

CALENDAR

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MOUNT ROYAL COLLEGE

1988 - 1989 MOUNT ROYAL COLLEGE CALENDAR

Published January 1988

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of the Registrar's Office, Mount Royal College, Calgary

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Bookstore	240-6300
Campus Security and Public Safety	240-6897
Continuing Education and Extension Administration	240-6875
Registration/Course Information	240-3833
Conservatory of Music and Speech Arts	240-6821
Day Care Centre	240-6410
Finance Department	240-6310
Information on Student Activities	240-6401
Library Information	240-6140
President's Office	240-6393
Registrar's Office Admissions	240-3722
Educational Liaison	240-6350
Student Records and Registrations	240-3303
Student Services	240-6367
Counselling Department	240-6362
Student Awards/Financial Aid	240-6305
Students' Association	240-6401
Switchboard	240-6111

OFFICE HOURS

The College's administrative offices are open Monday to Friday (except holidays) from 8:30 a.m. to 12 noon and from 1:00 p.m. to 4:30 p.m. Summer office hours are from 8:30 a.m. to 12 noon and from 12:30 p.m. to 4:00 p.m.

The Registrar's Office is open to the public Monday through Thursday from 8:30 a.m. to 7:00 p.m. and 8:30 a.m. to 4:00 p.m. on Friday. Summer hours are from 8:30 a.m. to 4:00 p.m. May 25 to August 12.



MOUNT ROYAL COLLEGE CALENDAR STATEMENT

THIS CALENDAR SETS FORTH AT THE TIME OF ITS PUBLICATION THE INTENTION OF THE COLLEGE WITH RESPECT TO ALL MATTERS CONTAINED THEREIN. THE COLLEGE RESERVES THE RIGHT WITHOUT PRIOR NOTICE TO DEVIATE FROM WHAT APPEARS IN THE CALENDAR, EITHER IN ORDER TO SERVE THE BEST INTERESTS OF THE COLLEGE OR BECAUSE OF CIRCUMSTANCES OR OCCURRENCES BEYOND THE COLLEGE'S REASONABLE CONTROL. THE COLLEGE EXPRESSLY DENIES RESPONSIBILITY OR LIABILITY TO ANY PERSON WHO MAY SUFFER LOSS OR WHO MAY BE OTHERWISE ADVERSELY AFFECTED BY SUCH CHANGE.

Mount Royal College students are expected to familiarize themselves with the general information outlined in this Calendar as well as the information pertaining to the program in which they are enrolled.

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

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

Not all courses listed in this Calendar will be offered in the 1988 - 1989 academic year. Students should consult a copy of the Mount Royal College Schedule of Classes prior to registration.

Effective August 15, 1990 Mount Royal College will be a smoke-free institution. The smoke-free policy is stated in this Calendar under "Services for Students and the Community". Currently, smoking is permitted in designated areas only.

INFORMATION FOR STUDENTS

HOW TO USE THIS CALENDAR

The Calendar is basically comprised of four (4) major sections:

- Academic Regulations and Policies
- Program Descriptions
- Course Descriptions
- Outline of Services Available for Students

The Table of Contents and Index will provide more detailed information on the Calendar content. A glossary is also provided for unfamiliar terms.

The Calendar contains very important information. It is the responsibility of each student to familiarize him/herself with the Calendar's content. Particular attention should be paid to the first section which contains such details as: admission procedures, registration information, examination policy, academic disqualification policy, general graduation requirements and grading practices.

Students should also refer to the Academic Schedule in the Calendar which outlines significant dates and timelines (e.g. registration, drop/add periods, examination dates, holidays, deadline dates for re-funds).

HOW TO RECEIVE THIS CALENDAR

In Person

Calendars may be purchased in person for \$3.00 a copy. The Bookstore sells College Calendars during regular Bookstore business hours. The Bookstore does not mail Calendars.

Calendars are also sold at the front counter of the Registrar's Office during normal hours of operation. Please note that Calendar prices are subject to change.

By Mail

Calendars are mailed from the Office of the Registrar and Director of Admissions for \$4.00 a copy in Canada and \$6.00 a copy for out-of-country mailing. Cheques or money orders must be made out to Mount Royal College. Please note that Calendar prices are subject to change.

Mailing List

Mount Royal College maintains a permanent list of secondary and post-secondary institutions and public libraries within the province of Alberta to which Calendars are mailed. Other institutions and organizations are asked to re-submit their Calendar requests annually. A limited number of Calendars will be mailed free of charge to educational institutions, government agencies and certain corporations in Canada. Others may order Calendars for \$4.00 a copy.

OTHER PUBLICATIONS

The College produces a detailed Handbook for Prospective Students and various brochures on the programs and services offered at Mount Royal College. These publications may be ordered free of charge from:

The Office of the Registrar
Mount Royal College
4825 Richard Road S.W.
Calgary, Alberta, Canada T3E 6K6

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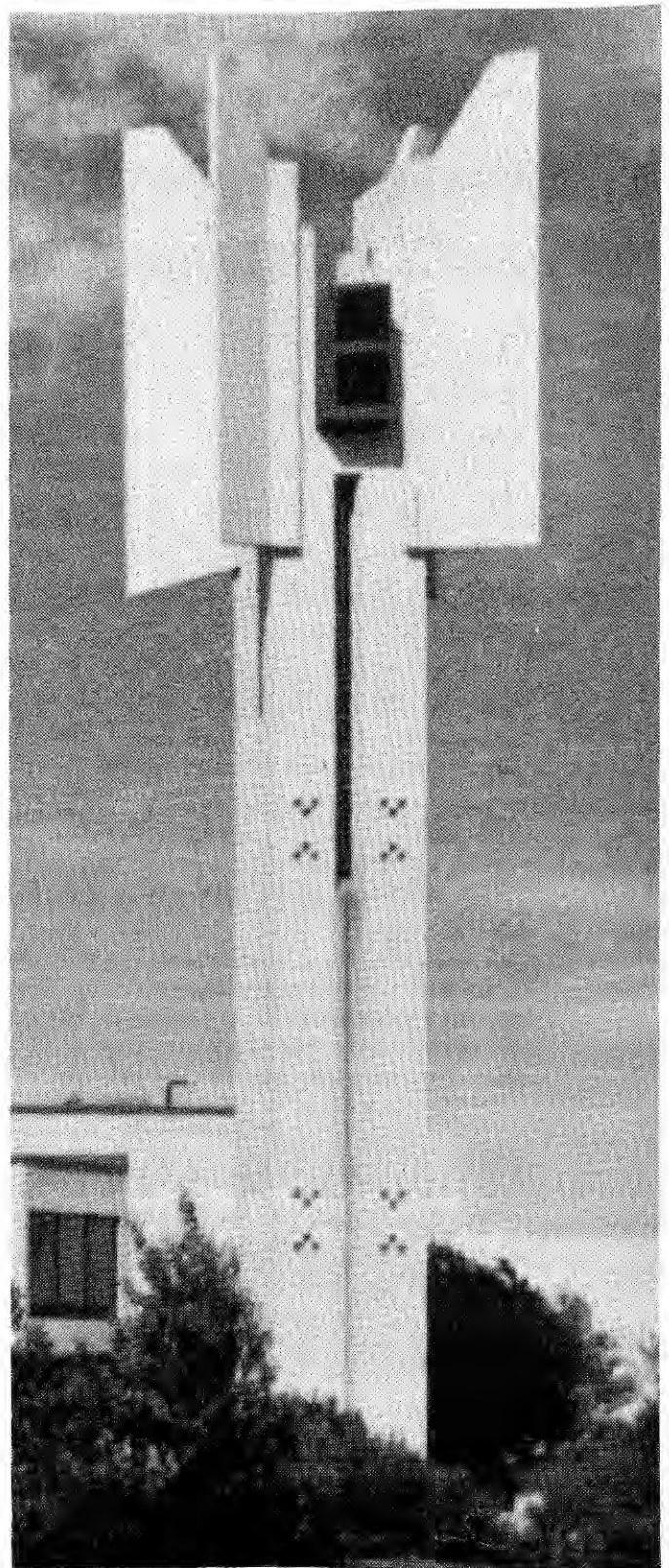


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ACADEMIC SCHEDULE

FALL SEMESTER 1988

- first day to apply for admission to Fall Semester January 25, 1988
- submission of Intent to Register for Fall Semester 1988,
(continuing students only) T.B.A.
- advance registration (continuing students only) T.B.A.
- last day to apply to graduate in 1988 April 29, 1988
- full fees for Fall Semester 1988 due (registered students only) July 15, 1988
- last day to apply for admission* July 15, 1988
- regular registration period* (new and continuing students) August 22-26, 1988
- first day of classes August 29, 1988
- registration adjustment (drop/add) period August 29-September 9, 1988
- last day to cancel registration for full refund (less deposit) September 9, 1988
- first day to apply for Winter Semester 1989 October 3, 1988
- Convocation October 23, 1988
- last day to withdraw from a course or program with award
of "W" grade November 4, 1988
- last day of classes December 9, 1988
- final examination period** December 10-21, 1988
- Fall Semester 1988 ends December 21, 1988

FALL SEMESTER HOLIDAYS

- Labour Day September 5, 1988
- Thanksgiving Day October 10, 1988
- Remembrance Day November 11, 1988
- Christmas Closure December 24-28, 1988
- New Year's Closure December 31, 1988 - January 2, 1989

WINTER SEMESTER 1989

- first day to apply for admission to Winter Semester 1989 October 3, 1988
- submission of Intent to Register for Winter Semester 1989
(continuing students only) T.B.A.
- advance registration (continuing students only) T.B.A.
- last day to apply for admission* November 25, 1988
- regular registration period* (new and continuing students) T.B.A.
- first day of classes January 3, 1989
- registration adjustment (drop/add) period January 3-13, 1989
- last day to cancel registration for full refund (less deposit) January 13, 1989
- first day to apply for admission to Fall Semester 1989 January 30, 1989
- reading break February 22-26, 1989
- submission of Intent to Register for Fall Semester 1989
(continuing students only) T.B.A.
- last day to withdraw from a course or program with award
of "W" grade March 10, 1989
- last day of classes April 18, 1989
- last day to apply to graduate in 1989 April 28, 1989
- final examination period** April 19 - 29, 1989
- Winter Semester 1989 ends April 29, 1989

1988

July 1988

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

August 1988

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September 1988

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October 1988

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30	31					

November 1988

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December 1988

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24	25	26	27	28	29	30
31						

ACADEMIC SCHEDULE

1989

January 1989

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30	31				

February 1989

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26	27	28				

March 1989

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 1989

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 1989

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 1989

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

WINTER SEMESTER HOLIDAYS

- Good Friday March 24, 1989
- Easter Monday March 27, 1989

SPRING SEMESTER 1989

Students are encouraged to register early. Fees must be paid at the time of registration.

- advance registration (for continuing students) April 10-14, 1989
- regular registration period* (new and continuing students) April 17-28, 1989
- registration adjustment (drop/add) period May 1-2, 1989
- no fee refunds after May 2, 1989
- first day of classes May 3, 1989
- last day to withdraw from 6-week courses June 2, 1989
- last day of classes for 6-week courses June 14, 1989
- final examination period for 6-week courses June 15-16, 1989
- Spring Semester 1989 ends for 6-week courses June 16, 1989
- last day to withdraw from 8-week courses June 9, 1989
- last day of classes for 8-week courses June 28, 1989
- final examination period for 8-week courses** June 29-30, 1989
- Spring Semester 1989 ends for 8-week courses June 30, 1989

SPRING SEMESTER HOLIDAYS

- Victoria Day May 22, 1989
- Canada Day Closure July 1-3, 1989
- Calgary Stampede Parade Morning July 7, 1989
- Heritage Day August 7, 1989

*Late admission and registration are subject to the approval of the Registrar.

**Students must be available for final examinations up to the last day of the examination period as specified in the Academic Schedule.

A non-refundable application processing fee of \$12 must accompany every application for admission or re-admission to the College.

MOUNT ROYAL COLLEGE: AN INTRODUCTION

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

The College operates under legislation known as *The Colleges Act* and *The Department of Advanced Education Act of the Province of Alberta*. The conduct, management, and control of the College and all its property, revenue, and business affairs are vested in the Board of Governors of Mount Royal College. The Board consists of eleven members, including the College President, a faculty member, a staff member, a student member, and seven public representatives appointed by the Lieutenant-Governor in Council. The Academic Council, a body representative of the College community, reviews and develops policies concerning the College's academic activities and recommends academic policies to the Board. Administrative officers appointed by the Board are responsible for the implementation of policy and the operation of the College. The President is the chief executive officer of the College.

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

MOUNT ROYAL COLLEGE AS A COMMUNITY COLLEGE

Mount Royal College first opened its doors in downtown Calgary on September 8, 1911, under the sponsorship of the Methodist Church. Situated on the corner of 7th Avenue and 11th Street S.W., Calgarians grew familiar with the unique building and participated actively in the many cultural community events hosted by the College's Conservatory of Music and Speech Arts.

Mount Royal College became one of the Secondary Schools of the United Church of Canada, following the Church's establishment in 1925.

In 1931, Mount Royal College began offering first-year university courses in affiliation with the University of Alberta, an arrangement which would continue for 20 years, until a University facility was built in Calgary.

Efforts to keep abreast of ever-changing times and advances in post-secondary education were compounded in the 1940's by the Second World War. War-time marked changes in the College's educational scope. Engineering courses were initiated in the University Department, and graduates of Petroleum Engineering courses were accepted for transfer to the University of Oklahoma, the College's first link with a U.S. institution.

A new era began on September 1, 1966, when Mount Royal College became a public institution operating under *The Colleges Act* and *The Department of Advanced Education Act of the Province of Alberta*. By now, enrollment stood at more than 1,400 students, and space and parking at the downtown location were problems. The main building had begun to deteriorate and students were forced to dodge traffic to get to class. The decision was made to build a new \$15 million campus located away from the downtown core.

In 1972, the Lincoln Park Campus in southwest Calgary opened. The new campus would provide for the needs of thousands of students and its "open-learning" design was geared for future expansion. Approximately 3,400 students enrolled in courses that year, ranging from Aviation to Interior Design to University Transfer. The College's "open door" policy was emphasized to encourage students with varied educational backgrounds to study at the College.

The Mount Royal College Conservatory of Music and Speech Arts had, by this time, developed a national reputation for music excellence, providing both private and group lessons through specialized instruction. Conservatory students were earning acclaim wherever they performed.

The boom years in Alberta saw changes in student needs which have been reflected in continual and significant developments in program offerings and instructional methods. In 1981, the College returned to the downtown core with the opening of the Downtown Centre, and also reached out to rural constituents through the Big Country Educational Consortium.

The business orientation of students and their needs for educational and career upgrading resulted in expanded efforts in Continuing Education and Extension and in a new emphasis on part-time adult students.

Several new endeavors have been initiated in recent years, including establishment of the Academy of Music for gifted music students; the Mount Royal College School of Dance, the official school of the Alberta Ballet Company in Calgary; and partnership in the Canadian Centre for Learning Systems. Steps have been taken toward offering more co-operative education academic programs which include four semesters of classes and two semesters of work in a given field of study. Currently, co-op programs are available in Business Administration (Accounting) and Computer Science (Information Systems).

In addition, a need for increased space at the Lincoln Park campus was recognized when, in 1982, the provincial government approved a \$66 million expansion and renovation of the facility scheduled for completion in 1989. Mount Royal College further expanded in 1985 by opening a Downtown Campus at 7th Avenue and 11th Street S.W.

The future looks bright for Mount Royal College which, by 1990, should be serving an increased student population in fully renovated facilities at the Lincoln Park Campus. Now that the College has passed its 75th anniversary year, it looks to the future.

MISSION STATEMENT

Mount Royal College is a public community college whose primary mission is to provide education and training of a consistently high quality to adults, through academic programs and activities that are responsive to the current and evolving community needs of Calgary and region.

The College believes that the aim of education is realized both in the acquisition of new knowledge and skills, and the attainment of the wisdom and judgement indispensable to their proper application.

The uniqueness of Mount Royal College lies in the diversity and flexibility of its broadly-based curriculum which combines the strength of a liberal education with the essential career and academic preparation of its students. Its extensive curriculum allows students to overcome academic deficiencies by enrolling in matriculation or preparatory courses while commencing college and university programs. Such a curriculum has the advantage of providing a base upon which to build lifelong learning opportunities.

To fulfill its mandate, the College provides adults with credit instruction in one-year certificate and two-year diploma programs, transfer courses, matriculation equivalent courses and preparatory courses. Full and part-time students are served by a wide variety of day and evening courses. In addition, the College provides numerous credit-free courses and activities to students of all ages. In particular, the College offers:

- academic credit programs in the first two years of post-secondary education, many of which are transferable to other institutions;
- one or two-year career credit programs, including specialized post-basic programs;
- vocational and training programs and services which meet community employment needs;
- community services and credit-free courses appropriate to the College's resources and educational role;
- high school matriculation equivalent courses which satisfy Alberta university entrance requirements;
- preparatory courses and services designed to assist students in meeting the requirements of College programs.

In order to provide programs, services and instruction which are relevant and sound, the College promotes:

- excellence in its teaching;
- evaluation of its programs, services, and instruction;
- comprehensive institutional planning;
- innovation in instructional methods;
- flexibility in delivery of programs and services.

Through its flexible admissions policy, the College encourages adults of diverse educational backgrounds to take advantage of the educational opportunities available at the College. To ensure that students are well prepared to meet

the challenges of post-secondary education, the College maintains an integrated system of assessment, counselling, advising and placement to assist students in their choice and realization of appropriate educational goals. The College requires that every student possess a reasonable proficiency in basic skills, and certain programs maintain particular entrance requirements. In order to assist students, the College also provides a complement of student services, learning resources, and recreational activities in support of its programs and activities.

MOUNT ROYAL COLLEGE EXPANSION PROJECT

Mount Royal College is currently involved in a major facility expansion. The \$66 million project includes construction of approximately 29,000 gross square metres of new space and renovation of the existing facility. Scheduled for completion in 1989, the expansion will allow the College to almost double its current student population. During the academic year, some disruptions and changes in class locations and course offerings may be necessary.

THE MOUNT ROYAL COLLEGE CALENDAR

This Calendar is published once a year by the Registrar's Office of Mount Royal College. The Calendar serves to provide an official list of academic courses, programs, policies, and regulations regarding admissions, examinations and fees, as well as general information about the College. It also serves as an official and historical record of Mount Royal College.

If there is any doubt as to the interpretation of the contents of this Calendar, inquiries can be directed to the Office of the Registrar.

ADMISSIONS

INITIAL INQUIRY

Inquiries relating to admission should be directed to the Registrar and Director of Admissions, Mount Royal College, 4825 Richard Road S.W., Calgary, Alberta, T3E 6K6. Telephone (403) 240-3722.

GENERAL ADMISSIONS INFORMATION

Applicants seeking admission to the College's programs or credit courses must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. All applicants are required to submit official transcripts of their high school record, whether they have received a diploma or not.

All documents (including transcripts) used for admission purposes become the property of Mount Royal College and will not be returned to, nor photocopied for, the applicant. Documents submitted by applicants who are not accepted or who do not attend are destroyed after the start of the semester for which admission was requested.

A letter mailed to a new applicant or readmitted student's address as shown on the record in the Registrar's Office will be deemed adequate notification to the applicant for all matters concerning the College. It is the applicant's responsibility to notify the College of any change in address. The College will not be responsible for incorrect mailing and for missed deadlines due to the applicant's failure to report a change of address or failure to have supporting admission documents delivered to the College by the dates required.

Students who have deficiencies in their Alberta High School Diploma may attempt to upgrade their status by enrolling in high school equivalency courses. While these courses will not be credited towards a student's high school diploma, they are accepted as alternative entrance requirements by Alberta universities.

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

Students intending to continue their studies at university should consult the calendar of the university they wish to attend to ensure that they meet the requirements of the faculty of their choice. It is strongly recommended that students possess Alberta Grade 12 Senior Matriculation or equivalent, or alternatively complete two semesters at the College and qualify for admission to a university in Alberta in accordance with the Letter of Recommendation policy

outlined in the "University Transfer" section of this Calendar.

Applicants from Outside Alberta

Some College level programs do not require that a student have the Alberta Grade 12 Senior Matriculation or equivalent (providing that the student is 18 years of age). Students from outside Alberta interested in a College-level program with academic admission requirements or a university transfer program should consult the chart under "Matriculation From Outside Alberta". This can be found in the "University Transfer" section of this Calendar in order to determine which certificates from other provinces are accepted as equivalent to Alberta Grade 12 Senior Matriculation.

ENGLISH LANGUAGE PROFICIENCY

The language of instruction and communication at Mount Royal College is English. Regardless of country of origin or citizenship status, all applicants whose native language is not English must demonstrate proficiency in the English language before they will be permitted to enroll in a regular program of study. This demonstration may take any one of several forms:

1. Successful completion of the equivalent of two years of full-time instruction in an English language secondary institution in Canada. This program of instruction is to have included English 20 and 30 (or their equivalents) with a minimum mark of 60% in each of the two courses;
2. Successful completion of a full-year or more of course work, including an introductory course in English, in an accredited post-secondary institution where English is the language of instruction and from which transfer credit is normally allowed by Mount Royal College;
3. Presentation of results of the Test of English as a Foreign Language (TOEFL). Details and applications for this test may be obtained from Test of English as a Foreign Language, Box 899, Princeton, New Jersey, 08540, U.S.A.;
 - a. Applicants presenting a TOEFL score of 565 or higher will be considered as having demonstrated English language proficiency and may register in a normal course load.
 - b. Applicants presenting a TOEFL score of 535 to 564 will usually be considered as having a minor language deficiency. Such applicants may be granted admission into the College but will be required to register in the advanced level credit English As A Second Language (EASL) program. They may take one or two subjects in addition to the EASL courses, subject to the approval of the EASL advisor, until the English deficiency has been corrected. Application should be

made to the Registrar.

- c. An applicant presenting a TOEFL score of less than 535 will be considered as having a major English language deficiency. Canadian citizens and permanent residents presenting TOEFL scores less than 535 should contact the Languages Department. Such applicants may be admitted into a non-credit program of study in EASL. Non-credit students may take only EASL courses.

Student visa applicants with a TOEFL score of less than 535 will not be admitted.

Please note that EASL courses do not count toward fulfillment of College graduation requirements. Upon successful completion of the advanced level, EASL students will be permitted to apply for admission to the program of their choice. Registration will only be permitted after Basic Skills Assessment Testing and all other admission requirements have been satisfied.

The TOEFL score of 565 is considered a minimum requirement. Students applying for admission to some programs may be required by the Departments to write other examinations to assess admissibility to the desired programs.

FOREIGN STUDENT ADMISSION

Overseas applications are accepted for the Fall semester only. Foreign students studying at another institution in Canada may be considered for admission to the Winter semester. For details on how to apply, refer to the section on "Admission Procedures". All foreign students will be required to complete the same Basic Skills Assessment Test and other screening requirements needed as a condition of admission to a College program.

General Information

Depending upon immigration regulations and the immigration status of the applicant, Mount Royal College considers admission for non-Canadians who hold student visa status only. Students who are in Canada on a tourist or visitor's visa will not be given a letter of acceptance regardless of TOEFL score or academic qualifications.

Students who apply for admission under the student visa status will not be issued an official student visa until they have submitted their Letter of Acceptance to the Department of Employment and Immigration Canada. A copy of the Student Visa must be presented to the Admissions Office before a student will be allowed to register.

Students are solely responsible for all arrangements relating to their immigration status.

Transfer from Other Institutions

Applicants who entered Canada on a student visa to attend another educational institution must complete at least one

semester at that institution before their application to attend Mount Royal College can be considered.

Students who have attended another post-secondary institution in Canada will be required to submit official transcripts of their academic record from that institution.

Fees

Foreign students are required to pay additional fees. See section entitled "Fees".

Application Deadlines

Applications and all supporting documentation must be submitted by the following dates:

Outside Canada

Fall Semester - May 1

Within Canada

Fall Semester - July 1

Winter Semester - November 1

English Language Proficiency

The language of instruction and communication at Mount Royal College is English and foreign students whose native language is not English will be required to demonstrate proficiency in the English language before they will be considered for admission.

Applicants must demonstrate proficiency in English by submitting the official results of the Test of English as a Foreign Language (TOEFL). No exceptions or exemptions will be made to this regulation. Applicants who achieve a score on the TOEFL of 565 or higher may be considered for admission to a regular program at Mount Royal College. Applicants who achieve a score on the TOEFL of 535 to 564 may be considered for admission to the advanced level of the English as a Second Language Program, although priority for admission to this program is given to landed immigrants and permanent residents.

Student visa applicants with a TOEFL score of less than 535 will not be admitted. For more detailed information, please refer to the section on the previous page entitled "English Language Proficiency".

Foreign student applicants should be aware that a TOEFL score of 580 or higher is required in order to transfer to The University of Calgary.

MEDICAL REQUIREMENTS

Mount Royal College requires proof of a tuberculin skin test within three months of admission or re-admission to the College. Applicants who have a positive reaction to the skin test are further required to present evidence of a medical follow-up examination and a negative chest x-ray. Tuberculin test results must be forwarded directly to Health Services.

Applicants with chronic health problems that may require

medical attention while attending the College must notify the Health Services Department.

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

See also "Services for Students and the Community -- Health Services".

TRANSFER CREDIT AND APPLICATION OF CREDIT

Credit transferred from other institutions will be accepted only upon a student's admission to a program and/or the student's continued success in the program.

The amount of transfer credit given is limited by the Residence Requirement. See "College Programs" and "Graduation Requirements". The last 50% of the work completed toward the award of a Mount Royal College parchment must be completed at the College, except where prior written approval has been given by the dean of the appropriate faculty.

The appropriate forms for requesting consideration of previous knowledge and experience must be obtained from and returned to the Registrar's Office.

1. Transfer Credit

Only those courses accepted and required for graduation will be recorded as transfer credit courses on a Mount Royal College transcript.

Mount Royal College may grant credit for work completed at another accredited post-secondary educational institution. Only courses completed at post-secondary institutions (other than The University of Calgary) with the equivalent of a 'C' grade or better in subjects equivalent to current offerings at Mount Royal College will be considered.

Mount Royal College will accept for transfer credit grades awarded by The University of Calgary just as The University of Calgary will accept grades awarded by Mount Royal College. Transfer credit for more than one course from The University of Calgary will be granted only if the overall GPA of all courses to be transferred to Mount Royal College is greater than or equal to 2.00.

Application for transfer credit must be made through the Admissions section of the Registrar's Office.

Time Limitation

The maximum period of validity for the application of credits for any course toward a Mount Royal credential shall be six years from the date of the successful completion of

that course. Notice of such exceptions to this would be subject to the approval of the dean of the faculty on the recommendation of the chairperson of the discipline; such exceptions to be forwarded by the dean of the faculty to the Academic Standards Committee at the end of each semester.

Unspecified credit for courses which Mount Royal College does not currently offer will not be considered unless: a) the courses for which unspecified credit is sought originate from an accredited, post-secondary institution; and b) are at the same or higher level than courses offered by Mount Royal College. In that case, students may be granted unspecified credit up to a maximum of nine credits. Only higher level courses in which a student has achieved a grade of 'C' or better will be considered.

Procedure: The department in which credit is sought will be asked by the Registrar's Office to assess the higher level courses offered and will recommend the amount of unspecified credit to be awarded up to a maximum of nine credits.

Transfer credit requests should be accompanied by the following required information:

- Official transcript with grade (to be sent directly from the issuing institution), year course taken, institution.
- Calendar description
- Number of hours of instruction
- Course outline, syllabus. (Required by some departments).

2. Articulation Arrangement - Secretarial Arts

The Secretarial Arts and Office Administration Department of Mount Royal College has an articulation agreement whereby Alberta high school students may apply for advanced standing in the Secretarial Arts programs of the College. This arrangement will allow a student to complete a two-year diploma program in a shorter period of time. The articulation fee is \$35 per subject. For complete details, refer to the section on "College Programs-Secretarial Arts and Office Administration".

3. Work Experience Credit

The Department of Criminology may grant advanced standing for knowledge and experience gained without undertaking formal studies. Recognition is given when the previous knowledge and experience is equivalent to that which would have been gained through formal studies at Mount Royal College.

4. Credit by Examination (Challenge Examination)

Many students enter the College with work and other experience that may reflect subject matter of courses offered for credit at the College. The procedure of challenge examination is a method of recognizing this experience. Students who feel that they are entitled to such credit may apply for credit by examination. The relevant department shall have the responsibility to evaluate each student's ap-

plication and determine which courses may be challenged, subject to the following specified regulations. Each department shall compile a list of courses for its area which shall not be considered for credit by examination, and these courses shall be published in the College Calendar each year.

All Mount Royal College courses (in addition to all 2000 or higher level courses) that CANNOT be challenged by examination are listed below.

ADMN	1154	1229	1265
	1181	1230	1267
	1182	1232	1268
	1183	1234	1273
	1210	1236	1274
	1220	1250	1275
	1221	1254	1276
	1222	1256	1277
	1224	1257	1292
	1225	1258	1296
	1226	1259	1331
	1227	1260	1350
	1228	1261	
AIRF	1100	1205	1220
	1111	1209	1230
	1202	1210	
BIOL	1110		
CHEM	1010	1020	1030
COMM	1112	1202	1240
	1114	1203	1241
	1116	1204	1242
	1120	1210	1243
	1132	1211	1250
	1141	1212	1260
	1144	1219	1261
	1161	1221	1262
	1162	1222	1274
	1180	1225	1280
COMP	1201	1232	
	1213	1277	1283
	1273	1278	1284
	1275	1281	1287
CRIM		1282	1288
	1111	1211	1244
	1207		
DRMA	1100	1115	1222
	1101	1120	1223
	1106	1128	1226
	1107	1200	1227
	1108	1215	1228
	1109	1218	1229
	1110	1220	1230
	1114	1221	

EACE	1177	1280	1281
	1277		
EASL	1138	1142	1147
	1139	1143	1148
	1140	1144	1149
	1141	1146	
ECON	1030	1220	1221
ENGL	1030	1213	1220
	1111	1214	1221
	1210	1215	1229
	1211	1217	1241
	1212		1243
ENGR	1120	1210	1215
	1203	1214	1319
IDST	1121	1210	1244
	1122	1211	1260
	1140	1212	1261
	1141	1214	1262
	1160	1221	1270
	1161	1222	1271
LESR	1133	1243	1254
	1150	1245	1267
	1232	1250	1290
LING	1210	1211	
MATH	1010	1207	1250
	1020	1209	1307
	1030	1224	1309
	1031	1225	
MUSC	1115	1215	1221
	1119	1216	1222
	1122	1219	1223
	1214	1220	1224
NURS	1150	1250	1256
	1151	1251	1257
	1152	1252	1258
	1153	1253	1259
	1154	1254	1261
	1155	1255	
PBMH	1315	1345	1391
	1325	1355	1396
	1335	1365	
PHED	1114	1215	1290
	1143	1218	
PHYS	1030	1235	1236
PLSC	1221	1309	1311
	1222		
PREP	0109		
REHB	1121	1261	1262
	1222		

SECR	1202	1261	1286
	1216	1262	1287
	1217	1263	1288
	1218	1271	1291
	1224	1279	1292
	1231	1280	1294
	1256	1283	1295
	1260	1285	
SLWK	1110	1212	1294
	1186	1213	1295
	1211	1286	
SPCH	1110	1211	1221
	1111	1212	1223
	1129		1229
SOSC	1030		

Procedures

1. In order to obtain credit by examination, a person must be a registered student at the start of the semester and when the examination is written.
2. Students may obtain the Credit By Examination Form from the Registrar's Office. The student will complete the form and take it to the appropriate department.
3. The department shall evaluate the student's request for credit by examination and determine if credit for the course may be obtained in this manner. The decision of the department shall be recorded on the form. The student shall then bring the form to the Registrar's Office and pay a non-refundable fee of \$50.00. Payment of the fee will be recorded on the form.
4. The date of payment shall be deemed to constitute an official request for credit by examination. Requests for credit by examination must be received by the end of the fourth week of classes in any semester. Students must write the exam within two weeks after payment.
5. The examination will be graded by the department, which shall determine whether the student clearly shows above average knowledge of the subject matter. The grading shall be either "CR" - Challenge Credit, or "NC" - No Credit. Under no circumstances will a letter grade

be given. Courses for which credit is received in this manner will therefore contribute to the student's total credits.

6. The Registrar shall notify students regarding the status of their course challenge.
7. A student may request a review of a challenge examination grade or appeal the grade awarded through the normal appeal process. However, students are not allowed to rewrite an examination for credit.

Limitations

1. The purpose of challenge examinations is to allow students to successfully complete their studies within Mount Royal College. They are not to be used to aid students in transfer to another institution. Any courses offered at Mount Royal College that are at the 2000 level or higher may not be granted credit by examination.
2. Students may not apply for credit by examination in any course in which they are currently or have previously been registered at any institution. However, courses taken over six years ago may be challenged.
3. No student may apply for credit by examination in a lower level course if credit has been received for a higher level course.
4. In cases where prerequisites exist, students may challenge only those courses for which they have the prerequisites.
5. No student may receive credit by examination in more than one course within a given subject matter, nor in more than a total of three courses at the College.
6. Students should be aware that credit received in courses challenged at Mount Royal College is guaranteed only toward graduation requirements at the College. Other institutions may not grant transfer credit towards diplomas or degrees for courses successfully completed by challenge examination.
7. Students may not apply for credit by examination in any 30-level course.

ADMISSION PROCEDURES

FULL-TIME STUDENTS

Submit to the Registrar and Director of Admissions:

1. A completed Mount Royal College Application Form, available from the Registrar's Office or from the Handbook for Prospective Students, which is distributed to Alberta high school guidance offices.
2. A non-refundable \$12.00 application processing fee (cheque or money order made out to "Mount Royal College").
3. An official transcript of your academic record from any high school, college, technical institute or university you have attended. An official transcript is sent directly from the Department of Education, and/or from other institutions maintaining such records, to the Registrar's Office at Mount Royal College.

It is the applicant's responsibility to ask the Department of Education or other issuing institutions to send official transcripts. Applicants who are currently enrolled in Grade 12 subjects may report on their subjects in progress by completing the Marks Report Form but still must have an official transcript sent after they have written the departmental examinations in June.

- a) If you attended high school in Alberta write to:
Alberta Education
Student Evaluation and Data Processing Services
Devonian Building
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2
- b) If you attended high school outside of Alberta, write to the last high school you attended. Foreign students must have their academic records certified by a responsible official within the Department of Education in the applicant's home country.

Transcripts submitted to Mount Royal College become the property of the College. Neither the originals nor copies will be released to students or anyone outside the College. The transcripts and other supporting documents of applicants who are not admitted or who do not attend are shredded shortly after the start of the applied-for semester. If a student wishes to reapply, a new set of documents must be supplied.

4. A completed Medical History Form upon request. Medical examinations are necessary for some programs. Applicants will be notified if this is required after submitting the Application Form.
5. Permanent Residents and Other Non-Canadian Citizens

In addition to steps 1 - 4, include: a copy of your passport, showing permanent resident (landed immigrant) status, or a copy of the permit or visa that allows you to

reside in Canada. Applicants who are not citizens will not be accepted until proof of status has been received.

6. Foreign Visa Students Only

There are two categories of visa students: those entering Canada for the first time and those presently studying in Canada at another institution. Applicants who entered Canada on a student visa to attend another educational institution must complete at least one semester at that institution before their application to attend Mount Royal can be considered.

- a. All visa students entering Canada for the first time must complete steps 1 through 5 above and must also submit the official results of the Test of English as a Foreign Language (TOEFL) if their native language is not English. Student visa applicants with a TOEFL score of less than 535 will not be admitted.
- b. All visa students presently studying in Canada must complete steps 1 through 5 above and must also submit the following documents in support of their application:
 - i) two official transcripts from the Canadian educational institution to which the applicant was originally admitted. Original transcripts must be sent directly from the originating institution to Mount Royal College.
 - ii) Official results of the Test of English as a Foreign Language (TOEFL) if their native language is not English. Student visa applicants with a TOEFL score of less than 535 will not be admitted.
 - iii) a copy of their current student visa.

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

APPLICATION DEADLINES

Fall Semester - The College begins accepting applications on the last Monday in January for programs commencing in the upcoming Fall Semester.

Winter Semester - On the 1st of October, or the first Monday following should the 1st fall on a weekend, the College starts accepting applications for the Winter Semester. Since the College usually has many more applicants than available positions, it is wise to apply early. Foreign students should see the previous section on application deadlines under "Foreign Student Admission".

Late Applications

Applications must be submitted by the "last day of application" specified in the Academic Schedule. If, because of extraordinary circumstances, an individual has not been able

to apply prior to the date shown in the Academic Schedule, permission to apply late must be sought from the Registrar. Under no circumstances will a request to apply late be considered after a program has been filled. See also the section entitled "Late Registration" in the next section of the Calendar.

LIMITATION ON ENROLLMENT

While every effort is made to admit all qualified applicants, the demand in some programs makes this impossible. Enrollment in Mount Royal College courses must be limited to the number of students that can be accommodated by the resources available while maintaining an acceptable quality of education.

As a result, all programs of study at Mount Royal College have a quota on the number of students admitted. All applicants must submit official transcripts of their high school records and, in addition, may be required to complete additional requirements for specific programs. Admission decisions are made as applicant files become complete. Therefore, it is advisable to complete all requirements as early as possible.

All students who are given a letter of acceptance will be required to pay a \$50.00 non-refundable deposit within two weeks of notification of acceptance into the program. The deposit will apply toward tuition fees for the semester in which the student is admitted. The balance of fees is due at the time of registration.

Failure to pay the deposit will result in cancellation of acceptance. The vacancy thus created will be offered to a qualified student on the wait list.

Registration in specific courses is subject to the availability of those courses at the time the student registers. Class space is limited in many areas and assigned on a "first-come, first-served" basis. Delay in registering in a program of studies may result in the unavailability of many courses to the student.

CONDITIONAL ACCEPTANCE

Students who are registered in high school subjects while they are seeking admission to the Fall semester may be granted conditional acceptance based upon a written report

listing the courses in which the student is currently registered and/or has completed.

Admissibility will be reviewed upon receipt of official transcripts of final high school marks. If official transcripts do not verify admissibility or are not received by August 1, the conditional acceptance will be withdrawn and admission will be denied.

PART-TIME STUDENTS

For purposes of admission to the College, a part-time student is one who will enroll in one or two courses only. These students may apply and register at certain specified times and registration is dependent upon course availability. All applicants must have the equivalent of a high school diploma or be 18 years of age or older.

Students who wish to enroll in three or more courses are required to apply in advance, complete program screening requirements, write the Basic Skills Assessment Test, and meet with an academic advisor prior to registration at the College.

Students who wish to apply for a Student Loan must apply as full-time students and register in a minimum of 9 credits to be eligible for a student loan.

RE-ADMISSION

Students who have interrupted their program and wish to return to the College must complete the application procedures, pay the non-refundable application processing fee, and be accepted on each return.

To qualify for Mount Royal College graduate status, re-admitted students must fulfill the current graduation requirements of the year of their re-entry.

RE-ADMISSION AFTER DISQUALIFICATION

See "Disqualification Appeal Procedures" section of this Calendar.

GENERAL INFORMATION

Registration in Mount Royal College requires agreement by the student to be bound by the rules and regulations of the College, accepting that these may be amended from time to time. Only a student who has been admitted or re-admitted may register. The completion of a Registration Form and other documents indicated by the Registrar's Office comprises the agreement referred to above. See the "Fees and Deposits" section of this Calendar for Registration and Late Registration Fees.

Student Responsibility

Students are personally responsible for the continuing completeness and accuracy of their course registration as shown on their Registration Form. To ensure that courses selected are appropriate to the program, including the number of courses required to complete requirements for graduation, particular care should be exercised with regard to the selection of courses. Students are also responsible for any change of registration made necessary by the results of examinations. Counsellors and program advisors are available to assist students in the selection of a program and relative courses.

The official withdrawal date from a course or program is the date the student first advises the Registrar's Office of his/her intent to withdraw. This date will be used for fee refund purposes.

Audit Student

Auditors are students who have been granted permission in writing by an instructor to attend lectures in a course on the understanding that they may not participate in assignments or examinations. Such permission will be contingent upon seats in the course being available. Once he/she has registered to audit a course, a student may not change to credit, nor will the student who has registered for credit in a course be permitted to change to audit. Audit courses will be reflected on the student's permanent record with the symbol "X".

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

Auditors must present a signed Permission To Audit Form to the Registrar's Office. Final permission to audit a course cannot be given until the number of students registered in the class for credit is known.

HOW TO REGISTER

After being admitted to the College, students should read the registration information in this section of the Calendar and follow the steps outlined below:

Registration Procedures For Full-Time Students

New and Re-admitted Full-Time Students:

1. Before you can register, you must have received a letter of acceptance and a Personal Data Form.
2. Complete Basic Skills Assessment/Entrance Testing.
3. Consult with your program advisor to select courses and obtain approval.
4. Go to the registration area on the registration dates indicated and draw up your schedule of classes. Bring your Personal Data Form and signed registration form with advisor's signature with you to registration.
5. Use the Fee Remittance copy from your Registration Form to pay the Finance Department cashier your full tuition and fees.
6. You are now finished registration and ready to start your classes.
7. Obtain your student identification card at the Registrar's Office during the second week of classes.

Continuing Full-Time Students:

1. Continuing students who are staying in the same program will complete an Intent To Register Form and will register during the advanced registration period. Continuing students who wish to enter a new program must apply to Admissions and receive a letter of acceptance.
2. Make an appointment with your program advisor well before your registration appointment.
3. See your program advisor to select courses and obtain approval.
4. Go to the registration area on the registration dates indicated and plan your schedule of classes. Bring your last semester's identification card to registration with you.
5. Use the Fee Remittance copy of your Registration Form to pay the Finance Department cashier your full tuition and fees.
6. You have now completed registration and are ready to begin classes.
7. Have your identification card validated at the Registrar's Office during the second week of classes.

For additional information on each of these steps, read the specific information on registration in this section of the Calendar.

Registration Procedures For Part-Time Students

New and Re-admitted Part-Time Students:

1. Pick up an appointment card at the Registrar's Office.
2. Go to the registration area during the registration dates and times indicated and plan your program of studies.

3. Once you obtain a seat you will complete the application procedures.
4. Use the Fee Remittance copy of your Registration Form to pay the Finance Department cashier your application fee and full tuition.
5. You have now completed registration and are ready to begin classes.
6. Obtain your identification card from the Registrar's Office during the second week of classes.

Continuing Part-Time Students:

1. Pick up an appointment card at the Registrar's Office.
2. Go to the advance registration area on the dates and at the times indicated and plan your schedule of classes. Bring your student identification card with you.
3. Use the Fee Remittance Copy of your Registration Form to pay the Finance Department cashier your full tuition and fees.
4. You have now finished registration and are ready to begin classes.
5. Have your identification card validated at the Registrar's Office during the second week of classes.

For further information on each of these steps, read the specific registration information in this section of the Calendar.

Wait List Procedures

1. If the class you requested is full and there are no sections available at alternate times, you should ask to be placed on the Wait List.
2. You must check all Approved Add Lists which will be posted outside the Registrar's Office and throughout the College during the first two weeks of classes.
3. If your name appears on one of these lists you should begin attending classes.
4. If you have been approved to take the course you will be billed for course fees at a later date. If you receive the class and do not attend, you must either drop the class or cancel your registration in writing at the Registrar's Office prior to the end of the second week of classes to be eligible for a refund (see Refund Policy).
5. If you decide not to attend the class or if you fail to check the Approved Add Lists and do not notify the Registrar's Office, you are still obligated to pay full fees for the course.
6. Failure to follow the above procedures could result in an 'F' grade in the class requested.

Personal Data Form

Upon completion of admission requirements and declaration of admissibility, new full-time students will receive a Personal Data Form. Upon receipt of this form, the full-time

student is permitted to attend Basic Skills Assessment testing, and then make an appointment with a program advisor to prepare for the registration process.

Availability of Courses

REGISTRATION IN SPECIFIC COURSES IS SUBJECT TO THE AVAILABILITY OF THOSE COURSES AT THE TIME THE STUDENT REGISTERS.

Skills Assessment

All new full-time students are required to write the Basic Skills Assessment Test in order to determine their strengths and weaknesses in reading and writing. The results of the test will be used by the program advisor in consultation with the student for planning an academic program that is suitable to the student's abilities and requirements. The Director of Student Services may waive this requirement under special circumstances.

Program Advising Services

Advising is an integral part of the registration process for full-time students. Specialized program advisors are available and must be consulted by full-time students when planning a program and completing the Registration Form.

Program advisors and counsellors provide continuing academic counselling and guidance throughout the student's career at the College.

Students Who Register Against An Advisor's Recommendation

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

Registration Dates

Students must register on the registration dates announced in the College Calendar. See the Academic Schedule. Dates are subject to change. Contact the Registrar's Office for current information on registration. Applications for admission should be completed and sent to the Office of the Registrar well in advance of the registration day.

Schedule of Classes

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

Maximum Student Course Load

Students normally carry from fourteen (14) to nineteen (19) credits per semester depending on the program of study. Only students who have completed all courses in a semester with a grade of 'D' or better and have obtained a

semester GPA of 3.00 or higher at Mount Royal College may be permitted to register for course overload in the next semester.

Students who seek permission for course overload should present a copy of their own transcript to the chairperson or advisor along with the Registration Form for signature. A student with a less than satisfactory academic performance record may be advised to take a course load reduced to below the normal load shown in the Calendar.

The College can at any time refuse to grant a student permission to enroll in more courses than the normal program load. Students transferring from other institutions are not eligible for course overload in their first semester at Mount Royal College.

Late Registration

A student is required to complete registration by the last day of registration specified in the Academic Schedule. No student will be permitted to register after classes have commenced. If, because of extraordinary circumstances, a student has not been able to register prior to the date shown in the Academic Schedule, permission to register late must be sought from the Registrar's Office. Such students, if approved for registration, will be required to pay a late registration fee of \$50. This fee will not be applied toward tuition. Late registration will only be accepted in those courses which have available space. Drop/add privileges will not be open to late registrants. Under no circumstances will requests for late registration be accepted after the last day of the first week in which classes have commenced.

Date specified in the Academic Schedule are subject to change. Contact the Registrar's Office for current information on Registration.

Incomplete Registration

Failure to satisfy any of the admission or registration requirements may result in the removal of a student from all classes.

Letter of Permission

Students who are registered in diploma or certificate programs at Mount Royal College may be granted permission to take a limited number of courses at other post-secondary institutions, which if completed successfully (see policy on Transfer Credit) will be included for credit toward their

program at Mount Royal College. Such permission must be obtained before the student registers and is always at the discretion of the Dean of the faculty in which the student is registered. The number of courses that can be completed is also limited by the number of transfer credits permitted toward a parchment by the department concerned. (See policy on Residence Requirement.) Permission must be obtained on a Letter of Permission Form prior to taking the courses, and it is the student's responsibility to ensure that the College receives the official transcript indicating the results.

A student enrolled in Mount Royal College should not enroll simultaneously in another educational institution without prior permission from the Registrar of Mount Royal College and the Registrar of the other educational institution the student wishes to attend. A Letter of Permission Form will be required in order to complete the approval process.

Identification Cards

Identification cards are required for all students who wish to borrow resources from the Library and Resource Islands and use the facilities and equipment of the Students' Association and the College. A card proves that a student is registered at the College.

The card is validated for use each semester upon presentation of proof of payment of all tuition fees. If a student loses this identification card, its loss should be reported to the Library or Resource Islands immediately. Until the loss of the card has been reported, a student is responsible for all equipment checked out with this card. A new card will be issued by the Registrar's Office for an appropriate fee.

Confirmation of Registration

At each registration session students are given a confirmation notice showing the courses in which they are registered. It is the responsibility of the student to notify the Registrar's Office of any discrepancy and to arrange for correction. If a student stops attending a course listed on the notice and does not take proper withdrawal action, he/she will be awarded an 'F' grade. The College does not automatically withdraw those students with unpaid tuition fees or those who have failed to withdraw but are no longer attending classes.

CHANGE OF REGISTRATION

GENERAL INFORMATION

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

Course Cancellation by the College

All courses must meet minimum registration requirements. Therefore, the appearance of a course in the Schedule of Classes is no guarantee that it will be taught.

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

Change of Program

Students wishing to change their program of study must re-apply and complete an Application Form available at the Registrar's Office. All requests for limited enrollment programs are subject to the approval of the department chairperson.

Withdrawal From A Course After Registration Adjustment (Drop/Add) Period

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

After the Registration Adjustment Period and up until the tenth week of the semester or two-thirds of the scheduled length of the course has been completed, a student can withdraw or be withdrawn as listed in this section of the Calendar.

a) Withdrawal From a Course

A student can withdraw from one or more (but not all) courses without the approval of an instructor by submitting a Course Withdrawal Form. A copy of the Course Withdrawal Form shall be forwarded immediately by the Registrar to the instructor concerned. Students who stop attending classes and do not follow the proper withdrawal procedures will be recorded as having failed the course. Students wishing to withdraw from the last course in which they are registered must follow the College withdrawal procedures listed in this section of the Calendar.

b) Instructor Initiated Withdrawal

An instructor may withdraw a student from a course and award a 'W' grade when the student:

1. has not completed assignments, tests, or examinations and/or;

2. has failed to meet clinical, lab, practicum, or other standards of performance set out by the instructor in the course outline.

After the tenth week of the semester or two-thirds of the scheduled length of the course has been completed, an instructor may remove a student from class for either one of the reasons shown in 1 or 2 above. However, an 'F' grade must be awarded. For exceptions, see "Special Withdrawal Policy" in this section of the Calendar.

Students withdrawn by an instructor will be notified in writing by the Registrar and will have ten working days to respond in writing to the Registrar stating the reason why they should not be withdrawn.

Failure to appeal or respond to notification of withdrawal will result in the automatic award of a 'W' grade on the student's transcript. Complaint Forms may be obtained from the Registrar's Office.

Withdrawal From the College

Students who find it necessary to stop attending the College must withdraw officially by means of a Complete Withdrawal Form. Until a student officially withdraws, the student remains registered in all courses and will, at the end of the semester, receive grades appropriate to the performance demonstrated in each course. No student will be permitted to withdraw during the week in which final examinations begin. Students who follow the proper procedure will have the course recorded on their transcript with grades of 'W', provided complete withdrawal action is taken by the date specified in the Academic Schedule.

Students should be forewarned that if a combination of seven 'W' grades is accumulated, they will be disqualified from the College.

Students involved in any form of withdrawal should contact the appropriate program advisor to ensure that they are not jeopardizing their chances for graduation.

Students are advised that if withdrawal results in a course load of nine credits or less, they make themselves ineligible for financial assistance. See the section in this Calendar entitled "Financial Aid and Scholarships".

It is the responsibility of the student to inform the Registrar's Office in writing if he/she intends to discontinue attending class, as some instructors do not exercise instructor initiated withdrawal rights. They insist that students who discontinue attending a course submit withdrawal forms or be awarded an 'F' grade.

Telephone withdrawals will not be accepted.

Special Withdrawal Policy

After the tenth week of the semester or after two-thirds of the scheduled length of the course has been completed, students in attendance may not withdraw or be withdrawn from any course or from the College. Withdrawals will not be accepted after this date, with the exception of the following:

1. illness that is verified by a doctor's certificate;
2. severe domestic affliction verified with a letter from the Counselling Department.

A 'W' grade will not be given after the deadline unless the above conditions have been met. Under no circumstances will withdrawals be accepted after the last day of classes.



FEES AND DEPOSITS

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

The Registration Form constitutes the student's invoice - no other invoice will be issued.

New students and re-admitted students must pay full tuition fees at the time of registration.

Continuing students taking part in advance registration are required to pay a \$50.00 non-refundable Intent to Register deposit with the submission of the Intent to Register Form. The balance of their tuition and fees for Fall semester must be paid in full by July 15; otherwise, registration will be cancelled. The balance of tuition and fees for Winter or Spring semester are due at the time of registration. Although the deposit is non-refundable, it will be applied against regular tuition fees.

All new students pay a non-refundable \$50.00 Program Acceptance Deposit. The Program Acceptance Deposit for new students confirms their acceptance into a program. Although the deposit is non-refundable, it will be applied against regular tuition fees.

Students who present evidence of sponsorship by a government agency or a student loan will not be required to make payment at the time of registration. Students must register in 9 or more credits to qualify for government loans.

NON-PAYMENT OF FEES

Non-payment of any *assessed fees* will mean that until all financial obligations attributable to fees, deposits, *and* non-return of equipment, material or library books are settled, student grades, transcripts, diplomas, scholarships, medals, prizes and standing will not be issued.

Returned Cheques Any student who presents a cheque that is returned by the bank (e.g., N.S.F., Stop Payment, Account Closed, etc.) will be placed on a "Bad Cheque List" for 3 years and any future payments must be made by cash, certified cheque or money order.

Fee Refunds

Refunds are only offered to students who follow formal withdrawal or cancellation procedures before the deadlines shown in the Academic Schedule. For the Fall and Winter semesters, no refunds will be issued after the end of the second week of classes. For the Spring semester, no refunds will be issued after the commencement of classes.

In calculating the refund, the College retains all non-refundable deposits, and will refund the balance of fees paid.

Fee Reassessment Due to Registration Adjustments

After the registration adjustment period is complete, statements will be issued to those students with outstanding balances. Refunds will be issued for those students who have overpaid.

SCHEDULE OF SPECIAL FEES

Application Processing Fee

A non-refundable application processing fee of \$12.00 must accompany every application requesting admission or re-admission to the College. Applications received without the fee will not be processed. The fee will not apply against normal tuition fees. A cheque or money order made payable to Mount Royal College should accompany every application.

Audit Student Fee

Students choosing to audit a course will pay a fee of \$15.00 per credit. See "Registration" section of this Calendar for audit regulations.

Challenge Examination Fee

The fee is \$50.00 per course. See "Admissions" section of this Calendar for challenge examination regulations.

College Calendar

The College Calendar is available from the Registrar's Office. The cost is \$3.00 per copy if obtained on campus, \$4.00 per copy if mailed within Canada, and \$6.00 per copy if mailed outside Canada.

Convocation Regalia Rental Fee

Students taking part in convocation will pay a \$12.00 regalia rental fee.

Credit Extension and Part-time Studies Course Fee

To offset extra costs involved, a supplementary fee may be assessed for credit extension and part-time studies courses.

Deferred Final Examination Fee

Students wishing to defer a final exam are assessed a \$35.00 fee. This fee is waived in cases of medical exemption or when a student has three exams scheduled in one day. See "Academic Regulations" section of this Calendar for details.

Duplicate Document Fee

Students requesting copies of College-originated documents from the Registrar's Office are required to pay \$1.00 for each copy requested. Examples of these documents are schedule of classes, acknowledgement of student status.

Electronic Access Card Fee

An Electronic Access Card is available to all Computer Science majors at a cost of \$10.00 per semester. \$5.00 will be refunded if the card is returned in good condition. This Card is also available at the same cost, upon department approval, to students not enrolled in the Computer Science program.

Evaluation Fee For Transfer Credit

Students seeking transfer credit for a course taken outside Alberta will be assessed a fee of \$10.00 per course evaluated.

Identification Card Replacement Fee

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

Intent to Register Deposit

All continuing students pay a non-refundable \$50.00 Intent to Register Deposit as part of their total fee payment. The Intent to Register Deposit confirms intention to register. Although the deposit is non-refundable, it will be applied against regular tuition fees.

Late Registration Fee

All students registering after the regular registration dates shown in the Academic Schedule will pay an additional fee of \$50.00. This fee will not be refunded, nor is it applied to regular tuition fees.

Locker Rental Fee

Large lockers are available for rent for \$11.00 per semester. Small lockers rent for \$6.00 per semester. Locker rental payments can be made at the Fee Office. At the end of the paid locker rental period, contents must be removed from the locker, otherwise they will be turned over to our Lost and Found Department and will be disposed of, if not claimed, in 45 days.

Lockers are also available through the Physical Education Equipment Room. They also offer a convenient towel service. The fee is \$15.00 per year for locker and towel service.

Mount Royal College does not accept responsibility for any damage to the contents or loss of items from lockers that have been rented to students and/or other parties.

Lock Deposit Fee

Students will pay a \$5.00 lock deposit fee per academic year, refundable on return of the lock.

Parchment Replacement Fee

Students are required to pay a \$45.00 fee for replacement of parchments.

Parking Fee

Day students, wishing to park on campus, will pay a parking fee of \$10.00 per term.

Purchasing Managers' Association of Canada (P.M.A.C. Course) Fee

There will be a special administrative fee for this course in addition to the regular tuition fee.

Program Acceptance Fee

All new students pay a non-refundable \$50.00 Program Acceptance Deposit. The Program Acceptance Deposit for new students confirms their acceptance into a program. Although the deposit is non-refundable, it will be applied against regular tuition fees.

Any continuing students or re-admitted students requesting a program change pay a non-refundable \$50.00 Program Acceptance Deposit. The Program Acceptance Deposit for re-admitted or continuing students is a conditional acceptance subject to disqualification status at the time of registration. Although the deposit is non-refundable, it will be applied against regular tuition fees.

Schedule of Classes Fee

Copies of the Student Schedule of Classes are available for \$1.00 each from the Registrar's Office.

Secretarial Arts Articulation Fee

This fee of \$35.00 per course covers the cost of the preparation of examinations and the invigilation and marking of papers for Secretarial Arts students entering the Secretarial Arts Program under the articulation arrangement. See the "Admissions" section of this Calendar for articulation arrangements.

Seniors Tuition Fee

Residents of Alberta who are 65 years of age or older at the time of commencement of studies will not be charged a tuition fee. Enrollment is subject to the availability of space in the chosen course.

Spring Session Fee

Students who enroll for Spring session courses will be charged the Building Fund Fee, in addition to all tuition and general fees, but will not be charged the Student Activities Fee. The schedule of Special Fees also applies to Spring semester. In addition, there is a \$4.00 per credit surcharge.

Transcript Fee

Costs for transcripts are \$3.00 for the first copy, and \$2.00 for each additional copy ordered at the same time. Official transcripts bearing the College seal and signature of the Registrar will be issued only to educational institutions and potential employers. Students will be issued only unofficial transcripts, without the College seal.

EXPLANATION OF FEE SCHEDULES

Building Fund and Planning Fee

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

Foreign Student Non-Resident Fee

All foreign students with student visa status applying for admission to Mount Royal College for the first time, and for subsequent semesters, will be required to pay a non-resident fee that is included in the fee schedule for foreign students.

Student Activities Fee

This fee is levied each semester and is intended to provide financial support for the administration and operation of all Students' Association activities. The Student Activities Fee includes a fee of \$2.50 for the Students' Association newspaper.

Student Accident Insurance Fee

This fee is levied each semester and is intended to provide students with the following benefits:

Accident Expense Reimbursement - For treatment commencing within 30 days of an accident; covers eligible expenses resulting from the accident (for up to 3 years from the date of accident). Eligible expenses include hospital, ambulance, registered nursing, treatment by a chiropractor or osteopath, rental of crutches, appliances and hospital type bed, prescribed drugs, splints, trusses, braces, physiotherapy recommended by a physician and up to \$10,000.00 for Special Out-of-Province benefits as specified in the contract.

Dental Accident Reimbursement - Covers, within four years from the date of accident, dental treatment required as a result of injury to whole or sound teeth in accordance with the Provincial Dental Association Fee Schedule. Treatment must begin within 30 days of the accident. In the event treatment cannot be completed within four years, covers up to \$300.00 per tooth upon completion of permanent restorative treatment.

Principal Sum Indemnity - Covers up to \$3,000.00 for accidental death and from \$50.00 to \$25,000.00 for dismemberment, permanent and total loss of use without actual dismemberment, or loss of sight as defined in the contract if such loss occurs within one year from the date of injury. Should death result from an injury sustained in any bus, streetcar, subway coach, train or any school vehicle, the Principal Sum payable will be doubled.

Confinement Disability - Pays a monthly benefit of \$100.00 if, within 30 days of an accident, injury results in home or hospital confinement which continues for at least six consecutive months and prevents attendance at any type of

classes. Benefit will be payable, so long as confinement continues, starting at the seventh month for maximum of twenty months.

Permanent Total Disability Benefit - Pays a lump sum of \$30,000.00 (less amount of any other benefit payable under this plan) if, within 100 days of an accident, the insured student becomes totally and permanently disabled as a result of the accident and such disability is continuous for twelve consecutive months. Insured must be prevented, by such disability, from ever engaging in any occupation or employment for compensation or profit.

Fracture or Dislocation Benefits - Pays from \$10.00 to \$300.00 for specified bone fractures or dislocations.

Other Benefits - Other eligible benefits for special treatment travel, emergency transportation, prosthetic appliances, eye glasses, dentures, removable teeth, contact lenses, private tuition expense, special clothing allowance, rehabilitation, and dread disease are also provided.

When Coverage Applies - Those students who have enrolled in a minimum of three courses are covered for all accidents on a 24-hour basis for the Course Term.

For those students who have enrolled in less than three courses, coverage applies only while such students are in College buildings or on the premises for the purpose of attending classes, or while they are in attendance at or participating in any College activity approved and supervised by a proper authority of the College.

Exclusions and Limitations

- A. Sickness or disease either as a cause or effect except as otherwise provided (e.g., under Dread Disease Expense).
- B. Suicide or any attempt threat.
- C. Injury that is compensable under any Worker's Compensation Act, or Criminal Injuries Compensation Board, except in the case of Accidental Death.
- D. Air Travel other than while riding as a fare paying passenger in a licensed passenger aircraft provided by an incorporated passenger carrier. Aviation students are covered under a separate policy.

No benefits or expenses are payable under the policy for treatment or services which are insured services or basic health services under the Provincial Medical Care or Hospital Plan of the Province in which the Insured is resident. Amounts payable under this plan for dental expense will be reduced by any amount paid or payable under any other dental plan or policy.

Coverage takes effect from the date you commence classes at the College and terminates at the end of the Course Term.

For application forms and further information contact Health Services.

Tuition and General Fees

Tuition and general fees cover accident insurance, campus recreation, athletic fees and laboratory fees. For additional fees, see specific course descriptions in this Calendar. The cost of textbooks and other materials relevant to College courses is not included in tuition, general fees and other special fees.

REGULAR SEMESTER FEE SCHEDULE

Excluding audit, foreign, senior citizen and aviation students. The following fee schedule has been approved in principle by the Board of Governors for the 1988-89 academic year. The Board of Governors reserves the right to change fees and deposits when necessary and without notice.

Credits	Tuition & General	Student Activities	Building Fund	Total Fees
1	\$76.10	\$.00	\$3.75	\$ 79.85
2	100.20	.00	3.75	103.95
3	124.30	.00	3.75	128.05
4	148.40	.00	3.75	152.15
5	172.50	.00	3.75	176.25
6	196.60	17.25	3.75	217.60
7	220.70	17.25	3.75	241.70
8	244.80	17.25	3.75	265.80
9	268.90	27.50	7.50	303.90
10	293.00	27.50	7.50	328.00
11	317.10	27.50	7.50	352.10
12	341.20	27.50	7.50	376.20

13 credits and over - add \$3.10 per credit.

FOREIGN STUDENT FEE SCHEDULE

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

Credits	Tuition & General	Student Activities	Building Fund	Total Fees
1	\$87.20	\$.00	\$3.75	\$ 90.95
2	122.40	.00	3.75	126.15
3	157.60	.00	3.75	161.35
4	192.80	.00	3.75	196.55
5	228.00	.00	3.75	231.75
6	263.20	17.25	3.75	284.20
7	298.40	17.25	3.75	319.40
8	333.60	17.25	3.75	354.60
9	368.80	27.50	7.50	403.80
10	404.00	27.50	7.50	439.00
11	439.20	27.50	7.50	474.20
12	474.40	27.50	7.50	509.40

13 credits and over - add \$3.10 per credit.

SCHEDULE OF SPECIAL FEES

Special Course Fees

Business Administration
- ADMN 1267 \$40.00

P.M.A.C. Course
There will be a special administrative fee for this course in addition to the regular tuition fee.

Physical Education
- PHED 1215 \$30.00
- PHED 1297 \$50.00

Special Program Fees

Music Performance Diploma

Students enrolled in the Music Performance Diploma will pay a fee of \$150.00 per semester for private instruction. Other students will pay an hourly rate as established by the Conservatory of Music and Speech Arts.

Speech Diploma

Students enrolled in the Speech Diploma will pay a fee of \$130.00 per semester for semi-private speech instruction.

Aviation

In addition to regular tuition and general fees, flight training fees are approximately \$16,000.00 for a student in the two-year Aviation Diploma starting with a private pilot's licence. Students will be required to make a deposit for each semester (please contact the Finance Office as to the amount of this deposit). Deposits are made with the Finance Department at the time of registration. Flight training fees are subject to change depending on operating costs for aircraft and related services.

Co-operative Education

Mount Royal College has developed co-operative education options in several programs. These programs allow students to blend academic study with relevant paid work experience. The course requirements are identical to the normal Accounting and Financial Management patterns and Computer Information Systems patterns. In addition to regular tuition fees, an administration fee of \$142.00 per academic semester will be charged.

FINANCIAL AID AND SCHOLARSHIPS

GENERAL INFORMATION

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

Applications or further information may be obtained from:

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

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

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

GOVERNMENT LOANS

Government regulations require that social insurance numbers must be recorded on loan applications. Students must enroll in a minimum of NINE credits to be eligible for student loans.

The Canada Student Loan Plan

The Canada Student Loans Program is a federal government program that is administered by provincial authorities. Under this plan, full-time students are permitted to borrow on the basis of financial need, up to \$3,570.00 per academic year (two consecutive semesters).

Applicants must be Canadian citizens or have permanent resident status at the time of application.

No interest or payments on principal are required during the period of full-time attendance at the College, and for six months thereafter. Loans may be repaid over a period of up to ten years, depending upon the accumulated amount of debt incurred.

The Province of Alberta Assistance Program

Under the Students' Finance Act, assistance is available to full-time (9 credits or more) students attending Mount Royal College.

Applicants must be Canadian citizens or have permanent resident status. Prior to applying for assistance, applicants must have lived in Alberta for twelve consecutive months as a non-student before the first day of classes. The same residence requirements apply to parents or guardians of a dependent student.

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

Students may apply for loans at any time but should note that payments will not be available until classes have commenced at the College. Student loans may take up to eight weeks to process. Financing should be planned accordingly.

The Students' Finance Board is presently authorized to loan up to \$4,300.00 per academic year as an Alberta Student Loan and Canada Student Loan combined. Additional loans may be available to students enrolled in a year of study which is longer than the normal academic year. Special grants are available to students who demonstrate need in excess of this amount.

Withdrawals

Students who withdraw, or drop to part-time status (below 9 credits), before the completion of the academic term for which assistance was provided, will be required to repay a proportionate amount of the total assistance awarded immediately.

SCHOLARSHIPS AND AWARDS

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

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

Unless otherwise stated, completed applications for Mount Royal College Scholarships must be received by the Financial Aid and Awards Office by October 31.

Where no application information is shown, the award is made automatically without application. Applications for Community Scholarships should be completed and returned to the appropriate address on the dates specified by the donors.

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

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

ACADEMIC REGULATIONS

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

ACADEMIC SEMESTERS

Mount Royal College operates on a 16-week semester system. The Fall Semester normally begins in September and ends in December. The Winter Semester begins in January and ends in April. Full-time students normally enroll for the Fall and Winter Semesters.

The College offers a Spring Semester which begins in May and ends in June. Although course offerings are more limited than during the Fall and Winter Semesters, courses from most departments are included. Credits earned may be applied to a student's program in the same manner as credits acquired in other semesters. For more information, please contact the Registrar's Office, Mount Royal College.

