hours lecture
1 hour tutorial
(3 credits)
Fall and/or Spring

An introduction to selected problems in Canadian politics.

PSYCHOLOGY (PSYC)

PSYC 2205 — Principles of Psychology
(U of C PSYC 205)

3 hours lecture
1 hour tutorial
(3 credits)
Fall and/or Spring

An introduction to the methods, theory and practice of psychology.

Note: This course is a prerequisite for all senior psychology courses except Psychology 304.

PSYC 2215 — Behavioral Statistics
(U of C PSYC 215)

3 hours lecture
2 hours lab
(3 credits)
Spring

Introduction to descriptive and inferential statistical techniques as applied to behavioral research. Tabulation, graphic representation and reduction of data, correlation, chi square, probability, t-distribution and one-way analysis of variance.

Note: Not open to students with credit in any one of Statistics 213/217, Engineering 419, Sociology 312, Political Science 399 or Educational Psychology 511/513.

Prerequisite: Mathematics 30.

SOCIOLOGY (SLGY)

SLGY 2201 — Introductory Sociology
(U of C SOCI 201)

3 hours lecture
(3 credits)
Fall and/or Spring

The sociological study of society, social institutions, group behaviour, personality formation and social change.

Note: Not open to students with credit in Sociology 202 (U of C).

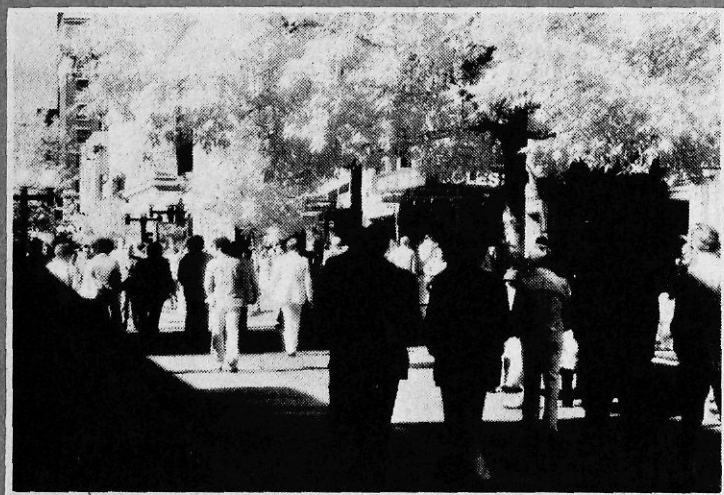
ZOOLOGY (BIOL)

BIOL 2273 — Animal Biology
(U of C ZOOL 273)

3 hours lecture
3 hours lab
(4 credits)
Spring

Study of animal design, function and evolution.

Prerequisite: Biology 2201.



services for students
and the community

SERVICES FOR STUDENTS AND THE COMMUNITY

ATHLETICS

AFFILIATIONS

Mount Royal College is a member of the Alberta College Athletic Conference and provides opportunities for men and women to compete in intercollegiate sports. Other members of the conference include Medicine Hat College, Red Deer College, Southern Alberta Institute of Technology, Northern Alberta Institute of Technology, Camrose Lutheran College, Olds College, Grande Prairie Regional College, Lethbridge Community College, Grant MacEwan Community College and Concordia College.

The athletic program is guided by the Athletic Board which consists of 4 student members, 2 staff members including the Coordinator of Athletics and Co-ordinator of Campus Recreation, 3 faculty members including the Co-ordinator of Leisure Programs as Chairman.

TEAM ACTIVITIES

The College takes part in the Alberta College Athletic Conference in five league sports and three tournament activities. Our "Cougars" also compete each spring in the Four-West Playoffs which declare Western Canadian Champions in hockey, men's and women's basketball, volleyball and badminton. Western Canadian Champions will then advance to a National Championship in hockey and men's and women's volleyball, and men's and women's basketball.

TOURNAMENT SPORTS

Badminton, golf and wrestling are tournament sports available to Mount Royal students.

ATHLETIC FACILITIES

Students and community members can make use of the College's gymnasium, wrestling pit, gymnastic area, swimming pool, tennis courts, weight room, athletic fields, including softball diamond, climbing wall, outdoor basketball courts, fitness trail and steam rooms, during scheduled times.

For more information about Athletics, contact the Co-ordinator of Athletics, room 1069, 246-6432.

BOOKSTORE

Designed as a service to students and staff, the Collège Bookstore sells texts, reference books and school supplies required for courses offered at Mount Royal College.

Purchases can be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. For the convenience of evening students, the Bookstore is also open from 6:30 p.m. to 8:30 p.m., Monday through Thursday, during the first two weeks of the Fall and Spring Semester classes.

CAMPUS RECREATION

Campus Recreation is a recreational service in the College that is available to all students. A wide variety of programming is present to encourage all students to participate. Whether students are interested in competitive play, involvement in sport clubs, instructional courses, or free-time recreation, they will have the chance to become involved at Mount Royal College.

Campus Recreation offers an excellent opportunity to meet new people, socialize with friends, get some exercise, learn new skills or brush up on old ones, pursue recreational interests, and just have fun.

RECREATION PROGRAMS

Intramurals are physical activities which vary in length, structure, and degree of competition. Most of the co-recreational sports are low-key and fun in nature. A sample of intramural activities includes: flag football, co-rec basketball, co-rec volleyball, men's basketball, co-rec inner tube water polo, ball hockey, quickie spiel, hockey, co-rec broomball, golf, tennis, badminton, softball and a foul shot contest.

Non-credit instruction courses are generally taught by students. They usually run for 4-6 weeks at noon hours or late afternoon. The fee is small or is refunded with attendance at the classes. Some of these classes are: fitness, rock climbing, scuba diving, yoga, macrame, downhill skiing, cross-country skiing, pottery, guitar, swimming, tennis, golf, archery, crafts, canoeing and squash.

Sports' clubs are student organized and operated. The members determine the program for the year. Applications for new clubs can be made at the Campus Rec Office. Our soccer, dance, and ski clubs provide students with an opportunity to become involved in their special interest areas.

Recreational free-time allows students to utilize Mount Royal's many athletic and recreational facilities. (See "Athletics" for a listing). Ski trips and trail rides are also part of the recreation program.

The Campus Recreation Office, room 1069, has applications for teaching, officiating, and assisting with the recreation programs, detailed schedules and information on all Campus Recreation activities.

Contact the Co-ordinator of Campus Recreation, 246-6341, for further information.

CHAPLAIN

The College Chaplain, pastor of the Christian Community Church which meets on Campus, is available to help students and community members explore the spiritual dimension of life. In addition to offering an open-door counselling service, the Chaplain can be called upon to initiate group discussions and Bible studies. Phone 246-0333 for further information or drop into room 1022.

COMMUNITY EDUCATION

COMMUNITY SERVICES DIVISION

COMMUNITY DEVELOPMENT

The Community Development Department endeavours to mobilize the services and activities of the College primarily focused upon cooperative efforts with community organizations, agencies and institutions to improve the physical, social, economic and political environment of the community.

The services of this Department are available to agencies and groups in the area served by the College. Contact 246-6452.

FACILITIES AND TOURS

Arrangements for the rental of facilities and tours can be made through the Office of Community Services. Joint community-College educational activities will have space provided on an occasional or ongoing basis as demand permits. The Col-

lege facilities are a community resource and Community Services extends to the community an invitation to use these facilities to the maximum. For information contact Room 1002, Mount Royal College, 246-6544.

THE CONSERVATORY OF MUSIC AND SPEECH ARTS — Music and Speech Arts for Everyone

Every child begins at birth the purposeful constructive work of building the adult he/she is to become, organizing for his/her own future the chaos of sounds and rhythms surrounding him/her. Mount Royal College recognizes as a vital part of its function the provision of a good musical environment for both very young children and students of all ages, as well as help and guidance for senior citizens in their efforts to grow through musical skills and communication.

Mount Royal College offers its students the advantages of a distinguished faculty of artistic teachers working within a challenging cultural environment, an environment that dispels the idea that music may be experienced by only musicians and encourages the view that music is a group exercise actively involving composer, performer and listener.

The courses offered include private study in band and orchestral instruments, voice, and speech arts. Band, choral and orchestral programs are available, as well as chamber groups and Reader's Theatre. At all levels of study, the student has the clear benefit of working in a conservatory atmosphere, of performing with other students, and of listening to professional musicians in various concert series. The public at large is encouraged to broaden their understanding of all aspects of music, thereby increasing their opportunity to participate creatively whether they choose to perform, to write, or to listen.

There are also 21 Associate Branch Studios in various parts of the city and southern Alberta. The teachers offer instruction in piano, voice, theory, wind instruments and speech. All are experienced and professionally qualified.

