

# Mount Royal Junior College

# 1969-70 GALENDAR



# MOUNT ROYAL JUNIOR COLLEGE

SEVENTH AVENUE AND ELEVENTH STREET S.W.
CALGARY, ALBERTA
CANADA

AFFILIATED WITH THE UNIVERSITY OF CALGARY

A MEMBER OF THE AMERICAN ASSOCIATION OF JUNIOR COLLEGES

A MEMBER OF THE NORTH WEST ASSOCIATION OF JUNIOR COLLEGES

A MEMBER OF THE AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

A MEMBER OF THE PACIFIC ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

Incorporated by the Province of Alberta under an Act respecting the Establishment and Operation of Mount Royal Junior College, 1966, Third Session, Fifteenth Legislature and assented to August 31, 1966.

Mount Royal Junior College reserves the right to make whatever changes circumstances may require, including the addition and cancellation of particular courses and programs.

ALL GENERAL ENQUIRIES SHOULD BE ADDRESSED TO:

The Registrar and Director of Admissions Mount Royal Junior College 7th Avenue and 11th Street S.W. Calgary 2, Alberta Telephone 266-4611

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# ACADEMIC SCHEDULE

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| September 2-5     | Tuesday-Friday   | ADVISEMENT PERIOD — New and returning students.  |
|-------------------|------------------|--|
| September 8       | Monday           | TESTING AND ORIENTATION— PROGRAM B—New students, REGISTRATION—PROGRAM B + E— Returning students. |
| September 9       | Tuesday          | TESTING AND ORIENTATION— PROGRAM E—New students. REGISTRATION—PROGRAM B— New students.           |
| September 10      | Wednesday        | TESTING AND ORIENTATION — PROGRAMS A + C — REGISTRATION PROGRAM E — New students.                |
| September 11      | Thursday         | REGISTRATION — PROGRAMS A + C.   |
| September 12      | Friday           | FIRST DAY OF CLASSES FALL SEMESTER — ALL PROGRAMS.   |
| September 16 - 17 | Tuesday-Friday   | REGISTRATION ADJUSTMENTS — ALL PROGRAMS.   |
|                   |                  | NOTE: This period will also be the   |
|                   |                  | Drop/Add period for all students who   |
|                   |                  | registered the previous week. Students who register late will not be allowed                     |
|                   |                  | the privilege of Drop/Add.   |
| October 13        | Monday           | THANKSGIVING DAY — College closed.   |
| October 17        | Friday           | Last Day for withdrawing from or drop-   |
| 3                 | Triday           | ping courses without Academic penalty —Fall Semester — All Programs.                             |
| November 10       | Monday           | Mid-semester marks due in Registrars   |
|                   |                  | office by 4:00 p.m.  |
| November 11       | Tuesday          | REMEMBRANCE DAY — College closed.  |
| December 19       | Friday           | Last day of classes prior to Christmas Recess.   |
|                   |                  |  |
| 1970              |                  |  |
| January 5         | Monday           | First day of classes after Christmas recess.   |
| January 8         | Thursday         | Last day of classes, Fall Semester — Programs B + E  |
| January 9-14      | Friday-Wednesday | Final examinations, Fall Semester — Programs B + E   |
| January 15 - 19   | Wednesday-Monday | Advisement Period.   |
| January 20 - 21   | Tuesday and      | REGISTRATION—Continuing students   |
|                   | Wednesday        | — Programs B + E.  |
|                   |                  | NOTE: Registration will close at 4:00  |
|                   |                  | p.m., January 21 and no further registrations will be allowed until late regis-                  |
|                   |                  | tration begins on January 26, 1970.  |
| January 22        | Thursday         | First day of classes — continuing students — Programs B + E.                                     |
| January 23-30     | Friday-Friday    | Department of Education Matriculation Examinations.  |
| January 26 - 27   | Monday-Tuesday   | REGISTRATION ADJUSTMENT — Con-   |
| carracty to tr    | siiday i desday  | tinuing students — Programs B + E.   |
|                   |                  |  |

|                  |                 | NOTE. This will also be the Drap/Add   |
|------------------|-----------------|--|
|                  |                 | NOTE: This will also be the Drop/Add period for all students who registered January 20-21. Students who register late will not be allowed the privilege of Drop/Add.                                     |
| February 2-3     | Monday-Tuesday  | REGISTRATION and ORIENTATION — New students — PROGRAMS A, B, C, E.   |
| February 4       | Wednesday       | First day of classes — New students — PROGRAMS A, B, C, E  |
| February 9       | Monday          | REGISTRATION ADJUSTMENT—All programs which began February 4.  NOTE: Students who register late will not be allowed the privilege of Drop/Add. Last day for Admission, registration or change of program. |
| March 9          | Monday          | Last day for withdrawing from or dropping courses without academic penalty  — Spring Semester — Programs  B + E  |
| March 16         | Monday          | Last day for withdrawing from or dropping courses without academic penalty  — Spring - Summer Sequence — Programs A + C  |
| March 27         | Friday          | GOOD FRIDAY — College closed.  |
| April 3          | Friday          | Mid-semester marks due in Registrar's  |
| MAK. 26          |                 | office by 4:00 p.m. —<br>PROGRAMS B + E  |
| April 4          | Saturday        | Last day of classes — Fall - Spring Sequence — Programs A $+$ C.   |
| April 6          | Monday          | Final Examinations begin — Fall - Spring Sequence — Programs A + C.  |
| May 6            | Wednesday       | Last day, Spring Semester, for classes which began January 22 — Programs B + E.  |
| May 7            | Thursday        | First day of Final Examination for classes which began January 22 — Programs B + E   |
| May 16           | Saturday        | COMMENCEMENT EXERCISES.  |
| May 18 - June 26 | Monday-Friday   | Nursing inter-session.   |
| May 21           | Thursday        | Last day, Spring Semester, for classes which began February 4 — Programs B + E   |
| May 18           | Monday          | VICTORIA DAY — College closed.   |
| May 22           | Friday          | First day examinations for class which began February 4 — Programs B + E   |
| June 19 - 26     | Friday-Friday   | Department of Education Matriculation Examinations.  |
| July 1           | Wednesday       | CANADA DAY — College closed.   |
| July 2-3         | Thursday-Friday | REGISTRATION — Summer Session.   |
| August 3         | Friday          | CALGARY DAY — College closed.  |
| August 14        | Friday          | Last day of classes — Spring - Summer  |
| August 15        | Saturday        | Final examinations begin — Spring  |
| August 20        | Thursday        | Summer Sequence—Programs A + C   |
| August 21 - 28   | Friday-Friday   | Last day of classes—Summer Session. Final examinations — Summer Session.   |
|                  |                 |  |

# Board of Trustees of Mount Royal Junior College

DR. HOWARD P. WRIGHT, LL.D. (Chairman)

MR. J. COMESSOTTI (Vice-Chairman)

MR. HARVEY BLISS, C.A.

MRS. HARRY COHEN, B.A., M.S.

MR. GLEN E. HOLMES, C.A.

WILLIAM L. JAMES, B.A., LL.B.

MR. W. F. JOHNS

W. BRUCE MACDONALD, B.Sc.

MR. W. LLOYD McPHEE

### ADMINISTRATIVE OFFICERS

President
Vice-President Instruction

Vice-President Student Services (Interim)

Vice-President Business Services

Assistant to the President—Planning

Walter B. Pentz, B.A., M.A., Ed.D.

G. W. Dean, B.A., M.A. Clyde B. Brewer, B.Sc.

W. G. M. Rae

N. J. Gamble, B.A., M.A.

# STATEMENT OF OBJECTIVES

As a community college, Mount Royal Junior College seeks to provide educational opportunities for any individual who possesses a High School diploma or has reached the age of 18.

The curriculum of the College is designed to provide a study program suited to the varying social and educational backgrounds of students. Its objective is to enable the student to develop according to his desires and abilities. Furthermore, it strives to promote a stimulating and manageable environment for the student—in the classroom, through student government, residence life and athletics, and a wide variety of college-centered activities.

The College encourages the faculty and students of Mount Royal Junior College to co-operate with local society in order that the institution may serve, in all the ways it can, the needs of the community.

# 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 department and the Conservatory of Music. Since then the College has grown steadily to 1,520 full-time day students registered in academic programs; 1,671 students in the Conservatory of Music. and 1,163 students in other divisions in the 1968-69 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 Separate School Board and the Board of Governors of Mount Royal College.

Rapidly rising enrollments have put heavy pressures on the College to provide adequate classroom space at its present downtown location. As a result, studies have been under way to evaluate alternative sites for a new campus.

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.

# APPLICATION AND REGISTRATION

#### HOW TO APPLY

 Direct all enquiries and requests for materials to The Registrar and Director of Admissions, Mount Royal Junior College, Calgary 2, Alberta; telephone (area code 403) 266-4611.

Information and materials normally sent out by The Registrar include:

- (a) application forms
- (b) request-for-transcript forms
- (c) calendars
- (d) information brochures(e) residence applications
- (f) medical forms.
- Fill out the application form and send it and the registration fee of \$25.00 to The Registrar and Director of Admissions, Mount Royal Junior College, Calgary 2, Alberta.
- 3. Fill out the request-for-transcript form and send it and \$1.00 for one copy to The Examination Branch, Department of Education, Edmonton, unless your high school record is from outside Alberta. A student will not be admitted to the College until the transcript is received. Students applying for government assistance are advised to forward two copies of their transcript.
- 4. A student who has had his high school work outside Alberta must forward a transcript of his complete high school record to the Registrar. A student will not be admitted to the College until the transcript is received.
- 5. If a student applies before the results of any Grade XII examinations he has written are sent out by the Department, the report of these Departmental Examinations must be sent to the Registrar as soon as they are received.
- A student who seeks admission on adult privilege must send a transcript or record of whatever high school work he has had.
- 7. If there is any doubt in the student's mind about entrance qualifications, it is strongly recommended that he make arrangements through the Registrar's Office for a personal interview.

#### WHEN TO APPLY

A student may apply any time during the spring or summer for admission to the fall semester. Should any programs or courses become over-subscribed, admission will be granted to the earliest qualified applicants.

### REGISTRATION PROCEDURES

- 1. PRIOR TO THE REGISTRATION DATES (See Academic Schedule)
  - (a) A student must supply the College with fully completed application forms and other relevant information.
  - (b) By return mail the student will receive notification of:
    - (i) acceptance
    - (ii) acceptance pending receipt of transcript
    - (iii) referral to Counselling Centre for an appointment
    - (iv) other steps required for the finalization of registration.
  - (c) Out-of-province applications must be received by August 15 for processing by registration day. Students applying after this date may be delayed in their registration.

- (d) All applications by Alberta residents must be completed by August 20 for processing by registration day. Students applying after this date may be delayed in their registration.
- (e) All tentative registrations are subject to change.

#### 2. AT THE COLLEGE

Selection of subjects and sections will take place during the "walk-through" registration procedure at the College. Check the Academic Schedule (page 4) for specific dates.

#### REGISTRATION DATES

Students must register on the registration dates announced in the College calendar. Admission applications should be filled out and sent to the Office of the Registrar and Director of Admissions well in advance of registration day. Students registering late may be charged a late registration fee.

#### PLANNING THE SCHEDULE

The timetable of classes covers morning, afternoon and evening hours. Full time students are expected to devote both mornings and afternoons and possibly evenings to their program of studies.

#### **AUDITORS**

Persons wishing to audit courses will register in the regular manner. Audited courses carry no credit, but will appear on the transcript. Students once registered for "audit" are not permitted to change to "credit". Audit privileges are not extended to High School students.

#### 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.

#### LATE REGISTRATION

Students who have not completed registration before the "last day of scheduled registration" as indicated in the Academic Schedule, must take part in late registration. These students will not be admitted to courses until registration is complete. Late applications for admissions will be submitted to the Special Cases Committee. Students registering late may be charged a late registration fee.

#### **COURSE CHANGES**

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 his registration, changes may be made only through the office of the Registrar and Director of Admissions by means of a Drop-Add form. Normally changes may be made only during the course change period as announced in the Academic Schedule.

## DROPPING COURSES AFTER CLOSE OF REGISTRATION

The courses for which a student is registered at the close of the change of registration period constitute his official registration and semester load. A student may officially drop a course or courses from his approved program of studies with a mark of W after the close of the Drop-Add period and before the final date indicated in the Academic Schedule. A student may withdraw

after that date with a grade of W or F at the discretion of the instructor. Any exception due to injury, death in the family, or other crises must be approved by the instructor, the Department Chairman in which the course is offered, and any other pertinent official or body as deemed necessary by the Registrar. Where exceptions are permitted, the recorded grade will be W or F in accordance with the student's status at the time. No student will be permitted to drop a course during the weeks in which final examinations begin nor will any student ever be allowed to drop the last course for which the student is registered as this constitutes an official withdrawal from Mount Royal Junior College.

A student who quits a course for which he is officially registered by absenting himself from class will receive a grade of F at the end of the semester.

To drop a course the student will obtain from the Office of the Registrar and Director of Admissions an Authorization for Dropping Course form and process it according to the instructions on the form.

#### WITHDRAWAL FROM THE COLLEGE

Students who find it necessary to withdraw from the College must withdraw officially by obtaining and completing an official Withdrawal Form from the Office of the Registrar and Director of Admissions.

Until a student withdraws officially, he is registered in all courses and will, at the end of the semester, receive grades appropriate for his performance in each course. A student who officially withdraws from the College prior to the final date indicated in the Academic Schedule receives the mark of W in all courses for which he is registered. Students who officially withdraw from the College later than that date will receive a mark of W or F depending upon the quality of the work at the time of the official withdrawal. No student will be permitted to withdraw during the week in which final examinations begin. Students who stop attending classes but who fail to officially withdraw will receive grades of F.

#### ADVANCE CREDIT

Advance credit may be granted to students entering the Mount Royal Junior College Transfer Program (Program B) or the Career Vocational Program (Program E) for Alberta Matriculation subjects presented with a grade of 60% or better.

Advance credit for Alberta matriculation subjects is limited to credit given for Mount Royal courses numbered 110-199 inclusive.

Advance credit may also be granted for work completed at an accredited post-secondary institution. Normally only courses carrying grades of C or better will be considered.

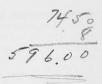
The total number of advance credits to be granted toward a Mount Royal Junior College Diploma will not exceed thirty (30). These credits will be granted only if the person completes the residence requirement stated below.

All students wishing to secure advance credit must file a formal petition through the Admissions Office.

### RESIDENCE REQUIREMENT

In order to qualify for advance credit, a student must be registered for a minimum of two (2) semesters at Mount Royal Junior College. In order to qualify for a diploma a student must be registered at Mount Royal Junior College for a minimum of two (2) semesters and in addition must earn a minimum of thirty (30) Mount Royal Junior College credits.

# SCHEDULE OF FEES



#### APPLICATION FEE

| To accompany application for | m                          | \$25.00 |
|------------------------------|----------------------------|---------|
| (Registration — \$5.00,      | Deposit on fees — \$20.00) |         |

#### TUITION AND GENERAL FEES — ADVANCE RATES

| Full-time student — Minimum 12 Semester Credits — |          |  |  |
|---|----------|--|--|
| —2 Semesters                                      | \$320.00 |  |  |
| —1 Semester                                       | 160.00   |  |  |
| —— OR ——  |          |  |  |
| Full year program — Minimum 4 Courses per year    | 320.00   |  |  |
| Partial Program — per credit (B & E Programs)     | 16.00    |  |  |
| — per Course (A & C Programs)                     | 105.00   |  |  |
| As Auditor — per Credit                           | 6.00     |  |  |

#### NOTE:

Auditors are students who have been granted official permission to attend lectures in a course on the understanding that they may not participate in assignments, or examinations. The audit privilege is restricted to a student who receives written permission from the Instructor. Such permission will also be contingent upon accommodation being available. Also see Registration — Auditors, Page 12.

#### PAYMENT OF FEES BY INSTALMENT

Installment privileges are available to students taking two courses or more. The first instalment consists of one-half of the Tuition & General Fees, plus all Student Union Fees and is payable on registration day. The second instalment is payable as follows:—

| Fall-Spring Programs — Full Year | Within 4 months |
|----------------------------------|-----------------|
| — 1 Semester                     | Within 2 months |
| Spring-Summer Program            | Within 3 months |

The additional charge for paying fees by instalment is \$10.00 for full year and \$5.00 for one semester.

# RESIDENCE FEES (Room and Board)

#### NOTE:

Differing amounts are determined by varying length of programs.

| PROGRAMS "A" and "C"  Advance rate — payable registration day  Instalment rate — payable registration day  — payable within 4 months  267.50                       | \$577.50 |
|--|----------|
| PROGRAMS "B" AND "E" (Except Nursing)  Advance rate — payable registration day Instalment rate — payable registration day 380.00  — payable within 4 months 300.00 | 82.00    |
| SPRING-SUMMER SEQUENCE OF PROGRAMS A & C Advance rate — payable registration day Instalment rate — payable registration day  | 577.50   |

- payable within 3 months

Fees for women in uptown residence are \$5.00 per month extra.

#### NOTE

Residence fees are based on the condition that students do not remain in residence during Christmas vacation. Students wishing to remain in residence during this period must have the permission of the Residence Supervisor and pay an additional charge of \$3.00 per day.

# GENERAL REGULATIONS GOVERNING PAYMENT OF FEES

- 1. Fees are due and payable on registration day and on instalment dates as outlined in the schedule of fees.
- The final date for payment of any instalment is 7 days after the due date. After this date, the student may be excluded from classes until fees have been paid.
- Fees billed at advance rates must be paid within 7 days of billing; otherwise instalment rates will be charged.
- 4. Student Union fees apply to all students in all programs as shown in the schedule of fees and are payable on registration day.
- All financial obligations must be settled before Diploma, Scholarships, Medals, Prizes or Standing can be awarded or issued.
- 6. If a student is expelled from the College, or excluded from a class, there will be no refund of fees.
- 7. Students unable to meet fee obligations while awaiting loan or grant assistance must make arrangements in advance with the Financial Aid Office. Students are required to make a minimum deposit of \$50.00 on fees.

#### LOCKERS

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

| Full | year     | \$1.00 |
|------|----------|--------|
| One  | Semester | .50    |

# ADDITIONAL FEES (Required by the Students Union of Mount Royal Junior College)

### STUDENT UNION FEES (Compulsory for all students)

#### **FULL-TIME STUDENTS**

| OZZ TIME GIODZIVIO                                   |                 |
|--|-----------------|
| Student Activities Per Year Per Semester             | \$19.00<br>9.50 |
| Student Union Building Fund Per Year Per Semester    | 10.00<br>5.00   |
| PART - TIME STUDENTS Student Activities Per Semester | 5.00            |
| Student Union Building Fund Per Semester             | 2.50            |

### **REFUNDS**

#### APPLICATION FEE

Students who have applied for admission in the Fall Semester but who decide not to attend will be granted a refund of \$20.00 providing they notify the Registrar prior to August 15, 1969.

Students who have applied for admission in the Spring Semester but who decide not to attend will be granted a refund of \$20.00 providing they notify the Registrar prior to January 13, 1970.

#### TUITION AND GENERAL FEES IN CASE OF WITHDRAWAL

| Before the end of second calendar week  Between end of second calendar week and end of | 80%  | of   | semester | fees |
|--|------|------|----------|------|
| first calendar month   | 60%  | of   | semester | fees |
| During second calendar month   | 40%  | of   | semester | fees |
| After end of second calendar month   | No F | Refi | und      |      |

#### RESIDENCE FEES

In case of withdrawal from a college residence, a student must give one month's written notice on the official withdrawal form, otherwise one month's full fees for room and board will be assessed.

In the case of a student being absent from the Residence due to illness, a rebate of Residence Fees will be made from the 15th day of absence onward.

#### STUDENT UNION FEES

If a student withdraws within 15 days from the commencement of the school semester, he shall be refunded his students' union fees minus one dollar. If a student withdraws within forty-five days from the commencement of the school semester, he shall be refunded fifty percent of his students' union fees.

If he withdraws after this time there will be no refund of student union fees.

#### NOTE:

Contribution to Student Union Building Fund is not refundable.



# PROGRAMS OFFERED AT MOUNT ROYAL JUNIOR COLLEGE

I. Two Year College Programs and One Year Certificate Programs.

Transfer Program (Program B)

This program is designed to prepare students for transfer to a four-year degree-granting institution. With careful planning, students who complete two years at Mount Royal Junior College should have no difficulty transferring into their third year of a four-year college or university program. Because degree requirements vary with majors and institutions, students should consult the calendars of institutions to which they expect to transfer and plan their program at Mount Royal to conform to the requirements of that institution. In most cases, completion of a two-year transfer program will qualify a student for an associate diploma in arts or science. See page 27 for available programs.

Mount Royal Junior College offers a number of credit courses which also prepare a student to write the Department of Education Matriculation Examinations. These courses and the corresponding examination subject for which the student is prepared are:

#### Mount Royal Credit Course

English 130 Social Science 130 Mathematics 130 Mathematics 131 Chemistry 130 Chemistry 131 Physics 130 Biology 130 Latin 130 French 130 German 130

#### Matriculation Subject

English 30
Social Studies 30
Mathematics 31
Chemistry 30
Chemistry 31
Physics 30
Biology 30
Latin 30
French 30
German 30

Any person desiring Department of Education credit has the responsibility of registering with the Department of Education, Examinations Branch, Edmonton. The individual will also have the responsibility of obtaining and completing the Departmental Examination application form, and returning the same, along with the required fee, to the proper authorities.

#### Career-Vocational Programs (Program E)

These programs are specifically designed to prepare graduates for employment. Most of the patterns of course selection include the requirements for an Associate Diploma; others, usually of a shorter duration, lead to a certificate.

Mount Royal Junior College also offers the following general education courses for credit toward career vocational program diplomas:

| courses for | Cledit   | towaru  | Career | VUC |
|-------------|----------|---------|--------|-----|
| Biology     |          | 100     | )      | 1   |
| Biology     |          | 102     | 2      | E   |
| Chemistry   |          | 100     | )      | 1   |
| English     |          | 100     | )      | E   |
| English     |          | 101     | L      | 1   |
| English     |          | 104     | 1      | F   |
| English     |          | 105     | 5      | F   |
| French      |          | 100     | )      | E   |
| Humanities  |          | 105     | 5      | - 1 |
| Human Rela  | ations   | 100     | )      | F   |
| Mathematic  | S        | 100     | )      | 1   |
| Social Rela | tions    | 101     |        |     |
| Social Scie |          | 100     | )      |     |
| Survey of C | ccupati) | ons 100 | )      |     |
|             |          |         |        |     |

Introductory Biology
Everyday Biology
Introduction to Chemistry
Basic Language Skills
Introduction to Basic English
Fundamental English
Fundamentals of English Composition
Beginners' French
Introduction to Humanities

Fundamentals of Human Relations Nature and History of Mathematics Programs in Affiliation with the University of Calgary — See Page 97.
 Program A — designed for students who meet the Matriculation requirements of the University of Calgary.

Program C — designed for students who are within one high school subject of meeting the Matriculation requirements of the University of Calgary.

#### **NEW PROGRAM POSSIBILITIES FOR 1969-70**

- Day Care one year program.
- 2. Computer Science two year program.
- 3. Teacher Aid two year program.
- 4. Library Science one year program.
- 5. Aviation two year program.
- 6. Public Administration two year program.
- 7. Planning Administration two year program.

# TWO YEAR COLLEGE PROGRAMS AND ONE YEAR CERTIFICATE PROGRAMS

#### ADMISSION REQUIREMENTS

Students must be 18 years of age or possess an Alberta High School Diploma or its equivalent. To enhance the opportunities for transfer it is recommended that students entering the transfer program possess at least a High School Diploma.

On account of the depth of the material to be covered in particular programs students may be required to complete additional requirements. See particularly Music, Nursing and Architecture.

Students who have deficiencies in their Alberta High School Diploma may attempt to clear the deficiencies by enrolling in the appropriate courses listed under Transfer Program (Program B) above.

All foreign applicants will be required to satisfy a minimum English proficiency requirement before admission can be granted.

## ACADEMIC REGULATIONS

\* For regulations governing programs in affiliation with the University of Calgary, see pages 97 - 101.

#### ACADEMIC YEAR

The standard academic year consists of a Fall Semester and a Spring Semester, of approximately 16 weeks each.

#### CREDIT HOURS

One hour of credit (credit hour) generally indicates an hour of lecture or tutorial class per semester. Laboratory and activity classes usually require more than one hour of attendance per credit hour. A tutorial is a small group discussion class, while an activity course is one in which there is a maximum of physical participation on the part of the student and a minimum of text-book research. Normally four hours of field work shall be equal to one hour of credit.

#### MAXIMUM STUDENT LOAD

The normal student load shall be from 15 to 18 credits. Students wishing to take more than 18 credits may do so providing they obtain permission from their advisor.

#### REPETITION OF A COURSE

Students may repeat any course in which a grade of "F" was received. When a course is repeated the original grade remains on the student's record and is included in his G. P. A. A student may, by formal petition to the Registrar, request that a grade of "F" received during his first 60 credits of College work not be included in his G. P. A. after he has repeated the course in residence with a passing grade.

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

#### REPORTS TO STUDENTS

A grade report is issued to the student each semester after he completes his final examinations and after his credentials and financial obligations to the College are in order. At mid-semester each student with a D or F will receive a Deficient Scholarship Report.

#### CHANGE OF GRADE

A grade once reported to the Office of the Registrar may be changed only upon authorization of the faculty member issuing the original grade and the approval of the Division Chairman concerned.

A change of grade is made by submitting a Change of Grade form to the Office of the Registrar. The reason for the change of grade should be entered on the form and signed by the faculty member and by the Division Chairman.

#### APPEALS OF MARKS

A student wishing to appeal a final mark must apply to the Marks Review Committee, through the Office of the Registrar, within 10 days of the release of grades from the Office of the Registrar.

NOTE: All students must meet with their instructor before filing formal application of appeal. All formal appeals shall be submitted to the Marks Review Committee. The student may be required to appear before the Committee.

#### **EXAMINATION POLICY**

Final examinations are the responsibility of each Division. However, the duration of these examinations may be limited by the Department of Instruction.

#### DEFERRED FINAL EXAMINATIONS

A student wishing to apply for a deferred final examination must make formal application to the Office of the Registrar within 5 days after the date of the original examination. All deferred examinations must be written within 30 days after the original examination. This privilege will be granted only if the student shows just cause.

#### ATTENDANCE POLICY

It is the responsibility of the student to attend all classes. It is the policy of the College to require the student to conform to the particular attendance requirements established by his instructors.

#### GRADING

The evaluation of a student's work is based on a system of grades.

| Grade | Interpretation         | Grade Points   |
|-------|------------------------|--|
| Α     | Superior               | 4 grade points per credit hour   |
| В     | Excellent              | 3 grade points per credit hour   |
| С     | Average                | 2 grade points per credit hour   |
| D     | Low Pass               | 1 grade point per credit hour  |
| F     | Failure                | 0 grade points per credit hour   |
|       | Incomplete             | A student receives an I grade for not completing term work to the satisfaction of his instructor. This grade must be removed within 30 days of the end of the semester examination period or it becomes an F. It is the responsibility of the student to contact his instructor to ascertain the steps necessary for the removal of an I. When the instructor is not available, the student must contact the appropriate Division Chairman.  |
| W     | Official<br>Withdrawal | (1) officially drops from a course prior to the final date indicated in the Academic Schedule; (2) officially withdraws from the College prior to the final date indicated in the Academic Schedule; (3) officially drops a course prior to the final date indicated in the Academic Schedule only if passing at the time of withdrawal; (4) officially withdraws from the College prior to the final date indicated in the Academic Schedule only if passing at the time of withdrawal. A student who withdraws unofficially will receive an F. |

- X The X grade is given for all courses audited.
- Y The Y grade is given if the course is offered for non-credit.
- The Z grade is given if the course is sequential and the grade of the first semester is dependent on the grade of the second semester. This grade is not computed in the grade point average and becomes an F if it is not removed within 30 days of the end of the second semester.