CREDIT HOURS

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

ATTENDANCE POLICY

Students are allowed to attend a course once they have officially registered, are enrolled on a credit or audit basis, and have paid the appropriate fees.

It is the responsibility of the student to attend all classes. College policy requires a student to conform to the particular attendance requirements established by the instructors. ***STUDENTS ARE WARNED THAT THEY STAND A CHANCE OF LOSING THEIR SEAT IN A CLASS IF THEY FAIL TO ATTEND THE CLASS ON THE FIRST DAY IT MEETS.*** In the situation where circumstances prevent a student from attending the first class, notification to the instructor of expected absence will ensure that the seat in the class is held.

GRADUATION

Changes in regulations governing programs may be made from time to time. Students who have not interrupted their program will be given the option of graduating in accordance with the old regulations or completing their program under the new regulations governing their current registration. Such students should make their choice known to their program advisor and the Registrar's Office at the time of their application for graduation.

Where a required course for graduation is no longer offered, the department chairperson may specify an alternative. In extreme cases where students cannot complete their program under the old regulations, they will be phased into the new program without disadvantage. Students who interrupt their program by a break of one semester or more will be required to comply with new regulations contained in the Calendar in effect at the time they resume their registration at the College.

CORRECTION OF GRADES

Once a student's grade has been recorded in the Office of The Registrar and Director of Admissions, an instructor may not request that this grade be changed unless it was assigned in error. A Change of Grade Form must be submitted certifying the reasons why the first grade is in error. The Form must be signed by the instructor and the chairperson of the department offering the course. Requests for a change of grade should reach the Registrar's Office no later than 30 days after the opening of the next semester. ***UNDER NO CIRCUMSTANCES WILL INSTRUCTOR INITIATED GRADE CHANGES BE ACCEPTED AFTER THIS PERIOD.***

EXAMINATION POLICY

All final examinations must be scheduled by the Registrar except those which are take-home examinations, oral examinations, or computer terminal projects. In courses where an alternative means of final assessment other than a final examination is more appropriate, the department chairperson shall recommend to the dean the alternative type of assessment and explain its rationale. The dean's decision shall be final. Information about all such cases shall be forwarded to the College's Academic Standards Committee.

In the calculation of the final grade average, the final examination shall comprise not less than 20 percent nor more than 50 percent of the final work. Any tests carried out dur-

ing the last two weeks of lectures may not account, in total, for more than 10 percent of the final grade, except in the case of laboratory or oral testing, take-home examinations, or computer terminal projects.

STUDENTS MUST BE AVAILABLE FOR EXAMINATIONS UP TO THE LAST DAY OF THE EXAMINATION PERIOD AS SPECIFIED IN THE ACADEMIC SCHEDULE.

Other regulations related to the conduct of examinations appear on a special examination notice and in the examination booklets.

POSTING THE FINAL EXAMINATION TIMETABLE

The Final Examination Timetable shall be prepared and posted by the Registrar's Office no later than eight (8) weeks before the end of a semester.

DETERMINATION OF A FINAL GRADE

Each instructor responsible for a course is required to make available to each student in the class, within two weeks of the first day of classes in that course, a typed statement of the method of grading and the weights to be assigned to the various components that are to be considered in determining the final grade (term papers, laboratory work, class participation, tests, final examination). This weighting may not be changed during the semester or at the time of grade reporting.

DEFERRED EXAMINATION

A student who is unable, for a valid reason, to write a final examination at the scheduled time may apply for a deferred examination. The application must be supported by a medical certificate if the absence is due to illness or hospitalization. The medical statement must indicate the specific date and time that the student was attended to and must specify that the nature of the illness supports deferment of the final examination. If the intended absence is due to religious conviction, the Registrar and instructor must be informed in writing of the conflict two weeks prior to the date of the examination.

If a student becomes ill or is notified of severe domestic affliction during an examination, he should report at once to the invigilating instructor, hand in his unfinished examination paper, and request that it be cancelled. If illness is the cause, he must report directly to Student Health Services so that any subsequent application for a deferred ex-

amination may be supported by a medical certificate. In the case of evening students, a medical certificate must be obtained from a physician. The instructor and chairperson of the department should be informed of the circumstances in writing, and the medical certificate must be delivered to the Registrar's Office within 48 hours after the scheduled examination.

Should a student write an examination, hand in his paper for marking, and later report extenuating circumstances to support his request for cancellation of his paper and for another examination, such requests will not be considered.

Students who have more than two exams scheduled on any one day may request and shall be granted a deferral of the third and subsequent examination(s) on that day by the appropriate instructor responsible for the examination.

Loss of Privilege

Students who are eligible, but who do not apply for a deferred examination by the prescribed deadlines, shall automatically lose this privilege. Students who have been granted deferred final examination privileges, but who do not show acceptable cause for not writing at the prescribed time, shall automatically lose the privilege of further deferral.

The authority to grant or deny a deferred final examination is vested with the chairperson of the department which offers the course. Under no circumstances is the deferred examination to be granted after a student has written and failed the original examination.

DEFERRED WORK

Instructors are normally free, subject to any established departmental or faculty procedures, to administer their own policies regarding deadlines within term time for the completion of papers or assignments; students should be made fully aware of these policies. However, should extensions of time for completing term work be requested beyond the deadline for return of final course grades, the procedures for 'I' grades must be followed.

TRANSCRIPTS AND THE RELEASE OF INFORMATION

A permanent record of each student's accumulated courses, credits and grades earned, and address information is maintained by the Registrar's Office.

Each student's record is comprised of two categories of information: that which is regarded as a matter of "public record" and that which can only be released by the Regis-

trar's Office under special circumstances. The "public record" information of a student consists of information that the student is or was registered at the College between given dates and that the student did or did not receive a diploma or certificate from the College. Information which is NOT part of the "public record" includes racial origin, citizenship or immigration status, age, parentage, religious affiliation, marital status, postal address or telephone number, and the academic record. This information may only be released to people outside the College on application by the individual whose record it is or by express permission of the President of the College. Information passed to a third party as a result of a telephone inquiry will only indicate whether or not the student is currently enrolled, the program in which the student is or was enrolled, the dates of enrollment, the diploma(s) or certificate(s) earned if any, and the date(s).

Official transcripts, bearing the College seal and the signature of the Registrar, will be issued only to educational institutions and companies. A student will be issued only unofficial transcripts which do not bear the College seal. Transcripts will not be issued for students who have not fulfilled their financial or other obligations to the College.

RELEASE OF GRADES

Only the Registrar's Office is empowered to issue official statements of results of transcripts or records. However, department chairpersons or their delegates are authorized to release final grades in any manner that will protect the confidentiality of individual student grades. After the end of each College semester, a statement of grades is mailed to each student. Grades will not be released to students unless their credentials and financial obligations at the College are in order. No final grades shall be disclosed or posted until the conclusion of the final examination period.

NAME AND/OR ADDRESS CHANGE

Every student is required to report a local address at the time of registration and to report any change of address thereafter. A letter mailed to a student's address as currently on record in the Registrar's Office will be deemed adequate notification to the student for all matters concerning the College. In the case of change of address, notification must be made to the Registrar's Office. The College will not be responsible for incorrect mailing, for missed deadlines, or for any inconvenience or difficulties arising from a student's failure to report a change of address. Change of name must also be reported to the Registrar's Office.

COUNTERFEITING AND ALTERING

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

MARKS REVIEW AND GRIEVANCE PROCEDURES (UNDER REVIEW)

The College believes students have a right to fair and equitable procedures for the lodging and hearing of complaints. Such complaints may arise from College regulations, policies, and actions that might affect students directly. In keeping with this philosophy, the policy and procedures dealing with Marks Review and Grievance Procedures have been subjected to extensive review by the College's Academic Standards Committee. At this time, the work of the Committee has not been formally approved by Academic Council, but final approval is expected in the immediate future. In the interim, the policy and procedures shown in the 1985-86 edition of the College Calendar will remain in effect. A copy of the aforementioned policy and procedures may be obtained from the Registrar's Office. These are also printed on the back of the Complaint Form which is currently in use.

The new policy and procedures will become effective as soon as approved by the College. Copies of the newly approved policy will be available at the Registrar's Office. When filing a Complaint Form, complainants are expected to familiarize themselves with the policy in effect at the time. Complaints of any nature about some facet or operation within the College community must initially be discussed with the person(s) against whom the complaint is directed.

NON-ACADEMIC CONDUCT

The College reserves the right to suspend or to expel any student guilty of:

- behaviour which, in the opinion of the College, causes harm or injury to persons;
- behaviour causing damage to College property or the property of other persons, whether on or off campus;
- conduct which seriously disrupts the educational activities, services, or events provided by the College for students or members of the community;
- behaviour or conduct which is otherwise unlawful or inappropriate.

ACADEMIC DISQUALIFICATION POLICY (UNDER REVIEW)

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

Disqualification

1. A student will be required to withdraw if his/her cumulative grade point average falls below 1.50 in any semester after the first semester in which the student was enrolled at the College, except if his/her most recent semester grade point average is 2.00 or greater.

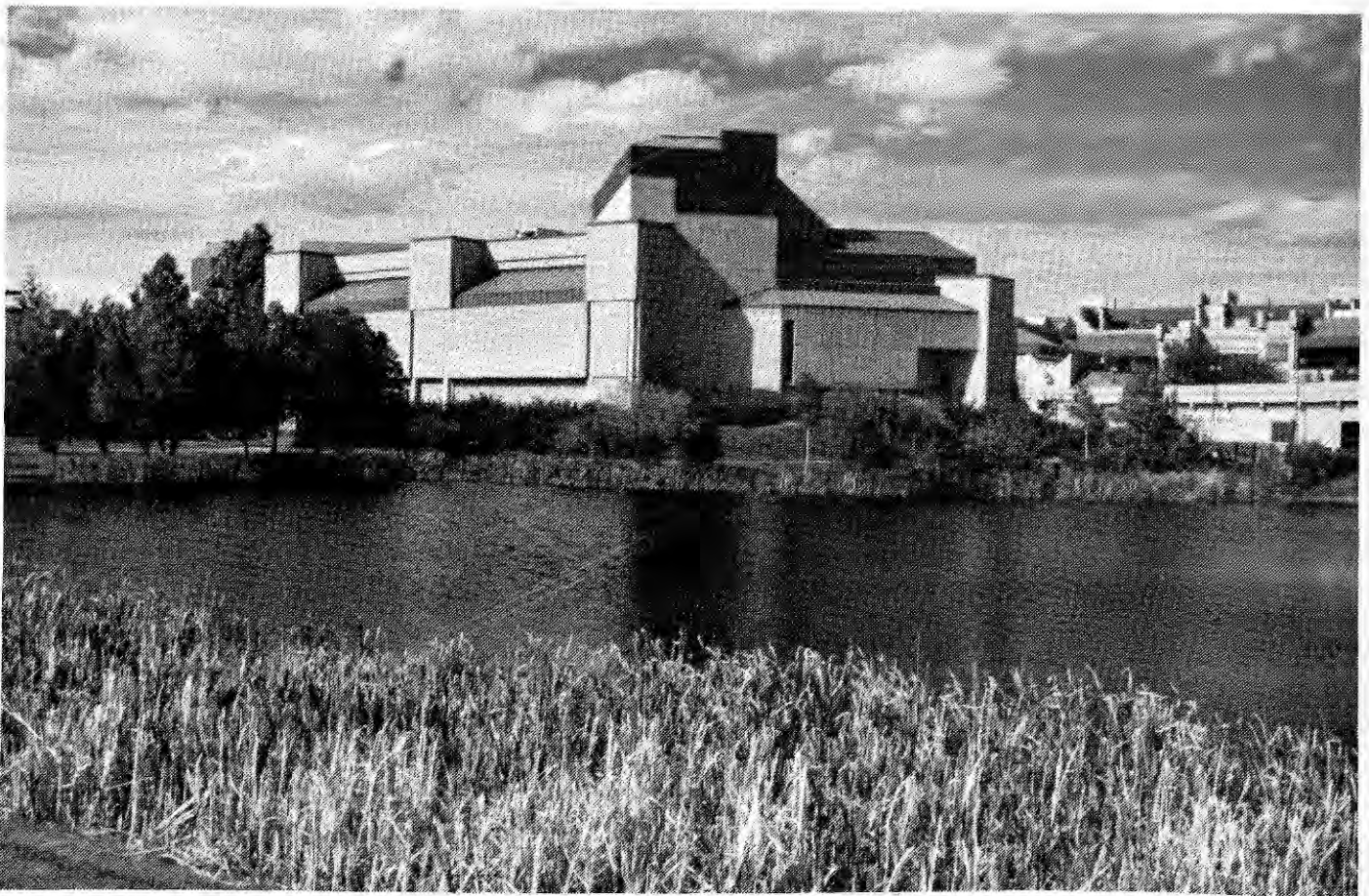
2. If a student's current or cumulative grade point average falls below 2.00 at any time, he/she shall be placed on warning or shall continue on warning.
3. A full-time student shall not be disqualified in any case at the end of his/her first semester, *except if his/her cumulative grade point average is less than 1.00.*
4. Disqualification for full-time students shall be brought about by the accumulation of seven 'W' grades.

Part-time students are required to withdraw when:

- a) Their cumulative grade point average is below 1.50 at any time after they have attempted 12 or more credits.
- b) When seven or more 'W' grades have been accumulated.

The cumulative grade point average disqualification policy will apply only to students who have attempted 12 or more credits used in the calculation of their grade point average.

Grades acquired in courses not carrying credit towards the cumulative grade point average will not be used in the calculation for disqualification (e.g., in courses numbered 0100-0199).



'F' or 'W' grades in courses taken over six years ago will not be considered for disqualification purposes. Students must notify the Registrar's Office in this case.

Students who have negotiated an 'I' grade contract with an instructor which cannot be completed until the expiration of 60 days will be allowed to continue studies at the College, provided successful completion of the contract will mean that they would no longer be in a disqualified category. If this is not possible, disqualification holds. Students who do not successfully complete an 'I' grade contract at the end of the 60-day period will be allowed to remain in the College until the end of the semester. They will then be placed in a disqualified status and required to withdraw.

Notification of disqualification will be shown on the student's semester grade report. If a student's grade report is returned undelivered from the address of record, the Registrar's Office will attempt to contact the student by other means. However, the College cannot be responsible for proper notification of disqualification if the student has not given the Registrar's Office a correct mailing address. It will be assumed that material which has been mailed and not returned has been delivered to the addressee.

The following chart summarizes the policy.

DISQUALIFICATION FOR LOW GRADE POINT AVERAGE

Your Academic Status Will Be	IF	Your Semester GPA is	AND	Your Cumulative GPA is
Good Standing		Greater than or equal to 2.0		Greater than or equal to 2.0
Placed on Warning or Continued on Warning		Greater than or equal to 2.0		Less than 2.0 but greater than or equal to 1.5
Placed on Warning or Continued on Warning		Less than 2.0		Less than 2.0 but greater than or equal to 1.5
Required to Withdraw		Less than 2.0		Less than 1.5
Required to Withdraw*		Less than 1.0		Less than 1.0

*In your first semester at the College.

Disqualification for 'W' (Withdrawal) Grades

You will be required to withdraw from the College if you accumulate seven or more 'W' grades on your academic record (i.e., if you withdraw from seven or more courses).

ACADEMIC DISQUALIFICATION APPEAL COMMITTEE

An Academic Disqualification Appeal Committee will be established for the purpose of hearing petitions from students who have been disqualified because of their low cumulative grade point average or because of an accumulation of 'W' grades.

The Committee will consist of the following:

- one representative from each of the academic faculties (Science and Technology, Business Studies and Applied Arts, Arts, and Community and Health Studies);
- one representative appointed by the Students' Association;
- one member of the professional counselling staff of Student Services.

The Committee will be chaired by a dean of a faculty and is to be appointed by the Vice-President, Academic.

DISQUALIFICATION APPEAL PROCEDURES

1. Disqualification for Low Cumulative Grade Point Average

- Students disqualified for the first time as a result of a low cumulative grade point average, if registered, will have their registration cancelled. ***Students will be required to sit out one Fall or Winter Semester immediately following the semester in which they first became disqualified.*** A student who is obliged to withdraw after the end of the Winter Semester will not be permitted to register in the Spring Semester.
- Disqualified students who have interrupted their program and wish to return to the College must complete the application procedure and pay the non-refundable application processing fee as outlined under the "Admission Procedures" section of the Calendar. They must be accepted on each return. Petitions for readmission must be received by the Registrar's Office no later than May 1 for possible readmission to the Fall Semester; no later than November 1 for possible readmission to the Winter Semester; and no later than March 1 for possible readmission to the Spring Semester. Petition for Readmission Forms can be obtained from the Registrar's Office. Students should follow the procedures outlined on the form.

(c) Students should take the Disqualification Withdrawal Appeal Form to the appropriate department chairperson (or the dean or designate in the case of Arts and Science non-program registrant) depending on the program to which readmission is sought. The department chairperson or dean will signify to the Appeal Committee whether or not the petition is supported. Students should then provide the following supporting documentation: (1) a letter written by the student explaining the circumstances of his/her academic status and why he/she feels he/she should be readmitted to the College; (2) any medical documentation if applicable; (3) any other supporting documentation (i.e., letters from Counselling, instructors, program co-ordinators). The form and documentation should then be submitted to the Registrar's Office.

(d) The Appeal Committee will review the requests on or before November 15 for the Winter applications; on or before May 15 for the Fall applications; and on or before April 1 for the Spring applications.

(e) A successful appeal does not guarantee admission to full-time studies. This will depend on when the application was received, the status of the program quota, and satisfaction of all admission requirements. Students who are readmitted will continue to be on warning in their first semester and will be disqualified again if they do not maintain a cumulative grade point average of greater than or equal to 1.50 or if they accumulate seven or more 'W' grades.

(f) Students disqualified a second time for low grade point average will not be permitted to enroll in further credit courses of the College for a period of two (2) years.

2. Disqualification for Seven or More 'W' Grades

(a) A student who feels that he or she has been inappropriately disqualified on the basis of seven or more

'W' grades may initiate an appeal by submitting a Disqualification Withdrawal Appeal Form to the Registrar's Office. Otherwise, readmission procedures and dates are as set out in (1)(b) in this section of the Calendar.

(b) The appeal form for continuation must be submitted to the Registrar's Office as follows:

- by the fifth day of the Winter Semester for continuation in the Winter;
- by the third day of the Spring Semester for continuation in the Spring;
- by August 1 for continuation in the Fall.

(c) The Academic Disqualification Appeal Committee will meet as soon as possible after these dates to review the appeal and will consult department chairpersons or deans as necessary.

(d) A student's registration, if he or she is registered during the appeal period, will not be changed pending the Committee's decision.

(e) Should the appeal be upheld by the Committee, the student will continue to be on warning and must maintain a cumulative grade point average of greater than or equal to 1.50. No further 'W' grades will be permitted.

(f) Students who obtain additional 'W' grades after having a withdrawal appeal upheld will not be permitted to register in any further credit courses of the College for a period of two (2) years, unless the circumstances of the previous successful appeal warrants this in the opinion of the appropriate dean.

(g) Should the appeal be rejected, students who have advance registered will have their registration cancelled with a full refund (less the registration deposit). The student will not be permitted to petition for readmission for at least one Fall or Winter Semester.

ACADEMIC STATUS

GRADING SYSTEM

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

Symbols*

I	- Incomplete
CR	- Challenge credit**
NC	- No Credit**
W	- Withdrawal
X	- Audit
Y	- Non-Credit
Q	- Unassigned Grade

*Not calculated in GPA.

**Refer to Credit by Examination under Admission Requirements.

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

I A student may receive an interim grade of 'I' if term work has not been completed to the satisfaction of the instructor.

The decision as to whether or not the student will be permitted to enter into a contract for the completion

of a course will rest with the instructor concerned. If the instructor is not available, the student should contact the appropriate chairperson.

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

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

W A student receives a 'W' grade following official withdrawal from a course after the registration adjustment (drop/add) period. Students accumulating 'W' grades must familiarize themselves with the implications this may have in relation to the Academic Disqualification Policy as outlined in this Calendar.

X The 'X' grade is given for all courses audited.

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

Q The 'Q' grade is an unassigned grade.

Special Grading Conditions: Departments offering courses requiring a student to demonstrate a satisfactory standard of performance in designated skills before a passing grade in the course can be awarded may, subject to the approval of the Dean, use alternative grading systems for those courses. The grading of such courses may vary considerably from the normal grading system. In such cases, the grading system to be used must be communicated to the students in the course outline distributed at the beginning of the semester. Failure to attain a passing standard for any component of such a course may result in a failing grade for the course. If the course is a program requirement, the student may, in consequence of failure in the course, be required to withdraw from the program.

GRADE POINT AVERAGE

The grade point average is determined by dividing the total grade points earned by the number of credit hours attempted. The 'I', 'W', 'X', and 'Y' grades are not included in calculating the grade point average.* Preparatory courses (those numbered 0000-0999) carry credit but are not counted towards a diploma, certificate, or the grade point average.

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

Course	Grade	Points		Credits		Points
ADMN 1120	A	4	×	4	=	16
CHEM 1030	B	3	×	4	=	12
ENGL 1112	C	2	×	3	=	6
GEOL 1204	D	1	×	4	=	4
GERM 1111	F	0	×	3	=	0
MATH 1240	I	0	×	3*	=	0
PSYC 1110	W	0	×	3*	=	0
				18		38
Total Grade Points						38
Total Credits*						18*
G.P.A.						=2.11

*'I' and 'W' grades are not counted

DEAN'S HONOUR ROLL

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

PRESIDENT'S HONOUR ROLL

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

REPETITION OF A COURSE

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

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

INTEGRITY OF STUDENT WORK

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

Intellectual dishonesty may take many forms: e.g., the use of unauthorized materials in examinations; copying the work of others (plagiarism); cheating and other acts com-

promising the integrity of the examination procedures and the assignments of the instructor.

I. Responsibility of the Instructor

1. The instructor is expected to exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.
2. The instructor shall notify the student, as soon as possible, of the dishonesty and shall follow the College policies and procedures that apply.
3. The instructor is responsible for the proctoring of examinations. The use of substitute proctors is allowable only with the approval of the chairperson of the department.

II. Responsibility of the Student

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

1. The copying of the works of others without giving credit to the author and submitting the work as one's own ideas (plagiarism).

IN THE FIRST OFFENSE, the consequence of such an act shall be the reduction of the final grade, which may result in an 'F' grade.

2. The falsifying of the results of investigations or laboratory experiments.

IN THE FIRST OFFENSE, the consequence of such an act shall be the reduction of the final grade, which may result in an 'F' grade.

3. The use of unauthorized materials in a test or examination.

IN THE FIRST OFFENSE, the consequence of such an act shall be the expulsion from and failure of the course.

4. The copying of the work of another person in an examination or an assignment.

IN THE FIRST OFFENSE, the consequence of such an act shall be expulsion from and failure of the course.

5. The alteration of marks on an assignment or list.

IN THE FIRST OFFENSE, the consequence of such an act shall be expulsion from and failure of the course.

6. The completion in part or total of any assignment or examination for another student.

IN THE FIRST OFFENSE, the consequence of such an act shall be expulsion from and failure of the course.

Consequences of Dishonesty

Penalties for the above acts of dishonesty and cheating may be the reduction of the final grade, the loss of credit for the course, the failure of the course, and expulsion from the College.

In the case of a SECOND OFFENSE, the student shall be expelled from the College, receive an 'F' grade for those

courses involved, and a 'Q' grade (no grade assigned) for other courses taken that semester.

III. Procedures

1. The instructor shall notify the student of the discovery of the violation as soon as possible and notify the student of the course of action. The instructor shall keep a record of the violation and notify the chairperson and the Registrar.
2. The Registrar's Office shall examine the student's record to determine if a second or subsequent act of dishonesty has occurred. In this event, the student's record and relevant documentation shall be forwarded to the Vice-President, Academic. The Registrar's Office shall notify the student of expulsion from the College.

IV. Appeal Procedures

- 1a. IN THE CASE OF THE FIRST OFFENSE, if the student is not satisfied with how the matter has been resolved, he/she may appeal the decision to the department chairperson.
- b. IN THE CASE OF THE FIRST OFFENSE, if the student is not satisfied with how the matter has been resolved by the department chairperson, he/she may appeal the decision in writing to the dean of the faculty.
- c. IN THE CASE OF THE FIRST OFFENSE, if the student is not satisfied with how the matter has been resolved by the dean of the faculty, he/she may appeal in writing to the Student Grievance Committee.
- 2a. IN THE CASE OF A SECOND OR SUBSEQUENT OFFENSE resulting in automatic expulsion, the student may appeal the decision in writing to the Vice-President, Academic.
- b. If not satisfied with the decision of the Vice-President, Academic, the student may appeal in writing to the College Grievance Committee.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Mount Royal College is a public community college whose primary mission is to provide education and training of a consistently high quality to adults through academic programs and activities that are responsive to the current and evolving community needs of Calgary and region.

The College consists of men and women dedicated, both individually and as a community, to inquiry and analysis, to the accumulation and dissemination of knowledge, and to the creative and speculative exercise of the imagination. The essential conditions for these pursuits are an atmosphere of freedom and a respect and appreciation for the

basic rights and responsibilities of all of the College's constituents.

This Statement of Student Rights and Responsibilities is intended to constitute a guideline to be observed by the Board of Governors, students, faculty, staff, and administrators of Mount Royal College. It does not constitute a legal contract between the students and the College, and it cannot override any collective agreement or other legally enforceable contract where there is conflict. The statement is not intended to create a foundation for civil proceedings in the Courts of the Province of Alberta.

The purpose of the statement is to identify a set of rights and responsibilities of the students enrolled in the credit programs of Mount Royal College. In the event of a perceived or alleged breach of the statement, a student, students or the Students' Association may seek resolution through established College procedures.

Students enrolled in credit programs at Mount Royal College should have rights and assume responsibilities, in accordance with applicable College policies and procedures, as set out in this section of the Calendar. All of the rights and responsibilities apply to full-time students (3 or more courses) and all except items 8, 9 and 10 apply to part-time students.

1. **RIGHT:** To have their rights respected by fellow students, faculty, staff, administrators, and other persons associated with the College.

RESPONSIBILITY: To respect the rights of fellow students, faculty, staff, administrators, and other persons associated with the College.

2. **RIGHT:** To a College environment that complies with institutional and relevant government regulations, policies, and procedures.

RESPONSIBILITY: To observe College and relevant government regulations, policies, and procedures intended to protect the environment of the College.

3. **RIGHT:** To participate and to be represented in the affairs of the College through the Students' Council and/or the Student Executive Committee of the Mount Royal Students' Association, an organization dedicated to be responsive and responsible to the student body at large.

RESPONSIBILITY: To be active members in good standing of the Students' Association and to participate when feasible in the democratic processes of the Association.

4. **RIGHT:** To have access to current information printed in the College Calendar or, when such publication is not timely, posted at the Registrar's Office and at locations other than the Lincoln Park campus where credit courses are offered, regarding academic regulations, policies and procedures, including admission and registration requirements and procedures, course descrip-

tion, course and program change and withdrawal procedures, program and graduation requirements, final examination policy and regulations, and transfer arrangements as outlined in the Provincial Transfer Guide.

RESPONSIBILITY: To familiarize themselves with current information regarding academic regulations, policies, and procedures and to follow those regulations, policies, and procedures, to the extent that such regulations, policies, and procedures are printed in the College Calendar or posted at the Registrar's Office and at locations other than the Lincoln Park campus where credit courses are offered.

5. **RIGHT:** To the availability of both full-time and part-time faculty members for assistance and consultation outside of scheduled class periods.

RESPONSIBILITY: To monitor their academic progress and to seek help to resolve their academic or career choice difficulties.

6. **RIGHT:** To the confidentiality of their transcript and the grade assigned for each course, except by their express written permission. The College reserves the right to confirm or deny questions concerning students' registration and/or completion of a program. The College reserves the right to make transcripts available for authorized purposes within the College without student permission.

RESPONSIBILITY: To respect the confidentiality of the academic records of other students.

7. **RIGHT:** To view in the Registrar's Office the College's official student record as contained in their permanent file.

RESPONSIBILITY: To respect College regulations regarding the viewing of the official student record.

8. **RIGHT:** To have access to a place in each core or required course of the program in which they are registered at least once during the normal length of the program for full-time students.

RESPONSIBILITY: To take each core or required course of the program in which they are registered as soon as a place becomes available after the pre-requisites for those courses have been met.

9. **RIGHT:** To have the graduation requirements of the program in which they are registered remain unchanged from those in effect when they registered in that program. If and when the requirements are changed, students registered in that program will be given the choice of which curriculum to follow except where the change is dictated by external agencies.

RESPONSIBILITY: To endeavour to complete the program under the curriculum best suited to their personal circumstances in view of the reasons for the change.

10. **RIGHT:** To have the length of the program in which they are registered remain unchanged from the length of the program when they registered in that program. If and when the length of a program is changed, students registered in that program will be given the choice of which curriculum to follow except in cases where the length of the program is dictated by external agencies.

RESPONSIBILITY: To endeavour to complete the program under the curriculum best suited to their personal circumstances in view of the reasons for the change.

11. **RIGHT:** To have the opportunity to complete, within its normal duration, the program in which they are registered as a full-time student if and when that program is discontinued by the College.

RESPONSIBILITY: To consider the reasons for the discontinuation of the program and to endeavour to complete the program within its normal duration for full-time students or choose an alternative based on that consideration.

12. **RIGHT:** To be given a written outline, at the beginning of the courses in which they are registered, of the objectives of the course, the evaluation system to be used, the requirements regarding class attendance and punctuality, the format and due dates of major assignments, as well as penalties if they are to be employed. In the event that circumstances beyond the control of the instructor compel substantial changes to course content and/or classroom procedures, rules, and regulations, the students registered in the course will be given written notice of such changes.

RESPONSIBILITY: To make themselves aware of and to follow the requirements of the written course outline even when they are absent from particular classes.

13. **RIGHT:** To have course times, as scheduled in the College Timetable at the time of registration, remain unchanged except in exceptional circumstances as determined by the College and to have classes start and end at the scheduled times.

RESPONSIBILITY: To arrive on time for their classes and to remain for the duration of those classes, except in exceptional circumstances.

14. **RIGHT:** To be notified, whenever possible, of class cancellations in advance of the class meeting.

RESPONSIBILITY: To accept exceptional circumstances and to be prepared to spend the time on other useful endeavours.

15. **RIGHT:** To the assurance that various sections of the same course have common course-specific objectives and comparable requirements and evaluation standards and to have these described in the course outline.

RESPONSIBILITY: To respect the faculty member's right to determine the course content, instructional methodology, and evaluation procedures within the guidelines set for the course.

16. **RIGHT:** To have access to a review with the instructor of in-course tests, examinations, and course assignments within 14 days after they have been evaluated and to have supervised access to final examinations, in the departmental office, without benefit of a review with the instructor or other College employee, within 14 days after the release of final grades from the College's Office of the Registrar.

RESPONSIBILITY: To request a review or access to tests, examinations, or course assignments, if they wish such review or access, within the 14-day time period.

17. **RIGHT:** To have student views taken into consideration in College-sponsored evaluations of instruction and student-oriented services and to be assured that their individual contributions will be kept confidential.

RESPONSIBILITY: To participate in such evaluations when requested.

18. **RIGHT:** To have appeal and grievance procedures established by the College and printed in the College Calendar or, when such publication is not timely, posted at the Registrar's Office and at locations other than the Lincoln Park campus where credit courses are offered.

RESPONSIBILITY: To make themselves aware of appeal and grievance procedures.

GENERAL GRADUATION REQUIREMENTS

All students who expect to receive a parchment from Mount Royal College must satisfy the graduation requirements for either a diploma program or a certificate program as shown in this section of the Calendar. Several programs have special graduation requirements which must also be met before a diploma or certificate can be awarded. The additional requirements are shown in the program description section of the programs concerned. (See also "Academic Regulations - Change in Regulations".) Students are cautioned to note the general statements regarding graduation and the restrictions and interpretations that follow. Do not hesitate to consult the Registrar and Director of Admissions if you are uncertain about your graduation status.

DIPLOMA PROGRAMS

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

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

Credit Requirements

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

Residence Requirement

- the last 50 percent of the course work for a diploma must be completed at Mount Royal College, except where prior written approval has been given on a Letter of Permission Form signed by the dean of the appropriate faculty.

Prior approval to complete course work at another institution will be recorded on a Letter of Permission Form which may be obtained at the Registrar's Office. The Letter of Permission must be signed by a department chairperson and dean of faculty and returned to the Registrar's Office. Action must be completed prior to commencement of the next semester following the last semester attended at Mount Royal. A copy of the Letter of Permission Form will be sent to the institution at which the student intends to complete the outstanding course work. The outstanding course work must be completed within two semesters after leaving Mount Royal College.

Grade Point Average Requirement

- an overall grade point average of 2.00 is required.

Advanced and Senior-Level Course Requirements

- a minimum of 24 credits in courses numbered 1200 or higher.

English Requirement

- successful completion of English 1112 or 2201.

Arts and Science Requirements

- a minimum of 12 credits from approved Arts and Science courses. There are seven areas of approved Arts and Science courses and a student must take at least one course from each of four different areas (see below).

Program Pattern Requirements

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

RESTRICTIONS AND INTERPRETATIONS FOR DIPLOMA PROGRAMS

Internal Program Transfer - Advanced Standing

- Students who wish to apply credits obtained under one Mount Royal College diploma program towards the graduation requirements of another diploma program may not transfer more than 30 credits.

Advanced and Senior-Level Course Requirements

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

English Requirement

- Students will be placed in English 1112 or 2201 on the basis of their Basic Skills Assessment Test results.
- Students may substitute any other English course, except English 0100, 0105, or 1030, to satisfy the English requirement with the permission of the department chairperson, provided that the final grade is a 'C' or higher.

Arts and Science Requirements

- No course shall be deemed to be part of the Arts and Science requirements if:
 - it is less than 3 credits;
 - it is numbered below 1110; or
 - it is a high school equivalent (see list of high school equivalent courses in the section in this Calendar entitled "Transfer Program Patterns - The University of Calgary").

Any course required for graduation as a program requirement may not also be used to satisfy the Arts and Science requirements.

To comply with the Arts & Science requirements listed in the program course outline, four courses must be chosen from four different areas. There are seven areas in total from which to choose. Please note the restrictions outlined in this section of the Calendar.

The list of approved Arts and Science requirement courses and the respective areas are as follows:

Area 1. Behavioral Sciences

- all Anthropology courses
- Archaeology 2205
- Interdisciplinary Studies 1212
- all Psychology courses
- Social Work 1110
- all Sociology courses

Area 2. Communications

- all English courses except English 0100, 0105, and 1030
- Interdisciplinary Studies 1121, 1122, 1221, 1222, and 1223
- all Speech courses except Speech 1130 and 1131

Area 3. Fine Arts, Physical Education

- all Drama courses except Drama 1100, 1106, 1107, 1108, 1109, and 1200
- Interior Design 1110, 1113, and 1221
- Leisure Services 1111, 1132, and 1290
- all Music courses (please note the restrictions listed in this section of the Calendar)
- Physical Education 1110, 1211, 1215, 1217, 1221, 1225, and 1262.

Area 4. Humanities

- Classics 2211
- all French courses* (see exceptions under course descriptions)
- all German courses* (see exceptions under course descriptions)
- Interdisciplinary Studies 1140, 1141, and 1244
- all Latin courses* (see exceptions under course descriptions)
- all Linguistics courses
- all Philosophy courses
- all Spanish courses* (see exceptions under course descriptions)
- all Religion courses

Area 5. Mathematical Sciences

- Astronomy 2205
- Computer Science 1160, 1165, and 1170
- all Mathematics courses except Mathematics 0101, 1003, 1010, 1020, 1030, and 1031
- all Physics courses except Physics 1030

Area 6. Natural Sciences

- all Biology courses (plus Physical Education 1224)* except Biology 1110
- all Chemistry courses except Chemistry 1010, 1020, and 1030
- all Geography courses except Geography 1208 and 1209
- all Geology courses
- all Geophysics courses
- Interdisciplinary Studies 1160, 1161, 1244, 1260, 1261, and 1262
- all Natural Science courses

Area 7. Social Sciences

- all Economics courses except Economics 1030
- all History courses
- Canadian Studies 1270, 1271, and 1272
- all Political Sciences courses

*See course descriptions and "Courses that Cannot be Used for Graduation Purposes" listed in this section of the Calendar.

Program Pattern Requirements

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

Directed Readings Restriction

- No more than one course, not to exceed 4 credits, of Directed Readings can be used for graduation purposes.

Courses That Cannot Be Used For Graduation Purposes

- Courses used for admission purposes.
- Courses numbered from 0000 to 0999.
- No course may be presented to fulfill more than one graduation requirement. Example: English 1112 or 2201 may not be presented as an Area 2 communications course.
- No high school equivalent course (level 30 or lower) may be used for graduation purposes except where designated in the program pattern.

CERTIFICATE PROGRAMS

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

Credit Requirements

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

Residence Requirement

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

Grade Point Average Requirement

- an overall grade point average of 2.00 is required.

Program Pattern Requirements

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

RESTRICTIONS AND INTERPRETATIONS FOR CERTIFICATE PROGRAMS

Internal Program Transfer - Advance Standing

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

Advanced and Senior-Level Courses

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

Program Pattern Requirements

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

Directed Readings Restriction

- No more than one course, not to exceed 4 credits, of Directed Readings can be used for graduation purposes.

Courses that Cannot Be Used For Graduation Purposes

- Courses used for admission purposes.
- Courses numbered from 0000 to 0999.
- No course may be presented to fulfill more than one graduation requirement.

- No high school equivalent course (level 30 or lower) may be used for graduation purposes except where designated in the program pattern (see list of high school equivalent courses in the section in this Calendar entitled "Transfer Program Patterns - The University of Calgary").

TIME LIMITATION - DIPLOMA OR CERTIFICATE COURSE WORK

The maximum period of validity for the application of credits for any course toward a Mount Royal College credential shall be six (6) years from the date of the successful completion of that course. Students may request a waiver of this restriction by petitioning that an exception to this policy be approved. Notice of such exceptions to this policy would be subject to the approval of the dean of the faculty on the recommendation of the chairperson of the discipline; such petitions for exceptions are to be forwarded by the dean of the faculty to the Academic Standards Committee at the end of each semester.

APPLICATION TO GRADUATE

All students who are candidates for the award of a diploma or certificate are responsible for notifying the College of their intention to graduate. They must complete the Application to Graduate Form prior to the deadline indicated in the "Academic Schedule" at the front of this Calendar. The appropriate forms are available at the Registrar's Office.

Candidates graduate in accordance with conditions shown in the Calendar of the year in which they enrolled, provided there has been no break in their attendance at the College. Students who discontinue their studies will be subject to the graduation requirements published in the Calendar at the time of their return to the College. See also "Changes in Regulations" in the "Academic Regulations" section of this Calendar.

INSTRUCTIONAL DEPARTMENTS

FACULTY OF ARTS

Dean, K. Robson 240-6960

Department of Behavioral Sciences

Chairperson, M. Kanwar 240-6425

Faculty:

B. Gamble, Psychology; R. Genereux, Psychology; C. Heath, Sociology; J. Johnson, Psychology; M. Kanwar, Sociology; L. Korella, Psychology; E. McDougall, Psychology; F. Miles, Psychology, Counselling; B. Pashak, Sociology, Education; M. Roberts, Psychology; G. Stawn, Sociology.

Diploma Program:

Arts and Science with a Major in Behavioral Sciences

Department of Economics and Political Science

Chairperson, G. Flanagan 240-6533

Faculty:

M. Fellows, Economics; G. Flanagan, Economics; M. Mertin, Political Science; V. Nallai-Nayagam, Economics; J. Rapley, Political Economy; D. Thomas, Political Science.

Diploma Program:

Arts and Science with a Major in Social Sciences

Department of English

Chairperson, J. Cooper 240-6453

Faculty:

R. Collier, English; J. Cooper, English; J. Flanagan, English; H. Garand, English; K. Hoepfner, English; W. Monday, English; P. Morrison, English; E. Mullen, English; D. Niemi, English; J. Paquette, English; R. Parbs, English; K. Robson, English; L. Stonehocker, English; C. Werier, English.

Diploma Program:

Arts and Science with a Major in English (and Communications)

Department of Fine and Performing Arts

Chairperson, L. du Fort 240-6906

Faculty:

T. Besse, Drama; L. du Fort, Drama; A. Scrimger, Speech.

Diploma Programs:

Speech

Arts and Science with Majors in Speech and Theatre Arts

Courses:

Also offered by the Department are courses in Speech.

Department of Humanities

Chairperson, T. Brown 240-6542

Faculty:

D. Baker, History; T. Brown, History; S. Godlovitch, Philosophy, Interdisciplinary Studies; H. MacLeod, History, Interdisciplinary Studies, Social Science; R. McDougall, History; G. Papas, Philosophy; P. Roome, History, Interdisciplinary Studies; R. Thomson, Religion, Interdisciplinary Studies; T.

Wood, Philosophy.

Diploma Programs:

Arts and Science with Majors in Canadian Studies and Humanities

Courses:

Also offered by the Department are courses in Canadian Studies.

Department of Languages

Chairperson, B. Glazer 240-6538

Faculty:

M. Brydon, French, Latin; D. Daum, English as a Second Language; B. Glazer, English as a Second Language, French; E. Rosenberg, French, German; L. Smith, Spanish; E. Sorensen, Linguistics, English as a Second Language, Classics.

Learning Skills Centre

Co-ordinator, P. Franklin 240-5934

Faculty:

R. Rose, Learning Skills.

Staff:

A. Parry, Learning Skills; M. Selby, Learning Skills.

FACULTY OF BUSINESS STUDIES AND APPLIED ARTS

Dean, D. Thomas 240-6962

Department of Business Administration

Chairperson, I. Wilson 240-6833

Faculty:

M. Bellas, General Business & Marketing; T. Brown, Marketing; J. Crichton, Computer Sales and Marketing; J. Hyde, Marketing; G. LaBrie, Insurance; D. MacPherson, Computer Accounting; J. McCullough, Accounting; L. Milton, General Business/Communications; M. Pasternak, Communications; B. Pier, Accounting; L. Rankin, Mathematics and Statistics; R. Rohl, Accounting; B. Scobie, Accounting; I. Wilson, Human Resources; D. Woods, General Business.

Diploma Programs:

Business Administration

Certificate Programs:

Business Administration, Public Administration

Courses:

For course offerings, see Administration.

Department of Communications

Chairperson, R. MacDonald 240-6909

Faculty:

J. Balcors, Journalism; M. Chikinda, Broadcasting (Radio); E. Dixon, Public Relations; B. Leemburg, Broadcasting (Television); R. MacDonald, Journalism; G. Montgomery, Broadcasting (Television); D. Zabinski, Broadcasting (Radio and Television).

Diploma Programs:

Broadcasting, Journalism, Public Relations

Courses:

For course offerings, see Communications.

Department of Interior Design

Chairperson, J. Smith 240-6100

Faculty:

C. Campbell, S. Craig-Mason, R. Peterson, J. Smith, A. Wawruch.

Diploma Programs:

Interior Design

Department of Secretarial Arts and Office Administration

Chairperson, L. Jackson 240-6548

Faculty:

J. Hayes, Communications, Typing, Fundamentals of Business; C. Hunter, Office Systems; L. Jackson, Office Procedures, Typing; T. Kinoshita, Accounting, Data Processing, Word Processing; M. Kirk, Legal, Office Procedures, Typing; J. Marchand, Shorthand, Communications; E. May, Communications, Typing, Office Procedures.

Diploma Programs:

Secretarial Arts

Certificate Program:

Secretarial Arts

Courses:

For course offerings, see Secretarial Arts.

FACULTY OF COMMUNITY AND HEALTH STUDIES

Dean, D. Stouffer 240-6988

Department of Criminology

Chairperson, K. Hollington 240-6379

Faculty:

R.C. Harris, Criminology; R.K. Burke, Criminology; K. Hollington, Criminology; R. LaHaye, Criminology; J. Winterdyk, Criminology. G. Brayton, Child Care Worker; L. Cheong, Child Care Worker.

Diploma Programs:

Majors in Corrections, Law Enforcement, Criminology, Child Care Worker

Certificate Programs:

Majors in Corrections, Law Enforcement, and Security

Department of Leisure Services and Physical Education

Chairperson, D. Nelson 240-6509

Faculty:

A. Derbyshire, Physical Education; J. Jarrell, Physical Education; G. Koroluk, Physical Education; D. Nelson, Physical Education; L. Snow, Leisure Services; D. Turner, Physical Education; D. Watts, Physical Education; J. Webster, Hockey Coach; R. Weight, Leisure Services; T. Wright, Leisure Services.

Diploma Programs:

Leisure Facilities Operations

Leisure Services (Recreation Management)

Leisure Services (Recreation Therapy)

Physical Education (General)

Physical Education (Aquatic Administration)

Physical Education (Athletic Therapy)

Physical Education (Physical Fitness Leadership)

Physical Education (Sports Administration)

Physical Education (University Transfer)

Department of Nursing and Allied Health

Chairperson, D. Hinde 240-6880

Faculty:

D. Asquith, Diploma Nursing; L. Davies, Diploma Nursing; C. Doherty, Diploma Nursing; C. Drobot, Diploma Nursing; M. Dunki, Diploma Nursing; Y. Hayne, Diploma Nursing; D. Hinde, Diploma Nursing; D. Hunt, Diploma Nursing; F. Jackson, Diploma Nursing; C. Jones, Diploma Nursing; L. Judd, Diploma Nursing; R. McLean, Diploma Nursing; C. McRae, Diploma Nursing; J. Miller, Diploma Nursing; S. Moore, Post Basic Mental Health; M. Montgomery, Diploma Nursing; M. Mott, Diploma Nursing; M. Osborne, Post Basic Mental Health; D. Robichaud, Diploma Nursing; D. Spaulding, Diploma Nursing; D. Taylor, Diploma Nursing; J. Van Neste-Kenney, Diploma Nursing; M. Will, Diploma Nursing; J. Woolgar, Diploma Nursing.

Diploma Programs:

Nursing

Certificate Program (Registered Nurses):

Post-Basic Mental Health Nursing

Gerontology

Courses:

For course offerings, see Allied Health, Natural Science and Nursing.

Department of Social Services

Chairperson, M. Clark 240-6448

Faculty:

J. Baxter, Rehabilitation; M. Clark, Rehabilitation; M. Edmonds, Social Work; J. Hagerman, Social Work; M. Lemiski, Social Work; R. Mellow, Social Work; K. Mortimer-Rae, Social Work; B. Purves-Smith, Social Work; B. Shepherd, Early Childhood; R. Shimoni, Early Childhood; J. Wainwright, Early Childhood; A. Wight-Felske, Rehabilitation.

Diploma Programs:
Early Childhood Education and Development
Rehabilitation Services
Social Service Careers
Arts and Science with a Major in Applied Social Sciences

Certificate Programs:
Early Childhood Education and Development
Rehabilitation Services

FACULTY OF CONTINUING EDUCATION AND EXTENSION

Dean, J. Lathrop 240-6859

Arts Area, Community Programmer, M. Motter-Hodgson
240-6864

Business Studies and Applied Arts Area, Community Programmer, J. MacDougall 240-6014

Community and Health Studies Area, Community Programmer, D. Bonner 240-6868

Sport and Fitness Resource Centre Program Administrator, C. VandeGraft 240-6525

C.P.R. Program Administrator, S. Rieger 240-6090

Credit Extension and Part-Time Studies, Director, R. McDougall 240-6871

Science and Technology Area, Community Programmer, B. Jackson 240-6013

FACULTY OF SCIENCE AND TECHNOLOGY

Dean, A. Kershaw 240-6166

Department of Aviation

Chairperson, S. Clarke 240-6156

Faculty:

S. Clarke; R. Elliot; B. Foster; B. Marcotte; N. Sissons.

Diploma Program:
Aviation

Courses:

For course offerings, see Air Flight Training, Electronics.

Department of Chemical and Biological Sciences

Chairperson, Y. Swendson 240-6173

Faculty:

R. Calosing, Chemistry; S. Corff, Biology; K. Cummins, Chemistry; D. Leask, Environmental Technology; M. Lungle, Chemistry; F. Muhammad, Biology; I. Paul, Biology; R. Sloan, Environmental Technology; Y. Swendson, Biology; G. Trump, Chemistry; I. Wheeler, Occupational Hygiene Technology.

Diploma Programs:
Environmental Technology
Occupational Hygiene Technology
Arts and Science with a Major in Natural Science

Certificate Programs:
Environmental Technology
Occupational Hygiene Technology

Courses:

Also offered by the Department are courses in Electronics and Natural Science.

Department of Geography and Community Design and Planning

Chairperson, S. Thompson 240-6174

Faculty:

R. Langemann, Geography; B. Stacey, Geography and Planning; R. Thirnbeck, Geography; S. Thompson, Planning.

Diploma Programs:
Community Design and Planning
Arts and Science with a Major in Community Design and Planning

Certificate Program:
Community Design and Planning

Department of Geology and Petroleum Sciences

Chairperson, W. Haglund 240-6165

Faculty:

J. Cox, Geology; W. Haglund, Geology; L. Hanson, Petroleum Geology.

Diploma Programs:
Petroleum and Mineral Resource Land Management
Arts and Science with a Major in Petroleum Land Management

Certificate Programs:
Petroleum and Mineral Resource Land Management
Petroleum Geology

Courses:

Also offered by the Department are courses in Geophysics, Petroleum, Geology and Petroleum and Mineral Resource Land Management.

Department of Computer Science and Information Systems

Chairperson, G. Cross 240-6148

Faculty:

L. Brothers, H. Freedman, G. Cross, S. Gill, P. Kelly, C. MacKimmie, P. Pospisil, K. Tam.

Diploma Programs:
Arts and Science with a major in Computer Science
Information Systems

Certificate Program:
Computer Science.

Department of Mathematics, Physics, and Engineering

Chairperson, G. Narayan 240-6154

Faculty:

S. Brindley, Mathematics; D. Dang, Engineering; J. Kenyon, Mathematics; D. Macnab, Mathematics; H. Morrill, Mathematics; G. Narayan, Physics; J. Penfold, Physics; A. Plaxton, Mathematics; R. Stilwell, Mathematics; Q. Syed, Physics; J. Terray, Mathematics.

Diploma Programs:

Arts and Science with Majors in Engineering and Mathematical Sciences.

CONSERVATORY OF MUSIC AND SPEECH ARTS

Director: N. Burgess 240-6596

Manager, General Conservatory Programs: P. Domian

Co-ordinator, Credit Program: S. Nadler

Faculty:

See Academic Staff listing at back of Calendar.

Diploma Program:

Music Performance.

ACADEMIC SERVICES

Dean, A. Dymont 240-6068

Student Services:

Director, J. MacNeil 240-6364

Counselling Department 240-6362

Counsellors: K. Alderson; L. Armstrong; M. Birdwell; G.

Dean; C. Loveday; P. McVicar; F. Miles; R. Tierney; S. Winlaw.

Co-ordinator, College Preparation Program, L. Armstrong 240-6362

Career Resource Centre Co-ordinator, B. Scott 240-6368

Financial Aid and Awards Officer, A. Laureshen 240-6306

Student Employment Co-ordinator, L. Leduc 240-6308

Chaplain, W. Lorentzon 240-8942

Health Services 240-6326

Doctors: J. Lowe; M. Rawling.

Nurses: M. Siewert; M.E. Conboy.

Registrar's Office

Registrar, A. Alisaukas 240-6346

Assistant Registrar (Records and Registration), L. Niewinski 240-6347

Assistant Registrar (Admissions and Liaison), J. Madill 240-6062

Educational Liaison Co-ordinator, A. MacKichan 240-6350

Supervisor (Admissions), A. St. Cyr 240-6355

Supervisor (Records), E. May 240-6356

Registration and Information Kiosk (Continuing Education)

Co-ordinator, L. McNab 240-6392

Library

College Librarian, M. Bailey 240-6134

Public Services Librarians:

Media and Resource Islands, Y. Fu 240-6132

Library Information, J. Weweler 240-6135

Library Circulation, P. Taylor 240-6126

Instruction Librarians, M. Millard, C. Sinanan 240-6128

Technical Services Librarian, I. Watt 240-6137

Electronic Equipment Services

Manager, L. Konig 240-6567

Media Production

Manager, D. Lemky 240-6570

Academic Development Centre

Director, L. Korella 240-6042

Co-ordinator, E. Hogan 240-6041

ACADEMIC PROGRAMS

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

DIPLOMAS

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

Aviation
Broadcasting
Business Administration
Child Care Worker
Community Design and Planning (under review)
Computer Sales and Marketing
Criminology
- Corrections
- Law Enforcement
Early Childhood Education and Development
Environmental Technology
General Insurance and Business Administration
Information Systems
Interior Design
Journalism
Leisure Facilities Operations
Leisure Services:
- Recreation Management
- Recreation Therapy
Music Performance
Nursing
Occupational Hygiene Technology
Petroleum and Mineral Resource Land Management (under review)
Physical Education
- General
- Aquatic Administration
- Athletic Therapy
- Physical Fitness Leadership
- Sports Administration
Public Relations
Rehabilitation Services
Secretarial Arts & Office Administration
Social Service Careers
Speech (under review)

ARTS AND SCIENCE DIPLOMAS

The Arts and Science Diploma Program (with a major) is designed to prepare students for transfer to select degree-granting universities for continuation of studies. Majors may be pursued in the following areas:

Applied Social Sciences (under review)
Behavioral Sciences

Canadian Studies
Community Design and Planning (under review)
Computer Science
Engineering
General Studies:
- English (and Communications)
- Humanities
- Mathematical Sciences
- Natural Sciences
- Social Sciences
Petroleum Land Management (under review)
Speech (under review)
Theatre Arts

CERTIFICATES

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

Business Administration
- Applied Information Management
Community Design and Planning (under review)
Computer Science
- Systems Analysis and Project Management
Criminology
- Law Enforcement
- Corrections
- Security
- In Service
Early Childhood Education and Development
Environmental Technology
Gerontology
Occupational Hygiene Technology
Petroleum and Mineral Resource Land Management
Petroleum Geology (under review)
Post Basic Mental Health Nursing
Professional Writing
Public Administration (under review)
Rehabilitation Services
Secretarial Arts & Office Administration
- Office Systems Operation and Administration

UNIVERSITY TRANSFER PROGRAMS

University Transfer Programs are designed to prepare students for transfer to select degree-granting institutions. Students in this category are not working towards Mount Royal College diplomas or certificates.

Bachelor of Arts
Bachelor of Commerce/Administration
Bachelor of Education

Bachelor of Engineering
Bachelor of Physical Education
Bachelor of Science

MISCELLANEOUS PROGRAMS

College Preparation Program
English as a Second Language
General Arts and Science

- High School Upgrading
- General Interest
- High School/University Transfer Combined

ENGLISH AS A SECOND LANGUAGE STUDIES

Individuals who are not native speakers of English may pursue non-credit upgrading courses at the beginning and intermediate levels and credit EASL courses at the advanced level. (See also the sections entitled "English as a Second Language Proficiency" and "College Courses - English as a Second Language".)

COLLEGE PREPARATION PROGRAM

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

SERVICEMEN'S OPPORTUNITY COLLEGE

The Servicemen's Opportunity College at Mount Royal College offers servicemen, members of the Royal Canadian Mounted Police, and their spouses the opportunity to participate in various educational (diploma and certificate) programs while eliminating the residence requirements.

Should students leave the Calgary area, they will be allowed to transfer back to Mount Royal College those successfully completed, equivalent courses earned elsewhere. Registered students will be allowed six years to complete the program.

TRANSFER OF CREDIT TO OTHER EDUCATIONAL INSTITUTIONS

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

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

Transfer of Credit to University of Calgary

Students transferring to The University of Calgary must have achieved a grade standing that would allow them to proceed in a degree program at The University of Calgary. Advanced credit is not awarded for "D" level or equivalent grades except in the case of The University of Calgary courses offered at Mount Royal College. See also the section in this Calendar entitled "Transfer Program Patterns - The University of Calgary" and The University of Calgary Calendar.

Transfer of Credit to Alberta Universities

Mount Royal College has agreements with several Alberta universities that cover the transfer of credit from the College to these institutions. Under the terms of these agreements, it is possible for students to transfer approximately one or more years of credit to universities in Alberta. Students should consult the "Alberta Transfer Guide" for detailed information. Students with partial matriculation may enroll in university transfer courses while completing their matriculation requirements. (See also the sections entitled "Admissions" and "University Transfer Program".)

The College reserves the right to make changes in the information stated in this Calendar without prior notice.

PROGRAMS OFFERED

Diploma - Aviation

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
A. Kershaw

Chairperson, Department of Aviation
S.J. Clarke

GENERAL INFORMATION

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

The program is certified by the Department of Transport, Government of Canada. The instructors are all licensed Airline Transport rated Pilots with class 1 and 2 instructional categorization.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Academic:

Mathematics 30 and Physics 30

Physical:

Medical clearance to Commercial Pilot Standards by a Transport Canada approved doctor. Applicants should be aware that the major airlines do have vision, height, and weight restrictions that are more stringent than the basic D.O.T. requirements.

Personal:

The College does not impose any age limitations.

Private Pilot's Licence:

Applicants must possess a Private Pilot's Licence at the time of registration. Possession of a Private Pilot's Licence is not essential prior to being interviewed. Applicants may be provisionally accepted at the interview subject to their being in possession of a Private Pilot's Licence at the time of registration. Applicants should be aware that the earlier they are

interviewed and provisionally accepted, the more time will be available to them to obtain their Private Pilot's Licence.

Due to the nature of the profession, enrollment limits, and the costs involved, it is necessary to carefully screen applicants. Applicants are advised to apply early and to complete all admission requirements as early as possible. Students who expect to complete academic requirements by June of any year should not wait for their final transcripts before applying. Applications will be accepted on or after the last Monday in January in any year for entry the following September. Applicants who meet the basic admission requirements will be reviewed through pre-admission assessment tests and an interview by a panel at the College, prior to acceptance into the program. The assessment and interview occur on selected days during the six month period prior to the start of the semester.

Program Deposit All students accepted into the Aviation Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

Flight Training Fees The fees for this portion of the program vary considerably with the equipment used. Because of the rapid escalation in gasoline prices and aircraft insurance, it is also extremely difficult to estimate costs. The fees will also vary for individual students. However, for planning purposes, the sum of \$16,000.00 may be used.

Students in the Aviation Program will be required to deposit \$3,000.00 for each semester. This sum must be deposited with the Finance Department at the time of registration.

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

Canada Student Loan:	\$3,570.00
Government of Alberta Loan:	\$ 730.00
Total	\$4,300.00

A Supplementary Assistance Grant of \$2,500.00 is available if there is demonstrated need for assistance exceeding \$4,300.00. Grants to a maximum of \$2,000.00 may be provided to dependent students whose programs of study are not available within normal commuting distance of their parents' home.

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

Continuance in the Program In addition to the general graduation requirements:

1. A minimum grade of 'C' is required in all AIRF courses.
2. A running Grade Point Average of 2.00 is required in the mathematics and physics courses.
3. Continuing satisfactory progress is required in flight training.

Students who fail to meet any of the above requirements will be required to withdraw from the Aviation Program and drop AIRF courses.

CURRICULUM

Diploma - Aviation

Semester 1	Credits
Arts and Science Requirement	3
Air Flight Training 1100- Theory of Flight and Navigation	3
Air Flight Training 1130 - Aircraft Engines	3
Mathematics 2251 - Calculus with Applications I OR Mathematics 1207 - Mathematics for Engineers I ...	3-4
Physics 1235 - Mechanics and Light	4
Total Credits	16-17
Semester 2	Credits
Arts and Science Requirement	3
Air Flight Training 1109 - Aviation Meteorology (Introductory)	4
Air Flight Training 1111 - Commercial Pilot's Licence ..	3
Mathematics 2253 - Calculus with Applications II OR Mathematics 1209 - Mathematics for Engineers II .	3-4
Physics 1236 - Mechanics, Electricity and Magnetism	4
Total Credits	17-18

Semester 3	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Air Flight Training 1122 - Electronics	3
Air Flight Training 1202 - Multi-Engine Instrument Rating	3
Air Flight Training 1209 - Aviation Meteorology (Advanced)	4
Total Credits	16

Semester 4	Credits
Arts and Science Requirement	3
Air Flight Training 1205 - Advanced Operations and Performance, Navigation and Flight Planning	3
Air Flight Training 1210 - Aircraft Engines and Systems	3
Air Flight Training 1220 - Avionics	3
Air Flight Training 1230 - Navigation Guidance and Control	3
Physical Education 1173 - Wilderness Survival Techniques	1
Total Credits	16

Total Credits for Graduation 65-67

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".



PROGRAMS OFFERED

Diploma-Broadcasting

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts

D. Thomas

Chairperson, Department of Communications

R. MacDonald

GENERAL INFORMATION

The Broadcasting Program at Mount Royal College trains students in the basic skills necessary to qualify for entry level positions in the broadcasting industry.*

Theoretical training and laboratory workshops in radio and television are combined with practical experience in on-campus and off-campus radio and television production facilities. Students will undertake production of cable TV programs and will be assigned to internships.

The program of study emphasizes broadcast journalism, announcing, commercial and program writing, and radio/TV production.

University Transfer There is no degree in broadcasting offered in Canada other than at Ryerson Polytechnical Institute, Toronto, an institution that does not accept transfer students. Students may transfer to select Canadian universities which offer degrees in communications, where Mount Royal College's two-year diploma program may be given one-year transfer credit. Several universities in the U.S. accept our two-year program as two years and offer degree programs in radio, television, and film. Anyone contemplating pursuing a degree should discuss his/her plans with the Department advisor to obtain maximum transferability.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older, by the last day of the semester to which they are being admitted. Applicants must also have passed Typing 10 or its equivalent.

Additional Admission Procedures In addition to meeting general admission requirements, diploma program applicants will be screened to ensure they meet basic standards that will give them a realistic chance for success in the Broadcasting Program. These screening procedures include compulsory attendance at a departmental testing program, which will include an interview and submission of a portfolio. After applying for admission, applicants will be

sent further instructions regarding these screening procedures.

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

Continuance in the Program Students who fail to achieve at least a minimum of a 'C' grade in any required course in the program will be disqualified and will not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1112 or 2201, the four Arts and Science required courses, or electives. Students who have been disqualified may apply for re-admission to the program and, if readmitted, must repeat any required courses in which the 'C' minimum was not met. A minimum grade of 'C' is required in all Communications and required courses in order to qualify for a diploma.

CURRICULUM

Diploma - Broadcasting

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Communications 1116 - Introduction to Radio Operations	3
Communications 1112 - Introduction to Radio Writing	3
Communications 1114 - Introduction to Broadcast Journalism	3
Speech 1111 - Oral Interpretation 1	3
Total Credits	18

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

Spring Semester (6 Weeks)	Credits
Communications 1205 - Radio Practicum	2
Communications 1209 - TV Operations	2
Total Credits	4

Semester 3	Credits
Arts and Science Requirement	3
Communications 1144 - Introduction to Photography ..	3
Communications 1240 - Television Operations	3
Communications 1241- Television Commercial Writing/Producing	3
Elective	3
Total Credits	15
Semester 4	Credits
Arts and Science Requirement	3
Communications 1204 - Broadcast Journalism (Television)	3

Communications 1211 - Introduction to Television - Production	6
Elective	3
Total Credits	15
Total Credits for Graduation	67

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".



BUSINESS ADMINISTRATION

PROGRAMS OFFERED

Diploma - Business Administration
Certificate - Business Administration - Financial Management
Certificate - Business Administration - Human Resources Administration
Certificate - Business Administration - Marketing Management (under review)
Certificate - Business Administration - Applied Information Management
University Transfer - Business Administration

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts
D. Thomas
Chairperson, Department of Business Administration
I. Wilson

GENERAL INFORMATION - DIPLOMA PROGRAMS

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

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

Methods of Instruction Combinations of lecture, tutorial, directed study, independent study, and labs are used. The average class size is in the range of 25-35 students to allow interaction between faculty and students. The Case Method is an integral part of some courses to develop skills in problem solving.

Admission Requirements Applicants will be required to have the equivalent of an Alberta high school diploma with a 50% average in English 30 or 33 and Math 30, 31 or 33. Preference will be given to those with English 30 and Math 30 over 60%.

Mature applicants (defined as 18 years of age or older, who have been out of high school for at least one year), will write a series of entrance examinations. These will include a short departmental Math test, a reading test, and a critical thinking test.

Program Deposit All students accepted into Business Administration Programs will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM - DIPLOMA PROGRAMS

Certain Business Administration courses are allowed as credit against the C.M.A. and C.G.A. programs of studies. For more information, the student should see the Business Administration Department.

Diploma - Accounting and Financial Management

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

Students wishing to continue their studies toward certification in one of the professional accounting societies (Society of Management Accountants of Alberta - C.M.A., or Certified General Accountant - C.G.A.) should contact the Business Administration Department, since a number of courses have exemption status.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting	4
Administration 1130 - Principles of Management	3
Administration 1161 - Business Mathematics and Statistics	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Administration 1210 - Business Communications	3
Administration 1220 - Financial Accounting	4
Approved Option*	3
Economics 2201 - Principles of Microeconomics OR Economics 2203 - Principles of Macroeconomics	3
Total Credits	16

Semester 3	Credits
Arts and Science Requirement	3
Administration 1221 - Intermediate Accounting I	4
Administration 1224 - Management Accounting	4
Administration 1230 - Business Law	3
Approved Option*	3
Total Credits	17

Semester 4	Credits
Arts and Science Requirement	3
Administration 1222 - Intermediate Accounting II	4
Administration 1227 - Managerial Finance	3
Approved Option*	3
Approved Option*	3
Total Credits	16
Total Credits for Graduation	65

* An approved option is any Business Administration, Computer Science or Economics course, excluding ADMN 1131, and ECON 1150.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Co-operative Education Program in Accounting

Mount Royal College has developed a co-operative education option in Accounting and Financial Management. The primary objective of this program is to allow students to blend academic study with relevant paid work experience. This comprehensive form of education provides an opportunity for students to:

- apply acquired knowledge to practical work settings;
- develop professionalism and human relations skills;
- develop additional knowledge from "real work" experiences.

Over the two years needed to complete the Accounting and Financial Management Co-operative Education Option, students will acquire eight (8) months (2 terms of 4 months) of hands-on, co-operative work experience with employers. The work terms will be recorded on a student's transcript with a Pass or Fail grading noted. This Pass/Fail designation will carry no credit weight.

Co-operative education effectively links theory and practice and provides a superior form of education. THE COURSE REQUIREMENTS ARE IDENTICAL TO THE NORMAL ACCOUNTING AND FINANCIAL MANAGEMENT PATTERN.

For further information please contact the Co-operative Education Co-ordinator at 240-6844 or 240-6915.