Mount Royal College is credited with the development of Reader's Theatre in Canada. Working in a group situation, the student develops his/her speaking potential, gains an appreciation of good literature, and experiences the rewards of entertaining and informing an audience.

In addition, the Speech Arts Department realizes the needs of adults in the community and has developed a public speaking course for women and a group drama course for adults who have never had the opportunity to develop their latent acting talents. In our highly technical world the need for man to become an effective communicator is a recognized fact at Mount Royal College, and the student of speech is given every opportunity to recognize and fulfill his/her potential in this role.

MUSIC DEVELOPMENT

In many ways, the Music Development Department extends and complements the opportunities available to Calgarians through the Conservatory of Music and Speech Arts. Typical of the programs offered by Music Development are:

Fiddler's Hatchery — a group for very young string players.

Junior Orchestra — members up to the age of 14 years.

Calgary Youth Orchestra — members from 14-21 years. The Calgary Youth Orchestra is rated as one of Canada's finest Youth Orchestras. It offers a complete orchestra training program. A number of members have advanced to play with the Calgary Philharmonic.

String Chamber Music Course — for small groups. Directed by Mount Royal's renowned artists in residence, "The One Third Ninth".

The Mount Royal College Intermediate Wind Ensemble — introduces young musicians to group and band playing.

Woodwind Chamber Course — directed by the Mount Royal College Woodwind Quintet.

THE ARTS BOARD

Established to sponsor and promote students and professional talent, the Arts Board holds noon-hour concerts and other types of entertainment in various theatre areas at the College. Students are encouraged to contact the Arts Board through Community Services (246-6450) about participating in this series.

CONTINUING EDUCATION DIVISION

CONTINUING EDUCATION

The Continuing Education Department is responsible for a broad range of community oriented, credit-free programs. Due to

the structure, these programs are generally offered in response to a wide range of community concerns. The method of delivery can and does vary from courses to workshops, seminars and forums. Brochures are available which outline the scope of the program and inquiries are welcomed through the Kiosk, 246-6470.

CONFERENCE PLANNING

The Conference Planning Department provides a service for the total community. The professional expertise of its personnel will be of interest to those associations, agencies, companies and business organizations that do not have the resources necessary to develop an effective high-level conference. This service can assist in the planning, development, and organization or seminars, workshops and conferences. For further information, phone 246-6450.

COUNSELLING SERVICES

Counselling Services is primarily designed to be of assistance to students educationally, vocationally and personally.

A. EDUCATIONAL COUNSELLING

Students returning to school after an absence of some time and students entering without clearly defined educational prerequisites are strongly advised to seek counselling prior to enrollment. Counsellors will provide individual assistance for students deciding whether to enter college, selecting programs, withdrawing from college or having academic difficulties, such as examination anxiety.

B. CAREER COUNSELLING

Counsellors are available to assist students in their exploration of occupational goals individually or in a workshop format. Effective career decision-making will involve an in-depth interview, extensive use of ability, interest and personality tests as well as decision-making strategies. A Career Resource Centre is available for student use and contains occupational, educational and employment information.

C. PERSONAL COUNSELLING

Students with personal or social concerns having to do with family relationships, social relationships, ineffective personal functioning, problem-solving, low self-confidence, depression, loneliness, etc. often find that effective solutions may be found in counselling.

D. GROUP WORKSHOPS

A variety of small group experiences are offered which are specifically designed to deal with the following concerns:

Life Style Planning
Career Exploration
Values Clarification
Assertive Skills
Success Motivation
Basic Encounter
Human Sexual Awareness
Interpersonal Communications Skills

Counselling Services Department is also responsible for the following key functions:

1. TESTING

Tests are one source of information about students. When a student and counsellor mutually agree that tests would be helpful in reaching an educational, career or personal decision, the following tests are available:

- i) Psychological Tests
 - intelligence
 - aptitude
 - interest
 - personality
- ii) General Tests —
 - Test of English as a Foreign Language (TOEFL)
 - College Entrance Examination Board (CEEB)
 - American College Testing Program (ACT)
 - Graduate Record Examination (GRE)

iii) Basic Skills Assessment Tests

All full-time freshmen students are required to write the Basic Skills Assessment tests upon admission to Mount Royal College in order to determine strengths and weaknesses in the areas of reading, writing, arithmetic, and study skills. The results of these tests will be used by the faculty advisor in consultation with the student for planning an academic program that is suitable to the student's abilities and requirements.

2. EDUCATIONAL INFORMATION

Counselling maintains a current library of catalogues and calendars for universities and colleges throughout Canada and the United States. Students wishing to transfer to another school from Mount Royal will find the counselling and educational library useful.

3. CAREER RESOURCE CENTRE

Counselling maintains an occupational information library which provides information on the nature of specific career qualifications, salary, advancement potential, etc. Further information of this nature regarding specific positions can be obtained in the Placement Office.

4. CONSULTATION

The Counselling staff is available to talk with or work with campus groups on interpersonal relations, group procedures, improvement of academic skills, or transferring to other schools. They also welcome invitations to talk to groups about general topics such as student characteristics, student problems, and the counselling process.

5. SPECIAL SERVICES

- i) College Preparation Program
This program is designed to help students without a high school diploma prepare for college or university. "College Prep" includes basic skills development, career exploration and credited courses. Financial assistance is available to eligible students.
- ii) Services for Physically Disabled Students
Counselling attempts to integrate physically disabled students into College life and learning by familiarizing them with resources available on campus, liaising with instructors, and by arranging for student-volunteer assistance.

DAY CARE CENTRE

Under the sponsorship of the Students' Association, the Mount Royal College Day Care centre operates from 7:00 a.m. to 6:00 p.m., weekdays. The Centre has places available for forty children between the ages of two and six. Children are only accepted on a full-time basis.

To put your child's name on a waiting list or to find out more about the Centre, contact the Program Supervisor, Mount Royal College Day Care Centre, 246-6343.

FINANCIAL AID

The Student Awards Office administers the Mount Royal College scholarship program and financial assistance provided by The Canada Student Loans Plan and The Province of Alberta Student Finance Act, Advanced Education Training Allowances, and the Mount Royal College Emergency

Loan Fund. (Off-Campus Housing — see "Housing" — is also administered through this office.)

Applications and information pertaining to the above may be obtained through the Awards Office. Students who need assistance in the completion of the student loan application may make an appointment with the Awards Officer.

Further details about financial aid are in the section of this Calendar entitled "Admission, Registration, Fees, Financial Aid, Academic Regulations" or from the Student Awards Office, room 1017, 246-6425.

FOOD SERVICES

Food Services serves the Mount Royal College community through a variety of food outlets located on all three levels of the College.

First Floor:

Dairy Bar

Rathskellar (licensed for beer and wine service)

Second Floor:

Pancake House

Pizza Place

Fish & Chips

Stage Door

Soup Kettle

Third Floor:

Lincoln Park Room

Catering services are available for your special requirements throughout the year. Formal and informal dinners can be arranged with a variety of menus.

Arrangements regarding seminars and workshop meal planning, receptions of any type, and coffee service for any meetings can be made through the Food Service Office, 246-6510.

FOREIGN STUDENT SERVICES

A staff person is available to advise foreign students. Students from other countries are invited to meet with this counsellor individually and to participate in a "host family" program. Through the "host family" program, students are matched with members of the community who act as resource people and friends. Interested Calgarians and foreign students who wish assistance should contact Student Services, Mount Royal College, 246-6581.

GALLERY

The Mount Royal College Gallery exhibits the work of artists throughout the academic year. Paintings, sculpture, crafts and various other art forms, representative of the community, can be viewed from 12:00 p.m. to 7:00 p.m., Monday through Friday. The general public is encouraged to view or display works at the College Gallery. Further information can be obtained by phoning 246-6344.

HEALTH SERVICES

GENERAL HEALTH CARE

The College Health Services Department supervises general student health care. Students are encouraged to use Health Services to their best advantage.

A physician and registered nurse are available from 8:30 a.m. to 12:00 noon and from 1:15 p.m. to 4:00 p.m. to handle most common ailments, minor first-aid, complete medical checks, and specialist referrals, where necessary. The doctor is also on call on a 24 hour basis. Health Services can be contacted in room 2048 or by phoning 246-6430.

PRE-ENTRANCE EXAMINATION

Although only certain College students are required to have a medical examination prior to admission, anyone with a chronic health problem should contact Health Services before coming to College. Health Services can then consult the student's physician for a complete resume of the problem and an outline of any special treatment that will be necessary.