#### 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, Y and Z grades are not included in calculating the grade point average. Example of how to calculate a grade point average:

Assume a student earns the following grades: English C, Geology D, Business A, Mathematics B, Psychology F, Chemistry W.

| Course          | Grade | Points   | Credits  | <b>Grade Points</b> |
|-----------------|-------|----------|----------|---------------------|
| Business 222    | Α     | 4        | 4        | 16                  |
| Chemistry 101   | W     | <u> </u> | <u> </u> |                     |
| English 110     | С     | 2        | 3        | 6                   |
| Geology 110     | D     | 1        | 3        | 3                   |
| Mathematics 102 | В     | 3        | 4        | 12                  |
| Psychology 110  | F     | 0        | 3        | 0                   |
| TOTAL           |       |          | 17       | 37                  |

$${\sf Grade\ Point\ Average}\ =\ \frac{{\sf Total\ Grade\ Points}}{{\sf Total\ Credits}}$$

Hence: GPA = 
$$\frac{37}{17}$$
 = 2.176 = 2.18

### **ACADEMIC STATUS**

#### HONOUR ROLL

A student who earns 12 or more credit hours in non-activity courses in a semester at Mount Royal Junior College with a grade point average of 3.20 or higher and with no grades below a C will be placed on the Honour Roll for that semester.

#### PRESIDENT'S HONOUR ROLL

A student who earns 24 or more credit hours in non-activity courses in an academic year at Mount Royal Junior College with a grade point average of 3.50 and who distinguishes himself in student activities will be placed on the President's Honour Roll.

#### DEFICIENT STANDING

A student must receive authorization from his advisor before registering for a subsequent session if:

- (a) He has attempted 15 or more credit hours with a cumulative grade point average below 1.50.
- (b) He has attempted 30 or more credit hours with a cumulative grade point average below 1.75.

### INSTRUCTIONAL SERVICES

#### SUMMER SESSION

Mount Royal offers a summer session. Although course offerings are more limited than during semester sessions, courses from most divisions are included. Credits earned may be applied to a student's program in the same manner as credits during other sessions.

#### SPRING-SUMMER PROGRAM

University of Calgary courses are also offered in a program that begins in February and concludes in late August.

Details of the Summer Session and Spring Program are available in separate brochures. For more information please contact the Registrar, Mount Royal Junior College, Calgary 2, Alberta.

#### EXTENDED DAY COLLEGE

The College offers an extensive range of credit and non-credit courses in the evening to provide students an opportunity to pursue a college program. In addition, non-credit adult education courses are offered for personal enrichment and the improved use of leisure time.

A bulletin of evening classes is given wide area distribution. Individuals not on the mailing list will be provided a copy on request. The bulletin is available for distribution about one month before the beginning of each semester.

Registration is open to students during the regular student registration. Others will be admitted in accordance with instructions set forth in the bulletin. The underlying philosophy is to provide all applicants equal opportunity for enrollment.

#### COMMUNITY SERVICE

A recognized responsibility of the College is to support community programs and projects which are consistent with the objectives and purposes of the College. The resources of the College, including facilities and personnel, may be made available to qualifying organizations or individuals upon application. Additional information will be provided upon request to the Director of Information School, and Community Services.

#### LIBRARY

The Mount Royal Junior College Library contains more than 20,000 books, 250 periodicals, maps, pamphlets and microfilms. These materials were specifically chosen to serve the Community College program.

A staff of professionals, assistants, technicians and student aides is on duty during the following day and evening hours:

7:55 A.M. - 10:00 P.M. Monday - Thursday

7:55 A.M. - 5:30 P.M. Friday 9:00 A.M. - 5:00 P.M. Saturday

1:00 P.M. - 9:00 P.M. Sunday

#### **AUDIO-VISUAL SERVICES**

This rapidly expanding department administers an up-to-date library of films, records, tapes, slides, filmstrips and video-tapes. In addition to all necessary facilities for the replay of these materials, Audio-Visual Services operates a complete photographic section and is equipped to produce still and motion pictures and video-tape recordings.

Teachers and students alike find this department helpful in preparing a wide variety of classroom presentations.



# TWO YEAR TRANSFER PROGRAM — Program B

#### GRADUATION REQUIREMENTS:

Arte & Science

A student must obtain a minimum of 60 credit hours with a cumulative grade point average of 2.00 and must also meet these requirements:

- 1. Only courses numbered 110 or above may be presented for credit.
- 2. A minimum of 24 credits must be in courses numbered 200 or above.
- 3. A minimum of 30 credits in courses numbered 110 and above must be chosen from the Arts & Science Core. At least 3 of these credits must be in English. At least 3 of these credits must also be chosen from each of four additional Arts & Science Core Groups.

| Core Group                        | Range of Courses  |
|-----------------------------------|---|
| English                           | All English courses.  |
| Mathematics                       | All Mathematics courses.  |
| Natural Sciences                  | All Biology, Chemistry, Geography, Geology and Physics courses.   |
| Humanities                        | All French, German, Spanish, Philosophy, and Religion courses.  |
| Behavioral Science                | All Psychology and Sociology courses.   |
| Social Science                    | All Economics, History and Political Science courses.   |
| Fine Arts &<br>Physical Education | All Drama and Music courses; Interior Design 111, 220, and 221; Physical Education 174, 175, 242, 243, 218, 219, 254 and 255. |

- The remainder of the credits required to complete a student's program may be obtained by taking any College courses that are offered for credits.
- (a) The Associate Diploma in Arts will be granted if a student obtains a minimum of 12 credits in any one of English, Foreign Languages, Economics, Drama, History, Sociology, Psychology, Political Science, Philosophy, Music, Religion, Journalism, or Interior Design.
  - (b) The Associate Diploma in Science will be granted if a student obtains a minimum of 12 credits in any one of Biology, Chemistry, Community Service, Physics, Geology, Geography, Mathematics, Business Administration, Recreation and Outdoor Education, Physical Education, Engineering, and Secretarial Science.

# PATTERNS IN THE TRANSFER PROGRAM GENERAL ARTS & SCIENCE (Typical Pattern of Course Selection)

|  | Cre  | dits   |       |
|--|------|--------|-------|
| FRESHMAN YEAR  | Fall | Spring | TOTAL |
| English  | 3    | 3      | 6     |
| 2 Arts & Science Core Courses (chosen from<br>Mathematics, Natural Science, Humanities,<br>Behavioral Science, Social Science, and   |      |        |       |
| Fine Arts)   | 6    | 6      | 12    |
| 2 Electives (Arts & Science or Professional<br>Courses such as Journalism and Interior<br>Design, Business Administration, Recreation<br>and Outdoor Education, Physical Education,<br>Engineering, Secretarial Science, and |      |        |       |
| Community Service  | 6    | 6      | 12    |
|  | 15   | 15     | 30    |

|   | Cre  | dits   |       |
|---|------|--------|-------|
| SOPHOMORE YEAR  | Fall | Spring | TOTAL |
| 2 Arts and Science Core Courses<br>3 Electives/Arts and Science or Professional | 6    | 6      | 12    |
| Courses   | 9    | 9      | 18    |
|   | 15   | 15     | 30    |

#### ENGINEERING PATTERN

This Engineering curriculum is recommended for those students wishing to major in Engineering. It is equivalent to the first two years of many four year university programs in Engineering

|   | Cre  |        |       |
|---|------|--------|-------|
| FRESHMAN YEAR                             | Fall | Spring | TOTAL |
| English                                   | 3    | 3      | 6     |
| Chemistry 110 - 111                       | 4    | 4      | 8     |
| Math 120 - Analytical Geometry & Calculus | 4    |        | 4     |
| Math 121 - Calculus                       |      | 4      | 4     |
| Math 140 - Linear Algebra                 |      | 3      | 3     |
| Engineering 114 - Kinematics              | 3    |        | 3     |
| Engineering 120 - Engineering Problems    | 1    |        | 1     |
| Engineering 152 - Statics                 |      | 2      | 2     |
|   | 15   | 16     | 31    |
|   |      |        |       |

|  | Cre  | dits      |       |
|--|------|-----------|-------|
| SOPHOMORE YEAR                               | Fall | Spring    | TOTAL |
| Math 220 - Calculus                          | 4    |           | 4     |
| Math 221 - Calculus & Differential Equations |      | 4         | 4     |
| Engineering 110 - Drafting                   | 2    |           | 2     |
| Engineering 214 - Newtonian Physics          | 4    | - Y Y Y Y | 4     |
| Engineering 215 - Electricity & Magnetism    |      | 4         | 4     |
| Engineering 252 - Dynamics                   |      | 2         | 2     |
| Geology 210 - Fundamentals of Geology        | 4    |           | 4     |
| History 212 - History of the United States   | 3    |           | 3     |
| TWO OF:                                      |      |           |       |
| Geology 211 - Mineralogy                     |      | 4         | 4     |
| Economics 110 - Introduction to Economics    |      | 3         | 3     |
| Engineering 210 - Surveying                  |      | 2         | 2     |
|  | 17   | 19        | 32-34 |

TOTAL CREDITS: 63-65.

It is recommended that the Engineering students also consider taking a computer programming (Fortran) course.

### ASSOCIATE DIPLOMA IN SCIENCE - Petroleum Land Management

This program prepares a student for a career in Petroleum Land Management. It may also provide the first two years of a four year university program in Petroleum Land Management.

|                            | Cre  | dits             |                            |
|----------------------------|------|------------------|----------------------------|
| FRESHMAN YEAR              | Fall | Spring           | TOTAL                      |
| Engineering 110 - Drafting | 2    |                  | 2                          |
| English 110-111            | 3    | 3                | 6                          |
| Geology 210-211            | 4    | 4                | 8                          |
| History 212                | 3    |                  | 3                          |
| Accounting 222-223         | 4    | 4                | 8                          |
| Math 105 (Math. elem.)     |      | 4                | 4                          |
| Business 234               |      | 3                | 3                          |
|                            | 16   | 18               | 34                         |
|                            | 16   | 70               | 34                         |
|                            | Cre  | dits             |                            |
| SOPHOMORE YEAR             | Fall | Spring           | TOTAL                      |
| Economics 110-111          | 3    | 3                | 6                          |
| Math 224 (Statistics)      | 4    | J                | 4                          |
| Math 112 finite            | 3    |                  | 3                          |
| Psychology 110             | 3    |                  | 3                          |
| Sociology 110              | 3    |                  | 3<br>3<br>3<br>3<br>3<br>2 |
| English 211                |      | 3                | 3                          |
| Philosophy 111             |      | 3                | 3                          |
| Government 112             |      | 3<br>3<br>3<br>2 | 3                          |
| Speech 111                 |      | 2                | 2                          |
|                            | 16   | 14               | 30                         |
|                            |      | TOTAL C          | CREDITS: 64.               |

OTHER TRANSFER PATTERNS SHOULD BE ARRANGED BY THE STUDENT IN CONSULTATION WITH HIS ADVISOR OR A COUNSELLOR.



# TWO YEAR CAREER VOCATIONAL PROGRAMS Program E

#### GRADUATION REQUIREMENTS:

A student must obtain a minimum of 60 credit hours with a cumulative grade point average of 2.00 and must also meet these requirements:

- A minimum of 12 credit hours from the Arts & Science Core. At least three of these credit hours must be in English.
- Courses must be chosen from at least three of the Core Groups (including English) in the Arts & Science Core.
- 3. A three-credit elective.
- 4. A student who meets the above requirements and also fulfills the course requirements of the Career Vocational patterns outlined in this Calendar, will be eligible to receive an Associate Diploma in Science. For details of the two-year Career Vocational Patterns see:

Agri-Business, Page 34.
Business Administration, Page 48.
Communications Media, Broadcasting, Page 35.
Communications Media, Journalism, Page 35.
Communications Media, Public Relations, Page 36.
Correctional Careers, Page 59.
Interior Design, Page 38.
Music, Page 39.
Nursing\*, Page 41.
Recreation and Outdoor Education, Page 42.
Secretarial Science, Page 43.
Social Service Careers, Page 43.

<sup>\*</sup> Nursing students are also required to satisfy the "Regulations Governing Schools of Nursing in Alberta".

### ASSOCIATE DIPLOMA IN SCIENCE - Agri-Business

The Agri-Business Career Program has been designed to give the student a broad business background as well as the theory that will allow him to interpret recent advances in technology into the language of the farmer. It has been designed from the businessman's approach rather than from the producer's view point.

Cradita

|  | Gre             | aits           |                                     |
|--|-----------------|----------------|-------------------------------------|
| FRESHMAN YEAR  | Fall            | Spring         | TOTAL                               |
| Accounting   | 3-4             | 3-4            | 8                                   |
| Economics  | 3               |                | 6                                   |
| English Composition  | 3               | 3              | 6                                   |
| English Composition Agri-Management 216 - Animal Nutrition   | 3<br>3<br>3     |                | 3                                   |
| Agri-Management 117 - Soils and Fertilizers  |                 | 3              | 3                                   |
| Agri-Management 100 - Agricultural Marketing   | 3               | ŭ              | 3                                   |
| Agri-Management 232 - Farm Mechanization   | ·               | 3              | 3                                   |
| ABIT Management Let Tariff Mediamzation .  |                 |                |                                     |
|  | 15-16           | 15-16          | 30-32                               |
|  |                 |                |                                     |
|  | Cre             | dits           |                                     |
| SOPHOMORE YEAR   | Cre<br>Fall     | dits<br>Spring | TOTAL                               |
|  |                 |                | TOTAL<br>8                          |
| Chemistry  |                 |                | <b>TOTAL</b> 8 3                    |
| Chemistry Business Communication   | Fall<br>4       |                | <b>TOTAL</b> 8  3 3                 |
| Chemistry Business Communication Agri-Management 218 - Crop Production   |                 |                | TOTAL<br>8<br>3<br>3                |
| Chemistry Business Communication Agri-Management 218 - Crop Production Sales and Promotion   | Fall<br>4       |                | TOTAL<br>8<br>3<br>3<br>3           |
| Chemistry Business Communication Agri-Management 218 - Crop Production Sales and Promotion Human Relations 100   | <b>Fall</b> 4 3 |                | TOTAL<br>8<br>3<br>3<br>3<br>3      |
| Chemistry Business Communication Agri-Management 218 - Crop Production Sales and Promotion Human Relations 100 Agri-Management 242 - Pest and Pesticides | <b>Fall</b> 4 3 |                | TOTAL<br>8<br>3<br>3<br>3<br>3<br>3 |
| Chemistry Business Communication Agri-Management 218 - Crop Production Sales and Promotion Human Relations 100   | Fall<br>4       |                | TOTAL<br>8<br>3<br>3<br>3<br>3<br>3 |

TOTAL CREDITS: 62-64.

16

32

### ASSOCIATE DIPLOMA IN SCIENCE — Business Administration

The Career Business to Administration curriculum is designed to provide a general education as well as upgrade students (day and extended day) for various occupations in commerce and industry up to the mid-management level. The courses in this curriculum should enable an individual to enter various occupations, after the student has sought advisement as to the best program for his need. The program, upon successful completion, will prepare the student for such careers and occupations as General Business accounting clerks, credit administrators, salesmen, investment, real estate, etc.; supervisory personnel for retail, wholesale service and small industry; purchasing agents, traffic agents, advertising and public relations. It is recommended, but not required, that a student enroll in the courses of the general business core before he specializes. The adult student may earn an Associate Diploma by attending part-time in the evening in the Extended Day College.

16

|                                    | Cre   | dits   |       |
|------------------------------------|-------|--------|-------|
| FRESHMAN YEAR                      | Fall  | Spring | TOTAL |
| English Composition<br>Mathematics | 3     | 3      | 3     |
| Accounting                         | 3-4   | 3-4    | 6-8   |
| Social Science                     | 3     | 3      | 6     |
| Humanities or Natural Science      | 3-4   | 3-4    | 6-8   |
| Elective                           | 3     | 3      |       |
|                                    | 15-17 | 15-17  | 30-34 |

|                                  | G F     | earts     |                |  |
|----------------------------------|---------|-----------|----------------|--|
| SOPHOMORE YEAR                   | Fall    | Spring    | TOTAL          |  |
| Business Core Courses* Electives | 12<br>3 | 12<br>3   | 24<br>6        |  |
|                                  | 15      | 15        | 30             |  |
|                                  |         | TOTAL CRE | DITS - 60 - 64 |  |

<sup>\*</sup> Some of these courses may be available only in the Extended Day College; it is also recommended that students receive advisement in order to prepare a program.

# ASSOCIATE DIPLOMA IN SCIENCE — Communications Media, Broadcasting

This Communications Media Program in Broadcasting is designed to train the student for employment in Radio or Television.

|  | Cre  | dits        |              |
|--|------|-------------|--------------|
| FRESHMAN YEAR  | Fall | Spring      | TOTAL        |
| English  | 3    | . 3         | 6            |
| Communications 110 Introduction to Broadcasting                              | g 4  |             | 4            |
| Communications 111 Radio Operations  |      | 4           | 4            |
| Communications 120 Introduction to Journalism                                | 3    |             | 3            |
| Communications 121 Reporting   | •    | 3<br>2<br>3 | 3            |
| Speech 110-111   | 2    | 2           | 6            |
| Elective   | 3    | 3           |              |
|  | 15   | 15          | 30           |
|  | Cre  | dits        |              |
| SOPHOMORE YEAR   | Fail | Spring      | TOTAL        |
| Communications 210 Introduction to Television                                | 6    |             | 6            |
| Communications 211 Television Production Communications 230 Public Relations |      | 6           | 6            |
| & Advertising  | 3    |             | 3            |
| Electives  | 6    | 9           | 15           |
|  |      |             |              |
|  | 15   | 15          | 30           |
|  |      |             | CREDITS: 60. |

It is recommended that a person who types less than 30 words per minute should consider Typing as an elective in the Freshman Year, Fall Semester.

# ASSOCIATE DIPLOMA IN SCIENCE — Communication Media, Journalism

This Career Program in Communications Media (Journalism), is designed to give the student academic background and skills required for modern journalism. Mount Royal Junior College works very closely with a newspaper to provide "on the job" training. Each student works a specific number of hours at the newspaper and is also expected to take an active role in publication of the college paper "The Reflector".

|   | Cre  | dits   |                       |
|---|------|--------|-----------------------|
| FRESHMAN YEAR   | Fall | Spring | TOTAL                 |
| English<br>Communications 120 Introduction to   | 3    | 3      | 6                     |
| Journalism & Reporting Communications 121 Reporting   | 3    | 3      | 3                     |
| Human Relations Social Relations Political Science 110 Introduction to Political Science Structure & Dynamics | 3    | 3      | 3<br>3<br>3<br>3      |
| of Government Political Science III   | 3    | 3      | 3<br>3<br>3           |
| Secretarial Science 110 Elementary Typing   | 3    | 3      | 3                     |
| Elective  |      | 3      | 3                     |
|   | 15   | 15     | 30                    |
|   | Cre  | dits   |                       |
| SOPHOMORE YEAR  | Fall | Spring | TOTAL                 |
| English   | 3    | 3      | 6                     |
| Communications 220 Editing  | 3    |        | 3                     |
| Communications 221 History of Journalism  |      | 3      | 3                     |
| Communications 222 Reporting Public Affairs   | 4    | 3      | 6<br>3<br>3<br>4<br>3 |
| Communications 223 Free Lance Writing Communications 230 Public Relations and                                 |      | 3      | 3                     |
| Advertising   | 3    |        | 3                     |
| Advertising Communications 241 Photo - Journalism   |      | 3      | 3<br>3<br>6           |
| Electives   | 3    | 3      | 6                     |
|   | 16   | 15     | 31                    |
|   |      | TOTAL  | CREDITS: 61.          |

A student capable of 30 words per minute Typing speed will be allowed to select an elective.

# ASSOCIATE DIPLOMA IN SCIENCE — Communication Media, Public Relations

This Communications Media - Public Relations Program is designed to train the student for employment with organizations promoting their services to the various publics.

|  | Cre  |             |        |
|--|------|-------------|--------|
| FRESHMAN YEAR  | Fall | Spring      | TOTAL  |
| English  | 3    | 3           | 6      |
| Communications 110 - Introduction to Broadcasting  | 4    |             | 4      |
| Broadcasting Business Administration 110-111   | 3    | 3           | 6      |
| Communications 120 - Introduction to Journalism  | 3    |             | 3      |
| Electives  | 3    |             | 3      |
| Communications 111 - Radio Operations<br>Communications 241 - Photo - Journalism<br>Communications 121 - Reporting |      | 4<br>3<br>3 | 3<br>3 |
|  | 16   | 16          | 32     |

|  |       | dits   |       |
|--|-------|--------|-------|
| SOPHOMORE YEAR   | Fall  | Spring | TOTAL |
| English  | 3     | 3      | 6     |
| English Communications 220 - Editing   | 3     |        | 3     |
| Communications 221 - History of Journalism.  |       | 3      | 3     |
| Accounting   | 3-4   | 3-4    | 6-8   |
| Communications 230-231 - Public Relations and Advertising Communications 243 - Visual Communications | 3     | 3      | 6     |
| Elective   | 3     |        | 3     |
|  | 15-16 | 14-15  | 29-31 |

TOTAL CREDITS: 61-63.

It is recommended that any student who types less than 30 words per minute should consider typing as an elective in his Freshman Year — fall semester.

#### ASSOCIATE DIPLOMA IN SCIENCE — Correctional Careers

This is a two-year program which combines a knowledge of the humanities and behavioural sciences, an understanding of correctional theory and philosophy and a development of practical skills at the college with practical field experience. It prepares students for employment in a wide range of correctional agencies in positions such as Family Court Counsellors, Juvenile or Adult Probation Officers, Jail or Penitentiary Classification Officers, Parole Officers, and After Care Workers. As this program has a limited enrolment, students will be selected for admission by a committee after testing.

|   | Сге  | dits        |             |
|---|------|-------------|-------------|
| FRESHMAN YEAR   | Fall | Spring      | TOTAL       |
| English   | 3    |             | 3           |
| Career Methods Community Service 108-109 - Correctional   | 3    | 3           | 6           |
| Administration  | 3    | 3           | 6           |
| Community Service 110 - Emotional Growth  | 3    |             | 3           |
| Community Service 111 - Emotional Maturity  |      | 3           | 3           |
| Community Service 112-113 - Correctional  |      |             |             |
| Field Work  | 3    | 3<br>3<br>3 | 6<br>3<br>3 |
| An Arts & Science Core Course   |      | 3           | 3           |
|   | 15   | 18          | 33          |
|   | Cre  | dits        |             |
| SOPHOMORE YEAR  | Fall | Spring      | TOTAL       |
| Community Service 206-207 - Correctional Process Community Service 208-209 - Correctional         | 3    | 3           | 6           |
| Administration  | 3    | 3           | 6           |
| Community Service 210 - Skills Methods and Techniques   | 3    |             | 3           |
| Community Service 211 - Problems of<br>Abnormal Behaviour<br>Community Service 212-213 - Advanced |      | 3           | 3           |
| Correctional Field Work   | 3    | 3           | 6           |
| Two Arts & Science Core Courses   | 3    | 3           | 6           |
|   |      | 1-          | 20          |
|   | 15   | 15          | 30          |

### ASSOCIATE DIPLOMA IN SCIENCE — Interior Design

This program is designed to provide training so that the graduate will be acceptable in a semi-professional capacity in the interior design field. He will be employed as an Interior Design Assistant with professional interior designers, architects, departmental Interior Design Studios (in stores, government agencies, etc.), contractors and with suppliers. A diploma and five years practical experience under professional supervision qualifies a graduate for membership in the Registered Interior Designers Institute of Alberta.

|   |      | dits   |       |  |
|---|------|--------|-------|--|
| FRESHMAN YEAR                                     | Fall | Spring | TOTAL |  |
| English   | 3    |        | 3     |  |
| Interior Design 110 Fundamentals of Design.       | 1    |        | 1     |  |
| Interior Design 111 History of Art &              |      |        |       |  |
| Architecture                                      |      | 3      | 3     |  |
| Interior Design 112 Interior Materials & Textiles | 3    |        | 3     |  |
| Interior Design 113 History of Furniture          |      | 3      | 3     |  |
| Interior Design 114 Drafting                      | 3    |        | 3     |  |
| Interior Design 115 Drafting & Design             |      | 3      | 3     |  |
| Interior Design 116 Color Theory & Harmony        | 1    |        | 1     |  |
| Interior Design 117 Color Theory & Harmony        |      | 1      | 1     |  |
| Interior Design 118 Techniques of Rendering.      | 1    |        | 1     |  |
| Interior Design 119 Techniques of Rendering       |      | 1      | 1     |  |
| Elective (Arts & Science Core)                    | 3    |        | 3     |  |
| Elective  |      | 3      | 3     |  |
|   | 15   | 14     | 29    |  |

|   | Cre  | dits   |                  |   |
|---|------|--------|------------------|---|
| SOPHOMORE YEAR                                | Fall | Spring | TOTAL            |   |
| Interior Design 200 —                         |      | •      |                  |   |
| See course description, page                  |      |        |                  |   |
| Interior Design 210 Related Design            | 1    |        | 1                |   |
| Interior Design 212 Furniture Design &        |      |        |                  |   |
| Interior Detailing                            | 1    |        | 1                |   |
| Interior Design 213                           |      | 1      | 1                |   |
| Interior Design 214 Design                    | 3    |        | 3                |   |
| Interior Design 215 Design                    |      | 3      | 3<br>3<br>2<br>2 |   |
| Interior Design 216 Design Theory & Equipment | 2    | •      | 2                |   |
| Interior Design 217 Design Theory & Equipment |      | 2      | 2                |   |
| Interior Design 218 Graphic Techniques        | 1    |        | 1                |   |
| Interior Design 219 Graphic Techniques        |      | 1      | 1                |   |
| Interior Design 220 History of Art &          | 3    |        | 3                |   |
| Architecture                                  | 3    |        | ,                |   |
| Art & Architecture                            |      | 3      | 3                |   |
| Interior Design 223 Professional Ethics       |      |        |                  |   |
| & Practice                                    |      | 2      | 2                |   |
| Elective (Suggested Interior Design 211)      |      | 2      | 2                |   |
| Elective — Arts & Science Core                | 3    | 3      |                  |   |
|   |      |        | 1000             |   |
|   | 14   | 17     | 31               |   |
|   |      | TOTAL  | CREDITS:         | 6 |

It is recommended that any student who Types less than 30 words per minute should consider Typing as an elective in his Freshman year, fall semester.

#### ASSOCIATE DIPLOMA IN SCIENCE - Music

This is a two-year professional course for prospective teachers of music. The program leads to a teaching diploma in most musical subjects.

The prescribed course of studies provides a complete preparation for the Association teacher's examination in music of Mount Royal Junior College; the Royal Conservatory of Music, Toronto; The Western Board of Music; or Trinity College of Music, London; and of certain other institutions. While the program outlines the basic pattern of prospective teachers of music, exceptional cases may justify a modification of the program, e.g. where a student has completed all or part of the theoretical requirements for the diploma examination he may be exempted from all or part of the theoretical studies.

#### **ENTRANCE REQUIREMENTS**

The minimum requirements for admission to the Professional Diploma Course are as follows:

- (a) Grade X certificate in the student's principal practical subject or equivalent.
- (b) Grade II Theory, Grade III Harmony and History III or equivalent.

Further information may be obtained from Chairman, Conservatory of Music Mount Royal Junior College. There are three principal programs:

- For KEYBOARD INSTRUMENTS Pianoforte or Organ.
- (2) For ORCHESTRAL INSTRUMENTS Strings, Woodwind or Brass.
- (3) For SINGING.

Each of the courses is designed to cover a two-year period of instruction and study. In very exceptional circumstances where a student shows sound evidence of having completed the work of the First Year, admission to the Second Year may be approved.