Diploma - Marketing Management

The marketing pattern was developed for students considering a career in one of the marketing fields. As well as the required administration courses, students will be exposed

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

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting	4
Administration 1130 - Principles of Management	3
Administration 1161 - Business Mathematics and Statistics	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Administration 1150 - Principles of Marketing	3
Administration 1154 - Professional Salesmanship	3
Administration 1220 - Financial Accounting	4
Economics 2201 - Principles of Microeconomics OR Economics 2203 - Principles of Macroeconomics	3
Total Credits	16

Semester 3	Credits
Arts and Science Requirement	3
Administration 1210 - Business Communications	3
Administration 1257/*1 - Industrial Marketing	3
Administration 1258/*2 - Marketing Research	3
Administration 1259/*1 - Intermediate Marketing	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Administration 1230 - Business Law	3
Administration 1350/*3 - Marketing Strategy Planning	3
Marketing Option /*4	3
Approved Option /*5	3-4
Total Credits	15-16
Total Credits for Graduation	62-63

- *1. Prerequisite - Administration 1150
- *2. Prerequisite - Administration 1150, 1161
- *3. Prerequisite - Administration 1120, 1130, 1150, 1161, 1210, 1220, 1257, 1258, 1259
- *4. Choose one of: Administration 1267, Administration 1253 (Prerequisite: Admin. 1150), Administration 1254 (Prerequisite: Admin. 1130, 1150), Administration 1268, Administration 1256 (Prerequisite: Admin. 1150)
- *5. Any Business Administration, Economics or Computer Science course excluding ADMN 1131 and ECON 1150.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Human Resources Administration

This pattern was developed for students considering a career in Personnel and Human Resources Administration. As well as the required administration courses, students will be exposed to specialized areas such as selection and interviewing, compensation and benefits administration, organizational behaviour, and labour relations.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting	4
Administration 1130 - Principles of Management	3
Administration 1161 - Business Mathematics and Statistics	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Administration 1170 - Personnel Administration	3
Administration 1210 - Business Communications	3
Administration 1220 - Financial Accounting	4
Economics 2201 - Principles of Microeconomics OR Economics 2203 - Principles of Macroeconomics	3
Total Credits	16

Semester 3	Credits
Arts and Science Requirement	3
Administration 1273 - Labour Relations	3
Administration 1274 - Employee Selection and Recruiting	3
Administration 1230 - Business Law	3
Approved Option*	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Administration 1276 - Organizational Behaviour	3
Administration 1277 - Employee Training and Development OR Administration 1275 - Compensation and Benefits Administration	3
Approved Option*	3
Approved Option*	3
Total Credits	15

Total Credits for Graduation 62

* An approved option is any Business Administration, Computer Science, or Economics course, excluding ADMN 1131, or ECON 1150.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - General Business Administration

This pattern was developed for students who wish to obtain a well-rounded education in Business Administration. In addition to the required administration courses, students will be exposed to specialized areas in accounting, marketing, human resources administration, and integrative business material.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting	4
Administration 1130 - Principles of Management	3
Administration 1161 - Business Mathematics and Statistics	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Administration 1150 - Principles of Marketing	3
Administration 1170 - Personnel Administration	3
Administration 1210 - Business Communications	3
Administration 1220 - Financial Accounting	4
Total Credits	16

Semester 3	Credits
Arts and Science Requirement	3
Administration 1154 - Professional Salesmanship	3
Administration 1224 - Management Accounting	4
Economics 2201 - Principles of Microeconomics, OR Economics 2203 - Principles of Macroeconomics	3
General Business Option*	3
Total Credits	16

Semester 4	Credits
Arts and Science Requirement	3
Administration 1230 - Business Law	3
Administration 1331 - Integrative Cases in Business Management	3
Approved Option**	3
Approved Option**	3
Total Credits	15

Total Credits for Graduation 63

* General Business Options:

- Administration 1227 - Managerial Finance
- Administration 1232 - How to Start an Independent Business
- Administration 1253 - Retail Management
- Administration 1257 - Industrial Marketing
- Administration 1258 - Marketing Research
- Administration 1276 - Organizational Behaviour

** An approved option is any Business Administration (including General Business Options), Computer Science, or Economics course, excluding ADMN 1131, and ECON 1150.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Sci-

ence courses, refer to the section entitled "Graduation Requirements".

Diploma - Materials Management (under review)

The materials management pattern was developed in conjunction with the Purchasing Management Association of Canada. Students considering careers in materials management areas such as purchasing, traffic and transportation, production, and production and inventory control should take this pattern. Opportunities for careers include positions such as junior buyer, expeditor, traffic co-ordinator, shipping and warehousing/distribution.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting	4
Administration 1130 - Principles of Management	3
Administration 1161 - Business Mathematics and Statistics	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Administration 1150 - Marketing Management	3
Administration 1170 - Personnel Administration	3
Administration 1220 - Financial Accounting	4
Economics 2201 - Principles of Microeconomics, OR Economics 2203 - Principles of Macroeconomics	3
Total Credits	16

Semester 3	Credits
Arts and Science Requirement	3
Administration 1210 - Business Communications	3
Administration 1267 - Principles of Buying	3
Administration 1266 - Principles of Inventory and Operations Control	3
Approved Option*	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Administration 1230 - Business Law	3
Administration 1268 - Principles of Transportation	3
Approved Option*	3
Approved Option*	3
Total Credits	15
Total Credits for Graduation	62

* An approved option is any Business Administration, Computer Science or Economics course, excluding ADMN 1131 and ECON 1150.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

UNIVERSITY TRANSFER IN BUSINESS ADMINISTRATION

For information on university transfer to the Faculty of Management, The University of Calgary refer to the section entitled "Transfer Program Patterns - The University of Calgary" located in this Calendar. A sample pattern of study for transfer students attending Mount Royal College is outlined.

For information on university transfer to the School of Management, University of Lethbridge refer to the section of this Calendar entitled "Programs Transferable To Other Universities".

Admission Requirements The requirements for entrance are the equivalent of an Alberta high school diploma with 50% in English 30 and Math 30. Preference will be given to students with 60% or more in these two subjects. Those students not meeting the above requirements should consult the Department of Business Administration regarding entrance into the program.

GENERAL INFORMATION - CERTIFICATE PROGRAMS

Four patterns have been designed to provide students with a sound foundation in business. The timetable is arranged so that the part-time and evening students, as well as regular students, can be accommodated.

Admission Requirements The certificate programs are primarily intended for the working adult who has expressed a desire to improve his/her business knowledge or who desires a change in career.

These programs are specialized in nature and cover four areas of career interest. Students will take a small number of required courses and specialize in one of the following areas: Financial Management, Marketing Management, Human Resources Administration, or Applied Information Management.

Departmental approval is required for admission.

CURRICULUM - CERTIFICATE PROGRAMS

Certificate - Financial Management

Semester 1	Credits
Administration 1120 - Principles of Accounting	4
Administration 1161 - Business Mathematics and Statistics	3
Administration 1210 - Business Communications	3

Administration 1276 - Organizational Behaviour	3
Approved Option	3
Total Credits	16

Semester 2	Credits
Administration 1220 - Financial Accounting	4
Administration 1230 - Business Law	3
Administration 1262 - Applied Statistical Analysis I	3
Approved Option	3
Approved Option	3
Total Credits	16

Total Credits for Graduation 32

Students will choose their approved options from the following lists. See the "Mount Royal College Courses" section of this Calendar for course titles and descriptions.

Semester 1 - Approved Options

Administration 1228
Administration 1229
Administration 1263
Computer Science 1160
Economics 2201
Economics 2203

Semester 2 - Approved Options

Administration 1170
Administration 1221
Administration 1222
Administration 1224
Administration 1225
Administration 1226

Certificate - Human Resources Administration

Semester 1	Credits
Administration 1130 - Principles of Management	3
Administration 1170 - Personnel Administration	3
Administration 1210 - Business Communications	3
Economics 2201 - Principles of Microeconomics OR Economics 2203 - Principles of Macroeconomics	3
Approved Option*	3
Total Credits	15

Semester 2	Credits
Administration 1274 - Employee Selection and Recruiting	3
Administration 1276 - Organizational Behaviour	3
Approved Option*	3
Approved Option*	3
Approved Option*	3
Total Credits	15
Total Credits for Graduation	30

* Two of the approved options must be selected from the following: Administration 1273, 1275 and 1277. An approved option is any course offered by the Business Administration Department or approved by the chairperson.

Certificate - Marketing Management

Semester 1	Credits
Administration 1130 - Principles of Management	3
Administration 1150 - Principles of Marketing	3
Administration 1154 - Professional Salesmanship	3
Administration 1161 - Business Mathematics and Statistics	3
Administration 1210 - Business Communications	3
Total Credits	15

Semester 2	Credits
Administration 1254/*1 - Sales Management	3
Administration 1256/*2 - Advertising and Sales Promotion	3
Administration 1257/*2 - Industrial Marketing	3
Administration 1258/*2 - Marketing Research	3
Approved Option/*3	3
Total Credits	15

Total Credits for Graduation 30

Notes:

- *1. Prerequisite: Administration 1130, 1150, 1154
- *2. Prerequisite: Administration 1150
- *3. Any Business Administration, Economics or Computer course. Suggested: Administration 1115, 1230, 1253, 1266, 1267, 1268, 1276; Computer Science 1160, or other computer courses; or Economics 2201 or 2203.

Students will choose their approved options from the following list. See the "Mount Royal College Courses" section of this Calendar for course titles and descriptions.

Administration 1115
Administration 1253
Administration 1254
Administration 1262
Administration 1263
Administration 1267
Economics 2201
Economics 2203

Other courses may be chosen with permission of the Business Administration advisor.

Certificate - Applied Information Management

The Applied Information Management Certificate provides a program of courses for individuals wishing to work, or already working, as technicians, analysts, supervisors and managers in the following areas: records management, micrographic forms design and management.

Admission Requirements This certificate is intended for the working adult who has expressed a desire to improve his/her knowledge of records management, micrographics and forms design. Department approval is required for admission.

Program Deposit All students accepted into the Applied Information Management Certificate Program will be required to pay a \$50 non-refundable deposit with two weeks of notification of acceptance into the program.

Semester 1	Credits
Administration 1130 - Principles of Management	3
Administration 1190 - Introduction to Business Information Management	3
Administration 1192 - Introduction to Records Management	3

Administration 1193 - Basic Forms Design	3
Approved Option	3
Total Credits	15

Semester 2	Credits
Administration 1196 - Micrographics for Technicians OR Administration 1296 - Micrographics for Managers ...	3
Administration 1210 - Business Communications	3
Administration 1292 - Advanced Records Management .	3
Approved Option	3
Approved Option	3
Total Credits	15

Total Credits for Graduation **30**

An approved option is any Business Administration or Computer Science course.

CANADIAN STUDIES

PROGRAMS OFFERED

Diploma - Arts and Science - Canadian Studies
(under review)

PROGRAM CONSULTANTS

Dean, Faculty of Arts
K. Robson

Chairperson, Department of Humanities
T. Brown

GENERAL INFORMATION

The following describes the Canadian Studies Program. NOTE: It is not being offered in 1988-89 since major revisions to the program are underway.

With the renewed interest in Canadian identity, the Canadian Studies Program provides students with the opportunity to integrate knowledge about Canada from many subject areas. Through studying Canada's past and present in relation to national and international relationships, the student gains knowledge about the economics, geography, politics, history, and social stratification of Canada. Some universities in Canada and the United States are offering degree programs in Canadian Studies. Students who choose to take twenty-four credit hours from the listed courses below will be eligible to receive a Diploma in Arts and Science with a major in Canadian Studies. Please note that all students wishing to receive this diploma must take Canadian Studies 1200. It is recommended that all students in this pattern take at least one Social Science, English 1220 - 1221 and at least one semester of French.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Program Deposit All students accepted into the Canadian Studies Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Canadian Studies

First Year Courses

Economics 1110, 1111
French 1110, 1111
Geography 1110
Interdisciplinary Studies 1270, 1271
Criminology 1110
Political Science 1110, 1111, 1120, 1221
(All students in this pattern must take Canadian Studies Seminar 1200.)

Second Year Courses

Anthropology 1213*
Canadian Studies Seminar 1200*
Communications 1221, 1222
English 1220, 1221
French 1230, 1231
History 1220, 1221, 1323
Interdisciplinary Studies 1270, 1271
Sociology 1216*

*Please note that these courses have recommended preparations. See the "Mount Royal College Courses" section of this calendar for course titles and descriptions.

New college courses which have primarily Canadian content may be considered for credit towards a Diploma in Canadian Studies. For information contact the Chairperson of the Department of Humanities.

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

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
First Year Canadian Studies Courses	6
Elective	3
Total Credits	15
Semester 2	Credits
Arts and Science Requirement	3
First Year Canadian Studies Courses	6
Elective	3
Elective	3
Total Credits	15

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

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

Total Credits for Graduation 60

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

CHILD CARE WORKER

PROGRAM OFFERED

Diploma - Child Care Worker

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Criminology
K. Hollington

GENERAL INFORMATION

There is a group of children between childhood and adulthood who are temporarily or permanently separated from their parents. They live in receiving homes, detention centres, group homes and residential treatment centres. They have known neglect, failure, emotional stress or family breakdown. They need skilled child care workers to help them overcome their problems. Child care workers need to be trained in this area.

If you are in sound physical and emotional health, are of good character, and have a capacity for creative involvement with children, consider child care counselling. As a staff member in a treatment centre, you would do group and individual counselling, lead recreational activities, handle domestic chores and write reports. It's much like being a substitute parent, but you would be part of a team. Medical people, social workers, teachers, psychiatrists, psychologists and legal advisors contribute to a group living program.

Expect shift work, weekend work and, in some cases, live-in jobs. There are frustrating moments, but each day will challenge your intelligence, humour, patience, compassion, energy and imagination.

Most centres will only consider workers over 21. Paid or volunteer experience with groups of school-age children is valuable. You'll also need a driver's license.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school. All applicants must be 19 years of age or older by May 1 in the year in which they apply.

A limited number of students are accepted. Biographical information and letters of reference which attest to your good character are required. You will also be screened to ensure

that you meet basic standards that will give you a reasonable chance for success in the program.

Program Deposit All students accepted into the Child Care Worker Program will be required to pay a \$50 non-refundable deposit, within two weeks of notification of acceptance into the program.

Continuance in the Program In order to be considered as a continuing student of record in the Child Care Worker Program, students must maintain a minimum 'C' grade in all Child Care Worker courses. Students who fail to maintain the required 'C' average in Child Care Worker courses may be withdrawn from the Child Care Worker Program.

In addition, students who fail to maintain a minimum grade of 'C' in required non-Child Care Worker or support courses may be withdrawn from the Child Care Worker Program.

Students who are no longer students of record in the Child Care Worker Program may apply for readmission to the Child Care Worker Program. Students may repeat courses only at the discretion of, and with permission of, the Child Care Worker Faculty.

Practicum Placements The number of practicum placements available is often limited. Placement of all qualified students in a practicum situation cannot be guaranteed. Therefore, all students will be expected to compete for placement opportunities in a variety of ways including academic performance, professional suitability, fitness and conduct, and volunteer community service.

As stated above, students who fall below a 'C' average cannot be accommodated in practicum placements.

CURRICULUM

Students who do not follow the course pattern specified in the Calendar cannot be guaranteed the availability of Child Care Worker core courses and may not be able to graduate in their preferred semester.

Diploma - Child Care Worker

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Child Care Worker 1110 - Fundamentals of Human Communicating	3
Child Care Worker 1131 - The Profession of Child Care ..	1
Leisure Services 1133 - Recreation For Youth	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Criminology 1208 - Young Persons In Conflict With The Law	3
Child Care Worker 1232 - Caring For The Disturbed Child	3
Allied Health 1120 - Basic Child Health	3
Psychology 1240 - Life Span Development	3
Total Credits	15
Semester 3	Credits
Child Care Worker 1221 - Youth Counselling	3
Child Care Worker 1215 - Treatment Methods I	3
Child Care Worker 1241 - Practicum III	6
Psychology 1217 - Abnormal Psychology	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Child Care Worker 1225 - Treatment Methods II	3
Child Care Worker 1242 - Practicum IV	6
Sociology 1212 - The Family	3
Total Credits	15
Total Credits for Graduation	61

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

COLLEGE PREPARATION

PROGRAMS OFFERED

College Preparation Program

PROGRAM CONSULTANTS

Co-ordinator, College Preparation Program
L. Armstrong

GENERAL INFORMATION

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

To help students develop their basic learning abilities, the program will cover skills in the areas of writing, mathematics, reading, studying, and the use of learning resources. In addition, the program assists students in determining the most appropriate career choice and/or educational direction. Throughout the program, students will also attend credit courses offered by the College. In this way, they may earn some credit towards their chosen career. Students can rely on individual help and support throughout the "Prep" program. Learning packages have been designed to allow students to work at their own pace. A counsellor/instructor meets regularly with each student and with the group as a whole. There will be opportunities to discuss common concerns. By sharing concerns and being a part of this group, students should find that the support they get from each other makes the transition back to school much easier.

Admission Requirements This program is specifically designed for students without a high school diploma. Applicants must be 18 years of age or older by the last day of the semester to which they are being admitted. This is a limited enrollment program.

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

Program Deposit All students accepted into the College Prep Program will be required to pay a \$50 non-refundable deposit, within two weeks after notification of acceptance into the program.

CURRICULUM

The "Prep" program is one semester in length (approximately 16 weeks) and can be taken in either the fall or winter. The program will vary according to the individual needs of the student but "typically" includes courses in the following areas:

- an English course at the student's level of development;
- a Mathematics course at the student's level of development;*
- one or two electives chosen by the student;
- a career workshop;
- reading and study skills courses;
- college preparation courses.

* Not a requirement.

Students who feel that this may be the best program for them must contact the College's Counselling Department before applying.

COMMUNITY DESIGN AND PLANNING

PROGRAMS OFFERED

- Diploma - Community Design and Planning
(Under Review)
- Diploma - Arts and Science - Community Design and Planning (Under Review)
- Certificate - Community Design and Planning
(Under Review)

PROGRAM CONSULTANTS

- Dean, Faculty of Science and Technology
A. Kershaw
- Chairperson, Department of Community Design and Planning
S. Thompson

GENERAL INFORMATION - DIPLOMA PROGRAMS

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

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

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

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

UNIVERSITY TRANSFER

Arrangements have been made to link the Community Design and Planning Program with a Bachelor of Arts program

at Athabasca University. Mount Royal College courses completed in the Planning program can be considered as meeting the partial requirements of the Bachelor of Arts at Athabasca University.

The arrangement is to provide for an employment-oriented education in planning at Mount Royal College, coupled with the long range objective of providing students with the opportunity to continue studying towards a degree from Athabasca University, while being employed. Athabasca University is a fully accredited university which offers undergraduate programs for adults who, for various reasons, are unable to attend a conventional university. Athabasca University is an open university using methods of distance education to make university learning accessible to people wherever they are.

Students who are interested in this joint program should contact the Co-ordinator of Community Design and Planning at Mount Royal College (240-6174) or the Head of Social Sciences at Athabasca University (452-9990) for further details.

CURRICULUM

Diploma - Community Design and Planning

Semester 1	Credits
Full semester courses	
English 1112 or 2201 (see note below)	3
Planning 1111 - Introduction to Planning and Planning Theory	3
First-half semester courses (one-half semester)	
Planning 1112 - Planning Graphics I	2
Planning 1116 - Air Photo Interpretation for Planning ..	2
Planning 1124 - Planning Data Collection - Physical	2
Second-half semester courses (one-half semester)	
Planning 1113 - Planning Graphics II	2
Planning 1117 - Cartography for Planning	2
Planning 1125 - Planning Data Analysis - Physical	2
Total Credits	18
Semester 2	Credits
Full semester courses	
Planning 1121 - General Planning - Approaches and Issues	3
Arts and Science Requirement	3
First-half semester courses (one-half semester)	
Planning 1120 - Environmental Planning: An Introduction to the Natural Environment I	2
Planning 1122 - Planning Graphics III	2
Planning 1126 - Planning Data Collection - Socio-Economic	2

Second-half semester courses (one-half semester)	
Planning 1123 - Planning Graphics IV	2
Planning 1127 - Planning Data Analysis - Socio-Economic	2
Planning 1130 - Environmental Planning: An Introduction to the Natural Environment II	2
Total Credits	18

Semester 3 Credits

Full-semester courses	
Planning 1203 - Statutory Planning	3
Arts and Science Requirement	3

First half-semester courses (one-half semester)	
Planning 1128 - Introduction to Municipal Engineering	2
Planning 1211 - Planning Practice	2
Planning 1214 - Planning Statistics	2

Second half-semester courses (one-half semester)	
Planning 1129 - Introduction to Subdivision and Site Planning	2
Planning 1212 - Applied Theory	2
Planning 1215 - Statistical Analysis	2
Total Credits	18

Semester 4 Credits

Full-semester courses	
Arts and Science Requirement	3
Arts and Science Requirement	3
Planning 1250 - Studio	4

First half-semester courses (one-half semester)	
Planning 1218 - Municipal Engineering	2
Planning 1222 - Presentation Techniques	2

Second half-semester courses (one-half semester)	
Planning 1219 - Subdivision and Site Planning	2
Planning 1223 - Introduction to Model Making	2
Total Credits	18

Total Credits for Graduation 72

Course Substitutions: 1. Geography 1230 or 1231 may be substituted for Planning 1116/1117.

2. Geography 1110 or 2201 may be substituted for Planning 1120/1130.

3. Environmental Quality Control 1110, Mathematics 1224 or any introductory statistics course may be substituted for Planning 1214/1215.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Arts and Science - Community Design and Planning

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

All students registering in this program must do so in consultation with a departmental advisor.

Semester 1 Credits

English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Planning 1111 - Introduction to Planning and Planning Theory	3
Approved Program Option	3-4
Geography 2201 - Man and Environment I	4
Total Credits	16-17

Semester 2 Credits

Arts and Science Requirement	3
Planning 1121 - General Planning - Approaches and Issues	3
Geography 2203 - Man and Environment II	4
Sociology 1216 - Urban Sociology	3
Elective	3
Total Credits	16

Semester 3 Credits

Arts and Science Requirement	3
Approved Program Option	3-4
Approved Program Option	3-4
Political Science 2201 - Man and the State	3
Elective	3
Total Credits	15-17

Semester 4 Credits

Arts and Science Requirement	3
Approved Program Option	3-4
Approved Program Option	3-4
Economics 2201 - Principles of Microeconomics	3
Elective	3
Total Credits	15-17

Total Credits for Graduation 62-67

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

GENERAL INFORMATION - CERTIFICATE PROGRAM

This program provides basic or upgrading training in planning for persons who already possess experience in planning or related post secondary education.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

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

All students registering in this program must do so in consultation with the Community Design and Planning Program Advisor.

CURRICULUM

Certificate - Community Design and Planning

Semester 1	Credits
Full-semester courses	
English 1229 - Report and Letter Writing	3
Planning 1111 - Introduction to Planning and Planning Theory	3
Planning 1203 - Statutory Planning	3
First half-semester courses (one-half semester)	
Planning 1211 - Planning Practice	2
Approved Program Option	2
Second half-semester courses (one-half semester)	
Approved Program Option	2
Approved Program Option	2
Total Credits	17

Semester 2	Credits
Full-semester courses	
Planning 1121 - General Planning - Approaches and Issues	3
Approved Program Option	3-4
Approved Program Option	3-4
Approved Program Option	3-4
Approved Program Option	3-4
Approved Program Option	3-4
Total Credits	18-23
Total Credits for Graduation	35-40

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

COMPUTER SALES AND MARKETING

PROGRAM OFFERED

Diploma - Computer Sales and Marketing

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts
D. Thomas
Chairperson, Department of Business Administration
I. Wilson

GENERAL INFORMATION

The objective of this program is to train computer marketing specialists to function in the area of software, micro-computers, and related technologies. The student will be taught how to establish trust with the client, help the client uncover and meet their computer needs or problems, and offer support to the client. The student will take courses in business administration, marketing, and micro-computer hardware and software. Students will receive on-the-job training through a practicum.

Admission Requirements Applicants will be required to have the equivalent of an Alberta high school diploma with a 50% average in English 30 or 33 and Math 30, 31, or 33. Preference will be given to those with English 30 and Math 30 over 60%. Mature applicants (defined as 18 years of age and older, who have been out of high school for at least one year) will write a series of entrance examinations. These will include a short departmental Math test, a reading test, and a critical thinking test.

Program Deposit All students accepted into the Computer Sales & Marketing Diploma Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Computer Sales and Marketing

Semester 1	Credits
English 1112 - Principles of English Composition	3
Administration 1120 - Principles of Accounting	4
Administration 1150 - Principles of Marketing	3
Administration 1161 - Business Mathematics and Statistics	3
Arts and Science Requirement	3
Total Credits	16

Semester 2	Credits
Administration 1130 - Principles of Management	3
Administration 1154 - Professional Salesmanship	3
Administration 1220 - Financial Accounting	4
Computer Science 1232 - Computer Science Survey of Software	3
Arts and Science Requirement	3
Total Credits	16

Semester 3	Credits
Administration 1151 - Marketing Computer Technology .	3
Administration 1210 - Business Communications	3
Administration 1257 - Industrial Marketing	3
Computer Science 1233 - Computer Science Micro-computer Hardware & Operation Systems	3
Arts and Science Requirement	3
Total Credits	15

Semester 4	Credits
Administration 1251 - Computer Marketing Internship .	3
Administration 1254 - Sales Management	3
Administration 1259 - Intermediate Marketing	3
Computer Science 1234 - Computer Science Requirements Analysis	3
Arts and Science Requirement	3
Total Credits	15

Total Credits for Graduation 62

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements" in the main Calendar.

COMPUTER SCIENCE AND INFORMATION SYSTEMS

PROGRAMS OFFERED

Diploma - Information Systems
Diploma - Information Systems - Co-operative Education Program
Diploma - Arts and Science - Computer Science
Certificate - Systems Analysis and Project Management
Certificate - Computer Science

The Computer Science Certificate Program is under revision. Contact the Department (240-6149) for current information.

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
A. Kershavv
Chairperson, Department of Computer Science and Information Systems
G. Cross

GENERAL INFORMATION - DIPLOMA PROGRAMS

With the increased use of computers in all areas, the demand for employees with computer skills will continue to increase. Positions such as operators, technical analysts, programmers, systems analysts, and project leaders are available in the computer field. Personnel in large data centres specialize, but in small organizations several of these tasks may be performed by one person. New careers in user support and as specialists in emerging areas of computer technology are appearing in industry. There are also related areas, such as sales, which are less technical but require a broad knowledge of computers.

If you are considering a career in the computer field, you should be able to think, write, and speak clearly and logically; you should also enjoy solving problems. It is essential that you be able to work quickly and neatly, paying attention to detail and demonstrating some creativity. Typing speed and accuracy are assets.

A university degree is desirable to work as a senior systems analyst or project leader. However, operating positions in small organizations and entry-level programming jobs in larger organizations are open to college graduates. With experience and demonstrated ability, you will progressively advance to more senior positions.

A career in the computer field offers a challenging and rewarding environment, but also a demanding one. Industry

is seeking employees with higher skill levels than in the past, and good grades are necessary to be admitted to a university program. Consequently, a great deal of work is required to be successful in the diploma programs.

These programs offer two career paths into the computer field. The Information Systems Diploma is a two-year career program, which includes an optional co-operative education program providing practical work experience. The two-year Arts and Science Diploma in Computer Science prepares students to transfer to university.

Program Deposit All students accepted into Computer Science will be required to pay a \$50 non-refundable deposit, within two weeks of notification of acceptance into the program.

ARTS AND SCIENCE DIPLOMA - COMPUTER SCIENCE

The Arts and Science Diploma is designed for students who wish to transfer to a university degree program in Computer Science. It is possible to complete between one and two years towards a university degree at Mount Royal College. Mathematical ability is essential for success in this program because of its emphasis on theoretical computing science and mathematics. The first year of the curriculum listed below will be modified slightly for Diploma student wishing to transfer directly after completing one year at Mount Royal College.

Admission Requirements Applicants must either have the equivalent of an Alberta High School Diploma OR be a mature student (one who is 18 years of age or older and has been out of high school for at least one year). Applicants must also have the equivalents of Mathematics 30 and English 30. Minimum grades of 50% are required, but preference will be given to applicants with 60% or over.

Students who do not meet the admission requirements may apply to enroll in the College for academic upgrading and reapply to the Computer Science Diploma program after successful completion of the necessary courses. A Computer Science advisor should be consulted regarding choice of courses.

Graduation Requirements In addition to the College requirements listed in the section entitled "General Graduation Requirements", a minimum grade of 'C' must be attained in all Computer Science courses. A student may not repeat a Computer Science course more than once.

CURRICULUM

Diploma - Arts and Science - Computer Science

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Computer Science 1170 - Introduction To Computer Systems (or a higher level computer course with permission of the Department Chairman)	3
Computer Science 2211 - Introduction to Computer Science I	3
Mathematics 2211 - Linear Methods I	3
Mathematics 2251 - Calculus I	3
Total Credits	15

Semester 2	Credits
Computer Science 1287 - COBOL 1	4
Approved Computer Science Option	3
Mathematics 2271 - Discrete Mathematics	3
Philosophy 2205 - Introductory Logic	3
Arts and Science Requirement	3
Total Credits	16

Semester 3	Credits
Computer Science 1277 - Data Structures	4
Approved Computer Science Option	3
Approved Computer Science Option	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Total Credits	16

Semester 4	Credits
Computer Science 1213 - Assembly Language Programming	4
Approved Computer Science Option	3
Approved Option	3
Approved Option	3
Arts and Science Requirement	3
Total Credits	16

Total Credits for Graduation 63

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Information Systems

The Information Systems Diploma prepares students for employment in the computer field immediately upon graduation. Many of the courses in the program are also university transferable. Prior to 1987-88, this program was the Business Applications stream of the Arts and Science Diploma.

The program provides a solid foundation in programming skills and in analysis and design, as well as a basic under-

standing of business organizations. The development of problem solving and communications skills is stressed through a combination of computer, business, and arts and science courses. Graduates are prepared to work effectively and efficiently as junior programmers and as analysts on small projects, and are equipped to assume progressively more senior positions.

The program concentrates on the practical application of computer systems in a business environment and on the skills required to work effectively with people. It provides a broad education and prepares graduates for the life-long learning necessary in the information processing world.

Admission Requirements Applicants must have the equivalent of an Alberta High School Diploma with Mathematics 30 and either English 30 or 33. Minimum grades of 50% are required, but preference will be given to applicants with 60% or over. Mature applicants with several years of work experience can request to write Department entrance examinations in lieu of the academic admission requirements. Contact the Department (240-6149) for details.

In addition to the basic admission requirements, applicants will be further screened prior to acceptance into the program. An aptitude test and a written statement of career objectives will be used to evaluate the applicant's likelihood of success in the program. A personal interview may also be required. Applicants will be sent further instructions regarding these screening procedures after applying for admission.

Students should apply early and complete all admission requirements as quickly as possible. Each completed application will be reviewed in order of receipt. Applications will be accepted on or after the last Monday in January for entry the following September.

Students who do not meet the admission requirements may apply to enroll in the College for academic upgrading and reapply to the Information Systems Diploma program after successful completion of the necessary courses. A Computer Science advisor should be consulted regarding choice of courses.

Graduation Requirements In addition to the College requirements listed in the section entitled "General Graduation Requirements", a minimum grade of 'C' must be attained in all Computer Science courses. A student may not repeat a Computer Science course more than once.

Co-operative Education The Information Systems Diploma program includes a co-operative education option. Its primary objective is to provide students with an opportunity to integrate paid work experience in the computer field with their academic study. This comprehensive form of education allows students to:

- apply course work to practical work situations;
- develop communications and professional skills;
- acquire additional knowledge from work experiences.

Over the full two years required to complete the co-operative education program, students will spend two four-month work terms on the job with co-operating employers. Co-operative education effectively links theory and practice, and provide a superior form of education. The course requirements are the same as in the normal Information Systems Diploma.

The sequence of academic semesters and work terms is:

	Sept-Dec	Jan-April	May-August
Year 1	Semester 1	Semester 2	Work Term 1
Year 2	Semester 3	Work Term 2	Semester 4

The work terms will be recorded on a student's transcript with a Pass or Fail grading noted. This Pass/Fail designation will carry no credit weight.

Admission to the co-op program will be at the beginning of the student's second semester and will be based on academic standing, communications skills, and ability to adapt to a work environment. For further information, contact the Co-operative Education Co-ordinator at 240-8960.

CURRICULUM

Diploma - Information Systems

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Computer Science 1170 - Introduction to Computer Systems	3
Computer Science 2211 - Introduction to Computer Science I	3
Administration 1120 - Principles of Accounting OR Administration 1130 - Principles of Management ...	3-4
Arts and Science Requirement	3
Total Credits	15-16

Semester 2	Credits
Computer Science 1273 - Procedural Programming Languages	4
Computer Science 1287 - Cobol I	4
Approved Administration Option	3
Approved Administration Option	3
Arts and Science Requirement	3
Total Credits	17

Semester 3	Credits
Computer Science 1277 - Data Structures	4
Computer Science 1281 - Systems I (Analysis)	3
Computer Science 1288 - Cobol II	4
Arts and Science Requirement	3
Elective	3
Total Credits	17

Semester 4	Credits
Computer Science 1278 - Database Management Systems	3
Computer Science 1282 - Systems II (Design)	3
Approved Option*	3
Approved Option*	3
Arts and Science Requirement	3
Total Credits	15
Total Credits for Graduation	64-65

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

*This is a list of suggested approved options which are relevant to a career in the computer field. Consult a Computer Science advisor if you wish to take any other course as an approved option.

Note: Some of these courses have prerequisites. Please consult the "Mount Royal College Courses" section of this Calendar.

Accounting Pattern - Administration 1120, 1220, 1224 and 1226.

Management Pattern - Administration 1130, 1170 and 1276.

Sales Pattern - Administration 1150, 1154, 1256 and 1257.

Other Business Courses - Administration 1192, 1193, 1225, 1232, 1262, 1263, 1292, and 1293.

Other Areas - any Computer Science course except 1160, 1163 and 1165; Criminology 1213; Economics 2201, 2203; Electronics 1220; any Geology course; Geophysics 1210; Interdisciplinary Studies 1121, 1223, and 1271; Petroleum 1124; Philosophy 2205; Political Science 1222; Secretarial Arts 1116; and Speech 1110 and 1112.

CERTIFICATE - SYSTEMS ANALYSIS AND PROJECT MANAGEMENT

GENERAL INFORMATION

This is an advanced certificate designed to be taken on a part-time basis by programmers or programmer/analysts with one to two years of work experience. The curriculum assists participants in progressing to senior systems positions by providing the skills required to be an effective analyst and an appreciation of the role of the project manager. The effective application of computer technology to improve business productivity is emphasized.

Admission Requirements Admission requirements for the Systems Analysis and Project Management Certificate Program are a college diploma, university degree, or professional qualifications and at least one year of relevant work experience.

Candidates believing that they have the equivalents of these are encouraged to apply.

Admission Procedures Candidates should apply directly to the Department of Computer Science and Information Systems. Information on admission procedures can be obtained by contacting the Department at 240-6149.

Course Exemptions All courses, with the exception of Computer Science 1311 and 1313, may be challenged. Challenge privileges will be granted based on equivalent skills gained through work experience and professional upgrading activities. A minimum of five courses must be taken at Mount Royal College in order to graduate.

CURRICULUM

Certificate - Systems Analysis and Project Management

Semester 1	Credits
Computer Science 1291 - Survey of Recent Developments in Information Systems	3
Computer Science 1311 - Systems Development	4
Computer Science 1312 - Problem Solving and Decision Making	4
Computer Science 1314 - Quality Assurance, Audit, and Security	3
English 1301 - Technical Writing: Systems Documentation	3
Total Credits	17
Semester 2	Credits
Computer Science 1313 - Project Management	3
Computer Science 1315 - Evaluation of Hardware and Software	3
Computer Science 1316 - Database Design	4
Computer Science 1317 - Systems Development in a Fourth Generation Environment	4
Administration 1276 - Organizational Behaviour	3
Total Credits	17
Total Credits for Graduation	34

CERTIFICATE PROGRAM - COMPUTER SCIENCE

Admission Requirements Enrollment is limited to those with relevant work experience or previous post-secondary education. Applicants must either possess the equivalent of an Alberta High School Diploma, OR, be a mature student (one who is 18 years of age or older and has been out of high school for at least one year). Applicants must also have the equivalents of Mathematics 30 and either English 30 or English 33. Alternate entrance testing for mature students is under review.

Both Stream A and Stream B can be used as a concentrated Diploma program. As well, the computer options in Stream B can be chosen to meet the needs of business end-users who require a thorough knowledge of computer applications. Contact the Department to discuss individual circumstances and qualifications.

CURRICULUM

Stream A - Certificate - Computer Programming and Analysis

Semester 1	Credits
Computer Science 1170 - Introduction to Computer Systems	3
Computer Science 2211 - Introduction to Computer Science I	3
Approved Computer Science Option	3-4
Approved Business Administration Option	3-4
One of:	
Mathematics 2251 -	
Calculus With Applications I (3)	
OR	
Mathematics 1207 -	
Differential and Integral Calculus (4)	
.....	3-4
Total Credits	15-18

Semester 2	Credits
One of:	
Computer Science 1283 - Numerical Methods (3)	
OR	
Computer Science 1277 - Data Structures and Non-Numerical Applications (4)	
.....	3-4
Computer Science 1213 - Assembly Language Programming	4
Approved Computer Science Option	3
Mathematics 1224 -	
Introduction To Statistics	4
Approved Business Administration Option	3
Total Credits	17-18
Total Credits for Graduation	32-36

Stream B - Certificate - Business Procedures Programming

Semester 1	Credits
One of:	
Computer Science 1170 -	
Introduction To Computer Systems (3)	
OR	
Computer Science 1160 -	
Operations and Concepts (3)	
.....	3
Approved Computer Science Option	3-4
Administration 1120 -	
Principles of Accounting	4
Administration 1160 -	
Business Mathematics and Statistics	3
Administration 1130 -	
Principles of Management	3
Total Credits	16-17

Semester 2	Credits
Computer Science 1281 - Systems I	3
Approved Computer Science Option	3-4
Approved Computer Science Option	3
Any one of the following option categories:	
Option 1 - Accounting/Finance:	
Administration 1224 - Management Accounting	(4)
Administration 1227 - Managerial Finance	(3)
Option 2 - Quantitative Analysis:	
Administration 1261 -	
Applied Statistical Analysis	(3)
Administration 1260 -	
Systems and Procedures for Management, or Administration 1265 - Management Information Systems	(3)
Option 3 - Marketing:	
Administration 1150 - Marketing Management	(3)
Administration 1258 - Marketing Research and Consumer Behaviour	(3)
Option 4 - Human Resources:	
Administration 1170 -	
Personnel Administration	(3)
Administration 1275 -	
Wage and Salary Administration	(3)
.....	6-7
Total Credits	15-17
Total Credits for Graduation	31-34

CRIMINOLOGY CAREERS

PROGRAMS OFFERED

Diploma - Corrections
Diploma - Law Enforcement
Diploma - Criminology
Diploma - Correctional Officer - Whitehorse Extension
Certificate - Law Enforcement
Certificate - Corrections
Certificate - Security
Certificate - Correctional Officer - Whitehorse Extension
Certificate - Correctional Officer - Southern Alberta Extension

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer
Chairperson, Criminology Department
K. Hollington

GENERAL INFORMATION

Mount Royal College has two related justice programs. One is a career-oriented program while the other is a university transfer program in criminology. Some courses are common to both programs.

Criminology may be defined as "the objective, systematic study of how criminal laws are enacted, why some people break these laws, how we and our representatives react to the breaking of law, and our methods of dealing with convicted offenders".

Career Programs Both a Certificate and Diploma in the Criminology field are offered. Students may choose between a Corrections option, a Law Enforcement option or a Security option. Persons desiring to enter the field directly from their college experience will find these programs of interest. Persons wishing to upgrade their qualifications will benefit from the Certificate programs.

University Program In addition to the Diploma programs the department offers two years transferability to university. Students will follow course patterns consistent with the requirements of Simon Fraser University. Graduates of the College's diploma program in Criminology are eligible to receive credit for the first two years of the bachelor's degree in criminology offered at Simon Fraser University. See the section in this calendar entitled "Special Programs That Transfer To Other Universities" for more complete information.

Mount Royal College is pursuing transfer arrangements with other Canadian universities in the criminology area. This includes a proposal currently being discussed with the University of Ottawa for transfer credits for their Criminology Program. The Criminology Department Program Advisor has details of these arrangements.

Criminology courses are also interesting electives for students in general programs.

Students in Criminology University Transfer must graduate with a G.P.A. of at least 2.50. Receiving universities usually will not permit students to enter with a lower G.P.A. and often require a higher one. Your advisor should be consulted in this respect.

In-Service Programs Agreements have been made with various justice agencies to provide programs for serving justice personnel. These courses are delivered on site. Details are available from Criminology Department Advisors.

Admission Requirements - Diploma Programs All Criminology Career applicants must have the equivalent of an Alberta High School Diploma OR have left school and be 18 years of age or older by the last day of the semester to which they are being admitted. In addition to the requirements for the diploma program, preference will be given to students who have completed Math 30/33.

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

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

Continuance in the Program In order to be considered as continuing students of record in the Criminology Programs, students must maintain a minimum 'C' grade in all Criminology courses. Students who fail to maintain the required 'C' average in Criminology courses may be withdrawn from the Criminology Program.

In addition, students who fail to maintain a minimum grade of 'C' in required non-Criminology or support courses may be withdrawn from the Criminology Program.

Students who are no longer students of record in the Criminology Program may apply for readmission to the Criminology Program. Students may repeat courses only at the discretion of, and with permission of, the Criminology Faculty.

Admission Requirements - University Transfer In addition to the requirements for the Diploma Program preference will be given to students who have completed Math 30 or 33.

Program Deposit All students accepted into a Criminology Careers Diploma program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

Practicum Placements Students will be accepted into a practicum on the basis of academic performance, professional suitability and conduct and in conformity with the foregoing program continuation requirements. If a question of professional suitability and/or conduct arises, a Committee of three faculty members of the Department, under the direction of the Department Chairperson, shall examine the specific case.

As stated above, students who fall below a 'C' average cannot be accommodated in practicum placements.

CURRICULUM

Students who do not follow the course patterns specified in the Calendar cannot be guaranteed the availability of Criminology core courses and may not be able to graduate in their preferred semester.

Diploma - Law Enforcement

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Criminology 1110 - Introduction to the Justice System ..	3
Criminology 1111 - Introduction to Human Relations ..	3
Physical Education 1115 - Fitness and Self Defense	3
Elective	3
Total Credits	18

Semester 2	Credits
Arts and Science Requirement	3
Criminology 1112 - Introduction to Law Enforcement ..	3
Criminology 1208 - Young Persons In Conflict With The Law	3
Criminology 1211 - Human Relations Seminar	3
Criminology 1226 - The Administration of Justice	3
Total Credits	15

Semester 3	Credits
Arts and Science Requirement	3
Criminology 1207 - Interviewing	3
Criminology 1212 - Evidence and Procedures	3
Criminology 1240 - Issues in Law Enforcement	3
Criminology 1243 - Introduction To Criminology	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Criminology 1224 - Criminal Law	3
Criminology 1234 - Emotional Abnormality	3
Criminology 1244 - Intervention Strategies in the Justice Process	3
Elective	3
Total Credits	15

Total Credits for Graduation 63

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Corrections

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Criminology 1110 - Introduction to the Justice System ..	3
Criminology 1111 - Introduction to Human Relations ..	3
Criminology 1208 - Young Persons In Conflict With The Law	3
Total Credits	15

Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Criminology 1207 - Interviewing	3
Criminology 1211 - Human Relations Seminar	3
Criminology 1230 - Introduction To Corrections	3
Elective	3
Total Credits	18

Semester 3	Credits
Arts and Science Requirement	3
Criminology 1232 - Personality Assessment	3
Criminology 1234 - Emotional Abnormality	3
Criminology 1235 - Casework Methods and Practice	3
Criminology 1244 - Intervention Strategies In The Justice Process	3
Elective	3
Total Credits	18

Semester 4	Credits
Criminology 1225 - Correctional Field Practicum	8
Criminology 1226 - The Administration of Justice	3
Criminology 1243 - Introduction To Criminology	3
Total Credits	14

Total Credits for Graduation 65

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Criminology

Semester 1	Credits
Criminology 1110 - Introduction To The Justice System	3
Criminology 1208 - Young Persons In Conflict With The Law	3
English 2201 - Composition	3
Arts and Science Requirement	3
Elective	3
Total Credits	15

Semester 2	Credits
Criminology 1226 - Administration of Justice	3
Criminology 1243 - Introduction to Criminology	3
Psychology 2205 - Principles of Psychology	3
Arts and Science Requirement	3
Elective	3
Total Credits	15

Semester 3	Credits
Criminology 1224 - Criminal Law	3
Criminology 1245 - Psychological Explanations of Criminal and Deviant Behaviour	3
Psychology 1215 - Behavioural Statistics	3
Arts and Science Requirement	3
Elective	3
Total Credits	15

Semester 4	Credits
Criminology 1230 - Introduction to Corrections	3
Criminology 1246 - Sociological Explanations of Criminal and Deviant Behaviour	3
Criminology 1260 - Research Methods	3
Sociology 2201 - Introductory Sociology	3
Arts and Science Requirement	3
Total Credits	15
Total Credits For Graduation	60

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Correctional Officer - Whitehorse Extension

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Criminology 1199 - 15 credits for Yukon Staff College inservice education	15
Total Credits	18

Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Criminology 1110 - Introduction to the Justice System	3
Criminology 1207 - Interviewing	3
Criminology 1208 - Young Persons in Conflict With the Law	3
Total Credits	15

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Criminology 1232 - Personality Assessment	3
Criminology 1235 - Casework Methods and Practice	3
Criminology 1244 - Intervention Strategies in the Justice Process	3
Total Credits	15

Semester 4	Credits
Criminology 1299 - Directed Reading	3
Criminology 1243 - Introduction to Criminology	3
Elective - any approved course	3
Elective - any approved course	3
Elective - any approved course	3
Elective - any approved course	3
Total Credits	18

Total Credits for Graduation 66

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

GENERAL INFORMATION - CERTIFICATE PROGRAMS

Criminology certificates with a major in Law Enforcement, Security and Corrections are available. These programs are ideally suited for practitioners in the justice field wishing to upgrade their qualifications. Should applicants wish to proceed to a diploma program, they should be guided by the Residence Requirement.

Admission Requirements The certificate applicant must meet the general program requirements which state that applicants must possess the equivalent of an Alberta High School Diploma OR be 18 years of age or older by the last day of the semester to which the student is being admitted.

Certificate program applicants should also be actively involved in the justice system.

CURRICULUM

Certificate - Law Enforcement

Semester 1/2	Credits
Criminology 1212 - Evidence and Procedures	3
Criminology 1224 - Criminal Law	3
Criminology 1207 - Interviewing	3
Criminology 1240 - Issues In Law Enforcement	3

Students must complete an additional 9 credits in Criminology courses taken only from the core listings for the major of study. Students must also complete 9 approved option credits in any discipline approved by the Criminology Program Advisor.

Total Credits For Graduation 30

Certificate - Security

Semester 1/2	Credits
Criminology 1117 - Security Administration	3
Criminology 1207 - Interviewing	3
Criminology 1212 - Evidence and Procedures	3
Criminology 1213 - Security: Loss Prevention Management	3
Criminology 1214 - Physical Security	3
Criminology 1224 - Criminal Law	3

Students must complete an additional 3 credits in Criminology courses taken only from the core listings for the major of study. In addition, students must complete 9 approved option credits in any discipline approved by the Criminology Program Advisor.

Total Credits For Graduation 30

Certificate - Corrections

Semester 1/2	Credits
Criminology 1207 - Interviewing	3
Criminology 1230 - Introduction To Corrections	3
Criminology 1232 - Personality Assessment	3
Criminology 1235 - Casework Methods and Practice	3

Students must also complete an additional 9 credits in Criminology courses taken only from the core listings for the major of study. Students must also complete 9 approved option credits in any discipline approved by the Criminology Program Advisor.

Total Credits For Graduation 30

Certificate - Correctional Officer - Whitehorse Extension

Credits for prior learning at Correctional Staff Colleges	15-18
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Students must complete an additional 15-18 credits in Criminology courses taken only from the core listings for major of study 15-18

Total Credits For Graduation 30-36

Certificate - Correctional Officer - Southern Alberta Extension

Credits for prior learning at Alberta Solicitor General Staff College	15-18
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Students must complete an additional 15-18 credits in Criminology courses taken only from the core listings for the major of study 15-18

Total Credits for Graduation 30-36

EARLY CHILDHOOD EDUCATION AND DEVELOPMENT

PROGRAMS OFFERED

Diploma - Early Childhood Education and Development
Certificate - Early Childhood Education and Development

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer
Chairperson, Department of Social Services
M. Clark
Co-ordinator, Diploma Program
J. Wainwright
Co-ordinator, Certificate Program
B. Shepherd

GENERAL INFORMATION - DIPLOMA PROGRAM

The Early Childhood Education Programs at Mount Royal College are designed to prepare graduates for employment as child development workers in a variety of early childhood settings. An individual may enter the one-year certificate or the two-year diploma program. Students develop skills in understanding children's intellectual, emotional, physical and social needs.

An individual working with children requires a firm foundation and understanding of the growth, development and behaviour of young children. Required courses in the program include psychology, sociology, the family, early childhood education, childhood development, child health, interpersonal relations, and community resources. Students also take a variety of Arts and Science courses as well as electives.

The number of field placements in the diploma program may be limited. Students will be accepted into field placements on the basis of academic performance, professional suitability, and conduct. Placements will be subject to the approval of the Early Childhood Education Co-ordinator. General interest students may be able to register for special course offerings when available, without being in the diploma program. Early Childhood Co-ordinator permission is necessary.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. All applicants must write the Basic Skills Assessment Test prior to admission and must be eligible for English 1112 or higher.

One week of volunteer or employment experience in a preschool setting approved by Mount Royal College is a prerequisite to acceptance into the diploma program. This must be five consecutive days of full-time work, 6-8 hours per day. It is recommended that this experience be with normal children and not exceptional children. A list of participating centres is available from the Registrar and/or the Program Advisor. Applicants will not be considered unless they finish the volunteer employment experience and submit the "Volunteer Experience Form" to the Registrar's Office before August 1.

Applicants are also required to submit additional biographical information and a Mount Royal College Immunization Form.

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

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

Continuance in the Program Students must achieve a "C" grade or better in EACE 1100 to enroll in any other Early Childhood Education courses.

CURRICULUM

Diploma - Early Childhood Education and Development

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Early Childhood Education and Development 1100 - History and Philosophy	3
Psychology 1112 - The Psychology of Adjustment OR Psychology 2205 - Principles of Psychology	3
Sociology 1110 - Introduction to Sociology OR Sociology 2201 - Introductory Sociology	3
Total Credits	18

Semester 2	Credits
Early Childhood Education and Development 1101 - Methods	3
Early Childhood Education and Development 1207 - Infant Development	3
Early Childhood Education and Development 1105 - Play and the Developing Child	3
Early Childhood Education and Development 1107 - Child Development I	3
Early Childhood Education and Development 1280 - Field Work	6
Total Credits	18

Semester 3	Credits
Arts and Science Requirement	3
Early Childhood Education and Development 1202 - Psychological Study of the Exceptional Child	2
Early Childhood Education and Development 1201 - Models and Trends in the Education of the Young Child	2
Early Childhood Education and Development 1103 - Child and Community	3
Early Childhood Education and Development 1281 - Field Work	6
Total Credits	16

Semester 4	Credits
Arts and Science Requirement	3
Allied Health 1213 - Nutrition and Health	2
Early Childhood Education and Development 1203 - Administration	2
Psychology 1230 - Behaviour Modification	3
Psychology 1221 - Effective Interpersonal Behaviour	3
Total Credits	13
Total Credits for Graduation	65

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

GENERAL INFORMATION — CERTIFICATE PROGRAM

The certificate program in Early Childhood Education and Development has been designed to provide workers who are currently employed in child-care settings with an opportunity to upgrade their knowledge and skills on a part-time basis.

The program has been divided into three, self-contained semester units of sixteen weeks each. This will allow students the option of either completing the certificate within one full year of study, or extending the program over a period of several years.

All courses will be scheduled in the evenings. Certificate program students should expect to be on campus for one or two evenings a week during each sixteen week semester.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

The certificate program is restricted to workers who are currently employed in the field of early childhood education. A limited number of positions may be available for individuals who possess some related post-secondary education, who have previously been employed in child-care settings, or who present evidence of a particular ability to profit from further study in this area.

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

CURRICULUM

Certificate - Early Childhood Education and Development

Semester 1 (Fall)	Credits
Early Childhood Education and Development 1179 - Introduction to Early Education (History and Theory)	2
Early Childhood Education and Development 1185 - Observation Skills	1
Early Childhood Education and Development 1189 - Child Development	4
Early Childhood Education and Development 1188 - Child Discipline	1
Total Credits	8

Semester 2 (Winter)	Credits
Early Childhood Education and Development 1186 - Mental Health of the Preschool Child	2
Early Childhood Education and Development 1190 - Family Organization	3
Early Childhood Education and Development 1284 - Issues in Early Education	3
Total Credits	8

Semester 3 (Spring*)	Credits
Early Childhood Education and Development 1178 - Play and The Developing Child	2
Allied Health 1182 - Child Health	1
Allied Health 1184 - Children's Nutrition and Diets	1
Early Childhood Education and Development 1182 - Early Education Creative Expression I	2
Early Childhood Education and Development 1183 - Early Education Creative Expression II	2
Total Credits	8

*The spring semester runs from the beginning of May to the end of July for this program only.

Practicum Credits:

In addition to three semesters of course work, students must complete the following two practicum courses: Early Childhood Education and Development 1177 -

Practicum Preliminary	3
Early Childhood Education and Development 1277 - Practicum Final	3
Total Credits	6
Total Credits for Graduation	30

ENGINEERING

PROGRAMS OFFERED

Diploma - Arts and Science - Engineering

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology

A. Kershaw

Chairperson, Department of Mathematics, Physics, and Engineering

G. Narayan

GENERAL INFORMATION

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

The Engineering Program focuses on the math-science curriculum seeking to develop appropriate skills in these areas. Arts and Science requirements must also be completed for possible university transfer. Those students applying for Engineering must complete the courses listed below.

Transfer to The University of Calgary Those students wishing to transfer directly to The University of Calgary should consult a program advisor. Mount Royal College offers the first year and some second year courses of The University of Calgary's Engineering Program.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. Applicants must have completed Math 30, Math 31 and Physics 30, with a mark of no less than 50% in each and an average of no less than 60% in all three, in order to be considered for clear admission. Students with a deficiency in mathematics, physics, chemistry, or English will enroll in courses at the level appropriate to their proficiency.

Program Deposit All students accepted into the Engineering Diploma Program will be required to pay a \$50 non-refundable deposit, within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Arts and Science - Engineering

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Geology 1120 - Physical Geology	4
Engineering 1120 - Engineering Problems and Orientation	1
Mathematics 1207 - Mathematics for Engineers I	4
Chemistry 1210 - Physical Chemistry	4
Arts and Science Requirement	3
Total Credits	19

Semester 2	Credits
Arts and Science Requirement	3
Engineering 1203 - Statics	3
Engineering 1213 - Engineering Computation	3
Mathematics 1209 - Mathematics for Engineers II	4
Chemistry 1211 - Inorganic Chemistry	4
Total Credits	17

Semester 3	Credits
Arts and Science Requirement	3
Chemistry 1212 - Organic Chemistry	4
Physics 2269 - Optics and Wave Motion	4
Mathematics 1307 (formerly MATH 1220) - Mathematics for Engineers III	4
Elective	3
Total Credits	18

Semester 4	Credits
Arts and Science Requirement	3
Engineering 1215 - Electricity and Magnetism	4
Mathematics 1309 (formerly MATH 1221) - Mathematics for Engineers IV	4
Engineering 1214 - Dynamics	4
Elective	3
Total Credits	18

Total Credits for Graduation	72
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For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

ENVIRONMENTAL TECHNOLOGY

PROGRAMS OFFERED

Diploma - Environmental Technology
Certificate - Environmental Technology

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
A. Kershaw
Chairperson, Department of Chemical and Biological
Sciences
Y. Swendson
Program Co-ordinator
G. Trump

GENERAL INFORMATION - DIPLOMA PROGRAM

Today our quality of life and health is often jeopardized by products of our society;

- toxic chemicals,
- sewage,
- pesticides,
- hazardous and industrial wastes.

These products are responsible for the pollution of our land, water, air and soil. The well-being of ecosystems and organisms may be compromised by these toxic materials.

The dangers associated with these hazardous materials can be reduced by;

- recognizing the problems,
- evaluating the environmental parameters,
- initiating adequate control methods.

Public awareness on the part of governments and many industries has established strong and active departments responsible for preventing pollution, by diagnosing and providing solutions for control of environmental problems. Environmental technologists are trained to identify and evaluate actual or potential environmental hazards. They may work independently, or provide technical support to professional pollution control specialists - engineers, chemists, biologists and others.

On completion of the program, graduates may apply to the Alberta Society of Engineering Technologists for certification.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. In addition

to meeting the general admission requirements, it is strongly recommended that diploma program applicants have completed 30 level courses in chemistry and math. Registration in the program may be limited.

Mount Royal College is pursuing transfer arrangements with Montana Tech in Environmental Quality Control and Environmental Engineering programs. However, a finalized arrangement has not yet been reached.

Program Deposit All students accepted into Environmental Technology will be required to pay a \$50 non-refundable deposit, within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Environmental Technology - Air Pollution Studies

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Environmental Quality Control 1110 - An Introduction to Statistics	3
Biology 1110/2201 - Fundamentals of Biology	4
Biology 1210 - Ecology	4
Chemistry 1182 - Introductory College Chemistry	4
Total Credits	18

Semester 2	Credits
Environmental Quality Control 1215 - Instrumentation	3
Chemistry 1213 - Quantitative Chemical Analysis	4
Electronics 1220 - Basic Electronics	3
Geography 1230* - Cartography	3
Natural Science 1111 - An Interdisciplinary Approach to Environmental Problems	3
Total Credits	16

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

Semester 3	Credits
Arts and Science Requirement	3-4
Environmental Quality Control 1214 - Methods of Air Sampling And Analysis	3
Electronics 1221 - Basic Electronics and Continuous Monitoring	3
Geography 1208 - Weather and Climate	2
Geography 1209 - Meteorological Instrumentation	2
Approved Option	3-4
Total Credits	16-18

Semester 4	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Environmental Quality Control 1223 - Air Pollution Control	3
Approved Option	3-4
Total Credits	15-19
Total Credits for Graduation	65-71

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Environmental Technology - Water Pollution Studies

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Environmental Quality Control 1110 - Introduction to Statistics	3
Biology 1110/2201 - Fundamentals of Biology	4
Biology 1210 - Ecology	4
Chemistry 1182 - Introductory College Chemistry	4
Total Credits	18
Semester 2	Credits
Environmental Quality Control 1215 - Instrumentation	3
Chemistry 1213 - Quantitative Chemical Analysis	4
Electronics 1220 - Basic Electronics	3
Geography 1230* - Cartography	3
Natural Science 1111 - An Interdisciplinary Approach to Environmental Problems	3
Total Credits	16

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

Semester 3	Credits
Arts and Science Requirement	3-4
Environmental Quality Control 1216 - Water Pollution I ..	3
Biology 1219 - Limnology	4
Electronics 1221 - Basic Electronics and Continuous Monitoring Instrumentation	3
Arts and Science Requirement	3-4
Total Credits	16-19

Semester 4	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Approved Option	3-4
Environmental Quality Control 1225 - Water Pollution II	3
Microbiology 1218 - Introductory Microbiology	4
Total Credits	16-18
Total Credits Required for Graduation	66-71

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

GENERAL INFORMATION - CERTIFICATE PROGRAM

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

On completion of the program, graduates can petition the Alberta Society of Engineering Technologists for certification.

Admission Requirements Applicants must meet the general College admission requirements. The certificate program is restricted to persons with experience in environmental management and/or related fields.

Students petitioning for registration in this program do so in consultation with the program advisor.

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

Laboratory requirements will depend upon the student's background.

Enrollment may be limited in the program.

Non-Certificate Students Persons wishing to take certain courses in the program but not intending to obtain a certificate may register for those courses with the permission of the program advisor.

CURRICULUM

Certificate - Environmental Technology - Air Sampling and Analysis

Semester 1	Credits
Environmental Quality Control 1110 - An Introduction to Statistics	3
Environmental Quality Control 1214 - Methods of Air Sampling Analysis	3
Environmental Quality Control 1199 - Directed Readings in Air Pollution - Approved Option	3
Department Approved Option	3-4
Geography 1208 - Weather and Climate	2
Geography 1209 - Meteorological Instrumentation	2
Total Credits	16-17
Semester 2	Credits
Environmental Quality Control 1215 - Instrumentation	3
Environmental Quality Control 1223 - Air Pollution Control	3
Biology 1210 - Ecology	4
Environmental Quality Control 1299 - Directed Readings in Air Pollution Approved Option	3-4
Electronics 1220 - Basic Electronics and Continuous Monitoring Instrumentation	3
Total Credits	16-17
Total Credits for Graduation	32-34

Certificate - Environmental Technology - Water Sampling and Analysis

Semester 1	Credits
Environmental Quality Control 1110 - An Introduction to Statistics	3
Environmental Quality Control 1216 - Methods of Water Pollution Analysis	3
Environmental Quality Control 1199 - Directed Readings in Water Pollution - Approved Option	3-4
Biology 1219 - Limnology	4
Environmental Quality Control 1299 - Directed Readings in Water Pollution	3
Total Credits	16-17
Semester 2	Credits
Environmental Quality Control 1215 - Instrumentation	3
Environmental Quality Control 1225 - Water Pollution Control	3
Microbiology 1218 - Introductory Microbiology	4
Biology 1210 - Ecology	4
Electronics 1220 - Basic Electronics	3
Total Credits	17
Total Credits for Graduation	33-34

GENERAL ARTS AND SCIENCE

PROGRAMS OFFERED

Diploma - Arts and Science - General Studies with majors

in: Behavioral Sciences
English (and Communications)
Humanities
Mathematics
Natural Sciences
Social Sciences

PROGRAM CONSULTANTS

Dean, Faculty of Arts

K. Robson

Dean, Faculty of Science and Technology

A. Kershaw

GENERAL INFORMATION

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

Because of the variation in entrance requirements to different post-secondary institutions, students should consult the calendar of the institution to which they seek transfer. This can be done at Mount Royal College in consultation with an academic advisor who will assist students in planning a program that conforms to the requirements of the institution chosen.

Admission Requirements Applicants to all Arts and Science Diploma Programs must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Program Deposit All students accepted into Arts and Science Diploma Programs will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

Required Courses General Arts and Science students choosing Behavioral Sciences, English (and Communications), Mathematics, Humanities, Natural Sciences, or Social Sciences as a major must complete these program requirements:

-at least 7 courses from the Arts and Science Requirements area which constitutes the major, including a minimum of 4 courses from one of the disciplines in the major,
-at least 5 courses from the Arts and Science Requirements area from areas other than that of the major.

Graduation Requirements	Minimum Credits
English 1112 or 2201	3
Arts and Science Requirements - (4 of 7 areas)	12
Program Requirement - (major area of study - must include at least 5 additional Approved Options from Arts and Science Areas)	36 (max. 48)
Electives	9
Total Credits for Graduation	60

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

CURRICULUM

Arts and Science Diploma

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Approved Options in Major Area of Study	9
Total Credits	15
Semester 2	Credits
Arts and Science Requirement	3
Approved Options in Major Area of Study	9
Elective	3
Total Credits	15
Semester 3	Credits
Arts and Science Requirement	3
Approved Options in Major Area of Study	9
Elective	3
Total Credits	15
Semester 4	Credits
Arts and Science Requirement	3
Approved Options in Major Area of Study	9
Elective	3
Total Credits	15
Total Minimum Credits for Graduation	60

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

GENERAL INSURANCE AND BUSINESS ADMINISTRATION

PROGRAM OFFERED

Diploma - General Insurance and Business Administration
Co-operative Education Program

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts
D. Thomas
Chairperson, Department of Business Administration
I. Wilson

GENERAL INFORMATION

The purpose of this co-operative education program is to provide full-time diploma students with the knowledge, skills, attitudes and experience necessary for a successful career in the general insurance industry. Specific positions for which the student will be trained will include: insurance underwriting, claims adjustment, risk management and specific insurance areas (casualty, property, automobile, etc.). The nine insurance courses included in this program will be applicable to the designation of Associateship in the *Insurance Institute of Canada* upon successful completion of the Institute exams. Students will also receive the necessary background to operate in a complex business environment. Students will complete two paid 4-month work-terms in addition to the academic semesters.

Admission Requirements Applicants will be required to have a high school diploma with a 50% average in English 30 or 33 and Math 30, 31 or 33. Preference will be given to those with English 30 and Math 30 over 60%. Mature applicants defined as 18 years of age and older, (who have been out of high school for at least one year) will write a series of entrance examinations. These will include a short departmental Math test, a reading test, and a critical thinking test.

Program Deposit All students accepted into the General Insurance and Business Administration Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

*Diploma - Insurance and Business
Administration Diploma*

Semester 1 (Fall)	Credits
English 1112 - Principles of English Composition	3*
Administration 1120 - Principles of Accounting	4
Administration 1130 - Principles of Management	3
Administration 1140 - Insurance Principles and Practices	2
Administration 1145 - Personal Lines Production	2
Arts and Science Requirement	3
Total Credits	17

Semester 2 (Winter)	Credits
Administration 1141 - Property Insurance I	2
Administration 1143 - Automobile Insurance	2
Administration 1150 - Principles of Marketing	3
Administration 1161 - Business Mathematics and Statistics	3
Administration 1220 - Financial Accounting	4
Arts and Science Requirement	3
Total Credits	17

Spring/Summer Session	Credits
First Insurance Workterm	NC
Insurance Option	2
Total Credits	2

Semester 3 (Fall)	Credits
Administration 1142 - Insurance Against Liability	2
Administration 1170 - Personnel Administration	3
Administration 1210 - Business Communications	3
Arts and Science Requirement	3
Insurance Option	2*
Approved Option*	3
Total Credits	16

Winter Session	Credits
Second Insurance Workterm	NC
Total Credits	NC

Semester 4 (Spring/Summer)	Credits
Administration 1144 - Claims I	2
Administration 1230 - Business Law	3
Administration 1331 - Integrative Cases in Business Management	3
Arts and Science Requirement	3
Insurance Option	2
Approved Option*	3
Total Credits	16

Total Credits for Graduation 68

* An approved option is any Business Administration, Computer Science or Economics course, excluding ADMN 1131 and ECON 1150.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements" in the main Calendar.

GERONTOLOGY

PROGRAM OFFERED

Certificate - Gerontology

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies

D. Stouffer

Chairperson, Nursing and Allied Health

D. Hinde

GENERAL INFORMATION

The purpose of this program is to broaden the student's knowledge of aging and assist them in adapting previously learned skills and learn new skills pertinent to the older adult.

It should be stressed that this is an interdisciplinary, multi-focal program emphasizing the wellness model of aging and the value of an interdisciplinary approach to the many needs of the elderly.

The curriculum will assist students in understanding the theories of aging based on the social, biological and behavioural sciences. The students will have the opportunity to examine their own attitudes about aging and society's attitudes towards the elderly, identifying how these factors influence the allocation of resources. Students will be cognizant of existing resources available for the elderly and methods of referral and means of accessing specific programs and services. An understanding of the many and varying needs of the elderly and methods of assessment will be identified through presentation of the common physical, social and emotional problems associated with aging. From this knowledge base the student will develop communication and teaching skills based on the principles of adult learning and the psychology of learning.

The student will have the opportunity to develop more specialized skills that pertain directly to their area of employment or desired area of employment through the selection of options for further study. These options include two areas of focus, one being Health Care and the other Program Planning and Development.

The proposed Interdisciplinary Program in Gerontology would prepare registrants/graduates to assume responsibilities in effectively meeting the needs of the elderly in a variety of Health and Social Service occupations.