HEALTH CARE COSTS

The cost of hospitalization, specialists and diagnostic services where necessary, are not covered by the College. Students are therefore urged to maintain insurance as dependents, or obtain insurance individually. Albertans should have Alberta Health Care Insurance coverage. Out-of-province students should obtain coverage for their medical expenses from their own provincial health care plan or apply for Alberta Health Care Insurance.

ACCIDENT INSURANCE

Mount Royal College holds an insurance policy that provides some coverage for students for accidents only. Further details are available from the College Business Office.

HOUSING

Mount Royal College does not have student residences. Off-campus housing information is available from the Student Awards Office. A registry is kept that includes: room and board, sleeping rooms, shared accommodation, and private-residence apartments.

Because these listings vary and selection of living quarters is a personal preference which involves individual negotiation between tenant and landlord, it is advised that time be allowed for personal pursuit of suitable accommodation. Students who are seeking shared accommodation, or who have accommodation they wish to share may record their information with this department.

The Housing Registry is a service to our students. Arrangements made between student-tenants and their landlords are strictly between the two parties. We will provide information on the services that should be expected and the obligations that are assumed by both parties in a landlord-tenant agreement.

Landlords wishing to list with us and students seeking accommodation should contact the Student Awards Office, room 1017, 246-6425.

LEARNING SKILLS CENTRE

The Learning Skills Centre is designed to assist students in developing skills which will equip them to cope successfully with the academic demands of the College. The Learning Centre offers student assistance in developing study, writing, reading, and listening skills. Students may obtain assistance on a non-credit, self-referral basis which allows for open access throughout the semester. In addition, instructors may refer students to the Centre as a part of ongoing course work. The Centre operates free tutoring services to all MRC students. (See the section entitled "Academic Courses — Learning Skills" for more information on available credit courses.)

LIBRARY

The Mount Royal College Library contains more than 70,000 books and extensive collections of periodicals, films, records, filmstrips, videotapes, audiotapes, microforms and pamphlets.

Facilities are provided in the Library for individual or group study, and special equipment is available for the use of audiovisual material.

Librarians are available for consultation during normal opening hours, and full library facilities are available (during Fall and Spring Semesters) at the following times:

Monday-Thursday

7:45 a.m. - 10:00 p.m.

Friday

7:45 a.m. - 5:00 p.m.

Saturday

9:00 a.m. - 5:00 p.m.

Sunday

1:00 p.m. - 5:00 p.m.

The Library will be closed on public and statutory holidays. During intersessional and Summer Session periods, reduced Library opening hours will be in effect.

Special collections of material are maintained at Resource Islands located in other areas of the College. These Islands loan material and equipment specially selected to support course studies. Opening hours will be posted at each Resource Island.

Marks and transcripts may be withheld from students who have overdue material belonging to the Library.

Most Library services are also available to members of the Calgary community. Further information may be obtained from the Circulation Desk, 246-6535.

MEDIA SERVICES

This department offers two primary services to the College. A technical area repairs and maintains media equipment as well as translating campus communication needs into appropriate systems. A production area produces a wide variety of media instructional materials specifically designed to fit the needs of the College community. Delivery and operation of small format systems are available to instructors upon request. In addition, consultation on design and evaluation of instructional media is offered.

PARKING

Mount Royal College provides free parking on a first-come, first-served basis for students and visitors in lots adjacent to the East and West Entrances to the College. Parking near the Tower Entrance is restricted to staff members with permits and visitors who have booked a space in advance with Campus Security. Parking for the handicapped is available immediately in front of the West Entrance.

As the Campus is private property, the College reserves the right to establish all traffic and parking regulations and to set penalties for infractions. Students, staff members, and visitors are expected to obey all posted signs.

PLACEMENT AND EMPLOYMENT COUNSELLING DEPARTMENT

Mount Royal College operates an on-campus Placement and Employment Counselling Department. Major functions of this department include: assisting students in obtaining part-time, summer and career employment; providing students with employer and employment information; encouraging employers to conduct recruiting activity on and off campus; and conducting job search skills workshops for groups of students.

To be eligible for employment through the Placement and Employment Counselling Department, students must be Canadian citizens, landed immigrants, possess a valid, current work permit, presently attending the College or a Mount Royal College graduate.

Prospective employers can reach the Placement Department by calling 246-6441.

REGISTRAR'S SERVICES

The services listed below are initiated at or provided by the Office of The Registrar and Director of Admissions. Please consult the "Admissions", "Registration", and "Academic Regulations" sections of this Calendar or the Office of The Registrar and Director of Admissions (246-6551) for further information.

- academic appeals
- admission and evaluation of documents
- advanced credit
- articulation arrangement (Secretarial Arts)
- calendars and program brochures
- credit by examination
- graduation
- grade reports
- grievances and grievance appeals
- high school visitations and liaison
- mark reviews
- registration
- registration adjustment
- requests for information about program offerings
- statistical information

- transcripts
- transfer to universities and colleges

SECURITY SERVICES

The Campus Security Department serves the College community twenty-four hours a day. In addition to being responsible for the security and protection of the building and grounds, Security staff members are on call for emergencies and people in distress (maintaining close liaison with Emergency Services of the City of Calgary). Parking and traffic control duties are performed by Security. Lost and found enquiries can be made at the Campus Security Office, room 1059, 246-6591.

STUDENTS' ASSOCIATION ACTIVITIES

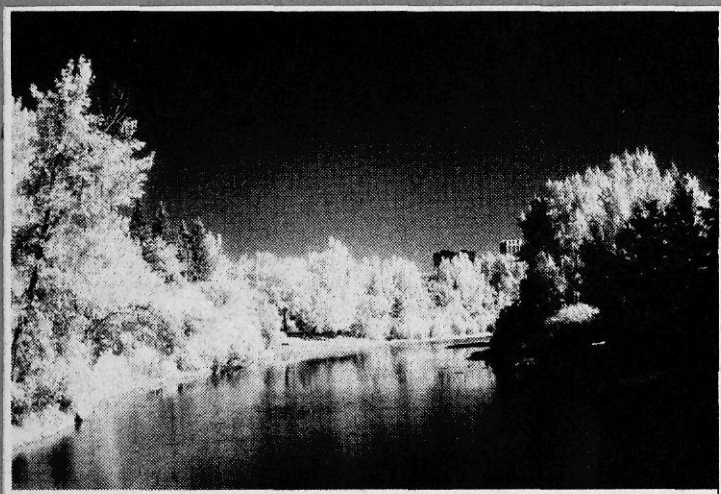
The College believes that participation in student activities is an integral part of a student's education. Students who participate to a reasonable degree in a diversified program of athletics, social and cultural activities, usually derive educational benefits not available in the classroom.

The organization and control of student activities is vested in the elected student government. Through the Mount Royal College Students' Association, students control the funds and activities of their own clubs, societies and publications and have input on College decision-making committees.

Among the activities usually organized are society events, musical functions, and many other social and recreational activities such as the Winter Carnival. Student Association publications include a weekly newspaper, *The Reflector* and an annual *Survival Handbook*.

In addition to their offices the Students' Association owns several areas that serve students and the community: a billiard hall, Collegiate Shop, council chambers, day care centre, games' lounge, hairstyling shop, Information Centre, newspaper offices, photo lab, radio station, sauna, and space occupied by the Calgary Christian Community Church, The Federation of Calgary Communities and The Royal Bank of Canada.

For further information concerning Students' Association activities, phone the Students' Association Office, 246-6331, or the Information Centre, 246-6325.



college organization

ADMINISTRATIVE STAFF

PRESIDENT'S OFFICE

- President
Douglas M. Lauchlan; B.A., B.D., Grad.
Dip. Ed. Admin.
- Director of Planning and Development
Richard H. Gooke; B.Comm
- Program Research Co-ordinator
Neil Webber; B.Sc., B.Ed., M.A., Ph.D.
- Director of Information
Richard A. Nichols; B.A., Dip. Journalism

DIVISION OF ACADEMIC AFFAIRS

- Executive Vice-President
Daniel J. Cornish; B.A., B.Ed., M.Ed., Ph.D.
- Dean of Administrative Services
Robert J. Gervais; B.Ed., M.A.
- Dean of Community Education
David W. Parker; B.P.E., M.A.
(On Leave)
- Acting Dean of Community Education
N. J. Gamble; B.A., M.A.
- Dean of Educational Development
Jeanette Demicell; B.Sc., M.A., Ed.D.
- Professional Development Officer
Bruce Mahon; B.Ed., M.A., Ph.D.
- Program Development Officer
Stephen A. Bascom; B.Comm

ACADEMIC AFFAIRS DEPARTMENTS

COMMUNITY EDUCATION

- Director, Community Services
John Fisher; B.A., M.A.
- Director, Continuing Education
David Wood; Dip. Ed.(P.Ed.), B.A.
- Director, Conservatory of Music and
Speech Arts;
Norman Burgess; B.Ed., M.Mus. Ed.,
D.Mus. Ed.
- Co-ordinator, Conferences
Bob Jamieson
- Co-ordinator, Facilities Usage Operations
Steve Maxwell
- Co-ordinator, Registration
Lee McNab
- Co-ordinator, Programs
Marg Stuart; B.A.
- Co-ordinator, Music Development
Frank Simpson

COMPUTER SERVICES

- Manager
Erik Laerz; B.Sc.