(1) Keyboard Instruments (Pianoforte or Organ).

|   | Cr    |             |                       |
|---|-------|-------------|-----------------------|
| FRESHMAN YEAR   | Fall  | Spring      | TOTAL                 |
| English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint     | 3 3 3 | 3<br>3<br>3 | 6<br>6<br>6           |
| Private Lesson - Principal Keyboard Instrument<br>Private Lesson - Second practical study — | 2     | 2           | 4                     |
| Strings, Wind or Voice  | 1     | 1           | 2<br>2<br>2<br>4      |
| Class Lesson - Keyboard Harmony<br>Elective   | 2     | 2           | 4                     |
|   | 16    | 16          | 32                    |
|   |       | edits       |                       |
| SOPHOMORE YEAR  | Fall  | Spring      | TOTAL                 |
| Arts & Science Core Course Music 210-211 - Theory   | 3     | 3           | 6                     |
| Private Lesson - Principal Keyboard Instrument  | 2     | 2           | 4                     |
| Class Lesson - Pedagogy   | 1     | 1           | 2                     |
| Class Lesson - Aural Training   | 1     | 1           | 2<br>2<br>2<br>2<br>6 |
| Class Lesson - Keyboard Improvisation   | i     | i           | 2                     |
| Elective Private Lessons - Second Practical Study,  | 3     | 3           | 6                     |
| Strings, Wind or Voice  | 1     | 1           | 2                     |
| William Ster  | 16    | 16<br>TOTAL | CREDITS:              |

### (2) Orchestral Instruments (Strings, Woodwind or Brass).

Credits

|  | Cred   | ITS                            |  |
|--|--|--------------------------------|--|
| FRESHMAN YEAR  | Fall   | Spring                         | TOTAL  |
| English  | 3  | 3                              | 6  |
| Music 102-103 - History of Musical Style   | 3  | 3                              | 6  |
| Music 110-111 - Harmony & Counterpoint   | 3  | 3                              | 6  |
| Music 122 to 125 - Concert Band or Orchestra Private Lesson - Principal Orchestral   | 3  | 3                              | 6  |
| Instrument Private Lesson - Second practical study -   | 2  | 2                              | 4  |
| Pianoforte (Obligatory)  | 1  | 1                              | 2  |
| Class Lesson - Aural Training  | ī  | î                              | 2  |
|  |  |                                |  |
|  | 16   | 16                             | 32   |
|  | Cred   | 1+0                            |  |
| SOPHOMORE YEAR   | Fall   | Spring                         | TOTAL  |
|  |  | Shring                         |  |
| Arts & Science Core Course   | 3  | 3                              | 3<br>6   |
| Music 210-211 - Theory<br>Private Lesson - Principal Orchestral  | 3  | 3                              | U  |
| Instrument   | 2  | 2                              | 4  |
| Private Lesson - Second practical study -  |  |                                |  |
| Pianoforte (Obligatory)<br>Class Lesson - Pedagogy   | 1  | 1                              | 2  |
| Class Lesson - Pedagogy  | 2  | 2                              | 4  |
| Class Lesson - Aural Training Elective   | 1  | 1 3                            | 2 3  |
| Music 222 to 225 - Concert Band or Orchestra   | 3  | 3                              | 6  |
| masic zzz to zzs Concert Band of Orenestia   |  |                                |  |
|  | 15   | 15                             | 30   |
|  |  | TOTAL                          | CREDITS: 62.   |
|  |  |                                |  |
|  |  |                                |  |
| (3) Singing.   |  |                                |  |
| (3) Singing.   | Cred   | its                            |  |
| (3) Singing.  FRESHMAN YEAR  | Cred<br>Fall   | its<br>Spring                  | TOTAL  |
| FRESHMAN YEAR<br>English   | Fall<br>3  | Spring<br>3                    | 6  |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style   | Fall<br>3<br>3   | Spring<br>3                    | 6  |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint  | Fall<br>3<br>3<br>3  | Spring<br>3                    | 6<br>6<br>6  |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint  | <b>Fall</b> 3 3 2  | Spring<br>3                    | 6<br>6<br>6<br>4   |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop   | Fall<br>3<br>3<br>3  | Spring                         | 6<br>6<br>6  |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study,  | <b>Fall</b> 3 3 2  | Spring<br>3                    | 6<br>6<br>6<br>4<br>6  |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop   | Fall<br>3<br>3<br>3<br>2<br>3  | 3<br>3<br>3<br>2<br>3          | 6<br>6<br>6<br>4<br>6  |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte  | Fall 3 3 3 2 2 3 1 1 1   | Spring 3 3 2 3 1 1             | 6<br>6<br>4<br>6<br>2<br>2   |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte  | Fall 3 3 2 3   | Spring     3     3     2     3 | 6<br>6<br>6<br>4<br>6  |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte  | Fall 3 3 3 2 3 1 1 1 16  | Spring 3 3 2 3 1 1 1 16        | 6<br>6<br>4<br>6<br>2<br>2   |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training   | Fall 3 3 3 2 2 3 1 1 1   | Spring                         | 6<br>6<br>4<br>6<br>2<br>2   |
| FRESHMAN YEAR English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training   | Fall 3 3 3 2 2 3 3 1 1 1 1 Cred Fall                                       | \$pring                        | 6 6 6 4 6 2 2 2 32   |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory   | Fall 3 3 3 2 2 3 1 1 1 16 Cred Fall 3 3                                    | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>2<br>32<br><b>TOTAL</b><br>6<br>6                   |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing  | Fall 3 3 2 2 3 1 1 1 16 Cred Fall 3 3 2 2                                  | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>2<br>32<br><b>TOTAL</b><br>6<br>6                   |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing Class Lesson - Choral Workshop   | Fall 3 3 3 2 2 3 1 1 1 16 Cred Fall 3 3                                    | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>2<br>32<br><b>TOTAL</b><br>6<br>6                   |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing Class Lesson - Choral Workshop Private Lesson - Second Practical Study,  | Fall 3 3 2 2 3 1 1 1 1 Cred Fall 3 3 3 2 2 1                               | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>32<br><b>TOTAL</b><br>6<br>6<br>4<br>4              |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing Class Lesson - Choral Workshop Private Lesson - Second Practical Study, Pianoforte   | Fall 3 3 2 3 3 1 1 1 1 6 Cred Fall 3 3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>2<br>32<br><b>TOTAL</b><br>6<br>6                   |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing Class Lesson - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Vocal Pedagogy                               | Fall 3 3 2 2 3 1 1 1 1 Cred Fall 3 3 3 2 2 1                               | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>32<br><b>TOTAL</b><br>6<br>6<br>4<br>2              |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing Class Lesson - Choral Workshop Private Lesson - Second Practical Study, Pianoforte   | Fall 3 3 2 2 3 1 1 1 6 Cred Fall 3 3 2 2 1 1 2                             | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>32<br>TOTAL<br>6<br>6<br>4<br>2                     |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing Class Lesson - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Vocal Pedagogy Class Lesson - Aural Training | Fall 3 3 2 2 3 1 1 1 1 6 Cred Fall 3 3 2 2 1 1 2 1 3 3 3 2 1 1 2 1 3 3 3 3 | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>32<br>TOTAL<br>6<br>6<br>4<br>2<br>2<br>4<br>2<br>6 |
| FRESHMAN YEAR  English Music 102-103 - History of Musical Style Music 110-111 - Harmony & Counterpoint Private Lesson - Singing Music 120-121 - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Aural Training  SOPHOMORE YEAR  Arts & Science Core Course Music 210-211 - Theory Private Lesson - Singing Class Lesson - Choral Workshop Private Lesson - Second Practical Study, Pianoforte Class Lesson - Vocal Pedagogy Class Lesson - Aural Training | Fall 3 3 2 2 3 1 1 1 1 6 Cred Fall 3 3 2 2 1 1 1 2 2 1                     | Spring                         | 6<br>6<br>6<br>4<br>6<br>2<br>2<br>32<br><b>TOTAL</b><br>6<br>6<br>4<br>2              |

### ASSOCIATE DIPLOMA IN SCIENCE - Nursing

The nursing program offers an opportunity for students to become Registered Nurses in a two-year period. There is no age limit and the program is open to both women and men.

The objectives of the program are to assist the student to become a safe and effective practitioner in the nursing of patients of all ages with the most common nursing problems, to qualify for registration in the Province of Alberta, and to develop interests in the social sciences, the humanities and cultural areas that lead to a more satisfying life.

The program combines regular academic courses in the college and learning experiences in hospitals, community health agencies, doctors' clinics, day care nurseries and other community organizations. The program has been approved by the Universities' Co-ordinating Council of Alberta.

#### ADMISSION REQUIREMENTS

Alberta High School Diploma 100 credits "B" or higher in English 30 or 33

One Grade XII Science (Biology preferred)
Two other Grade XII subjects.

#### ADULT PRIVILEGE FOR ADMISSION

Adults may be admitted on the basis of the following criteria:

- Tests to assess the applicant's potential and to plan, if necessary, a remedial program.
- (2) A "B" standing or higher in:
  - (a) English 30 or 33
  - (b) One Grade XII Science or an equivalent Science course approved by the Department of Education (Biology preferred)
  - (c) One other Grade XII subject (Departmental or non-Departmental).
- (3) Age persons who have passed their 25th birthday.

#### OTHER INSTRUCTIONS FOR ADMISSION

- (a) Interviews and/or testing of prospective nursing students may be required.
- (b) This is a limited enrollment program. Students are advised to apply early and to complete all admission requirements as quickly as possible.
- (c) Students who expect to complete academic requirements by June of any year, and who are desirous of entering the Nursing program in September, should not wait for final results before applying.

|   |      | Credits |       |
|---|------|---------|-------|
| FRESHMAN YEAR   | Fall | Spring  | TOTAL |
| English 110 or above<br>Nursing 110 (Patient-centered Nursing | 3    |         | 3     |
| Techniques)   | 5    |         | 5     |
| Techniques) Nursing 111 (Maternal-Child Care) — OR —          |      | 9       | 9     |
| Nursing 212 (Care of the Physically and Mentally III)         |      |         |       |
| Biology 214 (Human Anatomy)<br>Biology 216 (Human Physiology) | 4    | 4       | 4     |
| Psychology 111  | 3    |         | 3     |
| Psychology 111 Psychology 210 (Developmental)                 |      | 3       | 3     |
|   | 15   | 16      | 31    |

|   | Cre  |        |       |
|---|------|--------|-------|
| SOPHOMORE YEAR  | Fall | Spring | TOTAL |
| Sociology 110 or above  | 3    |        | 3     |
| Mentally III)   | 9    |        | 9     |
| — OR —  |      |        |       |
| Nursing 111 (Maternal-Child Care)<br>Nursing 213 (Advanced Care of the Physically |      |        |       |
| and Mentally III)   | -    | 9      | 9     |
| Biology 212 (Disease and Parasitism)  | 4    |        | 4     |
| Electives (110 level or above)  |      | 6      | 6     |
|   | 16   | 15     | 31    |
| INTER-SESSION (May 18 - June 26) Nursing 115 (Care of the Mentally III)           |      |        |       |
| — OR —  |      |        |       |
| Nursing 114 (Advanced Nursing Techniques)   |      |        | 2     |
| Nursing 116 (Advanced Nursing Skills)   |      |        |       |
|   |      |        | 4     |

#### GRADUATION REQUIREMENTS

A maximum of 66 credits with a minimum of a 2.0 Grade Point Average in each nursing course and in Anatomy, Physiology, Parasitism and Development. In addition, each student must meet the requirements of the "Regulations Governing Schools of Nursing for Alberta.

TOTAL CREDITS: 66.

# ASSOCIATE DIPLOMA IN SCIENCE — Recreation & Outdoor Education

This program is designed to prepare persons to live a more enriched life, to serve the needs of public and private agencies and to assume leadership in a variety of recreational settings.

|  | Cre  | edits  |       |
|--|------|--------|-------|
| FRESHMAN YEAR                                | Fall | Spring | TOTAL |
| English                                      | 3    | 3      | 6     |
| Biology                                      | 3    | 3      | 6     |
| Psychology or Sociology                      | 3    |        | 3     |
| Sociology or Psychology                      |      | 3      | 3     |
| Recreation 110 - Introduction to recreation  | 3    |        | 3     |
| Recreation 111 - Survey of programs          |      | 3      | 3     |
| Recreation 130 - Introductory indoor-outdoor | _    |        | -     |
| recreation                                   | 3    |        | 3     |
| Recreation 131 - Indoor - outdoor recreation |      | 3      | 3     |
| Electives - Arts & Science                   | 3    |        | 3     |
|  | 10   | 15     | 33    |
|  | 10   | 15     | 33    |

|   | Cre  | edits  |          |     |
|---|------|--------|----------|-----|
| SOPHOMORE YEAR  | Fall | Spring | TOTAL    |     |
| Community Service 110 Group Dynamics Psychology or Sociology Recreation 210 Outdoor Education - | 3    | 3      | 3        |     |
| Camping Skills Recreation 211 Camping recreation Recreation 240 Seminar - Practical Skills -    | 2    | 2      | 2 2      |     |
| development in the field Recreation 241 Seminar — Practical Skills -                            | 2    |        | 2        |     |
| development in the field  | 2    | 2      | 2 2      |     |
| programmes and philosophies   | 3    | 2 3    | 2<br>6   |     |
| Elective  | 15   | 15     | 30       |     |
|   | -5   | TOTAL  | CREDITS: | 63. |

### ASSOCIATE DIPLOMA IN SECRETARIAL SCIENCE

The Secretarial Science two year program is designed to provide a general education as well as a training which prepares a student for a position as an executive secretary. The program provides courses in the Liberal Arts, develops shorthand and typing speed to a high level of efficiency, and provides practice with office machines. It prepares a student to be a secretary upon successful completion.

|  | Cre    |               |                  |
|--|--------|---------------|------------------|
| FRESHMAN YEAR  | Fall   | Spring        | TOTAL            |
| Mathematics  |        | 3             | 3                |
| Social or Behavioral Science   | .3     | 3             | 6                |
| Introduction to Secretarial Science  | 3      |               | 3                |
| Accounting   | 3-4    | 3-4           | 6-8              |
| Secretarial Science (Elementary Typing)  |        | 3             | 6                |
| Secretarial Science (Elementary Shorthand)                                     | 3<br>3 | 3             | 6                |
|  | 16-17  | 15-16         | 31-33            |
|  | Cre    | dits          |                  |
| SOPHOMORE YEAR   | Fall   | Spring        | TOTAL            |
| Humanity or Natural Science course   | 3-4    | 3-4           | 6-8              |
| Secretarial Practices  |        | 3-4<br>3<br>3 | 3                |
| Business Communications (letter writing)                                       | _      | 3             | 3<br>3<br>3<br>3 |
| Secretarial Science (Advanced Typing) Secretarial Science (Advanced Shorthand) | 3      |               | 3                |
| Electives  | 6      | 6             | 12               |
|  | 15-16  | 15-16         | 30-32            |

TOTAL CREDITS: 61-65.

## ASSOCIATE DIPLOMA IN SCIENCE — Social Service Careers

This is a two year program which combines a knowledge of the humanities and behavioural sciences, an understanding of community service theory and philosophy, and a development of practical skills in the college with practical field experience to prepare students for employment in a broad range of private health, welfare and social agencies and provincial, municipal and civic social service, health and welfare agencies. Students are prepared to provide counsel,

guidance, emotional support, rehabilitative services and material aid. As this program has limited enrolment, students will be selected for admission by a committee, after testing.

|  | Credits     |             |                       |  |
|--|-------------|-------------|-----------------------|--|
| FRESHMAN YEAR  | Fall        | Spring      | TOTAL                 |  |
| Community Service 110 Emotional Growth Community Service 111 Emotional Maturity  | 3           | 3           | 3 3                   |  |
| Community Service 115 Social Service Methods<br>Community Service 117 Social Service   |             | 3           | 6                     |  |
| Administration Community Service 119 Social Service  | 3           | 3           | 6                     |  |
| Field Work English An Arts & Science Core Course   | 3<br>3<br>3 | 3           | 6 3                   |  |
| An elective  |             | 3           | 3 3                   |  |
|  | 18          | 15          | 33                    |  |
|  | Credits     |             |                       |  |
|  | 0.0         |             |                       |  |
| SOPHOMORE YEAR   | Fall        | Spring      | TOTAL                 |  |
| Community Service 210 Skills Methods and Techniques  |             |             | TOTAL<br>3            |  |
| Community Service 210 Skills Methods<br>and Techniques<br>Community Service 211 Problems of<br>Abnormal Behaviour  | Fall        |             |                       |  |
| Community Service 210 Skills Methods<br>and Techniques<br>Community Service 211 Problems of<br>Abnormal Behaviour<br>Community Service 214-215 Social Service<br>Techniques  | Fall        | Spring      | 3                     |  |
| Community Service 210 Skills Methods and Techniques Community Service 211 Problems of Abnormal Behaviour Community Service 214-215 Social Service Techniques Community Service 216-217 Social Service Process  | Fall<br>3   | Spring<br>3 | 3                     |  |
| Community Service 210 Skills Methods<br>and Techniques<br>Community Service 211 Problems of<br>Abnormal Behaviour<br>Community Service 214-215 Social Service<br>Techniques<br>Community Service 216-217 Social Service  | Fall 3      | Spring 3 3  | 3<br>3<br>6           |  |
| Community Service 210 Skills Methods and Techniques Community Service 211 Problems of Abnormal Behaviour Community Service 214-215 Social Service Techniques Community Service 216-217 Social Service Process Community Service 218-219 Advanced Social Service Field Work | 3<br>3<br>3 | 3 3 3 3 15  | 3<br>3<br>6<br>6<br>6 |  |

# NE-YEAR ERTIFICATE PROGRAMS

#### RADUATION REQUIREMENTS

udents who obtain 2.00 grade point average in the courses specified in the llowing One Year Programs are eligible to receive a certificate.



#### CERTIFICATE IN AGRI-BUSINESS

This is a program designed for the man who is presently in agricultural production and wants to upgrade his present knowledge. Courses in this program will be offered in the evenings beginning about the first week in November and running for sixteen weeks. A certificate will be presented after completing 10 (ten) courses for 30 (thirty) credits.

| 11 | be: |
|----|-----|
| ۱  | III |

| Agri - Business   | 100 — Agricultural Marketing |   | credits |
|-------------------|------------------------------|---|---------|
| Human Relations   | 100                          |   | credits |
| Agri - Management | 117 — Soils and Fertilizers  |   | credits |
| Agri - Management | 122 — Crop Physiology        | 3 | credits |
| Agri - Management | 212 — Agricultural Economics | 3 | credits |
| Agri - Management | 216 — Animal Nutrition       | 3 | credits |
| Agri - Management | 218 — Crop Production        | 3 | credits |
| Agri - Management | 224 — Farm Accounting        | 3 | credits |
| Agri - Management | 232 — Farm Mechanization     | 3 | credits |
| Agri - Management | 242 — Pests and Pesticides   | 3 | credits |

### CERTIFICATE IN ARCHITECTURE

This program is for students preparing to enter Architecture at the university level. Usually, architecture programs are a minimum of five years—of which this program endeavours to provide the first year. Students are advised to contact possible transfer schools before seeking admission to this program.

#### ADMISSION REQUIREMENTS

- 50% standing in: English 30

Mathematics 30 Mathematics 31 Physics 30 Social Studies 30.

| Greatts |        |         |
|---------|--------|---------|
| Fall    | Spring | TOTAL   |
| 3       | 3      | 6       |
| 3       |        | 3       |
|         | 3      | 3       |
| 4       |        | 4       |
| 2       | 4      | 4       |
| 2       |        | 2       |
| 3       | 3      | 3       |
| 1       | 3      | 1       |
|         | 1      | i       |
|         |        |         |
| 16      | 14     | 30      |
|         | · · ·  | 0.04.00 |

#### CERTIFICATE IN BUSINESS EDUCATION

The one year certificate program provides an introduction to business with a good general education. It is anticipated that a student in the certificate program would continue in the Extended Day College to obtain greater specialization in specific business areas.

|   | Cre   |        |       |
|---|-------|--------|-------|
|   | Fall  | Spring | TOTAL |
| English Composition                     | 3     |        | 3     |
| Mathematics Business (Accounting)       | 3-4   | 3-4    | 6-8   |
| LCOnomics                               | 3     | 3      | 6     |
| Elective (Business Courses recommended) | 6-8   | 6-8    | 12-16 |
|   | 15-18 | 15-18  | 30-36 |

# CERTIFICATE IN BUSINESS ADMINISTRATION Extended Day College

This program is intended to provide a good basic training in business for the adult student who is not able to attend Day College. This program is the former Business Diploma Program. The part-time student is able to continue and complete an Associate Diploma in Science in the Extended Day College. This Program is open to day students.

| Arts & Caisson Courses                    | Credits |
|---|---------|
| Arts & Science Courses                    | 0       |
| Accounting                                | 6-8     |
| Business Administration, Organization and |         |
| Management 110-111 E.D.                   | 6       |
| Business Core Courses*                    | 12      |
|   | 30-32   |

<sup>\*</sup>To be selected from all Business Courses offered in Extended Day College.

#### CERTIFICATE FOR CLERK-TYPISTS

The Certificate for Clerk-Typists is for students who seek employment as receptionists, clerks, or typists. The program does not require a formal system of Shorthand but provides Speedwriting. The program, also includes practice on dictating and duplicating machines.

|   | Credits |  |       |
|---|---------|--|-------|
| English Composition*                      | Fall    | Spring                                 | TOTAL |
| Accounting or Statistics*                 | 3-4     | 3-4                                    | 6-8   |
| Secretarial Science Typing                | 3       | 3                                      | 6     |
| Secretarial Science Shorthand             | 3       | 3                                      | 6     |
| Secretarial Science Practices             |         | 3                                      | 3     |
| Introduction to Secretarial Science       | 1       |  | 1     |
| Business Communications (letter writing)* |         | 3                                      | 3     |
| Elective                                  | 3       | ************************************** | 3     |
|   | 16-17   | 15-16                                  | 31-33 |

<sup>\*</sup> Students may take electives if exempted by testing or approval of appropriate department chairman.

#### CERTIFICATE IN RESIDENTIAL CHILD CARE

This is a one year program which combines knowledge and theory learned in the classroom with practical experience gained in field placements to prepare graduates for employment as Child Care Workers in a wide variety of residential settings such as treatment centres, children's villages and residences operated for Indians who are attending school. As this program has limited enrolments, students will be selected for admission by a committee, after testing.

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| Creaits |        |       |  |
|---------|--------|-------|--|
| Fall    | Spring | TOTAL |  |
|         |        |       |  |
| 3       | 3      | 6     |  |
|         |        |       |  |
| 3       |        | 3     |  |
|         |        |       |  |
|         | 3      | 3     |  |
|         |        |       |  |
| 2       | 2      | 4     |  |
| 3       |        | 3     |  |
|         | 3      | 3     |  |
| 3       | 3      | 6     |  |
| 3       |        | 3     |  |
| 17      | 14     | 31    |  |
|         |        |       |  |

#### CERTIFICATE FOR STENOGRAPHERS

The stenographic program is designed for students who seek positions as stenographers; that is, employees who are competent in shorthand and transcribing from dictating equipment and perform related duties such as keeping clerical records and files. It is possible that the student will wish to continue her studies after the first year by gaining additional proficiency by enrolling in advanced courses which are offered in the Extended Day College.

|                                     | Cre   |        |       |
|-------------------------------------|-------|--------|-------|
|                                     | Fall  | Spring | TOTAL |
| Mathematics*                        |       | 3      | 3     |
| English*                            | 3     |        | 3     |
| Accounting*                         | 3-4   | 3-4    | 6-8   |
| Introduction to Secretarial Science | 1     |        | 1     |
| Secretarial Practices Typing†       | 3     | 3      | 6     |
| Secretarial Practices Shorthand+    | 3     | 3      | 6     |
| Behavioural & Social Science        | 3     | 3      | 6     |
|                                     | 16-17 | 18-19  | 33-35 |

 $<sup>^{\</sup>star}$  Students may take electives if exempted by testing or approval of appropriate department chairmen.

<sup>†</sup> Students will be placed according to their skills.

## MOUNT ROYAL JUNIOR COLLEGE

# Two-Year Transfer and Career Vocational Course Descriptions

The transferability of courses taken at Mount Royal Junior College is determined by the institution to which the student transfers. Courses recommended for transfer are generally accepted by senior colleges. Other courses may be accepted by institutions offering similar courses, but their transferability should not be assumed.

Courses numbered 100-109 are offered for credit only toward the Career - Vocational Diplomas and Certificates.

## AGRICULTURAL MANAGEMENT

#### AGRICULTURAL MANAGEMENT 100 - Agricultural Marketing

3 hours lecture (3 credits)

A survey of problems involved with marketing agricultural products from the producers' and consumers' point of view, and the effect on consumption of agricultural products brought on by changes in society and economy. A study of form-related businesses such as marketing boards, cooperatives, vertical integration, and open markets.

Not Recommended for transfer.

#### AGRICULTURAL MANAGEMENT 117 — Soils and Fertilizers

3 hours lecture (3 credits)

This course deals with the chemical, physical and biological factors of soils in relation to management and crop production. Crop production as a function of soils, plants, and fertilizers is also investigated.

Not Recommended for transfer.

#### AGRICULTURAL MANAGEMENT 216 - Basic Animal Nutrition

3 hours lecture (3 credits)

This course consists of the following topics: animal digestion in ruminants and non-ruminants; the chief source and role of principal and trace nutrients; the use of additives and injections; the basic method of planning balanced rations; and comparative costs of different nutrient sources.

Not Recommended for transfer.

#### AGRICULTURAL MANAGEMENT 232 - Farm Mechanization

This course is designed as an overview of the equipment necessary to adequately meet the power and machinery needs of a farm. Factors to be considered include: proper power and machine selection; best time to trade; calculating charges for custom work; and buying, hiring or renting equipment. Case studies will be used to analyze these factors.

Not Recommended for transfer.

## BIOLOGY

#### BIOLOGY 100 - Introductory Biology

3 hours lecture, 3 hours laboratory (3 credits)

A course for students who have not had any formal training in Biology or secondary school instruction in the other natural sciences such as Chemistry or Physics. The course will familiarize the student with biological terms and concepts of life processes.

#### BIOLOGY 102 — Everyday Biology

3 hours lectures (3 credits)

The course will deal with topics of current interest in Biology, relative to man and his environment. It is intended for students in Career Programs who wish to fulfill their curriculum requirement for a Natural Science. Biology 100 is recommended as preparatory for this course, if the student does not have any formal training in Biology.

Not Recommended for transfer.

#### BIOLOGY 110 — Fundamentals of Biology

3 hours lecture, 3 hours laboratory (4 credits)

An introduction to the concepts, principles and implications of life processes through a study of molecular biology, genetics, and ecology. This course is a pre-requisite for all subsequent studies in Biology, except for Nursing Program students.

Recommended for transfer.

#### BIOLOGY 130 - Preparatory Biology 30

3 hours lecture, 2 hours laboratory (4 credits)

This course is designed to develop a deeper understanding of life, through a study in depth of such life processes as:

a) ingestionb) digestionc) absorption

d) assimilation e) elimination

f) excretion g) sensitivity h) reproduction

Biology 130 also prepares students to write the Biology 30 Matriculation Examination.

Recommended for transfer.

BIOLOGY 210 - Ecology

3 hours lecture, 3 hours laboratory (4 credits)

A course designed to explain the relationships between living organisms and their biotic and physical environments. Topics discussed include: environmental requirements of organisms; population diversity and interaction; community organization; North American biomes. Problems in conservation, recreation, and pollution are also studied. Several overnight field trips are conducted.

Pre-requisite: Biology 110, or consent of the Department.

Recommended for transfer.

#### BIOLOGY 211 — Evolution and Heredity

3 hours lecture (3 credits)

A course designed to give the student 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. This course is oriented toward human populations, their biological histories, their medical and social problems.

Pre-requisite: Biology 110, or consent of the Department.

Recommended for transfer.

#### BIOLOGY 212 — Disease and Parasitism

3 hours lecture, 3 hours laboratory (4 credits)

This course includes the study of animal and plant micro-organisms, helminths, and anthropods of medical and veterinary importance. Pre-requisite: Biology 110, or consent of the Department.

Recommended for transfer.

#### BIOLOGY 214 - Vertebrate Anatomy

3 hours lecture, 3 hours laboratory (4 credits)

A study of tissues, organs and organ systems of vertebrate animals with emphasis on mammalian and human anatomy.

Pre-requisite: Biology 110, or consent of the Department.

#### BIOLOGY 216 - Vertebrate Physiology

3 hours lecture, 3 hours laboratory (4 credits)

A course dealing with the functional processes in vertebrate cells, tissues, organs and organ systems. Emphasis is placed on mammalian and human physiology.

Pre-requisite: Biology 110, or consent of the Department.

Recommended for transfer.

## BUSINESS ADMINISTRATION

## BUSINESS ADMINISTRATION 110 — Business Administration, Organization and Management

3 hours lecture (3 credits)

This course provides a survey of the personnel and financial areas of business. Decision making techniques are stressed throughout with emphasis on the new quantitative and behavioural approaches to business problems. Recommended for transfer.

## BUSINESS ADMINISTRATION 111 — Business Administration, Organization and Management

3 hours lecture (3 credits)

This course provides a survey of the production, marketing and general management functions of business. This is a continuation of Business Administration 110.