Admission Requirements The Certificate Program in Gerontology is a program intended to admit students with prior education and experience or those wishing to expand their knowledge and skills to more effectively deal with the elderly client. The program is targeted to include those individuals who already possess a credential, diploma or degree, such as social workers, mental health workers, nurses, occupational health personnel, physiotherapists and professionals involved in developing educational, recreational or social programs for the elderly. It is also anticipated that members of the public, e.g. volunteers, etc., may be interested in taking selected courses, without completing total program for certification.

Entrance to the program is based upon consent of the Department.

Course Delivery To facilitate access to the program for adult learners, courses will be offered via independent study and distance delivery mechanisms. Distance delivery mechanisms provide flexible learning opportunities by reducing the required face-to-face contact time with the instructor. The use of study modules and periodic workshops for off-campus students, allow the program to be offered on a full or part-time basis, and will facilitate participation by the adult learner. If the student's present occupation involves sufficient contact with the elderly client, they will be able to utilize their employment situation to complete the practicum requirement of the program.

Program Deposit All students accepted into the Gerontology Certificate Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CORE COURSES IN PROGRAM

	Credits
Gerontology 1302 - Introduction to Gerontology	3
Gerontology 1304 - Healthy Aging	3
Gerontology 1306 - Common Health Problems of Elderly Clients Part I	3
Gerontology 1308 - Working with Elderly Clients and Their Families	3
Gerontology 1310 - Interdisciplinary Community Care of the Elderly	3
Gerontology 1316 - Common Health Problems of Elderly Clients Part II	3
Gerontology 1320 - Interdisciplinary Community Care of the Elderly Part II	3
Specialized Areas and Practice: Choice of One Focus	

FOCUS I

Credits Gerontology 1314 - Program Planning for Elderly Clients	3
Gerontology 1317 - Practicum in Program Planning and Development for Elderly Clients	6

FOCUS II

Credits Gerontology 1312 - Health Care Planning for Elderly Clients	3
Gerontology 1315 - Practicum in Promoting Health Care for Elderly Clients	6
Total Credits for Graduation	30

INTERIOR DESIGN

PROGRAMS OFFERED

Diploma - Interior Design
(Interior Design Assistant)

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts
D. Thomas
Chairperson, Department of Interior Design
J. Smith

GENERAL INFORMATION

The field of interior design specializes in the development of aesthetically unified and functional environments for both residential and commercial projects. Program requirements emphasize the study and development of practical design skills. Fundamentals of design, design analysis, space planning and programming, building construction and materials, the effects of colour, texture, and lighting, technical drawing, specification writing, creativity and a knowledge of business practices are all essential components of the profession.

The Interior Design Program at Mount Royal College provides students with the skills and knowledge necessary to work as Interior Design Assistants to professional designers, architects, housing developers, and others. The emphasis of the Interior Design Program at Mount Royal College is to prepare the graduate to enter the design field immediately. Recognition as a qualified Interior Designer will require several years of work experience in the interior design industry and/or further education. Students should note that professional qualifications vary from province to province.

Students intending to transfer to other educational institutions should be aware that acceptance into these programs is solely dependent upon the receiving institution. Credit for studies at Mount Royal College is reviewed on an individual basis at most institutions.

A great deal of work outside the classroom is required to provide the student with the understanding necessary to complete the program.

THIS PROGRAM IS ACCREDITED BY THE FOUNDATION FOR INTERIOR DESIGN EDUCATION AND RESEARCH.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

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

NOTE: APPLICATIONS MUST BE RECEIVED WITHIN THE FIRST SIX (6) WEEKS, AFTER THE LAST MONDAY IN JANUARY FOR THE FOLLOWING ACADEMIC YEAR.

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

Continuance in the Program Students who fail to achieve a minimum grade of 'C' (2.00 GPA) in each of all required core courses in the program will not be allowed to continue in Interior Design core courses in the subsequent semester, and must repeat any required core courses in which the 'C' minimum was not met. This grade requirement does not apply to the English requirement, the four Arts and Science courses, and approved options. A minimum grade of 'C' is required in all Interior Design core courses in order to qualify for a diploma.

CURRICULUM

Diploma - Interior Design

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Interior Design 1150 - Design I	5
Interior Design 1152 - Technical Design and Drafting I	5
Interior Design 1156 - Graphic Presentation I	2
Interior Design 1158 - Materials I	1
Total Credits	19

Semester 2	Credits
Arts and Science Requirement	3
Interior Design 1151 - Design II	5
Interior Design 1157 - Graphic Presentation II	2
Interior Design 1159 - Materials II	1
Interior Design 1160 - Interior Design Business Principles and Practices I	2
Interior Design 1163 - Technical Design and Drafting II	5
Approved Option*	3
Total Credits	21

*Approved options include: INDS 1110, 1113, 1221, 1227. All students proceeding to second year are required to complete summer work, Interior Design 1211.

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

Semester 3	Credits
Arts and Science Requirement	3
Interior Design 1211 - Summerwork	1
Interior Design 1250 - Design III	4
Interior Design 1252 - Technical Design and Drafting III	5
Interior Design 1256 - Graphic Presentation III	2
Interior Design 1258 - Materials III	1
Interior Design 1264 - Interior Design Business Principles and Practices III	1
Total Credits	17

Semester 4	Credits
Arts and Science Requirement	3
Interior Design 1251 - Design IV	4
Interior Design 1253 - Technical Design and Drafting IV	5
Interior Design 1257 - Graphic Presentation IV	2
Interior Design 1265 - Interior Design Business Principles and Practices IV	1
Total Credits	15
Total Credits for Graduation	72

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".



JOURNALISM

PROGRAMS OFFERED

Diploma - Journalism

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts

D. Thomas

Chairperson, Department of Communications

R. MacDonald

GENERAL INFORMATION

This program is designed to give students the academic background and skills required for modern journalism. Courses are taught in a classroom-newsroom setting in which students are responsible for the publication of a newspaper. All student assignments are designed to provide practical experience in the various phases of newspaper production including reporting, editing, and publication design.

After two years of study at Mount Royal College, students have either gone directly into employment or have gone to universities to complete degrees. Students have usually been employed by small and medium-size daily newspapers and weekly newspapers, primarily in Western Canada.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Applicants will be required to submit a portfolio outlining their background and including samples of their writing. They must also have passed Typing 10 or its equivalent.

All applicants who meet the basic admission requirements will be further screened at a testing session. Students will be tested for basic reading, writing, and critical thinking skills. In addition, students will be evaluated on their performance in current affairs tests, writing submissions, and an interview.

Program Deposit All students accepted into the Journalism Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

Continuance in The Program Students who fail to achieve at least a minimum of 'C' grade in any required course in the program will be disqualified from the program and will

not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1112 or 2201, the four Arts and Science required courses, and electives.

Students who have been disqualified may apply for re-admission to the program and must repeat any required courses in which the 'C' minimum was not met.

A minimum grade of 'C' is necessary in all Communications and required courses in order to graduate with a diploma.

CURRICULUM

Diploma - Journalism

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Communications 1120 - Introduction to Journalism	3
Communications 1180 - History of the Mass Media	3
Political Science 1120	3
Secretarial Arts 1131 - Beginning Shorthand (Forkner)	3
Total Credits	15
Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Communications 1212 - General Reporting	3
Political Science Elective	3
Communications 1141 - Introduction To Photojournalism	3
Total Credits	15
Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Communications 1219 - Editing I	4
Communications 1222 - Reporting Public Affairs	3
Communications 1243 - Advanced Photojournalism or Elective	3
Total Credits	16
Semester 4	Credits
Communications 1221 - Senior Editing	3
Communications 1225 - Senior Public Affairs Reporting	3
Communications 1274 - Problems of Mass Media I	3
Communications 1280 - Magazine Writing and Production	3
Communications 1290 - Journalism Practicum	3
Total Credits	15
Total Credits for Graduation	61

In semester four, Communications 1290 is the only course students take during the month of January. In the remainder of the semester, four courses are taken February through April at an accelerated rate. This means no non-communications courses can be taken in semester four.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

LEISURE SERVICES

PROGRAMS OFFERED

Diploma - Leisure Services (Recreation Management)
Diploma - Leisure Services (Recreation Therapy)
Diploma - Leisure Facilities Operations

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer
Chairperson, Department of Leisure Services and Physical Education
T. Wright

GENERAL INFORMATION

This program is designed to offer students a broad education in the field of leisure services. Graduates of the program become recreation workers in various community recreation agencies, institutions, municipal parks and recreation departments, commercial enterprises, and industrial settings.

Leisure Services is a two-year career program which attempts to teach the principles of recreation leadership. It is designed to emphasize the importance of the total development of each individual's physical, social, emotional, and psychological needs in the social environment of recreational activities.

In order to be successful, the graduate should have acquired the following competencies which have been identified in the Leisure Services course work. Students with a Diploma in Leisure Services will be able to:

- use their recreation philosophy as a foundation for their work;
- acknowledge ethical standards and their application to leisure services;
- have sufficient knowledge of program areas in the field of leisure to maintain a balanced program;
- apply knowledge of normal physical, psychological, and social development of man to program planning and leadership;
- apply the techniques of communication and leadership to groups;
- develop a personal comprehensive leadership style;
- develop a program planning style which takes into consideration clients' needs, skill progression, objectives, facilities and resource management, budget, evaluation and administrative theory;
- utilize community resources such as social, public and

civic service agencies, in planning well-balanced leisure services.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

All students making application for a diploma program will complete a questionnaire designed by the Department in order to determine a student's previous education, practical experience in recreation, general understanding of the profession, and a statement of the student's future career plans.

A faculty committee will review the assessment tests administered to all entering students.

All applications, questionnaires and testing results will be reviewed by the Department to determine successful applicants. A personal interview may be requested by the Department.

Program Deposit All students accepted into the Leisure Services Programs will be required to pay a \$50 non-refundable deposit, within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma Programs

The two year professional diploma course for prospective Leisure Service workers has been designed to offer three routes:

Leisure Services (Recreation Management)
Leisure Services (Recreation Therapy)
Leisure Services (Leisure Facilities Operations)

Program development should be discussed with a Leisure Services advisor.

Diploma - Leisure Services (Recreation Management)

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Leisure Services 1111 - Education for Leisure	3
Leisure Services 1131 - Direct Leadership	3
Leisure Services 1150 - Practicum I	2
Total Credits	14

Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Leisure Services 1210 - Program Planning	3
Leisure Services 1213 - Survey of Facility Planning	3
Leisure Services 1261 - Survey of Disabling Conditions	3
Total Credits	15

Semester 3	Credits
Leisure Services 1147 - Introduction to Voluntarism	3
Leisure Services 1240 - Leadership Theory	3
Leisure Services 1243 - Administration of Leisure Services	3
Leisure Services 1246 - Marketing for Recreation and Sport	3
Leisure Services 1250 - Practicum II	4
Total Credits	16

Semester 4	Credits
Leisure Services 1175 - Introduction to Tourism	3
Leisure Services 1254 - Research Project	3
Arts and Science Requirement	3
Elective	3
Elective	3
Total Credits	15

Total Credits for Graduation 60

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Leisure Services (Recreation Therapy)

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Leisure Services 1111 - Education for Leisure	3
Leisure Services 1131 - Direct Leadership	3
Leisure Services 1150 - Practicum I	2
Total Credits	14

Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Leisure Services 1260 - Program Planning in Institutions for the Handicapped and Disabled	3
Leisure Services 1261 - Survey of Disabling Conditions	3
Leisure Services 1270 - Leisure Counselling	3
Total Credits	15

Semester 3	Credits
Leisure Services 1240 - Leadership Theory	3
Leisure Services 1250 - Practicum II	4
Leisure Services 1266 - Music and Movement Activities in Recreation Therapy	3
Leisure Services 1268 - Creative Arts in Recreation Therapy	3
Leisure Services 1274 - Leisure Services for the Elderly	3
Total Credits	16

Semester 4	Credits
Leisure Services 1147 - Introduction to Voluntarism	3
Leisure Services 1254 - Research Project	3
Arts and Science Requirement	3
Elective	3
Elective	3
Total Credits	15

Total Credits for Graduation 60

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Leisure Services (Leisure Facilities Operations)

This is a two-year joint program between the Southern Alberta Institute of Technology and Mount Royal College. Students must spend the first year of the program at SAIT. The second year will be at Mount Royal College.

It is designed to prepare individuals who are interested in pursuing a career in facility operations including both the programming and maintenance-operations functions.

Although geared to meeting the needs of smaller municipalities, opportunities for employment are also available in larger urban areas.

SAIT Year

Term 1

Introductory Letter Writing
Effective Letter Writing
Orientation
Technical Mathematics
Human Relations
Indoor Facilities
Drafting Recreational Activities

Term 2

Swimming Pool Operations
Facility Management
Low Pressure Boilers
Building Maintenance I
First Aid and Safety

Term 3

Ice Making and Maintenance
Building Maintenance II
Mechanical Room Maintenance
Electrical Fundamentals
Energy Management

Term 4

Turf Construction and Irrigation
Outdoor Facilities
Surveying Camps and Waterfronts
Small Engines
Building Maintenance III

Mount Royal College Year

Semester 1	Credits
Leisure Services 1147 - Introduction to Voluntarism	3
Leisure Services 1240 - Leadership Theory	3
Leisure Services 1243 - Administration of Leisure Services	3
Leisure Services 1246 - Marketing for Sport and Recreation	3
Leisure Services 1250 - Practicum II	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Leisure Services 1210 - Program Planning	3
Administration 1130 - Principles of Management	3
English 1112	3
Total Credits	15

Total MRC Credits for Graduation 31

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".



MUSIC PERFORMANCE

PROGRAMS OFFERED

Diploma - Music Performance

PROGRAM CONSULTANTS

Director, Conservatory of Music and Speech Arts
N. Burgess

Co-ordinator, Music Performance Program
S. Nadler

GENERAL INFORMATION

Young musicians headed for professional careers in music discover that their success will depend primarily on the skills and competencies they demonstrate as performers. In high schools, in universities, and at music schools, students find it difficult to develop the requisite performance skills because the academic requirements of these programs leave students with insufficient time to practice, and few opportunities to perform.

In response to the special needs of young musicians who may have the potential to become professional performers, Mount Royal College has developed a new Diploma Program in Music Performance. Our new program is different in that it alters the balance of the conventional music performance program by placing the emphasis on the development of performing skills.

Music Performance will allow students about five hours a day for concentrated practice and will give them the opportunity to develop their performance skills under very careful guidance. A student's average weekly schedule will include two hours of private lessons, two hours chamber ensemble, three hours of combined literature, repertoire and master class, four hours of theory, three hours of liberal studies (Arts and Science), three hours of orchestral ensemble or choir and time to practice and opportunities to perform.

The program is designed to prepare students for positions in professional performing organizations or for further studies at institutions like the Julliard School of Music, the Banff Centre, the Manhattan School of Music, or the Royal College of Music in London. In addition, students may be interested in furthering their studies in performer diploma programs, such as those offered at the University of Western Ontario or Indiana University. Others may elect to enter degree programs at a variety of universities.

To accommodate those students who wish to continue their studies in university degree programs, the diploma program has been developed in close consultation with a number of prominent universities. All have agreed, in principle, to transfer privileges and most have entrance tests that would allow for placement in advanced levels if competencies are demonstrated.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Note: Those students lacking Alberta Senior Matriculation requirements should be advised that they will encounter difficulty should they wish to transfer to other Canadian institutions.

Additional Admission Requirements Applicants who meet the general requirements above will be selected on the basis of their standing in the following.

Performance Background

Applicants must exhibit proof of performance skills at, or equivalent to, at least a Grade IX Conservatory Level.

Audition

Applicants will be required to have a half-hour audition at which they must play representative works from different periods.

Placement Tests

Placement tests in music theory, history and keyboard are required.

Program Deposit All students accepted into the Music Performance Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program. There is also an additional fee of \$150 per semester over and above the standard College fees.

CURRICULUM

Diploma - Music Performance

Semester 1	Credits
Arts and Science Requirement	3
MUSA 1131 - Piano Instruction	
for Non-Piano Playing Students	1
MUSC 1104 - Chamber Ensemble I	2
MUSC 1108 - Repertoire/Literature	2
MUSC 1109 - Theory of Music I	3
One of MUSC 1115, 1214, 1215, or 1216 - Chorus	
OR One of MUSC 1119, 1219, 1220,	
or 1221 Orchestra	1
MUSD 1100 - Principal Instrument and Voice	4
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
MUSA 1231 - Piano for Non-Piano Playing Students II ..	1
MUSC 1120 - Chamber Music II	2
MUSC 1121 - Repertoire/Literature II	2
MUSC 1123 - Theory of Music II	3
One of MUSC 1214, 1215, or 1216 - Chorus	
OR One of MUSC 1219, 1220, or 1221 - Orchestra	1
MUSD 1200 - Principle Instrument or Voice	4
Total Credits	16

Semester 3	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
One of MUSC 1215 or 1216 - Chorus	
OR One of MUSC 1220 or 1221 - Orchestra	1
MUSC 1230 - Chamber Music III	2
MUSC 1231 - Repertoire/Literature III	2
MUSC 1232 - History of Music I	3
MUSD 1300 - Principal Instrument or Voice	4
MUSA 1331 - Piano (if required)	1
Total Credits	19

Semester 4	Credits
Arts and Science Requirement	3
MUSC 1216 - Chorus IV OR MUSC 1221 - Orchestra IV ..	1
MUSC 1240 - Chamber Ensemble IV	2
MUSC 1241 - Repertoire/Literature IV	2
MUSC 1242 - History of Music II	3
MUSC 1250 - Recital	2
MUSD 1400 - Principal Instrument or Voice	4
MUSA 1431 - Piano (if required)	1
Total Credits	18

Total Credits for Graduation 65-69

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Students will be exempted from piano study if they can display a level of playing at least equivalent to Grade VI.



PROGRAMS OFFERED

Diploma - Nursing
Certificate - Post-Basic Mental Health Nursing

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer
Chairperson, Department of Allied Health
D. Hinde

GENERAL INFORMATION - DIPLOMA

This program is designed to promote the necessary skills in providing nursing care, primarily in the clinical setting. It is also designed to help students develop an awareness of how the individual and/or family relates to their community.

The program provides theory and practice that will enable students to assess patient problems, plan, implement, and evaluate patient care. The helping relationship is emphasized to assist students in functioning at a beginning level nursing position.

In addition to specific nursing courses, the program includes social and biological science courses that provide students with principles to be applied to the practice of nursing. Students obtain experience in a variety of clinical settings (inclusive of acute care areas such as maternity, medicine, surgery, psychiatry, and may obtain clinical experience in extended care areas such as geriatrics or rehabilitation).

The nursing program is 88 weeks in length and is comprised of 4 regular semesters, 2 spring semesters, and a final summer internship experience designed to facilitate transition into the nursing work-force.

After successful completion of the Nursing Program (all required nursing courses and support courses, according to the grading policies established by the nursing faculty), the student is eligible and required to write the Canadian Nurses' Association Testing Service Examination. Successful completion of the C.N.A.T.S. Examination enables the student to apply for registration with the professional association (Alberta Association of Registered Nurses).

Once registration is granted by the professional association (Alberta Association of Registered Nurses), the graduate of the Diploma Nursing Program is able to practice nursing as a Registered Nurse.

THIS PROGRAM IS EVALUATED AND APPROVED ACCORDING TO THE REGULATIONS GOVERNING NURSING EDUCATION PROGRAMS IN THE PROVINCE OF ALBERTA LEADING TO NURSING REGISTRATION, AS PUBLISHED BY THE AUTHORITY OF THE UNIVERSITIES CO-ORDINATING COUNCIL (MAY 1982).

Admission Requirements - Diploma

Regular Admission*

1. Alberta High School Diploma or equivalent,
2. 60% minimum average in five (5) matriculation Grade 12 subjects (as listed below) and a mark of no less than 50% in:
 - (a) English 30
 - (b) Biology 30
 - (c) one other science: Chemistry 30, Physics 30, Mathematics 30, Mathematics 31
 - (d) and two other subjects: Economics 30, a language 30 other than English, Social Studies 30, or an additional science.

For out-of-province equivalents, see the section called "Matriculation From Outside Alberta" located in the University Transfer section.

Mature Admission*

1. Minimum age - 23 years
2. 60% average and a mark of no less than 50% in:
 - (a) English 30
 - (b) Biology 30
 - (c) one of: Chemistry 30, Mathematics 30, Mathematics 31, Physics 30, Economics 30, a language 30 other than English, Social Studies 30.

All applicants are required to have:

1. a recent medical examination;
2. updated immunization (upon acceptance into the program);
3. completed pre-admission assessment tests;
4. Basic Skills Assessment Test (pre-admission testing and basic skills assessment are compulsory);
5. on accepted admission to the program and prior to the first day of classes, students are required to have and present valid and current Cardio-Pulmonary Resuscitation (Basic Life Support) certification.

All applicants will be reviewed with respect to admission requirements and information obtained from pre-admission assessment tests by the Diploma Nursing Program Admissions Committee. A personal interview may be required upon request of the Admissions Committee/Nursing Faculty.

Nursing is a limited enrollment program. Students are advised to apply early and to complete all admission requirements as quickly as possible. Each completed application will be reviewed in order of receipt. Students who expect to complete academic requirements by June of any year should not wait for their final transcripts before applying. Applications will be accepted on or after the last Monday in January for the following academic year. Applications will be accepted until full enrollment is reached.

***Note:** Post-secondary courses cannot be used to satisfy the high school entrance requirements.

Program Deposit All students accepted into the Nursing Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program. Failure to pay this deposit results in the forfeit of a place in the program. The \$50 will be credited towards tuition when you enter the program.

Auditing Courses Special permission must be granted by the Nursing Department for students to audit nursing theory courses. Students who audit theory courses are not allowed to participate in clinical experiences.

Continuance in the Program In order to be considered as continuing students of record in the Nursing Program, students must maintain a minimum 'C' grade in concurrent corequisite nursing courses (theory courses and applied clinical courses). See Grading Policies: Nursing Courses.

Students who fail to maintain the required 'C' average in concurrent corequisite nursing courses will be withdrawn from the Nursing Program.

In addition, students who fail to maintain a minimum grade of 'C' in required non-nursing or support courses will be withdrawn from the Nursing Program.

Students who are no longer students of record in the Nursing Program may apply for readmission to the Nursing Program. Students may repeat nursing courses only at the discretion of, and with permission of, the Diploma Nursing Faculty.

Credit Policy Nursing Courses (Concurrent corequisite theory and applied clinical practice courses):

In order to receive credit for concurrent corequisite nursing courses, students are required to maintain a minimum of a 'C' grade in each nursing course. Failure in an applied clinical course precludes the student receiving credit for the concurrent theory course. Failure in a theory course precludes the student receiving credit for the concurrent clinical course.

Failure to receive credit in either situation results in withdrawal from the nursing program as above, and students must reapply for admission.

If readmission is granted, students are required to repeat both concurrent corequisite nursing courses and to maintain a minimum of a 'C' grade in concurrent corequisite nursing courses to be considered students of record in the program.

Clinical Course Probation Policy Students who are having difficulty maintaining a satisfactory level of performance (minimum 'C' grade) in applied clinical practice courses may be put on probation at any time throughout the course. A clinical probation contract must be completed by the instructor and copies provided for the student and instructor. In addition, the following policies apply:

(a) Students may go on clinical probation only once after completing Nursing 1150/1151. Subsequent performance in all clinical courses must be satisfactory (minimum 'C' grade) or an instructor initiated withdrawal will occur.

(b) Students will not proceed to the next set of concurrent corequisite nursing courses on clinical probation except in extenuating circumstances, in which case the length of probation will be determined by the instructors involved after consultation with the Program Co-ordinator and Department Chairperson. Extenuating circumstances shall not apply to Nursing 1261. Nursing Internship. Students may not proceed from Nursing 1258/1259 into Nursing 1261 on clinical probation.

(c) Students may be placed on probation in a clinical course at any time.

(d) Clinical probation is an instructional prerogative. A student may fail a clinical practice course at any time during that course if the clinical performance of that student is questionable in relation to his/her delivery of safe patient care.

Readmission Any student who discontinues or is withdrawn from the Nursing Program must apply for readmission. This readmission application must be received by the Registrar's Office at least eight weeks prior to the last day of classes in the semester preceding the semester to which the applicant wishes to re-enter. The request for readmission must be submitted to the Allied Health Department, Diploma Nursing Faculty, for approval.

Graduation Requirements In addition to the general graduation requirements, a minimum grade of 'C' is required in all nursing courses and in: Microbiology 1212, Biology 1220, 1221; Psychology 2205, 1240; English 1112 or 2201; and Sociology 2201.

Students will be required to meet all of the program requirements in order to be awarded a diploma in nursing.

CLASS EXEMPTION ROUTE OPTION

As part of a pilot study, graduates of Alberta Vocational Centre Competency Based Nursing Assistant Program (1980) are eligible to apply for class exemptions in Nursing 1150 and Nursing 1151 in the first semester.

For further information about this Class Exemption Route, Alberta Vocational Centre graduates may contact the Registrar's Office or the Nursing and Allied Health Department ON APPLICATION TO THE DIPLOMA NURSING PROGRAM.

REGISTRATION EXAMINATIONS

Students who have successfully completed the nursing program requirements, and who have been awarded the diploma in nursing, are eligible and required to write the Canadian Nurses' Association Testing Service Examination. The C.N.A.T.S. Examination is administered by the Professional Examinations Office as prescribed by the professional Examinations Board in nursing or the Universities Co-ordinating Council. Students eligible to write the C.N.A.T.S. Examination must:

- (1) make application to write the C.N.A.T.S. Examination for the Professional Examinations Office, so that the completed application and required fees are received by the Professional Examinations Office at least ten weeks prior to the desired/scheduled writing dates.
- (2) pay the required fees to write the C.N.A.T.S. Examination.
- (3) request program transcripts, which confirm their program completion and awarding of the Diploma in Nursing from Mount Royal College, be forwarded to the Professional Examinations Office and the Alberta Association of Registered Nurses.

Program candidates are required to successfully pass the C.N.A.T.S. Examination to qualify for registration with the professional association (Alberta Association of Registered Nurses).

The Diploma Nursing Program will be notified as to the success of all candidates in the C.N.A.T.S. Examination and subsequent qualification for registration in Alberta. Students must apply for Temporary Work permits from the Alberta Association of Registered Nurses in order to work in Alberta from the time of program completion until such time as they are notified of successful qualifying scores on the C.N.A.T.S. Examination and receive official registration status.

Guidelines for Students to Complete Courses in Specific Content Area

Requirements are stipulated by the Professional Association (Alberta Association of Registered Nurses) for the writing of the C.N.A.T.S. Examination. Students who have failed their Examination twice, and foreign students and/or other nurses with course deficiencies, are required to repeat recommended courses or take new course work.

Students must apply to the Nursing and Allied Health Department for written permission to enter a specific course in the Nursing Program. If an equivalent course can be presented to meet the stipulated requirement, the student may be allowed admission into the program. In addition, students must apply to the Professional Association (Alberta Association of Registered Nurses)/Professional Examinations Board for approval to enroll in the specific course.

GRADUATE NURSES FROM COUNTRIES OTHER THAN CANADA

Graduates from countries other than Canada must meet the following requirements:

- (1) Confirmation from the Alberta Association of Registered Nurses that the applicant is a graduate nurse from another program/country; that he/she would be eligible to write the C.N.A.T.S. Examination; and that he/she would be eligible to practice nursing in Alberta upon successful completion of a course.
- (2) Pass an English proficiency test (oral/aural and written) administered by Mount Royal College.
- (3) Personal interview may be required upon request of the Admissions Committee.
- (4) Review major curriculum threads, college policies, assignment expectations and clinical expectations prior to or initially in the course.

If the student does obtain admission, it is required that the student:

- (1) Be considered as any other student in the course and that he/she be responsible for the behaviours stated in the course outline.
- (2) Be subject to grading/continuance and credit policies outlined in this calendar and as per the course outline.

The Nursing and Allied Health Department of Mount Royal College will notify the Alberta Association of Registered Nurses of the student's eligibility to rewrite the C.N.A.T.S. Examination upon satisfactory completion of the necessary content, if satisfactory clinical and academic progress has been achieved as outlined above.

CURRICULUM

Students wishing to take required non-nursing courses prior to admission to the Nursing Program should contact program advisors regarding policies.

Diploma - Nursing

Semester 1 (Fall, first year)	Credits
English 1112 or 2201 (see note below)	3
Nursing 1150 - Introductory Concepts of Nursing Process	7
Nursing 1151 - Applied Introductory Nursing Process	4
Biology 1220 - Anatomy and Physiology I	4
Math 1003 (one credit, not credited toward graduation)	-
Total Credits	18
Semester 2 (Winter, first year)	Credits
Nursing 1152 - Introductory Medical-Surgical Nursing	6
Nursing 1153 - Applied Introductory Medical-Surgical Nursing Process	5
Biology 1221 - Anatomy and Physiology II	4
Psychology 2205 - Introductory Psychology I	3
Total Credits	18
Spring Semester (8 weeks)	Credits
Nursing 1154 - Intermediate Medical-Surgical Nursing	3
Nursing 1155 - Applied Intermediate Medical-Surgical Nursing Process	3
Sociology 2201 - Introductory Sociology	3
Total Credits	9

Semester 3 (Fall, second year) Credits

Each student must complete four of the following 8 week nursing courses in this semester. Concurrent nursing courses must be taken in the same semester.

Nursing 1250 - Care of the Family: Advanced Medical-Surgical Nursing	(3)
and	
Nursing 1251 - Applied Advanced Medical-Surgical Nursing Process	(3)
OR	
Nursing 1252 - Care of the Family: Maternity Nursing	(3)
and	
Nursing 1253 - Applied Maternity Nursing Process	(3)
OR	
Nursing 1254 - Care of the Family: Mental Health Nursing	(3)
and	
Nursing 1255 - Applied Mental Health Nursing Process	(3)
OR	
Nursing 1256 - Care of the Family: Pediatric Nursing	(3)
and	
Nursing 1257 - Applied Pediatric Nursing Process	(3)
Nursing Courses (4 courses x 3 credits)	12
Microbiology 1212 - Microbiology and Infectious Diseases in Health Care	4
Psychology 1240 - Life Span Development	3
Total Credits	19

Semester 4 (Winter, second year) Credits

Each student must complete the four remaining nursing courses of those listed above, which were not completed in the fall semester:

Nursing courses (4 courses x 3 credits)	12
Approved Option	3
Approved Option	3
Total Credits	18

Spring Semester II (8 weeks) Credits

Nursing 1258 - Professional and Career Responsibilities	2
Nursing 1259 - Integrated Nursing Practice	6
Total Credits	8

Summer Semester I (8 weeks) Credits

Nursing 1261 - Nursing Internship	5
Total Credits	5

Total Credits for Graduation 95

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

NURSING - POST-BASIC MENTAL HEALTH

GENERAL INFORMATION

The certificate program is designed for post-basic study for registered nurses wishing to develop skills and expertise in the areas of Mental Health Nursing. It is a competency-based program and as a clinical course is designed to prepare the practitioners to deal effectively with mental health concerns in a variety of settings such as psychiatric units of general hospitals, mental hospitals, forensic units, auxiliary hospitals, community mental health settings and in other areas of Alberta's expanding mental health care facilities.

Pattern of Study: Distance Delivery (Home Study)

Distance delivery refers to a method of presenting course material which minimizes instructor/student face-to-face contact. Theory courses are designed using a combination of the following:

1. Independent Study
2. Teleconferences
3. On-campus workshops
4. Instructor/student telephone conferences

Computer managed learning allows students to proceed at their own pace.

Students may assume either a part-time or full-time equivalent status (12 credits or more). Each course will require from six to eight hours per week study time, plus an hour-long teleconference approximately every three weeks. There is a day long on-campus workshop required for most courses.

Part-time students will be granted five years from the time of initially beginning the Post-Basic Mental Health Nursing courses to complete requirements for the certificate, however, most students complete the program in two to three years.

Clinical practica are arranged for each student by the program faculty depending on the student's learning needs, skill development and competence, as assessed by program faculty, and on availability of clinical facilities. In most situations a preceptor in the agency provides supervision and guidance to the student during the practica.

University Transfer

The Post-Basic Mental Health Nursing Certificate Program is transferable to these universities as follows:

1. The University of Calgary - 9 course credit electives in the Post-R.N. Program.
2. University of Alberta - 6 course credit Nursing courses in the Post-R.N. Program.

Please see the Program Co-ordinator for further information regarding transfer credit.

Admission Requirements

1. Students must meet minimum admission requirements for either Regular Admission or Mature Admission as set out in the Mount Royal College Academic Calendar. Special Admission may be granted to an applicant who does not possess the equivalent of high school matriculation but who is currently a Registered Nurse and presents evidence of professional competence and the ability to profit from further study.
2. Graduation from an approved school of nursing and current active registration with the Alberta Association of Registered Nurses, or, if from another province or country, eligibility for registration with the A.A.R.N.
3. Evidence of basic preparation in psychiatric/mental health nursing in a Basic Nursing Program.

Additional Admission Requirements and Procedures

Applicants must submit the following documents with their application:

1. A completed Mount Royal College Admission form (available from the Registrar's Office).
2. Evidence of current registration with the Alberta Association of Registered Nurses, or evidence of eligibility for registration in the form of a letter from the A.A.R.N.
3. Two official transcripts from each post-secondary education institution attended.
4. Two official nursing school transcripts.
5. A letter of reference from the Basic Nursing Program or from the latest employer.
6. Two letters of reference - two professional references or one personal and one professional.
7. One official high school transcript.
8. Basic Life Support Certificate in Cardiopulmonary Resuscitation (must be obtained prior to clinical practica). For information contact the Allied Health and Nursing Department.
9. A completed Additional Program Information form available from the Allied Health and Nursing Department.
10. An interview will be required, either personal or by telephone.

The application deadline for admission to the full-time program beginning in September is JUNE 15. All documentation should be received by this date.

The application deadlines for admission to the part-time program beginning in September and January are MAY 15 and NOVEMBER 15 respectively. All documentation should be received by these dates.

If the class is not full, applications will be accepted until the last day to apply for admission listed in the Mount Royal College academic schedule.

Credit by Examination Students wishing to challenge Post-Basic Mental Health Nursing 1305 - Theoretical Basis for Mental Health must have the written permission of the Program Co-ordinator, before making application for credit by examination.

Financial Assistance Information regarding financial assistance is available from the Alberta Association of Registered Nurses, the Students' Finance Board and Student Services, Mount Royal College.

Evaluation Procedures

1. The evaluation of student performance involves the collection of data concerning the student's knowledge, skills and behaviour so that the student may receive ongoing, realistic and accurate information on his/her performance, and so instructors may gain some measure of their effectiveness, and the College may certify that graduates of this program are professionally competent.
2. Some evaluation procedures (whether examinations, role-playing exercises, simulated patient situations, or work with actual patients) are designed mainly to provide immediate feedback to the student and the instructor. These are called learning evaluations and are not used for calculation of grade point average.
3. Evaluation will also include methods such as self-evaluation of participation in seminars and peer evaluation of group projects. Evaluation guidelines will be supplied for these methods.
4. Supervised examinations are exercises in which the performance of each student is evaluated against a defined, minimally acceptable performance level. If a student falls below that level, the student must demonstrate, after remedial learning, that an acceptable level of performance has been reached. Minimal level of performance acceptable for knowledge competencies will generally be a "C" grade unless otherwise designated. One examination re-write will be allowed for theory courses.
5. The program is directed towards problem-solving and application of knowledge and skill. Clinical evaluations will test the student's factual knowledge and the ability to utilize it to solve problems.

6. Clinical objectives or competencies will be developed jointly by the student and the program instructor in consultation with the preceptor. These must be completed and submitted within the first two weeks of the practicum. For only those students requiring re-orientation to psychiatry, clinical objectives have been developed.
7. In all cases, a failure in a clinical practicum will mean failure from the Post-Basic Mental Health Program, regardless of academic grade. Students may re-enter the program only at the discretion, and with the permission of, the Department Chairman and Program Faculty.

Certificate Requirements

A minimum grade of "C" in all courses unless otherwise indicated and a total of 36 credits are required for the completion of the Post-Basic Mental Health Nursing Certificate.

CURRICULUM

Certificate - Post-Basic Mental Health Nursing

Courses	Credits
PBMH 1305 - Theoretical Basis for Mental Health Nursing*	2
PBMH 1315 - Mental Disorders - Part I	2
PBMH 1325 - Psychiatric Assessment and Nursing Process	2
PBMH 1335 - Somatherapies and Alternative Healing Therapies	2
PBMH 1345 - Intervention Modes - Part I	2
PBMH 1391 - Clinical Practicum I	9
PBMH 1315 - Mental Disorders - Part II	2
PBMH 1345 - Intervention Modes - Part II	2
PBMH 1355 - Community Mental Health Nursing	2
PBMH 1365 - Issues and Trends in Professional Practice	2
PBMH 1396 - Clinical Practicum II	9
Total Credits for Graduation	36

Students must complete the total program of studies in order to graduate.

*Students may apply for credit by examination for this course if previous experience indicates it is appropriate (see previous note).

OCCUPATIONAL HYGIENE TECHNOLOGY

PROGRAMS OFFERED

Diploma - Occupational Hygiene Technology
Certificate - Occupational Hygiene Technology

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
A. Kershaw
Chairperson, Department of Chemical and Biological Sciences
Y. Swendson
Co-ordinator, Occupational Hygiene Technology Program
I. Wheeler

GENERAL INFORMATION

In industry, workers may be exposed to working environments which may cause or contribute to ill-health. These hazards include:

- toxic chemicals
- physical agents, such as noise, heat stress and radiation
- biological agents, such as micro-organisms
- ergonomic concerns, caused by poorly designed tools or work stations

Workers may be protected from these hazards using suitable control methods such as substitution of less hazardous processes or materials, properly designed ventilation systems, process isolation and personal protection.

Increased awareness of the potential health effects and the cost of industrial illness has heightened the interest of employers towards evaluation and control of workplace hazards. Of particular interest are health effects that become evident only after several years of exposure.

Occupational hygiene technologists are trained to identify and evaluate workplace health hazards, and in some cases recommend suitable control measures. They may work independently or provide technical support to an occupational hygienist and other occupational health professionals.

At present, there is a demand for skilled professionals and technologists in the field of occupational hygiene. Employment opportunities exist with municipal, provincial and federal government agencies, consulting companies, and with major companies in the oil, chemical, mining and manufacturing industries.

A two-year Diploma Program and one-year Certificate Program are offered in Occupational Hygiene Technology. The Diploma Program is designed to accommodate recent high school graduates and mature students with little or no related experience. The Certificate Program is aimed primarily at students with some related experience or training, especially those currently working in industry who require upgrading in the field of Occupational Hygiene. Certain courses in the Certificate Program are offered by correspondence. Contact the Faculty of Continuing Education and Extension for further information.

Admission Requirements For admission to the Diploma Program applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

In addition to meeting general admission requirements, it is strongly recommended that diploma program applicants have completed level 30 courses in chemistry, math and physics.

Applicants may be required to attend an interview on campus to ensure that they have a realistic chance for success in the program. After applying for admission, applicants will be sent further information about screening procedures.

For admission to the Certificate Program students must possess an acceptable two-year diploma or degree.

Program Deposit All students accepted into the Occupational Hygiene Technology Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Occupational Hygiene Technology

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Environmental Quality Control 1110 -	
Introduction to Statistics	3
Environmental Quality Control 1222 -	
Occupational Environments	4
Biology 1216 - Human Physiology	4
Chemistry 1182 - Introductory College Chemistry	4
Total Credits	18

Semester 2	Credits
Arts and Science Requirement	3-4
Environmental Quality Control 1215 - Instrumentation	3
Environmental Quality Control 1226 - Industrial Toxicology	4
Electronics 1222 - Basic Electronics	4
Chemistry 1212 - Organic Chemistry	4
Total Credits	18-19

Semester 3	Credits
Arts and Science Requirement	3-4
Environmental Quality Control 1214 - Methods of Air Sampling and Analysis	3
Environmental Quality Control 1227 - Industrial Ventilation	3
Environmental Quality Control 1231 - Advanced Investigative Techniques	3
Electronics 1223 - Basic Electronics and Continuous Monitoring Instrumentation	4
Total Credits	16-17

Semester 4	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Environmental Quality Control 1232 - Advanced Topics in Occupational Hygiene	4
Environmental Quality Control 1234 - Occupational Safety	3
Chemistry 1213 - Quantitative Chemical Analysis	4
Total Credits	17-19
Total Credits for Graduation	69-73

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Certificate - Occupational Hygiene Technology

Semester 1	Credits
Environmental Quality Control 1110 - Introduction to Statistics	3
Environmental Quality Control 1214 - Methods of Air Sampling and Analysis	3
Environmental Quality Control 1222 - Occupational Environments	4
Environmental Quality Control 1227 - Industrial Ventilation	3
Environmental Quality Control 1231 - Advanced Investigative Techniques in Occupational Hygiene	3
Total Credits	16

Semester 2	Credits
Environmental Quality Control 1215 - Instrumentation	3
Electronics 1222 - Basic Electronics OR Electronics 1223 - Basic Electronics and Continuous Monitoring Instrumentation	4
Environmental Quality Control 1226 - Industrial Toxicology	4
Environmental Quality Control 1232 - Advanced Topics in Occupational Hygiene	4
Environmental Quality Control 1234 - Occupational Safety	3
Total Credits	18
Total Credits for Graduation	34

PETROLEUM AND MINERAL RESOURCE LAND MANAGEMENT

PROGRAMS OFFERED

Diploma - Petroleum and Mineral Resource Land Management (Under Review)

Certificate - Petroleum and Mineral Resource Land Management

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
A. Kershaw

Chairperson, Department of Geology and Petroleum Sciences
W. Haglund

GENERAL INFORMATION - DIPLOMA PROGRAM

Petroleum and Mineral Resource Land Management (PMLM), developed in co-operation with the Canadian Association of Petroleum Landmen and the petroleum industry, was offered for the first time in the fall of 1978. PMLM includes a two-year diploma program for non-degreed people who wish to start a career in the field. The program may be completed part-time in the late afternoon and evening.

The landperson, a business representative of a mineral or petroleum company, is usually attached to the exploration department. The company is not concerned with acquiring land itself, it needs the mineral rights; the right to explore for, and to extract oil and gas or hard and soft rock minerals. While most mineral rights are owned by governments in the name of the Crown, occasionally, private property owners and other companies hold them too. The landperson negotiates with these owners to purchase mineral rights on behalf of the company.

Increased emphasis on petroleum and mineral exploration has created a need for additional qualified landpersons. Graduates have a good background to become either a landperson, a management trainee for a producing company, or a lease broker. Careers in hard and soft rock minerals and real estate development may also be open to PMLM graduates. While the oil industry is heavily concentrated in Calgary, career opportunities in mineral resource companies extend all across Canada.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Program Deposit Mount Royal accepts a limited number of applications on a "first-come, first-served basis" for the two-year diploma program in Petroleum and Mineral Resource Land Management.

All students accepted into the diploma program in Petroleum and Mineral Resource Land Management will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Petroleum and Mineral Resource Land Management

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Petroleum 1124 - Introduction to the Petroleum Industry	3
Petroleum and Mineral Resource Land Management 1112 - Real Property Law	3
Petroleum and Mineral Resource Land Management 1114 - Oil and Gas Law I	3
Arts and Science Requirement	3
Total Credits	15

Semester 2	Credits
Administration 1160 - Business Mathematics and Statistics, OR Economics 2201 - Intermediate Economic Theory - Microeconomics I	3
Geology 1120 or Geology 1201 - Physical Geology	4
Petroleum and Mineral Resource Land Management 1214 - Oil and Gas Law II	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Total Credits	16

Semester 3	Credits
Administration 1120 - Principles of Accounting OR Administration 1121 - Financial Accounting Concepts .	4
Administration 1260 - Systems and Procedures for Management, OR Economics 2203 - Principles of Macroeconomics	3
Geology 1205 - Historical Geology	4
Petroleum 1237 - Drilling and Well Completion	3
Arts and Science Requirement	3
Total Credits	17

Semester 4	Credits
Petroleum 1224 - Petroleum Geology	3
Three approved options chosen from the following:	
Administration 1226 - Petroleum Accounting	(3)
Administration 1230 - Business Law	(3)
Computer Science 1160 - Operations and Concepts, OR Computer Science 1165 - BASIC Programming	(3)
Geology 1211 - Principles of Stratigraphy and Sedimentation	(4)
Geophysics 1210 - Principles of Geophysics	(3)
Petroleum and Mineral Resource Land Management 1212 - International Law	(3)
Arts and Science Requirement	3
Total Credits	15-16
Total Credits for Graduation	63-64

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled, "Graduation Requirements".

GENERAL INFORMATION - CERTIFICATE PROGRAM

The one-year program leading to the Certificate in Petroleum and Mineral Resource Land Management is intended for people who hold a Bachelor's degree.

Admission Requirements The Certificate Program in Petroleum and Mineral Resource Land Management has been developed for people who hold a Bachelor's degree. No work experience is necessary.

The Department of Geology and Petroleum Sciences may require an interview with the applicant.

CURRICULUM

Certificate - Petroleum and Mineral Resource Land Management

Semester 1	Credits
Petroleum 1124 - Introduction to the Petroleum Industry	3
Petroleum and Mineral Resource Land Management 1112 - Real Property Law	3
Petroleum and Mineral Resource Land Management 1114 - Oil and Gas Law I	3
Approved Option*	3
Approved Option*	3
Total Credits	15

Semester 2	Credits
Petroleum and Mineral Resource Land Management 1214 - Oil and Gas Law II	3
Petroleum and Mineral Resource Land Management 1220 - Field Services	3
Petroleum and Mineral Resource Land Management 1221 - Lease Records	3
Approved Option*	3
Approved Option*	3
Total Credits	15
Total Credits for Graduation	32

*Approved Options must be chosen in conjunction with the program advisor. Oil and Gas Law I must be successfully completed before Oil and Gas Law II is attempted.

PETROLEUM GEOLOGY

PROGRAM OFFERED

Certificate - Petroleum Geology (under review)

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
A. Kershaw

Chairperson, Department of Geology and Petroleum
Sciences
W. Haglund

GENERAL INFORMATION

The following Petroleum Geology Certificate Program is currently under review.

The Petroleum Geology Certificate Program is designed to permit the student to develop those skills that the geologist must use to successfully find, develop and promote oil and gas "plays"; and to understand the factors and elements within the corporate structure that influence oil and gas exploration. Upon completion of the program the geologist is prepared for entry-level junior geologist positions with junior, intermediate and major oil companies.

Admission Requirements Applicants must hold a University degree in geology; and in addition to the basic admission requirements a personal interview may be required. Applicants will be sent further instructions regarding admission procedures after applying for admission.

Students should apply early and complete all admission requirements as quickly as possible. Each completed application will be reviewed in order of receipt. Applications will be accepted on or after the last Monday in January for entry the following September.

Program Deposit All students accepted into Petroleum Land Management will be required to pay a \$50 non-refundable deposit, within two weeks of notification of acceptance into the program.

CURRICULUM

Semester 1	Credits
Petroleum 1325 - Geology of Petroleum	4
Petroleum 1237 - Drilling and Well Completion	3
Geophysics 1210 - Principles of Geophysics	3
Geology 1330 - Formation Evaluation	4
Geology 1207 - Laboratory Technique	4
Total Credits	18
Semester 2	Credits
Petroleum 1335 - Advanced Petroleum Exploration	6
Petroleum 1339 - Petroleum Corporate Strategy and Operation	3
Petroleum 1331 - Petroleum Regulations and Oil and Gas Law	3
Petroleum 1233 - Petroleum and Gas Economics	3
Total Credits	15
Total Credits for Graduation	33

PETROLEUM LAND MANAGEMENT

PROGRAMS OFFERED

Diploma - Arts and Science - Petroleum Land Management
(Under Review)

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
A. Kershaw

Chairperson, Department of Geology and Petroleum
Sciences
W. Haglund

GENERAL INFORMATION

The Petroleum Land Management Program prepares students for a career in the business part of the petroleum industry. The program is designed as the first two years of a four-year university program in Petroleum Land Management at the Universities of Colorado, Oklahoma or Texas. Diploma students basically study a general business, math, and science curriculum, preparing them for transfer and specialization.

While studying at Mount Royal College, an individual fulfills arts and science requirements in addition to completing courses in math, physics, geology, business and petroleum. Business, math and science courses provide the requirements for transfer.

A high school Mathematics 30 course is highly recommended for entrance into this program.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Program Deposit All students accepted into Petroleum Land Management will be required to pay a \$50 non-refundable deposit, within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma Program - Arts and Science - Petroleum Land Management

General Pattern

Mount Royal College grants an Arts and Science Diploma with a major in Petroleum Land Management to students who complete the minimum requirements outlined in the following four semesters. This Arts and Science diploma will assist in transferability to some university programs but does not prepare students for employment.

However, those students wishing to transfer to the Universities of Colorado, Oklahoma, or Texas should take semester 1 and 2 and then refer to the specific third and fourth semester outlines on the following page.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Petroleum 1124 - Introduction to the	

Petroleum Industry	3
Administration 1121 - Financial Accounting Concepts	4
Economics 2201 - Principles of Microeconomics	3
Mathematics 2211 - Linear Methods I	3
Total Credits	16

Semester 2	Credits
Administration 1224 - Management Accounting	4
Economics 2203 - Principles of Macroeconomics	3
Geology 1201 - Physical Geology	4
Mathematics 2251 - Calculus I	3
Speech 1110 - Fundamentals	3
Total Credits	17

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Geology 1205 - Historical Geology	4
Approved Option	3
Approved Option	3
Total Credits	16

Semester 4	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Petroleum 1224 - Petroleum Geology	3
Approved Option	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	64

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Students planning to transfer to the University of Oklahoma are advised to enroll in Administration 1120 instead of 1121, and 1220 instead of 1224.

University Transfer Pattern (Under Review)

In order to receive credit for all courses completed at Mount Royal College, transfer students must fulfill the requirements of ONE of the three universities listed below. Students should note that these courses are specified by the three universities concerned and are subject to change without notice. Therefore, courses must be selected in consultation with the program advisor.

Transfer to the University of Colorado:

Semesters 3 and 4	Credits
Administration 1131	3
Arts and Science (Area 2, 3, 4 or 5)	3
Chemistry 2201	4
Geology 1205	4
Geology 1211 or Geophysics 1210	3-4
Petroleum 1224	3
Political Science 1110 or 2205	3
Psychology 1110 or 2205	3
Psychology 1211, 1213, 1214 or 1250	3
Total Credits	29-30

Transfer to the University of Oklahoma:

Semesters 3 and 4	Credits
Arts and Science Requirement (Area 1 & 7)	6
Arts and Science Requirement (Area 4)	9
English 1111	3
Geology 1205	4
History 1212 or 1213	3
Mathematics 2253	3
Petroleum 1224	3
Total Credits	31

Transfer to the University of Texas

Semesters 3 and 4	Credits
Arts and Science (Area 1 or 4)	3
Chemistry 2201 and 2203	8
English 1111 and any 1200 Level English Course	6
Geology 1205	4
Geology 1211	4
History 1212 and 1213	6
Petroleum 1224	3
Total Credits	34

PHYSICAL EDUCATION

PROGRAMS OFFERED

Diploma - Physical Education - General
Diploma - Physical Education - Aquatic Administration
Diploma - Physical Education - Athletic Therapy
Diploma - Physical Fitness Leadership
Diploma - Sports Administration
University Transfer

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Leisure Services and Physical Education
D. Nelson

GENERAL INFORMATION - DIPLOMA PROGRAM

Students entering the Physical Education Diploma Program at Mount Royal College have a choice of five patterns depending upon their career design: Aquatic Administration, Athletic Therapy, Sports Administration, Physical Fitness Leadership, or the General Program. The program has sufficient flexibility to allow students who plan to transfer to a university to select appropriate transfer courses to the specific institution.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

All students making application for registration in a diploma program will complete a questionnaire in order to determine the student's previous education, practical experience in Physical Education or Athletics, the student's general understanding of the profession, and a statement of the student's future career plans. Applicants must also submit a letter of reference from either a school principal, school department head, employer, or community leader. The letter will refer to the student's work ethics and potential for success as a professional in the field of Physical Education. Applicants will also complete the assessment tests administered to all entering students.

The questionnaire, letters of reference and testing results will be reviewed by a committee of the Department to determine successful applicants. Where appropriate, the Department will also consider the applicant's graduating average for the high school diploma or high school equivalency courses.

Program Deposit All students accepted into Physical Education will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

GENERAL INFORMATION - UNIVERSITY TRANSFER PROGRAM

Transfer arrangements for the first year of the Mount Royal College program have been established with The University of Calgary. Students must complete five to six courses (maximum of 6) each semester if they are to complete the one-year transfer program.

See the section in this Calendar entitled "Transfer Program Patterns - The University of Calgary".

For information on transfer to other institutions, consult with the Physical Education Department's Program Advisor.

Admission Requirements All students making application for registration in the University Transfer program will complete a questionnaire in order to determine the student's previous education, practical experience in Physical Education or Athletics, the student's general understanding of the profession, and a statement of the student's future career plans. Applicants must also submit a letter of reference from either a school principal, school department head, employer, or community leader. The letter will refer to the student's work ethics and potential for success as a professional in the field of Physical Education. Applicants will also complete the assessment tests administered to all entering students.

The questionnaire, letters of reference and testing results will be reviewed by a committee of the Department to determine successful applicants. In addition, applicants must have a minimum mark of 50% in (1) English 30 and (2) Biology 30 or Chemistry 30 (Biology 30 is preferred as the student must complete a university level biology course). Where appropriate, the Department will also consider the applicant's graduating average for the high school diploma or high school equivalency courses. Successful applicants must also attend a Department orientation meeting prior to registration.

Program Deposit All students accepted into Physical Education will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM - DIPLOMA PROGRAM

Diploma - Physical Education - General Program

This program is designed for students who wish to generalize in Physical Education, or prefer to only enroll in university transfer courses. Students should consult the Alberta Transfer Guide, the Mount Royal College academic advisor in Physical Education and/or the calendar of the institution to which they wish to transfer, before registering in the specific courses.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1114 - Fundamental Fitness and Measurement	3
Physical Education 1224 - Human Anatomy	4
Physical Education Option	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Biology 2201 - Principles of Biology	4
Physical Education Option	3
Physical Education Option	3
Total Credits	17

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Physical Education 1220 - Scientific Basis of the Prevention and Care of Athletic Injuries	3
Physical Education Option	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education	3
Physical Education Option	3
Physical Education Option	3
Elective	3
Total Credits	15

Total Credits for Graduation 63

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Physical Education - Aquatic Administration

Prerequisites for this program are: R.L.S.S. Senior Resuscitation, Bronze Medallion, and Bronze Cross. This is a two-year instructional program for individuals wishing to be trained in the area of organization and administration of aquatic programs. Students will acquire skills in aquatic activities, business administration, leadership, public relations, communications and marketing, evaluation and implementation.

Semester 1	Credits
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Physical Education 1295 - R.L.S.S. and Red Cross Instructor's Course	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Physical Education Option	3
Total Credits	16

Semester 2	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1114 - Fundamental Fitness and Measurement	3
Physical Education 1296 - Advanced Life Saving	3
Physical Education Option	3
Total Credits	15

Semester 3	Credits
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1225 - Organization and Administration of Sport	3
Physical Education 1268 - Introductory and Intermediate Coaching	3
Arts and Science Requirement	3
Elective	3
Total Credits	15

Semester 4	Credits
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education	3
Leisure Services 1246 - Marketing for Sport and Recreation	3
Arts and Science Requirement	3
Physical Education Option	3
Elective	3
Total Credits	15

Total Credits for Graduation 61

Note: Presentation of a valid certification in First Aid and Basic Rescuer CPR is required for graduation.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Physical Education - Athletic Therapy

This program is designed to develop understanding and skill in the theoretical principles and applied practices of Athletic Therapy. Individuals will acquire skills to assess and recondition (based on physician's referral), injured athletes. The student will be able to practice and perform contemporary first aid and C.P.R. principles. The protective and preventative measures needed in physical activity will also be studied.

Semester 1	Credits
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Biology 1216 - Human Physiology	4
Physical Education Option	3
Arts and Science Requirement	3
Total Credits	17

Semester 2	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Fitness 1114 - Fundamental Fitness and Measurement	3
Physical Education 1224 - Human Anatomy	4
Arts and Science Requirement	3
Physical Education Option	3
Total Credits	16

Semester 3	Credits
Arts and Science Requirement	3
Physical Education 1225 - Organization and Administration of Sport	3
Physical Education 1228 - Musculoskeletal Assessment	3
Physical Education 1268 - Introductory and Intermediate Coaching	3
Physical Education Option	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education	3
Physical Education 1222 - Sports Rehabilitation Medicine	3
Physical Education 1227 - Introductory Exercise Physiology	3
Physical Education 1280 - Practicum	3
Total Credits	15
Total Credits for Graduation	63

Note: Presentation of a valid certification in First Aid and Basic Rescuer CPR is required for graduation.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Physical Education - Physical Fitness Leadership

The student will acquire the necessary specialized skills, knowledge and attitudes required to organize and instruct physical fitness classes, evaluate physical fitness levels, operate specialized laboratory equipment, counsel individuals and groups about program design, and establish and operate physical fitness programs in industry, clubs and communities.

Semester 1	Credits
Physical Education 1114 - Fundamental Fitness and Measurement	3
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Arts and Science Requirement	3
Arts and Science Requirement	3
Physical Education Option	3
Total Credits	16

Semester 2	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1224 - Human Anatomy	4
Physical Education 1227 - Introductory Exercise Physiology	3
Physical Education 1210 - Exercise Techniques	3
Total Credits	16

Semester 3	Credits
Physical Education 1218 - Advanced Fitness Techniques .	3
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1225 - Organization and Administration of Sport	3
Biology 1216 - Human Physiology	4
Arts and Science Requirement	3
Physical Education Option	3
Total Credits	16

Semester 4	Credits
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education	3
Physical Education 1280 - Practicum	3
Arts and Science Requirement	3
Physical Education Option	3
Elective	3
Total Credits	15

Total Credits for Graduation 63

Note: Presentation of a valid certification in First Aid and Basic Rescuer CPR is required for graduation.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Physical Education - Sports Administration

This program is designed to train people to work in sports programs at the administrative level. Types of employment include: coaching; directing programs and activities in clubs, leagues, and sports camps; and consulting for government and agencies in the areas of sport, recreation, and fitness.

Students will acquire administrative and organizational skills necessary for planning, designing, marketing, and implementing sports programs, as well as an understanding of various physical skills, teaching and coaching methods, and the biomechanics of sport.

Semester 1	Credits
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education	3
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Physical Education 1268 - Introductory and Intermediate Coaching	3
Arts and Science Requirement	3
Physical Education Option	3
Total Credits	16

Semester 2	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1114 - Fundamental Fitness and Measurement	3
Physical Education 1224 - Human Anatomy	4
Physical Education Option	3
Total Credits	16

Semester 3	Credits
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1225 - Organization and Administration of Sport	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Elective	3
Total Credits	15

Semester 4	Credits
Leisure Services 1246 - Marketing for Sport and Recreation	3
Arts and Science Requirement	3
Physical Education Option	3
Elective	3
Elective	3
Total Credits	15

Total Credits for Graduation 62

Note: Presentation of a valid certification in First Aid and Basic Rescuer CPR is required for graduation.

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled, "Graduation Requirements".

PROFESSIONAL WRITING

PROGRAM OFFERED

Certificate - Professional Writing

PROGRAM CONSULTANTS

Dean, Faculty of Arts
K. Robson

Chairperson, English
J. Cooper

GENERAL INFORMATION - CERTIFICATE PROGRAM

The Professional Writing Certificate prepares students for a variety of writing careers. By developing skills in creative, nonfiction, and business/technical writing, students learn a range of techniques and acquire flexibility in their approach to writing. They also receive specific training in the use of computers, the latest publishing technology, and business-related issues.

Mount Royal College has received approval to offer the Professional Writing Certificate for an initial three year period (September 1, 1988 - June 30, 1991) at which point the program will be reviewed and possibly extended.

Although the program is practical in its career focus, graduates are not assured regular employment. Writers who are employed full-time by industry or government usually possess additional appropriate education or expertise. If graduates already hold a specialized diploma or degree, the certificate will enhance their opportunities. Alternatively, the program will allow graduates to work, whether full- or part-time, as free-lance writers or as consultants.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

More specifically, applicants will require at least two years of prior post-secondary education OR a high school diploma (65% or higher in English 30) with at least two years of relevant work experience.

Applicants will be required to submit a portfolio containing samples of their writing and to attend a personal interview. They must also be able to type at the Typing 10 level or its equivalent. On the Basic Skills Essay, they must score at least five or six.

Program Deposit All students accepted into the Professional Writing Certificate Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM - CERTIFICATE PROGRAM

Semester 1	Credits
English 1217 - Creative Writing	3
English 1229 - Report and Letter Writing	3
English 1235 - Graphic Presentation	3
English 1280 - Principles of Communication	3
English 2201 - Composition	3
Total Credits	15

Semester 2	Credits
English 1335 - Production Editing	2
English 1380 - Professional Writing Business Principles and Practices	1
English 1390 - Professional Practice: Practicum	3
Three of: English 1317 - Advanced Creative Writing	3
English 1329 - Advanced Report Writing	3
English 1360 - Scriptwriting	3
English 1370 - Writing for Publication	3
.....	9
Total Credits	15
Total Credits for Graduation	30

PUBLIC ADMINISTRATION

PROGRAM OFFERED

Certificate - Public Administration (under review)

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts
D. Thomas

Chairperson, Department of Business Administration
I. Wilson

GENERAL INFORMATION - CERTIFICATE PROGRAM

This program is presently under review. Students wishing further information on this program should consult the Business Administration Department.

PUBLIC RELATIONS

PROGRAMS OFFERED

Diploma - Public Relations (Co-operative Education)

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts
D. Thomas

Chairperson, Department of Communications
R. MacDonald

GENERAL INFORMATION

The Public Relations Co-operative Education Program at Mount Royal College is designed to prepare students for employment in the communications industry. Students are given the theoretical basis for public relations work, and will study how public relations techniques are put into operation. Some courses involve projects for Calgary-based organizations, which permit students to "learn by doing".

Students take journalism courses as well as public relations courses. Since most public relations practitioners are required to do news writing and editing and to work closely with media personnel, a thorough understanding of these areas is essential. Students also study graphics, photojournalism, speech, business administration, and marketing.

THIS PROGRAM IS OFFICIALLY RECOGNIZED BY THE CANADIAN PUBLIC RELATIONS SOCIETY.

Co-operative Education All students who are accepted to the Public Relations Program become co-operative education students, and complete two four-month paid work terms with employers in public relations along with their academic semesters. The first work term takes place after students successfully complete two academic semesters; the second takes place after the third and before the fourth academic semester. The work term placements are arranged through the College's Co-operative Education Office and positions are frequently found with major oil and gas companies, transportation firms, radio and television stations, arts and cultural groups, government departments and agencies, and non-profit organizations. Students do not receive a grade for their work terms, but are marked on a pass-fail basis. Students must successfully complete both work terms and all four academic semesters in order to graduate with a diploma noting their co-op education experience.

University Transfer Students who wish to transfer to Canadian universities should consult with the academic advisor to ensure that the courses selected are transferable to the university of their choice.

Admission Requirements The Public Relations Program is a limited enrollment program. Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. Applicants must also have passed Typing 10 or its equivalent.

In addition to meeting the general admission requirements of the College, applicants will be screened to ensure they meet the basic standards that will give them a realistic chance for success in the Public Relations Program and in the field. After applying for admission, applicants will be sent further instructions by the Registrar regarding these screening procedures. Screening procedures include compulsory attendance at a departmental testing session and submission of a portfolio.

Students will be tested for basic reading and writing skills, as well as critical thinking ability. In addition, students will be evaluated on their performance in a current affairs test and in an interview. Anyone scoring acceptably will be eligible for the program. Those scoring below the acceptable level will be expected to consider a program whereby their basic communication skills will be upgraded. Upon successful completion of this upgrading, they may reapply for admission into the program.

Program Deposit All students accepted into the Public Relations Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

Continuance in the Program Students who fail to achieve a minimum of a 'C' grade in any required course in the program will be disqualified from the program and will not be allowed to continue in the program in the subsequent semester.

This grade requirement does not apply to English 1112 or 2201 or the four Arts and Science required courses. Students who have been disqualified may apply for readmission to the program and, if re-admitted, must repeat any required courses in which the 'C' minimum was not met. A minimum grade of 'C' is required in all Communications and required courses in order to qualify for a diploma.

CURRICULUM

Diploma - Public Relations (Co-operative Education)

Semester 1 - September to December	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Communications 1120 - Introduction to Journalism	3
Communications 1132 - Media Relations	3
Communications 1161 - Introduction to Public Relations	3
Total Credits	15
Semester 2 - January to April	Credits
Communications 1141 - Introduction To Photo Journalism	3
Communications 1162 - Introduction to Public Relations II	3
Communications 1212 - General Reporting	3
Communications 1232 - Public Relations Advertising	3
Arts and Science Requirement*	3
Total Credits	15

*Recommended: English 1217, 1229

Work Term I: May to August

Semester 3 September to December	Credits
Communications 1219 - Editing I	4
Communications 1250 - Visual Communications for Public Relations	3
Communications 1260 - Public Relations Analysis	3
Administration 1150 - Principles of Marketing	3
Speech 1112 - Introduction To Public Speaking	3
Total Credits	16

Work Term II: January to April

Semester 4 - May to August	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Communications 1291 - Public Relations Practicum and Special Events	3
Communications 1262 - Public Relations Methods	3
Administration 1131 - Introduction To Business Administration	3
Total Credits	5
Total Credits for Graduation	61

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

REHABILITATION SERVICES

PROGRAMS OFFERED

Diploma - Rehabilitation Services
Certificate - Rehabilitation Services

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Social Services
M. Clark

Co-ordinator, Rehabilitation Services
A. Wight-Felske

GENERAL INFORMATION

The field of rehabilitation services emphasizes the provision of behavioural, social and technical support for the disabled individual. As part of a team of professionals, rehabilitation practitioners design and implement intervention/teaching plans on residential, occupation, social, employment and recreational areas for disabled children and adults.

The Rehabilitation Services Program at Mount Royal College offers a combination of theory and supervised practical experience. Field work is an important aspect of the learning process and students may gain clinical experience in such settings as: day care centres, pre-school programs, special education classes, vocational workshops and residential settings.

Diploma Program All students entering the Diploma Program will be required to complete the core courses and the Arts and Science requirements.

Certificate Program A one-year certificate in Rehabilitation Services is also offered. The Certificate Program is equivalent to the first year of the Diploma Program and is recommended for people with previous experience in the field.

Admission Requirements Applicants must have an Alberta High School Diploma or equivalent, or have left high school and be 18 years of age or older. Rehabilitation Services accepts a limited number of applicants. All applicants must write the Basic Skills Assessment Test prior to admission and must be eligible for English 1112 or higher.

All applicants must provide the Registrar's office with proof that they have ten to twelve hours of observer/participant experience in an agency dealing with either physically or mentally handicapped people. A list of possible agencies is available from the Registrar's Office upon request.

Applicants are required to attend an orientation session held in the spring.