COUNSELLING SERVICES

- Chairman
David Morphy; B.A., M.A., Ph.D.
- Co-ordinator, Special Services
Lorne Armstrong; B.Ed., M.S.W.

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- Medical Health Officer
Frank L. Dallison; M.D.

LEISURE SERVICES

- Co-ordinator, Leisure Programs
Donald J. Stouffer; B.A., M.R.Ed.
- Co-ordinator, Athletics
Al Bohonus; B.P.E.
- Co-ordinator, Campus Recreation
Diane Stinson; B.Sc. (Hon)
- Co-ordinator, Leisure Facilities
Stanley Quick

LIBRARY

- College Librarian
Allan Dyment; F.L.A.

MEDIA SERVICES

- Manager
Earl Peterson; B.A.
- Head, Technical Services
Les Konig; Eng. Elect., C.E.T.
- Media Consultant
Stephen Evans; B.Sc., M.Sc.

OFFICE OF THE REGISTRAR AND DIRECTOR OF ADMISSIONS

- Registrar and Director of Admissions
Fred R. Fowlow; B.Comm, M.A., Grad.
Dip. Bus. Admin.
- Associate Registrar
D. Gerald Dennison
- Co-ordinator, Education Liaison
Sharon D. Carry; B.A., B.Ed.(Dist)

PLACEMENT AND EMPLOYMENT COUNSELLING DEPARTMENT

- Placement Representative
Deborah Sauter; O.T.C., Dip.
Communicating Arts

STUDENT AWARDS OFFICE

- Awards Officer
Alison Laureshen; Dip Social Service
Careers

STUDENT SERVICES

- Chairman
David Morphy; B.A., M.A., Ph.D.

DIVISION OF BUSINESS AFFAIRS

Executive Vice-President, Business Affairs
Edward P. Schmidt; C.A.

BUSINESS AFFAIRS DEPARTMENTS

BUSINESS OFFICE

Chief Accountant
Kenneth R. Wilson

CAMPUS BOOKSTORE

Manager
Nancy Holmes

CAMPUS SECURITY

Director
Gary Reid

CARETAKING

Supervisor
Albert Upton

FOOD SERVICES

Director
Margaret A. Bell; B.Sc.

GROUND'S AND OCCUPATIONAL HEALTH AND SAFETY

Supervisor
Philip T. Cox

MAINTENANCE

Plant Engineer
Marius F. Vos; B.Sc., P.Eng.

PERSONNEL

Personnel Officer
Irene Pearce

PRINTING AND DUPLICATING

Manager
Donald P. Smith

PURCHASING/STORES

Manager
H. John Howard

WORD PROCESSING CENTRE

Supervisor
Dorothy Johnston

ACADEMIC STAFF

***BALCERS, J.**; BA (Mich St), MS (Iowa St);
Communicating and Performing Arts

BARNHILL, B.; BID (Man); Interior Design

BELL, M.; Broadcasting

BELLAS, M. G.; BSc (Loyola Coll), PhD
(Alta); Administrative Studies

BESSE, T.; BEd (Alta), MA (Wash); Drama

BIRDWELL, M.; BA, MSc, (Colo St.);
Counsellor

BISSLEY, G.; BA (Aix-Marseille); French

BRADEN, L.; BA (Hon) (W Ont), MA (Alta);
Leisure and Physical Education

BRADLEY, A.; BEd (UBC), BLS (Alta);
Librarian

BRINDLEY, S., BSc (Queensland), BEd,
MSc (Math), MSc (Ed), (Calg);
Mathematics

BROWN, N. E.; BSc, MBA (Ore); Business
Administration

BRUCE, G.; BA (Rec Admin), MA (Alta);
Leisure Education

BRYDON, M.; BA, G Dip Ed (Man),
BEd (Alta), MA (Calg); French, Latin

BUCKLEE, J.; BSc (Alta), BLS (Tor), MLS
(Alta); Librarian

BURGESS, G.; BA (Sask), MSc (McGill);
Biology

BURKE, R.; Police Science

CALOSING, R.; BSc (San Augustin), MSc
(Alta); Chemistry

CAMPBELL, C.; BID (Man), BA, MA
(Central Wash U); Interior Design

CARIAPPA, P.; BA (Punjab), MSc, PhD
(Nebr); Early Childhood Education
and Development

CLARKE, S. J.; Major (CAF) Ret'd., Aviation

COLLIER, R.; BA (Carleton), MA, MAT
(Wisc); English

COOPER, B. K.; BFA (Calg), ATCL (Trinity,
Lond); Broadcasting

CRAIG-MASON, S.; BID (Man); Interior
Design

CUMMINS, K.; BSc (U Coll of Wales), PhD
(Wales); Chemistry

DASHWOOD, D.; ThB (Am Bible Coll);
English as a Second Language

DAUM, D.; BA, BEd (Sask), MA (Essex),
MEd (Tor); English as a Second Language

DAVIES, G.; BA (Hon) (Wales), MA
(Pacific), MA (Man); Political Science

DEAN, G. W.; BA, MA (Alta), EdD (UCLA);
Psychology; Counsellor

DEMICELE, D.; BA (Colo St), MA, MC
(Arizona St); Counsellor

DEUTSCH, O.; BSc, BEd (Alta), MEd (Calg);
Physics

DROBOT, C. A.; BSN (Sask); Nursing

DUNCKEL, J.; BA (Brigham Young), ARCT
(Tor), AMRC (MRC); Speech

EDMONDS, M.; BA (Alta), BSW, MSW,
(Tor); Social Work

FELLOWS, M.; BA (Dist), MA (Calg);
Economics

FLANAGAN, J.; BA (B.C.), BEd, MA (Calg);
English

GAMBLE, N. J.; BA (Tor), MA (Alta);
Psychology

GARAND, H.; BA (Hon), MA (Simon
Fraser); English

GARRETT, E.; BSc (Mt. Allison), MA
(Arizona St); Secretarial Arts

GLAZER, B.; BA (Hon) (Calg), Cert. TESL
(Portland St), MA (Calg); English as a
Second Language

GODLOVITCH, S.; BA (Hon) (McGill),
BLTT (Oxford); Interdisciplinary Studies,
Philosophy