Recommended for transfer.

#### BUSINESS ADMINISTRATION 150 — Accounting Practices

3 hours lecture, 3 hours laboratory (3 credits)

An introductory bookkeeping course dealing with accounting procedures, including: journals; ledgers; trial balances; financial statements; month and year-end closings; inventories; notes and bank drafts.

Not Recommended for transfer.

#### BUSINESS ADMINISTRATION 151 - Accounting Practices

3 hours lecture, 3 hours laboratory (3 credits)

This course is a continuation of Business Administration 150 and emphasizes the application of the procedure to maintaining a set of books, as well as an introductory training in accounting.

Not Recommended for transfer.

## BUSINESS ADMINISTRATION 172 — Business Letters and Report Writing

3 hours lecture (3 credits)

This course provides the mechanics of written business communications. The human relations problems of communication is considered. A report involving research is required, along with actual practice in writing business letters. Recommended for transfer.

#### BUSINESS ADMINISTRATION 222 — Accounting Theory

3 hours lecture (4 credits)

An essential course for anyone who wants to be knowledgeable about business. This course covers bookkeeping and accounting principles, including the preparation of financial statements and amplification of various items on the balance sheet.

#### BUSINESS ADMINISTRATION 223 - Financial Accounting

3 hours lecture (4 credits)

A continuation of accounting principles. This course includes the legal aspects of partnership and corporations. Accounting for manufacturing companies will be covered together with an introduction to cost accounting and financial statement analysis.

Recommended for transfer.

#### BUSINESS ADMINISTRATION 226 — Business Statistics

3 hours lecture, 3 hours laboratory (4 credits)

This course deals with the use of statistics in business decision-making. The stress is on how to quantify a business problem in such a way that the data can be used as a basis for deciding upon rational course of action. In short, the course emphasizes the use of statistics in planning.

Pre-requisite: Mathematics 224 Introduction to Statistics.

Recommended for transfer.

#### BUSINESS ADMINISTRATION 240 — Law

3 hours lecture (3 credits)

An important aspect of this course consists of a short treatise on the law of contracts including such important business concepts as tenders, options, standard form contracts, assignments, trusts and negotiable instruments. Such 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, are topics discussed in lengthy treatment.

Recommended for transfer.

#### BUSINESS ADMINISTRATION 250 - Marketing Management

3 hours lecture (3 credits)

This course is an introduction to marketing policies and principles. It includes: pricing; consumer analysis; product policy; channels of distribution; advertising; promotion and marketing management. Integration of these marketing facets with other activities in the business community will be discussed.

Not Recommended for transfer.

#### BUSINESS ADMINISTRATION 276 - Personnel Selection and Placement

3 hours lecture (3 credits)

A specialized subject in the latest techniques in the selection of employees and their proper placement within the organization. The material covered is applicable to large and small firms and to public and private enterprises. Includes employment interviewing, counselling, the use of psychological tests, merit rating plans, and general transfer and promotion techniques.

#### BUSINESS ADMINISTRATION 296 — Production Management

3 hours lecture (3 credits)

In the highly competitive industrial world, success is entirely dependent on planning and organization. Yet in itself, this organization is useless without managerial enforcement. This course has been devised to show how this combination can be achieved. It demonstrates the methods of modern industry, elaborates on the techniques of internal organization, and reviews the coordinating duties of effective management as well as an intensive review of the latest production techniques and the joint problems of managing men, machinery and materials for efficient production. All aspects of production management are considered including production economics and the co-ordination of production with marketing requirements.

Students registered in the Day College may take the following Extended Day College courses. For course descriptions, see the Extended Day Calendar.

BUSINESS ADMINISTRATION 125 — E.D.P. Computer Programming

3 hours lecture, 3 hours laboratory (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 212 - Small Business Management

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 224 — Managerial Accounting and Cost Control
3 hours lecture (4 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 228 — Security Analysis; Stocks and Bonds
3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 234 — Office Management

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 238 — Mathematics for the Businessman

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 246 — Introduction to Traffic and Transportation Management

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 253 — Retail Merchandising Management

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 254 — Professional Salesmanship

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 256 — Advertising

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 257 — Public Relations

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 258 — Credit Management

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 260 — Purchasing

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 264 — Principles of Risk and Insurance

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 272 — Business Finance for Management

3 hours lecture (3 credits)

#### **BUSINESS ADMINISTRATION 275 — Supervision 1**

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 276 — Supervision II (Human Relations)

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 278 — Personnel Selection and Placement

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 280 - Sales Management

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 288 - Taxation-Personal and Corporate

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 291 - Real Estate Investment

3 hours lecture (3 credits)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 295 - Professional Reading Skills

1 hour lecture, 2 hours laboratory (1 credit)

Not Recommended for transfer.

BUSINESS ADMINISTRATION 296 - Management in Industry

3 hours lecture (3 credits)

Not Recommended for transfer.

## **CHEMISTRY**

CHEMISTRY 100 - Preparatory Chemistry

3 hours lecture, 3 hours laboratory (4 credits)

A course for students who have not had any formal training in chemistry, or secondary school instruction in the other sciences or mathematics. The course will familiarize the student with the language and principles of chemistry.

Not Recommended for transfer.

CHEMISTRY 110 — Introductory Chemistry

3 hours lecture, 3 hours laboratory (4 credits)

A course designed to give the student an understanding of the fundamentals of chemistry. This course is pre-requisite for all subsequent studies in chemistry. Recommended for transfer.

CHEMISTRY 130 — Preparatory Chemistry

3 hours lecture, 2 hours laboratory (4 credits)

Course content includes a brief introduction to modern atomic theory and application of this theory to chemical bonding, states of matter and electrochemistry, as well as stoichiometry, solution chemistry and kinetics. There is also a brief introduction to organic chemistry. The laboratory exercises include topics relative to course content, as well as qualitative analysis.

This course is intended to prepare students to write the Chemistry 30 Matriculation Examination.

#### CHEMISTRY 130X — Preparatory Chemistry

3 hours lecture, 2 hours laboratory (4 credits)

This course is meant for students who have been using the CHEMISTRY Study text in grade X and XI. It assumes prior knowledge of atomic structure and emphasizes application of principles under such topics as: energy effects, reaction rates, equilibria, etc. The chemistry of carbon compounds, halogens, acids and bases is also included. The laboratory exercises cover topics relative to the course content.

This course is intended to prepare students to write the Chemistry 30X Matriculation Examination.

Recommended for transfer.

#### CHEMISTRY 210 - Principles of Chemistry

3 hours lecture, 3 hours laboratory (4 credits)

This is a course designed for students who are seriously interested in science or engineering. The course deals mainly with fundamental principles. Topics covered are: atomic and molecular structure and properties in terms of quantum theory; rates, equilibria and mechanism; and chemical applications of thermodynamics.

Pre-requisites: Chemistry 110 and Mathematics 120, or consent of the Dept.

Co-requisite: Mathematics 121.

Recommended for transfer.

#### CHEMISTRY 211 — Organic Chemistry

3 hours lecture, 3 hours laboratory (4 credits)

This course is a study of the properties of organic compounds and of the principles that can explain these properties.

Pre-requisite: Chemistry 110, or consent of the department.

Recommended for transfer.

#### CHEMISTRY 212 - Inorganic Chemistry

3 hours lecture, 3 hours laboratory (4 credits)

This course deals with the chemistry of metals and non-metals proceeding from elements to types of compounds formed in relation to the periodic table, structure and chemical properties of the compounds; chemical reactions and their relation to thermodynamic data.

Pre-requisite: Chemistry 110, or consent of the department.

Recommended for transfer.

## COMMUNICATIONS

#### COMMUNICATIONS 110 — Introduction to Broadcasting

5 hours lecture and tutorial, 1 hour laboratory (4 credits)

This course is an introduction to radio and television and the growing importance of these media in our society. It includes: the technical aspects of radio; methods of audience measurement; station management; commercial aspects of radio; voice patterns and placement; microphone technique; introduction to radio control room; operating techniques; writing for radio; and announcing techniques.

#### COMMUNICATIONS 111 - Radio Operations

4 hours lecture and tutorial, 3 hours laboratory (4 credits)

A course dealing with the theory and practice in studio and actuality broadcasting. The course includes: play-by-play sports commentaries; on the street interviews; mobile reporting; open-line programming; on the spot news reporting, personality interviews; election campaign coverage; and special events commentaries.

Pre-requisite: Communications 110.

Recommended for transfer.

#### COMMUNICATIONS 120 - Introduction to Journalism

3 hours lecture (3 credits)

The student will study: communications theory; theories of the press; the role of media in modern society; the craft of journalism including the nature and writing of news; copy editing; and the use of the style book. Organization and economics as well as current problems of the press will be studied. Students are urged to participate in the production of the student newspaper, The Reflector.

Recommended for transfer.

#### COMMUNICATIONS 121 -- Reporting

3 hours lecture (3 credits)

This course is a continuation of Communications 120 and emphasizes actual news coverage and general newspaper duties. Students will interview local and visiting personalities; learn to develop local angles on national stories; and work three hours weekly in the newsroom of a daily Calgary newspaper. A special section will deal with the functions of the Underground Press and the student press across Canada.

Pre-requisite: Communications 120.

Recommended for transfer.

#### COMMUNICATIONS 210 - Introduction to Television

5 hours lecture and tutorial, 1 hour laboratory (6 credits)

This course deals with the nature of the television medium and its impact on our society. It includes: the technical aspects of television; the television chain; theory of television camera techniques; video-tape recording; the tele-cine chain; the control room; the roles of producer, director, technical director, script assistant, switcher, audio and video men, floor director; the studio; sets, lighting and microphone placement; script writing for television; graphics, titles and credits; and exercises in television production.

Pre-requisite: Communications 110.

Recommended for transfer.

#### COMMUNICATIONS 211 — Television Production

4 hours lecture and tutorial, 3 hours laboratory (6 credits)

This course emphasizes the theory aspects of television program types; treatment papers; formats; scripts; production of a wide variety of television programs; mobile television programming; on the spot news; and special events coverage. Also included is the theory and practice of film-making; filming news; commercials; animation; split screen and multi-screen presentations; still photography; slides; blowups. the theory of production and direction techniques; the theory of color TV and color film production for TV.

Pre-requisite: Communications 210.

#### COMMUNICATIONS 220 - Editing

3 hours lecture (3 credits)

A course designed to provide the student with the skills and background needed to edit and produce a newspaper. Students will learn how to handle copy; write headlines; makeup pages; use pictures; select type sizes and color and prepare visuals.

Pre-requisite: Communications 121.

Recommended for transfer.

COMMUNICATIONS 221 — History of Journalism 3 hours lecture (3 credits) This course is a study of the development of communications from language to television; the connection between technology and media and the necessity of understanding media; and Canadian newspaper history.

Recommended for transfer.

COMMUNICATIONS 222 - Reporting Public Affairs

3 hours lecture, 3 hours field work (4 credits)

Emphasis in this course will be placed on coverage of actual news events through assigned beats including police; city hall; education; political; military; and science. Term work will include feature assignments as well as three hours weekly in the newsroom of a daily newspaper. A section of the course will be a review of the implications of language and logic for communications, and more detailed study of current problems confronting the press. Pre-requisite: Communications 120.

Recommended for transfer.

COMMUNICATIONS 223 — Free Lance Writing 3 hours lecture (3 credits)

In this course the student will be introduced to the business of writing for money; from the query letter to the selection of story angles; use of reference works; and choice of markets. Students will write at least two feature length stories and will be encouraged to find markets for them.

Pre-requisites: Communications 120, Communications 121,

Recommended for transfer.

COMMUNICATIONS 230 - Public Relations and Advertising

3 hours lecture (3 credits)

This course is an introduction to the processes of Public Relations in Communications; and the aspects and effects of Advertising.

Recommended for transfer.

COMMUNICATIONS 231 — Public Relations and Advertising

2 hours tutorial, 3 hours laboratory (3 credits)

A course involving seminar discussion and practical field experience for public relations and advertising for theoretical and actual clients.

Pre-requisite: Communications 230.

Recommended for transfer.

COMMUNICATIONS 241 — Photo-Journalism

1 hour lecture, 3 hours laboratory (3 credits)

This course is an introduction to photography as used in news reporting and advertising.

Recommended for transfer.

COMMUNICATIONS 243 — Visual Communications

1 hour lecture, 2 hours laboratory (2 credits)

This course deals with advanced camera techniques leading to movie photography, as used for reporting and documenting.

Pre-requisite: Communications 241.

## COMMUNITY SERVICE

#### COMMUNITY SERVICE 100 - Residential Child Care Methods

3 hours lecture (3 credits)

This is a two-semester course conducted on a seminar basis permitting much informality and individual participation. Content deals with normal growth and development of children; roles of the child care worker and other staff in a residence for children; specific matters such as eating; sleeping; playing; and discipline; and problem areas such as physically handicapped children; emotionally disturbed children; those with learning difficulties; and the invenile delinquent.

Not Recommended for transfer.

#### COMMUNITY SERVICE 101 - Residential Child Care Methods

3 hours lecture (3 credits)

A continuation of Community Service 100. Not Recommended for transfer.

## COMMUNITY SERVICE 102 — Residential Child Care Background and Administration

3 hours lecture (3 credits)

This is a two-semester course taught to the total group of child care students, and provides a survey of child welfare services; concepts of working with children in groups; as well as sociological and anthropological concepts. Not Recommended for transfer.

## COMMUNITY SERVICE 103 — Residential Child Care Background and Administration

3 hours lecture (3 credits)

A continuation of Community Service 102.

#### COMMUNITY SERVICE 104 -- Residential Child Care Field Work

(2 credits)

This is a two-semester course which provides the student with one day a week of practical experience in a children's residence. The course is designed to wed theory with practice.

Not Recommended for transfer.

COMMUNITY SERVICE 105 — Residential Child Care Field Work (2 credits)
A continuation of Community Service 104.

Not Recommended for transfer.

#### COMMUNITY SERVICE 106 - Correctional Career Methods

3 hours lecture (3 credits per semester)

This two-semester course deals with the practical skills of interviewing; counselling; preparing pre-sentence report; classification reports; recording court procedures; and other aspects of the correctional process.

Not Recommended for transfer.

#### COMMUNITY SERVICE 107 -- Correctional Career Methods

3 hours lecture (3 credits)

A continuation of Community Service 106. Not Recommended for transfer.

#### COMMUNITY SERVICE 108 - Correctional Career Administration

3 hours lecture (3 credits)

This two-semester course combines a brief overview of the history of corrections, a familiarization with current legislation, office procedures, etc., as applicable for correctional workers.

#### COMMUNITY SERVICE 109 - Correctional Career Methods

3 hours lecture (3 credits)

A continuation of Community Service 108.

Not Recommended for transfer.

#### COMMUNITY SERVICE 110 - Emotional Growth

3 hours lecture (3 credits)

This is an introductory course in the development of relationships and emotional learning. Group learning techniques are used in limited class setting to enable the student to explore the dynamics of emotional learning and security.

Recommended for transfer.

## COMMUNITY SERVICE 111 — Emotional Maturity 3 hours lecture (3 credits)

This course 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 affect emotional growth. Pre-requisite: Community Service 110.

Recommended for transfer.

#### COMMUNITY SERVICE 112 - Correctional Field Work

(3 credits per semester)

This two-semester course gives one day per week practical work experience in the community as a part of the learning process. The student will be placed in a variety of institutional and non-institutional correctional agencies to gain practical on-the-job experience.

Not Recommended for transfer.

#### COMMUNITY SERVICE 113 - Correctional Field Work

(3 credits)

A continuuation of Community Service 112.

Not Recommended for transfer.

#### COMMUNITY SERVICE 114 - Social Service Methods

3 hours lecture (3 credits)

This course gives the student a basic understanding of the philosophy and principles of Social Service. Emphasis is placed on helping the student to examine his own attitudes in relation to his ability to help his clients. Beginning skills such as interviewing; use of agency resources; and use of referral are taught.

Not Recommended for transfer.

#### COMMUNITY SERVICE 115 - Social Service Methods

3 hours lecture (3 credits)

A continuation of Community Service 114. Emphasis is placed on developing Social Service techniques according to setting. Students will bring case examples to class. Material will be presented to aid students in developing diagnostic skills.

Not Recommended for transfer.

#### COMMUNITY SERVICE 116 - Social Service Administration

3 hours lecture (3 credits)

This course describes a wide range of Social Service resources. In order to make the material more meaningful, guest speakers associated with the various Social Agencies, participate in class discussions. This course also gives the student some of the basic components of Social Service administration. Not Recommended for transfer.

#### COMMUNITY SERVICE 117 - Social Service Administration

3 hours lecture (3 credits)

A continuation of Community Service 116. Students continue to examine Social Service resources in the community. Emphasis is placed on having the student present material in the classroom.

Not Recommended for transfer.

#### COMMUNITY SERVICE 118 - Social Service Field Work

(3 credits)

Students spend one day a week in a local Social Service setting observing the structure of the organization and becoming familiar with the services offered. Not Recommended for transfer.

#### COMMUNITY SERVICE 119 - Social Service Field Work

(3 credits)

A continuation of Community Service 118. Students spend one day a week in a Social Agency; gain a beginning awareness of methods involved in helping clients; and may be asked to carry cases.

Not Recommended for transfer.

#### COMMUNITY SERVICE 206 - The Correctional Process

3 hours lecture (3 credits)

This course is a more advanced investigation of the dynamics of human behavior as reflected in the overt commission of criminal offences, as a type of social adjustment. Topics studied will include: special problems such as crime and prevention; diagnosis and treatment of types of offenders; community attitudes and public education and its effects on penal reform; and rehabilitation of the offender.

## Not Recommended for transfer.

#### COMMUNITY SERVICE 207 - The Correctional Process

3 hours lecture (3 credits)

A continuation of Community Service 206. Not Recommended for transfer.

#### COMMUNITY SERVICE 208 - Correctional Administration

3 hours lecture (3 credits)

A two-semester course designed to give the student a working knowledge of the public and private facilities available for the rehabilitative treatment of offenders. The course will include: an evaluative study of the history, legislative basis, functions, policies and procedures of custodial and community oriented correctional agencies and resources.

Not Recommended for transfer.

#### COMMUNITY SERVICE 209 - Correctional Administration

3 hours lecture (3 credits)

A continuation of Community Service 208.

Not Recommended for transfer.

#### COMMUNITY SERVICE 210 - Skills, Methods and Techniques

3 hours lecture (3 credits)

The helping process: study, diagnosis, and treatment is explored. Methods of problem solution and helping people are worked out in seminar discussions, and used as effective working tools in relationships with people.

Pre-requisite: Community Service 110 and 111.

#### COMMUNITY SERVICE 211 — Problems of Abnormal Behavior

3 hours lecture (3 credits)

The emphasis in this course is upon the development by the student of a deeper understanding of abnormal behavior; current methods of treatment and help used by professional social workers are studied.

Pre-requisite: Community Service 210.

Recommended for transfer.

#### COMMUNITY SERVICE 212 — Correctional Field Work

(3 credits)

A two-semester course where the student gains practical experience by working one day a week in a correctional agency setting. Under the immediate supervision of a senior member of the agency, skills learned in the classroom are tested, developed and reinforced in a functional realistic situation.

Not Recommended for transfer.

#### COMMUNITY SERVICE 213 - Correctional Field Work

(3 credits)

A continuation of Community Service 212.

Not Recommended for transfer.

#### COMMUNITY SERVICE 214 - Social Service Techniques

3 hours lecture (3 credits)

This course concentrates on further development of Social Service skills and close examination of student's attitudes, as a help or a hindrance in working with clients. Students contribute case material for classwork use.

Not Recommended for transfer.

#### COMMUNITY SERVICE 215 - Social Service Techniques

3 hours lecture (3 credits)

A continuation of Community Service 214. In this course material is presented in an attempt to further develop and refine student's Social Service skills. Particular emphasis will be placed on diagnostic techniques.

Not Recommended for transfer.

#### COMMUNITY SERVICE 216 - Social Service Process

3 hours lecture (3 credits)

In this course the student learns more detailed aspects of Social Service administration. Group and individual projects will serve as learning aids. Not Recommended for transfer.

#### COMMUNITY SERVICE 217 - Social Service Process

3 hours lecture (3 credits)

A continuation of Community Service 216. The student is familiarized with the development of Social Service philosophy and its influence on present day planning in Social Service. Some attention is given to various aspects of community development.

Not Recommended for transfer.

#### COMMUNITY SERVICE 218 — Social Service Field Work (advanced)

(3 credits)

In this course students will spend at least one day a week in a Social Service agency. After an initial orientation period, students will be expected to assume full responsibility for cases in order to enhance their knowledge and skill in the Social Service method.

#### COMMUNITY SERVICE 219 - Social Service Field Work (advanced)

(3 credits)

A continuation of Community Service 218. In this course the student carries on in his agency (as per Community Service 218). More attention is given to teaching students specific skills; develops competence in terms of offering adequate service to his clients; and participates in the overall agency program. Not Recommended for transfer.

## DRAMA

#### DRAMA 110 - Oral Interpretation

2 hours lecture (2 credits)

A course designed to develop the individual student's vocal potential. Emphasis is placed on respiration; phonation; resonation and articulation, with an end to encouraging full vocal expressiveness. This course is open to anyone wishing to improve his speaking voice.

Recommended for transfer.

#### DRAMA 111 - Oral Interpretation

2 hours lecture (2 credits)

A continuation of Drama 110. Recommended for transfer.

#### DRAMA 114 - Fundamentals of Acting

3 hours lecture (3 credits)

This course includes a basic introduction to acting and movement for actors; a brief overview of theatre history from the ancient Greeks to the Renaissance; and an introduction to stagecraft.

Recommended for transfer.

#### DRAMA 115 - Techniques of Acting

3 hours lecture (3 credits)

This course trains the student to use various techniques in building a character and also includes a brief survey of theatre history from the Renaissance to the 20th Century. Classroom exercises are chosen from the works of contemporary dramatists to aid the student's understanding of character analysis, character portrayal and performance techniques.

Pre-requisite: Drama 114.
Recommended for transfer.

## DRAMA 119 - Fundamentals of Stage and Theatre Design

1 hour lecture, 2 hours laboratory (2 credits)

This is an introductory course designed to acquaint students with the theory, practice and rendering of scene design; play interpretation; and a history of styles. The course culminates in the construction of a model.

Recommended for transfer.

#### DRAMA 120 - Early Theatre

3 hours lecture (3 credits)

This course includes a historical survey of the theatre from ancient time to the Renaissance. Plays are discussed in relation to their authors; methods of staging; and their value as literary works, as viewed by their contemporaries and our own.

Recommended for transfer.

#### DRAMA 121 - Modern Theatre

3 hours lecture (3 credits)

This course is an historical survey of the theatre from the Baroque period to the modern age. Plays are discussed in relation to their authors; methods of staging; and value as literary works.

## **ECONOMICS**

ECONOMICS 110 - Introduction to Economics

3 hours lecture (3 credits)

An introductory survey course investigating the organization and problems of the free enterprise system; determination of national income; the role of money; commercial and central banking; and fiscal and monetary policy.

Recommended for transfer.

ECONOMICS 111 - Economic Analysis

3 hours lecture (3 credits)

This is a second course in economics investigation and deals with demand and supply analysis; output; cost and price determination under competitive and non-competitive market conditions; international trade; balance of payments; and contemporary economic problems.

Pre-requisite: Economics 110 recommended.

Recommended for transfer.

#### ECONOMICS 220 - Intermediate Economic Theory - Micro

3 hours lecture (3 credits)

This course includes: theory and price determination under different market structures; costs, production; and resource allocation.

Pre-requisite: Economics 110, Economics 111 or consent of the department, Recommended for transfer.

#### ECONOMICS 221 — Intermediate Economic Theory — Macro

3 hours lecture (3 credits)

A course dealing with national income determination; classified, Keynesian, and neo-Keynesian analysis; aggregate demand and supply; and applied government policies.

Pre-requisite: Economics 110, Economics 111 or consent of the department. Recommended for transfer.

ECONOMICS 223 - Money and Banking

3 hours lecture (3 credits)

This course deals with monetary standards and functions of money commercial banking; financial markets and non-bank financial institutions; central banking and monetary control; monetary theory and policy; and money and the international economy.

Pre-requisite: Economics 110, Economics 111 or consent of the department.

## **ENGINEERING**

#### ENGINEERING 110 - Drafting

5 hours instruction (2 credits)

This course includes: lettering; sketching; use of instruments; geometrical construction; multiview projection; sectional views dimensioning; pictorial drawing; detail and assembly drawing; and topographic drawing and mapping. Recommended for transfer.

#### **ENGINEERING 114 — Kinematics**

3 hours lecture (3 credits)

This course includes: position vector representation of a particle with respect to some coordinate system; vector algebra; frames of reference; differentiation of vectors; definition of velocity and acceleration; and relative motion.

Recommended for transfer.

#### ENGINEERING 120 - Orientation and Problems in Engineering

1 hour lecture (1 credit)

A course dealing with the orientation to the engineering profession; application of mathematics and physics to the solution of engineering problems; and problem lay-out.

#### **FNGINEERING 152 — Statics**

2 hours lecture (2 credits)

This course deals with the study of bodies at rest. Topics discussed include: operational definitions of force and mass; postulates of Newtonian mechanics; frames of reference; moment of a force about a point; definition of equilibrium of a particle and system of a particle; definition of a rigid body; couples; equivalent force systems; necessary and sufficient conditions for equilibrium; examples of rigid bodies in equilibrium; statistically determinate trusses and frames; statistically indeterminate rigid bodies; and visual work applied to rigid bodies in equilibrium.

Recommended for transfer.

#### ENGINEERING 210 - Surveying

2 hours lecture (2 credits)

This course includes: the fundamentals of plane surveying; measurement of distance, direction and elevation; survey computations; stadia; profiles; cross-sections; areas; contours; and grades.

#### ENGINEERING 214 — Newtonian Physics

6 hours instruction (4 credits)

Topics discussed in this course include: mechanical models; operational definitions of physical postulates of Newtonian mechanics; inertial frames of reference; gravitational force; conservation of momentum; work, kinetic theory; work-energy theorem for a system of particles; total energy; conservation of total energy; centre of mass coordinate system; rotation of a rigid body; angular motion; conservation of angular motion; harmonic oscillation; wave motion; properties of matter; and the principles of thermodynamics.

Recommended for transfer.

#### ENGINEERING 215 - Electricity and Magnetism

6 hours instruction (4 credits)

This course deals with the following topics: electric charge coulombs postulate; electric field; Gouss' Law; electric potential energy difference; capacitance; magnetic field; forces on a charge moving in a magnetic field; current; resistance; electric circuits induced electromotive force; Faraday's postulate; inductance; alternating circuits; resonance; and Maxwell's equations.

Recommended for transfer.

#### ENGINEERING 252 - Dynamics

2 hours lecture (2 credits)

A course dealing with the study of rigid bodies in motion. Topics discussed include: vector calculus; particle kinematics; special coordinate systems; rigid body kinematics; and particle and rigid body dynamics in three dimensions. Recommended for transfer.

## **ENGLISH**

## ENGLISH 100 — Basic Language Skills

3 hours lecture, 3 hours lab. (3 credits)

A course in basic language skills for English speaking students. Not recommended for transfer.

## ENGLISH 101 — Introduction to Basic English

3 hours lecture, 3 hours lab. (3 credits)

A course in basic English language skills for students whose first language is other than English. No required texts.

Not recommended for transfer.

#### ENGLISH 104 - Fundamental English

3 hours lecture (3 credits)

A course in English fundamentals. Emphasis is on individual weaknesses in punctuation, spelling, the sentence, the paragraph, the simple letter, the theme, reading comprehension and other selected topics arising from student problems. Not recommended for transfer.

#### ENGLISH 105 — Fundamentals of Composition

3 hours lecture (3 credits)

A course designed to develop the student's writing ability. The fundamentals of mature expository and argumentative writing with critical reading and thinking is stressed. Instruction is given in the preparation and writing of the research paper.

Not recommended for transfer.

#### ENGLISH 110 - Principles of English Composition

3 hours lecture (3 credits)

A freshman course in composition. The class writes paragraphs, editorials and longer essays on ideas conceived from reading or from class discussion. Instruction and practice in the writing of a research paper is given. Reading will include essays, short stories, and novels.

Recommended for transfer.