For more information, contact:

Advisor, Rehabilitation Services
Department of Social Services
Mount Royal College
4825 Richard Road S.W.
Calgary, Alberta T3E 6K6
Telephone (403) 240-6983

Program Deposit All students accepted into the Rehabilitation Services Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Rehabilitation Services

Semester 1	Credits
Rehabilitation Services 1113 - Attitudes, Systems, and Resources of Rehabilitation	3
Allied Health 1111 - General Health Care	2
Leisure Services 1261 -	
Survey of Disabling Conditions	3
Psychology 1111/2205 -	
Contemporary Topics in Psychology	3
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Total Credits	17
Semester 2	Credits
Rehabilitation Services 1121 -	
Individual Program Plan I**	3
Rehabilitation Services 1122 - Education of the	
Developmentally Delayed Learner	3
Rehabilitation Services 1123 - Vocational	
Rehabilitation OR Rehabilitation Services 1223 -	
Family and Home Living Training	3
Rehabilitation Services 1261 - Fieldwork**	6
Psychology 1210 - Developmental Psychology I	3
Total Credits	18

Semester 3	Credits
Rehabilitation Services 1210 - Relationship and Counselling Skills	3
Rehabilitation Services 1222 - Individual Program Plan II**	3
Rehabilitation Services 1223 - Family and Home Living Training OR Rehabilitation Services 1123 - Vocational Rehabilitation	3
Rehabilitation Services 1262 - Fieldwork**	6
Approved Option*	3
Total Credits	18

Semester 4	Credits
Rehabilitation Services 1224 - Human Services Organizations	3
Approved Option*	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Total Credits	15

Total Credits for Graduation **68**

* Rehabilitation Approved Options: The student will choose two Rehabilitation approved options from the following list:

- Rehabilitation Services 1214 - Leisure/Recreation Programs for the Disabled
- Rehabilitation Services 1225 - Technical Resources for Disabled Individuals
- Rehabilitation Services 1226 - New Directions in Rehabilitation
- Rehabilitation Services 1242 - Communication Skills for the Handicapped

**Students will be accepted in practicums on the basis of academic performance, professional suitability, fitness and conduct. To be placed in the following practicum courses (REHB 1261, 1262) and the conjoint methods courses (REHB 1121, 1222), students must obtain a minimum G.P.A. of 2.0 in all courses other than Arts and Science Requirements. Students may be required to withdraw from REHB 1121, 1222, 1261, and 1262 within the first three weeks based on their performance in skill competency based exams.

Certificate - Rehabilitation Services

Semester 1	Credits
Rehabilitation Services 1113 - Attitudes; Systems and Resources of Rehabilitation	3
Allied Health 1111 - General Health Care	2
Leisure Services 1261 - Survey of Disabling Conditions	3
Psychology 1111/2205 - Contemporary Topics in Psychology	3
English 1112 or 2201 (see note below)	3
Arts and Science Core Option	3
Total Credits	17

Semester 2	Credits
Rehabilitation Services 1121 - Individual Program Plan I	3
Rehabilitation Services 1122 - Education of the Developmentally Delayed Learner	3
Rehabilitation Services 1123 - Vocational Rehabilitation OR Rehabilitation Services 1223 - Family and Home Living Training	3
Rehabilitation Services 1261 - Fieldwork	6
Psychology 1210 - Developmental Psychology I	3
Total Credits	18
Total Credits for Graduation	35

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

SECRETARIAL ARTS AND OFFICE ADMINISTRATION

PROGRAMS OFFERED

Diploma - Secretarial Arts
Certificate - Secretarial Arts
Certificate - Office Systems Operation and Administration

PROGRAM CONSULTANTS

Dean, Faculty of Business Studies and Applied Arts
D. Thomas
Chairperson, Department of Secretarial Arts and Office Administration
L. Jackson

GENERAL INFORMATION - DIPLOMA PROGRAM

Well trained people are an organization's most valuable asset. With technological advancements, office equipment and procedures are becoming more specialized and individuals with specific training and skills are vital to an organization's day to day operations.

The Secretarial Arts and Office Administration Program at Mount Royal College offers students the training necessary to qualify them for industry's office demands. Students may specialize in one of four areas of study in the Diploma Program depending upon their individual aspirations: General Secretarial, Legal Secretarial, Medical Office Assistant and Word Processing Specialist.

Students are offered a well-rounded education at the College through enrolling in Arts and Science options to complement their Secretarial Arts Diploma.

Admission Requirements Applicants must possess an Alberta High School Diploma or its equivalent. As well; a minimum of grade 11 Math (Math 20 or 23 or their equivalents outside Alberta) and grade 12 English (English 30 or 33 or their equivalents outside Alberta) are required.

Mature students who have been out of high school for one year or more require approval of a Departmental Program Advisor or the Chairman for admission to the program.

Internal Applicants Students wishing to transfer to the Department of Secretarial Arts and Office Administration from other Departments within the College must meet the requirements outlined above or obtain consent of the Chairperson. Such applicants must also meet with a Secretarial Arts Advisor prior to admission into the program.

All applications are subject to review by the Department with respect to admission requirements and information obtained from pre-admission assessment tests. Students may be requested to attend a personal interview with the Department.

Program Deposit All students accepted into Secretarial Arts will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

Articulation Arrangement The Secretarial Arts and Office Administration Department of Mount Royal College has an articulation arrangement whereby Alberta High School students having a high school business education background may apply for advanced standing in the two-year diploma program. Candidates should have a high school diploma, or equivalent, obtained within the past two years. Application must be made for permission to write Articulation Examinations in some first-year secretarial courses upon the student's admission to the Secretarial Arts and Office Administration Program. This could include:

SECR 1117 - Elementary Typewriting
SECR 1131 - Beginning Shorthand
SECR 1144 - Introduction to Bookkeeping

In exceptional cases, the following may be articulated:

SECR 1101 - Fundamentals of Business for Secretaries
SECR 1122 - Communications I
SECR 1145 - Business Data Processing
SECR 1181 - Office Procedures I

A student will not be permitted to write any articulation examination more than once.

A letter grade will not be assigned for articulation examinations. A pass/fail indication will be assigned by the Registrar's Office shortly after the examination has been written.

Examinations will be prepared and administered by instructors in the Secretarial Arts and Office Administration Department, and are designed to test the student's background, knowledge, and skill competency in a given subject area to ensure that the student is capable of working at a level equivalent to that expected of students who have completed an established Mount Royal College introductory level course.

To qualify for articulation privileges, a student must:

1. Make formal application to the Registrar of Mount Royal College for regular admission to the College.

2. Make formal application to the Chairperson of the Secretarial Arts and Office Administration Department for permission to write the articulation examinations at least four weeks prior to the commencement of each semester. Interested applicants should discuss testing preparation and procedures with their high school Business Education Department Heads, Counsellors, or the Secretarial Arts & Office Administration Department of Mount Royal College who will have the appropriate course outlines and course instructor guides.
3. Make arrangements for the writing of the articulation examinations through the Secretary, Secretarial Arts and Office Administration Department, Mount Royal College, 4825 Richard Road S.W., Calgary, Alberta, T3E 6K6. Examinations may be written at Mount Royal College or at a regional testing centre.
4. Pay the articulation examination fee of \$35 for each course, which will cover the preparation of examinations, the invigilation, and the marking of papers. Payment of this fee must be made prior to writing these examinations. Cheques should be made payable to the Registrar, Mount Royal College.

Articulation examination results will be mailed to the candidates within two weeks of writing the examinations.

Qualifications for MRC Articulation Candidacy:

A student who applies for articulation with the Secretarial Arts and Office Administration Department of Mount Royal College should have:

1. an Alberta High School Diploma, or equivalent.
2. a minimum final grade of 'C' or 65% in the high school courses for which articulation is requested.

CURRICULUM - DIPLOMA

Diploma - Secretarial Arts

All students entering two year diploma programs in the Secretarial Arts and Office Administration Department will complete a common core of courses in the first year.

Note: Students majoring in the Word Processing Specialist must successfully complete Secretarial Arts 1216 or equivalent in the first year.

First year core courses:

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Secretarial Arts 1101 - Fundamentals of Business for Secretaries	3
Secretarial Arts 1117 - Elementary Typewriting	3
Secretarial Arts 1122 - Communications I	3
Secretarial Arts 1144 - Introduction to Bookkeeping	4
Total Credits	16

Semester 2	Credits
Secretarial Arts 1216 - Intermediate Typewriting	3
Secretarial Arts 1145 - Business Data Processing	4
Secretarial Arts 1181 - Office Procedures I	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Total Credits	16

Total Credits for the First Year 32

*Students MUST take either English 1112 or 2201 for graduation purposes.

Second Year Specializations:

In the second year of the program, students will choose one of four routes in which to specialize:

- General Secretarial
- Legal Secretarial
- Medical Office Assistant
- Word Processing Specialist

Specialization - General Secretarial

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1280 - Office Procedures II OR Secretarial Arts 1288 - Office Procedures II	3
Total Credits	15

Semester 4	Credits
Secretarial Arts 1220 - Advanced Typewriting Application and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1296 - General Secretarial Internship	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	62

Specialization - Word Processing Specialist

This program provides a general education as well as the training necessary to become a word processing specialist. The program provides courses in liberal arts, develops word processing skills to a high level of speed and efficiency, provides on-the-job training through a word processing internship, and prepares students for the automated electronic office.

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1287 - Electronic Office Systems	3
Total Credits	16

Semester 4	Credits
Secretarial Arts 1202 - Records Management I	3
Secretarial Arts 1220 - Advanced Typewriting Application and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1292 - Word Processing Internship	3
Total Credits	15

Total Credits for Graduation 62

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Specialization - Medical Office Assistant

This program prepares students for employment as medical office assistants. The curriculum is designed to provide theory and practice in basic health occupation skills and to provide for competency in performance of business functions related to the medical office practice. The program encompasses theory and laboratory practice in medical and business skills, as well as selected courses in general education. Although emphasis is on employment in physicians' offices, opportunities are also available in hospitals, extended care facilities, clinics, insurance companies, and industry.

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1271 - Medical Terminology	4
Secretarial Arts 1280 - Office Procedures II	3
Total Credits	18

Semester 4	Credits
Secretarial Arts 1220 - Advanced Typewriting Applications and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1279 - Medical Office Concepts and Functions	3
Secretarial Arts 1291 - Medical Office Internship	3
Total Credits	15

Total Credits for Graduation 65

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science Courses, refer to the section entitled "Graduation Requirements".

Specialization - Legal Secretarial

This program provides a general education as well as training for a position as a competent legal secretary. The program includes courses in liberal arts, develops secretarial skills to a high level of speed and efficiency, develops knowledge in the areas of litigation, real property, and corporate practices, and provides on-the-job training through a specialized internship.

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1260 - Litigation I	3
Secretarial Arts 1261 - Litigation II	3
Total Credits	18

Semester 4	Credits
Secretarial Arts 1220 - Advanced Typewriting Application and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1262 - Real Property	3
Secretarial Arts 1263 - Corporate Practices	3
Secretarial Arts 1294 - Legal Secretary Internship	3
Total Credits	18

Total Credits for Graduation 68

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

GENERAL INFORMATION - CERTIFICATE PROGRAM

Admission Requirements Applicants must possess the equivalent of an Alberta High School diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Students entering a certificate program must satisfy the Department, through a combination of work experience or other means, that they have completed all the first-year secretarial diploma core courses: SECR 1101, 1117, 1122, 1144, 1145, 1181, 1216. Before being placed in the certificate program, applicants will be interviewed and tested individually to assess their competencies.

In order to receive a certificate, students must complete the courses specified for the particular route chosen. First-year core courses and internship courses from the diploma program may not be used as substitutes for any course in the certificate program.

Program Deposit All students accepted into Secretarial Arts will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM - CERTIFICATE

Certificate - General Secretarial

Semester 1	Credits
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1280* - Office Procedures II OR Secretarial Arts 1288* - Office Procedures II	3
Approved Option	3
Approved Option	3
Total Credits	15
Semester 2	Credits
Secretarial Arts 1220 - Advanced Typewriting and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Approved Option	3
Approved Option	3
Total Credits	15

* General Secretarial students who wish to gain employment in the petroleum industry must select SECR 1288.

Total Credits for Graduation 30

Certificate - Word Processing Specialist

Semester 1	Credits
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1287 - Electronic Office Systems	3
Approved Option	3
Approved Option	3
Total Credits	15
Semester 2	Credits
Secretarial Arts 1202 - Records Management I	3
Secretarial Arts 1220 - Advanced Typewriting Applications and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1292 - Word Processing Internship	3
Total Credits	15
Total Credits for Graduation	30

Certificate - Medical Office Assistant

Semester 1	Credits
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1271 - Medical Terminology	3
Secretarial Arts 1280 - Office Procedures II	3
Approved Option	3
Total Credits	15
Semester 2	Credits
Secretarial Arts 1220 - Advanced Typewriting Applications and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1279 - Medical Office Concepts and Functions	3
Approved Option	3
Total Credits	15
Total Credits for Graduation	30

Certificate - Legal Secretarial

Semester 1	Credits
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1217 - Typewriting Applications and Machine Transcription	2
Secretarial Arts 1260 - Litigation I	3
Secretarial Arts 1261 - Litigation II	3
Approved Option	3
Approved Option	3
Total Credits	18

Semester 2	Credits
Secretarial Arts 1220 - Advanced Typewriting Applications and Machine Transcription	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advance Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1262 - Real Property	3
Secretarial Arts 1263 - Corporate Practices	3
Total Credits	15
Total Credits for Graduation	33

Certificate - Office Systems Operation and Administration

GENERAL INFORMATION

This program is aimed at part-time students already in the work force who are interested in career mobility and upgrading their technical, administrative, and communication skills. It is also intended for individuals who want to consider a career change, but lack the specialized skills. Also the program is suitable as a post-graduate certificate for those who have already received traditional training as full-time secretaries.

Admission Requirements Prospective students will be required to bring basic typing/word processing skills to the program along with a number of years of direct business experience. Students without the basic typing/word processing skills will be expected to complete one or more upgrading courses. These upgrading courses can be taken at Mount Royal College or at other institutions offering equivalent courses.

Program Deposit All students accepted into the Office Systems Operation and Administration Program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Certificate - Office Systems Operation and Administration

Semester 1	Credits
Secretarial Arts 1257 - Advanced Word Processing Applications	4
Secretarial Arts 1258 - Records Management for the Automated Office	4
Secretarial Arts 1266 - Introduction to Integrated Software Applications	4
Administration 1210 - Business Communications	3
Computer Science 1160 - Micro-computer Technology and Applications	3
Total Credits	18

Semester 2	Credits
Secretarial Arts 1259 - Graphic Design for Business Applications	4
Secretarial Arts 1267 - Advanced Integrated Software Applications OR Administration Elective	3-4
Secretarial Arts 1268 - Office Project Administration and Co-ordination	3
Administration 1279 - Office and Staff Administration	4
Computer Science 1230 - Advanced Micro-computer Applications or Administration Elective	4
Total Credits	16-17
Total Credits for Graduation	34-35

SOCIAL SERVICE CAREERS

PROGRAMS OFFERED

Diploma - Social Service Careers
Diploma - Arts and Science - Applied Social Sciences
(under review)

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer
Chairperson, Department of Social Services
M. Clark
Co-ordinator, Social Service Careers
J. Hagerman

GENERAL INFORMATION - DIPLOMA - SOCIAL SERVICE CAREERS

This is a two-year program which combines a knowledge of the humanities and behavioral sciences, an understanding of social work theory and philosophy and the development of practical skills, in the College, an through field-work experience. Students are prepared for employment in a broad range of private health, welfare and social agencies, as well as provincial and municipal social service, health and welfare agencies. The program prepares students to provide counselling, guidance, emotional support, and material aid to individuals and small groups.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Mount Royal College accepts a limited number of applicants into the Social Service Careers Program. Applicants are screened to ensure they have a realistic chance for success in the program. All applicants must write the Basic Skills Assessment Test prior to admission and must be eligible for English 1112 or higher.

In the second year, the number of students accepted may be limited by the number of field work (practice in agencies) placements available. Students will be expected to compete for these opportunities in a variety of ways, including academic performance, professional suitability, fitness and conduct, and volunteer community service. Placement of all qualified students in a practicum situation cannot be guaranteed. All students registering in this program must do so in consultation with a program advisor.

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

CURRICULUM

Diploma - Social Service Careers

If a student wishes to graduate in four semesters, the following pattern of course selection is essential.

Semester 1	Credits
Social Work 1110 - Emotional Growth	3
Social Work 1114 - Social Work Process	6
Social Work 1186 - Field Work (see note below)	3
Plus three courses from the six listed below*	9

Total Credits 21

Social Work 1186 is open only to Social Service Careers students who are enrolled in the other Semester 1 Social Work courses concurrently or who have already completed them.

Semester 2	Credits
Social Work 1211 - Emotional Maturity	3
Social Work 1215 - Social Service Methods	6
Social Work 1286 - Field Work (see note below)	3
Plus the remaining three courses from the six courses listed below*	9

Total Credits 21

Social Work 1286 is open only to Social Service Careers students who are enrolled in all other semester 1 and semester 2 Social Work courses concurrently or who have already completed them.

Semester 3	Credits
Social Work 1212 - Relationship Adjustments	3
Social Work 1213 - Understanding and Working with Abnormal Behaviour	3
Social Work 1216 - Social Service Process	3
Social Work 1218 - Social Service Techniques	3
Total Credits	12

Semester 4	Credits
Social Work 1217 - Social Service Process	3
Social Work 1219 - Social Service Techniques	3
Social Work 1294 - Social Service Field Work - Advanced (see note below)	4
Social Work 1295 - Social Service Field Work - Advanced (see note below)	4
Total Credits	14

Total Credits for Graduation 68

Social Work 1294 and 1295 are open only to Social Service Careers students who are enrolled in all other Semester 1, 2, 3, and 4 Social Work courses or who have already completed them. Additionally, no student will be permitted to enroll in these courses whose total semester credit load exceeds 17 credits.

*In addition to the Program Pattern Requirements listed above, students must complete the following six courses to graduate:

Courses	Credits
English 1112 or 2201 (see note below)	3
Four Arts and Science Requirements (see section in this Calendar entitled "General Graduation Requirements")	12
One Elective	3
Total Credits (other than Social Work course credits)	18

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

GENERAL INFORMATION - DIPLOMA - APPLIED SOCIAL SCIENCES

The following describes the Applied Social Sciences Program, however, it is not being offered in 1988-89.

The Applied Social Sciences Program is designed to give students pursuing a university degree in social sciences a broad background in the application of social sciences theory in a variety of human service settings.

The Applied Social Sciences Program is an alternative to the Social Service Careers Program and is intended for students who wish to take social work courses without doing the field work practice in a social work agency at this time. In place of the field work courses, students select other courses, usually those courses transferable to various university degree programs.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma or have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

As a limited number of students are accepted into this program, applicants may be screened to ensure that they have a realistic chance for success in the program.

Program Deposit All students accepted into Applied Social Sciences will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program.

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

CURRICULUM

Diploma - Applied Social Sciences

Semester 1	Credits
Social Work 1110 - Emotional Growth	3
Social Work 1114 - Social Work Process	6
Plus three courses from the twelve listed below*	9
Total Credits	18

Semester 2	Credits
Social Work 1211 - Emotional Maturity	3
Social Work 1215 - Social Service Methods	6
Plus three courses from the twelve listed below*	9
Total Credits	18

Semester 3	Credits
Social Work 1216 - Social Service Process	3
Social Work 1218 - Social Service Techniques	3
Plus three courses from the twelve listed below*	9
Total Credits	15

Semester 4	Credits
Social Work 1217 - Social Service Process	3
Social Work 1219 - Social Service Techniques	3
Plus three courses from the twelve listed below*	9
Total Credits	15

Total Credits for Graduation	66
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*In addition to the Program Pattern Requirements listed above, students must complete the following twelve courses to graduate:

Courses	Credits
English 1112 or 2201 (see note below)	3
Four Arts and Science Requirements (see section in this Calendar entitled "General Graduation Requirements")	12
Five Arts and Science Options	15
2 Electives	6
Total Credits	36

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

PROGRAMS OFFERED

(Voice Production and Oral Interpretation)
 Diploma - Speech (under review)
 Diploma - Arts and Science - Speech (under review)

PROGRAM CONSULTANTS

Dean, Faculty of Arts
 K. Robson

Chairperson, Department of Fine and Performing Arts
 L. duFort

GENERAL INFORMATION

The following describes the Speech Program; however, it is not being offered in 1988-89.

This two-year diploma program is intended for prospective private speech teachers. For the most part, graduates become self-employed speech teachers who instruct on an individual and small group basis in much the way that music teachers do. In addition, graduates may be afforded opportunities to work as free-lance consultants or instructors in established conservatories. Successful practitioners are able to both earn a living and contribute to the community by imparting speech skills to clients.

On completion of this two-year diploma program, graduates wishing to obtain certification with an Associate Diploma of Mount Royal College (A.M.R.C.) must enroll in the Conservatory of Music and Speech Arts in order to complete their training. The program provides transfer privileges to four-year programs at certain universities in the United States. These institutions offer degrees in speech production and oral interpretation, as well as speech therapy.

There are no degree programs in speech production and oral interpretation at universities in Canada. Those institutions with degree programs in Speech Therapy do not grant transfer credit for this diploma program. Therefore, students wishing to proceed to a university in Canada may, with the assistance of an advisor, choose courses that will enable them to transfer into degree programs in Drama.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Those students lacking Alberta Senior Matriculation requirements should be advised that they will encounter difficulty should they wish to transfer to other Canadian institutions.

Applicants who meet the general requirements above will have their courses selected by an academic advisor on the basis of the following criteria:

Placement Tests - Entry into the program will be determined by results of the Basic Skills Assessment Test in reading and composition.

Orientation - Prospective students are required to attend an orientation session at which time their career goals will be discussed. Applicants may also be requested to attend an interview at which time their speaking skills will be assessed.

Program Deposit All students accepted into the Speech program will be required to pay a \$50 non-refundable deposit within two weeks of notification of acceptance into the program. There may also be an additional fee of approximately \$130 per semester for private instruction in selected Speech courses. These courses are offered in conjunction with the Conservatory of Music and Speech Arts.

Continuance in the Program Students who fail to achieve at least a minimum of a 'C-' grade in any core course in the program will not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1112 or 2201, the four Arts and Science required courses, and electives. Students who have been disqualified may apply for readmission to the program and must repeat any required courses in which the 'C-' minimum was not met.

CURRICULUM

Diploma - Speech

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Speech 1110 - Fundamentals	3
Speech 1130 - Voice Lab I	1
Drama 1128 - Acting I	3
Total Credits	13
Semester 2	Credits
English 1111 - Introduction to Literary Forms	3
Arts and Science Requirement	3
Speech 1112 - Introduction to Public Speaking	
Using Visual Aids	3
Speech 1131 - Voice Lab II	1
Drama 1228 - Acting II	3
Total Credits	13

Semester 3	Credits
English 1210 - English Literature to the Eighteenth Century	3
Arts and Science Requirement	3
Speech 1220 - Reader's Theatre I	3
Drama 1216 - Early Theatre	3
Linguistics 1210 - The Nature of Language I	3
Elective	3
Total Credits	18

Semester 4	Credits
English 1211 - English Literature from the Eighteenth Century to the Present	3
Arts and Science Requirement	3
Speech 1221 - Reader's Theatre II	3
Speech 1223 - Speech Science	3
Drama 1217 - Modern Theatre	3
Elective	3
Total Credits	18

Total Credits for Graduation 62

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

Diploma - Arts and Science - Speech

Students seeking a university degree are advised to take this diploma that is transferable to certain universities in the United States. There are no degree programs in speech in Canada with the exception of speech therapy. The Mount Royal speech courses are not transferable to these programs.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Total Credits	15

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

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

Semester 4	Credits
Arts and Science Requirement	3
Arts and Science Option	3
Approved Option	3
Approved Option	3
Elective	3
Total Credits	15

Total Minimum Credits for Graduation 60

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

THEATRE ARTS

PROGRAMS OFFERED

Diploma - Arts and Science - Theatre Arts

PROGRAM CONSULTANTS

Dean, Faculty of Arts
K. Robson

Chairperson, Department of Fine and Performing Arts
L. du Fort

GENERAL INFORMATION

There is an increasing interest in theatre arts throughout Canada. More professional theatre companies are being formed, educational drama has become a part of most school curriculae, and a surge of nationalism has generated increased interest in Canadian playwriting and production. Television and film companies, both Canadian and foreign, have discovered our talented Canadian actors and technicians.

Mount Royal College offers diverse opportunities for education in theatre arts and drama. Students who wish to continue their studies after high school but are unable to enter university may find the program flexible enough to suit their needs. It enables them to: complete their high school requirements along with drama courses and transfer to university; and/or complete ten Mount Royal College transfer courses and continue to university via the Letter of Recommendation (see section "Admission to Alberta Universities by Recommendation"); and/or use the knowledge and expertise they have gained to prepare for audition requirements to professional schools.

Degree requirements vary from university to university. Students should consult the academic advisor in Theatre Arts who will assist in planning a program to conform with the requirements of the chosen university.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

Applicants who meet the general requirements above will have their courses selected by an academic advisor on the basis of placement tests and an assessment interview.

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

Continuance in the Program Students who fail to achieve at least a minimum of a 'C-' grade in any required course will be disqualified and will not be allowed to continue in the program in the subsequent semester. This grade requirement does not apply to English 1112 or 2201, the four Arts and Science required courses, and electives. Students who have been disqualified may apply for readmission to the program and must repeat any required courses in which the 'C-' minimum was not met.

CURRICULUM

Diploma - Arts and Science - Theatre Arts

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Drama 1100 - Stage Make-Up I	1
Drama 1114 - Introduction to Creative Movement for Actors	3
Drama 1120 - Stagecraft I	3
Drama 1128 - Acting I	3
Drama 1200 - Stage Make-Up II	1
Speech 1130 - Voice Lab I	1
One of Drama 1106, 1107, 1108, 1109	1
Total Credits	16

Semester 2	Credits
Drama 1215 - Creative Movement	3
Drama 1221 - Stagecraft II	3
Drama 1228 - Acting II	3
Speech 1131 - Voice Lab II	1
Elective	3
Total Credits	13

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Drama 1216 - Early Theatre	3
Drama Option	3-6
Drama Option	3
One of Drama 1106, 1107, 1108, 1109	1
Total Credits	16-19

Semester 4	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Drama 1217 - Modern Theatre	3
Elective/Drama Option	3-6
Elective/Drama Option	3
Total Credits	15-18

Total Credits for Graduation 60-66

For 'Restrictions and Interpretations' concerning the program requirements for English, Elective, and Arts and Science courses, refer to the section entitled "Graduation Requirements".

UNIVERSITY TRANSFER

GENERAL

Students intending to continue their studies at a university should consult the calendar(s) of the institution they wish to attend and ensure that they meet the admission requirements of the program or faculty of their choice. It is strongly recommended that students possess the equivalent of Alberta Grade 12 Senior Matriculation or, as an alternative, that they complete two semesters (a minimum of 10 appropriate semester courses) at the College and qualify for admission to a university in Alberta in accordance with the Letter of Recommendation policy outlined below.

ADMISSION TO ALBERTA UNIVERSITIES BY LETTER OF RECOMMENDATION

Students who do not meet the normal requirements for admission to Alberta universities may usually qualify for admission by successfully completing 10 Mount Royal College courses with a grade point average of not less than 2.00. The Alberta universities will accept students under this arrangement, provided the university receives a letter from the Registrar of Mount Royal College giving reasons why the student should be deemed to have satisfied matriculation requirements.

In the case of a Letter of Recommendation to the Faculty of General Studies at The University of Calgary, there must be evidence that a student has attained a standard of English plus Mathematics or a foreign language to the Grade 12 level. Students intending to proceed to The University of Calgary using the Letter of Recommendation route should therefore ensure that they have attained the level of competency mentioned. The Learning Skills courses and English as a Second Language courses offered at Mount Royal College may not be used for this purpose.

Requirements for admission to other faculties at the University may be obtained from the Registrar's Office. Where these conditions are satisfied, the student may be considered eligible for admission to the appropriate faculty or school, provided the faculty or school has no admission requirements other than the matriculation requirements. Where selection procedures are involved in the admission to the faculty or school of the University, the applicant shall be treated on the same basis as any other person seeking admission to that faculty or school. (See also "Transfer Program Patterns - The University of Calgary - Regulation Number 4".)

In addition, such students may upon recommendation, receive advanced credit in selected faculties provided the courses recommended are listed in the Alberta Transfer Guide.

MATRICULATION FROM OUTSIDE ALBERTA

While most College programs do not require that a student have the equivalent of Alberta Grade 12 Senior Matriculation (provided that the student is at least 18 years of age), students interested in entering a College program with academic admission requirements or interested in entering a university transfer program may find the following chart useful. Please note that five distinct subjects are usually required.

The chart below only provides general guidelines; requirements will vary from university to university. Students are urged to consult the calendar of the university to which they intend to transfer for more detailed information.

The following certificates are generally accepted as equivalent to Alberta Grade 12 Senior Matriculation. Five distinct subjects are required.

CANADA

British Columbia

- Grade 13: applicants who graduated from B.C. high schools prior to 1967.
- Grade 12: applicants who graduated from B.C. high schools in 1967 or later.

Saskatchewan

- Applicants whose matriculation standing was obtained in 1965 or later are required to present a minimum average of 65.0% for admission.
- Exceptions will only be made in the case of applicants who have been a bona fide resident of the Province of Alberta for 12 consecutive months prior to the start of classes or who are able to present proof of admissibility to a university in Saskatchewan.

Manitoba

- Grade 12.
- Applicants are required to present five distinct subjects of which four must be number "300" and the fifth subject may be numbered either "300" or "301".
- Subjects numbered "301" are not acceptable in lieu of required subjects for admission to a program.

Ontario

- Grade 13 in five distinct subjects or five Ontario Academic Courses (OAC).
- English at the Grade 13 level or OAC English is required.

Quebec

- First year CEGEP program in prescribed subjects.
- The Secondaire V Certificate, by itself, is not acceptable.
- Two semesters each of the five prescribed subjects with an overall average of at least 70.0%.

New Brunswick

- Grade 13 or first-year university: applicants who graduated from N.B. high schools prior to 1971.
- Grade 12: applicants who graduated from N.B. high schools in 1971 or later.

Nova Scotia

- Grade 12.

Prince Edward Island

- First year University of Prince Edward Island.
- applicants who graduated from P.E.I. high schools prior to 1972.
- Grade 12: applicants who graduated from P.E.I. high schools in 1972 or later.

Newfoundland

- Grade 12 in five prescribed subjects (to include English and at least three other academic subjects at the 3200 level).

INTERNATIONAL BACCALAUREATE

The International Baccalaureate with standing in six distinct subjects - three Higher Level and three Subsidiary Level subjects - with grades of '4' or above is accepted as being equivalent to Senior Matriculation.

Canadian citizens who have completed their high school education (twelfth or thirteenth year) under an educational system listed below will be required to meet the same admission requirements as outlined for that country.

INTERNATIONAL EQUIVALENTS

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

The United States Any applicant from the United States may be considered for admission on presentation of a full academic high school program plus acceptable scores on the College Entrance Examination Board (CEEB) tests.

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

United Kingdom and Commonwealth Countries The General Certificate of Education and Higher School Certificate may be accepted as equivalent to Senior Matriculation with standing at the Advanced/Principal Level in at least two appropriate subjects and at the Ordinary/Subsidiary Level in the remainder of the subjects prescribed for admission to the university faculty concerned. The same subjects cannot be counted at both levels. Grades of 'D' and 'E' at the Ordinary Level and '7', '8', and '9' on School Certificates are not acceptable.

Other Countries Applicants educated in other countries may be considered for admission on their academic merits.

TRANSFER PROGRAM PATTERNS - THE UNIVERSITY OF CALGARY

This section describes program patterns that transfer to degree programs offered by The University of Calgary. The conditions under which students enrolled may expect recognition at The University of Calgary are specified below.

Students of Mount Royal College are in no way considered students of The University of Calgary. Upon successful completion of their work at Mount Royal College and the attainment of satisfactory standing on final examinations, these students must apply for admission to The University of Calgary for further studies. In order to transfer to The University of Calgary, students must have completed the matriculation requirements of the faculty in which they intend to enroll or be recommended for admission (see below) and have obtained satisfactory standing in their studies at Mount Royal College. In this regard, students transferring from Mount Royal College to The University of Calgary should be aware that an excessive number of withdrawals or a cumulative GPA below 2.00 will result in refusal of admission to The University of Calgary.

Students proceeding towards a degree at The University of Calgary are NOT allowed to complete courses at Mount Royal College while concurrently registered in courses at The University of Calgary. Students proceeding toward a degree at the University who wish to be absent from the University for one or more sessions can apply to their faculty at The University of Calgary to take courses at Mount Royal College as a Visiting Student. If permission is granted by the faculty, a Letter of Permission will be sent to Mount Royal College. Upon completion of course work, such students are not required to re-apply for admission to the University but must submit official Mount Royal College transcripts. Students proceeding toward a degree at The University of Calgary who elect on their own to attend Mount Royal College MUST re-apply for admission by the University's stated deadlines, and no guarantee is given that any course work completed at Mount Royal College will be accepted for transfer credit.

Since the University's regulations can be changed annually, prospective applicants are well advised to be aware of the University's regulations for the year in which they will be seeking entrance.

In addition to the courses listed in the following section, The University of Calgary is also prepared to grant credit for certain specified Mount Royal College courses to students who have satisfied the admission requirements of the University. Details regarding which courses are acceptable and the conditions under which credits may be expected are available from the Registrar's Office of either institution or the Alberta Transfer Guide.

Students are urged to contact the appropriate faculty at The University of Calgary or their program advisor at Mount Royal College before enrolling in Mount Royal College courses.

ADVANCED CREDIT LIMITATIONS

Advanced credits are limited by the residence requirements of the different faculties at The University of Calgary. The maximum transfer credit accepted in the Faculty of Physical Education is one year, including only one full-course equivalent in activity courses. The remainder of the faculties normally accept up to two years of transfer credit.

Students attending The University of Calgary are not normally allowed to repeat a course more than once. Students attending Mount Royal College must be aware of this regulation since courses completed three or more times may not be accepted for transfer credit.

The University of Calgary science courses and French language courses as offered at Mount Royal College often stipulate other university-level courses as prerequisites. Prerequisites must be completed with grades of 'C-' or above in order to proceed with the next course.

ADMISSION REQUIREMENTS AND TRANSFER REGULATIONS

Students are admitted to courses approved by The University of Calgary if they meet one of four sets of regulations shown below. Details regarding admission requirements to various faculties at The University of Calgary are shown on the following pages.

Regulation Number 1 Senior matriculation standing according to the faculty desired as specified by The University of Calgary. A student so admitted will be permitted to carry as many as five full University of Calgary courses.

Regulation Number 2 50% or higher standing in five matriculation subjects with an average of less than 60%.

Such a student would complete one or more Grade 12 Senior Matriculation equivalents in order to gain a 60% average along with The University of Calgary courses; the combined total may not exceed five courses in any session.

- OR -

Applicants with 50% or higher in acceptable Alberta Grade 12 subjects (or equivalents) may take a combination of Senior Matriculation equivalents and University of Calgary courses; the total may not exceed five courses in any given session.

For example, students with one deficiency would complete one Senior Matriculation equivalent and four University of Calgary courses for a total of five courses. Students with four deficiencies would only be allowed to complete one University of Calgary course.

Students admitted under Regulation Number 2 are responsible for clearing any matriculation deficiencies. To do this, students in consultation with their academic advisors will take appropriate courses, usually during the first semester. Normally these students will not be allowed to enroll in more than four full University of Calgary courses.

Students of Mount Royal College may clear their matriculation deficiency by writing the appropriate Grade 12 Diploma Examination or by completing appropriate Mount Royal College courses. The Mount Royal College courses that may be used in place of Alberta Grade 12 subjects are listed below:

Mount Royal College Courses:	Alberta Grade 12 Courses:
Biology 1110	Biology 30
Chemistry 1030	Chemistry 30
Economics 1030	Economics 30
English 1030	English 30
French 2203	French 30
German 2207	German 30
Latin 1111	Latin 30
Mathematics 1030	Mathematics 30
Mathematics 1031	Mathematics 31
Physics 1030	Physics 30
Social Science 1030	Social Studies 30
Spanish 1111	Spanish 30

While students can use these courses as alternatives to high school 30 or 31 level courses for entrance into an Alberta university, they cannot receive credit on their high school diploma unless they write and pass the appropriate Grade 12 Diploma Examinations.

Students who are eligible to use a five-credit Grade 12 subject to clear their matriculation deficiency must complete this subject through the Department of Education, or Economics 1030 as listed above, with a minimum mark of 50% or equivalent.

For purposes of computing the matriculation average only, The University of Calgary will evaluate Mount Royal College 30 level course grades and convert them in accordance with the following scale. This must not be confused with the grading scale to which the College adheres.

MRC Letter Grade:	Percent Scale:
A+	97%
A	90%
A-	80%
B+	77%
B	75%
B-	70%
C	67%
C	65%
C-	60%
D+	55%
D	50%

Students who fail to complete the matriculation requirements in the first semester may proceed as follows:

If the students originally presented four matriculation subjects and their fifth subject is still below 50%, they may write their Mount Royal College final examinations. These students will not be permitted to transfer to The University of Calgary until their deficiency is cleared, at which time the University will consider advanced credit.

Applicants seeking admission to The University of Calgary who have been granted exemption for senior matriculation subjects on the basis of Ordinary and Advanced Level subject equivalents are required to obtain a "C-" or higher grade in all senior matriculation equivalent courses completed at Mount Royal College.

Regulation Number 3 Nonmatriculated Adult Students: Mount Royal College will be pleased to accept applications from students who are 21 years of age or older and desire a university education, but who do not present complete matriculation. Normally, such applicants must arrange for an interview with the appropriate faculty at The University of Calgary which they eventually wish to enter prior to submitting an application for admission form. Matriculation level English or equivalent is required before admission to The University of Calgary will be considered, and additional matriculation level subjects are often also required (e.g., one of Mathematics 30 or a language 30 other than English is required for admission to the Faculty of General Studies).

Faculties at The University of Calgary which have selection procedures can give advice to the nonmatriculated adult applicant regarding courses to be completed at Mount Royal College. While students cannot be guaranteed automatic admission to the limited enrollment faculties upon completion of course work at Mount Royal College, they will be considered for admission along with all other candidates.

Regulation Number 4 Admission to The University of Calgary by Recommendation: Applicants who do not possess clear senior matriculation, but have successfully completed one year or more (10 or more semester courses) at Mount Royal College will be deemed to have satisfied the matriculation requirements of a faculty of The University of Calgary, provided the University receives a letter from the Registrar of Mount Royal College giving reasons why that person should be deemed to have satisfied matriculation requirements (Letter of Recommendation). Some faculties require the prior completion of specified matriculation courses before admission under this category will be granted [e.g., English 30 and one of Mathematics 30 or language 30 (other than English) or appropriate equivalents are required for admission to the Faculty of General Studies]. Where these conditions are satisfied, the person shall receive automatic admission to the appropriate faculty, provided the faculty has no admission requirements other than matriculation requirements.

Where selection procedures are involved for admission to a faculty at The University of Calgary (presently the faculties of Education, Engineering, Management, Nursing, Physical Education and Social Welfare), the applicant shall be treated on the same basis as any other person seeking admission to that faculty.

In addition, students recommended for admission can receive advanced credit for course work completed at Mount Royal College, provided the courses are listed in the Alberta Transfer Guide or are University of Calgary courses as offered at Mount Royal College. Such transfer credit is subject to the transfer credit regulations stipulated by The University of Calgary.

English Language Proficiency Requirements Students who have not been residents of Canada or other English speaking countries for five consecutive years prior to admission to The University of Calgary MUST write and obtain a score of 580 or above on the Test of English as a Foreign Language (TOEFL) examination. No student will be admitted unless this requirement has first been satisfied. Applicants may be exempted from the requirement if they have successfully completed at least three years of formal, full-time study at an English secondary or post-secondary institution in an English-speaking country during the five consecutive years immediately preceding the session to which they are applying for admission. Canadian citizens are not required to complete the TOEFL Examination.

Students Wishing to Transfer to The University of Calgary in January or May Students from Mount Royal College wishing to gain admission to The University of Calgary for the Winter Session must apply for admission to the University by December 1st for most faculties. It should be noted that the normal entry to many faculties at the University is the Fall Session and that some faculties will not accept new students for the Spring, Summer or Winter Sessions.

Very few students from Mount Royal College are admitted to the Spring Session at the University since it is not possible to receive transcripts from Mount Royal College indicating Winter Semester grades prior to the start of the Spring Session at the University. Letters from instructors indicating final grades will not be accepted. Applicants who are 21 years of age or older can be considered for admission as Unclassified Non-degree Students to the Spring Session at the University. Such students are only permitted to take two half courses in the Spring Session. Transcripts should be available in sufficient time to consider applicants from Mount Royal College for admission to the Summer Session at the University.

FACULTY OF GENERAL STUDIES

The University of Calgary

Admission to the Faculties of Humanities, Science and Social Sciences at The University of Calgary is only granted after students have completed one full year of university study with specified standing and content. Normally, the first year of university study would be taken in the Faculty of General Studies if the students were attending The University of Calgary. Students who wish to obtain a General Studies degree will remain in the Faculty of General Studies for all four years of their degree program.

Applicants with less than two years of advanced credit will be considered for admission to the Faculty of General Studies. Once an applicant has two years of credit, the applicant must either gain admission to another faculty or be granted admission to a General Studies degree program as offered by the Faculty of General Studies. The requirements for admission to a General Studies degree program include English 30 and Mathematics 30 or appropriate equivalents and a cumulative GPA of 2.00 or above. Applicants refused admission to other faculties who are not admissible to the Faculty of General Studies will be denied registration at the University. Further details are contained in The University of Calgary Calendar.

The requirements for admission to the Faculties of Humanities, Science and Social Sciences after completion of one year of university study or equivalent are very specific and cannot be elaborated fully in this Calendar. Students are, therefore, strongly advised to obtain a University of Calgary Calendar to ensure that they complete the same courses at Mount Royal College as they would have completed if they had been registered at The University of Calgary for their first year.

The deadline for receipt of applications for admission by the University to the Faculties of General Studies, Humanities, Science or Social Sciences is June 1st for Fall Session and December 1st for Winter Session.

Standard Admission to The Faculty of General Studies: First And Second Year Only:

Students from high schools in Alberta are admissible on presentation of Alberta Grade 12 Senior Matriculation with an overall average of at least 60.0% and with a 50.0% or equivalent letter grade standing in the following courses.

1. English 30;
2. Mathematics 30 or a language other than English at the 30 level;
- 3,4,5. three subjects chosen from the following list with the exception of the subject used in #2 above: Mathematics 30, Mathematics 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, French 30, French 31, German 30, German 31, Latin 30, Ukrainian 30, Hungarian 35, Spanish 30, or one other five-credit Grade XII subject* (excluding Special Projects 30).

*Students presenting for admission a five-credit Grade 12 subject other than Mathematics 30, Mathematics 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, or a language other than English at the 30 level must obtain an average of 60.0% or above on the four academic subjects and an overall average of 60.0% or above on all five subjects.

Students may not present for admission two subjects in the same field (i.e., both English 30 and English 33) except for the following: two languages other than English (e.g., French 30 and French 31); Mathematics 30 and Mathematics 31.

Students intending to complete a degree program offered by the Faculty of General Studies require Mathematics 30. French 30 or 31 is strongly recommended. Students planning to enter the Faculties of Management, Science or Social Sciences require Mathematics 30. Students planning to enter the Faculties of Education, Humanities or Social Welfare may present either a language other than English at the 30 level or Mathematics 30.

Matriculation from Outside Alberta Students whose matriculation credits are secured outside Alberta are required to meet admission standards equivalent to those for Alberta students.

CLASSIFICATION OF UNIVERSITY OF CALGARY COURSES OFFERED AT MOUNT ROYAL COLLEGE

Education

Teacher Education and Supervision 2231

Humanities

Classics 2211
 English 2201
 English 2231
 English 2235
 English 2237
 English 2357
 French 2201
 French 2203*

French 2215*
 French 2217*
 French 2225*
 French 2227*
 German 2205
 German 2207
 German 2225
 German 2227
 Philosophy 2201
 Philosophy 2203
 Philosophy 2205
 Philosophy 2301
 Philosophy 2303

Social Sciences

Anthropology 2201
 Anthropology 2203
 Anthropology 2205
 Anthropology 2255
 Archaeology 2205
 Economics 2201
 Economics 2203
 Economics 2301
 Economics 2303
 Economics 2357
 Economics 2359
 Geography 2201 (Area III)
 Geography 2203 (Area III)
 History 2201
 History 2203
 Political Science 2201
 Political Science 2221
 Political Science 2281
 Political Science 2329
 Psychology 2205
 Psychology 2207
 Sociology 2201
 Sociology 2203

Science

Astronomy 2205
 Biology 2201
 Biology (Botany) 2225*
 Biology (Zoology) 2273*
 Chemistry 2201
 Chemistry 2203*
 Computer Science 2211
 Mathematics 2211
 Mathematics 2251
 Mathematics 2253*
 Mathematics 2271
 Microbiology 2241
 Physics 2201
 Physics 2203*
 Physics 2221
 Physics 2223*
 Physics 2269*

Geophysics

Semester 1

1. Geology 1201
2. Physics 2231
3. Mathematics 2251
4. Chemistry 2201
5. Humanities or Social Sciences option

Semester 2

6. Geology 1205
7. Physics 2233
8. Mathematics 2253
9. Chemistry 2203
10. Humanities or Social Sciences option

History

Semester 1

1. History 2201
2. Social Sciences option
- 3-5. Social Sciences, Humanities, Science options

Semester 2

6. History 2203
7. Social Sciences option
- 8-10. Social Sciences, Humanities, Science options

Recommended courses: Anthropology 2201, Archaeology 2205, Sociology 2201 and 2203, courses in Economics, Geography, Political Science, English, Religious Studies, Philosophy and the Sciences.

Philosophy

Semester 1

1. One of Philosophy 2201, 2203, 2205, or 1201
2. Science or Social Sciences option
- 3-5. Open options

Semester 2

6. One of Philosophy 2201, 2203, 2205, or 1202
7. Science or Social Sciences option
- 8-10. Open options

Students transferring to The University of Calgary must successfully complete both Philosophy 1201 and 1202 to receive credit for PHIL 202. Students planning to major in Philosophy must complete PHIL 202 or 302 (U of C).

Physics

Semester 1

1. Physics 2231
2. Mathematics 2251
3. Chemistry 2201
4. Mathematics 2211
5. Humanities or Social Sciences option

Semester 2

6. Physics 2233
7. Mathematics 2253
8. Chemistry 2203
9. Humanities or Social Sciences option
10. Open option

Political Science

Semester 1

1. Political Science 221
2. Humanities or Science option
- 3-5. Open options*

Semester 2

6. Political Science 2201
7. Humanities or Science option
- 8-10. Open options*

* Any course from Humanities, Science, or Social Sciences is acceptable. Economics, History, Philosophy, and Sociology are particularly relevant.

Psychology*

Semester 1

1. Psychology 2205
2. Humanities or Science option
- 3-5. Options

Semester 2

6. Psychology 2207
7. Humanities or Science option
- 8-10. Options

Recommended courses: Biology (Zoology), History, Mathematics, Philosophy, Sociology and Computer Science.

*Students transferring to The University of Calgary who wish to declare a major in Psychology must have completed Psychology 2205 and have obtained a minimum grade point average of 2.30 in all Psychology courses completed up to the time of admission.

FACULTY OF EDUCATION

The University of Calgary

Enrollment in the undergraduate degree programs offered by the Faculty of Education is limited. Admissions are determined by an Admissions Committee and based on the criteria given below. For entrance to the elementary and secondary programs of the regular four-year Bachelor of Education degree, the applicant must:

1. Successfully complete one full year (5 full-course equivalents) with a cumulative grade point average of 2.50 or higher. Candidates intending to major in Music must apply to the Department of Music at The University of Calgary for auditions and entrance examinations in performance and theory. These examinations will be given in May and June.
2. Complete EDTS 231 (the Mount Royal College equivalent is EDTS 2231) and EDTS 233 with a grade of "C" or above in each.
3. Complete a Faculty of Education form (including three letters of reference) which is sent to applicants after their applications for admission to The University of Calgary are received by the Registrar's Office at the University.
4. Demonstrate competence in both oral and written English, as prescribed by the Faculty of Education at the time of consideration for admission.

All the above criteria will be used in determining the admissibility of any candidate to the Faculty of Education. Additional information is available in The University of Calgary Calendar.

Mount Royal College students intending to enter the Early Childhood Education route should consult The University of Calgary Calendar for additional admission requirements.

Since Mount Royal College does not offer EDTS 233, students who have not completed an equivalent course elsewhere will not be able to transfer directly from Mount Royal College to the Faculty of Education at The University of Calgary. Such students will be required to enter the Faculty of General Studies at The University of Calgary where they can complete EDTS 233 and courses towards the second year of their Education degree program. It is, therefore, imperative that students also meet the admission requirements for the Faculty of General Studies as stated in this Calendar.

Please note that the deadline date for receipt by the University of applications for admission to the Faculty of General Studies is June 1st for Fall Session and December 1st for Winter Session. Applicants admissible directly to the Faculty of Education must apply by May 1st for Fall Session and November 1st for Winter Session. (Applications to the Winter Session will only be considered if the quota permits additional admissions.) Deadlines for receipt of transcripts and documents are indicated in the University Calendar.

Standard Admission:

Refer to the Faculty of General Studies above.

Recommended Program of Studies:

For students beginning at Mount Royal College:

Semester I
Major
Major
Option*
Option Option

Semester II
Major
Major
Option
Option
Option

*EDTS 2231 should be taken as an option in either the first or second semester.

Students intending to major in the following Education programs should contact the Faculty of Education at The University of Calgary regarding their course selection at Mount Royal College since it may not be possible to complete a full year of acceptable transfer credit.

Early Childhood Education Route

Elementary Route: Drama Major
French Major
Music Major
Special Education Major

Secondary Route: French Major
Music Major

Notes:

1. The Calendar entry "option" should be understood to include courses in Humanities, Science, Social Sciences, Physical Education, Fine Arts and, when approved, up to two courses in any one area such as Management or Social Work.
2. Senior courses may not be taken in the first year without the consent of the department offering the course and the Faculty of Education Office.
3. No credit will be given towards the BEd degree for University of Calgary courses or equivalent at the 100 level (Senior Matriculation equivalents). All such courses are described as extra to the degree.
4. A maximum of seven full or equivalent junior university courses will be accepted in the regular four-year BEd degree program. The Faculty of Education accepts for credit only one full junior English course or equivalent.
5. Students with a major in English, Reading, Language or Early Childhood must include one full junior English course.
6. A Fine Arts or Physical Education course may be taken instead of a Humanities, Social Sciences or Science course with the approval of the student's advisor. Students choosing Physical Education as an option should consult the Faculty of Physical Education at The University of Calgary for course selection.

7. At least three courses in the major field must be completed by the end of the second year.
8. Students must present at least one full course in Canadian Studies for graduation. For a listing of acceptable courses, contact the Faculty of Education Office at The University of Calgary.
9. Please contact the Faculty of Education at The University of Calgary for graduation requirements.

FACULTY OF ENGINEERING

The University of Calgary

Students wishing to transfer to the Faculty of Engineering are invited to discuss their Mount Royal College course selection with the Faculty of Engineering Office at The University of Calgary. Please note that the Faculty of Engineering is a limited enrollment faculty. Further details are given in the University Calendar.

Standard Admission:

Students from high schools in Alberta will be considered for admission on presentation of Alberta Grade 12 Senior Matriculation with an overall average of at least 60.0% and with a 50.0% or equivalent letter grade standing in the following courses:

1. English 30
2. Mathematics 30
3. Mathematics 31*
4. Chemistry 30
5. Physics 30

*A student who has a high academic average and who presents an acceptable academic subject in lieu of Mathematics 31 may be eligible for admission. Each case shall be judged by the Faculty. Such students will be asked to take an alternative Mathematics program to overcome this deficiency. This may result in their having to take a course in the following Spring or Summer Session.

Recommended Program of Studies:

For students who meet standard admission requirements and are beginning their program at Mount Royal College:

Semester 1

1. Mathematics 1207
2. Chemistry 1210
3. Physics 2269
4. Engineering 1213
5. Engineering 1120 (under review)
6. Engineering 1203

Semester 2

7. Mathematics 1209
8. Chemistry 1211
9. Engineering 1214
10. Engineering 1215
11. Geology 1120

Students with matriculation deficiencies should consult with an academic advisor to arrange a program whereby they can clear their deficiencies and undertake Engineering studies.

The deadline for applying for admission to the Faculty of Engineering at The University of Calgary is May 1st. Transfer students must submit all required transcripts to the University by June 15th.

FACULTY OF ENVIRONMENTAL DESIGN

The University of Calgary

The Faculty of Environmental Design offers the Master's degree in Environmental Design in the areas of Architecture, Urban and Regional Planning, Industrial Design, and Environmental Science. To be admitted to the Faculty of Environmental Design, applicants must normally have obtained a baccalaureate degree from a recognized university with a grade point average in their final two years of study of at least 3.00 or qualifications of equivalent standing.

Interested students should consult directly with the Faculty Office at The University of Calgary.

FACULTY OF FINE ARTS

The University of Calgary

By carefully selecting their courses, students wishing to complete a BFA (Art) or a BFA (Drama) can complete a full year of acceptable transfer credit at Mount Royal College. For advice on course selection, please contact the Faculty of Fine Arts at the University. It is, however, not possible to complete the first year of the BMus degree at Mount Royal College. Only optional courses within the BMus degree program, to a limited extent, may be obtained from Mount Royal College.

The deadline date for receipt by the University of applications for admission to the Faculty of Fine Arts for Fall Session is June 1st.

FACULTY OF MANAGEMENT

The University of Calgary

All applicants to the Faculty of Management are required to complete a two-year specified pre-management program with appropriate standing prior to seeking admission to the two remaining years in the Bachelor of Commerce degree program. Students attending The University of Calgary will complete the two-year pre-management program in the Faculty of General Studies. It is anticipated that Mount Royal College students will now be able to complete the entire two-year pre-management program at the College. Consequently, such students will be able to apply for admission directly to the Faculty of Management at The University of Calgary.

Before a student can be admitted into the Faculty of Management, he/she must have completed 20 half courses (see below). It will be possible to complete all of these courses at Mount Royal College. Competition for places in the Faculty of Management is keen, and a minimum GPA of 2.30 is required. To better their chances of being accepted into the program, however, students are encouraged to obtain approximately a "B" average in their 20 pre-management courses.

Curriculum

U. of C. Courses:	M.R.C. Equivalent Courses:
Year 1:	
Math 211, 251	Math 2211, 2251
Econ 201, 203	Econ 2201, 2203
Jr. Engl. Elective	Engl 2201, 2231, 2235, or 2237
Jr. Non-Mgt. Option or Poen 201	Admn 1131
Jr. Non-Mgt. Option* (2)	Jr. Elective or Free Elective
Jr. Humanities, Social Sciences, or Science Options** (2)	Jr. Elective
Year 2:	
Stat 343, 347	Admn 1262/1263 (Under Review)
Acct 321, 323	Admn 1121, 1224 Mohr 321
Admn 1130 Mgis 321	Comp 1321 (Under Review)
Sr. Humanities, Social Sciences, Science (2)	Econ 2301, 2303, History 1323
Poen 301 or Sr. Non-Mgt. Option	Admn 1210
Poen 395 or Sr. Non-Mgt. Option	Admn 1230

Students will be required to have Math 30 and English 30 before entering the Bachelor of Commerce Transfer program.

* It is recommended, but not required, that students who wish to pursue the Petroleum Land Management concentration take one half course (or more) in Geology in lieu of an unspecified junior half-course elective.

Junior and Senior Level Electives Offered at Mount Royal College:

Mount Royal College offers a large number of junior and senior electives that may be used to satisfy the pre-management requirements for the Bachelor of Commerce program at The University of Calgary. For more detailed information, please contact the Department of Business Administration or consult the Calendar.

The Department of Business Administration at Mount Royal College has packaged the first two semesters of the transfer program. Students will take the following courses:

Semester One:

Math 2211, Economics 2201, Admn 1131, and two Junior Humanities or Science or Social Sciences or non-Management options.

Semester Two:

Math 2251, Economics 2203, Admn 1130, Engl 2201, and one English or Junior Humanities, Science or Social Sciences, or non-Management options.

Notes:

1. Application for advanced credit may be made for Bachelor of Commerce courses taken prior to admission to the program. A minimum grade of 'C-' is required in all such courses.
2. Students are not permitted to register in Faculty of Management courses when less than a 'C-' letter grade or equivalent was received in a prerequisite course. Note, however, that in order to pursue any concentration in the Bachelor of Commerce program, students must achieve a minimum grade of 'C' in the required core course which is prerequisite for that concentration (i.e., University of Calgary Accounting 323, Finance 353, Management Information Systems 323, Management of Organizations and Human Resources 323, Marketing 367, Operations Management 345, and Policy and Environment 375).
3. Students may repeat a course which they have failed or in which they seek a higher grade only once. Students who unsuccessfully repeat a course that is required for graduation in the Bachelor of Commerce degree program will not be admitted to the program.
4. Prospective BComm students attending Mount Royal College should be aware that the Faculty of Management will only admit students to the Fall Session. The Faculty of Management does not admit students to the Spring, Summer or Winter Sessions. The deadline date for receipt of Fall Session applications is May 1st with all documents required by May 31st.

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5. For other requirements pertaining to the BComm degree program, please refer to The University of Calgary Calendar and consult with the Mount Royal College Business Studies Program advisor.
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FACULTY OF NURSING

The University of Calgary

Enrollment in the Faculty of Nursing is limited. Graduates of the Registered Nurse diploma program at Mount Royal College will be considered for admission to The University of Calgary Post Diploma program. The Post Diploma program is presently two academic years in length.

FACULTY OF PHYSICAL EDUCATION

The University of Calgary

Enrollment in the Faculty of Physical Education is limited. Applicants will be accepted on the basis of academic standing in high school and/or previous successful completion of academic course work at a post-secondary institution. The deadline date for receipt of applications for admission is May 1st for the Fall Session and December 1st for the Winter Session. (Applications for the Winter Session will only be considered if the quota permits additional admissions.) The deadline for receipt of transcripts is indicated in the University Calendar.

Standard Admission:

Students from high schools in Alberta will be considered for admission on presentation of Alberta Grade 12 Senior Matriculation with an overall average of at least 60.0% and with a 50.0% or equivalent letter grade standing in the following courses:

1. English 30;
2. Chemistry 30 or Biology 30;
- 3,4,5. three of: Biology 30 (if not used as 2 above), Chemistry 30 (if not used as 2 above), Mathematics 30, Mathematics 31, Physics 30, Social Studies 30, French 30, German 30, Latin 30, Ukrainian 30, Hungarian 35, Spanish 30, or one other five-credit Grade 12 subject* (excluding Special Projects 30).

*Students presenting a five-credit Grade 12 subject must obtain an average of 60.0% or above on the four academic subjects and an overall average of 60.0% or above on all five subjects.

A student may not present for admission two subjects in the same field (e.g., both English 30 and English 33), except for the following: two languages other than English (e.g., French 30 and French 31); Mathematics 30 and Mathematics 31.

Mathematics 30 is compulsory for entry into the four-year Honours BPE program. To enter the Honours program, a student must present a GPA of 2.75 over at least the first year (or equivalent) of the Bachelor of Physical Education program.

Teacher Education in Physical Education:

A major in Physical Education is offered to students in the Faculty of Education's Elementary route, and those taking other Elementary majors may elect to enroll in optional Elementary Physical Education courses.

Students in the Secondary route in the Faculty of Education may take courses in Physical Education as approved options in their Bachelor of Education degree programs.

Students wishing to teach Physical Education in the secondary schools will be required to complete the Bachelor of Physical Education degree before enrolling in the Faculty of Education.

Program of Studies:

For students beginning at Mount Royal College, the Faculty of Physical Education at The University of Calgary offers a three-year, professional course leading to the degree of Bachelor of Physical Education and a four-year, professional course leading to the degree of Bachelor of Physical Education (Honours).

Students are advised to contact the Chairperson of Leisure Services/Physical Education at Mount Royal College for advice on course selection.

FACULTY OF SOCIAL WELFARE

The University of Calgary

The Faculty of Social Welfare offers a four-year program leading to a Bachelor of Social Work degree. Enrollment is limited. Details of this program may be obtained from The University of Calgary Calendar or the Faculty of Social Welfare Office at The University of Calgary.

All students are admitted to the BSW degree program following the completion of not less than one year of university study or equivalent. During their first year of university studies, students should register in the Faculty of General Studies.

Courses from the Faculties of Education, Fine Arts, General Studies, Humanities, Management, Physical Education, Science, Social Sciences, and Social Welfare are recommended.

Please note that the deadline date for applications to the Faculty of Social Welfare at The University of Calgary is March 15th for the Fall Session. Applications are not accepted for the Spring, Summer, or Winter Sessions.

PRE-PROFESSIONAL PROGRAMS

FACULTY OF LAW

The University of Calgary

In Alberta the minimum requirement for admission to law school is successful completion of two years, or the equivalent of two years, of a full program of studies leading to a degree at a university in Alberta or its equivalent. These requirements apply to all applicants, including both mature and native applicants. As a practical matter, very few applicants who do not already possess a degree are admitted to the Faculty of Law at The University of Calgary. Most applicants have already demonstrated academic competence before presenting themselves as candidates to the Law Faculty by successfully completing one or more degree programs.

Important elements in assessing student performance in pre-law work will be the grade point average and performance in the Law School Admission Test. In addition to these criteria, the Faculty of Law will be interested in looking at evidence of maturity, extracurricular activities, work experience, and community involvement.

Interested students should consult directly with the Faculty of Law Office at The University of Calgary.

FACULTY OF MEDICINE

The University of Calgary

For admission, applicants should ordinarily have completed three full years of university education beyond Senior Matriculation (Alberta Grade 12 or equivalent). In the case of exceptional and academically well qualified applicants, the Admissions Committee may waive this requirement. Academic grades, letters of recommendation, an autobiographical narrative, personal interviews, and the results of the New Medical College Admission Test will all be considered before a student is admitted. The New Medical College Admission Test must be written at the latest by the fall of the year prior to that for which admission is sought.

It is assumed that most students will have selected a program in Arts and Science. However, the Faculty of Medicine has not established a formal pre-medical program. Rather, it recommends the courses listed in the following section as providing the necessary background for medical studies. Students contemplating other patterns of pre-medical education must consult with the Faculty of Medicine before engaging in such studies.

Recommended Program of Studies:

A typical program that satisfies the general criteria is listed below.

Semester 1

1. Chemistry 2201
2. Mathematics 2251
3. Physics 2201 or 2231
4. Biology 2201
5. English 2231 or 2235 or 2237

Semester 2

6. Chemistry 2203
7. Mathematics 2253
8. Physics 2203 or 2233
9. Biology (Zoology) 2273 or Microbiology 2241
10. Psychology 2205 or Sociology 2201 or Anthropology 2201

The Faculty of Medicine requires applicants to present a full junior English course (U of C English 200 or 202 or two of English 201, 231, 235, 237) and one of U of C Psychology 205, Sociology 201, or Anthropology 201 or their equivalents. These courses may be started in the first year.

Students should ensure that the courses chosen will satisfy the degree requirements of the undergraduate faculty in which they are registered.

Application should be made to the Faculty of Medicine approximately 15 months prior to the date on which the applicant wishes to begin medical studies. Students are urged to consult The University of Calgary Calendar for further details.

SPECIAL PROGRAMS THAT TRANSFER TO OTHER UNIVERSITIES

Students can normally begin the following programs of studies at Mount Royal College.

Faculty of Agriculture and Forestry, University of Alberta
School of Architecture, The University of British Columbia
Faculty of Architecture, The University of Manitoba
Faculty of Arts and Science, The University of Lethbridge
School of Criminology, Simon Fraser University
Faculty of Dentistry, University of Alberta
School of Fine Arts, The University of Lethbridge
Department of Food Science, University of Alberta
Department of Interior Design, The University of Manitoba
Faculty of Law, University of Alberta
School of Management, The University of Lethbridge
Faculty of Medicine, University of Alberta
Faculty of Nursing, University of Alberta
School of Nursing, The University of Lethbridge
School of Optometry, The University of Waterloo
Faculty of Pharmacy, University of Alberta
Faculty of Social Welfare, The University of Calgary,
Lethbridge Division
College of Veterinary Medicine, The University of
Saskatchewan

Students are urged to contact the receiving institution involved before enrolling in Mount Royal College courses.

FACULTY OF AGRICULTURE AND FORESTRY

University of Alberta

The first year may be taken at Mount Royal College that will normally enable students to transfer into the second year of Agriculture or Forestry programs at the University of Alberta.

Successful completion of the recommended first year at Mount Royal College will not necessarily guarantee admission to the Faculty of Agriculture and Forestry.

Student Guidance

The Associate Deans of either Agriculture or Forestry will be pleased to meet with prospective students in Edmonton at any time. Pamphlets describing the programs can be obtained by writing to the Student Access Centre, Office of the Registrar or the Office of the Dean, Faculty of Agriculture and Forestry, The University of Alberta.

Students in the second, third and fourth years in Agriculture or Forestry will be assisted with course selection by advisors for the various programs.

Matriculation Requirements - English 30
- Mathematics 30
- Biology 30
- Chemistry 30
- one subject from Group A,B, or C

Students are advised to ensure that they have the 30 level courses or equivalents in all of the above before transferring to the University of Alberta, as these courses are prerequisites to courses in the degree programs. The equivalent courses are not taught at the University of Alberta. Equivalent courses at Mount Royal College are Mathematics 1030, Biology 1110, and Chemistry 1030 and should replace courses listed in the following programs accordingly.

Program of Studies

Students presenting first year programs other than those listed may be accepted by the Faculty of Agriculture and Forestry, University of Alberta, but they should note that they may not receive transfer credit for all of their courses.

B.Sc. in Agriculture

Students at Mount Royal College are advised to register in the following courses:

Economics 2201 and 2203
Chemistry 2201 and 2203 or Chemistry 1210 and 1211
Mathematics 1207 or 2251 together with Mathematics 1224 or 2253
Biology 1210 and 1215
One of English 1210, 1211, 1212, 1213, 1214, 1215, 1220, or 1221

One single term course equivalent as an option to be chosen from courses listed in the Alberta Transfer Guide.

B.Sc. in Forestry

Students at Mount Royal College should register in the following courses:

Biology 1210
Chemistry 1210 or 2201
Chemistry 1212 (preferred) or 1211 or 2203
Computer Science 1161
Economics 2201 and 2203
Mathematics 1207 or 2251
Mathematics 1224
Sociology 2201, or Psychology 2205
One of English 1210, 1211, 1212, 1213, 1214, 1215, 1220, 1221

B.Sc. in Agricultural Engineering

Note: This is a quota program with a limited enrollment of 20 students.

Matriculation Requirements - English 30
- Mathematics 30
- Chemistry 30
- Physics 30
- Mathematics 31

Students are advised to ensure that they have the 30 level courses or equivalents in all of the above before transferring to the University of Alberta, as these courses are prerequisites to courses in the degree programs. The equivalent courses are not taught at the University of Alberta. Equivalent courses at Mount Royal College are Mathematics 1030,

Biology 1110, and Chemistry 1030 and should replace courses listed in the following programs accordingly.

Students attending Mount Royal College should consult with the Chairperson, Department of Agricultural Engineering, Faculty of Agriculture and Forestry for information on this program and guidance in selection of courses.