GOLDSTEIN, S.; ALA (Great Britain);
Librarian

GRAHAM, F.; Sqn Ldr (RAF) Ret'd., BEd
(Calg); Aviation

HAGERMAN, J.; BA (Sask), MSW (B.C.);
Social Work

HAGLUND, W. M.; BSc (Portland St Coll),
MSc (Kans); Interdisciplinary Studies

HALSTEAD, C.; BScN (Ottawa); Nursing

HARRIS, R. C.; BEd (Alta), BA (B.C.),
MA (McGill); Criminal Justice

HASHMAN, F.; BID (Man), BEd (Calg);
Interior Design

HAYES, J.; BEd (B.C.), Grad Dip Ed Fn,
(Calg), MEd (Calg); Secretarial Arts

HEATH, C.; BA (Alta), MA (Calg); Sociology

HENDERSON, G.; BEd (Sask); Secretarial
Arts

HINDE, D.; BSc (Alta); Nursing

HOCHACHKA, N.; BSc, MSc (Alta);
English

HOFFMAN, L.; BA, MLS (Mich); Librarian

HOGAN, E. P.; BA (Sask), MSW (St
Patrick's); Social Work

HOLENDER, W.; Dip Comm Art (ACA)
(MRC); Interior Design

***HOLLINGTON, K.**; BA, DPA, MA
(Carleton); Criminal Justice

JARRELL, J. D.; BA (Wash St), MS (Ore);
Physical Education

KANWAR, M.; BA, MA (Punjab), MA
(Waterloo); Sociology

KELLY, P.; BSc (Windsor), MSc (Calg);
Computer Science

KENYON, J.; BSc (Hon) (Alta), MSc (Calg);
Mathematics

- KILLINGSWORTH, C.;** BS (Fresno), MSc (San Jose); **Leisure Education**
- KINGMAN, G.;** Adv Dip Comm Design (Vancouver Sch of Art); **Interior Design**
- KNOWLES, C. R.;** BScN, MSc (Alta); **Nursing**
- *KORELLA, L.;** BEd (Alta), MEd (Calg); **Behavioral Science**
- KOROLUK, G.;** BPE (Calg), MS (Montana); **Physical Education**
- LAHAYE, R.;** MCA (Ottawa), Dip Criminal Justice Careers (MRC); **Criminal Justice**
- LANGEMANN, R.;** BA (Calg), MA (Simon Fraser); **Geography**
- LATHROP, J.;** BSc (Alta); **Nursing**
- LEASK, D.;** BSc (Alta), MSc (Calg); **Environmental Quality Control**
- LEEMBURG, B.;** BA (Calg); **Broadcasting**
- LEMISKI, M.;** BA (B.C.), BSW, MSW (Tor); **Social Work**
- LEVY, D.;** BA (B.C.); **Journalism, Broadcasting**
- LOVEDAY, C.;** BA (Milligan Coll), BTh (Alta Bible Coll), MSc (Kans); **Counsellor**
- MACLEOD, H.;** BEd (Alta), MA (Calg); **History**
- MACNAB, D. F.;** BEd, MEd (Calg), MQ (Royal Roads); **Mathematics**
- MAHON, B.;** BEd (Alta), MA (Ore), PhD (Calg); **Psychology**
- MARCOTTE, N. J.;** Major (CAF/Ret'd), BSc (Sask) **Aviation**
- *MAY, E. W.;** BA (San Francisco St); MA (Arizona St); **Secretarial Arts**
- MCCUE, D.;** BEd, BSc (Alta), MSc (Calg); **Biology**
- MCCULLOUGH, J.;** BComm (Sask), C.A.; **Accounting**
- MCDUGALL, E.;** BA (Hon) (Sask), MEd (Calg); **Psychology**
- *MCDUGALL, R.;** BEd, BA (Sask), MEd (Calg); **History**
- MCGRAW, D.;** BEd, MSc (Calg); **Biology**
- MCLEAN, R.;** BSc (Alta); **Nursing**
- MCVICAR, P.;** BA (Calg); **Counsellor**
- MELLOW, R.;** BA (Queens), BSW, MSW (Tor); **Social Work**
- *MEYERS, M.;** BSN (Sask), MSc (Calg); **Nursing**
- MILES, F.;** BA, (Queens), ThM (Princeton), MSc (Calg); **Counsellor**
- MONDAY, W.;** BA, MA (UCLA), DA (Idaho St); **English**
- MORRILL, H.;** BA (Ed) (Arizona); **Mathematics**
- MORRISON, P.;** BA, MA (Gonzaga), MA, PhD (Tor); **English**
- MORTIMER-RAE, K.;** BSc (Hon) (Idaho), MSW (Calg); **Social Work**
- MULLEN, E.;** BA (Calg); **English**
- *MUNDLE, G.;** BPE (B.C.), MA (Mich); **Leisure Education**
- *NARAYAN, G. H.;** BSc, BSc (Hon) (London), MSc, PhD (Calg); **Mathematics /Physics/Engineering**
- NIEMI, D.;** BA (Hon) (Victoria), MA (Carleton); **English**
- PAPAS, G.;** BA (Carleton), BPed (Man), MA (Calg); **Philosophy**
- *PARBS, R.;** BA (Beloit Coll), MS (Wisc), MA (Calg); **English**
- PARK, E.;** BA (Hon), MA (Alta); **English**
- PASHAK, B.;** BSc, MA (Calg); **Sociology**
- PASTERNAK, M.;** BBA (CCNY), PhD (Wisc); **Communications**
- PAUL, I.;** BSc (Hon) (McGill), PhD (Tor); **Biology**
- *PETERSON, R. V.;** BIA (Ore); **Interior Design**
- PHAIR, M.;** BA (Towson), MEd (Loyola-Erikson); **Early Childhood Education and Development**
- PLAXTON, A. G.;** BA, BEd (Sask), MSc (Calg); **Mathematics**
- PURVES-SMITH, W.;** BA (B.C.), MSW (McGill); **Social Work**
- RATHIE, R. S.;** BSc, MSc (Calg); **Physics**
- ROBERTS, M.;** BA, MA (Calg); **Psychology**
- ROBINSON, S.;** BScN (Boston Coll); **Nursing**
- ROBSON, K.;** BA (Hon) (Simon Fraser), MA (B.C.); **English**
- ROHL, R.;** BComm (Calg), CA; **Business Administration**
- ROOME, P.;** BA (McGill), MA (Calg); **History**
- ROSE, R.;** BEd (Alta), MEd (Ore); **English**
- RUNGE, B.;** BA (S Ill), MSc (Calg); **Planning**
- RUTLEDGE, E.;** BA (Allegheny Coll), MA (Ohio St); **History**
- SEEBRUCH, C. A.;** BA (Marianopolis Coll), MLS (McGill); **Librarian**
- SEREDIK, M.;** BA (Hon) (Simon Fraser), MA (Calg), Grad Cert Indus & Labour Relations, PhD (Mich); **Economics**
- SINANAN, C.;** BA, BLS (Alta); **Librarian**
- SISSONS, N.;** Flt Lt (RCAF/Ret'd), **Aviation**
- SLOAN, R.;** BSc, MSc (Calg); **Biology**
- SORENSEN, E.;** BA, MA (Calg); **English as a Second Language**
- SMITH, E.;** BEd (Calg); **Secretarial Arts**
- SPARROW, S.;** BA (Penn), MA (Calg); **Anthropology**
- SPRING, M.;** BSc, PEng (Alta); **Engineering**

- STAWN, G.;** BA, (McMaster), MA (Waterloo); **Sociology**
- STILWELL, R.;** BSc (Alta), BEd, MEd (Calg); **Mathematics**
- STOUFFER, D.;** BA (Colorado Coll), MREd (Brigham Young); **Leisure & Physical Education**
- SWENDSON, Y.;** BSc (Seattle Pac Coll), MA (Kans); **Biology**
- TAHMAZIAN, G.;** BSc (Wash St), MSc (Arizona); **Geology**
- *TAYLOR, T.;** BSBA, MBA (Denver); **Business Administration**
- TERRAY, J.;** BSc (Youngstown St), MSc (Purdue), PhD (Calg); **Mathematics**
- THIRNBECK, R.;** BA (Hon) (Durham), MA (Calg); **Geography**
- THOMAS, D.;** BA (Hon) (Cardiff), MA (Calg), PGCE (London), MA (Sussex); **Political Science**
- THOMAS, L.;** BEd (Alta), MSc (Ithaca Coll), EdD (N Carolina St); **Leisure Education**
- *THOMPSON, S.;** BA (Wash); **Planning**
- THOMSON, R.;** BS (Springfield), MDiv (Alta), PhD (Graduate Theological Union), **Interdisciplinary Studies and Religion**
- TIERNEY, R.;** BA, MA (Calg); **Counsellor**
- TURNER, D.;** BSc (Brigham Young), BEd (Calg), MSc (Ore); **Physical Education**
- VANMOORLEHEM, D.;** BA (Calg); **Biology**
- WATTS, D.;** BA (W Ont), MA (Alta); **Physical Education**
- WAWRUCH, A. O.;** BArch (Man); **Interior Design**
- WEIGHT, R.;** BSc, MSc (Brigham Young); **Leisure and Physical Education**
- WILSON, I.;** BS, MA (Brigham Young); **Business Administration**
- WILSON, S.;** BA, BEd (Calg); **Secretarial Arts**
- WINLAW, S.;** BA (Calg), MEd (Tor); **Counsellor**
- WOOD, T.;** BA (Hon) (Alta), MA (Calg); **Philosophy**
- WOYTOWICH, E.;** BSc (Map), BEd, MSc (Calg); **Chemistry**
- WRIGHT, T.;** BA, MA (Wash St); **Leisure Education**

***Denotes Chairman or Acting Chairman**

CONSERVATORY OF MUSIC AND SPEECH ARTS ACADEMIC STAFF

Dr. Norman E. Burgess — Director
Phillip Johnson — Associate Director
Dr. Brian W. Trevor — Choral
Co-ordinator
Elizabeth Parnham — Speech Co-ordinator

PIANOFORTE FACULTY

ANDERSON, M.; BEd, MEd; Class Piano,
 General Music
BROOKWELL, I.; ARCT
CLAYTON, M.; ARCT Early Childhood
CROSS, B.; ARCT, AMRC, LMRC, AMus
FIRTH, M. A.; ATCL, ARTC
HAZAI, M.; Artist Dip
LEACOCK, L.; ATCM, LRSM
MACKINNON, M. C.; BA, BMus Ed
PAGE, S.; ATCL
REA, D.; BMus
RIDDELL, J.; BMus
ROBINSON, H.; LRAM, ARCM
ROSS, V.; ARCT, Early Childhood
SAARINEN, G.; LRSM, BMus (Hon)
SOUTHARD, J.; ARCT
TURNER, P.; LRAM, ARMC