#### ENGLISH 111 - English Composition and Literature

3 hours lecture (3 credits)

A continuation of English 110 with additional instruction in the writing of essays and reports and further practice in the research paper. The course includes a study of drama and poetry with appropriate written assignments. A second novel may be taken at the instructor's discretion.

Recommended for transfer.

#### ENGLISH 130 — Preparatory English

3 hours lecture (3 credits)

A course designed to acquaint students with the basic genres of English literature and to develop their ability in written expression. This course is also intended to prepare students to write the English 30 Matriculation Examination.

Not Recommended for transfer.

#### ENGLISH 210 — English Literature to the 18th Century

3 hours lecture (3 credits)

A general survey of English literature from the beginnings to the 18th Century. The course samples the great works of English Literature taken in chronological order, with attention to literary periods and the development of literary forms. Essays and other written assignments give the student the opportunity to develop his ability in expression.

Recommended for transfer.

#### ENGLISH 211 - English Literature from the 18th Century

3 hours lecture (3 credits)

A general survey of English Literature from the 18th Century to the present. The course samples the great works of English Literature taken in chronological order, with attention to literary periods and the development of literary forms. Essays and other written exercises give the student the opportunity to develop his ability in expression.

#### ENGLISH 212 - 19th Century American Literature

3 hours lecture (3 credits)

A study of American literary accomplishment in the 19th century. Stories, novels, poems and essays by Poe, Hawthorne, Melville, Emerson, Thoreau, Whitman, and Twain are considered.

Recommended for transfer.

#### ENGLISH 213 - 20th Century American Literature

3 hours lecture (3 credits)

A continuation of English 212, concerning American literature in the 20th Century. Hemingway, Fitzgerald, Faulkner and Thomas Wolfe are among those writers to be studied.

Recommended for transfer.

#### ENGLISH 214 - The English Novel to the 20th Century

3 hours lecture (3 credits)

The origins and development of the novel from Defoe to the Victorians. The course is designed to familiarize the student with the masterworks of English fiction, to acquaint him with some of the more helpful critical approaches and to make him aware of the diversity and range within the genre. Novels by Defoe, Fielding, Bronte, Dickens and Thackeray are studied in depth.

Recommended for transfer.

#### ENGLISH 215 - The Modern English Novel

3 hours lecture (3 credits)

This course is a continuation of English 214: A survey of the modern novel from Hardy to the present day with an exploration of some of the more recent trends in the contemporary novel. Novels of Hardy, Conrad, James, Joyce, Lawrence, and Woolf are studied in depth.

Recommended for transfer.

#### ENGLISH 216 — Early Drama

3 hours lecture (3 credits)

A historical survey of the theatre from ancient times to the Renaissance. Plays are discussed in relation to their authors, methods of staging and value as literary works.

Recommended for transfer.

#### ENGLISH 217 - Modern Drama

3 hours lecture (3 credits)

A historical survey of the theatre from the Baroque period to the modern age. Plays are discussed in relation to their authors; methods of staging and their value as literary works.

Recommended for transfer.

#### ENGLISH 218 - 20th Century Themes

3 hours lecture (3 credits)

A course designed to acquaint students with concerns peculiar to 20th century man as they have been expressed and examined by writers of all nations during the modern era. Works of fiction, criticism, poetry, drama and other relevant genres will be considered.

Recommended for transfer.

## ENGLISH 219 - 20th Century Themes

3 hours lectures (3 credits)

A continuation of English 218.

## **FRENCH**

#### FRENCH 100 - Beginner's French

5 hours instruction (3 credits)

A course in spoken and written French intended for students with no previous knowledge of French. The chief emphasis will be on comprehension of spoken and written French, and on the ability to communicate orally. The student will be expected to reach a recognition vocabulary of 500 words.

Not recommended for transfer.

#### FRENCH 110 - Introductory French

5 hours instruction (3 credits)

An introduction to College French, intended for students with an elementary grounding in French. The emphasis will be on the comprehension of spoken and written French, with some reading practice in modern examples.

The course includes the use of all indicative and imperative forms of regular and common verbs, the use of simple idioms, the use of subordinate clauses with the indicative, the use of pronouns, leisure reading in modern French.

Pre-requisite: French 100, French 20, a vocabulary of 500 words, or consent of the department.

Recommended for transfer.

FRENCH 111 - A continuation of French 110

5 hours instruction (3 credits)

An extension of the use of the complex sentence to include common subjunctive uses, vocabulary development, leisure reading in modern French.

Pre-requisite: French 30, French 110, or consent of the department. Recommended for transfer.

#### FRENCH 130 — Preparatory French

5 hours instruction (3 credits)

A course intended for students with an elementary knowledge of French. Emphasis will be placed on the comprehension of spoken and written French, and on the ability to communicate both orally and in writing. The student will be expected to reach a recognition vocabulary of 1500 words, as found in Le Francais Fondamental. This course is intended to prepare students to write the French 30 Matriculation Examination.

#### FRENCH 210 - 2nd Year College French

3 hours lecture, 2 hours lab. (3 credits)

A course at the first year University level, intended for students with a grounding in French and who are interested in an informed approach to everyday French, attitudes and interests. An intensive study of practical grammar, with oral practice and remedial pronunciation, a survey of the reading typical of a French student's leisure time at the lycee level.

Pre-requisite: French 30, French 111, or the consent of the department. Recommended for transfer.

FRENCH 211 — A continuation of French 210  $\,$  5 hours instruction (3 credits) )

An extension of the grammatical forms found in literate French, vocabulary development, introduction to some standard models in French literature.

Pre-requisite: French 210 or consent of the department.

Recommended for transfer.

#### FRENCH 221 — Reading French for Graduate Students

2 hours lecture (2 credits) )

A course intended for students preparing for the Graduate Reading Requirement examination at the Graduate level. It is expected that students enrolled in this course will be taking this examination within 24 months.

Grammatical structure in French, system of word development, the translation approach, special vocabulary areas, intensive reading practice in specialized areas.

N.B. This course is normally offered in the Extended Day College.

#### FRENCH 230 - 2nd Year College French, Canadian

3 hours lecture, 1 hour lab. (3 credits)

A course at the first year University level intended for students with a grounding in French who wish to improve their understanding and appreciation of French Canadian literature and society. Recommended for those in the Recreation, Civil Service or Social Welfare areas.

Pre-requisite: French 30, French III or the consent of the department. Recommended for transfer.

#### FRENCH 231 — A continuation of French 230

3 hours lecture, 1 hour lab. (3 credits)

Pre-requisite: French 230 or consent of the department. Recommended for transfer.

## **GFOGRAPHY**

#### GEOGRAPHY 110 - Introduction to Physical Geography

5 hours instruction (4 credits)

An introduction to the study of the physical environment. The course will familiarize the student with the basic elements of climate and landforms. Laboratory work will complement the lectures and will include the interpretation of topographic maps and air photographs, and work on climatic data and charts. This course is pre-requisite for Geography 211 and 212. Recommended for transfer.

#### GEOGRAPHY 112 - Regional Geography of Anglo-America

3 hours lecture (3 credits)

A regional study of Canada and the United States. Recommended for transfer.

#### GEOGRAPHY 114 - Human Geography

3 hours lecture (3 credits)

This course is concerned with man and his relationship with various environments, and the influence of political, cultural, physical and economic forces on his activities.

Pre-requisite: There is no specified pre-requisite for this course other than an interest in man and his environment. Recommended for transfer.

#### GEOGRAPHY 210 - Weather and Climate

3 hours lecture, 2 hours lab. (4 credits)

This course will involve the study of the elements of the atmosphere and include detailed studies of the urban climate, air pollution, climatic classification and climatic change. Laboratory work will include individual student project experiments and familiarization with the operation of meteorological instruments.

Pre-requisite: Geography 110. Recommended for transfer.

#### GEOGRAPHY 211 - Physiography

5 hours instruction (4 credits)

A study of the land forms of North America, in particular in the Calgary region. The course will include field trips and individual student projects on local geomorphologic features. Pre-requisite: Geography 110. Recommended for transfer.

#### GEOGRAPHY 115 - Human Geography

3 hours lecture (3 credits)

This course is a continuation of Geography 114.

Pre-requisite: Geography 114. Recommended for transfer.

## **GEOLOGY**

#### GEOLOGY 110 - Fundamentals of Geology

6 hours instruction (4 credits)

An introduction to basic concepts, principles, and implications of geology. Topics studied are minerals and rocks, geological processes and their results, structure and development of the earth, geological time scale and fossils, interpreting the earth's history. Field work is included as part of the course. This course is a pre-requisite for all subsequent studies in Geology. Recommended for transfer.

#### GEOLOGY 112 - Introduction to Geology

6 hours instruction (4 credits)

An introduction to the concepts, principles and implications of Geology. Topics studied include: earth processes and materials composing the earth, development of landscape, earthquakes, mountain building and continental drift, mineral deposits, the geological time scale and the history of life on earth, earth history as recorded in the rocks. Field work included as part of of the course.

This course is designed for science and engineering students and is a prerequisite for all subsequent studies in geology.

### GEOLOGY 210 - Principles of Stratigraphy and Sedimentology

6 hours instruction (4 credits)

This course acquaints students with principles of continental evolution, as illustrated by North America and the classical geological areas. Laboratory demonstrations in earth history, sedimentological features, fossils and geological maps and field work are included as part of this course. Recommended for transfer.

#### GEOLOGY 211 - Introductory Paleobiology

6 hours instruction (4 credits)

This course introduces students to the classification, morphology, evolution, paleoecology and stratigraphic distribution of the main groups of invertebrate and plant fossils.

Recommended for transfer.

## THE FOLLOWING COURSES WILL BE OFFERED IN THE EXTENDED DAY COLLEGE FOR COURSE DESCRIPTIONS, SEE THE EXTENDED DAY COLLEGE CALENDAR

#### GEOLOGY 212 — General Mineralogy

6 hours instruction (4 credits)

Recommended for transfer.

## GEOLOGY 213 - Geomorphology - Scenery, Sculpture and Structure

6 hours instruction (4 credits)

Recommended for transfer.

#### GEOLOGY 223 - Structural Geology

6 hours instruction (4 credits)

A study of inherent and imposed structures in rocks, their modes of formation, inter-relationships and geological environments. Interpretation of geological maps and aerial photographs are considered.

Certain topics relative to civil engineering are given special emphasis. Recommended for transfer.

#### GEOLOGY 224 - Reservoir Geology

6 hours instruction (4 credits)

This course is concerned with the economics, occurrence, and geological relationships of petroleum deposits and selected syngenetic mineral deposits. The geology of water supply is also discussed.

## GERMAN

#### GERMAN 110 - Introductory German

3 hours lecture, 2 hours laboratory (3 credits)

An introduction to College German, intended for students with an elementary grounding in German. The course will cover the essentials of grammar, with an emphasis on spoken and written comprehension.

Gender and pluralization of nouns in German; use of cases; strong and weak verbs; the imperative; indicative tenses; pronouns and prefixes.

Recommended for transfer.

#### **GERMAN 111 — Introductory German**

3 hours lecture, 2 hours laboratory (3 credits)

A continuation of German 110, with the addition of reading practice. Interrogative, reflexive and relative pronouns; reflexive verbs; model auxiliaries; passive voice; subjunctive and conditional moods; comparison of adjectives and adverbs; indirect discourse; poetry and short stories.

Pre-requisite: German 110. Recommended for transfer.

#### GERMAN 130 - Preparatory German

5 hours lecture (3 credits)

A course intended for students with an elementary grounding in German. Emphasis will be placed on oral and written comprehension, and on vocabulary development, gender and pluralization of nouns in German, use of cases, strong and weak verbs, the imperative, indicative tenses, pronouns and prefixes. This course is also intended to prepare students to write the German 30 Matriculation Examination.

## GOVERNMENT

#### GOVERNMENT 112 - Government of the United States

3 hours lecture (3 credits)

An overall view of the American political system and its development from the Constitution of 1789. This course is especially designed for students planning on transferring to U.S. institutions.

Recommended for transfer.

#### GOVERNMENT 113 - Government of Canada

3 hours lecture (3 credits)

The development of constitutional government in Canada from 1774 to the present. Not offered 1969-1970.

## HISTORY

#### HISTORY 116 - Europe to 1648

2 hours lecture, 1 hour tutorial (3 credits)

A survey of the chief ideas and cultural development of the civilizations of Egypt, Mesopotamia, the Aegean, Greece, Rome and the Middle Ages to 1648 in their political, social and economic settings.

Recommended for transfer.

#### HISTORY 117 — The development of Europe from 1648

2 hours lecture, 1 hour tutorial (3 credits)

A continuation of History 116 from 1648 to the present with emphasis on the political, social, economic and cultural settings in Europe.

Recommended for transfer

#### HISTORY 212 - History of the United States

3 hours lecture (3 credits)

The history of the United States from Colonial times to the Civil War. This course is designed for students transferring to American Institutions, Recommended for transfer.

#### HISTORY 213 — History of the United States

3 hours lecture (3 credits)

A continuation of History 212 from the Reconstruction Period to the Present. Recommended for transfer.

#### HISTORY 220 - Early Canada

3 hours lecture (3 credits)

The political, economic and social history of Canada from colonial times to Confederation, 1867.

Recommended for transfer.

#### HISTORY 221 - Canada from 1867

3 hours lecture (3 credits)

Canada from 1867 to the present in its political, economic and social setting. Pre-requisite: History 220 recommended. Recommended for transfer.

## HUMAN RELATIONS

#### HUMAN RELATIONS 100 - Fundamentals of Human Relations

3 hours lecture (3 credits)

This course is designed to acquaint students with the basic thoughts and ideas in working with and for people. The study of attitudes, communications, motives and emotions in relation to behaviour, competition, co-operation, decision-making and problem-solving will be considered.

Not recommended for transfer.

## **HUMANITIES**

#### HUMANITIES 105 - Introduction to the Humanities

3 hours lecture (3 credits)

A general course intended for students wishing to establish a basis for general understanding of Western thought. A minimum of three historical figures will be studied in depth, in respect to their effect on art and history, and the degree to which both art and history have altered the evaluation of these figures. Not recommended for transfer.

## INTERIOR DESIGN

## INTERIOR DESIGN 110 - Fundamentals of Design

1 hour lecture, 1 hour laboratory (1 credit)

Introduction to design basics. Lectures on and practical application of theory and design principles. Expression of ideas through pencil and ink. Recommended for transfer.

## INTERIOR DESIGN 111 - History of Art and Architecture

3 hours lecture (3 credits)

The study of Art, Architecture and minor arts. Including from the stone age to the end of the middle ages in Europe and the Near East. Sketches will be required.

#### INTERIOR DESIGN 112 - Interior Materials and Textiles

3 hours lecture (3 credits)

A detailed survey of materials and textiles used in Interior Design. Lectures on major floor, wall and ceiling materials with attention to wearing properties, texture, pattern, color and logical use. Including a study of textile fibres and weaves used in carpets, draperies and upholstery; and their capacities in specific design situations.

Students will be required to do research assignments and develop files of interior material and textile samples as well as product information related to Interior Design.

Recommended for transfer.

#### INTERIOR DESIGN 113 — History of Furniture 3 ho

3 hours lecture (3 credits)

A study of furniture, its growth and reasons for development and change. Beginning with the Egyptians, through to present day furniture and encompassing the major influencing countries, England, France, Italy, Spain and U.S.A.

Study of materials, typical room settings and sketches of individual pieces is required.

Recommended for transfer.

#### INTERIOR DESIGN 114 - Drafting

2 hours lecture, 4 hours laboratory (3 credits)

Theory and practical exercises introducing the student to the fundamentals of draftsmanship. Instruction beginning with two dimensional and continuing with three dimensional drawings.

Recommended for transfer.

#### INTERIOR DESIGN 115 - Drafting and Design

2 hours lecture, 4 hours laboratory (3 credits)

Instruction in casting shades and shadows. Also, a series of exercises and experiments designed to introduce the student to the fundamentals of design and basic planning. Expression through the use of various media.

Pre-requisite: Interior Design 114.

Recommended for transfer.

## INTERIOR DESIGN 116 - Color, Theory and Harmony

1 hour lecture, 1 hour laboratory (1 credit)

Instruction in color theory, including the influence of surrounding values and of illumination on color. Practical application of theory to color projects. Recommended for transfer.

## INTERIOR DESIGN 117 - Color Theory and Harmony II

1 hour lecture, 1 hour laboratory (1 credit)

A continuation of Interior Design 116. Pre-requisite: Interior Design 116.

Recommended for transfer.

## INTERIOR DESIGN 118 - Techniques of Rendering

1 hour lecture, 2 hours laboratory (1 credit)

Instruction and practice in the use of various rendering media, including pencil, ink and water color. Experiments, sketches and supplemental work is required.

#### INTERIOR DESIGN 119 - Techniques of Rendering

1 hour lecture, 2 hours laboratory (1 credit)

Further development of skills as outlined in Interior Design 118.

Pre-requisite: Interior Design 118.

Recommended for transfer.

#### INTERIOR DESIGN 200 - Summer Work

Credits included in Interior Design 214 and 218

Satisfactory completion is required before admission to Interior Design 214 and Interior Design 218 is granted. (A) Independent summer work by the student in the preparation of eight color sketches on minimum  $10^{\prime\prime} \times 15^{\prime\prime}$  illustration board, four shall be of interiors. Due two weeks prior to commencement of second year Fall Semester classes. (B) In a folio, drafting assignments from Interior Design 114, 115 and in full color, one one-point and one two-point perspective, each on  $20^{\prime\prime} \times 30^{\prime\prime}$  illustration board. Due first Interior Design 214 class.

Recommended for transfer.

#### INTERIOR DESIGN 210 - Related Design

1 hour lecture, 2 hours laboratory (1 credit)

A study of fields closely related to interior design, including industrial design, graphics, and display design. Actual projects complete with working models are designed and carried out.

Pre-requisite: Interior Design 110 and 119.

Recommended for transfer.

#### INTERIOR DESIGN 211 - Design Elective

(2 credits)

#### ONE OF:

- Experimental Design
   The student selects, in consultation and with the approval of an advisor, a project or projects in an area of interest related to Interior Design. The projects shall be graded at mid-term and at semester final. Intermediate submissions will be required.
- Stage design
- 3. Photography or any other course approved by the department.

Pre-requisite: Interior Design 210.

Recommended for transfer.

#### INTERIOR DESIGN 212 - Furniture Design and Interior Detailing

1 hour lecture, 2 hours laboratory (1 credit)

A study of materials and their applications as used in the furniture industry. Practical exercises in finishing, refinishing and upholstering. Preparation of design drawings and construction of a scale furniture model. The student is required to collect literature of contemporary furniture to develop a reference file. Also, exercises in detailing for installation fittings and equipment.

Pre-requisite: Interior Design 113 and 114.

Recommended for transfer.

#### INTERIOR DESIGN 213 - Furniture Design and Interior Detailing II

1 hour lecture, 2 hours laboratory (1 credit)

A continuance of Interior Design 212. Pre-requisite: Interior Design 212.

#### INTERIOR DESIGN 214 - Design

2 hours lecture, 4 hours laboratory (3 credits)

Interior Design problems and studio discussions that consider existing and hypothetical conditions. Projects and exercises to develop critical and creative abilities. Familiarization with the concepts of scale proportion, form and space. Pre-requisite: Interior Design 115 and 200.

Recommended for transfer.

#### INTERIOR DESIGN 215 - Design

2 hours lecture, 4 hours laboratory (3 credits)

A continuation of Interior Design 214. Pre-requisite: Interior Design 214. Recommended for transfer.

#### INTERIOR DESIGN 216 - Design Theory and Equipment

1 hour lecture, 1 hour tutorial (2 credits)

Lectures and discussions of practical interior design principles and the factors affecting them. Conceptual planning discussed and developed in exercise drawing and reading construction plans. Introduction to equipment used in interiors through lectures and presentations by authorities in the particular fields. Pre-requisite: Interior Design 115, this course to be followed in simultaneously with Interior Design 214.

Recommended for transfer.

## INTERIOR DESIGN 217 - Design Theory and Equipment

1 hour lecture, 1 hour tutorial (2 credits)

A continuation of Interior Design 216. Pre-requisite: Interior Design 216, this course to be taken simultaneously with Interior Design 215.

Recommended for transfer.

## INTERIOR DESIGN 218 - Graphic Techniques

1 hour lecture, 2 hours laboratory (1 credit)

Development of ability and familiarity with various media and methods used to describe form and idea.

Pre-requisite: Interior Design 119 and 200.

Recommended for transfer.

## INTERIOR DESIGN 219 - Graphic Techniques

1 hour lecture, 2 hours laboratory (1 credit)

A continuation of Interior Design 218.

Pre-requisite: Interior Design 218. Recommended for transfer.

## INTERIOR DESIGN 220 - History of Art and Architecture

3 hours lecture (3 credits)

A sequence course to Interior Design 111, following from the middle ages to the early contemporary times in Europe and America. Sketches will be required. Pre-requisite: Interior Design 111. Recommended for transfer.

## INTERIOR DESIGN 221 - History of Modern Art and Architecture

3 hours lecture (3 credits)

A sequence course to Interior Design 220, following from the early contemporary times in Europe and American to the present day. Sketches will be required. Pre-requisite: Interior Design 220.

#### INTERIOR DESIGN 223 - Professional Ethics and Practice

2 hours lecture (2 credits)

Lectures and discussions concerning the ideals and practical aspects of interior design. Also, including the development of ability to present ideas orally, including speeches, to convince, to inform and to demonstrate. Admission only to students registered for second year.

## LATIN

#### LATIN 130 - Preparatory Latin

3 hours lecture (3 credits)

A course intended for students with an elementary grounding in Latin. The emphasis will be on the development of reading ability and on understanding of the relevance to modern situations of previous civilizations. Course outline: vocabulary development complex sentences using the subjunctive mood; gerunds and gerundive constructions; Livy, Caesar, Nepos, Martial and Phaedrus. This course is also intended to prepare students to write the Latin 30 Matriculation. Examination.

Prerequisite: Latin 20 or consent of the department. Not Recommended for transfer.

## MATHEMATICS

### MATHEMATICS 100 - Nature & History of Mathematics

3 hours lecture (3 credits)

History and contributions of famous mathematicians. A survey of some of the broad areas of mathematics. Some famous solved and unsolved problems. This course will attempt to develop an appreciation for mathematics and mathematical thought.

Recommended for transfer.

#### MATHEMATICS 102 - Business Mathematics

3 hours lecture. 1½ hours laboratory (3 credits)

Designed to give students an understanding of fundamental operations with numbers, fractions, decimals, interest, percentages, exponents and powers. Mathematical procedures typical to many types of business transactions such as discounts, depreciation, loans and instalment contracts will be covered. Not Recommended for transfer.

#### MATHEMATICS 114 - Introduction to Elementary Mathematics

3 hours lecture. 2 hours laboratory (4 credits)

Sets and basic operations on sets; number systems; factoring and applications; exponents, integral and rational; equations and inequalities; relations and functions; systems of linear equations in two and three variables. Introduction to plane geometry.

Recommended for transfer.

#### MATHEMATICS 115 - Elementary Mathematics

3 hours lecture, 2 hours laboratory (4 credits)

Students should be familiar with material in Mathematics 104. Exponents and radicals; Relations; Functions and inverses; Linear Function; Exponential and logarithmic functions; Quadratic function; Systems of Equations; Ratio and proportion; Trigonometric functions; The Circle (plane geometry). Recommended for transfer.

## MATHEMATICS 112 — Introduction to Finite Mathematics

3 hours lecture (3 credits)

Sets and basic operations on sets; Number systems and groups; Relations and functions; Sequences and Series, Interest, Present Value, Annuities; Permutations and Combinations; Binomial Expansion; Probability. (Not recommended for students who have Math 130 Equivalent.)

Recommended for transfer.

## MATHEMATICS 113 — Finite Mathematics

3 hours lecture (3 credits)

Systems of Linear Equations; Matrices and Determinants and applications to Linear Systems; Inequalities and Linear Programming; Simplex Algorithm; Polynomial and other functions.

Recommended for transfer.

#### MATHEMATICS 120 - Acalytic Geometry and Calculus

4 hours lecture, 1 hour tutorial (4 credits)

Rectangular coordinates. Analytic geometry. Limits and derivatives. Differentiation and applications. Differentials and antiderivatives. Recommended for transfer.

## MATHEMATICS 121 — Calculus 4 hours lecture, 1 hour tutorial (4 credits)

Transcendental functions. Definite integrals. Integration techniques and applications to area, volume, centroids, moments and work.

Recommended for transfer.

## MATHEMATICS 122 — Introductory Calculus for Social Science and Business Students 3 hours lecture (3 credits)

Functions and Graphs. Analytic geometry with emphasis on the straight line and parabolas. The derivative and geometrical significance. The integral theorems on differentiation and integration. The chain rule. Maxima and minima and geometrical significance. (The approach, throughout is that mathematical ideas and techniques must first be understood intuitively.)

Recommended for transfer.

# MATHEMATICS 123 — Introductory Calculus for Social Science and Business Students 3 hours lecture (3 credits)

The trigonometric, exponential and logarithmic functions. Further techniques of integration. The definite integral and geometric significance with applications differentials and the area value theorem. Emphasis will not be placed on mathematical rigor but on the practical significance.

Recommended for transfer.

### MATHEMATICS 130 - College Mathematics

3 hours lecture, 2 hours laboratory (4 credits)

Basic language; Complex numbers; Sequences; Series; Mathematical induction; Quadratic relations; Permutations and combinations; Binomal Expansion; Probability. Students should be familiar with material in Mathematics 114 and 115.

Recommended for transfer.

## MATHEMATICS 131 — Trigonometry

3 hours lecture (3 credits)

Radian measure; trigonometric functions, fundamental identities; solving equations; graphs of trigonometric functions; Functions of half-angles and double angles. Inverse trigonometric functions. Sine Law, Cosine Law; Logarithms. Recommended for transfer

## MATHEMATICS 140 - Spring Semester - Introduction to Linear Algebra

3 hours lecture (3 credits)

Introduction to vector spaces. Subspaces, Linear Combinations, linear dependence, basis, dimension matrices and systems of linear equations, determinants, eigenvalues and eigenvectors.

Recommended for transfer.

#### MATHEMATICS 220 - Calculus

5 hours instruction (4 credits)

Algebra and calculus of vectors. Functions of more than one variable. Multiple integrals. Partial derivatives.

Recommended for transfer.

#### MATHEMATICS 221 - Calculus and Differential Equations

5 hours instruction (4 credits)

Series, approximations. Taylor's theorem. Solutions of ordinary differential equations of let order and introduction to linear differential equations of higher order.

Recommended for transfer.

MATHEMATICS 224 - Introduction to Statistics 6 hours instruction (4 credits)

Graphs, tables, frequency distribution, mean, standard deviation. Probability, binomial, normal and poisson distributions, sampling, correlation and regression. Tests of significance.

Recommended for transfer.

MATHEMATICS 225 — Applications of Statistics 6 hours instruction (4 credits)

Analysis of variance. Applications of Math 224 to various problems in business social and natural science. Students taking 224-225 would be well advised to have Mathematics 30 or equivalent.

Recommended for transfer.

## MUSIC

MUSIC 102 — History of Musical Style to 1825

3 hours lecture (3 credits)

A study of musical style in the Western World from its origin to approximately 1825 and its relationship to general cultural development.

Pre-requisite: Grade 10 (Toronto Conservatory) or equivalent.

Not Recommended for transfer.

#### MUSIC 103 - History of Musical Style (1825 to present)

3 hours lecture (3 credits)

A study of musical style in the Western World from approximately 1825 to the present time and its relationship to general cultural development.

Pre-requisite: Music 102.

Not Recommended for transfer.

## MUSIC 110 - Beginning Harmony and Counterpoint

3 hours lecture (3 credits)

Diatonic harmony, the use of dominant sevenths, unessential notes including suspensions, elementary modulation. Ear training, sight singing and music diction will be given in the laboratory. Elementary Counterpoint (a) adding a bass part to a given melody, (b) adding a melody to a given bass part and (c) adding a simple double counterpoint at the 15th to a given part.

Pre-requisite: Theory II (Recognized Conservatory)

## MUSIC 111 - Intermediate Harmony and Counterpoint

3 hours lecture, 1 hour laboratory (3 credits)

Intermediate instruction in diatonic harmony, dominant seventh, unessential notes, suspensions and modulations. Ear training will be given in the laboratory. Continued instruction in elementary counterpoint Music 110.

Pre-requisite: Music 110.