Contact: Faculty of Agriculture and Forestry
University of Alberta
Edmonton, Alberta
T6G 2E2
(403) 432-4931

SCHOOL OF ARCHITECTURE

The University of British Columbia

For admission to the School of Architecture, a student would normally require a bachelor's degree from a recognized college or university in the Arts, Social Sciences, Humanities and/or the Physical and Applied Sciences. Irrespective of specific degree requirements at various universities, the school of Architecture considers it desirable that entering students possess Mathematics, English and a survey course in Architectural History at the level of first year university. An average of not less than 65% (G.P.A. 2.5 - 4.0) is required in the courses comprising the final two years of study leading to the degree.

Applications are also considered from applicants who have completed at least three years of an approved study program at a School of Architecture on one of the following accreditation lists of recent date:

- Commonwealth Association of Architects (C.A.A.)
- Royal Institute of British Architects (R.I.B.A.) in the United Kingdom and in European Common Market countries
- National Architecture Accrediting Board (N.A.A.B.) in the U.S.A.

An alternative route to admission would be completion of an approved diploma course in Building Technology of at least two years duration at the post-secondary level, plus not less than three years of study at a college or university as outlined above.

Prospective students are encouraged to contact the School of Architecture for further information or counselling prior to submission of a formal application.

FACULTY OF ARCHITECTURE

The University of Manitoba

The Department accepts applications from candidates who have obtained their Bachelor of Arts or Bachelor of Science and other first degrees into the architectural program on

the condition that they do a pre-Architecture year to take courses in which they are deficient. Upon completion of this year the candidate is then admitted into the first year of the three year professional course in Architecture.

Students may also enter via Environmental Studies, which is a three year Bachelor degree. Candidates for the Department of Environmental Studies must have a Senior Matriculation (Grade 12) with a minimum average of 60% required in each of three subjects including English and Mathematics, and an overall average of 63%. In order to be competitive, applicants should maintain a B (75%) average.

FACULTY OF ARTS AND SCIENCE

The University of Lethbridge

Bachelor of Arts, Bachelor of Science, Bachelor of Arts and Science Degree Programs

Admission Requirements

Mount Royal College students who intend to transfer to a program leading to the award of the above-mentioned degrees at the University of Lethbridge must fulfill the admission requirements stated below.

1) Alberta High School Students:

Applicants seeking admission on the basis of Alberta High School credits must present:

- a) A high school diploma.
- b) Credit for English 30 and three subjects from the following list with an overall average of 60% and a minimum mark of 50% in each subject.

Biology 30	Mathematics 30
Chemistry 30	Mathematics 31
French 30	Physics 30
French 31	Social Studies 30
German 30 or 31	Ukrainian 30
Latin 30	

- c) A fifth subject at the Grade 12 level with a minimum mark of 50%. The work in the fifth subject is not used in computing the average for admission purposes. The fifth subject may be any Grade 12 course offered for five credits as part of the Alberta High School curriculum.

2) Transfer Students from Mount Royal College:

Students who have successfully completed one year or more of course work in a transferable program are admissible to the University of Lethbridge. Students who have successfully completed one year or more of course work in a non-university transfer program must be recommended by the College for university admission. See Mount Royal College Letter of Recommendation below.

3) Mount Royal College Letter of Recommendation:

Mount Royal College students who do not possess clear Senior Matriculation, but have successfully completed one

year or more (10 semester courses or more) at Mount Royal College, will be deemed to have satisfied matriculation requirements of a faculty of a receiving institution in Alberta, provided the university is issued a letter by the Registrar of Mount Royal College giving reasons why the student is deemed to have satisfied matriculation requirements. The determination is based on successful completion of 10 or more courses with a cumulative GPA of 2.00 and indication that other course work can be related to Senior Matriculation work.

Transfer Work Completed At Mount Royal College

All students transferring to the University of Lethbridge must have a minimum cumulative grade point average of 2.00 or equivalent. Credit is not awarded for 'D' grades or equivalent, and a maximum of 20 semester courses is transferable to the University of Lethbridge.

First and second year course work taken at Mount Royal College is identified below.

Course Distribution Requirement

Transfer students should, in their first 20 semester courses, complete a course distribution requirement. This requirement is to be chosen from five distinct lists as follows:

Three courses from each of two of the
 following five lists 6 courses
 Two courses from each of the other three lists ... 6 courses
 Total requirement 12 courses

Students who have not completed the distribution requirements may still transfer and receive full credit, however, their programs may be modified accordingly.

No more than two courses may be selected from one department. Mathematics and Computing Science may be treated as separate departments. Archeology and Geography may also be treated as separate departments.

The five lists outlined below show Mount Royal College courses which would fulfill the list requirements:

LIST I

One of: Drama 1216 or 1217
 One of: English 1210 or 1211
 One of: English 1212 or 1213
 One of: English 1214, 1215 or 1221
 English 1220
 History 1150
 One of: History 1220 or 1221
 History 1323
 One of: History 2201 or 2203
 One of: Interior Design 1110 or 1113
 Interior Design 1157
 One of: Political Science 1309 or 1311
 One of: Religious Studies 1220 or 1221
 Religious Studies 1251
 Physical Education 1110

LIST II

One of: Drama 1106, 1107, 1108 or 1109
 Drama 1110
 One of: Drama 1114 or 1115
 One of: Drama 1218, 1222 or 1228
 English 1111/1112
 English 2231
 English 2235
 English 2237
 One of: French 1230, 2217 or 2227
 German 2227
 One of: Interior Design 1150 or 1151

LIST III

Astronomy 2205
 Biology 1214
 Biology 2201
 One of: Biology 1215, 1216, 1219 or 1221
 Biology 2225
 Biology 2273
 One of: Chemistry 1210, 1213 or 2201
 One of: Chemistry 1211 or 2203
 Chemistry 1212
 One of: Geography 1110, 2201 or 2203
 Geology 1122
 One of: Geology 1120 or 1201
 One of: Geology 1206, 1210, 1211, 1220 or 1221
 Physical Education 1224
 One of: Physics 1235 or 2201
 One of: Physics 2221, 2223 or 2269
 Psychology 1213
 Psychology 2205

LIST IV

Anthropology 2201
 Economics 2201
 Economics 2203
 Economics 2301
 Economics 2303
 Geography 1122
 Geography 1214
 Philosophy 1110
 One of: Philosophy 1111 or 2203
 One of: Philosophy 1112, 1210, 1211, 2201 or 2301
 One of: Physical Education 1114, 1220, 1221 or 1225
 Two of: Political Science 1110, 1111, 1120 (two count for one course toward requirement)
 Political Science 1221
 Political Science 2221
 Political Science 2281
 Psychology 1210
 Psychology 1214
 Psychology 1240
 Psychology 1250
 Sociology 2201
 Sociology 2203

LIST V

Computer Science 1160/1161/1287 (all required for one course toward requirement)

Computer Science 2211

English 2201

One of: French 1210, 1230, 2201, 2203 or 2225

One of: French 2217 or 2227

One of: German 2205, 2207, 2225, or 2227

One of: Latin 1110 or 1111

Linguistics 1210

Linguistics 1211

Mathematics 1250

Mathematics 2211

Mathematics 1207 or 2251

One of: Philosophy 1205, 1209 or 2205

One of: Psychology 1212, 2215 or Mathematics 1224

One of: Spanish 1110 or 1111

Arts and Science Courses 3000/4000 Level Requirement

At least 13 Arts and Science courses in the four year degree programs must be from the 3000/4000 level. Although the majority of these courses would normally be completed in years three and four at the University of Lethbridge, Mount Royal offers the following courses which are equivalent to University of Lethbridge 3000/4000 levels:

Anthropology 1213

Computer Science 1278

Drama 1222/1223, 1226, 1228

English 2357

French 1231

Geography 1123, 1208, 1230, 1231, 1240, 1241

History 1212, 1213

Interior Design 1221

Mathematics 1309

Religious Studies 1252

Sociology 1210, 1212, 1219

Speech 1130/1131, 1221

Activity Course Requirement

A maximum of four activity courses is permitted toward a degree, with the exception of Physical Education Majors, and Recreation and Leisure Majors. Mount Royal College courses which fit this category are: Physical Education 1141, 1153, 1155, 1157, 1159, 1161, 1163, 1171, 1210, 1215, 1217, 1218, 1235, 1236, 1237, 1238, 1261, 1263, 1271, 1282, 1290, 1293, 1295, 1296, 1297, Leisure 1290.

University Accredited Course Requirements That Are Not Arts and Science Courses

A maximum of two non-Arts and Science semester courses are permitted toward a degree in the Faculty of Arts and Science. This category includes courses, such as Management, which are given university transfer credit by the University of Lethbridge as outlined in the Alberta Transfer Guide.

SCHOOL OF CRIMINOLOGY

Simon Fraser University

A four year interdisciplinary program in Criminology is offered by the Faculty of Arts at Simon Fraser University and is administered from the School of Criminology. The study of criminology attempts the unification of all aspects of crime by an interdisciplinary and integrative approach. The program is designed to assist students in acquiring an in-depth understanding of the complexities of criminal, delinquent, and deviant behaviour and of societal reaction to crime and deviance.

Program of Studies

Mount Royal College has negotiated a transfer arrangement with Simon Fraser University which permits diploma graduates to complete the first two years (60 credits) of a four year undergraduate degree offered at Simon Fraser University, School of Criminology. For students beginning the Criminology program at Mount Royal, the expected course sequencing will follow the Group A, Group B, and Elective requirements set out by Simon Fraser University. To this end, eight courses will be taken from Group A, and eight courses from Group B. The remaining five courses may be taken from both groups or from among other three credit courses that are offered at Mount Royal College and which transfer to Simon Fraser University.

Group A

Courses marked with a single asterisk (*) are required.

Simon Fraser Courses:	Mount Royal Courses:
Criminology -	
CRIM *101-3 Introduction To Criminology	CRIM 1243
*103-3 Psychological Explanations of Criminal and Deviant Behaviour	CRIM 1245
*104-3 Sociological Explanations of Criminal and Deviant Behaviour	CRIM 1246
*120-3 Research Methods In Criminology	CRIM 1260
*131-3 Introduction To The Criminal Justice System	CRIM 1110
210-3 Law, Youth and Young Offenders	CRIM 1208
*230-3 Criminal Law - A Criminal Justice Perspective	CRIM 1224
241-3 Introduction To Corrections	CRIM 1230

Group B

Courses marked with a single asterisk (*) are required courses. Students must complete Simon Fraser University Mathematics 102 or Mathematics 101 or Psychology 210. Courses marked with a double asterisk (**) must be one of Simon Fraser University Philosophy 010, 100 or 110.

Simon Fraser Courses:	Mount Royal Courses:
Mathematics -	
MATH *101-3 Introduction To Statistics	MATH 1224
*102-3 Introduction To Statistics B or PSYC 210-3	
Sociology -	
S.A. *150-4 Introduction To Sociology	SLGY 2201
203-4 Comparative Ethnic Relations	SLGY 1210
Political Science -	
POL 100-3 Introduction To Policies and Government	PLSC 1120
*151-3 The Administration of Justice	CRIM 1226
Psychology -	
PSYC *101-3 Introductory Psychology	PSYC 2205
*210-3 Data Analysis in Psychology or MATH 101-3 or MATH 102-3	PSYC 2215
Philosophy -	
PHIL **110-3 Introduction To Philosophical Concepts and Reasoning	PHIL 1112
**120-3 Facts and Values	PHIL 2203
210-3 Elementary Formal Logic	PHIL 2205

Other 5 Electives:

This listing shows courses for which Simon Fraser University has indicated transfer credit will be given. The student will select any five from this group:

Simon Fraser Courses:	Mount Royal Courses:
CRIM (3)	CRIM 1232, 1240, 1212*, 1215
ENGL 099-2 G.E. English 1	ENGL 2201
CMNS (3)	CRIM 1207
POL 121	PLSC 2221
PSYC 340	PSYC 1217**
SOC (2) - 100 division	SLGY 2203 (under review) (formerly SLGY 1211)

*Students transferring to S.F.U. who have taken CRIM 1212 receive 3 lower division Criminology elective credits which can be used to satisfy one of the two elective requirements from first and second year Criminology. Such students are EXEMPTED from having to complete CRIM 330-3 also. NOTE: Students receiving this exemption MUST complete one 300/400 level Criminology course at S.F.U. in lieu of 330-3.

**PSYC 340-3 is one of the courses accepted in partial fulfillment of the upper division requirements for the Major/Honours in Criminology, and as such, it cannot be used in fulfillment of the lower division (first two years) of the Major/Honours. Mount Royal students who take PSYC 1217 may be required to take another 100/200 level course in order to complete the five general electives required from 100/200 level courses during the first two years.

Academic Standing For Transfer:

Simon Fraser University is reviewing its G.P.A. policies. With the approval of the Office of the Dean of Arts, the School of Criminology will establish a yearly quota - the number of students to be admitted into the major/honours or minor. This quota will be established on the basis of projected available course space and School resources. In advance of each competition, the School will announce the minimum cumulative grade point average below which students will not be considered for admission. The School will receive and review all applications from those eligible for consideration, and in its screening decisions will consider all relevant materials, including cumulative grade point, practical experience, letters of recommendation and other material the student wishes to submit in support of the application.

To continue as major/honours/minors in Criminology, students must maintain a cumulative grade point average of 2.25. Those students whose cumulative grade point average falls below a 2.25 will not be allowed to register in any upper division Criminology courses including those offered through the DISC program. When their cumulative grade point average is restored to a 2.25, students will be re-admitted to the program after review and approval of the School of Criminology.

Transfer credit will be awarded for all acceptable passed courses to a maximum of 60 semester hours. Students should check with their Criminology advisor as to changes in the G.P.A. which are being recommended.

Application Deadlines:

As well as applying to Simon Fraser University students must also apply to the School of Criminology. These applications are available through Mount Royal College's Criminology Department.

Third year entry in January must apply by September 15.

Third year entry in September must apply by May 15.

FACULTY OF DENTISTRY

University of Alberta

Note: This is a quota program with a limited enrollment of 50 students.

Applicants for admission to the Faculty of Dentistry at the University of Alberta, Edmonton, may complete the required pre-professional studies for admission at the University of Calgary in the Faculty of General Studies. The first year of this program may be completed at Mount Royal College.

Admission Requirements

The requirements for admission to the Faculty of Dentistry are at least two years of full-time university study, with appropriate standing and credit in Chemistry 201 and 203, Chemistry 350, Physics 221 and 223 (or Physics 201 and 203 if no high school physics), Biology 201 and Zoology 273.

In addition to these specific course requirements all candidates must write the Canadian Dental Association Aptitude Test and present themselves for a personal interview.

Contact: Faculty of Dentistry
University of Alberta
Edmonton, Alberta
T6G 2E2
(403) 432-4479

SCHOOL OF FINE ARTS

The University of Lethbridge

Admission Requirements

See admission requirements for the Faculty of Arts and Science, of The University of Lethbridge in this section of the calendar. It is essential for prospective transfer students to contact the School of Fine Arts, of The University of Lethbridge during their first year at Mount Royal College.

Contact: Administrative Assistant
School of Fine Arts
The University of Lethbridge
4401 University Drive
Lethbridge, Alberta
T1K 3M4
Phone: (403) 329-2158

Bachelor of Fine Arts (Drama) Performance Concentration

Only one year of this program is offered at Mount Royal College. University of Lethbridge equivalents are shown in brackets.

First Year:

First Semester

Drama 1110	(Drama 1000)
Drama 1128	(Drama 2310)
Drama 1216	(Drama 2120)
Elective	
Elective	

Second Semester

Drama 1120	(Drama 2810)
Drama 1217	(Drama 2130)
Drama 1215	(Drama 2340)
Elective	
Elective	

Electives should be chosen to meet the course distribution requirement. (See Faculty of Arts and Science in this section of the Calendar.) Students should ensure that all courses taken are transferable to the University of Lethbridge by consulting the Alberta Transfer Guide which is available from the Registrar at Mount Royal College.

After completion of the one year program (outlined above), students may apply for acceptance to the university through the Registrar's Office at the University of Lethbridge.

APPLICATION DEADLINES: July 1 - Fall Semester
November 1 - Spring Semester

DEPARTMENT OF FOOD SCIENCE

University of Alberta

A four year, interdisciplinary program in Food Science offered co-operatively by the Faculty of Agriculture and Forestry, the Faculty of Home Economics and the Faculty of Science at the University of Alberta. The program is administered by the Department of Food Science in the Faculty of Agriculture and Forestry. It allows students to specialize in fields such as: food chemistry, food engineering, food microbiology and food processing.

Matriculation Requirements

1. English 30
2. Chemistry 30
3. Mathematics 30
4. Biology 30
5. A fifth grade 12 academic subject

Program of Studies

Students beginning at Mount Royal College should select the following Mount Royal College courses:

Biology 1215 or 1216
 Chemistry 2201/2203
 English 1112 (under review) or 1111
 Mathematics 2251/2253
 Option (i.e. Economics)

Contact: Department of Food Science
 University of Alberta
 Edmonton, Alberta
 T6G 2E2
 (403) 432-4931

DEPARTMENT OF INTERIOR DESIGN

The University of Manitoba

Applications for admission to the University of Manitoba on the basis of certificates from out of the province will be considered on their merits. In general, students from outside the province who apply for admission to the University of Manitoba are required to have met the minimum requirements for admission to the university in their own locality. In addition, they must also have met the academic requirements laid down by the faculty or school to which they are seeking admission. Prospective students should be aware that there is an enrollment ceiling on each year, and entry with advance standing, regardless of academic credentials and demonstrated design ability, is predicted on available studio space. The following certificates are acceptable for the Department of Interior Design: Alberta High School Diploma (100 credits) with 5 subjects, including English and Mathematics, and an overall average of 70%, or a Diploma in Interior Design, Mount Royal College with high standing or a minimum of a 'B' average.

A personal interview and portfolio review with the Department's Admission Committee is required for consideration for advanced standing and transfer of credit for applicants holding a diploma in a related program. Final date for receipt of applications is May 1. The interview may follow this date.

FACULTY OF LAW

University of Alberta

Admission Requirements

Admission to the Faculty of Law is based upon the student's academic record along with the Law School Admission Test scores. Generally, a student must have completed an undergraduate degree or at least two years of a program leading to a degree. The last two years of full-time work of a student's university education are used as a basis for determining academic standing unless the Admissions Com-

mittee is of the opinion that the courses are not of a rigorous academic nature so as to be indicative of the student's abilities in law school. It has been the practice of the Admission Committee to reserve ten percent of the places in law school for adult and native applicants who cannot meet the general admission requirements. The admission requirements may vary from year to year depending upon the directives of the Law Faculty Council, and students who are interested in obtaining more detailed information are advised to contact:

Admissions Secretary
 Faculty of Law
 University of Alberta
 Edmonton, Alberta
 T6G 2E2
 (403) 432-3607

SCHOOL OF MANAGEMENT

The University of Lethbridge

Bachelor of Management Degree Program

Admission Requirements

Admission requirements for the School of Management are the same as for the Faculty of Arts and Science at The University of Lethbridge as listed in this section of the Calendar.

Course Requirements

The Bachelor of Management program requires successful completion of 40 semester courses. Admission to the School of Management occurs after completion of 20 courses:

	U of L Course Numbers	MRC Course Numbers
9 required		
courses:	Econ 1000	Econ 2201
	Econ 2000	Econ 2203
	One of: Econ 2050	Econ 2301
	Econ 2700	*
	Econ 2850	Econ 2303
	Math 1510 or 1560	Math 1207 or 2251
	Stats 1770	Math 1224
	Stats 2780 or Econ 2900	Math 1225
	Management 2000	Administration 1130/1131
	Management 2100	Administration 1120/1220 or 1121
	Management 2400	Administration 1120/1224

11 Arts & Science

courses: preferably selected from each of the general disciplinary categories of Fine Arts, Humanities, Natural Sciences and Social Sciences.

* Where equivalents for specific courses are not available, students may take these courses after admission to The University of Lethbridge. Arts and Science electives or 3000/4000 level Management equivalent courses may be taken according to the program specifications and recommendations of the Colleges.

Students who are eligible to receive transfer credit for courses equivalent to 3000/4000 level Management courses should expect to spend at least one semester in the Faculty of Arts and Science fulfilling general studies breadth distribution requirements on a pro-rated basis before they can continue with further Management studies.

Residence requirements stipulate that a minimum of 20 courses must be completed at The University of Lethbridge, 10 of which must be 3000/4000 level Management courses.

First Year

Fall Semester	Winter Semester
Econ 2201	Econ 2203
Math 1207 or 2251	Math 1225
Math 1224	Elective
Elective	Elective
Elective	Elective

Second Year

Fall Semester	Winter Semester
Admin 1130	Admin 1131
Admin 1120	Admin 1121 or 1220
Econ 2301 or 2303	Admin 1224
Elective	Elective
Elective	Elective

Students who have not completed the distribution requirements may still transfer and receive full credit; however, their programs may be modified accordingly.

FACULTY OF MEDICINE

University of Alberta

Applicants for admission to the Faculty of Medicine at the University of Alberta, may complete the required pre-professional studies for admission at the University of Calgary in the Faculty of General Studies. The first year of this program may be completed at Mount Royal College.

Admission Requirements

The basic academic requirement for admission to the M.D. program is the satisfactory completion, after Senior Matriculation, of at least two years of full-time university-level work approved by the Faculty of Medicine, including full courses in: Organic Chemistry, Inorganic Chemistry, English, Physics and single term courses in: Biology, Statistics and Vertebrate Zoology. The Medical College Admissions Test is a prerequisite for admission. Students embarking upon a pre-

medical program should ensure that all 5.5 required core courses are completed.

Before commencing pre-medical studies, students are advised to consult the calendar of the Faculty of Medicine, University of Alberta for complete details.

Contact: Faculty of Medicine
University of Alberta
Edmonton, Alberta
T6G 2E2
(403) 432-6350

FACULTY OF NURSING

University of Alberta

B.Sc. in Nursing (Post-Basic Program for Registered Nurses)

The B.Sc. in Nursing Degree Program for Registered Nurses offered by the University of Alberta is 12 full courses in length and will normally require two calendar years to complete. All Nursing subjects must normally be taken at the University of Alberta and at least one year of the program must be spent as a full-time student at the University of Alberta.

Admission Requirements

Matriculation Requirements

- English 30
- Chemistry 30
- Group C (Biology 30 strongly recommended)
- Subject from Group A or C
- Subject from Group A,B or C

In addition to possessing the high school academic qualifications specified above, the applicant must be a Registered Nurse from an approved school of nursing; must provide evidence of eligibility for registration in the Alberta Association of Registered Nurses; and evidence of active registration or licensure in a Canadian nursing association or college. In addition, a full introductory Psychology course at the University level is now required before admission to the Post-R.N. B.Sc.N. program. Psychology 205 is acceptable as one-half of this requirement.

In exceptional circumstances, admission may be granted on an individual basis after consultation with Student Counseling Services, to an applicant who presents evidence of professional competence and ability to profit from university study. These applicants will be admitted as Non-Matriculated Applicants.

Persons interested in making subsequent application for admission to this program may register at Mount Royal College in order to take courses which, upon acceptance into the program, will be accepted for advanced credit. Equivalents to the following University of Alberta courses may be taken at Mount Royal College, if they are offered.

Program of Studies

U of A Faculty of Nursing Requirements:	Mount Royal College Equivalent:
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Science Option	Biology 2201 or Chemistry 2201 or Geography 2201 or Geology 2201 or Physics 2201
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Statistics	Psychology 2215
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For information regarding the program and/or approval in principle of specific Mount Royal College courses, for which advanced credit may be offered in the B.Sc. in Nursing Degree Program for Registered Nurses, please contact:

Associate Dean/Undergraduate Student Affairs
Faculty of Nursing
University of Alberta
Edmonton, Alberta
T6G 2G3
(403) 432-6785

Applications for admission to the University of Alberta B.Sc. in Nursing Degree Program for Registered Nurses, must be submitted no later than May 1st to: Office of the Registrar, University of Alberta, Edmonton, Alberta, T6G 2M7.

SCHOOL OF NURSING

The University of Lethbridge

Bachelor of Nursing Degree (Post R.N.)

The Bachelor of Nursing Degree program consists of 22 courses comprised of Nursing courses (core courses, concentration courses and electives) and non-Nursing courses in the Humanities and other foundational areas.

There is a choice of three career paths that nurses focus on in this degree program: Community Health, Health Education and Nursing Management. A range of courses are offered within these paths to meet the needs of nurses.

Students may take certain approved courses at Mount Royal College which can be transferred into the program.

For further information and advice, students should contact:

Student Advisor
School of Nursing
The University of Lethbridge
4401 University Drive
Lethbridge, Alberta
T1K 3M4
Phone: (403) 329-2649

This is a quota program and all applications must be submitted to the Registrar's Office at the University of Lethbridge by March 15.

SCHOOL OF OPTOMETRY

University of Waterloo

A five year agreement (beginning September, 1981) to guarantee the training of up to seven optometry students per year from Alberta who meet the admissions criteria established by the School of Optometry, has been reached with the Province of Ontario and the University of Waterloo. Students wishing to apply for admission to the School of Optometry under this co-operative agreement must have completed a prescribed pre-professional program.

Matriculation Requirements for Pre-Optometry

Students from high schools in Alberta are admissible on presentation of Alberta Grade 12 Senior Matriculation with an overall average of at least 60% and with a 50% or equivalent letter grade standing in the following courses:

1. English 30
2. Mathematics 30
- 3,4,5. Three subjects chosen from the following list with the exception of the subject used in #2 above: Mathematics 30, Mathematics 31, Biology 30, Chemistry 30, Physics 30, Social Studies 30, or a language 30.

The modified first year program for prospective Optometry students is as follows:

Semester 1

1. Physics 2221
2. Mathematics 2251
3. Biology 2201
4. Chemistry 2201
5. Psychology 2205

Semester 2

6. Physics 2223
7. Mathematics 2253
8. Biology (Zoology) 2273
9. Chemistry 2203
10. Humanities or Social Sciences elective

Students successfully completing the above first year program are eligible to apply for admission to the first professional year at the University of Waterloo.

Since the large number of applications to Optometry inevitably results in a number of students who are unsuccessful on their first application, students attempting to supplement their preparation through a second pre-professional year of study should include courses in: Organic Chemistry, Microbiology, Statistics, Human Anatomy, Histology & Embryology, Physical Optics and Biochemistry.

Students should also note that both Mount Royal College and the University of Calgary do not offer equivalent courses in all of the above subject areas. Students requiring assistance in course selection should contact the Dean, Faculty of General Studies Office, The University of Calgary.

Admission Requirements

Applicants are selected on a competitive basis considering scholarship, interest, motivation, general qualifications for the profession and recommendations. Interviews may be arranged in Alberta. Applications are accepted from candidates who are Canadian citizens or are permanent residents who have held this status for twelve months prior to admission to the School of Optometry. In special circumstances, a limited number of foreign students (one or two) may be admitted. Applications will not normally be accepted from foreign students on student visas or from permanent residents who have not held this status for twelve months prior to admission to the School of Optometry.

Further information regarding admission procedures, fee, application deadline and the program of study at the University of Waterloo can be obtained by writing to the:

Undergraduate Affairs Office
School of Optometry
University of Waterloo
Waterloo, Ontario
N2L 3G1.

FACULTY OF PHARMACY

University of Alberta

Students wishing to transfer to the Faculty of Pharmacy at the University of Alberta should contact:

Dr. R.E. Moskalyk
Associate Dean
Faculty of Pharmacy
University of Alberta
Edmonton, Alberta
T6G 2E1
Phone: (403) 432-3362

FACULTY OF SOCIAL WELFARE

University of Calgary - Lethbridge Division

The Bachelor of Social Welfare program is offered by the University of Calgary in co-operation with the University of Lethbridge on the Lethbridge campus. Students embarking upon the B.S.W. degree normally complete two years of undergraduate study before entering the program at the beginning of their third year.

Students wishing to transfer to the B.S.W. degree program after two years of acceptable transfer courses will be required to complete a program of study as outlined by the Faculty of Social Welfare of The University of Calgary. An above-average academic record is ordinarily required for admission. In addition, volunteer or paid social services experience as well as other volunteer or work experience is desirable. Students are advised to arrange their programs so that they could complete a degree in the faculty of their choice in the event that they are not admitted into the Faculty of Social Welfare.

Course Requirements

There are no required courses in the two pre-Social Welfare years. Students frequently select Psychology and Sociology courses and a variety of other Arts and Science courses. Students may complete Education and Management courses but should note that a maximum of two non-Arts and Science courses are applicable to a degree program in the Faculty of Arts and Science in the event that admission to Social Welfare is not obtained.

For further information and advice, students should contact:

Co-ordinator of Student Programs
Faculty of Social Welfare - Lethbridge Division
The University of Lethbridge
4401 University Drive
Lethbridge, Alberta
T1K 3M4
Phone: (403) 329-2797

COLLEGE OF VETERINARY MEDICINE

There are four Colleges of Veterinary Medicine in Canada: the Ontario Veterinary College, University of Guelph; Ecole de Medicin Veterinaire, Universite de Montreal; Western College of Veterinary Medicine, University of Saskatchewan and the Atlantic Veterinary College at the University of Prince Edward Island. Since the Western College of Veterinary Medicine was established primarily to provide veterinary education for residents of the western provinces and

territories, Alberta residents are expected to apply to that institution and should concentrate their efforts on gaining admission there. (The Ontario Veterinary College and Ecole de Medicin Veterinaire will accept applications from Alberta residents, but these institutions give priority to residents of their respective province.)

The University of Saskatchewan

Admission Requirements

Students from high schools in Alberta are admissible upon completion of Alberta Grade 12 Senior Matriculation with an overall average of at least 60.9% and with a minimum mark of 50.0%, or equivalent letter grade, in the following courses:

1. English 30
2. Mathematics 30
3. Chemistry 30
4. Biology 30
5. Physics 30

Mathematics 31 is strongly recommended as an additional subject for those entering the BSc program.

Program of Studies

The modified first year program for prospective veterinary medicine students is as follows:

Semester 1

1. English 2231, 2235 or 2237
2. Physics 2221
3. Chemistry 2201
4. Mathematics 2251
5. Biology 2201

Semester 2

6. English 2231, 2235 or 2237
7. Physics 2223
8. Chemistry 2203
9. Mathematics 2253
10. Biology (Zoology) 2273

Please note, however, that two full years of university training are required for admission to the Western College of Veterinary Medicine, during which credit must be secured for the number of courses customarily considered a standard load in the curriculum in which they are obtained. Other courses that must be completed include:

Biology 311 (U of C)

Chemistry 350 (U of C)

Electives - sufficient to complete ten full-course equivalents. All courses must be beyond the Senior Matriculation level.

Students wishing to continue in second year would need six (6) credit units in Biochemistry and three (3) credit units in Microbiology.

Students are reminded that acceptance into the program of Veterinary Medicine cannot be guaranteed on the basis of any minimum academic achievement level. Although selection is based mainly on relative academic performance, other factors are considered. It is recommended that interested students seek detailed information on admissions criteria early in their pre-veterinary program.

Only a limited number of students can be accepted for admission to the first year of the Veterinary Medicine course and completion of the pre-veterinary course carries no assurance of admission to the professional course.

Since competition for admission to this College is very keen, it is recommended that the student choose an alternate career goal which will determine the choice of electives taken. Applicants are urged to consult their undergraduate advisors for help in this regard.

Enquiries and requests for application forms should be directed to the Associate Dean, Western College of Veterinary Medicine, University of Saskatchewan. Completed applications for admission must be returned before January 1.

MOUNT ROYAL COLLEGE COURSES

HOW TO INTERPRET A COURSE DESCRIPTION

Sample

1. CHEM 1210 - Principles of Chemistry I
2. 6 hours instruction (including lab)
3. (4 credits - TG)
4. An introduction to the behaviour and properties of gases, liquids and solids; phase transformations, the phase rule and phase diagrams. Ideal gases and real gases; equations of state and their application, simple kinetic theory; vapor pressure; transport properties of gases and liquids. Solids: crystalline and noncrystalline structures; nonequilibrium solid phases; electrical and thermal conductivity.
5. Prerequisite: Chemistry 1030 or equivalent.

Interpretation

1. Subject Abbreviation (CHEM), Course Number (1210), and Short Title of the Course (Principles of Chemistry I)

The full name for a subject abbreviation is shown at the beginning of that subject group. Courses are numbered according to the following system. ('Restrictions and Interpretations' are detailed in the section entitled "College Programs - Graduation Requirements").

0000-0999	Preparatory Courses Carry credit but are not counted towards a diploma, certificate, or the grade point average.
1000-1099	Preparatory Courses Do not carry credit towards a diploma or certificate.
1010-	Courses equivalent to Alberta high school courses at the "10 level" (Grade 10).
1020-	Courses equivalent to Alberta high school courses at the "20 level" (Grade 11).
1030-	Courses equivalent to Alberta high school courses at the "30 level" (Grade 12).
1031-	Courses equivalent to Alberta high school courses at the "31 level".
1100-1199	Introductory Courses Note that a limited number of 1110 courses are level 30 equivalents. They do not count towards graduation.
1200-1299	Advanced courses requiring previous college-level work.
1300-1399	Senior courses requiring advanced level college work.

2000-2299 Junior-level university courses offered at Mount Royal College.

2300-2399 Senior-level university courses offered at Mount Royal College.

2. Hours and Type of Instruction (6 hours instruction, including lab)

Unless otherwise stated, the number of hours indicates hours of instruction each week. Courses normally run 15 weeks (excluding the examination time) each fall and winter semester and 6 weeks during spring semester. Therefore, this sample course involves a total of 90 hours of instruction. Instruction at Mount Royal College is made up of lectures, tutorials, laboratory sessions and guided independent study. Any course may use one or all of these different methods of instruction.

3. Credit Value (4 credits) and Transfer Guide Designator (TG)

A credit is a number assigned to the "amount of learning" students receive through a combination of lectures, tutorials, seminars, labs, etc. In some courses, 1 credit may equal one hour of class time per week. A specific number of credits is required to complete each diploma or certificate program the College offers. Courses with a "TG" beside the credits are courses which are accepted under certain conditions for transfer to some or all of the Alberta universities. Students may receive full or partial credit for these courses. For further information, consult the Alberta Transfer Guide, available at the Office of the Registrar.

4. Course Description (An introduction ... conductivity.)

This is a brief description of the topics to be covered in the course. A more detailed description, called a "Course Outline" or "Syllabus" is usually handed out the first day of classes. Course outlines are available through the department.

5. Special Notes (Prerequisite)

Prerequisites are courses that must be completed before taking certain courses. Corequisites are courses that must be taken at the same time as specific courses. Recommended preparation refers to courses that should be completed before taking certain courses. Other special notes about extra fees, special restrictions, etc., are usually noted after the course description.

Not all courses listed in this Calendar are offered in every semester. Students should consult a copy of the Mount Royal College Schedule of Classes prior to registration.

NOTE: Mount Royal College reserves the right to make changes in the information stated in this Calendar without prior notice.

COURSE DESCRIPTION INDEX

Administration (ADMN)
Air Flight Training (AIRF)
Allied Health (ALHE)
Anthropology (ANTH)
Archaeology (ARKY)
Astronomy (ASTR)
Biology (BIOL)
Canadian Studies (CNST)
Chemistry (CHEM)
Child Care Worker (CCWK)
Classics (CLAS)
Communications (COMM)
Computer Science (COMP)
Criminology (CRIM)
Drama (DRMA)
Early Childhood Education (EACE)
Economics (ECON)
Education (EDTS)
Electronics (ELEC)
Engineering (ENGR)
English (ENGL)
English As A Second Language (EASL)
Environmental Technology (ENVI)
French (FREN)
Geography (GEOG)
Geology (GEOL)
Geophysics (GOPH)
German (GERM)
Gerontology (GERO)
History (HIST)
Interdisciplinary Studies (IDST)
Interior Design (INDS)
Latin (LATN)
Law Enforcement (CRIM)
Learning Skills (LNSK)
Leisure Services (LESR)
Linguistics (LING)
Mathematics (MATH)
Microbiology (MIBI)
Music (MUSC)
Natural Science (NTSC)
Nursing (NURS)
Nursing - Post Basic Mental Health (PBMH)
Petroleum (PETR)
Petroleum and Mineral Resource Land Management (PMLM)
Philosophy (PHIL)
Physical Education (PHED)
Physics (PHYS)
Planning (PLAN)
Political Science (PLSC)
Preparatory (PREP)
Psychology (PSYC)
Rehabilitation Services (REHB)

Religion (RLGN)
Secretarial Arts (SECR)
Security Management (CRIM)
Social Science (SOSC)
Social Work (SLWK)
Sociology (SLGY)
Spanish (SPAN)
Speech (SPCH)
Theatre Arts (DRMA)

ADMINISTRATION (ADMN)

ADMN 1115 - Public Relations

3 hours instruction
(3 credits)

A study of techniques of contemporary public relations. It covers the origins, environment and the process from fact-finding, planning, programming, action and communication to evaluation. All the various publics are examined along with a look at the practice of the profession.

ADMN 1120 - Principles of Accounting

4 hours instruction, 1 hour lab
(4 credits - TG)

An introduction to basic accounting principles and practices. Includes books of account and financial statements; merchandise accounting; internal control procedures, specialized journals and ledgers; cash; accounts receivable; inventories; plant and equipment. Emphasizes using accounting data as a management tool.

ADMN 1121 - Financial Accounting Concepts

4 hours instruction, 1 hour lab
(4 credits - TG)

A conceptual approach to financial accounting. An introduction to the needs and uses of accounting information. Emphasizes differences between proprietorships, partnerships, and corporations and the analysis of financial statements for each. Procedural considerations of accounting are introduced after students have an appreciation of the content of financial statements.

Students considering transfer to another institution should select Administration 1121.

Credits will not be granted for both Administration 1120 and Administration 1121.

ADMN 1130 - Principles of Management

3 hours instruction
(3 credits - TG)

Introduces the student to the five major areas of management: planning, organizing, staffing, directing and controlling. Shows how these concepts are used to effectively and efficiently operate a business firm.

ADMN 1131 - Introduction to Business Administration

3 hours instruction
(3 credits - TG)

Emphasizes understanding the modern business firm's operations. Teaches students how to analyze financial statements (intro analysis), create and critique a marketing plan (the 4P's), and apply organizational, leadership, and motivational theory. Stresses practical skill development for business and decision-making skill development by intensive use of the case method.

Restricted enrollment for Business Administration students. See Business Administration Advisor for details.

ADMN 1140 - Principles and Practice of Insurance

3 hours instruction for 12 weeks
(2 credits)

History and functions of insurance; the law and the judicial system, law of contract; the insurance contract; risk; how insurance works; classes of coverage; the insurer - licensing of insurance companies, economic environment of insurance; marketing of insurance - licensing and regulation of insurance intermediaries, loss settlement, functions of claims department, the independent adjuster; reinsurance; types of forms of reinsurance.

ADMN 1141 - Insurance on Property I

3 hours instruction for 12 weeks
(2 credits)

Introduction to property insurance; basic fire insurance policy, extended coverage endorsement; Insurance Act Provisions - fire insurance; Fire Statutory Conditions; concepts relating to property insurance; coinsurance, mortgage clauses; dwelling fire insurance coverages; introduction to inland marine and multi-peril; householders' named perils, personal effects floater, fine arts policy; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

ADMN 1142 - Liability Insurance

3 hours instruction for 12 weeks
(2 credits)

Introduction to liability insurance; Canadian law; general concepts of liability insurance; Common Law; the Civil Code in Quebec, comprehensive general liability, owners', landlords' and tenants', manufacturers; and contractors', owners' or contractors' protective, products and completed operations; comprehensive personal liability, farmers' personal liability, storekeepers' liability, personal injury liability, care, custody or control, accident and occurrence, occurrence basis property damage, products liability; umbrella liability; underwriting; reinsurance; claims.

ADMN 1143 - Automobile Insurance

3 hours instruction for 12 weeks
(2 credits)

Introduction and development; applications for automobile insurance; the policy; endorsements which may be used with Owner's policy; non-owned liability insurance; automobile garage policies; automobile claims; industry programs for insurance availability and Highway Victims Indemnity Funds; automobile insurance rating; automobile loss prevention; automobile marketing and specifics of policy coverages in each province.

ADMN 1144 - Claims I

3 hours instruction for 12 weeks
(2 credits)

An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; first party claims: property; first party claims: commercial property; third party claims; documentation: property claims; aids to implementing adjustment.

ADMN 1145 - Personal Lines Production

3 hours instruction for 12 weeks
(2 credits)

The insurance business - an overview; definitions and explanations; organization of the insurance business. Sales - an introduction; selling individual selling skills. Legal background; jurisdiction - federal and provincial; tort; agency; contract law. Home insurance; automobile insurance; life insurance.

ADMN 1150 - Principles of Marketing

3 hours instruction
(3 credits - TG)

An introduction to the fundamental concepts and principles of marketing. Examination of the marketing environments, consumer and market analysis and the strategy involved in co-ordinating the marketing mix of product price, distribution and promotion along with the various societal concerns.

ADMN 1151 - Marketing Computer Technology

3 hours instruction
(3 credits)

This course focuses on the marketing of computer technology and software. The student will be taught how to use the fundamental principles and techniques of marketing to solve marketing problems within the computer technology industry, assess the computer needs of customers, and help customers meet and solve those needs.

ADMN 1154 - Professional Salesmanship

3 hours instruction
(3 credits)

Provides better understanding of the sales process: prospecting, presenting, meeting objections, closing. Experientially emphasizes practical communication skills: listening, empathizing, transmitting a clear, complete message. Includes optional selling project in which theory is implemented.

ADMN 1161 - Business Mathematics and Statistics

3 hours instruction, 1 hour lab
(3 credits - TG)

A preparatory course in the fundamental concepts of business mathematics and statistics. Course content includes topics of mathematics and long-term investment such as retail mathematics, mathematics of finance and bonds, insurance math, and descriptive statistics.

ADMN 1170 - Personnel Administration

3 hours instruction
(3 credits - TG)

An introductory course in personnel and human resource administration. In addition to the functional areas of personnel administration, the student will study the factors affecting the management of an organization's human resources.

ADMN 1190 - Introduction to Business Information Management (formerly ADMN 1191)

3 hours instruction
(3 credits)

Introduces the student to the elements of information management. The course includes: what is information, information systems, how information is used, and the tools of the Information Manager.

ADMN 1192 - Introduction to Records Management

3 hours instruction
(3 credits)

Introduces students to an effective and efficient program to improve the management of records in an organization. Subjects include: records inventory and evaluation; retention and disposals schedules; control of active records and storage of inactive records.

ADMN 1193 - Basic Forms Design

3 hours instruction
(3 credits)

Introduces the student to a design methodology which can be used to control the process of designing a form. This methodology is applied to the design problems encountered while creating each of the three basic types of form: handwritten, typewritten, and line printer. The student's un-

derstanding of the theory is reinforced through a series of exercises and projects. The course concludes with a brief discussion of a number of special design topics such as machine readable forms, negotiable instruments and MICR coding.

ADMN 1196 - Micrographics for Technicians

3 hours instruction
(3 credits)

This course is designed to give students a technical knowledge of micrographics which will enable them to work efficiently in micrographics facilities. Topics covered include: film process and micrographics equipment operation. Tours of micrographics facilities are provided when available.

ADMN 1210 - Business Communications

3 hours instruction
(3 credits - TG)

Explores how to effectively communicate within the modern business firm. Emphasizes skill-building exercises in listening, empathy and non-verbal awareness which create better relationships between employees and management. Discusses how to write according to the model of the seven C's: clearly, completely, concisely, concretely, courteously, considerably, and correctly. Teaches appropriate formats for business letters, memorandums, and reports.

Recommended preparation: English 1112 or 2201.

ADMN 1220 - Financial Accounting

4 hours instruction, 1 hour tutorial
(4 credits - TG)

Focus is on the recording and reporting problems encountered in partnership accounting; the organization and operation of corporations; long-term debt and investments; accounting for a manufacturing concern; managerial decisions; statement of change in financial position and analysis of financial statements.

Recommended preparation: Administration 1120 or 1121.

ADMN 1221 - Intermediate Accounting I

4 hours instruction, 1 hour tutorial
(4 credits - TG)

An in-depth analysis of divergent viewpoints on accounting principles encountered in recording and reporting for assets and liabilities as well as the related income statement accounts.

Recommended preparation: Administration 1220.

ADMN 1222 - Intermediate Accounting II

4 hours instruction, 1 hour tutorial
(4 credits - TG)

An in-depth analysis of accounting theory and principles encountered in connection with reporting debt or equity and their related income statement concerns. Includes current theory concerning pensions, leases, income tax allocation and price level and current value accounting.

Recommended preparation: Administration 1220.

ADMN 1224 - Management Accounting

4 hours instruction, 1 hour tutorial
(4 credits - TG)

An introduction to the natures, scope and uses of managerial accounting. Topics include: quantitative management devices for selection and attaining objectives; job and process costing; standard costs-variance analysis; break-even analysis; budgeting; and inventory planning and control.

Recommended preparation: Administration 1120 or 1121 and 1220.

ADMN 1225 - Principles of Auditing

3 hours instruction
(3 credits)

Examines the role of the internal or external auditor in business. Explores the legal and ethical environment of auditing. Emphasizes the methods and procedures used in auditing and reporting as they relate to specific financial statement areas such as assets, liabilities, equities, revenues, and expenses.

Prerequisites: Administration 1120 and 1220.

ADMN 1226 - Petroleum Accounting

3 hours instruction
(3 credits - TG)

An introduction to the concepts of oil and gas exploration and development in Alberta and in particular the accounting principles and practices associated with the exploration, development and production of oil and gas products as well as a study of the impact of income tax on the industry.

Recommended preparation: Administration 1120 or its equivalent and Petroleum 1124.

ADMN 1227 - Managerial Finance

4 hours instruction
(3 credits - TG)

The functions, problems, and techniques of business finance. Topics include capital investment policies of the firm; capital budgeting; cost of capital; capital structure valuation; and risk consideration.

Recommended preparation: Administration 1120, 1160, 1220.

ADMN 1228 - Personal Income Tax

3 hours instruction
(3 credits - TG)

Canadian Income Tax Laws affecting proprietors, partnerships and salaried; taxation of capital gains; tax planning for individuals through problem-solving and preparation of personal tax returns.

Prerequisites: Administration 1120 and 1220.

ADMN 1229 - Corporate Income Tax

3 hours instruction
(3 credits - TG)

Canadian Income Tax Laws affecting corporations. Reviews the computation of income; taxable income; taxes payable; corporate distributions; and income tax planning. Problem-solving and the preparation of a corporate tax return are the chief methods of instruction.

Recommended preparation: Administration 1120, 1220, 1228.

ADMN 1230 - Business Law

3 hours instruction
(3 credits - TG)

Law of contracts, assignments, trusts and negotiable instruments. Business transactions as the sale of goods and the formation of contracts of insurance, guarantee bailment, employment and agency and basic concepts of tenancy, mortgaging, and the sale of land and buildings. Also covers the Law of Torts, insurance and guarantees, principle and agent negotiable instruments, partnership, corporations and credit transactions.

ADMN 1232 - How to Start An Independent Business

3 hours instruction
(3 credits)

Takes students through the steps necessary to start a small business. Considers: buying an existing firm vs. starting from scratch, legal considerations, raising capital, stating the beginning marketing strategy. Teaches how to create a business plan.

ADMN 1240 - Bodily Injury Claims

3 hours instruction for 12 weeks
(2 credits)

Investigation and backgrounds; anatomy; bodily injury; and treatment; interpretation of medical reports; disability; rehabilitation; evaluation, negotiation and settlement of claims.

ADMN 1241 - Insurance on Property II

3 hours instruction for 12 weeks
(2 credits)

Business fire coverages; extended coverage endorsements; rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; mercantile coverages and commercial coverages designed for specific purposes; bailee's policies, condominiums; real property insurance.

ADMN 1242 - Insurance on the Person

3 hours instruction for 12 weeks
(2 credits)

Basic principles of life insurance and the fundamental differences between life insurance and general insurance; types of life insurance policies; actuarial - the cash flow; annuities; government control; underwriting and selection of risk; taxation of life insurance; characteristics of group insurance; group accident and sickness insurance; the group insurance policy.

ADMN 1243 - Insurance Against Crime

3 hours instruction for 12 weeks
(2 credits)

Definitions, policy conditions, robbery insurance - interior messenger and paymaster robbery (hold-up) policy; burglary insurance; church theft, residence theft; broad form coverage - money and securities policy (broad form); safe deposit box policies; comprehensive dishonesty, disappearance and destruction policy; office - store burglary and robbery, broad form storekeepers, brokers' blanket bonds; physical protection; underwriting; rating, claims.

ADMN 1244 - Claims II

3 hours instruction for 12 weeks
(2 credits)

Principles governing settlement; preserving the evidence; general liability claims; professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation and settlement negotiation; civil procedure.

ADMN 1245 - Business Interruption Insurance

3 hours instruction for 12 weeks
(2 credits)

Purpose; terminology; insured perils; policy period - indemnity period; American vs. British approach; insurable interest. Earnings insurance (no coinsurance); extra expense insurance; contingent business interruption forms; rent or rental value; other miscellaneous forms; practical comparisons; loss adjustment.

ADMN 1246 - Casualty Covers

3 hours instruction for 12 weeks
(2 credits)

Glass Insurance - policy coverage, underwriting, claims; Surety bonds - underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds; Boiler and Machinery insurance - history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance - aviation in Canada, aircraft hull insurance, liability in aircraft accidents, aircraft liability insurance, employer's liability, air cargo liability insurance; Miscellaneous Coverages - water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance; commercial credit insurance.

ADMN 1247 - Building Construction, Fire Protection and Basic Hazards

3 hours instruction for 12 weeks
(2 credits)

Building construction - basic terms and construction types, foamed plastic in construction; interior finishes; fire divisions and separations - fire doors, heating - storage and handling of fuels, supply tanks, combustion controls - hazardous locations; flammable and combustible liquids - storage and handling, spray finishing; common hazards - welding, flame cutting and grinding, waste disposal; control and prevention of fires - extinguishers, CO₂ and dry chemical systems, automatic smoke and heat detection, introduction to automatic sprinklers, watchman's service.

ADMN 1248 - Commercial Lines Production I

3 hours instruction for 12 weeks
(2 credits)

Introduction to risk management - scope, objectives, process; exposure identification and analysis, alternatives for dealing with each exposure; monitoring results; commercial accounts exposure identification and analysis - producer's role in risk management, exposures to loss, human asset loss exposures; case studies; property insurance - fire insurance policies, all risk policies; business interruption insurance - policies available; package policies - liability, crime, boiler and machinery, glass.

ADMN 1251 - Computer Marketing Internship

3 hours instruction
(3 credits)

This is an applied course to integrate the knowledge and skills acquired throughout the Computer Sales and Marketing program. Students will be placed in the computer industry where they will utilize a variety of marketing and computer skills. A project will be a required component of this course.

ADMN 1253 - Retail Management

3 hours instruction
(3 credits)

An introduction to the nature, scope, problems, and challenges of retail management. The strategy and decision-making involved in location analysis, retail organization, merchandising and managing the retail mix is examined.

Prerequisite: Administration 1150.

ADMN 1254 - Sales Management

3 hours instruction
(3 credits)

The techniques of marketing and promotion, the direction and organization of sales personnel, and the control of marketing costs. Through case method study, students face the many business problems of an actual sales manager.

Recommended preparation: Administration 1154.

Prerequisites: Administration 1130 and 1150.

ADMN 1256 - Introduction To Advertising and Sales Promotion

3 hours instruction

(3 credits - TG)

A study of modern advertising and promotion techniques. Involved is the planning and development of campaigns from budget allocation, research, creative and media selection strategies to evaluation methods.

Prerequisite: Administration 1150.

ADMN 1257 - Industrial Marketing

3 hours instruction/tutorial

(3 credits)

An examination of marketing in the industrial environment. Topics covered include organizational buying behaviour, evaluation of industrial markets and development of industrial marketing strategy.

Prerequisite: Administration 1150.

ADMN 1258 - Marketing Research

3 hours instruction/tutorial

(3 credits - TG)

A study of the theory and application of marketing research including why marketing research is done and how it is used. Components of effective marketing research will also be studied including proposals, research design, questionnaire design, collection of data, analysis and interpretation of results.

Prerequisites: Administration 1150 and 1160.

ADMN 1259 - Intermediate Marketing

3 hours instruction/tutorial

(3 credits)

A problem-solving approach to marketing concepts through case analysis and market readings. An in-depth examination of the decision-making necessary for marketing strategy formulation, product positioning, pricing, channels, marketing research, promotion and marketing for non-profit organizations.

Prerequisite: Administration 1150.

ADMN 1262 - Applied Statistical Analysis I

3 hours instruction, 1 hour lab

(3 credits - TG)

The development of managerial research methods. It covers the collection, presentation and interpretation of data using different sampling techniques. Basic continuous random variables will be introduced. Applications will be business oriented and analyzed by manual and computerized methods.

Prerequisite: Administration 1160 or Mathematics 2251 or consent of instructor.

ADMN 1263 - Applied Statistical Analysis II

3 hours instruction, 1 hour lab

(3 credits - TG)

This course will cover the collection, presentation and interpretation of data using different sampling techniques. Basic concepts of probability and analysis of discrete and continuous random variables will be introduced. Applications will be business oriented and will be analyzed by manual and computerized methods.

Prerequisite: Administration 1262.

ADMN 1265 - Management Information Systems

3 hours instruction

(3 credits - TG)

The principle techniques of designing and implementing successful computer based management information systems. Topics include: the role of information systems data, integrated data base, feasibility studies, human resource inventory systems, organizational impact, system analysis techniques, table and decision-making, application packages, information retrieval systems, controls and future trends.

Recommended preparation: Administration 1130, 1261 and Computer Science 1160.

ADMN 1266 - Principles of Inventory and Operations Control (formerly ADMN 1252)

3 hours instruction (16 weeks)

(3 credits)

Covers applications in a wide range of organizations including public and non-profit, services, distributors, end users, processors, and manufacturers. It is an introductory course whose topics include management of inventories [inventory functions and classification, replenishment strategies, order quantities, order points, safety stocks, demand forecasting, and strategies to reduce inventories (MRP and Just-in-time)], capacity management, scheduling and project management.

Note: This course is offered in conjunction with *The Purchasing Management Association of Canada* and the Canadian Association for Production and Inventory Control. It is a 16 week, 48 hour course. Tuition fee is higher than a normal 3 credit course. See your advisor.

ADMN 1267 - Principles of Buying (formerly ADMN 1251)

3 hours instruction (20 weeks)

(3 credits)

Anyone in industrial, commercial, institutional or government buying will benefit from this course. Newcomers to the purchasing field or experienced purchasing personnel who have not taken any work-related courses will profit. Topics include supplier selection, negotiation, taxes, legal aspects of purchasing, considerations of price, quantity, in-

ventory and quality. Course format consists of lectures, case studies and group discussions. Students are expected to participate fully.

Note: This course is offered in conjunction with *The Purchasing Management Association of Canada*. It is a 20 week, 60 hour course. Tuition fee is higher than a normal 3 credit course. See your advisor.

ADMIN 1268 - Principles of Transportation (formerly ADMIN 1255)

3 hours instruction (16 weeks)
(3 credits)

Specifically designed for those in purchasing with three objectives: 1) to develop an appreciation of the interaction between the purchasing and transportation functions in supply systems; 2) to provide a description of the transportation modes so that the general nature of their rates and services are understood; and 3) to help develop skills in the selection and control of transport services within the context of the supply system.

Note: This course is in conjunction with *The Purchasing Management Association of Canada*. It is a 16 week, 48 hour course. Tuition fee is higher than a normal 3 credit course. See your adviser.

ADMIN 1273 - Labour Relations

3 hours instruction
(3 credits - TG)

An examination of the industrial and labour relations system with emphasis on its role and relationship in society, labour unrest and industrial conflict, labour laws and dispute resolution techniques.

Recommended preparation: Administration 1170.

ADMIN 1274 - Employee Selection and Recruiting

3 hours instruction
(3 credits - TG)

Provides students with the skills and knowledge required for effective recruiting and selection. Emphasis will be placed on interviewing techniques and application. Additional topics will include: developing job requirements, identifying sources of recruits, writing employment advertisements, developing application forms, etc.

Recommended preparation: Administration 1170.

ADMIN 1275 - Compensation and Benefits Administration

3 hours instruction
(3 credits - TG)

Provides students with the theory and practice of compensation and benefits administration. Topics include: job analysis and description, wage and salary surveys, job evaluation, employee benefits, etc.

Recommended preparation: Administration 1170.

ADMIN 1276 - Organizational Behaviour

3 hours instruction
(3 credits - TG)

An examination of the factors that influence the behaviour of people in organizations. Emphasis will be placed upon the application of theory through group interaction, cases, etc. Topics will include leadership, motivation, power, organizational structure and design, etc.

Recommended preparation: Administration 1130 or consent of the department.

ADMIN 1277 - Employee Training and Development

3 hours instruction
(3 credits)

This course will provide the student with current theory and practical approaches to the training and development of human resources within the organization. The course is designed for managers, supervisors, and personnel practitioners. It includes such topics as identifying training needs, types of training, training evaluation, learning theory, employee counselling, career development, discipline, employee assistance programs, etc. Emphasis will be given to the development of skills where appropriate.

Prerequisite: Administration 1170.

ADMIN 1279 - Office and Staff Administration

3 hours instruction
(4 credits)

This course examines the fundamental principles of business organization and management with specific emphasis on how those principles relate to the problems of staff administration, training, and development within the clerical office. Students are expected to master these principles within the context of the workplace. Course presentation emphasizes participation in a case study approach to the problems caused by office administration.

ADMIN 1292 - Advanced Records Management

3 hours instruction
(3 credits)

Advances the concepts introduced in "Introduction to Records Management" by developing skills in designing active and inactive record systems for various type of organizations and developing retention period and schedules for the records of an organization. Group and individual retention periods and schedules for the records of an organization. Group and individual exercises emphasize the "how-to" aspect of records management.

ADMIN 1293 - Advanced Forms Design

3 hours instruction
(3 credits)

This course is a continuation of Basic Forms Design. Forms design techniques are reviewed and the student is intro-

duced to cost analysis of the common form types: hand-written, typewritten, and line printer. Other discussion topics include: use of carbon papers, use of self imaging papers, form construction techniques, electronic forms design, non-impact printer forms design and forms pricing.

Prerequisite: Basic Forms Design or an equivalent level of course work and/or experience as determined by the department.

ADMN 1296 - Micrographics for Managers

3 hours instruction
(3 credits)

This course is designed to assist managers to evaluate micrographics as a possible medium for information storage and retrieval. It introduces the variety of formats available, their advantages and disadvantages in relation to different types of applications and the equipment necessary to operate micrographic systems.

ADMIN 1331 - Integrative Cases in Business Management

3 hours instruction
(3 credits)

This final cumulative course intensively uses the case method. Will help the student integrate financial, marketing, human resources and other information into integrated decisions for business firms.

Prerequisites: Administration 1120, 1130, 1150, 1160, 1170, 1210 and 1224 or special permission from the Department.

ADMN 1350 - Marketing Strategy Planning

3 hours instruction
(3 credits)

This course integrates the many marketing variables within a series of strategic decision. This capstone course is designed to give a practical understanding of the strategic planning involved in successfully planning a marketing program.

Prerequisites: Administration 1120, 1130, 1150, 1160, 1210, 1220, 1257, 1258 and 1259.

ADMN 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

AIR FLIGHT TRAINING (AIRF)

AIRF 1100 - Theory of Flight and Navigation

7 hours instruction
(3 credits)

Provides knowledge of basic aerodynamics, weight and bal-

ance, aircraft instruments, aircraft performance and navigation. It includes a number of hours dual and solo in the laboratory depending on the student's background.

Prerequisite: Acceptance into the Aviation program and those who have passed M.O.T. medical examination.

AIRF 1109 - Aviation Meteorology (Introductory)

3 hours instruction, 2 hours lab
(4 credits)

Covers the meteorology requirements for the Ministry of Transport Commercial Pilot's licence, basic meteorology as it applies to aviation and the ability to interpret weather information for pilots as supplied by Atmospheric Environment Services.

Prerequisite: Acceptance into the Aviation Program or instructor's permission.

AIRF 1111 - Commercial Pilot's Licence

7 hours instruction
(3 credits)

Designed to give students a knowledge of the material outlined in the Ministry of Transport's Study and Reference Guide for Commercial Pilot's Licence in the lectures and fifty flight hours, dual and solo, in the laboratory. At the end of the semester all students will have passed the written examination for the Commercial pilot's Licence and completed 110 hours of flight time.

Prerequisite: Air Flight Training 1100.

AIRF 1122 - Electronics

3 hours instruction
(3 credits)

Provides students with an introduction to electronics. Emphasis will be placed on the fundamentals of electronics as applied to Avionics.

AIRF 1130 - Aircraft Engines (S.A.I.T.)

3 hours instruction
(3 credits)

Designed to give students a theoretical, practical and working knowledge of an aircraft piston engine and its ancillary controls. Students will also be introduced to the turbo prop and turbo jet engine.

AIRF 1202 - Multi-Engine Instrument Rating

5 hours instruction
(3 credits)

Designed to give students a knowledge of the material outlined in the Ministry of Transport's Study and Reference Guide for Instrument Rating in the lectures and eighty-seven hours, dual and solo, in the laboratory. At the end of the semester all students will have received their Commercial Pilot's Licence, passed D.O.T. flight test for a multi-engine endorsement, passed the D.O.T. written examina-

tion for the Instrument Rating endorsement and completed 187 hours flight time.

Prerequisite: Air Flight Training 1111.

AIRF 1206 - Advanced Aircraft Operations, Performance and Flight Planning

3 hours lecture, 4 hours practicum
(3 credits)

Designed to give students an advanced knowledge of the operations, performance, navigation and flight planning of long-range, high-performance jet aircraft. At the end of the semester all students will have received their Instrument Rating endorsement.

Prerequisite: Air Flight Training 1202.

AIRF 1209 - Aviation Meteorology (Advanced)

5 hours instruction (including lab)
(4 credits)

Prepares students for the meteorological portion of the Instrument Flying test. Deals with practical flight planning problems, both low-level and high-level. Upon successful completion of the course students should have a good grounding in practical meteorological problems and be equipped to make correct decisions on meteorological problems confronting an aircraft captain.

Prerequisite: Air Flight Training 1109.

AIRF 1210 - Aircraft Systems (S.A.I.T.)

3 hours instruction
(3 credits)

Designed to give students a theoretical and working knowledge of aircraft hydraulic, pneumatic, electric, pressurization, oxygen, fire and ice protection systems.

Prerequisite: Air Flight Training 1130.

AIRF 1220 - Avionics (S.A.I.T.)

3 hours instruction
(3 credits)

Provides a basic understanding from an operational viewpoint of the functions and limitations of avionic equipment.

Prerequisite: Air Flight Training 1122.

AIRF 1232 - Advanced Navigation Guidance and Control of Aircraft

3 hours instruction
(3 credits)

An advance study of gyro compass devices and heading reference systems, navigation computers, sophisticated navigation systems, flight directors, autopilots and autoland systems and Microwave Landing Systems.

ALLIED HEALTH (ALHE)

See also Nursing courses (NURS) and Post Basic Mental Health Nursing courses (PBMH).

ALHE 1111 - General Health Care

2 hours instruction
(2 credits)

This course provides an overview of topics which will be of importance to the rehabilitation practitioner, working primarily with the physically and/or mentally disabled client. Areas such as human needs, individual lifestyle, prevention of infection, effects of immobility, hygienic care, nutrition, elimination, the stress response, common illnesses, sexuality, basic first aid, the use of medications are addressed.

ALHE 1120 - Basic Child Health

3 hours instruction
(3 credits)

This course is designed for students who plan to work in group care homes, providing basic knowledge and skills in the health promotion and maintenance of the child between 6 and 16 years of age. The course includes normal growth and development from a physiological and psychological perspective. Health and nutritional needs and problems of the developing child are covered as well as the home care of the ill child.

ALHE 1182 - Child Health

12 hours instruction/semester
(1 credit)

Provides the student with basic knowledge and skills in the health maintenance of the young child, the concept of wellness is discussed and how to provide for physical hygiene and comfort in a group setting is covered. Additional topics are: impact of illness and hospitalization on the young child; communicable diseases and common childhood illnesses (signs, symptoms and treatments will be discussed).

ALHE 1184 - Children's Nutrition and Diets

12 hours instruction/semester
(1 credit)

Provides the students with a basic knowledge of nutrition and its effects on the health of the young child. Topics include: children's diets, normal nutrition, malnutrition, food buying and menu planning.

ALHE 1188 - Aging in Contemporary Society

3 hours instruction
(3 credits)

This course provides a general well-integrated base of study about the process of aging in Canadian society today. Aging will be discussed from its physiological, psychologi-

cal and sociological perspectives. This course will examine changes in older individuals as well as the broader social issues confronting them. Interventions for holistic aging will be discussed. This course will be of interest to undergraduate students in a variety of disciplines.

NOTE: This course title and description are under review. Allied Health 1188 is not open to Gerontology Certificate Program students (as of January, 1988).

ALHE 1213 - Nutrition and Health

2 hours instruction
(2 credits)

This course is designed to provide the student with basic knowledge and skills in the health maintenance of the child up to six years of age. Concepts inherent in health maintenance include the nutritional, physical and emotional needs and problems of the developing child. Principles of child safety and the impact of hospitalization are also included.

ANTHROPOLOGY (ANTH)

ANTH 2201 - Introduction to Human Evolution (U of C ANTH 201)

3 hours instruction
(3 credits - TG)

The evolution of man, the role of biosocial phenomena in the evolution of his physical structure and social behaviour, and consideration of the origins and development of culture.

ANTH 2203 - Introduction to Social and Cultural Anthropology (U of C ANTH 203)

3 hours instruction
(3 credits - TG)

The nature of human society: its elements, its variability and its perpetuation. Conclusions will be drawn from comparisons of institutions (political, economic, religious, educational and sexual) in both small-scale and large-scale societies.

ANTH 2255 - An Ethnographic Survey of Native North America

3 hours instruction
(3 credits)

Selected North American Indian cultures on terms of the relationships among basic subsistence adaptations, social, ceremonial and ideological structures.

Note: Transfer negotiations are currently underway with The University of Calgary.

ANTH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ARCHAEOLOGY (ARKY)

ARKY 2205 - Ancient Peoples and Places (U of C ARKY 205)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

An overview of Old and New World archaeology; the emergence of humans development of humans and culture from hunting/gathering to agriculture and ancient urban societies.

ASTRONOMY (ASTR)

ASTR 2205 - The Modern Universe (U of C ASTR 205)

3 hours instruction
(3 credits - TG)

A comprehensive, descriptive survey of modern astronomy which focuses on the development of our present views of the universe. Topics include: solar system exploration by telescope and spacecraft; the birth and death of stars; the violent interstellar medium; the Milky Way and other galaxies; cosmic rays, pulsars and supernovae, the concept of a black hole; exploding galaxies and quasars; the beginning and end of the universe; the possibilities of extra-terrestrial life and interstellar communication. Opportunities for field trips to the observatory will be provided. This course is not recommended for physical science majors.

Note: Credit for ASTR 2205 and U of C Astronomy 211 will not be allowed.

BIOGEOGRAPHY

Refer to Geography course descriptions.

BIOLOGY (BIOL)

BIOL 1110 - Fundamentals of Biology

3 hours lecture, 3 hours lab
(4 credits - TG)

Topics include: cell chemistry; cell ultra-structure; cell organelle function; metabolic pathways of photosynthesis and

cell respiration; mitotic and meiotic processes; genetics and heredity; human systems. Intended for university transfer and career program students who will do more studies in biology and other cognate subjects.

Students may use this course as an alternative to Biology 30 for entrance into an Alberta university. To receive credit for this course on their high school transcript, students must write and successfully complete the Department of Education's "Departmental Examination" in Biology 30.