STRING FACULTY

BARRETT, J.; ARCT, BM, MM; Violin
BURGESS, N.; BEd, MMus, DMus Ed;
 Violin & Viola
BURWARD-HOY, K.; Violin
BURWARD-HOY, V.; Cello
FLOOD, K.; Violin Early Childhood
GARRETT, S.; BM; Bass
HAGER, P.; BSc; Harp
HAMMER, M.; Violin
HATCH, C.; BM, MM; Violin, Early
 Childhood
KADZ, J.; Cello
POTTER, P.; BMus; Violin
SZABO, Z.; BM, MM, DM; Violin
SZOJKA, E.; BMus; Violin
THOMPSON, J.; LRAM; Viola
VALENTINE, D.; Violin
YOUNGQUIST, K.; BM, MM; Cello
ZAITZEFF, L.; Violin

PERCUSSION FACULTY

MILLER, T.; BMus
RAWLINGS, T.; BMus Ed

ACCORDION FACULTY

MONTICONE, A.; Accordion & Popular
 Music

WOODWINDS FACULTY

AMSEL, S.; BMus, MMus; Clarinet
BAKER, K.; Flute
CLIMIE, S.; BMus; Clarinet
DURKIN, M.; BMus, MMus; Flute &
 Piccolo
HILTERMANN, H.; Clarinet & Saxophone
LANDA, J.; BMus, MMus; Oboe
MATARESE, L.; BM, MM; Bassoon
McBURNEY, E.; BMus, MMus; Flute
NELSON, R.; BMus; Flute
RAWLINGS, M.; BA; Flute
THOMAS, W.; Clarinet & Saxophone
VAN ZWEEDEN, W.; Flute

BRASS FACULTY

CASWELL, D.; BMus; French Horn
JOHNSON, D.; BMus; Trumpet
JOHNSON, P.; BS; Trumpet
MACPHERSON, H.; Trombone
MATARESE, D.; BMus, BMus Ed; Trumpet
MINGUS, R.; BMus Ed, MMus; French
 Horn
SCHIEDEL, A.; ARCT; Trumpet
STRIEBY, K.; BMus; French Horn

VOCAL FACULTY

TREVOR, B.; BA, BMus, MMus, DMA;
 Voice, Choral
TREVOR, P.; BMus; Voice

FACULTY ACCOMPANISTS

JONES, S.; BA
CUMMINS, D.; BM

GUITAR FACULTY

GALVEZ, M.; Classical Guitar
MARTIN, B.; RCMT, BMus; Classical
 Guitar

THEORY FACULTY

CROSS, B.; ARCT, AMus, LMRC, AMTC;
 Theory Piano
WARD, A.; BMus; Theory

SPEECH FACULTY

CARTER, R.; BA, MS, CCC-Sp; Speech
 Pathologist
CORMACK, J.; BA
FLEMING, J.; ARCT, AMRC
INGELSON, A.; ATCL, ARCT, AMRC
KAISER, J.; BA, BD, MA, AMRC
McCULLOCH, H.; BEd, ATCL, ARCT,
 AMRC
PARNHAM, E.; ARCT, AMRC
PATERSON, L. F.; ARCT, AMRC, LMRC,
 DUC
SCRIMGER, A.; ARCT, ATCL, AMRC



glossary, index

GLOSSARY

Please note that the definitions that follow are general definitions. More specific explanations of these terms as they are used at Mount Royal College may be found throughout this Calendar.

Academic Schedule — a calendar of College events such as the first and last day of classes, deadline for payment of fees, last day to withdraw from a course, etc.

Admission — acceptance of a person who has asked to attend the College. People are admitted if they meet the admission requirements for the program they wish to study and send in all the necessary forms.

Admission Requirements — (sometimes called entrance requirements) — the background a person must have before being allowed to study at the College. Age, a high school diploma, a typing course, Mathematics 30, and a Ministry of Transport Medical Clearance are examples of different types of admission requirements.

Advanced Credit — (sometimes called transfer credit, advanced standing, or credit for previous knowledge) — credit given for something learned before a student comes to Mount Royal College. Students may get advanced credit for work experience or for courses they took at another college or university or technical school. Advanced credit is only given when the experience the students got through work or study is almost identical to the one they would have had if they had enrolled in one of the courses the College offers.

Advanced Placement — Students who have taken the equivalent of Mount Royal College courses in some other manner may apply for advanced placement. If advanced placement is granted, students will be excused from taking the corresponding Mount Royal courses, but other College courses must be taken in their place.

Advisor — (sometimes called an academic advisor or a program advisor) — a faculty member who helps students select courses that will meet the graduation requirements in the student's program. One or more advisors is assigned to each program the College offers. Students should keep their original advisor as long as they stay in the original program.

Approved Option — a course relating to a student's field of study that must be chosen in consultation with and approved by the appropriate program advisor.

Auditor — (sometimes called an auditing student) — a student who pays to sit in a class and listen. An auditor does not get credit for attending and is not allowed to participate in assignments or exams. To audit a course, students must have the permission of the instructor.

Certificate — a parchment awarded to students who have completed all the requirements of a certain program. Certificates usually indicate completion of 8 months of full-time studies.

Chairman — the head of an academic department within the College.

Continuing Student — a person who took one or more courses at Mount Royal College in the preceding semester. Students who attend the Spring Semester, miss the Summer Sessions, and then come back for the Fall Semester are also called continuing students.

Core Course — (sometimes called core requirements or compulsory courses) — a specific course in a program that relates to the field a student is studying. Students may not substitute any other course for a core course without the written permission of the program chairman. To graduate, students must complete all the core courses shown in the pattern of course selection.

Corequisite — a course(s) students must take at the same time they are taking certain other courses.

Course Load — the number of courses a student takes in a semester.

Credit — (sometimes called credit hour) — a number assigned to the "amount of learning" a student receives through a combination of lectures, tutorials, seminars, labs, etc. In some courses, 1 credit may equal one hour of class time per week.

Deferred Final Examination — Students who miss a final examination due to some compelling reason may apply, through the Office of the Registrar, to write the examination at a later date.

Diploma — a parchment awarded to students who have completed all the requirements of a certain program. Diplomas usually indicate completion of 16 months of full-time studies spread over two years.

Disqualified Student — a student who is no longer allowed to attend Mount Royal College for a specified period of time. Students are disqualified because they did not do well in their courses.

Drop/Add — (sometimes called registration adjustment or change of registration) — the time at the beginning of a semester when students can change courses. Courses which are "dropped" at this time do not show on a student's record.

EASL — English as a Second Language: special English courses for students who do not speak, read and write English well enough to handle a full load of College courses.

Elective — a course that is not specified for a program but counts towards a diploma or certificate. While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

Fees — see "Tuition".

Full-time Student — for admission, registration and basic skills testing purposes, a full-time student is one who enrolls in three or more courses.

See "Classification of Student" section of this calendar.

— For financial assistance under The Province of Alberta Student's Finance Act, and for fee assessment purposes a full-time student is considered to be one taking 10 credits or more. See "Fees" and "Financial Aid and Scholarships".

— For participation on a Mount Royal College Athletic Tournament Team, a full-time student must be taking 10 credits.

Grade Point Average — an average of a student's marks. Because the College does not use percentage grades for final marks, each letter grade is assigned a number of points (i.e. A = 4 points, D = 1 point) so that the marks can be added together and averaged. For more information see the "Academic Status" section of this Calendar.

Instructor — (sometimes called a faculty member or teacher) — a qualified individual who teaches at the College.

Limited Enrollment Program — (sometimes called a limited program) — a program which only accepts a certain number of first-year students.

Part-time Student — see "Full-time Student".

Permit to Register — (sometimes called a permit) — a piece of paper issued by the Office of the Registrar and Director of Admissions that shows that a student has been admitted to the College. Once students receive this, they may register.

Prerequisite — a course(s) that students must pass before taking another course.

Program — an approved group of related courses leading to a diploma or certificate.

Re-Admitted Student — a student who has taken course(s) at Mount Royal College before but not in the preceding semester.

Registration — the period before each semester when students sign up for classes and pay fees. Students cannot register until they have been admitted to the College.

Scholarship — a sum of money given to students that does not have to be paid back. Scholarships are usually given for high marks.

Semester — (sometimes called an academic session) — a year at College is divided into periods of time called semesters. At Mount Royal, the Fall and Spring Semesters each last 16 weeks. There are also two summer sessions which usually last 6 weeks. Students who attend either summer session receive the same number of hours of instruction as they would in the Fall or Spring Semester.