Not Recommended for transfer.

#### MUSIC 120 - Mixed Chorus

3 hours instruction (3 credits)

The chorus is instructed in elementary vocal production, music reading and choral singing. A wide variety of styles of literature are sung and public concerts are presented.

Not Recommended for transfer.

#### MUSIC 121 - Mixed Chorus

3 hours instruction (3 credits)

A continuation of Music 120. Not Recommended for transfer.

#### MUSIC 122 - Concert Band

3 hours instruction (3 credits)

Group instruction is given to students of intermediate to advanced ability. Players must supply their own instruments except those instruments not commonly owned privately such as tuba, tympani, etc.

Not Recommended for transfer.

#### MUSIC 123 - Concert Band

3 hours instruction (3 credits)

A continuation of Music 122. Not Recommended for transfer.

#### MUSIC 124 — Orchestra

3 hours instruction (3 credits)

Emphasis in this course will be in playing together as a group. Instruction in good ensemble playing will be given. This is the Calgary Youth Orchestra sponsored by M. R. J. C., functioning in co-operation with the Calgary Philharmonic Orchestra. Students will supply and maintain their own instruments except those instruments not commonly owned privately.

Not Recommended for transfer.

#### MUSIC 125 - Concert Orchestra

3 hours instruction (3 credits)

A continuation of Music 124. Not Recommended for transfer.

MUSIC 210 - Second Year Theory 3 hours lecture, 1 hour laboratory (3 credits)

Chromatic harmony, the use of secondary sevenths and advanced modulation. Ear training, sight singing and music dictation. Counterpoint requirement will be (a) to add two flowing imitative parts to a plain Chorale melody, (b) to add a part in Double Counterpoint at the 15th or 8va to a given part, and (c) to write three variations on a given ground bass, one variation to be in two parts, and the other in three parts.

Pre-requisites: Music 110, Music 111.

Not Recommended for transfer.

#### MUSIC 211 - Advanced Harmony and Counterpoint

3 hours lecture, 1 hour laboratory (3 credits)

Advanced instruction in harmony, ear training and counterpoint. Pre-requisite: Music 210.

# NURSING

#### NURSING 110 - Patient-centred Nursing Techniques

3 hours lecture, 7 hours lab. (5 credits)

An introduction to nurse-patient responsibilities and relationships. The orientation of the course is toward the patient, the determination of his needs, subsequent nursing care problems, and methods used to assist him to meet these needs. The emphasis is upon the fundamental principles that guide nursing action.

Not Recommended for transfer.

#### NURSING 111 - Maternal Child-care

5 hours lecture, 12 hours lab. (9 credits)

A family-centered approach to meeting patient needs during the antepartum, intrapartum, postpartum and neonatal periods of pregnancy of normal children from infancy to adolescence. Observation and skill development will take place in a variety of community agencies.

Pre-requisite: Nursing 110. Not Recommended for transfer.

#### NURSING 212 - Care of the Physically and Mentally III

5 hours lecture, 12 hours lab. (9 credits)

The student will study the principles and practice the skills of nursing care for patients of any age with the most commonly occurring illnesses. There will be opportunity to learn about individual body response to illness, diet and drug therapy, surgical intervention, prevention of illness, rehabilitation, care of the mentally ill, promotion of mental and physical health.

Prerequisite: Nursing 110. Not Recommended for transfer.

#### NURSING 213 - Advanced Care of the Physically and Mentally III

5 hours lecture, 12 hours lab. (9 credits)

A continuation of Nursing 212. Pre-requisite: Nursing 212. Not Recommended for transfer.

### NURSING 214 - Advanced Nursing Techniques

5 hours lecture, 18 hours lab. (2 credits)

Experiences offered to enable the student to advance skills developed in Nursing 110 and Nursing 111. The course will be offered between the completion of spring term and July 1st.

Pre-requisite: Nursing 111. Not Recommended for transfer.

### NURSING 115 - Care of the Mentally III

5 hours lecture, 15 hours lab. (2 credits)

Opportunity will be given to the student to learn the preventive measures, therapeutic approaches and rehabilitative measures in the nursing care of mentally ill patients. The course runs for six weeks during the summer term. Affiliation will be in agencies offering this type of nursing service. This course may be revised.

Pre-requisite: Nursing 111 or 212. Not Recommended for transfer.

#### NURSING 116 - Advanced Skills

5 hours lecture, 15 hours lab. (2 credits)

Experiences offered to enable student to advance skill developed in Nursing 212. The course will be offered between the completion of spring term and July 1st. Pre-requisite: Nursing 212.

Not Recommended for transfer.

# **PHILOSOPHY**

### PHILOSOPHY 110 - History of Ancient Philosophy

3 hours lecture (3 credits)

A course intended to introduce the student to the language, concepts and history of philosophy. Topics include: Myth and philosophy in ancient Greece; the Sophists; Socrates, Plato and Aristotle; Stoicism; and aspects of logic. Recommended for transfer.

#### PHILOSOPHY 111 - History of Modern Philosophy

3 hours lecture (3 credits)

A continuation, historical, of Philosophy 110. Some emphasis will be placed on discovering origins of current thought. Topics include: The rise of science; Descartes; Leibnitz; Locke, Berkeley; Hume. modern logic.

Pre-requisite: Philosophy 110. Recommended for transfer.

#### PHILOSOPHY 210 - Primary Philosophical Problems

3 hours lecture, ½ hour tutorial (3 credits)

A course intended for the student with some acquaintance with the language and method of philosophy. The role of reason in philosophy and in the philosophical approach to religion and aesthetics will be emphasized. Topics include: definitions; patterns of argument; knowledge and belief; skepticism; dualism; parallelism; materialism; behaviorism. the identity theory.

Pre-requisite: Philosophy 110 or Philosophy 111

Pre-requisite: Philosophy 110 or Philosophy 111. Recommended for transfer.

### PHILOSOPHY 211 - Moral Philosophy

3 hours lecture, ½ hour tutorial (3 credits)

A course intended for the student with some acquaintance with the method and language of philosophy and whose interest is in the moral aspect. Topics include: freedom and determinism; the nature of ethics; various ethical systems; an analysis of certain current problems in terms of different ethical systems. Pre-requisite: Philosophy 110 or Philosophy 111. Recommended for transfer.

# PHYSICAL EDUCATION

#### PHYSICAL EDUCATION 170 — Historical and Philosophical Survey

6 hours instruction (3 credits)

A study of the principles, objectives, history, and philosophy of physical education, correlated with activity programs developing physical fitness and an awareness of current practices.

Recommended for transfer.

#### PHYSICAL EDUCATION 171 - Survey of Current Practices

6 hours instruction (3 credits)

A study of current practices with stress on the testing program. Current sociological aspects of "sport" will also be covered.

Pre-requisite: Physical Education 170.

#### PHYSICAL EDUCATION 174 - Aquatics

3 hours instruction (2 credits)

Instructional methodology in swimming and diving and skill instruction leading to a high level of personal performance.

Recommended for transfer.

#### PHYSICAL EDUCATION 175 - Aquatics

3 hours instruction (2 credits)

A continuation of Physical Education 174 with the possible inclusion of canoeing.

Pre-requisite: Physical Education 174 or permission of instructor.

Recommended for transfer.

#### PHYSICAL EDUCATION 177 - Basketball Coaching

1 hour lecture, 2 hours lab. (3 credits)

Individual and team skills and techniques required to achieve basketball excellence, also a study of the psychology of coaching.

Pre-requisites: Basic basketball skills and permission of the instructor.

#### PHYSICAL EDUCATION 178 - Field Games and Volleyball

3 hours instruction (2 credits)

The skills and theory of soccer for men, field hockey for women, and volleyball for both men and women. Other field sports will also be covered. Recommended for transfer.

#### PHYSICAL EDUCATION 210 - Badminton

3 hours instruction (2 credits)

Skills and techniques of badminton. Some lecture time to be spent in organization and instructional methods.

Pre-requisite: Physical Education 170 and 171.

Recommended for transfer.

#### PHYSICAL EDUCATION 218 - Introductory Contemporary Dance

3 hours instruction (2 credits)

Techniques of modern dance movement and the use of dance in the communication of ideas and feelings. Contemporary Dance Survey to be covered also. Pre-requisite: Physical Education 170 and 171.

Recommended for transfer.

#### PHYSICAL EDUCATION 219 - Intermediate Contemporary Dance

3 hours instruction (2 credits)

Continued development of dance skills as communicative media. Some methodology in dance instruction also to be covered.

Pre-requisite: Physical Education 218.

Recommended for transfer.

#### PHYSICAL EDUCATION 239 - Golf and Archery

3 hours instruction (2 credits)

Skills and techniques of golf and archery and the organization of competitive and recreational activities in each sport.

Pre-requisite: Physical Education 170 and 171.

#### PHYSICAL EDUCATION 242 — Introductory Gymnastics

3 hours instruction (2 credits)

Emphasis is on the development of fundamental skills in selected gymnastic activities. General concepts of methodology will be covered.

Pre-requisite: Physical Education 170 and 171.

Recommended for transfer.

#### PHYSICAL EDUCATION 243 — Intermediate Gymnastics

3 hours instruction (2 credits)

A continuation of Physical Education 242 with emphasis on skills display. Unicycle, trampoline, and other display apparatus will be used. Opportunity for competitive involvement will be given.

Pre-requisite: Physical Education 242.

Recommended for transfer.

#### PHYSICAL EDUCATION 246 — Introductory Judo

3 hours instruction (2 credits)

An introduction to the philosophy and skills of judo.

Pre-requisite: Physical Education 170 and 171.

Recommended for transfer.

#### PHYSICAL EDUCATION 254 - Social Dance 2 hours instruction (2 credits)

Emphasis is on the execution and appreciation of social dance, parties, floorshows, and displays will be used to encourage the use of newly developed skills. Recommended for transfer.

#### PHYSICAL EDUCATION 255 — Folk and Ethnic Dancing

3 hours instruction (2 credits)

Participation in folk and ethnic dances from around the world. Background and instructional methods to be covered in lecture.

Pre-requisite: Physical Education 170 and 171.

Recommended for transfer.

# PHYSICAL EDUCATION 270 — Elementary School Physical Education

3 hours instruction (2 credits)

A practical and theoretical course dealing with the content and methodology of a modern elementary physical education program. The characteristics and needs of children will also be covered.

Recommended for transfer.

# PHYSICAL EDUCATION 271 — Principles and Practices of Athletic Training

2 hours instruction (3 credits)

This course will cover the basic principles of athletic training and will include the fundamentals of first aid, prevention of athletic injuries, and treatment of athletic injuries. Background in anatomy, physiology, and first aid is desirable but not mandatory.

Pre-requisite: Physical Education 170 and 171.

# **PHYSICS**

#### PHYSICS 110 - Introductory Physics

6 hours instruction (4 credits)

This course includes the basic concepts of: kenematics, dynamics, statics, electrostatics, electrodynamics, magnetism, atomic and nuclear physics. These topics will be considered with a minimum requirement of mathematics and frequent use will be made of demonstrations, experiments, and other visual aids. Recommended for transfer.

#### PHYSICS 111 - Principles of Physics

6 hours instruction (4 credits)

Topics include: vectors, conservation of energy, space exploration, the nature of light, optical devices, interference, and diffraction. Emphasis will be on quantitative aspects and independent investigation.

Pre-requisite: Physics 110.

Recommended for transfer.

PHYSICS 130 — Preparatory Physics 3 hours lecture, 2 hours lab. (4 credits)

This course consists of the study of mechanics of solids, magnetism and electricity. Several experiments related to the course content will be performed. Physics 130 is intended to prepare students to write the Physics 30 Matriculation Examination.

Recommended for transfer.

Textbook: "Frontiers of Physics" by Stollberg & Hill.

# POLITICAL SCIENCE

#### POLITICAL SCIENCE 110 - Introduction to Political Science

3 hours lecture (3 credits)

The course will deal with the nature and scope of the discipline, the state law, forms of government, selected political theories (e.g., Communism, Fascism) and will conclude with a review of U.S. and British Governmental institutions. Students may also be asked to undertake case studies of local political events and factors.

Recommended for transfer.

# ${\bf POLITICAL\ SCIENCE\ 111-The\ Structure\ and\ Dynamics\ of\ Government}$

3 hours lecture (3 credits)

Topics for consideration will include the governments of Canada, the U.S.S.R., public opinion, mass media, political parties, the impact of technological change — and to conclude there will be a discussion of international politics and foreign policy.

Recommended for transfer.

#### POLITICAL SCIENCE 210 - Introduction to International Relations

3 hours lecture (3 credits)

The first part of the course will deal with International Relations as an autonomous discipline, methodological problems, the approach used by Hartmann and others, and general background factors, e.g., sovereignty and nationalism.

The second part will deal with national power and its assessment, foreign policy, diplomacy, international law, war, and finally a detailed study of International Organizations, especially the League of Nations, and the United Nations.

#### POLITICAL SCIENCE 211 - Power In International Relations

3 hours lecture (3 credits)

The first section will cover disarmament, security, and "patterns of power", i.e., unilateralism, balance of power, and collective security. The second section will be the analysis of the actual record of events since 1900, focusing on the action of the U.S.A., U.S.S.R., European and Asian Power, and the developing nations. Students will be asked to draw conclusions about current political situations and evolvative techniques based upon the evidence they have acquired.

Recommended for transfer.

# **PSYCHOLOGY**

### PSYCHOLOGY 110 - Introductory Interpersonal Behaviour

3 hours lecture (3 credits)

A general introduction to psychology covering interpersonal behaviour, personality, mental illness and its treatment, social psychology and human development.

Recommended for transfer.

#### PSYCHOLOGY 111 - Introductory Experimental Psychology

3 hours lecture (3 credits)

An introduction to the scientific study of animal and human behaviour with emphasis on the following areas: biological basis of behaviour, mechanisms of perception and sensation, basic theories of learning, thinking, motivation, and emotion.

Recommended for transfer.

#### PSYCHOLOGY 210 - Introductory Development Psychology

3 hours lecture (3 credits)

A survey of developmental psychology with emphasis on the development of processes such as thinking, perception, emotion, personality, motor activity and language.

Pre-requisite: Psychology 111. Recommended for transfer.

#### PSYCHOLOGY 211 — Developmental Psychology

3 hours lecture (3 credits)

This course emphasizes family and social influences on the developing child as well as the study of development and decline according to age level. A child study must be done as part of this course.

Pre-requisite: Psychology 210. Recommended for transfer.

### PSYCHOLOGY 212 - Experimental Psychology

2 hours lecture, 1 hour laboratory (3 credits)

An introduction to the basic methods of psychology, including scientific method, experimental design and the analysis, interpretation and reporting of experiments. This course is designed for those intending to major in psychology. Lectures will be supplemented by labs and demonstrations.

Pre-requisite: Psychology 110 - 111.

#### PSYCHOLOGY 213 - Applied Experimental Psychology

2 hours lecture, 1 hour laboratory (3 credits)

A continuation of Psychology 212. The application of methodology to such areas of psychology as learning, sensation, perception, motivation and social psychology. Psychophysical methods will be investigated. Lectures will be supplemented by labs and demonstrations.

Pre-requisite: Psychology 212. Recommended for transfer.

#### PSYCHOLOGY 215 - Adjustment

3 hours lecture (3 credits)

An investigation into the dynamics of individual behaviour such as human motivation, problems of adjustment, conflict and stress, emotional and intellectual competence.

Recommended for transfer.

#### PSYCHOLOGY 220 - Introduction to Social Psychology

3 hours lecture (3 credits)

(This course is also offered for credit in sociology under the title of Sociology 220.)

A study of the relationships between the individual and society. The effect of social interaction on the individual's motivation, perception, attitudes, cognition and general behaviour will be discussed.

Pre-requisite: Either Psychology 110-111 or Sociology 110.

Recommended for transfer.

#### PSYCHOLOGY 221 - Social Psychology

3 hours lecture (3 credits)

(This course is also offered for credit in sociology under the title of Sociology 221.)

A continuation of Psychology 220. Communication, public opinion, propaganda, prejudice, crowd behaviour and small groups will be discussed.

Pre-requisite: Psychology 220. Recommended for transfer.

# RECREATION

## RECREATION 110 - Introduction to Recreation 5 hours instruction (3 credits)

A study of the history and development of community recreation. An examination of community recreation in public, private, therapeutic, industrial and voluntary agencies. Supervised field work in co-operation with various recreation agencies in the city of Calgary.

Recommended for transfer.

#### RECREATION 111 - Survey of Programs

5 hours instruction (3 credits)

A study of the history and development of community recreation. An examination of community recreation in public, private, therapeutic, industrial and voluntary agencies. Supervised field work in co-operation with various recreation agencies in the city of Calgary.

Recommended for transfer.

# RECREATION 130 - Introductory Indoor-Outdoor Recreation

3 hours lecture, field trips (3 credits)

Methods, techniques and skills for many unusual and usual indoor and outdoor activities. A pragmatic exploration of various forms of recreation. Introductory course leading to in-depth work in the second year program. Reading assigned relative to the activities engaged in.

#### RECREATION 131 -- Indoor-Outdoor Recreation

3 hours lecture, field trips (3 credits) Methods, techniques and skills for many unusual and usual indoor and outdoor activities. A pragmatic exploration of various forms of recreation. Introductory course leading to in-depth work in the second year program. Not Recommended for transfer.

#### RECREATION 210 - Outdoor Education

3 hours instruction, field trips (2 credits) An introductory course in the theory of outdoor education with discussion of the use of this discipline in school, community (private and public) agencies, churches and other recreational programs. Laboratory field trips under varying circumstances will be held.

Pre-requisites: Recreation 110-111, or permission of the instructor. Recommended for transfer.

#### RECREATION 211 - Camping Education

3 hours instruction, field trips (2 credits) An introductory course in the theory of organized camping. The roles of the Camp Director, Unit and counselling staff are studied as they relate to camping objectives and philosophy. Specific areas of discussion include staff selection, training and supervision, program development and camper guidance. A major field trip and laboratory field trips are held. Recommended for transfer.

RECREATION 240 - Internship and Seminar

2 hours lecture, field work (2 credits) Three to five hours per week of service with a public or private recreation agency of choice. Two hours seminar per week with the instructor to discuss

problems and achievements. Pre-requisites: Recreation 110-111.

Recommended for transfer.

RECREATION 241 - Internship and Seminar

2 hours lecture, field work (2 credits) A continuation of Recreation 240 with cooperative experience of 3 to 5 hours per week, class assignments and verbal report presentation, and a two hour seminar session per week.

Pre-requisites: Recreation 240. Recommended for transfer.

RECREATION 242 — Recreation Administration 2 hours lecture (2 credits) General principles and practices of Administration; specific administrative practices for parks, arenas, and community centres; agreements with schools for use of facilities; legislation; supervision, job description development, recruitment in-service tutoring. Planning will be approached from the standpoint of the planning team.

Pre-requisites: Recreation 110-111. Not Recommended for transfer.

RECREATION 247 - Private Agencies 2 hours lecture, field trips (2 credits) This is a seminar course to include a survey of private recreation agencies, philosophy, techniques, funding, staffing, programs. Emphasis will be placed on methods whereby public and private agency activities may be coordinated to mutual advantage. Field trips arranged with private agency personnel to provide insights with respect to the total operation of private agencies.

Pre-requisites: Recreation 110-111.

# RELIGION

### RELIGION 220 - Comparative Religion

3 hours lecture (3 credits)

Primitive and Oriental religions. A course intended for students interested in the anthropological, historical, theological and literary aspects of religion. Reading skill at the high school level is recommended.

Recommended for transfer.

#### RELIGION 221 - Comparative Religion

3 hours lecture (3 credits)

Semitic religions; Judaism, Islam and Christianity. A course intended for students interested in the common religious origins of Western thought insofar as it arises from the three major Western religions of the present day.

Reading skill at the high school level is recommended.

Recommended for transfer.

#### RELIGION 250 - Biblical History

3 hours lecture (3 credits)

Myth in the Old Testament, and the scientific proofs for an historical approach to events reported in it. Reading skill at the high school level is recommended. Recommended for transfer.

#### RELIGION 251 - Biblical History

3 hours lecture (3 credits)

Myth and history in the New Testament, and an examination of the historical approach in respect to modern research methods.

Reading skill at the high school level is recommended.

Recommended for transfer.

# RUSSIAN

The following courses are offered in the Extended Day College. See the Extended Day College Calendar for course descriptions.

#### RUSSIAN 110 - Beginner's Russian

3 hours lecture, 1 hour laboratory (3 credits)

Not Recommended for transfer.

#### RUSSIAN 111 — Beginner's Russian

3 hours lecture. 1 hour laboratory (3 credits)

A continuation of Russian 110.

Not Recommended for transfer.

# SECRETARIAL SCIENCE

### \*SECRETARIAL SCIENCE 112 - Typing 1: Elementary

6 hours instruction (3 credits)

Techniques of machine operation, with emphasis upon touch control, rhyme, and accuracy, introduction to letters, manuscript forms, and simple tabulation problems.

Not Recommended for transfer.

#### \*SECRETARIAL SCIENCE 113 - Typing II: Intermediate

6 hours instruction (3 credits)

A continuation of Secretarial Science 112. Not Recommended for transfer.

# \*SECRETARIAL SCIENCE 122 - Forkner Shorthand I: Elementary

4 hours instruction (3 credits)

Forkner shorthand is a system of speed-writing. It is suitable for students seeking jobs as receptionists and college students seeking a method of rapid note-taking.

### \*SECRETARIAL SCIENCE 123 - Forkner Shorthand II: Intermediate

4 hours instruction (3 credits)

A continuation of Secretarial Science 122. Not Recommended for transfer.

#### \*SECRETARIAL SCIENCE 136 - Gregg Shorthand I: Elementary

5 hours lecture (3 credits)

An initial course in Gregg Shorthand (simplified) affording the student a well-rounded knowledge of the theory, short forms, and a good basic reading and writing speed. The second half of the course is for students who have passed at least one junior college semester (or one year of high school) of complete theory in Gregg Shorthand and who can transcribe at least three minutes of dictation on new material at 60 wpm minimum, and who is ready for intensive transcription.

Not Recommended for university transfer.

#### \*SECRETARIAL SCIENCE 137 - Gregg Shorthand II: Intermediate

5 hours instructions (3 credits)

A continuation of Secretarial Science 136.

### \*SECRETARIAL SCIENCE 148 - Pitman Shorthand I: Elementary

6 hours instruction (3 credits)

Complete shorthand Pitman theory with emphasis upon reading and the accurate writing of shorthand from dictation.

Exemption by examination.

Recommended for transfer.

#### SECRETARIAL SCIENCE 149 - Pitman Shorthand II: Intermediate

6 hours instruction (3 credits)

A continuation of Secretarial Science 148.

Recommended for transfer.

#### SECRETARIAL SCIENCE 172 - Introduction to Secretarial Science

5 hours instruction (1 credit)

Introduces the student to the terminology and office procedures in Medical-Dental, Legal, Petroleum, and Engineering.

Not Recommended for transfer.

#### SECRETARIAL SCIENCE 185 - Secretarial Practices

5 hours instruction (3 credits)

Provides a broad knowledge of secretarial procedures including manners and grooming, etiquette, responsibility in business contracts, and interviewing techniques.

#### SECRETARIAL SCIENCE 224 - Typing III: Advanced

6 hours instruction (3 credits)

A final course in typewriting that covers rough drafts; letter reviews typing of envelopes, cards, labels; business reports; manuscripts; and drills for increased speed.

Not Recommended for transfer.

#### SECRETARIAL SCIENCE 225 - Typing IV: Executive

6 hours instruction (3 credits)

A continuation of Secretarial Science 224. Not Recommended for transfer.

#### SECRETARIAL SCIENCE 250 - Gregg Shorthand III: Advanced

5 hours instruction (3 credits)

Provides an advanced course of shorthand with the emphasis on speed and transcription and practical application of these skills.

Pre-requisites: Secretarial Science 136 and 137. (B standing) Not Recommended for transfer.

#### SECRETARIAL SCIENCE 274 - Pitman Shorthand III: Advanced

5 hours instruction (3 credits)

Development of speed in business letter dictation and development of rapid shorthand transcription utilizing a variety of written communication skills. Pre-requisites: Secretarial Science 148 and 149 or equivalent. Not Recommended for transfer.

#### SECRETARIAL SCIENCE 275-

5 hours instruction (3 credits)

A continuation of Secretarial Science 274.

Not Recommended for transfer.

### THE FOLLOWING COURSES ARE OFFERED IN THE EXTENDED DAY COLLEGE

#### \*SECRETARIAL SCIENCE 280 - Medical-Dental Secretarial

2 hours instruction (2 credits)

Not Recommended for transfer.

#### \*SECRETARIAL SCIENCE 284 — Legal Secretarial

2 hours instruction (2 credits)

Not Recommended for transfer.

#### SECRETARIAL SCIENCE 290 - Petroleum Secretarial

2 hours instruction (2 credits)

The Petroleum Secretarial course has been designed to give special and intensive training in terminology, office procedures and use of land descriptions in the petroleum industry.

Not Recommended for transfer.

# SOCIAL RELATIONS

#### SOCIAL RELATIONS 101

3 hours lecture (3 credits)

This course will seek to acquaint students with social influences on the individual, the nature and functions of groups, group processes, and, as well, an investigation of social problems.

# SOCIAL SCIENCES

#### SOCIAL SCIENCES 100

3 hours instruction (3 credits)

This course will provide the student with opportunities to study, in depth, concepts, regions, areas and historical periods which have made significant contributions to the modern world. Emphasis will be placed on reading original sources, and on a great deal of class discussion concerning values, morals, and intellectual development in the social, political and economic life of societies and civilizations.

Not Recommended for transfer.

# SOCIOLOGY

SOCIOLOGY 102 — General Sociology

3 hours lecture (3 credits)

A general introduction to the various areas of study in Sociology. Not Recommended for transfer.

SOCIOLOGY 110 - Introduction to Sociology

3 hours lecture (3 credits)

The scientific study of society, socialization, culture, personality, social control, social stratification, social change, social movements, and social institutions, including an introduction to research design.

Recommended for transfer.

SOCIOLOGY 111 - Introduction to Anthropology 3 hours lecture (3 credits) A survey of the major fields and concepts of anthropology, including contributions of archeology, physical, and cultural anthropology. The origins of culture, the nature of race, the development of culture and the comparative study of cultural institutions will be covered.

Recommended for transfer.

SOCIOLOGY 112 - Social Problems

3 hours lecture (3 credits)

This course may be taken for credit in either first or second year. A general study of personal and social disorganization, pathologies such as crime, delinquency, sex offences, suicide, alcoholism, mental illness, family and community disorganization as viewed from the aspect of sociology.

Pre-requisite: Sociology 110.

Recommended for transfer.

SOCIOLOGY 210 — Race and Ethnic Stratification

3 hours lecture (3 credits)

An analysis of the influence of racial and/or cultural factors upon the position of minority group members in a social class system. Consideration will be given to questions of race, prejudice, conflict, accommodation, caste and social mobility as they pertain to minority relationships in world perspective.

Pre-requisite: Sociology 110.

Recommended for transfer.

SOCIOLOGY 212 - The Family

3 hours lecture (3 credits)

Comparative, historical and analytical study of the family, its origin, structure and function. Factors in courtship and marriage will be considered.

Pre-requisite: Sociology 110. Recommended for transfer.

#### SOCIOLOGY 213 - Deviance

3 hours lecture (3 credits)

This course emphasizes the scientific study of criminal behaviour, nature and incidence of crime and delinquency, the prevention of crime, the treatment of the criminal. Other forms of deviance will also be considered.

Pre-requisite: Sociology 110.

Recommended for transfer.

#### SOCIOLOGY 220 - Introduction to Social Psychology

3 hours lecture (3 credits)

(This course is also offered for credit in Psychology under the title of Psychology 220.)

A study of the relationships between the individual and society. The effect of social interaction on the individual's motivation, perception, attitudes, cognition and general behaviour will be discussed.

Pre-requisite: Sociology 110. Recommended for transfer.

#### SOCIOLOGY 221 - Social Psychology

3 hours lecture (3 credits)

(This course is also offered for credit in Psychology under the title of Psychology 221.)

A continuation of Sociology 220. Communication, public opinion, propaganda, prejudice, crowd behaviour and small groups will be discussed.

Pre-requisite: Sociology 220. Recommended for transfer.