BIOL 1210 - Ecology

3 hours lecture, 3 hours lab
(4 credits - TG)

An exploration of the relationship between living organisms and their environment. Topics include an introduction to environmental influences, communities and populations, and discussions of North American biomes. An appreciation of how Ecological Theory is applied to current problems relating to land use and resource exploitation is developed. Intended for university transfer and career program students and as a general interest Arts and Science option.

BIOL 1214 - Human Anatomy

3 hours lecture, 3 hours lab
(4 credits - TG)

Systematic survey of the structure of the human body. Topics include cells and tissues of the body plus the anatomy of the skeletal, articular, muscular, digestive, respiratory, urinary, reproductive, circulatory, nervous, integumentary and endocrine systems. Labs are designed to provide practical demonstrations that parallel the material discussed in the lectures.

This course is the same as Physical Education 1224. Students interested in how body systems perform their function should consider Biology 1216.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1215 - Evolution and Heredity

3 hours lecture, 1 hour tutorial
(3 credits - TG)

Designed to give students an appreciation of organic evolution by explaining the mechanisms of the evolutionary process in terms of the laws of inheritance as well as the interaction of heredity and the environment. Oriented toward human populations, their biological histories and their congenital medical problems.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1216 - Human Physiology

3 hours lecture, 3 hours lab
(4 credits - TG)

Describes how the systems of the human body perform their functions. Topics include physiology of the nervous system, hormonal control mechanisms, muscle physiology,

body defence mechanisms, and physiology of the reproductive system, circulatory system, respiratory system, urinary system and digestive system. Labs are designed to let the student discover and gain an appreciation of how his/her body functions.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1219 - Limnology

3 hours lecture, 3 hours lab
(4 credits)

The study of fresh water ecosystems. Topics include sampling methodology, taxonomy and ecosystem relationships. Labs include considerable field work and data analysis.

BIOL 1220 - Anatomy and Physiology I

6 hours instruction including 3 hour lab
(4 credits)

A basic course in human anatomy and physiology designed for students in the allied health fields. Topics include: terminology, membranes, skin and glands, cells and tissues, the skeletal system, the muscular system, digestion and nutrition, the urinary system, and the respiratory system. Each topic includes emphasis on homeostasis.

BIOL 1221 - Anatomy and Physiology II

6 hours instruction including 3 hours lab
(4 credits)

A continuation of Biology 1220 and involves a second semester of basic human anatomy and physiology. Deals with the following systems and areas: central and peripheral nervous systems, autonomic nervous system, the endocrine system, embryology, the cardiovascular system, body fluids, electrolyte and fluid balance, and the lymphatic system.

Prerequisite: Biology 1220.

BIOL 1230 - Biological Issues of Concern to Society

3 hours lecture
(3 credits)

An introduction to biological facts and principles required for understanding and evaluating contemporary biological issues of concern to society. Subject matter will range from molecular to global topics and may include, for example, study of acid rain, genetic engineering, sexually-transmitted diseases, food additives, abortion, carcinogens, topics in forensic science, etc. This course, offered for non-science majors, will also give students the opportunity to explore areas of personal interest in biology.

BIOL 2201 - Principles of Biology (U of C BIOL 201)

3 hours lecture, 3 hours lab
(4 credits - TG)

The fundamentals of modern biology. The labs will demonstrate principles common to plants, animals and microbes.

Not open to students with credit in Biology 205 (U of C). See also Botany, Microbiology and Zoology course listings.

BIOL 2225 - Plant Biology (U of C Botany 225)

3 hours lecture, 3 hours lab
(4 credits - TG)

The interrelationships between form and function of the living plant. An introduction to the concepts of the morphology, physiology, and evolution of the plant kingdom.

Prerequisite: Biology 2201 with a grade of 'C-' or above.

BIOL 2273 - Animal Biology (U of C ZOOL 273)

3 hours lecture, 3 hours lab
(4 credits - TG)

Study of animal design, function and evolution.

Prerequisite: Biology 2201 with a grade of 'C-' or above.

BIOL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CANADIAN STUDIES (CNST)

CNST 1200 - Canadian Studies Seminar

3 hours instruction
(3 credits - TG)

This seminar is intended to co-ordinate major concepts learned in Canadian Studies courses. It is an interdisciplinary, independent study course designed by the instructor in charge and usually differs for each student involved.

**CNST 1270 - The Canadian Mosaic
(Arts and Science - Area 7)**

2 hours lecture, 1 hour tutorial
(3 credits - TG)

An interdisciplinary study of the history of interethnic and racial relations with emphasis on the experiences and contributions of selected ethnic or racial minorities in Canada.

**CNST 1271 - Contemporary Canadian Problems
(Arts and Science - Area 7)**

2 hours lecture, 1 hour tutorial
(3 credits)

An examination of problems peculiar to Canada, such as regionalism, separatism, Canadian-American relations, and

Canada's place in the world community, as well as the problems common to western industrialized countries such as pollution, urbanization, racial and minority issues, poverty, etc.

**CNST 1272 - Canadian Women's Issues
(Arts and Science - Area 7)**

2 hours lecture, 1 hour tutorial
(3 credits)

An interdisciplinary study of major issues confronting Canadian women. Topics covered include: Canadian women's history, health and sexuality, and work issues such as equal pay, unemployment, technology and day care.

CNST 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CHEMISTRY (CHEM)

CHEM 1010 - Basic Chemistry I

3 hours lecture, 1 hour tutorial, 2 hours lab
(4 credits)

Designed for students who have no previous course in chemistry. It is the first course in a sequence of three - Chemistry 1010, 1020, 1030. Topics include: matter and energy; measurements; atomic structure and the periodic table; chemical formulas; nomenclature and chemical formula calculations; the mole concept. Learning is assisted by means of lectures, tutorials and labs, with individual tutoring available.

CHEM 1020 - Basic Chemistry II

3 hours lecture, 1 hour tutorial, 2 hours lab
(4 credits)

Chemistry 1020 follows Chemistry 1010 in further preparing students for eventual entrance into more advanced chemistry courses. Topics include: chemical reactions and chemical equations; stoichiometry; chemical bonding; structure of molecules; inorganic nomenclature; the gaseous state; liquids; solids; phase changes. Learning is assisted by means of lectures, tutorials and labs, with individual tutoring available.

Prerequisite: Chemistry 1010 or Chemistry 10 or instructor permission.

CHEM 1030 - Basic Chemistry III

6.5 hours instruction including lab
(4 credits - TG)

Completes the sequence of Chemistry 1010, 1020, 1030 and in doing so, adequately prepares students for first-year university requirements. It is not recommended for students with credit in Chemistry 30. Topics include: solu-

tions; acids and bases; oxidation-reduction; energy changes; reaction rates; chemical equilibria; electrochemistry. Learning is assisted by means of lectures, tutorials and labs, with individual tutoring available.

Prerequisite: Chemistry 1020 or Chemistry 20 or instructor permission.

Students may use this course as an alternative to Chemistry 30 for entrance into an Alberta university. To receive credit for this course on their high school transcript, students must write and successfully complete the Department of Education's "Grade 12 Diploma Examination" in Chemistry 30.

CHEM 1182 - Introductory College Chemistry
(formerly CHEM 1181)

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

Prepares students for subsequent courses in the Environmental Technology Program and Occupational Hygiene Technology Program. Topics include: metric conversion; atoms; molecules and chemical bonding; nomenclature; molar relationships; stoichiometry; chemical equilibrium. Restricted to Environmental Technology and Occupational Hygiene Technology students.

CHEM 1210 - Principles of Chemistry I

6 hours instruction including lab
(4 credits - TG)

An introduction to the behaviour and properties of gases, liquids and solids; phase transformations; the phase rule and phase diagrams. Ideal gases and real gases; equations of state and their application; simple kinetic theory; vapor pressure; transport properties of gases and liquids. Solids: crystalline and noncrystalline structures; nonequilibrium solid phases; electrical and thermal conductivity.

Prerequisite: Chemistry 1030 or equivalent.

CHEM 1211 - Principles of Chemistry II

6 hours instruction including lab
(4 credits - TG)

Topics include: basic chemical concepts; electronic structure of the atom; chemical bonding; molecular geometry and physical properties; oxidation-reduction phenomena; chemical kinetics and equilibria; chemistry of water; chemistry of energy sources.

Prerequisite: Chemistry 1030 or equivalent.

CHEM 1212 - Organic Chemistry

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

Topics include: the hybridization of the carbon atom and covalent bonding; type reactions of alkanes, alkenes, alkynes; substitution, halogenation, nitration and oxidation of aromatic hydrocarbons; functional groups and their reac-

tions; polymerization; industrial applications of organic reactions.

Prerequisite: Chemistry 1030 or equivalent.

CHEM 1213 - Quantitative Chemical Analysis

3 hours lecture, 3 hours lab
(4 credits - TG)

Fundamental theoretical principles, common apparatus and basic techniques, separative techniques, titrimetry and gravimetry.

Prerequisite: Chemistry 1182 or equivalent.

CHEM 2201 - General Chemistry I (U of C CHEM 201)

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

Lectures: Basic chemical concepts; stoichiometry; gas laws; periodic table and the chemistry of selected elements; atomic and molecular structure; chemical bonding; structures of organic compounds; states of matter and phase changes; properties of solutions. Laboratory: Experiments designed to illustrate the lecture material and to develop skill in using basic laboratory apparatus.

Prerequisites: Chemistry 30 and Mathematics 30. Mathematics 31 is strongly recommended.

Prerequisite or Corequisite: Mathematics 2251.

CHEM 2203 - General Chemistry II (U of C CHEM 203)

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

Lectures: Continuation of Chemistry 2201; acid/base concepts; chemical kinetics and equilibrium; acid/base and solubility equilibria; elementary thermodynamics; oxidation and reduction; electrochemistry. Laboratory: Experiments designed to illustrate the lecture material and to develop skill in using basic laboratory apparatus.

Prerequisites: Chemistry 2201 and Mathematics 2251 with grades of 'C-' or above in each.

Prerequisite or Corequisite: Mathematics 2253 is strongly recommended.

Note: Credit for both Chemistry 2203 and U of C 209 will not be allowed.

CHEM 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CHILD CARE WORKER (CCWK)

CCWK 1110 - Fundamentals of Human Communicating

3 hours instruction
(3 credits)

A course in human communications training which focuses on improving the individual's ability to relate to others through analysis of the skills required for effective communication.

CCWK 1131 - The Profession of Child Care

1 hour instruction
(1 credit)

This course addresses the issues of child care work as a profession and covers the place of child care in the larger systems of child welfare and corrections.

CCWK 1215 - Treatment Methods I

3 hours instruction
(3 credits)

Teaches treatment methods used in residential care and covers life space counselling, behaviour analysis, and intra-personal and interpersonal dynamics.

CCWK 1221 - Youth Counselling

3 hours instruction
(3 credits)

Emphasizes the acquisition of skills necessary to counsel youths on a one-to-one basis. Explores students attitudes towards the helping relationship and issues in childcare counselling.

CCWK 1225 - Treatment Methods II

3 hours instruction
(3 credits)

Teaches students to apply the theories of human development and treatment to the assessment, treatment plan, implementation and evaluation of treatment of disturbed adolescents in residential care.

Prerequisite: Child Care Worker 1215.

CCWK 1232 - Caring For The Disturbed Child

3 hours instruction
(3 credits)

An introductory course to the field of child care. The basic philosophy of this course is that a set of attitudes, specific knowledge, skills, and proficiencies is unique to the competent child care worker. The course will explore three central themes: the child, the setting and the child care worker.

CCWK 1241 - Practicum III

16 hours per week
(6 credits)

Students are assigned to a child care agency to learn the specific skills required to work with adolescents. They will have the opportunity to integrate theory and practice through supervised experience with a client group.

Corequisite: Child Care Worker 1215.

CCWK 1242 - Practicum IV

16 hours per week
(6 credits)

A continuation of Child Care Worker 1241.

CCWK 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CLASSICS (CLAS)

CLAS 2211 - The Technical Terms of Medicine and the Life Sciences

2 hours lecture
(3 credits - TG)

Acquaints the students with the Greek and Latin elements upon which most of the terms of modern medicine are based. It is intended primarily for students who plan to enter the medical, pharmaceutical, or biological sciences.

COMMUNICATIONS (COMM)

COMM 1112 - Introduction to Radio Writing

3 hours instruction
(3 credits)

Designed to provide students with necessary skills required to write for radio. Students are introduced to the art of writing for sound through writing and producing commercial and public service announcements. In addition, students learn research techniques, interviewing, logging, programming, and, by means of assignments, how to contact and work for advertising clients and prepare radio campaigns.

COMM 1114 - Introduction to Broadcast Journalism (Radio)

3 hours instruction
(3 credits)

An introduction to journalism for radio, with concentration on news gathering and news presentation. While developing students' radio news judgement, this course also will

develop students' general news judgement. Students will learn to write news for broadcast.

COMM 1116 - Introduction to Radio Operations

3 hours instruction, 2 hours open lab
(3 credits)

Emphasizes the operation of typical equipment used in most AM and FM radio stations. Students will learn the techniques involved in the cueing and playing of discs, cartridges, cassettes and reel to reel tape. In addition to these functions students are taught the fundamentals of tape editing, splicing, recording and dubbing, program mixing and microphone techniques. Students will also spend at least two hours each week on-air over the CMRC radio station. Areas covered include program preparation, production values, programming, music selection and on-air presentation.

COMM 1120 - Introduction to Journalism

4 hours instruction
(3 credits)

Designed to teach students the basics of news writing. Content includes: accepted news values, the inverted pyramid style of writing, news gathering methods, and the use of proper newspaper style. The journalism classroom simulates a working newsroom. Students are given regular reporting assignments and are expected to submit assignments for inclusion in the department's newspaper.

COMM 1132 - Media Relations

3 hours instruction
(3 credits)

Students will examine the uses of the mass media in public relations practice from two points of view: one in which practitioners control message content, and the other in which they do not. The roles of media representatives and practitioners in each of these contexts will be studied and students will learn how to prepare a variety of materials for media use. They will learn to purchase and place advertising in various media as well as how to write news releases and public service announcements, how to develop and maintain media lists, and how to plan news conferences.

COMM 1141 - Introduction to Photo Journalism

4 hours instruction
(3 credits)

A beginner's course in photo journalism focusing on black and white photography. Topics include: basic camera handling, developing and printing film, magazines and newspaper layouts. Students must carry out photo assignments for the journalism students' newspaper using their own SLR 35 mm cameras (not instamatics).

Additional cost: \$25.00

COMM 1144 - Introduction to Photography

4 hours instruction
(3 credits)

An introductory course designed to provide broadcasting students with a basic knowledge of photography and its applications to the television medium. Topics include: basic camera handling technique, exposure control, composition, lighting and presentation continuity. Students should supply their own SLR 35 mm camera.

Additional cost: \$25.00

COMM 1161 - Introduction to Public Relations

3 hours instruction
(3 credits)

This course introduces students to the field of public relations, including the history of the practice as well as the role of the public relations practitioner as a communicator and as a member of an organization. Public relations will be studied in various contexts ranging from the corporate environmental to government, non-profit, and consulting situations. Human communication theory, organizational theory and organizational communications will also be explored as being fundamental to public relations activity.

COMM 1162 - Introduction To Public Relations II

3 hours instruction
(3 credits)

This course builds on the topics introduced in Communications 1161 by introducing students to the process of formulating public relations plans for communication activities. Students practice the process of researching a problem or opportunity, analyzing target groups to be reached and messages to be delivered, budgeting and scheduling activities, and evaluating the results following implementation of the plan. Some field work is involved, as the students prepare actual plans for possible use. In addition, students consider a number of problems and emerging trends that shape modern public relations practice.

Prerequisites: Communications 1132, 1161, or consent of the department.

COMM 1180 - History of the Mass Media

3 hours instruction
(3 credits)

This course traces the development and creation of the concept of mass circulation and mass audiences from its beginnings to its 20th century applications. Emphasis is placed on the relationship of media growth to evolutions in technology and society. Special reference is made to the development of journalism.

COMM 1201 - Radio Operations

4 hours instruction
(3 credits)

Through regularly scheduled duties and shifts, students are given the opportunity to practice and improve learned skills in all areas of radio operations. Students will be required to work specific shifts in all areas of CMRC radio operations. Students will be continually evaluated on preparation and performance of duties. Students will also learn the fundamentals of documentary production.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1202 - Radio Writing and Programming

3 hours instruction
(3 credits)

Designed to expand the fundamental radio writing skills of students through regular weekly copy-writing assignments for use on CMRC, editorial writing, research for talk show format, production of radio documentary and production of commercial and public service announcements. Students will also write for CMRC as required.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1203 - Broadcast Journalism (Radio)

3 hours instruction
(3 credits)

Through regular news assignments for use on the CMRC radio station, students are trained to handle an increasing volume of work under pressure of deadlines and to apply broadcast journalism skills through reporting on meetings, panel discussions, press conferences, etc.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1204 - Broadcast Journalism (Television)

3 hours instruction
(3 credits)

An introduction to the television application of Broadcast Journalism. Through regular news assignments for CMRC-TV News Shows, using electronic newsgathering equipment and techniques, students will develop newsgathering, writing, reporting and presentation skills for television.

COMM 1205 - Radio Practicum

35 hours practicum (3 weeks)
(2 credits)

A practical experience in radio broadcasting through one or more internships with local radio stations. Areas of emphasis will include commercial writing, foreground writing, research, radio news, traffic, music library and radio production.

Prerequisites: Communications 1111, 1112, 1113, 1114, and Speech 1111.

COMM 1209 - Television Operations

30 hours practicum (3 weeks)
(2 credits)

An introduction to the operation of basic television equipment: TV camera, audio board, television lights, microphones; video switcher, and television graphics. This course also will include basic interviewing techniques for television.

Prerequisites: Communications 1111, 1112, 1113, 1114, and Speech 1111.

COMM 1211 - Introduction to Television Production

6 hours instruction
(6 credits)

Students will acquire sophisticated operational skills on television equipment through a practical approach to production techniques, including commercial and program production and pre-production projects; principles of creative direction; on-camera techniques including news, weather and sports; and E.N.G. (Electronic News Gathering) techniques.

Prerequisites: Communications 1240 and 1241.

COMM 1212 - General Reporting

4 hours instruction
(3 credits)

Designed to further develop students' abilities to report and write news stories. Duties include covering actual news events, interviewing local and visiting personalities, developing local angles on national stories, and reporting on meetings, panel discussions and press conferences. Each student in addition to regular in-class assignments, is required to cover a beat and submit a weekly story or stories as generated by news events.

Prerequisite: Communications 1120.

COMM 1219 - Editing I (formerly COMM 1220)

2 hours instruction, 4 hours lab
(4 credits)

Designed to provide the student with skills and background needed to edit and produce a newspaper. Students learn how to handle copy, write headlines, mock up pages, use pictures, select type sizes as well as colour, and prepare visuals. They are involved in assigning stories, editing copy, and mocking up pages.

Prerequisite: Communications 1212.

COMM 1221 - Senior Editing

1 hour instruction, 4 hours lab
(3 credits)

A continuation of Communications 1219. Students further develop and use the skills necessary to edit and produce a newspaper. Students have an opportunity to attempt innova-

tions in newspaper design and to experiment in different methods of news presentation.

Prerequisite: Communications 1219.

COMM 1222 - Reporting Public Affairs

3 hours instruction
(3 credits)

Students develop reporting skills by working on a variety of beats. Special emphasis is placed on reporting public affairs at Civic, Provincial and Federal levels. Investigative reports in community affairs may be prepared for the department newspaper.

Prerequisite: Communications 1212.

COMM 1225 - Senior Public Affairs Reporting

4 hours instruction
(3 credits)

A continuation of Communications 1222. Students practice their reporting skills by preparing in-depth articles on various phases of public affairs. Emphasis in this course is placed on reporting issues rather than on reporting single events.

Prerequisite: Communications 1222.

COMM 1232 - Public Relations Advertising

3 hours instruction
(3 credits)

Students will study the planning and implementation of print and electronic advertising campaigns including research, budgeting, copywriting, and production methods.

COMM 1240 - TV Program Production and TV Operations

1 hour instruction, 2 hours tutorial, 3 hours studio seminar
(3 credits)

Students receive instruction in the techniques and disciplines of TV Production. This course further develops skills in audio, lighting, VTR editing, camera, studio directing and switching. Students will be introduced to Electronic Field Production. Directing a television interview will form the basis of learning the basic principles of directing. Students also develop skills in on-air work.

Prerequisites: Communications 1111, 1112, 1113, 1114, 1202, 1203, 1205, 1209.

COMM 1241 - TV Commercial Writing and Production

1 hour instruction, 2 hours tutorial, 3 hours studio seminar
(3 credits)

Designed to introduce students to the basics of television commercial writing and production. The theory of commercial writing will be discussed, sample commercials viewed and analyzed. Practical exercises in commercial writing and production will be carried out on a weekly basis, enabling students to produce commercial, promo-

tional materials, and presentations.

Prerequisites: Communications 1111, 1112, 1113, 1114, 1202, 1203, 1205, 1209.

COMM 1242 - Advanced Television Commercial Writing/Producing

2 hours instruction, 3 hours lab
(3 credits)

This course is for students who have successfully completed Communications 1241 and who wish to continue on a more advanced level towards qualifying for a writer/producer position in a commercial television station operation. Basics of commercial TV writing/producing will be reviewed, and more advanced writing and production techniques will be examined and carried out, both in theory and practical production exercises.

Prerequisite: Communications 1241.

COMM 1243 - Advanced Photo Journalism

4 hours instruction
(3 credits)

A continuation of Communications 1141 in the practical applications of photo-journalistic skills to news and magazine assignments. Students will be expected to submit photos for use in the weekly departmental newspaper, carry out photo assignments and provide their own cameras (not instantatics).

Prerequisite: Communications 1141.

Additional Cost: \$25.00

COMM 1250 - Visual Communications for Public Relations

3 hours instruction
(3 credits)

A practical course providing an overview of print terminology, equipment and processes. Emphasizes the use of print media graphics in publication and display design. Requires special preparation and reading prior to commencement of classes. Two weekend workshops are a required part of the course during the first month.

Prerequisite: Communications 1161.

Additional Cost: A tool kit costing approximately \$50.00 will be required.

COMM 1260 - Public Relations Analysis

3 hours instruction
(3 credits)

This course provides an introduction to a number of research and evaluation techniques which can be applied to public relations. These range from the more formal research techniques such as surveys and communication audits, to the less formal methods of evaluation such as clipping file analysis. Students undertake a number of projects and assignments in order to appreciate the application of

these analysis techniques in public relations.

Prerequisite: Communications 1250.

COMM 1262 - Public Relations Methods (formerly COMM 1261)

3 hours instruction
(3 credits)

Students will study a number of the most important methods of public relations communication in detail. The writing and production of materials such as brochures, annual reports, speeches, displays and exhibits, and scripts for audio-visual presentations will be considered, and students will carry out specific assignments to gain experience in these methods.

COMM 1274 - Problems of the Mass Media
(formerly COMM 1273)

4 hours instruction
(3 credits)

Deals with some of the problems that confront journalists. Topics covered include theories and laws of the press, professionalism, press councils, ethics and responsibilities, media economics and cross-ownership, censorship, new technology and any other topics that emerge as significant media issues.

COMM 1280 - Magazine Writing and Production

4 hours instruction
(3 credits)

Provides students with an opportunity to write magazine articles, edit and layout magazine copy and possibly produce a finished magazine.

COMM 1290 - Journalism Practicum

4 week practicum
(3 credits)

This is a full-time, four week practicum during which the student works as an employee of a newspaper. Placement requires instructor approval.

COMM 1291 - Public Relations Practicum and Special Events

3 hours instruction
(3 credits)

A practicum is arranged for each student depending on his/her qualifications at the time of assignment. Students will also undertake the planning and implementation of special community events. Students prepare a detailed presentation of their research, plans and evaluations.

COMM 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the calendar.

COMMUNITY DESIGN AND PLANNING

Refer to Planning course descriptions.

COMPUTER SCIENCE (COMP)

COMP 1140 - 1159 - Software Packages

16 hours lecture/laboratory instruction (total)
(1 credit)

This range of course numbers is reserved for one credit software courses. In these courses, students gain a working knowledge of a specific software package. There is a total of 16 hours of instruction, most of it in a computer lab, plus assignments to be completed outside of class time. Courses may be offered on software selected from the areas of word processing, spreadsheets, database management, integrated packages, graphics and application software.

Each course offered will be assigned a number in this range and will appear in the Calendar with the name of the software package as the course title and with a specific course description. All courses offered may not be listed in the Calendar. Contact the Department of Computer Science and Information Systems (240-6149) for complete information.

A Special Course Fee, dependent of the software used in the course, may be levied. Enrollment is restricted to students who have been admitted to a credit program.

COMP 1160 - Operations and Concepts

3 hours lecture, 1 hour lab
(3 credits - TG)

An introduction to computer systems, how they are used in today's world and their impact on society. A conceptual understanding of how the hardware and software components are integrated into a computer-based application system is developed. This knowledge is applied to more effectively use word processing, spreadsheet and database management software. The course includes a brief introduction to programming in BASIC.

Topics and software in reserved sections of this course are tailored to meet the needs of students in specific programs.

COMP 1161 - Fortran Programming
(formerly COMP 1181)

3 hours lecture, 1 hour tutorial
(3 credits - TG)

An introductory programming course for students not majoring in computer science. Students write programs in Fortran 77, and make use of packaged programs. Emphasis is on scientific and technical applications.

Prerequisite: Mathematics 30 or equivalent.

COMP 1163 - Survey of Cobol Programming

3 hours lecture, 1 hour tutorial
(3 credits)

An introduction to programming and data processing, with an emphasis on concepts, for students who are not computer science majors. Introduces report writing, transaction processing and information retrieval concepts. Students write small Cobol programs and discuss the use of fourth generation languages for these purposes.

COMP 1165 - BASIC Programming (formerly COMP 1187)

3 hours lecture, 1 hour tutorial
(3 credits - TG)

An introductory programming course for students not majoring in computer science. Students acquire the skills necessary to design elementary algorithms and to code them in the BASIC programming language. Arrays, strings and files are covered.

COMP 1170 - Introduction to Computer Systems

3 hours lecture, 1 hour tutorial/lab
(3 credits)

Intended for students majoring in computer science. Topics include: history and development of computer systems; capabilities and limitations; applications; hardware and software concepts; an introduction to file processing; the role of computer professionals; and social issues. Students learn an editor, system commands, system utilities and microcomputer software. The course includes an introduction to programming in BASIC.

COMP 1191 - Acquisition of Microcomputer Resources

3 hours lecture
(3 credits)

This course covers all topics related to introducing a microcomputer into a business environment. Included are justification requirements analysis, evaluation of software and hardware, contracts, site preparation, training, conversion from manual systems, testing, maintenance procedures, controls, vendor-supplied and user-prepared documentation. Flexibility, expansion, reliability, service, and the alternatives of buying, renting or leasing are also discussed. The principles learned are applied to case studies.

Prerequisite: Computer Science 1160 or equivalent.

COMP 1202 - Database Design and Programming

3 hours instruction
(3 credits)

Design techniques for building reliable, effective and maintainable applications with microcomputer database packages are covered in terms appropriate for the business user rather than the data processing professional. Participants study systems that have been written in a database

language, and design and program their own business applications.

Prerequisite: Computer Science 1160 or equivalent.

COMP 1213 - Assembly Language Programming (formerly COMP 1286)

3 hours lecture, 2 hours tutorial, 1 hour lab
(4 credits - TG)

An introduction to assembly language programming and computer architecture. Topics include; data representation, instruction formats, addressing and debugging techniques.

Prerequisite: Computer Science 2211.

Recommended Preparation: Computer Science 1170.

COMP 1230 - Advanced Microcomputer Applications

2 hours lecture, 2 hours lab
(4 credits)

Spreadsheet, graphics, database and communications software are studied in detail and an advanced working knowledge developed. Course presentation emphasizes a project approach and includes the study of a variety of techniques to enhance the creation, formatting, distribution and presentation of business information.

Prerequisite: Computer Science 1160

NOTE: This course is open to Office Systems Operation and Administration Certificate students.

COMP 1232 - Survey of Software

2 hours lecture, 2 hours lab
(3 credits)

Students gain familiarity with microcomputer software packages from categories such as word processors, spreadsheets, integrated packages, database management systems, presentation graphics, desktop publishing and communications packages. Leading products in the various categories are compared, and their strengths and weaknesses considered. Topics such as software licensing, installation, upgrades, transportability of data, and the hardware requirements of a package are discussed.

Prerequisite: Computer Science 1160.

NOTE: This course is open to Computer Sales and Marketing Diploma students.

COMP 1233 - Microcomputer Hardware and Operating Systems

3 hours lecture, 1 hour lab
(3 credits)

This course presents a functional, systems-level treatment of microcomputer hardware and the organization of components into architectural configurations. One microcomputer is covered in depth, with comparisons made to other common ones. Topics include principles of microcomputer operating systems and utilities, how system software inter-

faces with the hardware, compatibility, multi-user systems and networks. Lab work includes installing peripheral boards, cabling, and installing and upgrading operating systems.

Prerequisite: Computer Science 1132.

NOTE: This course is open to Computer Sales and Marketing Diploma students.

COMP 1234 - Requirements Analysis

3 hours lecture
(3 credits)

Focuses on the consultant role of microcomputer sales. Students learn the steps in determining user requirements, sizing hardware for the volume of processing, selecting software, and the identification and evaluation of alternatives. Case studies, including examples from practicums, are used extensively.

Prerequisites: Computer Science 1132 and 1133.

NOTE: This course is open to Computer Sales and Marketing Diploma students.

COMP 1273 - Procedural Programming Languages

3 hours lecture, 2 hours tutorial, 1 hour lab
(4 credits - TG)

Further develops the problem solving and algorithm design skills acquired in Computer Science 2211 by applying them to more complex problems. Students learn to design the solution, to develop and execute a thorough test plan, and to debug a large program in a systematic manner. By comparing the control structures, data types and subprogram mechanisms of Pascal and other languages, students acquire an understanding of the generic structure of procedural programming languages.

Prerequisites: Computer Science 1170 and 2211.

COMP 1275 - Graphics (formerly COMP 1185)

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

Topics: text graphics, low and high resolution graphics, perspectives, two and three dimensional representations, shapes and shape tables, vector graphics, raster graphics, mapping and graphic overlays, page switching, animation and paths. Participants use commercial graphics packages in designing and implementing their own graphics applications systems.

Prerequisites: Computer Science 1273 and Mathematics 2211.

COMP 1277 - Data Structures (formerly COMP 1285)

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

Students gain an understanding of the logical properties of data structures as well as practical experience in implementation. Topics include stacks, queues, linked lists, trees, graphs, recursion, searching, sorting and an introduction to analysis of algorithms.

Prerequisites: Computer Science 1273 and Mathematics 2211.

COMP 1278 - Database Management Systems

3 hours lecture, 1 hour tutorial, 1 hour lab
(3 credits - TG)

Emphasizes concepts and data structures necessary to understand and implement systems using databases. Students develop an understanding of the physical file organization, data organization techniques, data models and data normalization. Network, relational and hierarchical data models are explored with specific examples. The major experience of the course is the design and implementation of a simple system using one of the data models. Data integrity, file security and query facilities are discussed.

Prerequisite: Computer Science 1277.

Recommended Preparation: Computer Science 1281.

COMP 1281 - Systems I (Analysis)

5 hours instruction
(3 credits - TG)

Introduction to systems analysis as applied to business applications. Students apply the tools and techniques presented in class to a case study such as inventory, invoicing, accounts receivable or payroll; and prepare and present a feasibility study and project proposal. Topics include preliminary investigation, requirements definition, data flow diagrams and data dictionary, decision analysis and cost benefit analysis.

Prerequisite: Computer Science 1287 or permission of Department.

Corequisite: English 1229.

COMP 1282 - Systems II (Design)

5 hours instruction
(3 credits - TG)

Introduction to the techniques available for designing business information systems. Emphasis is on applying the material taught in class to project work and examples. Students design a system from specifications prepared in the analysis phase. Topics include the design of input and output, controls and validation, EDP auditing, quality assurance, prototyping, database and file design, software design techniques and testing strategies.

Prerequisite: Computer Science 1281.

COMP 1283 - Numerical Methods

5 hours instruction
(3 credits - TG)

Topics include numerical representations, accuracy and errors, series evaluations, roots of equations, solutions of systems of simultaneous equations, matrix techniques, numerical integration, first order differential equations, least squares and graphical curve fitting, and interpolation. The Fortran language is used to implement all numerical methods in computer programs. Advanced techniques unique to Fortran are taught in the course. However, students are expected to have enough knowledge of high-level programming languages to be able to learn the details on their own through the use of reference manuals.

Prerequisites: Computer Science 1273, 1161 or Engineering 1213; Mathematics 2211 and 2251.

COMP 1287 - Cobol I (formerly COMP 1188)

5 hours lecture, 2 hours lab
(4 credits - TG)

A thorough treatment of the fundamentals of COBOL. Structured program design and coding are emphasized throughout. Topics include report generation, data validation, tables, Sort/Merge, and sequential and ISAM file processing. Some work is done in a project team environment.

Prerequisite: Computer Science 2211.

COMP 1288 - Cobol II

5 hours lecture, 2 hours lab
(4 credits)

This course covers the more advanced features of the COBOL language and provides an introduction to commercial data processing techniques typical of most large computer installations.

The emphasis throughout the course is on the practical application of techniques to solve a variety of problems common to many present business systems. Both batch processing and interactive processing techniques are used, and as far as possible, practical work assignments reflect the requirements of business systems typical to many organizations. The use of structured programming techniques is required for all programming assignments.

Prerequisite: Computer Science 1287.

COMP 1291 - A Survey of Recent Developments in Information Systems

3 hours instruction
(3 credits)

A survey of issues of strategic importance to information systems professionals. Topics will be selected from areas such as application generators, decision support systems, project management, data communications, Information Centers, end-user computing, artificial intelligence, and office automation.

Prerequisite: Computer Science 1281 or permission of the Department.

COMP 1311 - Systems Development

3 hours lecture, 1 hour tutorial
(4 credits)

A thorough treatment of the entire project life cycle. Approximately one-third of the course is spent on requirements analysis - information gathering, establishing the scope of the project, identifying requirements, and assessing possible solutions and testing their feasibility. One-third of the course covers collection and documentation of detailed user requirements, systems specifications, and cost/benefit analysis. The final third is devoted to testing and implementation strategies, including modelling or proto-typing. Students will complete an approved project in the information systems field.

Prerequisite: Admission to the Systems Analysis and Project Management Certificate or permission of the Department.

COMP 1312 - Problem Solving and Decision Making

3 hours lecture, 1 hour tutorial
(4 credits)

Covers the logical steps of analysing problem content, isolating the causes of a problem by testing, taking effective corrective measures, establishing objectives for decision making, selecting a range of alternative solutions, assessing the risks of alternatives, establishing contingent actions, and setting priorities.

Prerequisite: Admission to the Systems Analysis and Project Management Certificate or permission of the Department.

COMP 1313 - Project Management

3 hours lecture
(3 credits)

A study of various project management methodologies. Topics include planning, estimating, scheduling, tracking and controlling a project, identifying accountability, performance and quality control criteria, and change control.

Prerequisite: Admission to the Systems Analysis and Project Management Certificate or permission of the Department.

COMP 1314 - Quality Assurance, Audit, and Security

3 hours lecture
(3 credits)

Topics include setting acceptance criteria and performance standards, role of the auditor in the systems development process, validation, testing, and protection of a system's investment.

Prerequisite: Admission to the Systems Analysis and Project Management Certificate or permission of the Department.

COMP 1315 - Evaluation of Hardware and Software

3 hours lecture
(3 credits)

Examines how to identify which commercial software package may meet the project requirements, the essential properties of a good software package, how to shortlist, benchmark and select the package and associated hardware, and how to prepare a thorough cost/benefit analysis. The alternatives of buying, renting or leasing are discussed.

Prerequisite: Admission to the Systems Analysis and Project Management Certificate or permission of the Department.

COMP 1316 - Database Design

3 hours lecture, 1 hour tutorial
(4 credits)

As more businesses incorporate database management software into their computer environment, it becomes essential that a good systems analyst be able to understand the impact of this on systems development. This course presents an in-depth study of various database models and their corresponding design considerations. Students will design and implement a realistic system in both a relational DBMS and a hierarchical DBMS.

Prerequisite: Computer Science 1311 or permission of the Department.

COMP 1317 - Systems Development in a Fourth Generation Environment

3 hours lecture, 1 hour tutorial
(4 credits)

Identifies benefits and pitfalls of a fourth generation language environment. Discusses the use of prototyping and modelling, and how to integrate these tools into the system development life cycle. Practical project work using fourth generation languages is an integral part of the course.

Prerequisite: Computer Science 1311 or permission of the Department.

COMP 1321 - Business Data Processing

3 hours lecture, 1 hour tutorial
(3 credits)

The use of the computer and related devices in achieving the data processing objectives and meeting the information needs of the organization. Hardware, software and the development of business applications. Instruction in the use of software packages and application generators.

Prerequisite: Second year standing in the Bachelor of Commerce transfer program.

**COMP 2211 - Introduction to Computer Science I
(U of C CPSC 211)**

3 hours lecture, 1 hour tutorial, 2 hours lab
(3 credits - TG)

An introduction to computer programming using a structured programming language. A disciplined approach to problem solving and the development of top-down algorithm design skills are emphasized.

Note: Instruction in the use of an editor is not part of this course. Self-study modules are available for anyone who is not concurrently enrolled in Computer Science 1170.

COMP 2323 - Computer Architecture and Assembly Language Programming

3 hours lecture, 1 hour tutorial, 2 hours critique
(3 credits)

Architecture of a modern computer system with emphasis on processor operation, memory addressing, assembly language programming.

Prerequisites: Computer Science 1213 and Mathematics 2271.

COMP 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CRIMINOLOGY (CRIM)

CRIM 1110 - Introduction to the Justice System

3 hours instruction
(3 credits)

An examination of the systems and sub-systems of the justice system including police, courts and corrections. Attention will be given to the interfaces between various aspects of the system and the problems facing the components in an evolving democracy.

CRIM 1111 - Introduction to Human Relations

3 hours instruction
(3 credits)

An introduction to the understanding of the development of relationships, emotional learning and growth. Students explore and develop cross-disciplinary and cross-cultural understanding of the concepts of normal human behaviour and development relevant and applicable to a broad range of living situations and interventions with individuals, small groups and larger social networks.

CRIM 1112 - Introduction to Law Enforcement

3 hours instruction
(3 credits)

This course includes a comparative survey of law enforcement agencies including role and development of the police component in the total justice system. Police culture as well as their internal and external controls are examined. Specific functions such as: patrol, investigation, traffic control and crisis intervention are analyzed. Attention will be paid to the use of power of arrest, search and seizure and the use of discretion. Public attitudes and image will be covered.

CRIM 1117 - Security Administration

3 hours instruction
(3 credits)

An examination of the historical, philosophical and legal basis of security; formation of security forces, including training, budgeting and deployment of resources, security planning for labour unrest. Theory will be applied in practical exercises.

CRIM 1201 - Justice Management

3 hours instruction
(3 credits)

A study of human motivation theory, organizational behaviour, industrial psychology, manpower development, labour relations, records and statistics, and personnel evaluation.

CRIM 1207 - Interviewing

3 hours instruction
(3 credits)

Involves basic interviewing techniques. Various aspects of interpersonal communication used in the interview situation such as feedback mechanisms, paraphrasing and non-verbal communication are discussed and practiced during a series of exercises and experiences.

CRIM 1208 - Young Persons in Conflict With the Law

3 hours instruction
(3 credits)

A study of the behavioural dynamics of young persons involved in antisocial acts. An examination of the legal and social effects of legislation on the community and the young offender. A consideration of community resources is included.

CRIM 1211 - Human Relations Seminar

3 hours instruction
(3 credits)

A continuation of Criminology 1111. Basic concepts of emotional growth are examined in relation to their application to youth, adulthood and old age. Responses to normal problems of interpersonal relations are considered.

Recommended preparation: Criminology 1111.

CRIM 1212 - Evidence and Procedures

3 hours instruction
(3 credits)

Includes the study of procedural law relating to obtaining, preserving and presenting evidence. Selected topics to be covered are: the physical and mental elements of a crime, criminal responsibility, rules of evidence, continuity, obtaining statements, and admissibility of verbal and written confessions. These topics will be discussed with specific reference to the powers and responsibilities of the police.

CRIM 1213 - Security-Loss Prevention Management

3 hours instruction
(3 credits)

A study of management responsibility in controlling internal and external losses, and monitoring systems and procedural controls, with emphasis on practical application of safeguards and investigations.

CRIM 1214 - Physical Security

3 hours instruction
(3 credits)

An in-depth study of locks and key control procedures. Security survey techniques are applied in practical exercises.

CRIM 1215 - Tutorial on the Justice System

3 hours instruction
(3 credits)

A seminar course based on significant justice system areas such as planning, change and innovation.

CRIM 1224 - Criminal Law

3 hours instruction
(3 credits)

Students are provided with an historical and philosophical perspective as to the nature, aims, and scope of criminal law. Concepts such as *mens rea*, due process and disclosure are examined. Specific categories of offences and proposed "treatment" alternatives will be studied in terms of their implications on due process.

CRIM 1225 - Correctional Field Practicum

32 hours per week
(8 credits)

A supervised correctional work placement in a selected agency or institution. Students become directly involved in correctional service and systems within the community and experience socially responsible patterns of professional correctional work. Regular seminars assist the integration of theory and practice and broaden the student's knowledge base. Ongoing contact between the faculty supervisor and student, and written reports are required to ensure a high degree of professional development.

Prerequisites: Completion of all Criminology core course requirements prior to the fourth semester and completion of all but three credits in elective areas. A minimum 2.25 cumulative GPA prior to practicum experience.

CRIM 1226 - The Administration of Justice

3 hours instruction
(3 credits)

Deals with the understanding of the dynamic processes of change in the administration of justice. Issues include: tensions in the justice system caused by such factors as alienation, environmental threats, social order, personal well being, changing social structures and perceptions, civil liberties and effective law enforcement.

CRIM 1230 - Introduction to Corrections

3 hours instruction
(3 credits)

An examination of the nature and functions of the principle components of correctional services in Canadian society. Included are pre-trial diversion, fine option, restitution, probation, incarceration, community residential programs, parole, after-care and self-help endeavours in their many forms. Organization, operations and effectiveness will be studied, as well as implications for the future.

CRIM 1232 - Personality Assessment

3 hours instruction
(3 credits)

An examination and application of selected approaches to personality assessment within a justice context. These include clinical, behavioural and social assessments and an examination of their relationships to normal and abnormal behaviour. Implications for the management, control, individualization of treatment and the efficient use of staff resources in dealing with the offender are discussed.

CRIM 1234 - Emotional Abnormality

3 hours instruction
(3 credits)

Basic concepts of emotional growth are expanded to include a more complex examination of inadequate responses to emotional stress. The concepts of neurosis, psychosis, psychopathy and character disorders are examined in terms of their causes, effects on the person and community and general intervention methodologies.

CRIM 1235 - Casework Methods and Practice

3 hours instruction
(3 credits)

An examination of the principles, ethics, values and varying components of an effective casework process. A general systems approach is utilized in an application to case studies and the realities of a helping relationship in the justice system.

CRIM 1240 - Issues in Law Enforcement

3 hours instruction
(3 credits)

This course involves a detailed examination of the issues concerning law enforcement in a modern democratic society. It will include an analysis of such sample topics as police-citizen conflict, occupational sub-culture, crime prevention, interface with other justice agencies, and organization of work.

CRIM 1243 - Introduction to Criminology

3 hours instruction
(3 credits)

Students are introduced to the major theoretical concepts presently available as an explanation of crime, criminals and criminality in the field of criminology. This course characteristically follows an interdisciplinary approach. The varying lectures will be supported by student research and experimentation relative to this region.

CRIM 1244 - Intervention Strategies in the Justice Process

3 hours instruction
(3 credits)

Examines characteristics of the helping relationship as they apply to the corrections and justice field. Basic theoretical approaches to counselling will be covered and, where possible, practiced in the context of justice services. Students will be provided with a working knowledge of the counselling models they will encounter in future employment as paraprofessionals.

Prerequisite: Criminology 1207.

CRIM 1245 - Psychological Explanations of Criminal and Deviant Behaviour

3 hours instruction
(3 credits)

A critical examination of psychological and psychoanalytical explanations of criminal and deviant behaviour. The works of various authors will be examined to explain the psychological processes underlying behaviour defined as crimes against persons. Such crimes as assault, rape, theft, prostitution, drug addiction will be covered.

CRIM 1246 - Sociological Explanations of Criminal and Deviant Behaviour

3 hours instruction
(3 credits)

An introduction to sociological and social psychological explanations of non-conformist conduct. This goal is accomplished through the critical examination of several distinct sociological perspectives of crime and deviance. These perspectives include: anomic, neutralization, group conflict, cultural, ecological, control, structural and symbolic inter-

actionist theories. Contemporary revisions of certain of these theories will also be examined.

CRIM 1260 - Research Methods In Criminology

3 hours instruction
(3 credits)

An introductory course in concepts and techniques basic to research in criminology. It will include principles which guide the researcher, terminology, selection of topic material, defining and measuring variables, the concept of the research hypothesis, research design, sampling methods, qualitative and quantitative data, application of statistics in research, and ethics in criminological research. The total thrust will be towards research in criminology and criminal justice, which will be achieved by means of an interdisciplinary approach.

CRIM 1272 - Directed Study

3 hours instruction
(3 credits)

Designed for the practitioner and consists of a combination of seminars and directed studies in consultation with the instructors. It permits the individual to focus on particular issues relevant to the student's interests.

CRIM 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

DIRECTED READINGS

(1 to 4 credits)

Subject to the approval of the department chairperson.

In order to establish a more flexible approach by which students may pursue and receive credit in areas of study which are of particular interest to them, a category of courses entitled "Directed Readings" has been established. The credit value may vary between 1 and 4 credits. The actual value will be determined by the instructor and the chairperson of the department concerned. However, no more than one course, not to exceed 4 credits, of Directed Readings can be used for graduation purposes. The objectives agreed upon will be filed in the Registrar's Office and will be made available to any institution requesting them for evaluation purposes. Arrangements for Directed Readings must be completed within three weeks of the first day of classes.

DRAMA (DRMA)

DRMA 1100 - Stage Make-up

1 hour instruction
(1 credit - TG)

An introduction to basic stage make-up.

DRMA 1101 - Make-up for Stage, Film, and Fashion

3 hours instruction
(3 credits)

This is an introductory course in make-up technique particularly relevant to theatre workers and models. Practical class sessions allow you to practice make-up theory on yourself and others.

DRMA 1106 - Drama Production I

(1 credit)

Provides theatre experience for those students who wish to become actively involved in theatre production and are not presently enrolled in drama courses which require this participation. Entrance to this course is on an audition basis. Contact the Fine Arts Department.

DRMA 1107 - Drama Production II

(1 credit)

A continuation of Drama 1106.

DRMA 1108 - Drama Production III

(1 credit)

A continuation of Drama 1107.

DRMA 1109 - Drama Production IV

(1 credit)

A continuation of Drama 1108.

DRAMA 1110 - Introduction to Theatre

3 hours instruction
(3 credits - TG)

An introduction to the nature of theatre including speech, a creative dramatics approach to improvisation, acting and set construction.

DRMA 1114 - Introduction to Creative Movement for Actors

4 hours instruction
(3 credits - TG)

Provides training in movement techniques designed to develop flexibility, control, rhythm, and expressiveness.

DRMA 1115 - Creative Drama and Movement for Adults Dealing with Children

3 hours instruction
(3 credits)

Deals with directed play, emotional control, and ability to co-operate with children through improvisation, theatre games and movement. The imagination is developed and students gain experience in developing expressive speech.

DRMA 1120 - Stagecraft I

5 hours instruction including lab
(3 credits - TG)

Provides a basic understanding of the theory of set construction and painting. Lab work explores some of the actual problems encountered in set construction. Students are required to be on the production crew of at least one departmental production.

DRMA 1128 - Acting I

5 hours instruction
(3 credits - TG)

An introduction to improvisation, movement, and a creative dramatics approach through theatre games for the beginning actor. Dramatic works from Ibsen to our contemporaries are discussed.

DRMA 1200 - Stage Make-up II

1 hour instruction
(1 credit - TG)

A continuation of Drama 1100 with emphasis on character make-up.

Prerequisite: Drama 1100.

DRMA 1215 - Creative Movement

4 hours instruction
(3 credits - TG)

A continuation of Drama 1114. Emphasis is given to expression inspired by various media such as music, sculpture and poetry.

Recommended preparation: Drama 1114.

DRMA 1216 - Early Theatre

3 hours instruction
(3 credits - TG)

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

Students may study the foregoing under the auspices of the Conservatory of Music and Speech Arts and receive College credit upon successful completion of the course(s) and application to the Registrar's Office.

Recommended preparation: English 1112, 2201 or English 1111.

DRMA 1217 - Modern Theatre

3 hours instruction
(3 credits - TG)

A continuation of Drama 1216 from the Baroque period to the present.

Students may study the foregoing under the auspices of the Conservatory of Music and Speech Arts and receive College credit upon successful completion of the course(s) and application to the Registrar's Office.

Recommended preparation: English 1112, 2201 or English 1111.

DRMA 1218 - Fundamentals of Set Design

4 hours instruction including lab
(3 credits - TG)

An introduction to the theory and practice of scene design, play interpretation as well as the history of stage and set design. Includes principles of design, the mechanics of creating a set and lab work in drafting, drawing and painting. A number of renderings are required from students.

Recommended preparation: Drama 1120 and 1221.

DRMA 1220 - Fundamentals of Costume Design

2 hours instruction, 2 hours lab
(3 credits - TG)

Principles of costume design for the stage; textiles, pattern-making, cutting and construction. This course may be co-ordinated with the Department's season of plays.

Prerequisites: Drama 1120 and Drama 1221 or consent of the Department.

DRMA 1221 - Stagecraft II

5 hours instruction
(3 credits - TG)

A continuation of Drama 1120 with an introduction to lighting and sound. Practical lab work continues in all aspects of stagecraft. Each student is required to be on the production crew of at least one departmental production.

Recommended preparation: Drama 1120.

DRMA 1222 - Fundamentals of Stage Directing

3 hours instruction
(3 credits - TG)

An introduction to the fundamentals of play directing, production procedures and staging techniques involved in stage directing. The course culminates with a production chosen, cast and directed by the student.

Recommended preparation: Drama 1112 and 1213.

DRMA 1223 - Directing Project

(3 credits - TG)

Students are each required to select a script for a full-length, one-act play and then cast, rehearse and present it for public performance.

DRMA 1226 - Stage Management

5 hours instruction

(3 credits - TG)

Involves the principles of stage management including a stage management project related to one of the plays presented by Theatre Arts.

Prerequisites: Drama 1120 and 1221.

DRMA 1227 - Introduction to Stage Lighting

5 hours instruction

(3 credits)

Investigates light, form, and space, and their relationship to stage design in co-ordination with one of the plays presented by Theatre Arts.

DRMA 1228 - Acting II

5 hours instruction

(3 credits - TG)

A continuation of Drama 1128 with a view to various approaches in building a character. Contemporary plays are discussed with classroom exercises chosen from these scripts. Emphasis includes character analysis, character portrayal and performance techniques.

Recommended preparation: Drama 1128.

DRMA 1229 - Intensive Scene Studies I

9 hours instruction, 3 hours lab

(6 credits - TG)

This course provides continued study in the techniques of acting with emphasis on movement, voice and intensive scene work from contemporary scripts.

Prerequisites: Drama 1114, 1128, 1215, 1228, Speech 1130 and 1131.

DRMA 1230 - Intensive Scene Studies II

9 hours instruction, 3 hours lab

(6 credits - TG)

This course provides continued study in voice and the techniques of acting with emphasis on manners and movement in scenes selected from period scripts. Periods to be studied may be chosen on the basis of the Department productions.

Prerequisites: Drama 1128, 1215, 1228, 1229, Speech 1130 and 1131.

DRMA 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

EARLY CHILDHOOD EDUCATION AND DEVELOPMENT (EACE)

EACE 1100 - History and Philosophy

3 hours instruction

(3 credits)

Introduction to the study of early childhood education. Familiarizes students with the basic ingredients necessary for successful preschool instruction. Includes some study of the history, philosophy and current trends in early childhood education.

Students must achieve a 'C' grade or better in EACE 1100 to enroll in any other Early Childhood Education courses.

EACE 1101 - Methods

3 hours instruction

(3 credits)

A study of current methods in programming, planning, manipulating and selecting learning activities and materials for play and instruction to meet the cognitive, language, physical, emotional and social needs of the child from birth to six years.

EACE 1103 - The Community and the Child

3 hours instruction

(3 credits)

This course deals mainly with the mental health of the preschool child; in particular how factors (environmentally and genetically) affect the child's ultimate development. The child's development as a result of issues such as the effects of divorce, a death in the family, societal factors are studied from a research basis.

EACE 1105 - Play and the Developing Child

3 hours instruction

(3 credits)

Deals with play as a non-serious and self-contained activity stimulating children to discover and learn. Emphasizes the relationship between play as the integration factor; the child's; intellectual, physical, social, emotional, and language development. Criteria for playing as internal control, external reality and intrinsic motivation are also discussed.

EACE 1107 - Child Development

3 hours instruction
(3 credits)

Familiarizes students with the scientific literature concerning growth and development of the child from conception through the middle years. Topics include: prenatal development; biological inheritance; birth; the infant; the toddler; the preschool child; and the middle years of childhood. Cognitive functioning and disturbances in development as well as research methods are studied. Frequent reference to practical situations in the preschool setting is made.

EACE 1177 - Practicum Preliminary

(3 credits)

Prior to undertaking the Practicum Preliminary a student must be working full-time in a day-care setting and must be enrolled in a semester of studies. A practicum supervisor will observe the student in the place of employment and assess the student's ability to work with children as part of a child-care team. A grade will be assigned in accordance with the student's performance in the day-care setting.

EACE 1178 - Play and the Developing Child

24 hours instruction/semester
(2 credits)

The concepts and stages of play are dealt with in relation to the child's physical, emotional, intellectual, social and language development.

EACE 1179 - Introduction to Early Education (History and Theory)

24 hours instruction/semester
(2 credits)

An introduction to the study of early childhood education. Familiarizes students with the basic skills necessary for successful guidance of small children in group situations. This module will include some study of the history of early childhood education.

EACE 1182 - Early Education Creative Expression I

24 hours instruction/semester
(2 credits)

Covers the planning of learning environments for children. A variety of interest areas are covered. Practical demonstrations are an integral part of the course delivery.

EACE 1183 - Early Education Creative Expression II

24 hours instruction/semester
(2 credits)

A continuation of EACE 1182. Additional interest areas are covered using the same course delivery system.

EACE 1185 - Observation Skills

12 hours instruction/semester
(1 credit)

Focuses on the development of observation skills which are useful in collecting information on the behaviour and development of young children.

EACE 1186 - Mental Health of the Preschool Child

24 hours instruction/semester
(2 credits)

Deals with the importance of the early years in establishing foundations for mental health. The rights of children and their relevance to abused and neglected children are explored.

EACE 1188 - Child Discipline

12 hours instruction/semester
(1 credit)

Students learn to encourage independence and self-reliance in young children. Child management techniques and methods for dealing with behaviour changes are covered.

EACE 1189 - Child Development (formerly EACE 1184)

48 hours instruction/semester
(4 credits)

Covers the growth and development of children up to the age of six years. Intellectual, physical, emotional and social development in the infant, the toddler and preschooler will be covered.

EACE 1190 - Family Organization (formerly EACE 1187)

36 hours instruction/semester
(3 credits)

This module is designed to help students understand family organization, development and problems. Attention is given to the preschooler in the home. Personal growth and development of the student, as well as communication and interaction skills, will be emphasized.

EACE 1201 - Models and Trends in the Education of the Young Child

2 hours instruction
(2 credits)

An examination of philosophies, issues, practices, trends and experiences of practitioners in the field of early childhood education and training.

EACE 1202 - Psychological Study of the Exceptional Child

2 hours instruction
(2 credits)

An examination of the etiology, growth and developmental characteristics of children who deviate widely from the norm. Topics include: intellectual deviations, (including the gifted and their education); oral and aural handicaps; physical disability; neurological and other physiological impairments; and emotional and social adjustments.

EACE 1203 - Administration

2 hours instruction
(2 credits)

A study of educational administrative philosophies; administrative roles; organizations; policy procedures; incomes; budgeting procedures; community relations; staff training; the physical plant and equipment of child care centres.

EACE 1207 - Infant Development

3 hours instruction
(3 credits)

This course deals with infancy as the period in which basic developmental pathways are laid down for all human skills and thought processes. The importance of maternal-infant bonding is emphasized. Students are also taught to program and plan for infant and toddler activities.

EACE 1277 - Practicum Final

(3 credits)

To receive credit for the Practicum Final a student must be working full-time in a day care setting and must be enrolled in a semester of studies. To fulfill requirements for the Practicum Final, students have two options:

A. Students may opt for a five day placement in a day-care centre, where they will be observed by practicum supervisors. The supervisors will evaluate the students' ability to bridge theory to practice in the day-care setting.

B. Students may elect to observe either the Mount Royal College Day-Care Centre or another centre approved by the Practicum Supervisor and prepare a written evaluation comparing it with other day-care centres currently in operation in the Calgary region. Comparison should be based upon philosophical and practical approaches to early childhood education and development.

EACE 1280 - Field Work I

300 hours/semester
(6 credits)

Provides practicum experience in community preschool settings including day-care centres, nursery schools, and drop-in centres.

Students will be accepted into practicums on the basis of academic performance, professional suitability and conduct.

Students must receive a grade of 'C' or better in EACE 1280 to enroll in EACE 1281.

Prerequisite: Early Childhood Education 1100.

EACE 1281 - Field Work II

300 hours/semester
(6 credits)

An advanced continuation of EACE 1280. Included in the practicum is work experience with kindergarten, day-care, handicapped children and/or preschool sections of hospitals. Students will spend seven to eight weeks in one centre on a full-time basis.

Students will be accepted into practicums on the basis of academic performance, professional suitability and conduct.

Students must receive a grade of 'C' or better in EACE 1280 to enroll in EACE 1281.

Prerequisite: Early Childhood Education 1100 and 1280.

EACE 1284 - Issues in Early Education

36 hours instruction/semester
(3 credits)

In this module students will study issues in early education. Topics will include child care, day-care issues and standards, community resources, changing family patterns, ethical issues in early education and the need for increased professionalism.

EACE 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ECONOMICS (ECON)

ECON 1030 - The Canadian Economy

3 hours instruction
(3 credits)

A survey of the institutions characteristic to the Canadian economy and contemporary problems in an historical perspective. Not recommended for students who have completed Economics 30, 1110 or 1111.

Students may use this course as an alternative to Economics 30 for entrance into an Alberta university.

ECON 1150 - Economics for the Consumer

3 hours instruction
(3 credits)

An introduction to economic and financial concerns as they relate to the consumer in the contemporary marketplace. Topics include: advertising; supply and demand; money management; savings and investments; credit; life insurance; wills and estates; buymanship of food, housing, and cars.

ECON 1223 - Money and Banking

3 hours instruction
(3 credits - TG)

This course includes: the nature and function of money; commercial banking theory and practice; central banking and monetary policy; introduction to interest rate theory; essential elements in the supply and demand for money; and a survey of international monetary relations.

Recommended preparation: Economics 1110/1111 or 2201/2203.

ECON 2201 - Principles of Microeconomics
(U of C ECON 201)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

Principles of consumption, production, exchange, market and firm equilibrium under different competitive conditions. These principles are applied to various contemporary problems in the Canadian economy, such as the changing structure of agriculture, foreign ownership and control, and pollution.

Not open to students with credit in Economics 206 or 300 (U of C).

ECON 2203 - Principles of Macroeconomics
(U of C ECON 203)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

National income determination, the monetary and banking system, and elementary fiscal and monetary policies. Contemporary problems of unemployment, inflation, economic growth, business cycles, and international economy.

Not open to students with credit in Economics 206 or 300 (U of C).

Co or prerequisite: Economics 2201 or consent of Department.

ECON 2301 - Intermediate Economic Theory - Microeconomics I (U of C ECON 301)

3 hours instruction
(3 credits - TG)

Demand production and costs in a market economy. Pricing in perfectly and imperfectly competitive markets.

Prerequisites: Economics 2201/2203 or consent of the Department.

ECON 2303 - Intermediate Economic Theory - Macroeconomics I (U of C ECON 303)

3 hours instruction
(3 credits - TG)

Analysis of Canadian Social Accounts. Models of income and employment determination in closed and open economies. Introduction to inflation.

Prerequisite: Economics 2201/2203 or consent of Department.

ECON 2357 - Intermediate Economic Theory - Microeconomics II (U of C ECON 357)

3 hours instruction
(3 credits - TG)

Extensions of microeconomic topics such as factor markets, general equilibrium and welfare economics.

Prerequisites: Economics 2201, 2203, and 2301.

ECON 2359 - Intermediate Economic Theory - Macroeconomics II (U of C ECON 359)

3 hours instruction
(3 credits - TG)

Extensions of macroeconomic topics such as theories of aggregate consumption and investment, interest rate theory, the demand for money, expectations in macro models and growth theory.

Prerequisites: Economics 2201, 2203, and 2303.

ECON 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

**EDUCATION (EDTS) (TEACHER
EDUCATION AND SUPERVISION)**

EDTS 2231 - Introduction to Teaching I: Theory
(U of C EDTS 231)

3 hours instruction
(3 credits - TG)

Theoretical analysis of the teaching-learning process in terms of relevant social, philosophical, psychological and political patterns in contemporary society; the development of the educational enterprise viewed through an historical perspective with attention to possible future developments.

ELECTRONICS (ELEC)

The following courses are open to all students at the College. They may also be independent study for students unable to attend regular classes.

ELEC 1222 - Basic Electronics

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

The first part of the two semester course is intended to acquaint students with introductory electronics. Topics include the introduction to basic electronic test equipment. Laboratory experiments will be carried out to support the theory taught.

ELEC 1223 - Basic Electronics and Continuous Monitoring Instrumentation

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

This is the second part of a two semester course in electronics with emphasis on continuous monitoring instrumentation.

Topics include: basic principles of the acquisition and presentation of data; theory, use and limitation of electronic instrumentation utilized in monitoring and sampling systems in media of air and water; and electronic trouble identification and routine maintenance of pollution control equipment.

ENGINEERING (ENGR)

ENGR 1114 - Introductory Mechanics

3 hours instruction
(3 credits)

This course includes: measurement, vectors, rectilinear motions in one and two dimensions, motion along a circle, relative motion, the laws of motion, particle dynamics, conservation of momentum, gravitation, work and the energy principle, friction, energy and relativity, binding energy.

ENGR 1120 - Engineering Problems and Orientation

1 hour instruction, 1 hour tutorial
(1 credit)

This course includes: orientation to the engineering profession; application of mathematics and physics to the solution of engineering problems; problem layout; technical report format; engineering technology and design exercises.

Transfer negotiations are currently underway with The University of Calgary.

ENGR 1203 - Statics

3 hours instruction, 1 hour tutorial
(3 credits - TG)

This course includes: statics of particles and rigid bodies, freebody diagrams, equilibrium in two and three dimensions; internal forces in frames and mechanisms; internal forces in beams -- shear force, bending-moment and axial-force diagrams; relations between load, shear and bending-moment. Friction; distributed forces review of centres of gravity and centroids of lines, areas and volumes; forces on submerge surfaces; distributed loads on beams. The vector approach will be introduced throughout the course.

ENGR 1213 - Engineering Computation

3 hours instruction, 2 hours lab
(3 credits)

Includes: basic computer hardware functions, control, input/output; computer systems, terminals, cpu's, memory, ram, rom, disk, tape, communications equipment, modems; basic software systems, assemblers, compilers, interpreters, editors, macro facilities, high level languages; structured analysis and design, including data flow diagrams, structure charts, data dictionary and pseudocode; top down design, bottom up implementation; testing strategy; documentation; introduction to Fortran; engineering applications; computer networks; computer system utilization.

Transfer negotiations are currently underway with The University of Calgary.

Prerequisite: Math 1207 or consent of the Engineering Advisor.

ENGR 1214 - Newtonian Physics

3 hours instruction, 1.5 hours tutorial, 1.5 hours lab
(4 credits - TG)

Kinematics of particles and rigid bodies; rectilinear and curvilinear motion, translation, rotation, general plane motion, relative motion, force, mass, acceleration, mass moment of inertia. Work and energy principles; potential and kinetic energy, work of friction, conservative systems, power and efficiency. Impulse and momentum, conservation of linear and angular momentum. Introduction of simple harmonic motion. Note: Vector approach will be introduced throughout the course. Some three dimensional problems will be attempted.

Prerequisites: Engineering 1120 and 1203.

ENGR 1215 - Electricity and Magnetism

3 hours instruction, 1.5 hours tutorial, 1.5 hours lab
(4 credits - TG)

An introduction to electrostatics: electric charges and fields; potential and capacitance; magnetic fields; energy considerations; electromotive force inductance. Time-varying

electric and magnetic fields. Elements of atomic structure; electric current flow. Ohm's law. Kirchoff's laws, electromagnetic properties of materials. Vector approach throughout.

Recommended preparation: Engineering 1203, Mathematics 1207 or equivalent.

ENGR 1303 - Electric Circuits and Machines

3 hours lecture, 1 hour tutorial, 1.5 hours lab
(4 credits)

Elements of linear networks and their characteristics, network theorems, analysis of RLC circuits, phasor representation and ac steady state analysis. Power in electrical circuits; three-phase circuits. Principles of electromechanical energy conversion, electromagnetic circuits, induction. Basic principles of transformers and rotating dc and ac machines.

Prerequisite: Engineering 1215.

Note: Transfer negotiations are currently underway with the University of Victoria.

ENGR 1313 - Engineering Drawing and Computer Applications

3 hours lecture, 2 hours lab
(4 credits)

Engineering drawing; theory of projection and multiview representation, auxiliary and sectional views, dimensioning, pictorial sketching, information for manufacturing. Computer graphics; comprehensive FORTRAN programming, including file manipulation and data structures; introduction to data bases; engineering applications; input/output using specialized engineering hardware; specialized computer hardware, virtual memory.

Prerequisite: Engineering 1213.

Note: Transfer negotiations are currently underway with the University of Victoria.

ENGR 1319 - Statistics for Engineering

4 hours instruction including 1 hour tutorial
(3 credits - TG)

Presentation and description of data, introduction to probability theory, Bayes theorem, discrete and continuous probability distributions, estimation, sampling distributions, tests of hypotheses on means, variances and proportions, simple linear regression and correlation. Applications are chosen from engineering practice.

ENGR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ENGLISH (ENGL)

ENGL 0100 - Basic Writing Skills (formerly LNSK 0100)

4 hours instruction
(3 credits)

Allows opportunities for students to develop confidence in writing for a variety of purposes, both personal and practical. Also serves as a preparation for senior writing courses, especially English 1112. Regular group work and individual consultation with instructors provides extensive feedback and help to students in the process of writing.

Note: This course is compulsory for students who score 1 or 2 on the Basic Skills Assessment Test.

ENGL 0105 - Basic Reading Skills (formerly LNSK 0105)

4 hours instruction
(3 credits)

Provides opportunities for guidance and practice in reading skills for a variety of purposes. Focus is on increasing comprehension and speed of textbook reading using systems for study reading and note-making. Emphasis is also placed on reading for enjoyment. This course is designed for students who feel they will have difficulty dealing with College reading materials.