Senior Matriculation — (sometimes called university entrance) — a term used in Alberta to describe a student who has an Alberta High School Diploma (100 credits) with five 30-level subjects, including English 30 and Mathematics 30 as well as one social science 30 subject, one natural science 30 subject and one 30-level option. These five subjects must be chosen carefully as different subjects are required for entrance to the various university faculties.

Student Loan — a government loan to help students pay for tuition, books, and living expenses while attending a college, university, or technical school. Students must start paying back most or all of their loan when they have been out of school for six months. See the "Financial Aid and Scholarships" section of this Calendar for more information.

TOEFL — Test of English as a Foreign Language: an international test which must be written by every applicant whose native language is not English.

Transcript — (sometimes called an academic record or student record) — a permanent record of all a student's courses, credits and grades. Transcripts are kept by the Office of the Registrar and Director of Admissions and are only available upon written request of the student.

Tuition — (sometimes called fees) — money which students must pay the College to attend courses. Tuition and fees cover things such as accident insurance, athletics and some laboratory costs, as well as class attendance. They do not cover text books.

Withdraw — a student who withdraws from a course or the College stops attending classes. Students who do not withdraw using the proper forms are given an "F" grade in the course(s) even if they never went to one class.

INDEX

Academic Disqualification	44-45	Broadcasting	
Academic Honesty	43	Diploma Program	62-63
Academic Regulations	38	Courses Offered (See COMM)	149-152
Academic Schedule	8-11	Business Administration	
Academic Status	42	Diploma Programs	64-66
Academic Staff	239-232	Certificate Programs	67-68
Accounting Courses	140-144	Courses Offered (See ADMN)	140-144
Accounting and Financial Management		Campus Recreation	227-228
Diploma Program	65-66	Canadian Studies	
Certificate Program	67-68	Diploma Program	69-70
Courses Offered	140-144	Courses Offered	148
Administrative Staff	237-238	Cancellation of Courses	29
Admission Procedures	19	Ceramics	173-174
Classification of Students	20	Certificate Programs	
Foreign Students	17-18	Architecture	59
Late Applications	19	Business Administration	64-68
Limited Enrollment Programs	19	Community and Regional Planning	72-75
New Students (Part-time and Full-time)	20	Computing Science	77
Unlimited Enrollment Programs	19	Criminal Justice Careers	
Re-Admitted Students (Part-time and Full-time)	21	Correctional Officers	81
Re-Admission After Disqualification	22	Police	81
Admission Requirements		Security Management	81
Certificate Programs		Extension Program	81
(See also Individual Programs)	15	Early Childhood Education and Development	84
Diploma Programs		Environmental Quality Control	
(See also Individual Programs)	15	Air Sampling and Analysis	88
Non-Matriculated Adult Students	16	Water Sampling and Analysis	88
University of Calgary Transfer Programs	15	Petroleum and Mineral Resource	
Advanced Credit	23-24, 209	Land Administration	108-109
Advising	27	Public Administration	118
Agriculture, Faculty of, University of Alberta	216	Rehabilitation Services	122-123
Air Flight Training Courses	144-145	Stenographers	127
Air Pollution Studies		Youth Services	131
Diploma Program	86	Challenge Examination (See Credit by Examination)	
Courses Offered (See EQC)	165-166	Change of Name, Address	39
Air Sampling Analysis		Chaplain	228
Certificate Program	88	Cheating (See Academic Honesty)	
Courses Offered (See EQC)	165-166	Chemistry	
Allied Health		Course Offered	148-149
Courses Offered	145-146	University of Calgary Courses Offered	219
Anthropology		Classification of Students	25
Courses Offered	146	College Preparation Program	50, 71
University of Calgary Courses Offered	219	Communications (COMM)	
Appeal Procedure	40-41	Courses Offered	149-159
Application		Communications, Media	
Admission	22	Diploma, Broadcasting	62-63
Form	23	Diploma, Journalism	93-95
Graduation	56	Diploma, Public Relations	119-120
Processing Fee	22, 31	Courses Offered (See COMM)	
Architecture		Community and Regional Planning	
Certificate Program	59	Diploma Program	72
University of British Columbia	216	Certificate Program	74-75
University of Manitoba	216	Courses Offered (See PLAN)	193-196
Courses Offered (See Interior Design)	172-175	Community Education	228-229
Arithmetic Skills	175	Community Recreation	
Articulation Arrangement — Secretarial Arts	24	Diploma Program	97-98
Art History Courses	172-175	Courses Offered (See LECR)	176-179
Arts Board	229	Computing Science	
Arts and Science	57-58	Diploma Program	76-77
Diploma Program	57-58	Certificate Program	77
Arts and Science Core Requirements	55	Courses Offered	152-154
Athletics	227	Conference Planning	229
Attendance Policy		Conservatory of Music and Speech Arts	228-229
(See also Instructor Initiated Withdrawal)	29, 38	Continuing Education	229
Audit Students	25, 32	Correctional Careers	
Aviation		Diploma Program	80-81
Diploma Program	60-61	Courses Offered (See CJUS)	154-157
Courses Offered	144-145	Correctional Officers	
Fees	33, 60	Certificate Program	81-82
Basic Skills Assessment	27	Courses Offered	154-157
Biology		Counselling Services	229-230
Course Offered	146-148	Counterfeiting and Altering	39
University of Calgary Courses Offered	219	Course Descriptions	
Bookstore	227	Courses Offered	137-205

University of Calgary Courses Offered	219-223	Unlimited Programs	19
Course Load, Maximum	27	Enrollment at Other Institutions	
Credit by Examination	24, 33	While an MRC Student	16
Credit Hours	38	Environment Design, Faculty of	
Credit For Previous Knowledge	23	University of Calgary	213
Advanced Credit	23-24	Environment Quality Control	
Articulation Arrangement	24	Diploma Program	86-88
Credit by Examination	24	Certificate Program	88
Work Experience Credit	24	Courses Offered	165-166
Credit Free Courses	50	Examination Policy	3
Criminal Justice Careers		Facilities and Tours	228
Diploma Programs	78-81	Faculty (See Administrative Staff)	
Certificate Programs	81-82	Falsification of College Records	39
Courses Offered	154-157	Fees and Deposits	
Data Processing	201	Application Processing Fee	31
Day Care Centre	230	Building and Planning	31
Deadline Dates	8-11	Late Registration	31
Dentistry, Faculty of		Limited Program Deposit	31
University of Alberta	216-217	Registration Deposit	31
Deposit — See Fees		Student Activities	31
Diploma Programs		Tuition and General	31
Applied Social Sciences	130-131	Fees, Special	
Aviation	60-61	Audit	32
Business Administration	64-68	Aviation	33
Canadian Studies	69-70	Challenge By Examination	33
Communications Media, Broadcasting	62-63	Criminal Justice Extension	33
Communications Media, Journalism	93-95	Foreign Students	32
Communications Media, Public Relations	119-120	Identification Cards	33
Community and Regional Planning	72-73	Lockers	33
Computing Science	76-77	Music	33
Criminal Justice Careers	78-81	Nursing	33
Early Childhood Education and Development	83-84	Secretarial Arts — Articulation Fee	33
Engineering	85	Senior Citizens	33
Environmental Quality Control	86-88	Transcripts	33
Interior Design	89-92	Fees, Payment	34
Leisure Education	96-100	Fees, Refund	35
Leisure Facilities Operations	99	Financial Aid	36, 230-231
Medical Office Assistant	101-102	Fine Arts, Faculty of	
Music	103	University of Calgary	213
Nursing	104-106	Foreign Students	
Petroleum and Mineral Resource		Admission Procedures	17
Petroleum Land Management	110-111	Admission Requirements	17
Land Administration	107-108	Fees	32
Physical Education	112-116	Food Science, Department of	
Public Administration	117-118	University of Alberta	217
Rehabilitation Services	121-122	Food Services	231
Secretarial Arts	124-126	Forestry, Faculty of	
Social Services Careers	129-131	University of Alberta	216
Speech	132-134	French	
Theatre Arts	135-136	Courses Offered	167-168
Directed Readings	157	University of Calgary Courses Offered	220
Disabled Students' Services	230	Full-Time Students	20-22, 26, 245-246
Disqualification	44-45	Gallery	231
Drama		General Business Administration	
Courses Offered	157-159	Diploma Program	65
Early Childhood Education and Development		Certificate Program	67
Diploma Program	83-84	Courses Offered	140-144
Certificate Program	84	Geography	
Courses Offered	159-160	Courses Offered	167-168
Economics		University of Calgary Courses Offered	220
Courses Offered	161	Geology	
University of Calgary Courses Offered	219	Courses Offered	168-169
Education, Faculty of		University of Calgary Courses Offered	220-221
University of Calgary	212-213	Geophysics	
Electronics Courses	166	Courses Offered	169
Engineering		German	
Diploma Program	85	Courses Offered	169
Courses Offered	160-161	University of Calgary Courses Offered	221
Engineering, Faculty of		Glossary	245-246
University of Calgary	213	Grades	
English		Appeal	39
Courses Offered	162-164	Changes	43
University of Calgary Courses Offered	220	Corrections	39
English as a Second Language	50	Release Of	39
Courses Offered	164-165	Grade Point Average	42-43
English Language Proficiency	17-18	Grading System	42
Enrollment		Graduation Requirements	54-56
Limited Programs	19	Grievances	40-41