#### SOCIOLOGY 230 - Sociology of Religion

3 hours lecture (3 credits)

The study of religion as a social institution, including its function and its relationship to other elements of society and to social change.

Recommended for transfer.

# **SPANISH**

THE FOLLOWING COURSES ARE OFFERED IN THE EXTENDED DAY PROGRAM For course descriptions, see the Extended Day College Calendar.

SPANISH 110

3 hours lecture, 1 hour lab. (3 credits)

Not Recommended for transfer.

SPANISH 111

3 hours lecture, 1 hour lab. (3 credits)

Not Recommended for transfer.

# **SPEECH**

#### SPEECH 110 - Fundamentals of Speech

2 hours lecture (2 credits)

The course will stimulate ideas for discovering and releasing the individual speech personality. Discussion and practice will embrace the bases of effective speech, speech composition, presentation. Reading aloud — principles and practices. Use of visual aids.

#### SPEECH 111 - Effective Speaking

2 hours lecture (2 credits)

The course will relate patterns and structures of oral communication to a basic understanding of interpersonal communication and learning theory. It will deal with such subjects as: audience analysis; how to research, organize and prepare a speech; types of speeches; supporting material both verbal and visual; sample structures for effective communication, and Parliamentary procedure.

Pre-requisite: Speech 110. Recommended for transfer.

#### SPEECH 210 - Oral Interpretation

2 hours lecture (2 credits)

This course is designed to develop the individual student's vocal potential. Emphasis is placed on respiration, phonation, resonation and articulation with an end to encouraging full vocal expressiveness. The course is open to anyone wishing to improve their speaking voice.

Recommended for transfer.

#### SPEECH 211 - Non-Verbal Communication

2 hours lecture (2 credits)

The purpose of this program is to help the student appreciate the importance of and gain skill in using various non-verbal resources for interpersonal communication. It will have both a theoretical and practical dimension. Practical experience in the use of visual aids, various forms of audio resources, movement and presence will be related to learning theory.

Recommended for transfer.

#### SPEECH 212 - Business Communication

2 hours lecture (2 credits)

An analysis of communication problems in business organizations, education, government, and other fields.

Recommended for transfer.

#### SPEECH 213 - Phonetics

2 hours lecture (2 credits)

Training in the recognition and production of the sounds of spoken English, with an analysis of their formation.

Not offered 1969-70.

Recommended for transfer.

# SURVEY OF OCCUPATIONS

#### SURVEY OF OCCUPATIONS 100

3 hours lecture (3 credits)

A survey course meant to acquaint students with the requirements, duties and expectations associated with various occupations, in order to help them make career choices on a realistic basis. Society's views of various occupations will be discussed. Personal characteristics required by each field and a comparison of the students' characteristics with these will be made.



UNIVERSITY OF CALGARY

# PROGRAMS IN AFFILIATION WITH THE UNIVERSITY OF CALGARY

In addition to its function as a community college serving the Calgary area, Mount Royal Junior College offers certain programs of instruction that carry credit at the University of Calgary as well as other universities. The terms of affiliation between Mount Royal Junior College and the University of Calgary provide for the manner in which such programs are to be conducted and the conditions under which students enrolled in them may expect recognition at the University of Calgary.

All courses taught at Mount Royal Junior College for which University of Calgary credit is given must be University of Calgary courses in the first year of Arts and Science or of Physical Education.

Students of Mount Royal Junior College are in no way considered students of the University of Calgary. Upon the successful completion of their work at Mount Royal Junior College, and the attainment of satisfactory standing on the final examinations, these students may then apply for transfer to the University of Calgary for further studies. In order to transfer to the University of Calgary the student must complete the matriculation requirements of the Faculty in which he intends to enroll. (For an outline of some of these requirements see pp. 98-99.)

#### ADMISSION REQUIREMENTS AND TRANSFER REGULATIONS

A student is admitted to University of Calgary approved courses if he meets one of three sets of criteria:

#### PROGRAM A.

He has 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 University of Calgary courses.

#### PROGRAM C.

He has a B or higher standing in four matriculation subjects including English 30 with an average of at least 60% in the four subjects.

#### — OR —

He has a B or higher standing in five matriculation subjects with an average of less than 60%. (As a general rule of thumb, students with less than 58% — a total of 290 marks on five subjects — will be advised to take high school subjects for one semester in order to clear their matriculation requirements.)

A student admitted to Program C will not be permitted to carry more than four University of Calgary courses and he will normally attempt to complete his matriculation requirement in the first semester. If he fails to complete his matriculation requirement in the first semester the student may proceed as follows:

- a. If the student originally presented four matriculation subjects and his fifth subject is still below 50%, he may write his university final examinations. He will not be permitted any further university work until his deficiency is cleared, at which time the university will consider advance credit. Mount Royal College will not issue a transcript until the deficiency is cleared.
- b. If the student has 50% or more in each of his required matriculation subjects but his average is less than 60%, he will be granted transfer privileges to the University of Calgary if he passes all his university courses and achieves a grade point average of 2.5.

#### MATURE NON-MATRICULANT

Mount Royal Junior College will be pleased to accept applications for entry to Programs A or C from students of mature age, who desire a university education, but who are unable to present complete matriculation.

As these students will be transferring to the University of Calgary for the completion of their degree program, the final decision regarding their admission will rest with the appropriate Dean at the University of Calgary.

Applicants wishing to take advantage of these privileges should contact either the Student Counselling Service at Mount Royal or the office of the Dean of the Faculty of their choice at the University of Calgary.

# MATRICULATION REQUIREMENTS FOR SEVERAL UNIVERSITY OF CALGARY PROGRAMS:

#### A. GENERAL B.A.

- 1. English 30
- 2. Mathematics 30
- 3. One of: French 30, German 30, Latin 30, or Ukrainian 30
- 4. One of: Chemistry 30, Physics 30, Biology 30, or Mathematics 31
- One of: Social Studies 30, Chemistry 30, Physics 30, Biology 30, Mathematics 31, another language or a 5 credit Grade XII nonmatriculation subject. (Social Studies 30 is recommended.)

Over-all average of 60% or better.

#### B. GENERAL B.Sc.

- 1. English 30
- 2. Mathematics 30
- 3. One of: French 30, German 30, Latin 30, or Ukrainian 30
- 4. One of: Physics 30, Chemistry 30, or Biology 30
- One of: Physics 30, Chemistry 30, Biology 30, or another language, or Social Studies 30

Mathematics 31 is recommended as an additional subject for this program. Over-all average of 60% or better.

#### . FACULTY OF BUSINESS

- 1. English 30
- 2. Mathematics 30
- 3. Mathematics 31
- Two options (one of which must be a science)
   Recommend Chemistry 30 or Physics 30 and Language 30.
   Over-all average of 60% or better.

#### D FACULTY OF EDUCATION

- 1. English 30
- Four of: Social Studies 30, French 30, German 30, Latin 30, Ukrainian 30, Chemistry 30, Physics 30, Biology 30, Mathematics 30, Mathematics 31, 5 unit non-matriculation examination subjects at Grade XII level.

Over-all average of 60% or better.

#### E. FACULTY OF PHYSICAL EDUCATION

- 1. English 30
- 2. Chemistry 30
- Three other departmental examination subjects (Biology 30 recommended)
   Over-all average of 60% or better.

# UNIVERSITY OF CALGARY APPROVED COURSES OFFERED BY MOUNT ROYAL JUNIOR COLLEGE

# GROUP I (Arts, Humanities, Social Sciences)

Economics 200 — Principles of Economics

English 240 — A survey of English Literature

French 200 - First Year University French

German 100 — Beginner's German

German 200 — First Year University German

History 205 — European History

Philosophy 241 — Introduction to Western Philosophy

Political Science 200 — Elements of Political Science

Psychology 202 — Introduction of General Psychology

Sociology 202 — Introductory Sociology

#### **GROUP II (Natural Sciences)**

Biology 200 - Principles of Biology

Biology 304 — Biology in Human Affairs

Business 201 - Accounting and Statistics in Economic Analysis

Chemistry 220 - A Survey of Chemistry

Chemistry 230 — General and Analytical Chemistry

Geology 201 — General Geology

Geography 201 - Physical Geography

Mathematics 211 — General Mathematics

Mathematics 239 — Algebra (This course is not a laboratory science)

Physics 200 — General Physics

### **GROUP III (Physical Education)**

Physical Education 203 - Basketball

Physical Education 204 — A Survey of Physical Education

Physical Education 205 - Field Games and Volleyball

Physical Education 207 — Elementary Physical Education

Physical Education 209 - Social Dance

(The College reserves the right to cancel any of the above courses if enrollment is insufficient. Course offerings are subject to change, depending on University of Calgary curriculum revisions.)

# FIRST YEAR COURSES FOR SEVERAL UNIVERSITY OF CALGARY PROGRAMS:

#### A. GENERAL B.A.

- 1. English 240
- 2. One course from Group I (Arts)
- 3. One course from Group II (Laboratory Science required)
- 4. Plus two courses from Group I and/or Group II.

#### B. GENERAL B.Sc.

- 1. English 240
- 2. One course from Group I (Arts)
- 3. One course from Group II (Sciences)
- 4. Plus two courses from Group I and/or Group II.

#### C. FACULTY OF BUSINESS

- 1. English 240
- 2. Economics 200
- 3. Mathematics 211
- 4. Two of: Language 200, Philosophy 241, Mathematics 239.

#### D. FACULTY OF EDUCATION

- 1. English 240
- 2. Psychology 202
- 3. Sociology 202
- 4. Two courses from Group I or II: one should be a teaching major if possible.

#### F FACULTY OF PHYSICAL EDUCATION

- 1. English 240
- 2. Chemistry 250 or Biology 200
- 3. A Social Science: (Psychology 202 or Sociology 202 recommended)
- 4. Physical Education 203
- 5. Physical Education 204
- 6. Physical Education 205
- 7. Physical Education 207
- 8. Physical Education 209.

(Consult Chairman of Physical Education in planning your program)

For matriculation requirements and first year courses in other University of Calgary Programs, consult the University of Calgary calendar or seek guidance from the Counselling Centre at Mount Royal Junior College.

# UNIVERSITY OF CALGARY COURSE DESCRIPTIONS

UNLESS OTHERWISE INDICATED THE FOLLOWING COURSES ARE THE EQUIVALENT OF TWO SEMESTERS IN LENGTH

#### BIOLOGY

### BIOLOGY 200 - Principles of Biology

3 hours lecture, 3 hours lab. (4 credits)

The fundamentals of modern biology; an integrated course designed to prepare the students for further study in botany and zoology. A voluntary tutorial will also be offered to students who feel the lack of an adequate background.

#### BIOLOGY 304 - Biology in Human Affairs

3 hours lecture (4 credits)

A consideration of the biological nature of man, the interaction between man and his environment, and the biological problems faced by human beings in the past, the present, and the future. Special attention will be given to historic and present-day aspects of: human heredity and evolution, patterns of human behaviour in relation to population increase, the nature of aging and disease, the exploitation of renewable resources, pollution of the environment, biological engineering, and space biology. This is a Natural Science course.

#### CHEMISTRY

### CHEMISTRY 220 — A Survey of Chemistry

3 hours lecture, 3 hours lab. (4 credits)

Lectures: A general survey of modern concepts of chemistry, designed to give the non-specialist an appreciation of the breadth of chemical knowledge and its application. Lectures will be supplemented by films and demonstration experiments.

Laboratory: Simple experiments in general chemistry.

Pre-requisite: Chemistry 30.

(Credit for both Chemistry 220 and 230 will not be allowed.)

#### CHEMISTRY 230 - General and Analytical Chemistry

3 hours lecture, 3 hours lab., 1 hour tutorial (4 credits)

Lectures: An introduction to the basic concepts and principles of chemistry as applied to atomic structure and chemical bonding, nuclear structure, the states of matter, solutions, equilibria, thermo-chemistry, electrochemistry, elementary kinetics, and the descriptive chemistry of the elements and their compounds. This course emphasizes the quantitative approach and represents the basic pre-requisite for the majority of other chemistry courses.

Laboratory: Qualitative and quantitative analysis.

Pre-requisites: Chemistry 30, Mathematics 30 & Mathematics 31 (or Mathematics 30 and Mathematics 111 as a co-requisite).

Co-requisite: Mathematics 211.

(Credit for both Chemistry 220 and 230 will not be allowed.)

### **ECONOMICS**

**ECONOMICS 200 — Principles of Economics** 3 hours lecture (4 credits) A survey of various aspects of economics; the nature of economic problems and systems. the functions of money; commercial and central banking; national income analysis; monetary and fiscal policy; pricing under competitive and monopolistic conditions; selected topics in analysis and policy.

#### **ENGLISH**

**ENGLISH 240** — **Survey of English Literature** 3 hours lecture (4 credits) This is the standard University of Calgary course and is a survey of English Literature from the time of Chaucer to the present.

#### **FRENCH**

FRENCH 200 - First Year University French

3 hours lecture, 1 hour lab. (4 credits)

An intensive course in reading modern French; French grammar and composition; French pronunciation.

Pre-requisite: French 30 or equivalent.

#### **GEOGRAPHY**

GEOGRAPHY 201 - Physical Geography

3 hours lecture. 2 hours lab. (4 credits)

A systematic study of the origin, nature, and distribution of the natural environments. Land forms, weather and climate, vegetation, soils, water and mineral resources will be related to each other in place. The laboratory work will complement the lectures, and will include interpretation, study and preparation of maps and charts.

NOTE: This is a natural science course. This course is equivalent to University of Calgary Geography 200.

#### GEOLOGY

**GEOLOGY 201** — **General Geology** 3 hours lecture, 3 hours lab. (4 credits) Processes of destruction and reconstruction; interpretation of physiographic features with map study; stratigraphic column with index fossils from each period; common minerals and rocks.

#### **GERMAN**

**GERMAN 100** — **Beginners' German** 3 hours lecture, 2 hours lab. (4 credits) This course is designed to impart, on the introductory level, an active, practical skill in the use of the spoken and written word. The oral approach will be stressed, using material from everyday situations, easy cultural readers, slides, maps, etc. The Department's language laboratory will be used for drill purposes and will be available to students for individual practice. No pre-requisite.

#### GERMAN 200 - First Year University German

3 hours lecture, 1 hour lab. (4 credits)

This course is devoted to the development of the student's ability in speaking, reading and writing German, using modern short stories, cultural readers and visual aids.

Pre-requisite: German 30 or equivalent.

#### HISTORY

HISTORY 205 — European History 2 hours lecture, 1 hour tutorial (4 credits) A survey of the chief ideas and institutions of the Western World in their political, social and economic setting, with emphasis on the period from the Renaissance to the present.

#### MATHEMATICS

MATHEMATICS 111 - Trigonometry

2 hours lecture (0 credits)

Trigonometric functions. Applications of trigonometric functions to right triangles. Fundamental identities. Trigonometric functions of several angles. Graphical representation of trigonometric functions. Inverse trigonometric functions. Logarithms.

This course does not carry credit but is supplementary to Math 211.

See note under Math 211.
One semester course.

#### MATHEMATICS 211 - General Mathematics

3 hours lecture, 2 hours lab. (4 credits)

Introduction to calculus. Limits continuity and derivatives. Geometric and algebraic concepts including three-dimensional vectors. Area and integration. Applications of differentiation and integration.

Pre-requisites: Mathematics 30, 31.

NOTE: Students without Mathematics 31 and students who are not well grounded in the pre-requisites should take Mathematics 111 as a co-requisite.

MATHEMATICS 239 - Algebra

3 hours lecture (4 credits)

Sets, logic, mathematical induction. Permutations, combinations and probability. Polynomials, remainder theorem. Introduction to numerical methods, complex numbers. Determinants, Introduction to linear algebra. Linear programming. Pre-requisite: Mathematics 30.

#### **PHILOSOPHY**

#### PHILOSOPHY 241 - Introduction to Western Philosophy

3 hours lecture, 1 hour tutorial (4 credits)

The student meets and considers traditional problems of Western philosophy as they appear in selected philosophical classics. Emphasis is placed both on historical treatment of these problems and upon the student's ability to handle philosophical ideas independently. To this end, lectures, discussions and tutorials form part of the student's training.

No previous philosophy course, except by special consent.

#### PHYSICAL EDUCATION

PHYSICAL EDUCATION 203 — Basketball

3 hours lab. (2 credits)

Theory, practice and teaching of basketball.

This course runs for one semester and is recommended for transfer.

#### PHYSICAL EDUCATION 204 - A Survey of Physical Education

3 hours lecture, 2 hours lab. (4 credits)

Lectures: A study of the history, principles and practices of physical education. The course is designed to afford the student an appreciation and awareness of the breadth of knowledge in physical education.

Laboratory: (Men) Practical experiences in selected activities including muscular and cardi-respiratory fitness programs.

Laboratory: (Women) Practical experiences in selected activities including fitness programs and rhythmics.

#### PHYSICAL EDUCATION 205 - Field Games and Volleyball

1 hour lecture, 2 hours lab. (2 credits)

Theory and practice of outdoor field games and volleyball with an emphasis on skills and fundamentals.

This course runs for one semester and is recommended for transfer.

#### PHYSICAL EDUCATION 207 - Physical Education for Children

1 hour lecture, 2 hours lab. (2 credits)

A survey of physical activities for children. Content will include the role of play, movement education, games and dance in the life and development of the child.

This course runs for one semester and is recommended for transfer.

#### PHYSICAL EDUCATION 209 - Social Dance

3 hours lab. (2 credits)

Theory, practice and teaching of social dance.

This course runs for one semester and is recommended for transfer.

#### **PHYSICS**

#### PHYSICS 200 - General Physics

3 hours lecture, 3 hours lab., 1 hour tutorial (4 credits)

A course in the fundamentals of physics, including mechanics, wave motion, heat, electricity and magnetism, optics, modern physics. Illustrated by experiments.

Not offered in 1969-70.

#### POLITICAL SCIENCE

#### POLITICAL SCIENCE 200 - Elements of Political Science

2 hours lecture. 1 hour tutorial (4 credits)

A study of the prinicples and practices of modern government, with the emphasis on the democratic constitutional state. Among the topics studied are the nature and theory of the state; types of constitutions; the functions and composition of the legislature, executive and judiciary. representation; political parties and pressure groups.

#### **PSYCHOLOGY**

# PSYCHOLOGY 202 - Introduction to General Psychology

3 hours lecture, 1 hour tutorial (4 credits)

A survey of problems, methods and principles in various fields of psychology.

#### SOCIOLOGY

**SOCIOLOGY 202**—Introductory Sociology 3 hours lecture (4 credits) The sociological study of society, social institutions, group behaviour, personality formation and social change.

# MOUNT ROYAL JUNIOR COLLEGE STUDENT PERSONNEL SERVICES

# **Educational Counselling Services**

Mount Royal Junior College maintains a permanent staff of experienced, professionally trained psychologists, counsellors and program advisors to provide the following services:

#### PROGRAM ADVICE

Each student upon enrolling in the College is assigned an adviser who will assist the student in planning his courses and provide information on college services, transfer to other schools from Mount Royal, transfer to business and industry and general academic support.

#### **EDUCATIONAL COUNSELLING**

Counsellors will provide individual assistance for students deciding whether to enter college, selecting or changing programmes, withdrawing from college or with general academic difficulties. Students returning to school after an absence some time and students entering without clearly defined educational pre-requisites are strongly advised to seek counselling prior to enrollment.

#### PERSONAL COUNSELLING

Students with personal concerns that interfere with social relations or academic success often find that effective solutions may be found in counselling.

#### VOCATIONAL COUNSELLING

Counsellors are available to assist students in exploring vocational interests, aptitudes, abilities and vocational opportunities.

#### TESTING

Aptitude, ability, personality and interest tests are available and may be administered to assist in counselling.

#### EDUCATIONAL CLINIC

Students with educational concerns may receive individual and group assistance with such problems as reading comprehension and speed, study skills, study habits, vocabulary, spelling and essay writing.

Individual assistance is also provided for students learning English as a second language and in specific subject areas.

#### OCCUPATIONAL - EDUCATIONAL INFORMATION LIBRARY

Reference material on occupations, colleges and universities are available to assist students with their plans upon leaving the College.

#### GROUP COUNSELLING

Group Counselling and educational assistance sessions are scheduled throughout the academic year.

All students or prospective students are encouraged to make use of the Counselling Services. Registered students may use the Service at no charge.

Students may make appointments by writing, visiting or phoning the Counselling Centre.

# STUDENT HOUSING

#### **FACILITIES**

Residences for both men and women are maintained for the convenience of out-of-town students. A dining room, cafeteria, and student lounge are operated in conjunction with the residence. Student Affairs in residence are directed by a Resident Student's Council.

#### CAPACITY

Facilities for 54 men and 106 women are available. All men's rooms are double occupancy. Most women will be placed in triple occupancy accommodation.

#### **FEES**

The Schedule of Fees and procedures covering Fees may be found on pages 14, 15 and 16.

#### RECREATION

Recreation facilities are made available to residence students through arrangements made with the Physical Education and Recreation Department and the Athletic Department. In addition, a student lounge is open most days and evenings.

#### DISCIPLINE

The College reserves the right to expel students from residence for persistent refusal to co-operate in the observance of residence behaviour guidelines.

When a student is expelled from residence he may be required to leave the residence immediately. In such cases residence fees will be refunded on a pro-rated basis according to the amount of time the student has spent in residence.

#### OFF-CAMPUS HOUSING

An Off-Campus Housing Registry is maintained to assist students to find suites, room and board, and other types of accommodation.

#### APPLICATION

Application for Residence Accommodation Form, and off-campus housing registry may be obtained from:

The Registrar & Director of Admissions Mount Royal Junior College 7th Avenue & 11th Street, Southwest Calgary 2, Alberta.

# **ATHLETICS**

#### **AFFILIATIONS**

Mount Royal Junior 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: Lethbridge Junior College; Southern Alberta Institute of Technology; University of Calgary; Olds Agricultural and Vocational College; Red Deer Junior College; Camrose Lutheran College; and the Northern Alberta Institute of Technology.

#### TEAM ACTIVITIES

Men's Conference competition includes: Cross Country, Golf, Canoeing, Basketball, Volleyball, Hockey, Bowling, Badminton, Curling, Gymnastics, and Wrestling. The schedules in each of these sports are filled out with extensive non-conference commitments. Other activities include: Judo, Rugby, Fencing, Track and Field, and Rodeo.

Women's Conference Activities include: Cross Country, Golf, Canoeing, Basketball, Volleyball, Bowling, Badminton, Curling, and Gymnastics. Non-Conference League Play and Tournaments round out the competition in these sports. Other activities include: Judo, Fencing, Track and Field, Powder Puff Football, and Cheerleading.

College Teams travel extensively in Alberta, Saskatchewan, Southeastern British Columbia, Montana, Idaho, and Washington. Our exhibition schedules include home and home series with Royal Roads Military College, Selkirk College, University of Notre Dame, Medicine Hat Junior College, Eastern Washington State College, Big Bend Community College and Montana Tech.

#### TEAM NAMES

The various names given to the College teams are based on the College symbol, The Cougar. The Men's Varsity Teams are known as the "Cougars", The Junior Varsity Teams as the "Cubs", and the Women's Varsity Team as the "Kittens". Our colours are Royal Blue and White.

#### TEAM ACCOMPLISHMENTS

Every team or individual is encouraged to achieve the highest honours available in his or her activity. In the past, Mount Royal has been well represented in the Alberta College Athletic Conference, National Junior Men's Basketball Championships, and Provincial, Interprovincial and International Tournaments and Exhibitions.

#### **ELIGIBILITY**

Any full-time student is eligible to compete on College teams for up to three years provided a 20 Grade Point Average is maintained. A full-time student is defined as one who is taking eight or more credit hours each semester.

# COACHING STAFF

Mount Royal Athletics are fortunate to have an excellent Coaching Staff. Our Coaching Staff is carefully selected from the ranks of successful High School or College coaches. Presently, our Coaching Staff is highlighted by:

- H. Elsholz (Cougar and Kitten Gymnastics) A teacher at the Christine Meikle School for the retarded. Mr. Elsholz holds a coaching certificate from West Germany. He is also the coach for the Alberta Gymnastics Team.
- A. James (Kittens Volleyball) A member of Mount Royal's Economics Department, Coach James was an outstanding volleyball player while attending the University of Calgary. He is still an active player in "A" Class volleyball.
- J. C. Kenyon (Cougar's Basketball) Formerly a guard with the University of Alberta Golden Bears and The University of Calgary Dinosaurs, Coach Kenyon has never had a losing season with the Cougars. Three times he has coached the Cougars to Alberta Junior Men's Championships.
- C. E. LeFroy (Cougar's Volleyball and Co-ordinator of Athletics) A former Basketball player for The University of Calgary he was a member of the National Volleyball Team in 1967. That year he also coached the "Cougars" to the Conference Championship and to second place in The Alberta Junior Men's Championships.
- R. Olsen (Kitten's Basketball) A highly successful Coach in Senior B Men's and L.D.S. Church Basketball, Mr. Olsen coached the "Cubs" in 1967-68 and took over the "Kittens" for the 1968-69 season.
- D. J. Stouffer (Cougar's Golf and Hockey) Coach Stouffer attended Colorado College on a Hockey Scholarship. His College athletic career was highlighted in his senior year when he was Captain of the Golf and Hockey team. That year he was the leading scorer and most valuable player. In his first year with Mount Royal Coach Stouffer led his team to a second place finish.

J. R. Weight (Cougar's Wrestling and Canoeing, Kitten's Canoeing) — An outstanding weightlitfer, Gymnast, and Wrestler at Brigham Young University where he won Utah State A.A.U. Wrestling and Weightlifting Championships, Coach Weight initiated the Wrestling, Gymnastic, and Canoeing Programmes at the College.

# INTRAMURAL SPORTS

The Department of Physical Education and Recreation organizes and administers a comprehensive intramural sports program for all students and staff of all ability levels. The Primary objectives of this program are:

(1) To provide opportunities to participate in activities so as to encourage

a reasonable degree of physical fitness.

(2) To develop recreational skills so individuals who desire to participate actively in wholesome activities in their leisure time may do so.

(3) To develop friendly relations between the staff and students.

The following activities are being offered in the intramural program:

Archery
Badminton
Basketball
Bicycle Race
Bowling
Camp Out
Canoeing
Car Rally
Cross - Country
Curling
Field Hockey
Flag Football
Floor Hockey
Golf

Gymnastics
Ice Hockey
Judo
Rifle Shooting
Roller Skating
Rugby
Skiing
Soccer
Swimming
Table Tennis
Track and Field
Volleyball
Water Polo
Wrestling

MOTTO: "A Sport for Everyone and Everyone in a Sport."

# STUDENT HEALTH SERVICES

#### PRE-ENTRANCE EXAMINATIONS

All students must have a medical examination prior to formal registration.

#### GENERAL HEALTH CARE

The Health Service is designed to supervise general student health care. Students are encouraged to use the Health Service Offices to their best advantage. A doctor, nurse and general medical facilities are available on a 24-hour basis.

#### COSTS

The costs of hospitalization, specialists and diagnostic services, where necessary, are not covered. Students are therefore urged to maintain insurance as dependents, or obtain insurance individually.

Accident insurance covers students for accidents only.

The cost of drugs must be borne by students, but a discount is obtained from several local druggists.

# CHAPLAINCY SERVICES

A Chaplaincy Service is provided by the College to counsel students. These chaplains are from many denominations. Their services are available at regular times each week in the Chaplain's Office.

# STUDENT PLACEMENT

Placement is felt to be a function of the Student Services area, and the College provides for it. Mount Royal Junior College operates a student placement office on campus. The major function of this office is to aid students in seeking suitable employment by bringing employers on campus, by providing career information concerning various fields of employment and counselling students on industry's requirements. This office will also assist students in locating part time and summer employment. The Student Placement Office is located in the Financial Aid & Student Affairs Office and is operated by the Assistant to the Coordinator of Student Affairs & Financial Aid.

# STUDENT 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 this governmental system students control the funds and activities of their own clubs, societies and publications.

Among activities usually organized on the campus are a newspaper, literary magazine and publications, handbook, societies, clubs, drama, music and many social functions, such as "Frosh Week". In addition to these activities students maintain student union offices and a student lounge.

#### **CO-ORDINATOR OF STUDENT AFFAIRS**

The Coordinator of Student Affairs acts as a consultant and advisor to student activities and exercises general supervision over the conduct and welfare of the students participating in co-curricular activities.

# AWARDS AND FINANCIAL ASSISTANCE

#### 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:

Financial Aid Counsellor Mount Royal Junior College Calgary 2, Alberta

Awarding of all assistance is coordinated by the College Financial Aid Committee to ensure an equitable distribution of awards among applicants.

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

The College assumes liability for the payment of awards only to the extent that gifts from donors, or returns from particular investments for these purposes, will permit.

The College reserves the right to make whatever changes circumstances may require, including cancellation of particular awards.

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 applications.

Students are advised that if they intend to pay their College fees with assistance described in the section that they must make a minimum payment of \$50.00 toward their fees on registration day. This will be adjusted when the assistance is received.

#### ENTERING STUDENTS' AWARDS

#### THE ALBERTA HOTEL ASSOCIATION SCHOLARSHIPS

Sixty-eight scholarships of \$250 or \$500 are offered to permanent residents of Alberta, who are matriculants from Alberta high schools entering the University of Alberta, The University of Calgary, or a program of university level at a Junior College affiliated with either university, including Mount Royal Junior College, or at another university if the program is not available in Alberta. The scholarships of \$250 are intended for students who can secure their desired program in their home city and those of \$500 for students who must live away from home. The basis of the award is academic standing in Grade XII and financial need.

Mount Royal Junior College students meeting the terms of reference for these awards may obtain applications from the Financial Aid Office or from The Secretary, Alberta Hotel Association, Credit Foncier Building, 10275 Jasper Avenue, Edmonton. These must be completed and returned not later than July 15.

THE BOARD OF TRUSTEES OF MOUNT ROYAL JUNIOR COLLEGE SCHOLARSHIPS Ten scholarships equivalent to tuition fees offered to students entering a post-secondary program at the College and showing academic merit during their last year of high school.

Application must be received by the Financial Aid Office no later than October 1. Spring Semester students must apply no later than February 15.

### THE HIGH SCHOOL PRINCIPALS' SCHOLARSHIPS

Ten scholarships equivalent to tuition fees offered to students entering a postsecondary program at the College and showing academic merit during their last year of high school. Only students having attended a high school other than Mount Royal Junior College may apply for this award.

Applications must be received by the Financial Aid Office no later than October 1. Spring Semester students must apply no later than February 15.

#### CITY OF CALGARY SCHOLARSHIPS

Three scholarships in the amount of \$250 each to be offered annually by the City of Calgary to Calgary students. These scholarships to be awarded to students entering Mount Royal Junior College on the basis of academic proficiency and financial need. Students may enter any program at Mount Royal Junior College to be eligible. Applications must be received by the Financial Aid Office no later than October 1.

#### GEORGE W. KERBY COLLEGE AWARDS

10 awards of \$350 each, payable towards tuition fees for students entering any program in the College. Five will be awarded in February and five in October of each year. These awards will be based primarily on financial need and will not be given to students receiving other awards. Preference will be given to married students. Apply to the Financial Aid Office no later than February 15th and October 1st.

THE NICKLE FOUNDATION SCHOLARSHIP — BUSINESS ADMINISTRATION \$200.00 offered to a student entering the first year of Arts and Science with a major in Business Administration. The Southern Alberta resident with the highest standing as a Grade XII student among all who apply will be awarded this scholarship.

Applications must be received by the Financial Aid Office no later than October 1.

### THE NICKLE FOUNDATION SCHOLARSHIP - ENGINEERING

\$200.00 offered to a student entering the first year of the Engineering Program. The Southern Alberta resident with the highest standing as a Grade XII student among all who apply will be awarded this scholarship.

Applications must be received by the Financial Aid Office no later than October 1.

#### THE CIVIL SERVICE OF ALBERTA BURSARIES

A number of bursaries of a maximum of \$600 are offered annually to first year university students from Alberta high schools. These students must be children of Provincial Civil Servants, retired Provincial Civil Servants or deceased Provincial Civil Servants, who are contributing or have contributed to the Alberta Civil Service Welfare Fund. The amount of \$600 will be paid to each recipient who finds it necessary to live away from home, while \$300 will be paid to each recipient who can attend the chosen course while living at home. These bursaries are tenable at the University of Alberta, The University of Calgary, or in a program of university level at affiliated Junior Colleges, including Mount Royal Junior College.

Application forms may be obtained from the Executive Secretary, Civil Service Association of Alberta, 10008 - 106 Street, Edmonton and must be completed and returned to him not later than July 15.

# THE IMPERIAL ORDER DAUGHTERS OF THE EMPIRE MATRICULATION BURSARIES

The Provincial Chapter of Alberta, Imperial Order Daughters of the Empire, has provided a number of bursaries for matriculating students, known as the Coronation Bursaries, of the value of \$750 each, \$350 payable in the first year and \$200 in each of the second and third years. They are tenable in a degree program at the University of Alberta, The University of Calgary, affiliated Junior Colleges, including Mount Royal Junior College, and are made in three yearly payments. Two of the bursaries are reserved for children of men and women who served overseas in the British forces during the Great Wars. All candidates must have lived in the Province of Alberta for at least three years prior to application.

The Provincial Educational Secretary of the I.O.D.E. will notify the high schools in February of each year of the pending award. All applications are to be in her possession by June 1. Further information and application forms may be obtained from Mrs. D. F. Rutherford, 5452-111A Street, Edmonton, Alberta.

#### THE MASONIC BURSARIES

Of \$500 each are offered by the Grand Lodge of Alberta, A.F. and A.M., to students from Alberta high schools to attend any degree course at the University of Alberta or an affiliated Junior College, including Mount Royal Junior College or at any other recognized university if the program of studies is not available in Alberta. These bursaries are provided on the basis of financial need and secondly on academic standing. A limited number of these may be renewable, depending on continued financial need.

Application forms must be completed and returned to the Grand Secretary, Grand Lodge of Alberta, A.F. and A.M., 330 - 12th Avenue S.W., Calgary, by April 30.

### WESTERN CONFERENCE OF TEAMSTERS SCHOLARSHIP PROGRAM

Each year Western Conference of Teamsters offers four scholarships in the amount of \$2,000 which is allocated in the amounts of \$500 annually, for each of four years study. Applicants must be a dependent child of a Western Conference of Teamsters member or an active member under age 25, and entering college for the first time in a program which will normally lead to a degree after four years of study.

Applications are available from the Financial Aid Office or the Western Conference of Teamsters office, 1870 Ogden Drive, Burlingame, California 94010 and must be submitted prior to February 15.

### FIRST YEAR AWARDS - PROGRAMS "A", "B" and "C"

#### THE CALGARY B'NAI B'RITH SCHOLARSHIP

\$25 presented to the student with the highest standing in Arts and Science programs "A" and "C".

This award is announced and presented at the end of the Spring Semester.

#### THE HENRY BIRKS AND SONS GOLD MEDAL

presented to the student graduating from Program "A", "B" or "C" who in the judgment of the Financial Aid Committee has shown academic merit and made an outstanding contribution to the student life at the College.

This award is announced and presented at the end of the Spring Semester.

# THE NATIONAL COUNCIL OF JEWISH WOMEN (CALGARY SECTION) SCHOLARSHIP

\$25 presented to the student with the highest standing in Arts and Science Program "B".

This award is announced and presented at the end of the Spring Semester.

#### FIRST YEAR AWARDS — RETURNING STUDENTS

The following awards may be announced at the end of the Spring Semester and are tenable only at Mount Royal Junior College for a second year of study. Should the recipient fail to return to the College the award, at the discretion of the Financial Aid Committee, may revert to another qualified student.

#### THE BAY SERVICE AWARD - INTERIOR DESIGN

This award is open to students during their first year in the Interior Design Program "E" at the College. Students must qualify in respect of academic standing, ability, aptitude and personality and consider possible employment with the company upon graduation from Mount Royal Junior College. The winner will be given a \$200 bursary to be used to return to Mount Royal Junior College for his second year and guaranteed summer employment with the company in the summer period. Subject to satisfactory performance, he will, on graduation be given an opportunity for a career with the company.

Apply to the Financial Aid Office no later than February 1.

### THE CALGARY HERALD CENTENNIAL BURSARY - ARTS

\$200 shall be awarded the student who, in the estimation of the Mount Royal Junior College Financial Aid Committee, has shown outstanding merit during the first year arts program.

The bursary shall be awarded at the spring convocation and shall be applicable on fees for the second year at Mount Royal Junior College. Should the student not return to Mount Royal Junior College, the award, at the discretion of the Financial Aid Committee, may revert to the next appropriate student.

When two or more students of equal merit are being considered for the bursary, preference may be given to an applicant who has given at least two years' service as a Calgary Herald newspaperboy.

Apply to the Financial Aid Office no later than April 15.

#### THE CALGARY HERALD CENTENNIAL BURSARY - JOURNALISM

\$200 shall be awarded the student who, in the estimation of the Mount Royal Junior College Financial Aid Committee, has shown outstanding merit in scholastic endeavours and contribution to a student publication during the first year of the Journalism Program.

The bursary shall be awarded at the spring convocation and shall be applicable on fees for the second year at Mount Royal Junior College. Should the student not return to Mount Royal Junior College the award, at the discretion of the Financial Aid Committee, may revert to the next appropriate student.

When two or more students of equal merit are being considered for the bursary, preference may be given to an applicant who has given at least two years' service as a Calgary Herald newspaperboy.

Apply to the Financial Aid Office no later than April 15.

#### THE CALGARY POWER LIMITED SCHOLARSHIP IN ENGINEERING

Equal to tuition fees (\$350.00) awarded to the student who, in the estimation of the Mount Royal Junior College Financial Aid Committee, has, during the first year of an Engineering Program, shown outstanding merit in scholastic endeavours and has financial need. The recipient must be an Alberta resident and must not be receiving any other scholarships or awards. This scholarship is awarded at Spring Convocation and is applicable on fees for second year.

Should the student not return to Mount Royal Junior College, the award, at the discretion of the Financial Aid Committee, may revert to the next appropriate student.

Applications should be made to the Financial Aid Committee, not later than 15th April.

THE NICKLE FOUNDATION SCHOLARSHIP — BUSINESS ADMINISTRATION \$200 presented to a Southern Alberta resident with the highest standing in first year Business Administration. The recipient must have completed a minimum of 30 semester hours of credit.

#### THE NICKLE FOUNDATION SCHOLARSHIP - ENGINEERING

\$200 presented to the Southern Alberta resident with the highest standing in first year Engineering. The recipient must have completed a minimum of 30 semester hours of credit.

#### GEORGE W. KERBY COLLEGE AWARDS

10 awards of \$350 each, payable towards tuition fees for students returning for their second year of any program. Five will be awarded in February and five in October of each year. These awards will be based primarily on financial need and will not be given to students receiving other awards. Preference will be given to married students. Apply to the Financial Aid Office no later than February 15th and October 1st.

#### MOUNT ROYAL JUNIOR COLLEGE SCHOLARSHIPS

A \$100.00 prize awarded for every 2 year program at Mount Royal Junior College. The award is presented to the student who achieves the highest standing in the first year of his program. The student must have completed a minimum of 30 semester hours of credit and must be returning for his second year of studies at Mount Royal Junior College. In the event the student with the highest standing does not return for his second year at the College the scholarship will be awarded to the student next in standing who is returning.

### SECOND YEAR AWARDS

The following awards are presented in the fall semester to returning students. Applications must be submitted on the appropriate form to the Financial Aid Office.

THE LEWIS STATIONERY SCHOLARSHIP—BUSINESS ADMINISTRATION \$250 for a second year student in Business Administration who, in the estimation of the Mount Royal Junior College Financial Aid Committee, shows academic merit and contribution to student activities.

Applications must be received by the Financial Aid Office no later than October 1.

# THE BOARD OF TRUSTEES OF MOUNT ROYAL JUNIOR COLLEGE SCHOLARSHIPS

Ten scholarships equivalent to tuition fees offered to students entering the second year of a post-secondary program at the College who can show academic merit during their first year at the College.

Applications must be received by the Financial Aid Office not later than October 1.

#### THE MRS HARRY COHEN SCHOLARSHIP - NURSING

\$300 awarded annually to a Nursing student, who, during the first year of the Nursing Program, has shown academic merit. The award will be made to a student returning for a second year of studies at Mount Royal Junior College and who shows financial need. Should the student receiving this award fail to return to Mount Royal Junior College, the award, at the discretion of the Financial Aid Committee, may revert to another qualified student.

Apply to the Financial Aid Office no later than October 15.

# GRADUATING STUDENT AWARDS

THE BAY SERVICE AWARD — BUSINESS ADMINISTRATION OR ARTS AND SCIENCE

This award is open to students during their second year in the Business Administration Program "B" or in appropriate options second year Arts and Science Program "B" at the College. Students must qualify in respect of academic standing, aptitude and personality and consider possible employment with the company upon graduation with a Bachelor's Degree. The winner will be given a \$200 bursary in each of his third and fourth years at a recognized University or College and guaranteed employment with the company in the summer period. Subject to satisfactory performance, he will, on graduation be given an opportunity for an executive career with the company.

Apply to the Financial Aid Office no later than February 1.

#### GENERAL FINANCIAL AID AND AWARDS

ATHLETIC SCHOLARSHIPS AND GRANTS IN AID These awards will be administered by the Financial Aid Office and will be given in consultation with the Athletics Department. Students will apply on scholarship forms — available from Financial Aid Office. Application may be made at any time.

# WILLMOT ANNUAL PRIZE FOR CREATIVE WRITING

A prize of \$25 is presented to the student judged to have produced the best piece of creative writing — poem, fiction, essay or play — whether in the course of academic work or in a student periodical.

MOUNT ROYAL JUNIOR COLLEGE EMERGENCY LOAN AND BURSARY FUND With the assistance of private donors the College has at its disposal a Financial Loan and Bursary Fund from which loans and bursaries may be made to students who are unable to meet emergent expenses. In most cases interest-free loans are made pending receipt of other expected assistance, although summer repayment may be arranged where necessary.

Applications must be made to the Financial Aid Office.

#### ALBERTA MOTOR TRANSPORT ASSOCIATION

Provides a number of bursaries for students who show financial need throughout the year. Inquiries should be made through the Financial Aid Office.

# MOUNT ROYAL JUNIOR COLLEGE FOREIGN STUDENT EMERGENCY LOAN AND BURSARY FUND

The College has at its disposal a Financial Loan and Bursary Fund from which loans and bursaries may be made to students attending Mount Royal Junior College, and whose homes are in a country other than Canada and who are unable to meet emergent expenses. In most cases interest-free loans are made pending receipt of other expected assistance although summer repayment may be arranged where necessary. Occasionally bursaries are considered.

Applications must be made to the Financial Aid Office.

#### J. E. LOVE BURSARIES

An endowment provided to the College by the late J. E. Love, provided a number of bursaries each year that are awarded to students at the College. Applicants must show academic merit in previous studies, and financial need. Special consideration is given by the Financial Aid Committee to married students.

Applications must be received by the Financial Aid Office no later than October 1. Spring Semester students must apply no later than February 1.

#### CHRISTIAN EDUCATION FUND

A trust fund established by contributions from various United Church Women's Clubs to assist students in Christian Education, who find themselves in financial difficulty. The fund is administered by the Financial Aid Office at the College,

# WORLD UNIVERSITY SERVICE OF CANADA WELFAR'E FUND FOR OVERSEAS STUDENTS

This fund has limited funds for loans and grants to overseas students who encounter unforeseen financial difficulties. Detail may be obtained from the Financial Aid Office of World University Service, 328 Adelaide Street, Toronto 2B, Ontario.

#### ALBERTA ASSOCIATION OF PETROLEUM LANDMEN

There are a number of grants available to students in first and second year of the Petroleum Land Management program at Mount Royal Junior College. These grants are for students who require financial assistance during their course of study. Prospective candidates will be contacted by the Association.

#### MEDICINE HAT NEWS SCHOLARSHIP - MEDICINE HAT STUDENTS

This company annually offers four scholarships of \$150 available to former carriers of the Medicine Hat News or children of employees. Qualified students should obtain information directly from the company.

#### CHILDREN OF THE WAR DEAD (EDUCATION ASSISTANCE) ACT

This act provides fees and monthly allowances for Children of Veterans whose death was attributed to military service. Inquiries should be directed to the nearest district office of the Department of Veteran Affairs.

# THE LADIES' AUXILIARY TO THE ROYAL CANADIAN LEGION, ALBERTA PROVINCIAL COMMAND

offers a number of Bursary Awards each year to students entering University, schools of Technology, Nursing and Business. These awards are intended to assist children of Ex-Service personnel, in advancing their education. Students must be graduates of Grade XII and entering one of the above named institutions.

Information and application forms may be obtained from the Financial Aid Office or from: Mrs. H. Williams, 11205-67 Street, Edmonton, Alberta.

#### ROYAL CANADIAN AIR FORCE BENEVOLENT FUND

The Fund is concerned with providing assistance to children of serving and former members of the R.C.A.F. who for financial reasons may be prevented from attaining the type and level of education for which they are capable and desirous, whether it be university, technical, vocational or other specialist type of training.

Information may be obtained from the Royal Canadian Air Force Benevolent Fund, 510-12 Avenue S.W., Calgary, Alberta.

#### THE REGISTERED INTERIOR DESIGNERS INSTITUTE OF ALBERTA

An annual award for the student showing outstanding qualifications in the Interior Design Department. The student selected by the Financial Aid Committee will receive a plaque and a complimentary student membership in the R.I.D.I.A.

#### THE CANADA STUDENT LOAN PLAN

Under the Canadian Student Loan Plan, most full-time students at the College are permitted to borrow on the basis of financial need, a maximum of \$1,000 per academic year. Applicants must be Canadian citizens or have lived in Canada for at least one year, possess landed immigrant status at the time they apply and intend to remain in Canada after graduation.

The same application form as used for Alberta Student Assistance is used to apply for the Canada Student Loan Plan. This application form can be obtained at the Financial Aid Office. Mount Royal Junior College students must apply through this office.

# THE PROVINCE OF ALBERTA ASSISTANCE

Under the Students' Assistance Act (Queen Elizabeth Fund), the following forms of assistance are available to full time (four-fifths or a normal course load) students attending Mount Royal Junior College.

Payment of fees is a first charge against assistance received from the Students' Assistance Act and the Canada Student Loans Plan.

Applicants must be bona fide residents of Alberta and must be Canadian citizens or have lived in Canada for at least one year and declared that he intends to live in Canada after graduation. A bona fide resident of Alberta is a person whose circumstances establish to the satisfaction of the Students' Assistance Board that his permament home, or that of his parents or guardian if he is a minor, is at the time of his application, or registration, has been for the preceding 12 months, and will be so far as can be reasonably foreseen, within the Province of Alberta.

Students may apply for scholarships, grants and loans at any time but should note that payments will not be available until registered in the College and may take eight weeks to process. Financing should be planned accordingly. Any student intending to pay for fees with Government Assistance must make a minimum payment of \$50 toward their fees on registration day. This will be adjusted when the assistance is received.

Students who do not meet the Alberta Residence requirements but who do meet the requirement in another Canadian Province or Territory must apply for assistance from the appropriate authority in that province.

# PROVINCE OF ALBERTA MATRICULATION SCHOLARSHIPS (THE QUEEN ELIZABETH EDUCATION SCHOLARSHIP FUND)

Students enrolled in the first year Program "A", or Program "C", leading to transfer to The University of Calgary or the University of Alberta for their second year of study may apply for these scholarships.

#### PROVINCE OF ALBERTA MATRICULATION SCHOLARSHIPS (CONTINUED)

Province of Alberta Scholarships of \$100 each may be awarded to matriculating students on the basis of academic attainment, providing that the matriculation average is at least 80%.

Apply on the Provincial Government form obtainable from the Secretary, Students Assistance Board, Department of Education, Edmonton, or, the Financial Aid Office, Mount Royal Junior College.

# PROVINCE OF ALBERTA GRANTS (THE QUEEN ELIZABETH EDUCATION SCHOLARSHIP FUND)

Students enrolled in the first year Program "A" or Program "C", leading to transfer to The University of Calgary or the University of Alberta for their second year of study may apply for grants which are non-refundable monies awarded on the following basis:

Minimum Average on Matriculation Subjects

Range of Grants \$50 - \$400

60% or admission to program

A maximum grant will be awarded only when a suitable contribution to his expenses has been made by the student. The amount of the grant awarded is based on academic standing and financial need as determined by the Board. The application form for this assistance may be obtained from the same source as the Province of Alberta Matriculation Scholarships and must also be submitted to Financial Aid Office, Mount Royal Junior College.

#### LOANS TO PROGRAM "A" OR PROGRAM "C" STUDENTS

Students enrolled in programs leading to transfer to the U. of C. or the U. of A. for their second year of studies may apply for loans up to \$1500 in any academic year. As the issuance of loans under the Students Assistance Act is considered in conjunction with those under the Canada Student Loans Plans, one application form only is required.

Loans are based on financial need and may be awarded separately, or in conjunction with scholarship and grants. Married students may be awarded additional loans in excess of the \$1500 limit in any academic year.

# PROVINCE OF ALBERTA LOANS, GRANTS AND PRIZES TO VOCATIONAL STUDENTS

The following assistance is available to students in Program "B" and "E":

Loans - Students may borrow up to a maximum of \$1500 in any school year.

**Grants** — A student standing in the top quarter of his class at the end of the Spring Semester may have 75% of his loan, or \$400, whichever is less, converted to a grant. A student standing in the second highest quarter of his class may have 50% of his loan, or \$300, whichever is less, converted to a grant.

**Prizes** — Prizes valued at \$50 may be awarded to students in these programs on the basis of academic achievement in the current year.

Apply on The Provincial Government form obtainable from the Secretary, Students Assistance Board, Department of Education, Edmonton, or the Financial Aid Office, Mount Royal Junior College. These applications must be submitted to the Financial Aid Office, Mount Royal Junior College.

# PROVINCE OF ALBERTA LOANS AND GRANTS TO ADULT STUDENTS ATTENDING HIGH SCHOOL (THE QUEEN ELIZABETH EDUCATION SCHOLARSHIP FUND)

Grants — Students enrolled in the College's Adult High School Program who are over the age of 21 or who are over the age of 18 and out of school for one year may be awarded a grant valued at \$50 to \$400 on the basis of past achievement and financial need. A maximum grant will be awarded only when a suitable contribution to his expenses has been made by the student and/or his parents.

**Loans** — Students enrolled in the College's Adult High School Program who are over the age of 21 or who are over 18 and out of school for one year may be awarded loans based on financial need either separately or in conjunction with a grant as follows:

Married students (maximum loan) — \$1,500 Single students (maximum loan) — \$1,000

# MOUNT ROYAL JUNIOR COLLEGE STAFF

# DEPARTMENT OF INSTRUCTION

DIRECTORS:

Arts & Science & Special Programs ...... L. B. Pashak, B.Sc.

Instructional Research; Liaison with

University R. W. McCready, B.Sc., M.A.

#### DIVISIONAL CHAIRMEN:

Communications Media & Interior Design A. O. F. Wawruch, B.Arch.

Recreation & Physical Education H. A. Walters, B.P.E., M.A.

Community Service Program L. Howarth, B.A., B.S.W., M.S.W.

Behavioral Sciences Mrs. L. Morey, B.A., M.A.

Audio-Visual Services W. A. Harvey, B.Sc.

Conservatory of Music — Music — J. Bach, ARAM, ARCM, LRAM — Speech — Mrs. Leona F. Paterson, ATCM

Mathematics & Engineering N. Webber, B.Ed., B.Sc., M.A.

Nursing Miss M. Peever, B.N., M.S.

Business Education W. N. Dorosh, A.B.A., B.B.A., M.B.A.

Library Services J. A. Brown, B.A., B.Ed., B.L.S.

Humanities Mrs. M. A. Brydon, B.A., B.Ed., M.A.

Language Arts W. J. Wilson, B.A., Honours, M.A.

Physical & Biological Sciences G. D. Burgess, B.A., M.Sc.

Social Sciences H. McLeod, B.Ed.

### DEPARTMENT OF STUDENT SERVICES

Registrar & Director of Admissions Clyde B. Brewer, B.Sc.

Assistant Registrar & Data Processing Manager D. Gerald Dennison

Data Processing Operations Supervisor Larry Stockburger

Co-ordinator of Athletics & Student Housing C. E. Lefroy, B.Ed., M.Ed.

Co-ordinator of Student Affairs & 

Assistant to Co-ordinator of Student Affairs

& Financial Aid & Placement Officer .. N. T. Yudcovitch, B.Sc., M.Sc.

Head Counsellor & Co-ordinator of Guidance Services .... E. F. Johnston, B.A.

Counsellors ..... D. T. Hayes, B.A., M.A.

Health Officer ..... F. Dallison, M.D.

Chaplain Services United Church - Anglican Rev. Douglas Lauchlan, B.A., B.D.

Latter Day Saints ..... Mr. Garry Moore Lutheran ..... Rev. Paul Schmidt

Mrs. E. Krempien, B.Ed., Dip. Ed. Psych.

M. Leech

C. A. Loveday, B.A., M.Sc.

B. V. Whitfield, B.A.

Nurse Mrs. T. Brown, R.N.

### DEPARTMENT OF BUSINESS SERVICES

Accountant K. Wilson

Assistant & Secretary Mrs. E. Gancheff

Supervisor of Maintenance ...... A. Upton

Supervisor of Secretarial Placement Mrs. S. Soole

Supervisor of Student Store Miss M. Prosak

#### ACADEMIC STAFF:

Akerman, J. W. University of British Columbia, 1966 (B.P.Ed.)

Allan, H. H. University of Alberta, 1949 (B.Ed.)

Alston, Rev. H. University of Winnipeg, 1957 (Dip. Theo.)

Ryerson Institute, 1965 (Dip. T.V. Prod.)

Anger, M. O. University of Saskatchewan, 1962 (B.Sc.[N])

Balcers, J. D. Michigan State University, 1966 (B.A.)

Baptie, J. B. University of Calgary, 1965 (B.A.), 1968 (M.A.)

Besse, T. C. University of Alberta, 1965 (B.Ed.)

University of Washington, 1967 (M.A.)

Bowering, D. M. University of Manitoba, 1966 (B. I.D.)

Brindley, S. R. W. University of Queensland, 1965 (B.Sc.)

University of Calgary, 1967 (B.Ed.)

Brown, N. E. University of Oregon, 1964 (B.Sc.), 1965 (M.B.A.)

Calosing, R. University of San Augustin, 1956 (B.Sc.)

University of Alberta, 1965 (M.Sc.)

Collier, R. M. Carleton College, Minnesota, 1963 (B.A.)

Comchi, E. M. University of Windsor, 1963 (B.Sc.N.)

Coulter, M. J. University of British Columbia, 1958 (B.Sc.N.)

Davies, G. E. University of Wales, 1949 (B.A.)

Pacific University, 1961 (M.A.)

Deutsch, O. H. University of Alberta, 1949 (B.Sc.), 1951 (B.Ed.)

Drozd, M. Bradley University, 1963 (B.Sc.)

Evans, J. A. University of Calgary, 1966 (B.A.), 1968 (M.A.)

Foster, E. J. University of British Columbia, 1936 (B.Sc.N.)

Gervais, R. University of Calgary, 1966 (B.Ed.)

Gibb, M. V. University of Calgary, 1965 (B.A.), 1967 (M.A.)

Gordon, G. A. University of Manitoba, 1966 (B.I.D.)

Harrison, M. University of British Columbia, 1964 (B.Sc.N.)

Horry, R. B. University of Calgary, 1967 (B.Sc.)

Howse, J. B. McGill University, 1959 (B.Sc.)

James, A. W. University of Calgary, 1964 (B.Sc.)

Jardine, D. K. University of Toronto, 1960 (B.A.Sc.)

Heath, C. L. University of Alberta, 1963 (B.A.)

Kelly, O. A. University of Alberta, 1934 (B.A., 1940 (M.A.)

Kenyon, J. University of Alberta, 1960 (B.Sc.) University of Calgary, 1967 (M.Sc.)

Kernick, L. R. I. A. 1958

Korella, L. University of Calgary, 1967 (B.Ed.)

Lee, B. E. Brigham Young University, 1960 (B.Sc.)

Lefroy, C. E. University of Calgary, 1963 (B.Ed.)

Eastern Washington State College, 1968 (M.Ed.)

Little, D. J. Suffolk University, 1962 (B.Sc.) Boston University, 1964 (M.Ed.)

Macdonald, J. M. Queen's University, 1952 (B.A.)

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