Health Services	231	New Students — Admission Procedures	20
Housing	232	Nursing	
Hi-Fi Course	193	Diploma Program	104-106
History		Courses Offered	185-186
Courses Offered	169-170	Fees	33
University of Calgary Courses Offered	221	Nursing, Faculty of	
History of The College	6-7	University of Alberta	27-218
Honour Roll	43	University of Calgary	214
Human Resource Administration		Nutrition Course	146
Diploma Program	66	"Open Door" Policy	6
Certificate Program	68	Outdoor Living Course	176-179
Courses Offered	140-144	Painting Courses	172-175
Immigration Status	7	Parking	232
Incomplete Registration	28	Part-Time Students	20-22, 26, 246
Identification Cards	28	Permit to Register	27
Interior Design		Petroleum and Mineral Resource	
Diploma Programs	89-92	Petroleum Land Management	
Courses Offered	172-175	Diploma Program	110-111
University of Manitoba	217	Courses Offered	186
Instructional Departments	52-53	Land Administration	
Instructors — See Academic Staff		Diploma Program	107-108
Insurance		Certificate Program	109
Courses Offered (See ADMN)	140-144	Courses Offered	186-187
Interdisciplinary Studies		Pharmacy, Faculty of	
Courses Offered	170-172	University of Alberta	218
Journalism		Philosophy	
Diploma Program	93-95	Courses Offered	187-188
Courses Offered (See COMM)	149-152	University of Calgary Courses Offered	222
Late Registration	27, 31	Philosophy and Objectives of MRC	6
Latin		Photography	150, 152
Courses Offered	175	Physical Education	
Law, Faculty of		Diploma Program	112-116
University of Alberta	217	Courses Offered	188-192
University of Calgary	213	Physical Education, Faculty of	
Learning Skills		University of Calgary	214-215
Courses Offered	175-176	Physics	
Learning Skills Centre	232	Courses Offered	193
Legal Secretarial Course	201	University of Calgary Courses Offered	222-223
Leisure Education		Placement and Employment	
Diploma Programs	96-100	Counselling Department	233
Courses Offered	176-179	Planning, Community and Regional	72-75
Leisure Facilities Operations		Police	
Diploma Program	99	Diploma Program	80-81
Courses Offered	176-179	Certificate Program	81-82
Library	232	Courses Offered (See CJUS)	154-157
Limited Enrollment Programs	19	Political Science	
Limited Program Deposit	31	Courses Offered	196-197
Linguistics		University of Calgary Courses Offered	223
Courses Offered	179	President's Honour Roll	43
Lockers	33	Probation, Academic	
Management, Faculty of		Programs Offered At MRC	49
University of Calgary	213	Diplomas	49
Marketing Management		Certificates	49
Diploma Program	66	University of Calgary Transfer Programs	49, 209-215
Certificate Program	68	(See also Diploma and Certificate Programs)	
Courses Offered	140-144	Programs, Interruption of	31
Marks Review	40	Psychology	
Mathematics		Courses Offered	196-197
Courses Offered	179-181	University of Calgary Courses Offered	223
University of Calgary Courses Offered	221-222	Public Administration	
Matriculation From Outside Alberta	16	Diploma Program	117-118
Mature, Non-Matriculated Students	16	Certificate Program	118
Media Services	232	Courses Offered (See ADMN)	140-144
Medical History Form	23	Public Relations	
Medical Office Assistant		Diploma Program	119-120
Diploma Program	101-102	Courses Offered (See COMM)	149-152
Courses Offered (See SECR)	199-201	Re-Admission — Admission Procedures	21
Medicine, Faculty of		Re-Admission After Disqualification	22
University of Alberta	217	Refunds	35
University of Calgary	214	Registrar's Services	233
Microbiology		Registration	25-28
University of Calgary Course Offered	222	Advising	25
Music		Audit	25
Diploma Program	103	Classification of Students	25
Courses Offered	181-184	Dates	27
Fees	33, 184	Deposit	31
Natural Science		Full-Time Students	26
Courses Offered	184-185	Incomplete	28

Late	27	Speed Reading	175
Part-Time Students	26	Spelling Course	176
Responsibility, Student	25	Stenographer	
Registration, Change of	29-30	Certificate Program	127
Course Cancellation	29	Courses Offered (See SECR)	199-201
Instructor Initiated Withdrawal	29	Students' Association Activities	233
Withdrawal from the College	30	Student Awards Office	36
Withdrawal from a Course	30	Student Loans	36
Regulations, Change in	38	Study Skills	176
Rehabilitation Services		Table of Contents	4
Diploma Program	121-122	Techniques of Clear Thinking Course	176
Certificate Program	122-123	Theatre Arts	
Courses Offered	198-199	Diploma Program	135-136
Religion		Courses Offered (See DRAM)	157-159
Courses Offered	199	Therapeutic Recreation	
Repetition of a Course	43	Diploma Program	99-100
Research Paper, How to Write	176	Courses Offered (See LETR)	176-179
Residence Requirements	16	Timetable, Master	27
Restrictions and Interpretations		TOEFL	17-18
For Graduation	54-56	Tours	228
Schedule of Courses	54-56	Transcripts	38-39
Scholarships and Awards	37	High School	23
Sculpture Courses	172-175	Fees	33
Secretarial Arts		MRC	38
Diploma Program	124-126	Other Institutions	23, 33, 38
Courses Offered	199-201	Transfer Credit to Other Educational Institutions	50
Articulation Arrangement	24, 33	Transfer Programs in	
Security Management		Affiliation with The University of Calgary	209-215
Certificate Program	81-82	Tuition — See Fees	
Courses Offered (See CJUS)	154-157	University College	
Security Services	233	University of Calgary	212
Semester	38	University Transfer Programs	216-218
Senior Citizens	33	Unlimited Enrollment Programs	
Serviceman's Opportunity College	51	Urban Problems (See PLAN)	193-196
Services for the Physically Handicapped	230	Veterinary Medicine, Faculty of	
Sessions, Academic	38	University of Saskatchewan	218
Simultaneous Enrollment	16	Visas	
Smoking Regulations	41	Landed Immigrant	17
Social Science		Student	17
Courses Offered	202	Water Pollution Studies	
Social Services Careers		Diploma Program	87
Diploma Program	129-130	Courses Offered (See EQC)	165-166
Courses Offered (See SLWK)	202-203	Water Sampling and Analysis	
Social Work Programs		Certificate Program	88
Diploma, Applied Social Sciences	130-131	Courses Offered (See EQC)	165-166
Diploma, Social Service Careers	129-130	Withdrawal	
Certificate, Youth Services	128	From the College	30
Courses Offered	202-203	From a Course	30
Social Welfare, Faculty of		Instructor Initiated	29
University of Calgary	215	Word Usage Course	176
Sociology		Work Experience Credit	24
Courses Offered	203-204	Writing Skills Course	175
University of Calgary Courses Offered	223	Youth Services	
Spanish		Certificate Program	128
MRC Courses Offered	204	Courses Offered (See SLWK)	202-203
Speech		Zoology	
Diploma Program	132-134	University of Calgary Course Offered	223
Courses Offered	204-205		

NOTES

WHERE TO WRITE

In addition to specifying a department, all College mail should be addressed to:

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Athletic and Campus Recreation Programs	Director, Leisure Programs
Calendars and other academic publications	Registrar and Director of Admissions
Community Education	Director, Community Services
Conference planning	Co-ordinator, Conference Planning
Counselling	Co-ordinator, Counselling
Credit-free courses and continuing education	Director, Continuing Education
Employment	
Academic and non-academic employment within the College	Personnel Officer
Student and College graduate employment outside the College	Placement Officer
Financial aid and scholarships	Student Awards Officer
Foreign students	Registrar and Director of Admissions
Guest speakers from the College	Director of Information
High school visitations and liaison	Co-ordinator, Educational Liaison
Housing	Student Awards Officer
Transcripts, student records, grades and graduation	Registrar and Director of Admissions
Tuition, payment of bills and refunds	Accountant, Business Affairs Division

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