ENGL 1030 - Literature and Composition

4 hours instruction
(3 credits)

Prepares students to meet University of Calgary entrance requirements in the area of English language and literature. Students write paragraphs and essays of various lengths based upon ideas derived from the study of literary works and from other sources.

Successful completion of English 1030 is accepted by The University of Calgary as equivalent to high school matriculation (English 30) in English.

Students may use this course as an alternative to English 30 for entrance into an Alberta university. To receive credit for this course on their high school transcript, students must write and successfully complete the Department of Education's "Grade 12 Diploma Examination" in English 30.

ENGL 1111 - Introduction to Literary Forms

3 hours instruction
(3 credits)

Examines major literary genres: fiction, poetry and drama. Students practice the application of various critical approaches in the essays assigned in the course.

ENGL 1112 - Principles of Expository Writing

4 hours instruction
(3 credits)

English 1112 develops the student's abilities in expository writing. Intensive writing instruction provides the basis for frequent writing assignments.

Note: Students who score 2 or below on the Basic Skills Assessment Test will be required to enroll in ENGL 0100.

ENGL 1210 - English Literature to the Eighteenth Century

3 hours instruction
(3 credits - TG)

Provides a general survey of English literature from the beginning to the eighteenth century and consists of selected major works taken in chronological sequence with emphasis upon literary periods and the development of literary forms. Essays and other written assignments give students the opportunity to develop critical skills.

Successful completion of English 1210/1211 qualifies a student for credit in English 200 (U of C).

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1211 - English Literature from the Eighteenth Century to the Present

3 hours instruction
(3 credits - TG)

Provides a general survey of English literature from the eighteenth century to the present and consists of selected major works taken in chronological sequence with emphasis upon literary periods and the development of literary forms. Essays and other written assignments provide students with opportunities to develop critical skills.

Successful completion of English 1210/1211 qualifies a student for credit in English 200 (U of C).

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1212 - American Literature to the Twentieth Century

3 hours instruction
(3 credits - TG)

Provides a survey of American literature from Puritan times to the late nineteenth century, with emphasis upon the major figures in poetry and prose. Written assignments provide students with opportunities to develop critical thought.

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1213 - Twentieth Century American Literature

3 hours instruction
(3 credits - TG)

Provides a survey of American literature from the late nineteenth and twentieth centuries with emphasis upon the ma-

jor figures in poetry, drama, and prose. Written assignments provide students with opportunities to develop critical thought.

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1214 - The English Novel to the Twentieth Century

3 hours instruction
(3 credits - TG)

Acquaints students with masterworks of the English novel in the eighteenth and nineteenth centuries by tracing the development of the novelistic styles and themes and by developing analytical and critical approaches to the genre. Essay assignments provide opportunities to develop critical writing skills.

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1215 - The Modern English Novel

3 hours instruction
(3 credits - TG)

Provides a survey of the modern English novel from Hardy to the present day with emphasis upon influential writers and includes an exploration of some of the more recent trends in the contemporary novel. Essay assignments provide opportunities to develop critical writing skills.

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1217 - Creative Writing

3 hours instruction
(3 credits)

Provides opportunities for creative, imaginative, and personal writing. Students write stories, poetry, and/or drama and receive instruction in narrative techniques, creation of character and dialogue, description, poetic form and technique, and the use of various resources of language.

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1220 - Survey of Canadian Literature

3 hours instruction
(3 credits - TG)

Provides a critical and historical survey of Canadian literature including a study of some French Canadian literature in translation. Essay assignments provide opportunities for development of critical thought.

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1221 - Canadian Literature of the Twentieth Century

3 hours instruction
(3 credits - TG)

Provides a study of the major genres in Canadian literature including prose, fiction, poetry, and drama and emphasizes themes which have developed in the period since World

War II. Essay assignments provide opportunities for development of critical thought.

Recommended preparation: English 1111, 1112 or 2201.

ENGL 1229 - Report and Letter Writing

3 hours instruction
(3 credits)

Introduces the professional requirements for effective report and letter writing and provides extensive practice in those forms a student will use when working. Emphasis is placed upon a clear, economical style and organization. The course is adapted to a student's own program and devised in consultation with the related career department.

Recommended Preparation: English 1112 or 2201.

ENGL 1230 - Special Topics in Language and Literature

3 hours instruction
(3 credits)

Examines a different literary topic each semester. Topics will range from Commonwealth literature to Science Fiction to women's fiction to music and poetry. Written assignments provide opportunities to develop critical writing skills.

Recommended Preparation: English 1111, 1112, or 2201.

ENGL 1235 - Graphic Presentation

3 hours instruction
(3 credits)

A survey of the visual aids used to supplement print. Topics will include the selection, design, and integration of tables, graphs, charts, diagrams, etc.; computerized graphics, videotape; and 35 mm slides. The intent is to make the student a discriminating user and evaluator of visual aids. Students will also receive an orientation to using computers.

Prerequisite: Admission to Professional Writing Program or permission of English Department.

ENGL 1241 - Children's Literature

3 hours instruction
(3 credits)

Provides a survey of children's literature including myth, fairy tale, fable, nursery rhyme, poetry, picture books and realistic fiction.

Emphasis is on the range and development of children's literature and the provision of a selection of works suitable for presentation to preschool and elementary school children. Some attention will be given to practice in reading aloud and written composition.

ENGL 1243 - Introduction to the Study of Film

5 hours instruction including lab
(3 credits - TG)

A survey of major areas in film studies, emphasizing history, theory, and criticism. Representative films will be screened in the laboratory (2 hours) and discussed in the class (3 hours). Written assignments will be required.

ENGL 1280 - Principles of Communication

3 hours instruction
(3 credits)

A survey of the major theories of human communication and their application within organizations and the mass media. Emphasis will be placed on the perspective and role of the writer.

Prerequisite: Admission to Professional Writing Program or permission of English Department.

ENGL 1301 - Technical Writing: Systems Documentation

3 hours instruction
(3 credits)

The course will emphasize the skills needed to write good systems and user documentation. The various documentation produced at each stage of the systems life cycle will be analyzed for the type of information required by the target audience, choice of online or print presentation, formatting and packaging.

Prerequisites: The equivalents of ENGL 1112 and 1229 or permission of Department.

ENGL 1317 - Advanced Creative Writing

3 hours instruction
(3 credits)

Advanced instruction in the art of fiction writing, with particular emphasis on the short story.

Prerequisite: English 1217 and Admission to Professional Writing Program or permission of English Department.

ENGL 1329 - Advanced Report Writing

3 hours instruction
(3 credits)

Principles and practice of technical and business communication as applied to such longer reports as the feasibility study, proposal, and manual. Topics will include market research, competitive planning, organizational strategies, coordination of team efforts, and editing. Students will be required to work on group projects.

Prerequisite: English 1229 and admission to Professional Writing Program or permission of English Department.

ENGL 1335 - Production Editing

2 hours instruction
(2 credits)

Editorial responsibilities and practice in preparing manuscripts for production (typesetting, layout, printing, binding, distribution). Experience with desktop publishing will be provided.

Prerequisite: Admission to Professional Writing Program or permission of English Department.

ENGL 1360 - Scriptwriting

3 hours instruction
(3 credits)

Elements of writing for stage and screen: the market for theatrical, radio, television, educational and industrial productions; basic problems and techniques of dramatization.

Prerequisite: Admission to Professional Writing Program or permission of English Department.

ENGL 1370 - Writing for Publication

3 hours instruction
(3 credits)

Writing for general and trade periodicals; the free-lance writer's marketplace and marketing; techniques of writing nonfiction.

Prerequisite: Admission to Professional Writing Program or permission of English Department.

ENGL 1380 - Professional Writing Business Principles and Practices

1 hour instruction
(1 credit)

A survey of organizational procedures, marketing, contracts and income tax for the professional writer.

Prerequisite: Admission to Professional Writing Program or permission of English Department.

ENGL 1390 - Professional Practice: Practicum

(3 credits)

Supervised internship as an editor of Skylines, Mount Royal's literary journal, or as a writer/editor in a working publications organization.

Prerequisites: The equivalents of ENGL 1112 and 1229 or permission of Department.

ENGL 2200 - English Literature from Chaucer to the Present

Full-year course

This course is not offered at Mount Royal College. However, students who complete Mount Royal College courses English 1210 and English 1211 may be considered to have

the equivalent of English 200 (U of C). See English 1210 and English 1211 above for course descriptions.

English 200 at U of C is not open to students with credit in U of C equivalent English 240, 241, or 243.

ENGL 2201 - Composition (U of C ENGL 201)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

In order to help students improve their writing, this course will review the elements of English grammar and the mechanics of good writing. It will concentrate on the structures of sentences, paragraphs and essays. Written assignments will offer practice in composition. There will be discussion and analysis of essays.

Note: Students must score 5 or 6 on the Basic Skills Assessment Test or have passed English 1112 with a grade 'C' or higher to qualify for admission.

ENGL 2231 - The Novel and the Short Story (U of C ENGL 231)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

A study of four or five novels and six to ten short stories.

ENGL 2235 - Introduction to Poetry (U of C ENGL 235)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

A study of selected poetry written in English.

ENGL 2237 - Introduction to Dramatic Literature (U of C ENGL 237)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

A study of six to eight plays.

ENGL 2357 - The Short Story (U of C ENGL 357)

3 hours instruction
(3 credits - TG)

A survey of the short story from its beginnings to the present.

Prerequisites: six junior English credits.

ENGL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ENGLISH AS A SECOND LANGUAGE (EASL)

All students who are not native speakers of English must demonstrate proficiency in the English Language before enrolling in any Mount Royal College course. See the 'English Language Proficiency' section of the Calendar for further details.

All EASL students who have not completed the Advanced Level with grade 'C' in all three parts of the program must remain in the Advanced EASL Program. Advanced EASL students may register in up to two non-EASL courses, with the approval of the EASL Advisor. Non-credit Intermediate students, with the signature of the EASL Advisor, may take one of EASL 1146, 1148, 1149 or an approved non-EASL course.

EASL 1138 - Level One Pronunciation

3 hours instruction
(3 credits)

Emphasis is placed on recognition and production of speech sound patterns. Difficulties of English pronunciation, based on contrastive studies of English and the student's native language, are dealt with on an individual basis. The language laboratory is utilized to the fullest extent.

EASL 1142 - Level Two Oral Work

6 hours instruction
(3 credits)

Students learn oral skills through practice, situations and lab work. Some audio-visual materials are used.

EASL 1143 - Level Two Reading

3 hours instruction
(3 credits)

Emphasis is placed on special drills designed to build vocabulary and improve reading and aural comprehension.

EASL 1144 - Level Two Writing

3 hours instruction
(3 credits)

Grammatical exercises, as well as exercises to improve the student's sentence and paragraph development are used to prepare the student for essay writing.

EASL 1146 - Advanced Vocabulary

3 hours instruction
(3 credits)

Latin and Greek roots used in English vocabulary are studied through lectures and student presentations. This course will be of particular interest to students wishing to write the TOEFL exam or those planning to further their academic studies.

EASL 1147 - Advanced Writing

5 hours instruction
(3 credits)

The emphasis is on composition, with weekly assignments on sentence structure, grammar, paragraph development and essay writing. Fluency in written English is the main objective. The writing of one research paper is an integral part of the course.

EASL 1148 - Advanced Reading

3 hours instruction
(3 credits)

Reading comprehension and vocabulary development are stressed. Special exercises in reading for the main ideas, reading for general information, reading for specific facts, understanding vocabulary through context, drawing inferences are all a vital part of the course.

EASL 1149 - T.O.E.F.L. Preparation

3 hours instruction
(2 credits)

Advanced grammar is emphasized with additional exercises on listening and reading comprehension. Students will be given specific training in answering the types of questions used on the TOEFL exam.

Recommended preparation: EASL 1146 and 1148 are desirable as co-requisites.

ENVIRONMENTAL QUALITY CONTROL (ENVI)

ENVI 1110 - An Introduction to Statistics

3 hours lecture, 1 hour tutorial
(3 credits)

An introduction to statistics and data processing designed to acquaint students registered in the Environmental Technology and Occupational Hygiene Technology Programs with various statistical tools commonly used in the career areas.

ENVI 1214 - Methods of Air Sampling and Analysis

3 hours lecture, 3 hours lab
(3 credits)

An examination of the various techniques used to monitor and control gaseous and particulate emissions; the problems involved in obtaining reliable data and the analysis of survey results. The theory will be supported by laboratory and field studies.

Recommended preparation: Environmental Quality Control 1111, Chemistry 1182, 1213.

ENVI 1215 - Instrumentation

3 hours lecture, 3 hours lab
(3 credits)

An examination of the basic theory and operation of Ultra-violet-Visible, Infrared, and Atomic Absorption Spectrophotometers Chromatography; Polarography; and Electrochemical techniques. Emphasis is on the laboratory procedures and data treatment of results.

Prerequisites: Environmental Quality Control 1110 or equivalent, and Chemistry 1182.

Corequisite: Chemistry 1213.

ENVI 1216 - Water Pollution I

3 hours lecture, 3 hours lab
(3 credits)

A study of the sources, transport, effects and fates of chemicals in natural bodies of water, as well as the effects of human activity upon these processes. Examines the nature and composition of natural waters and discusses such topics as organic chemistry, corrosion, complexation, microbial aquatic chemical reactions, suspended particles and sediments and water treatment. Emphasis is placed on environmental chemical analysis involving practical measurements of water quality parameters in the laboratory and field.

Prerequisites: Chemistry 1213 and Environmental Quality Control 1215.

ENVI 1222 - Occupational Environments

4 hours lecture, 2 hours lab
(4 credits)

The student will acquire an understanding of basic occupational hygiene principles, and approaches to hazard recognition, evaluation and control. Common chemical and physical occupational health hazards will be discussed, including applicable exposure limits. In addition, students will be introduced to instrumentation involved in the detection and measurement of chemical and physical agents in the workplace.

Prerequisite: Consent of the Department.

ENVI 1223 - Air Pollution Control

3 hours lecture, 3 hours lab
(3 credits)

Methods of manual and automated source testing will be examined in detail. Laboratory studies will be conducted with source sampling equipment. Computational procedures and handling of data will also be examined in detail.

ENVI 1225 - Water Pollution II

3 hours lecture, 3 hours lab
(3 credits)

A continuation of Water Pollution I discussing water pollution and trace level substances (such as pesticides, heavy

metals, algal nutrients, detergents), the environmental chemistry of soil, industrial processes and waste-water effluents together with principles of water pollution control. Emphasis is placed on environmental chemical analysis involving practical measurements of water quality parameters in the laboratory and field.

Prerequisite: Environmental Quality Control 1216.

ENVI 1226 - Industrial Toxicology

5 hours instruction, 1 hour lab
(4 credits)

This course presents an understanding of toxicological fundamentals: toxicology, dose response relationships, quantitative measures of toxicity, tolerance limits, local and systemic effects, acute and chronic toxicity, the concept of hazard, and physiological classification of toxic materials. It also examines the effects of industrial toxic agents on the human, occupational exposure limits for toxic hazards, as well as biological, and medical monitoring of exposed workers.

Prerequisites: Environmental Quality Control 1222 or consent of the Department.

ENVI 1227 - Industrial Ventilation

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

This course presents a study of ventilation requirements for occupational health hazard control. Topics will include: general and local exhaust systems, duct design, air cleaners, air movers, air recirculation, and make-up air in specific applications.

ENVI 1231 - Advanced Investigative Techniques in Occupational Hygiene

6 hours instruction including lab
(3 credits)

This course presents a study of sampling strategies, research methodology and equipment used to investigate various physical and chemical health hazards in a variety of industrial locations.

ENVI 1232 - Advanced Topics in Occupational Hygiene

6 hours instruction including lab
(4 credits)

This course will examine important and current examples of occupational hygiene investigations. Sample topics include the biological effects of selected physical, chemical, biological and ergonomic agents; approaches to industrial hygiene problems, their analysis and solution; control criteria and design.

ENVI 1234 - Occupational Safety

3 hours lecture, 1 hour seminar
(3 credits)

Students will gain an understanding of accident prevention concepts, current legislation and regulations, responsibilities for safety, promoting safe practices, hazard identification and safety appraisals. The student will become familiar with accident investigation techniques, specific safety hazards, personal protective equipment and safety analysis.

ENVI 1329 - Solid and Hazardous Wastes

3 hours lecture
(3 credits)

Examines the engineering principles of solid and hazardous wastes including generation, handling, collection, transportation, processing, recovery and disposal.

Prerequisites: Environmental Quality Control 1216/1225, 1214/1223 or permission of department.

ENVI 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

FRENCH (FREN)

FREN 1210 - Intermediate French

4 hours instruction including lab
(3 credits - TG)

Some knowledge of both spoken and written French is necessary. A continuing study of the patterns of spoken and written French together with reading practice in the literary and cultural history of France. Remedial pronunciation is included where necessary. At the end of the course students should be able to speak, read and write French with some fluency, and have an elementary knowledge of French civilization.

Recommended preparation: French 2203, French 30 or consent of the Department.

FREN 1230 - French Canadian Literature I

3 hours instruction, 1 hour lab
(3 credits - TG)

An introduction to Canadian Literature in French. Students should be able to read simple texts and have skill in basic grammar and syntax. The course will cover some of the typical themes in French Canadian Literature as revealed in poetry, short stories, essays and a small number of novels.

Recommended preparation: French 30 or consent of the Department.

FREN 1231 - French Canadian Literature II

3 hours instruction, 1 hour lab
(3 credits - TG)

A continuation of French 1230 with emphasis on four novels chosen from twentieth century Canadian works in French.

Recommended preparation: French 1230 or consent of the Department.

FREN 2201 - Beginner's French I (U of C FREN 201)

4 hours instruction, 1 hour lab
(3 credits - TG)

For students who have no knowledge of the language or whose preparation in it amounts to less than Grade 12 French.

Not open to students with credit in French 30 or 31.

FREN 2203 - Beginners' French II (U of C FREN 203)

4 hours instruction, 1 hour lab
(3 credits - TG)

A continuation of French 2201.

Not open to students with credit in French 30 or 31.

Prerequisite: French 2201 or consent of the Department.

French 2215 - First Year University French (Oral) I (U of C FREN 215)

3 hours instruction, 1 hour tutorial, 1 hour lab
(3 credits - TG)

Training in comprehension, speaking, reading and writing of French with emphasis on oral skills.

Prerequisite: French 30 or French 2203 or consent of the Department.

Not open to students with credit in French 2225.

FREN 2217 - First Year University French (Oral) II (U of C FREN 217)

3 hours instruction, 1 hour tutorial, 1 hour lab
(3 credits - TG)

A continuation of French 2215.

Not open to students with credit in French 2227.

Prerequisite: French 2215 or 2225 or consent of the Department.

FREN 2225 - First Year University French (General) I (U of C FREN 225) (formerly FREN 2205)

3 hours instruction, 1 hour lab
(3 credits - TG)

Training in comprehension, speaking, reading, and writing of French.

Not open to students with credit in French 215 (U of C).

Prerequisite: French 30 or French 2203 or consent of the Department.

FREN 2227 - First Year University French (General) II
(U of C FREN 227) (formerly FREN 2207)

3 hours instruction, 1 hour tutorial, 1 hour lab
(3 credits - TG)

A continuation of French 2225.

Not open to students with credit in French 217 (U of C).

Prerequisite: French 2225 or French 215 (U of C) or consent of Department.

FREN 1199 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GEOGRAPHY (GEOG)

GEOG 1110 - Introduction to Physical Geography

5 hours instruction
(4 credits - TG)

An introduction to the study of physical geography. Familiarizes the student with the basic elements of climate and landforms. The interpretation of topographic maps and air photographs, work on climatic data and charts, supplemented by field trips will give the students an understanding of their local environment.

GEOG 1123 - Soils

5-6 hours instruction
(4 credits - TG)

A broad course intending to give students an understanding of the basic principles of soil science; and some knowledge of the nature and distribution of important soil groups as a natural resource in relation to geography, biology, agriculture, forestry, and other sciences. Topics include: physical, chemical, and biological properties of soil, soil formation, classification, use, abuse and conservation.

GEOG 1208 - Weather and Climate

5 hours instruction/one-half semester
(2 credits)

Deals with the study of the elements of weather and climate. Climatic classification, climatic change and urban climates will be studied. Practical work will include the study of weather and climate data, its collection and manipulation.

GEOG 1209 - Meteorological Instrumentation

5 hours instruction/one-half semester
(2 credits)

Involves the study of the operation of meteorological instruments. Practical work will include meteorological observations; individual student projects will be emphasized.

Prerequisite: Geography 1208.

GEOG 1211 - Physiography

5 hours instruction
(4 credits)

A study of the land forms of North America, particularly the Calgary region. Includes field trips and individual student projects concerning local geomorphologic features.

Recommended preparation: Geography 1110 or Geology 1120.

GEOG 1214 - Human Geography

4 hours instruction
(4 credits - TG)

Deals with man's relation to the physical environment within which he must act, his effect on this environment and its effect on him. It deals with ways in which man has changed the environment to suit his needs and how his needs vary within different physical surroundings.

GEOG 1230 - Cartography

5 hours instruction
(3 credits - TG)

Raw data is organized for presentation in sample table, graph and symbol form. Pictorial, areal, volumetric and divided proportional symbols are used to represent planning data. Line maps are used to depict routed flows such as traffic volumes and non-routed flows such as exchanges of goods and services. Thematic mapping includes dot distributions, choropleths, isolines, and areal and proportional symbols. Projects are required to be reproducible within report formats.

GEOG 1231 - Air Photo Interpretation

4 hours instruction
(3 credits - TG)

Covers the types of images available, from black and white to colour photographs to infrared, radar and satellite images, and their use in urban and resource planning. Quantitative aspects of photogrammetry such as the determination of photo scale, measurement of distances, areas and heights are taught and practiced throughout.

Air photo mosaics are produced and the use of photography for mapping purposes is explored. Exercises in interpretation develop knowledge of the meaning of photo details and patterns, and enable students to identify objects

from their shape, size, tone and the association of features surrounding them. Interpretation is practiced on both the urban and regional scale.

GEOG 1240 - Urban Geography

3 hours instruction
(3 credits)

An introduction to theories dealing with the form and location of urban settlements. Provides an overview of Canadian urbanization in its historical and worldwide perspective. Emphasis is placed on understanding the functions of cities in the context of their regional hinterlands, and the physical, social, and economic factors affecting their form and composition.

GEOG 1241 - Urban and Regional Planning

5 hours instruction
(3 credits)

Examines the development of contemporary planning concepts and principles; the nature, purpose and scope of urban and regional planning; and the planning process as a decision-making tool in a democratic society.

GEOG 2201 - Man and Environment I (U of C GEOG 201 Area III)

3 hours lecture, 2 hours lab
(4 credits - TG)

Introduction to the physical elements of the environment such as weather, climate, hydrology, landforms, soils, vegetation, and the processes producing variations of these elements on the surface of the earth. Examples of environmental inter-relationships and problems that affect man are emphasized.

GEOG 2203 - Man and Environment II (U of C GEOG 203 Area III)

3 hours lecture, 2 hours lab
(4 credits - TG)

The study of man, his origins, culture, technology, economy and impact on the environment. The manner in which man attempts to impose order upon the surface of the earth. Concepts of relative location will be introduced with particular regard to both the external orientation and the internal organization of urban areas. Some emphasis will be placed on student projects in the laboratories.

GEOG 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GEOLOGY (GEOL)

GEOL 1119 - Elements of Geology (formerly GEOL 1109)

6 hours instruction including lab
(4 credits - TG)

A general survey of geological principles and their effects on everyday life. Topics include: mineral, rock and fossil identification; plate tectonics; streams, glaciers and coastlines; volcanoes and earthquakes; geologic time; and a brief introduction to the petroleum industry. Intended for non-science majors.

GEOL 1120 - Physical Geology

6 hours instruction including lab
(4 credits - TG)

For Engineering students. An introduction to the basic principles of physical geology. Topics include: minerals and rocks; processes at work upon and within the earth such as streams, glaciers and earthquakes; the interpretation of common physiographic features; and man and his environment.

GEOL 1201 - Physical Geology (formerly GEOL 2201)

3 hours instruction, 3 hours lab
(4 credits - TG)

A study of the principles of physical geology, the classification and identification of rocks and minerals; processes on the earth's surface, including glaciers and streams; processes in the earth's interior such as earthquakes and magma generation; plate tectonics; the structure of the earth and geologic resources, including metals and oil and gas occurrences.

Credit can only be obtained for one of Geology 2201 (MRC), 209 and 271 (U of C).

GEOL 1205 - Historical Geology (formerly GEOL 2205)

3 hours instruction, 3 hours lab
(4 credits - TG)

The study of the earth's geologic history as interpreted from sedimentary rocks, fossils and models of global tectonics. Emphasis will be on lithologies, fossils, and their stratigraphic and environmental significance, as they relate to the physical and organic evolution of North America, from Precambrian times to recent.

Prerequisite: Geology 1201 with a grade of 'C-' or above.

GEOL 1206 - Engineering Geology

6 hours instruction including lab
(4 credits - TG)

The application of geologic materials, structures and processes to the solution of engineering problems connected with the natural environment of engineering structures.

Recommended preparation: Geology 1120.

GEOL 1207 - Laboratory Techniques (formerly GEOL 1204)

3 hours instruction, 3 hours lab
(4 credits)

An introduction to the basic techniques on the preparation, analysis and written description of well cuttings, rock and fossil samples. Laboratory assignments will consist of well cutting descriptions, staining techniques, acetate peels, thin section preparation, grain mount and other sedimentary rock analysis. A course project involving field collecting and applicable laboratory techniques concludes this course.

Recommended preparation: Geology 1201 and 1205.

GEOL 1210 - Palaeontology

6 hours instruction including lab
(4 credits - TG)

A systematic study of morphologic characteristic of major invertebrate paleontologic taxa in terms of their form and function, and use as criteria for classification. In addition, the evolutionary history, stratigraphic significance and paleoecologic interpretation will be discussed.

Recommended preparation: Geology 1201 and 1205.

GEOL 1211 - Principles of Stratigraphy and Sedimentation

3 hours instruction, 3 hours lab
(4 credits - TG)

The description and classification of sedimentary rocks, sedimentary basins, sedimentary models, and the principles of stratigraphic nomenclature and correlation are examined in detail. The applications of sedimentation principles to petroleum exploration are emphasized throughout the course.

Recommended preparation: Geology 1201 and 1205.

GEOL 1220 - Crystallography

3 hours instruction, 3 hours lab
(4 credits)

A systematic discussion and examination of the internal and external properties of crystals and the identification of minerals in hand specimens.

Prerequisites: Geology 1201/1205, Chemistry 2201.

GEOL 1221 - Mineralogy

3 hours instruction, 3 hours lab
(4 credits)

A study of crystal optics and the examination of the properties of minerals in thin section. The systematic classification of minerals and igneous, metamorphic and sedimentary rock classification methods.

Prerequisites: Geology 1220, Physics 2203 or 2221 and Mathematics 2253.

GEOL 1330 - Formation Evaluation

2 hours lecture, 4 hours lab
(4 credits)

An introduction to the collection and interpretation of data which is required to evaluate a well drilled for the production of oil or gas. Topics will include wireline log analysis, core analysis, lithologs, drill stem tests and production tests. The student will be taught how to create a data spreadsheet to be used for the construction of subsurface exploration projects.

GEOL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GEOPHYSICS (GOPH)

GOPH 1210 - Principles of Geophysics

3 hours instruction
(3 credits)

An introduction to the basic principles of geophysical prospecting for hydrocarbons and mineral resources. The course will be taught from the point of view of a non-geophysics major. Topics include:

- a) seismic instruments and principles of seismic surveys, refraction, and reflection seismic prospecting;
- b) principles of gravity prospecting and instruments;
- c) principles of magnetic prospecting and instruments;
- d) principles of the electrical prospecting method;
- e) prospecting for radioactive minerals;
- f) integration of geophysical methods with other methods of prospecting.

Prerequisite: A course in general geology or Petroleum 1124 or consent of the Department.

GOPH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GENERAL EDUCATION

Refer to Interdisciplinary Studies course descriptions.

GERMAN (GERM)

GERM 2205 - Beginner's German I (U of C GERM 205)

3 hours instruction, 1 hour lab
(3 credits - TG)

Imparts on the introductory level an active, practical skill in the use of the spoken and written word, using material from everyday situations.

Not open to students with credit in German 305 or 309 (U of C). May not normally be taken for credit by students with German 30 or 31.

GERM 2207 - Beginner's German II (U of C GERM 207)

3 hours instruction, 1 hour lab
(3 credits - TG)

A continuation of German 2205.

Prerequisite: German 2205.

Not open to students with credit in German 307 or 311 (U of C). May not normally be taken for credit by students with German 30 or 31.

GERM 2225 - First Year University German I (U of C GERM 225)

3 hours instruction, 1 hour lab
(3 credits - TG)

Develops the student's ability in speaking, reading and writing German, using modern texts. For students with high school German.

Prerequisite: German 30.

GERM 2227 - First Year University German II (U of C GERM 227)

3 hours instruction, 1 hour lab
(3 credits - TG)

A continuation of German 2225.

A student cannot receive credit for both German 2225/2227 and German 301/303 (U of C).

GERM 1199 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GERONTOLOGY (GERO)

GERO 1302 - Introduction to Gerontology

(3 credits)

This course provides a base understanding of the field of Gerontology. It examines each of the three major areas involved in this multidisciplinary field: physiological aging, psychological aging and sociological aging. The contributions each has made to our understanding of the aging process are studied. The demography of Canada's aging population and the resulting myths and realities are examined. Each of sexuality, death and dying and ethnicity in old age are also studied.

NOTE: This course is open to Gerontology Certificate students only.

GERO 1304 - Healthy Aging

(3 credits)

Examines effects of aging in context of normal/healthy/successful aging processes. Reviews health, aging processes and factors which are involved in maintaining and adapting to successful aging patterns. Considers lifestyle factors such as nutrition, sexuality, exercise, leisure and health issues. Also reviews integrative aspects of healthy aging such as housing, transportation, economics, family and community supports. Considers death as final outcome of life. Invites consideration of and planning for one's own aging.

GERO 1306 - Common Health Problems of Elderly Clients - Part I

(3 credits)

The field of mental health practice in Gerontology is an emerging one. This course reviews current concepts in mental health in relation to older adults. Common mental health concerns of the aged are presented (e.g., depression, dementias, suicide) and psychological approaches to assessment and treatment are addressed with a particular emphasis on cognitive and behavioural approaches.

GERO 1308 - Working with Elderly Clients and Their Families

(3 credits)

Examines support systems for the elderly with a view to assisting independence by access to peer groups, neighbours, and broader community resources. Also accesses issues and needs which arise when families manage care and support for their aging members. Discussion of networking and other means of fostering support or access to available sources.

GERO 1310 - Interdisciplinary Community Care of the Elderly - Part I

(3 credits)

Prepares student to identify and function in the context of community agency services to provide gerontological service inclusive of family. Multifaceted needs of elderly and their families will be reviewed in the context of services available and referral systems. Consultation and teamwork will be introduced. Delivery of services will be discussed within the context of availability of and access to community resources and programs.

GERO 1312 - Health Care Planning for Elderly Clients

(3 credits)

Focusses on methods of assessment of health care needs of elderly. Stresses problem-solving in the development, implementation, and evaluation of interventions to meet health care needs. Discusses implementation of care using expertise of various professionals. The student will also develop understanding of selected areas of health care including pharmacology, counselling, physiotherapy, and nursing care. Co-ordination of interdisciplinary care will also be considered.

GERO 1314 - Program Planning for Elderly Clients

(3 credits)

Introduces student to approaches to accessing needs of the elderly in program planning. Reviews needs assessment and barriers to program participation experienced by the elderly. Includes concepts of program budgeting, funding sources and effective advertising. Effective use of volunteers and program evaluation will be reviewed.

GERO 1315 - Practicum in Promoting Health Care for Elderly Clients

(6 credits)

Student practicum in developing, planning and implementing a specific health care program/focus for elderly clients. The student will be responsible for designing practicum objectives which include demonstration of ability to plan and co-ordinate a health care activity/program service for a specified group of elderly clients. A short evaluation will also be required. This practicum will allow the student to demonstrate content/concepts learned in Gerontology 1312.

Prerequisites: Students must have completed all core courses with a minimum grade point average of 2.00 in these courses as well as Gerontology 1312 or have the permission of the Department Chairperson. Students will be accepted into practicum on the basis of academic performance, professional suitability and conduct.

GERO 1316 - Common Health Problems of Elderly Clients - Part II

(3 credits)

Examines common physical problems which are associated with aging. Provides a basic understanding of specific conditions and their effect on the older adult for all professionals (sensory problems, skin problems, mobility). An overview of treatment and modification of activities of daily life because of these health problems will be included.

GERO 1317 - Practicum in Program Planning and Development for Elderly Clients

(6 credits)

Student practicum in planning, developing and implementing a specific program for the elderly. The student will be responsible for designing practicum objectives which include demonstration of ability to use needs assessment as a basis for planning the program and implementing it. A short evaluation will also be required of the student. The student will be expected to demonstrate the content/concepts learned in Gerontology 1314.

Prerequisites: Students must have completed all core courses with a minimum grade point average of 2.00 in these courses as well as Gerontology 1314 or have the permission of the Department Chairperson. Students will be accepted into practicum on the basis of academic performance, professional suitability and conduct.

GERO 1320 - Interdisciplinary Community Care of the Elderly - Part II

(3 credits)

Prepares student to identify and function in the context of a team approach to provide gerontological service inclusive of meeting family needs. Multifaceted needs of the elderly and their families will be reviewed in the context of interdisciplinary approaches, consultation and teamwork. Interdisciplinary contributions and liaison will be reviewed. As well, communication with team members and collaborative approaches will be discussed.

HISTORY (HIST)

HIST 1150 - History of Childhood

3 hours instruction

(3 credits)

A comparative study of the history of childhood and child care practices in various countries from ancient times to the present.

HIST 1212 - History of the United States to 1877

3 hours instruction
(3 credits - TG)

This course focuses on the U.S. to 1877 with special attention to the problems of creating a democracy, growth of the nation, sectionalism and the results of the Civil War.

HIST 1213 - History of the United States Since 1877

3 hours instruction
(3 credits - TG)

The U.S. since Reconstruction is discussed with emphasis on the development of current issues.

HIST 1220 - Canadian History to 1850

3 hours instruction
(3 credits - TG)

This course deals with Canada from the coming of the American Indian to the establishment of responsible government in the mid-nineteenth century.

HIST 1221 - Canadian History Since 1850

3 hours instruction
(3 credits - TG)

Canada from 1850 to the present in its political economic setting with emphasis on present day problems, is discussed.

HIST 1323 - Alberta: Past and Present

3 hours instruction
(3 credits - TG)

This course focuses on Alberta's past and present with emphasis on urbanization, agriculture and industry, political developments, outstanding personalities, and cultural growth.

Prerequisite: Any other Mount Royal College History course or consent of the Department.

HIST 2201 - An Introduction to History: Europe to 1500 (U of C HIST 201)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

An introduction to the Middle Ages, to historical methods, and to varieties of historical explanation. Topics may include: the changing nature of the Church, heresy and dissent, and the relationship of art and architecture to social, intellectual and political ideals.

HIST 2203 - An Introduction to History: Europe since 1500 (U of C HIST 203)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

Major issues in modern European history, emphasizing the relationship between ideas and events. Sample themes: revolution and social change; the scientific outlook and dem-

ocratic ideals; liberalism and industrialization; theory and practice in socialism and Soviet communism.

HIST 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

INTERDISCIPLINARY STUDIES (IDST)

Interdisciplinary Studies is the integration of facts, ideas, and interpretations of several disciplines to a common theme.

Individual course content will be based on a single specific theme to which various disciplines can relate and share a common focal point.

The current list of Interdisciplinary Studies courses consists of those courses which in the past have been identified as General Education Courses. These courses may be used to satisfy the Arts and Science Requirement for graduation as indicated.

IDST 1121 - Media and Environment

(Arts and Science - Area 2)

3 hours instruction
(3 credits)

An interdisciplinary investigation of media and environment as they shape man's personal and social life. Emphasizes the role of technological media, both printed and electronic, in shaping the consciousness of man in a specific cultural environment.

IDST 1122 - Ideologies and Change

(Arts and Science - Area 2)

3 hours instruction
(3 credits)

An interdisciplinary investigation that includes the definition of an ideology; the effects of different ideologies on man's perception of himself, society and the future; and the problems created by various approaches to political and social change.

IDST 1140 - Outstanding Lives (Arts and Science - Area 4)

3 hours instruction
(3 credits - TG)

An interdisciplinary study of the original works of significant thinkers from the areas of the arts, fine arts, science and politics.

IDST 1141 - Cultural Epochs (Arts and Science - Area 4)

3 hours instruction
(3 credits)

An interdisciplinary study of an outstanding historical period such as the Renaissance, Classical Greece, Tang China or some aspect of the twentieth century.

IDST 1160 - Man and His Natural Environment

(Arts and Science - Area 6)

3 hours instruction
(3 credits)

A series of discussions and assignments are used to demonstrate the continuum and dependency of the sciences on each other by using a selected element of our environment (e.g., water or air) as a unifying theme. Supporting discussions from non-science disciplines will further broaden the theme. Designed to increase students' understanding of the interactions within the environment so that they may better adjust to it and improve it.

IDST 1161 - Natural History of Western Canada

(Arts and Science - Area 6)

3 hours instruction including labs and field trips
(3 credits)

A study of the natural history of the Western Prairies and the Eastern Rocky Mountains of Canada. Includes the geologic history, and a survey of the fauna and flora, and the environment of the region.

IDST 1212 - Effective Interpersonal Behaviour

(Arts and Science - Area 1)

3 hours instruction
(3 credits)

Through theory and practice, students develop effective helping behaviour. Topics include: Art Comb's concept of "The Self as Instrument" and Robert Carkhuff's "core conditions".

IDST 1221 - Symbols (Arts and Science - Area 2)

3 hours instruction
(3 credits)

An exploration of the meaning of symbolism in human experience with particular attention to the work of psychoanalyst Carl Jung. Each semester, different specific themes are examined in depth: the "life-as-journey" idiom; symbolism of fire and water; Prometheus/Frankenstein - the symbols of technical power and control.

IDST 1222 - Intercultural Communications

(Arts and Science - Area 2)

3 hours instruction
(3 credits)

An attempt to isolate, identify and overcome barriers to effective communications between members of cross-cultural groups by means of class lectures, discussion, and personal interviews.

IDST 1223 - Technology and Social Change

(Arts and Science - Area 2)

3 hours instruction
(3 credits)

This course examines the cultural, social, economic and political implications of rapid technological change. Specifically, the course will examine the relationship between technology and the following: work and leisure, education, personal relationships, communications, scientific research, international relations, and ethics and legality.

IDST 1244 - Issues in Science and Religion

(Arts and Science - Area 4 or 6)

3 hours instruction
(3 credits - TG)

Examines issues of mutual concern for science and religion: evolution and creation; value and meaning of humanity; exploitation and/or stewardship of life, of the world.

IDST 1260 - Energy in Nature and Society

(Arts and Science - Area 6)

3 hours instruction
(3 credits)

An examination of the types, characteristics, and sources of energy which are found and used in man's natural environment and/or his cultures. This course traces the flow of energy through different natural and social systems, noting the roles and relationships.

IDST 1261 - Matter in Nature and Society

(Arts and Science - Area 6)

3 hours instruction
(3 credits)

An introduction to the forms, characteristics and occurrences of naturally occurring matter and their role in human activities. Designed to develop an informed attitude on the role of matter in nature and society. Students concentrate on a particular aspect of matter that is of interest to them.

IDST 1262 - Problems of Science: A Philosophical Perspective (Arts and Science - Area 6)

3 hours instruction
(3 credits - TG)

The sciences are purported to have a methodology peculiar to them, that attempts to explain, predict and describe phenomena. Most develop theories and attempt to formulate laws of nature. This course deals with these and other concepts of science from a philosophical and historical point-of-view in the attempt to characterize the most general features of the scientific enterprise.

IDST 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

INTERIOR DESIGN (INDS)

INDS 1110 - History of Art and Architecture I

3 hours instruction
(3 credits - TG)

A survey of art and architecture and minor arts from the old stone age to the end of the twelfth century in Europe and the Near East. Students are offered a systematic study of aesthetics and the development of art styles which will enable them to develop a basic appreciation and understanding of art and its origins. The course consists of lectures and seminars supported with slides and film.

INDS 1113 - History of Art and Architecture II

3 hours instruction
(3 credits - TG)

A sequel to Interior Design 1110. A general historical survey of the visual arts in Western Europe from the Middle Ages and Renaissance Period to the end of the 19th century. Lectures and seminars are supported with slides and films.

Recommended preparation: Interior Design 1110.

INDS 1150 - Design I

2 hours instruction, 6 hours studio
(5 credits - TG)

Provides an introduction to the basic elements, principles and concepts of design. Theory deals with underlying concepts. Studios are directed to the application of theory in 2 and 3 dimensional problems.

Restricted to students admitted to the Interior Design program or approval of Department Chairperson.

INDS 1151 - Design II

2 hours instruction, 6 hours studio
(5 credits - TG)

A continuation of Interior Design 1150. Principles and concepts are further elaborated. Colour theory is continued. Application of basic construction systems is introduced. Theory is applied to problems of space planning and colour in interiors, and design for human beings.

Prerequisite: Interior Design 1150 or approval of Department Chairperson.

INDS 1152 - Technical Design and Drafting I

2 hours instruction, 6 hours studio
(5 credits - TG)

Theory and practical exercises in architectural and design drafting techniques. Students are introduced to equipment use, lettering, drawing plan and elevation as well as three dimensional object drawing.

Restricted to students admitted to the Interior Design program or approval of Department Chairperson.

INDS 1156 - Graphic Presentation I

1 hour instruction, 2 hours studio
(2 credits - TG)

An introduction to drawing as a communication skill in Interior Design. Focus is on the development of skills with pencil, pen and ink and an introduction to water colours.

Restricted to students admitted to the Interior Design program or approval of Department Chairperson.

INDS 1157 - Graphic Presentation II

1 hour instruction, 3 hours studio
(2 credits - TG)

A continuation of Graphic Presentation I. Skills introduced in Graphic Presentation I will be refined. Other appropriate media will be introduced. The emphasis is on drawing as a communicating skill, integral to the design process.

Prerequisite: Interior Design 1156 or approval of Department Chairperson.

INDS 1158 - Materials I

1 hour instruction
(1 credit)

A survey of textiles and building materials used in interior spaces, including an introduction to simple construction principles.

Restricted to students admitted to the Interior Design program or approval of Department Chairperson.

INDS 1159 - Materials II

1 hour instruction
(1 credit)

A continuation of Materials I, focusing on characteristics of materials and applications in interiors.

Prerequisite: Interior Design 1158 or approval of Department Chairperson.

INDS 1160 - Interior Design Business Principles and Practices I

2 hours lecture
(2 credits)

Introduction to the profession; origins and history; scope of practice and services; market services and communications skills. Emphasis on awareness of professional associations; their ethics and regulations, current design practices; and skill building in effective business communications.

Restricted to students admitted to Interior Design Program or approval of Department Chairperson.

INDS 1163 - Technical Design and Drafting II

2 hours instruction, 6 hours studio
(5 credits - TG)

A continuation of Interior Design 1152 including the theory and practice of perspective drawing and an introduction to the preparation of working drawings.

Prerequisite: Interior Design 1152 or approval of Department Chairperson.

INDS 1211 - Summerwork

(1 credit - TG)

To be completed by students before entering Interior Design 1250 - Design III. Independent work of design problems as assigned on conclusion of Semester 2.

Satisfactory completion is required in order to proceed to Interior Design 1250 - Design III. Assignments are due June 15, before commencement of second year.

INDS 1221 - History of Modern Art and Architecture

3 hours instruction
(3 credits - TG)

A survey of painting, sculpture and architecture in Western Europe and North America from the late nineteenth century to the present day. Lectures, discussions and seminars will explore aesthetics and the development of art styles to enable the student to better understand the trends of 20th century contemporary visual expression. Lectures and seminars are supported with slides and films.

INDS 1227 - History of Furniture

3 hours instruction
(3 credits - TG)

A study of furniture, interiors and the changes in styles as their designs adapted to different societies and races from the period of early Egypt to present day.

The course considers the influence of historical Egyptian, Roman Empire, French, Italian and English furniture on contemporary furniture, including pieces recently designed in Canada, the United States and the Scandinavian countries. Lectures and seminars will be illustrated with slides and films.

INDS 1250 - Design III

2 hours instruction, 4 hours studio
(4 credits - TG)

Lectures and seminars will address residential and commercial interior design theory and principles and the factors affecting them. Theory will be applied to medium scope project solutions, with awareness of the current interior design market.

Prerequisite: Interior Design 1151 or approval of Department Chairperson.

INDS 1251 - Design IV

2 hours instruction, 4 hours studio
(4 credits - TG)

A continuation of Interior Design 1250 - Design III with the concentration on material relating to the commercial aspect of design. Theory will be applied to the research and solution of commercial interior projects.

Prerequisite: Interior Design 1250 or approval of Department Chairperson.

INDS 1252 - Technical Design and Drafting III

2 hours instruction, 6 hours studio
(5 credits)

Theory and studio will present lectures and assignments related to the comprehension, design and drafting of environmental installations and constructions in residential and commercial situations. Research, seminars, guest speakers and field trips will supplement information from lectures and studios.

Prerequisite: Interior Design 1163 or approval of Department Chairperson.

INDS 1253 - Technical Design and Drafting IV

2 hours instruction, 6 hour studio
(5 credits)

A continuation of Interior Design 1252 - Technical Design and Drafting III with concentration on increasingly complex physical interior elements.

Prerequisite: Interior Design 1252 or approval of Department Chairperson.

INDS 1256 - Graphic Presentation III

1 hour instruction, 3 hours studio
(2 credits)

A continuation of Graphic Presentation II. The focus is on the application of drawing as an expedient means of problem solving and communication with specific reference to Interior Design.

Prerequisite: Interior Design 1157 or approval of Department Chairperson.

INDS 1257 - Graphic Presentation IV

1 hour instruction, 2 hours studio
(2 credits)

A continuation of Graphic Presentation III. This course will focus on the presentation of developed design solutions.

Prerequisite: Interior Design 1256 or approval of Department Chairperson.

INDS 1258 - Materials III

1 hour instruction
(1 credit)

A continuation of Materials II. Maintenance and installation of standard and specialty items will be considered. Information will relate to content in other Interior Design courses.

Prerequisite: Interior Design 1159 or approval of Department Chairperson.

INDS 1264 - Interior Design Business Principles and Practices III (formerly INDS 1254)

1 hour instruction
(1 credit)

A continuation of Interior Design Business Principles and Practices II. An introduction to the elements of information management; organizational procedures and the supportive documentation required in the design process. Topics cover the practical performance requisites of the Interior Designer.

Prerequisite: Interior Design 1165 or approval of Department Chairperson.

INDS 1265 - Interior Design Business Principles and Practices IV (formerly INDS 1255)

1 hour instruction
(1 credit)

A continuation of Interior Design Business Principles and Practices III, further analysis of the sequential preparation of procedural and contract documents which support visual design proposals; further development of presentation skills.

Prerequisite: Interior Design 1264 or approval of Department Chairperson.

INDS 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

LATIN (LATN)

LATN 1110 - Introductory Latin

3 hours instruction
(3 credits - TG)

An introductory course intended for students who have had less than one year of Latin. Basic grammar and vocabulary will be included, but the emphasis will be placed on developing reading ability.

LATN 1111 - Introductory Latin - Second Level

3 hours instruction
(3 credits - TG)

A continuation of Latin 1110. Grammar and vocabulary will be expanded, but the emphasis will remain upon the development of reading ability and appreciation of Latin literature, Roman history and Roman culture. May not normally be taken for credit by students with Latin 30.

Recommended preparation: Latin 1110 or two years of Latin.

LATN 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

LAW ENFORCEMENT

Refer to Criminology course descriptions

LEARNING SKILLS (LNSK)

These courses, as well as all other courses in the 0100 or 0199 number series, do not carry credit towards the award of a Diploma of Certificate.

LNSK 0107 - Career Exploration and Planning

3 hours instruction
(3 credits)

Involves students in a comprehensive program of career exploration and planning. Major topics include self-exploration (interests, values, abilities, temperaments, goals, and desired life style), exploration of career and educational options, decision-making skills, and contact with the world of work.

LNSK 0111 - Speed Reading

3 hours instruction - 6 weeks
(1 credit)

Assists participants in using their reading skills more effectively by emphasizing flexibility and organization. Participants are required to practice regularly outside class.

LNSK 0113 - Writing About Literature

1 hour instruction
(1 credit)

Provides the student with instruction and practice in writing critical and analytical essays on literary topics. While selected works of literature will serve as examples for analysis and discussion, course emphasis will be on developing writing skills.

LNSK 0117 - Word Usage

1 hour instruction
(1 credit)

Examines the basic principles of semantics or word usage by focusing on the relationships among thoughts, words, and objects.

LNSK 0119 - Techniques of Clear Thinking

3 hours instruction
(3 credits)

Intends to implant and nourish the growth of critical intelligence in the student, and includes the presentation of a variety of basic techniques essential to clear and efficient thought. More specifically, students will study classification skills, principles of comprehension, and strategies for identifying and evaluating arguments.

LNSK 0121 - Developing Good Study Skills

3 hours instruction - 6 weeks
(1 credit)

Assists students in learning how to study more effectively by focusing on developing self-discipline in study and providing information and assistance in the development of effective study habits.

LNSK 0123 - Learn to Spell

2 hours instruction - 5 weeks
(1 credit)

Assists students who are having difficulty with spelling to assess the causes of their difficulties and to overcome them.

LEISURE SERVICES (LESR)

LESR 1111 - Education for Leisure

3 hours instruction
(3 credits - TG)

A survey of the historical, philosophical and sociological relationships of leisure and the Leisure Services profession. Topics include: introduction and orientation to concepts affecting and agents of leisure; the community and its contribution to leisure; and leisure and your lifestyle.

LESR 1131 - Direct Leadership

3 hours instruction
(3 credits - TG)

A course in direct leadership fundamentals and in developing skills and values of representative recreational activities.

This course includes one weekend field trip. An additional fee will be charged.

LESR 1132 - Arts and Crafts

3 hours instruction, including lab
(3 credits - TG)

An exploration of arts and crafts media.

LESR 1133 - Recreation for Youth

3 hours instruction
(3 credits)

A course designed for students in professions working with youth as an introduction to the concepts and skills related to leisure services and recreation (program planning, leadership techniques, arts and crafts).

LESR 1147 - Introduction to Voluntarism

3 hours instruction or 6 hours instruction for 8 weeks
(3 credits)

This course will be a study of the volunteer in the community. Discussion will include a brief history of voluntarism, the recruitment and training of volunteers, and the role of volunteers in the planning and delivery of community programs. The focus of the course is on the principles of volunteer management in a wide variety of community service environments.

LESR 1150 - Practicum I

3 hours instruction
(2 credits)

Designed to provide learning experiences in a variety of leisure service areas. Acquaints students with a wide variety of program settings available in the broad field of Leisure Services.

LESR 1175 - Introduction to Tourism

3 hours instruction
(3 credits)

A survey of the history, principle, organization, planning, regional attitudes, behaviour, patterns, and vocational opportunities in tourism.

LESR 1210 - Program Planning

3 hours instruction
(3 credits - TG)

An in-depth study of the theory, methods, techniques and skills used in planning leisure programs. Topics include: principles of program planning; identifying program needs; program planning in specific settings; program evaluation; and synthesis.

Prerequisite: Consent of the Department.

LESR 1211 - Leisure and the Community

12 hours instruction per week for 4 weeks
(3 credits - TG)

This course is designed to promote discussion on the nature of community and an understanding of the group process in the creation of an ideal community.

Prerequisite: Consent of the Department.

LESR 1213 - Survey of Facility Planning

3 hours instruction
(3 credits - TG)

This course will be an exploration of the variety and types of facilities and areas used in the provision of leisure services. Opportunity will be provided to examine the planning process as it relates to master plans, facilities, parks, pools and the materials related to their development and management.

LESR 1232 - Advanced Arts and Crafts

3 hours instruction, including lab
(3 credits - TG)

Continuation of Leisure Services 1132 with specialization in selected crafts and greater in-depth study.

There will be additional costs for materials for this course.

Prerequisite: Leisure Services 1132 or consent of the Department.

LESR 1240 - Leadership Theory

6 hours instruction per week for 8 weeks
(3 credits - TG)

Designed to help students develop more effective leadership skills in themselves and others. Topics include: definition, nature and styles of leadership; knowledge of staff; sensitivity to others; mechanical leadership skills; supervisory techniques; public relations; evaluation skills; working with volunteers; designing leadership development programs.

LESR 1243 - Administration of Leisure Services

6 hours instruction per week for 8 weeks
(3 credits - TG)

The fundamental principles and practices involved in the administration of a variety of leisure services will be discussed:

survey and analysis of various administrative theories; study of the various methods and techniques of budgeting, personnel management, business procedures and problem solving through case studies.

LESR 1246 - Marketing for Sport and Recreation

3 hours instruction per week for 16 weeks or
6 hours instruction per week for 8 weeks
(3 credits)

The principles, practices and strategies of marketing as they relate specifically to sport and recreation will be discussed. The student will investigate a variety of approaches for marketing for both non-profit and business ventures in sport and recreation.

LESR 1250 - Practicum II

(4 credits)

This course is a continuation of Leisure Services 1150. Under supervision, students will gain practical experience in a program administered by an approved agency.

Students will be accepted into practicum on the basis of academic performance, professional suitability and conduct. If a question of professional suitability and/or conduct arises, a Committee of three faculty members of the Department, under the direction of the Department Chairperson, shall examine the specific case.

Prerequisites: Permission of the Department Chairperson. Leisure Services 1111, 1131, 1150, 1210 or 1260, 1261, 1213 or 1270, with an overall minimum grade point average of 2.00 in this courses.

LESR 1254 - Research Project

(3 credits)

The student will prepare a major project which serves as a synthesis of academic courses and field work experiences. The topic must be related to leisure in its broadest terms, of interest to the student, and some practical use to someone else in the future. In addition to researching, preparing and submitting the project, students must present and discuss it before a selected evaluation panel.

LESR 1260 - Program Planning in Institutions for the Handicapped and Disabled

3 hours instruction
(3 credits - TG)

A study of the theory, methods, techniques and skills used in planning leisure programs for special populations in institutions.

LESR 1261 - Survey of Disabling Conditions

3 hours instruction
(3 credits - TG)

This course is designed to acquaint students with the nature of a selected cross-section of handicapping conditions.

LESR 1266 - Music and Movement Activities in Recreation Therapy (formerly LESR 1265 and 1267)

6 hours instruction per week for 8 weeks
(3 credits)

This course is designed to provide the student with theoretical and practical skills to conduct physical activities in movement education and to explore how music is used in recreation therapy programs.

LESR 1268 - Creative Arts in Recreation Therapy

6 hours instruction per week for 8 weeks
(3 credits)

This course is designed to provide the student with an opportunity to explore Arts and Crafts media and Creative Drama with a focus on provision of quality programs in Recreation Therapy.

LESR 1270 - Leisure Counselling

3 hours instruction
(3 credits)

Concepts, methods and techniques of Leisure Counselling. Topics include: counselling, leisure and you, techniques and methods of leisure counselling.

LESR 1274 - Leisure Services For The Elderly

6 hours instruction per week for 8 weeks
(3 credits)

This course is designed to familiarize the student with the elderly, the aging process, and their relationship to the provision of leisure services for the elderly in both community and institutional settings.

LESR 1290 - Camping Administration

3 hours instruction
(3 credits - TG)

This course studies aspects of camping, its organization, and administration. The student will study and report on various camping organizations; camp administrative systems; camping programs; camp shelters, standards; and training programs.

LESR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

LINGUISTICS (LING)

LING 1210 - The Nature of Language I

3 hours instruction
(3 credits - TG)

A survey of the field of linguistics, its content, techniques

and objectives; the nature of language; the techniques of phonological, morphological, and syntactic analysis and description through the solution of problems from selected languages; the applications of linguistics in language learning, language teaching and speech therapy.

LING 1211 - The Nature of Language II

3 hours instruction
(3 credits - TG)

A course with special emphasis on the development of the English Language, the place of English in relation to the languages of the world, language change and variation, and applied linguistics.

LING 1199 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

MATHEMATICS (MATH)

MATH 0101 - Basic Arithmetic Skills

3 hours instruction
(3 credits)

Provides students with opportunities to improve basic skills in arithmetic. Emphasis is placed on individualized instruction, student self-pacing and direct instructor supervision.

Included in the course are topics such as:

1. Fundamental operations in arithmetic (i.e., addition, subtraction, multiplication, division) with whole numbers, fractions and decimals.
2. Problem solving.
3. Applications to real life including such topics as equations, ratio and proportion, and speed skills and accuracy.

MATH 1003 - Basic Arithmetic Skills for Nurses

1 hour instruction
(1 credit)

This course is designed to help nursing students improve their basic skills in arithmetic as well as teach them to apply these skills. Content includes fundamental operations in arithmetic and utilizing ratio and proportion in solving problems.

This course is a prerequisite for Nursing 1111, and is restricted to Nursing students. Nursing students who challenge the examination in this course will not be charged the normal fee for challenging an examination.

MATH 1010 - Introduction to Elementary Mathematics

5 hours instruction
(4 credits)

Sets, relations and functions, real numbers, equations, inequalities, exponents and radicals, the algebra of rational expressions, geometry of straight lines, triangles and quadrilaterals.

MATH 1020 - Elementary Mathematics

5 hours instruction
(4 credits)

Relations and functions, quadratic functions, equations and inequalities, complex number systems, solution sets of systems, logarithmic functions, geometry of straight lines, triangles, quadrilaterals, polygons and circles.

Recommended preparation: Mathematics 1010.

MATH 1030 - College Mathematics

5 hours instruction
(4 credits)

Trigonometric functions and applications, vectors, sequences, series, permutations, combinations, the binomial theorem, probability, polynomial functions and conic sections.

Recommended preparation: Mathematics 1020.

Not recommended for students having Mathematics 30.

Students may use this course as an alternative to Math 30 for entrance into an Alberta university. To receive credit for this course on their high school transcript, students must write and successfully complete the Department of Education's "Grade 12 Examination" in Math 30.

MATH 1031 - Calculus and Matrices

5 hours instruction
(4 credits)

Part 1: Calculus - Limits, differentiation of sums, products and quotients (excluding log and trig functions), the Chain rule, application to curve sketching, maximum and minimum problems, motion, simple integration, area under a curve and area between curves.

Part 2: Matrices - Systems and matrices, operations with matrices, special matrices, the determinant function, finding multiplicative inverses, definition of a vector space and the vector space of 2-tuples.

Students may use this course as an alternative to Math 31 for entrance into an Alberta university. To receive credit for this course on their high school transcript, students must write and successfully complete the Department of Education's "Grade 12 Examination" in Math 31.

MATH 1118 - Pre-Calculus Algebra and Trigonometry

5 hours instruction
(4 credits)

Comprehensive coverage of both pre-calculus algebra and trigonometry.

Pre-Calculus Algebra: A review of topics including factoring; solving linear, quadratic and cubic functions and graphs; conics; exponential and logarithmic functions; absolute value and inequalities; problem solving.

Trigonometry: Topics include: trigonometric functions and their graphs; identities and conditional equations; reduction formulas; inverse of trig functions; solutions of triangles; problem solving.

Intended for students entering the fields of Mathematics, Engineering, Aviation, or another in which calculus is required. Especially recommended for persons returning to formal study.

Prerequisite: 50% or better in Mathematics 30 or Mathematics 1030 (or equivalent) or 50% or better in Mathematics 20 (or equivalent) and registered in Mathematics 30 or Mathematics 1030 (or equivalent) at the same time.

MATH 1207 - Mathematics for Engineers I (formerly MATH 1120)

4 hours instruction, 1.5 hours tutorial
(4 credits - TG)

A first course in applied calculus including differentiation and integration of functions of one variable, properties of elementary functions, maxima, minima, related rates, conic sections, tangents, normals, transcendental functions, area, length, volume and center of mass. This course is intended for engineering students, aviation students, and all students of applied mathematics.

Recommended preparation: Mathematics 1030 (Mathematics 1031 is desirable as a prerequisite or corequisite).

MATH 1209 - Mathematics for Engineers II (formerly MATH 1219)

4 hours instruction, 1.5 hours tutorial
(4 credits - TG)

A continuation of Mathematics 1207, including hyperbolic functions, techniques of integration, improper integrals, polar co-ordinates, parametric equations, and introduction to double and iterated integrals, indeterminate forms, infinite series, power series. Taylor's theorem and an introduction to Fourier series. Algebraic topics, including complex numbers, vectors, vector and matrix algebra, and an introduction to the solution of systems of linear equations.

Recommended preparation: Mathematics 1207 or equivalent or the permission of the Department.

MATH 1224 - Introduction to Statistics

5 hours instruction
(4 credits - TG)

Descriptive statistics and basic theory. Graphs, frequency tables, means, standard deviation, probability, expectation, probability distributions (binomial, poisson, normal, etc.) sampling distributions, regression and correlation.

Prerequisite: Mathematics 1030, 30 or 33.

MATH 1225 - Statistical Inference

5 hours instruction
(4 credits - TG)

Inferences concerning means, proportion, variance. Analysis of variance (one and two ways), regression and correlation analysis. Nonparametric statistics. Application of these statistics to problems in business, biology and social sciences.

Prerequisite: Mathematics 1224 or consent of Department.

MATH 1250 - Cultural and Historical Mathematics

3 hours instruction
(3 credits - TG)

Conveys the flavour of mathematics by examining its historical development. Ideas are illustrated by a variety of elementary examples from different branches of mathematics. Students choose one area to study in depth.

Intended for non-mathematics majors.

MATH 1307 - Mathematics for Engineers III (formerly MATH 1220)

3 hours instruction, 1.5 hours tutorial
(4 credits - TG)

Algebraic topics including vector and matrix algebra, solution of systems of linear equations, determinants, matrix inversion, eigenvalues. Methods for ordinary differential equations including variation of parameters, undetermined coefficients, operator methods, Laplace transforms, and solution in series.

Prerequisite: Mathematics 1209.

MATH 1309 - Mathematics for Engineers IV (formerly MATH 1221)

3 hours instruction, 1.5 hours tutorial
(4 credits - TG)

Functions of several variables, partial derivatives, chain rule and differentials. Vector calculus, with line and surface integrals; Green's, Gauss' and Stoke's theorems.

Prerequisite: Mathematics 1307.

MATH 2211 - Linear Methods I (U of C MATH 211)

3 hours instruction, 1 hour lab
(3 credits - TG)

Vector algebra. Matrices and linear equations. Elements of co-ordinate geometry. Complex numbers. Determinants. Applications.

Prerequisite: (1) a grade of 70% or higher in Mathematics 30 or equivalent; or (2) a grade of 60% or higher in Mathematics 31; or (3) a score of 70% or higher on a diagnostic examination administered by the Department of Mathematics and Statistics; or (4) Mathematics 201.

MATH 2251 - Calculus I (U of C MATH 251)

3 hours instruction, 1 hour lab
(3 credits - TG)

Functions and graphs, gradients and areas, derivatives and integrals. Illustration of the fundamental connection between derivatives and integrals. Algebraic properties of differentiation, product rule, chain rule. Applications.

This course provides the basic techniques of differential calculus as motivated by various applications. Students performing sufficiently well in a placement test may be advised to transfer directly to Mathematics 2253.

Prerequisite: (1) a grade of 70% or higher in Mathematics 30 or equivalent; or (2) a grade of 60% or higher in Mathematics 31; or (3) a score of 70% or higher on a diagnostic examination administered by the Department of Mathematics and Statistics; or (4) Mathematics 201.

MATH 2253 - Calculus II (U of C MATH 253)

3 hours instruction, 1 hour lab
(3 credits - TG)

L'Hopital's rule; improper integrals. Exponential and trigonometric functions and their inverses, hyperbolic functions. Methods of integration. Separable differential equations. Polar co-ordinates. Taylor polynomials. Limits. Infinite sequences and series.

This course is a prerequisite for many 300 level courses in Pure Mathematics, Applied Mathematics and Statistics (U of C).

Prerequisite: Mathematics 2251 with a grade of 'C' or above.

MATH 2271 - Discrete Mathematics (U of C MATH 271)

3 hours instruction, 1 hour lab
(3 credits - TG)

Sets and relations; induction; counting; recurrence and trees; symbolic logic; graphs; applications.

Prerequisite: Mathematics 2211. Prerequisite or Corequisite: Computer Science 2211.

MATH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

MICROBIOLOGY (MIBI)

MIBI 1212 - Microbiology and Infectious Diseases in Health Care (formerly BIOL 1212)

3 hours lecture, 3 hours lab
(4 credits - TG)

This course provides the student with the basic principles of diagnostic microbiology, and prepares nursing students for clinical encounters with pathogenic and infectious organisms. Emphasis is placed on defining the role of nursing personnel in the epidemiology and nursing care of clinically significant infectious diseases.

Recommended Preparation: Biology 30, 1214, 1216 or 2201.

MIBI 1218 - Introductory Microbiology (formerly BIOL 1218)

3 hours lecture, 3 hours lab
(4 credits - TG)

A basic microbiology course describing the major characteristics of microbial organisms. Emphasis is placed on the role of micro-organisms in the environment, including discussions of sewage treatment, petroleum microbiology and other relevant topics in Industrial and Applied Microbiology.

Recommended Preparation: Biology 1110 or equivalent.

MIBI 2241 - Microbiology (U of C MIBI 241) (formerly BIOL 2241)

3 hours lecture, 3 hours lab
(4 credits - TG)

Fundamental theories, principles and methods of general microbiology. Structure, systematics, growth and functions of micro-organisms.

Prerequisite: Biology 2201 with a grade of 'C-' or above. Concurrent registration in Chemistry 2201 is strongly recommended.

MUSIC

MUSA - 1/2 Hour Private Instruction

MUSB - 1 Hour Private Instruction

MUSC - Lecture and Performance Courses

MUSD - 2 Hours Private Instruction

All music courses must be chosen in consultation with the Conservatory of Music and Speech Arts.

*Most music courses may be arranged on a private lesson basis. In the event of low enrollment in certain courses, the Conservatory private lesson fee will apply.

MUSC 1100 - Rudiments I

1 hour instruction
(1 credit)

Rudiments of music theory: rhythm, scales, chords, intervals, transposition, cadences, notation, and terminology.

MUSC 1104 - Chamber Ensemble I

2 hours instruction
(2 credits)

This course will involve the playing of chamber music (e.g., quartets, trios) appropriate to the student's instrument and there will be coaching by a faculty member.

*MUSC 1105 - Music Pedagogy I

1 hour instruction
(1 credit)

Intended for students who plan to teach music, privately or in school. The fundamental teachings of a principal instrument or the beginning techniques of a second practical instrument will be taught. Knowledge of music literature related to the instrument, technique, and adjustment of faulty technique will be covered.

*MUSC 1106 - Music Pedagogy II

1 hour instruction
(1 credit)

A continuation of Music 1105.

*MUSC 1107 - Pianoforte Literature I

1 hour instruction
(1 credit)

A listening course designed to present piano music for the general student as well as the trained musician. It covers literature from the late Baroque to the 20th century.

Prerequisite: Knowledge of piano keyboard equivalent to Grade VI level.

MUSC 1108 - Repertoire/Literature I

2 hours instruction
(2 credits)

A study of solo literature for the student's principal instrument. This will be done in small classes grouped according to instrument families (e.g., strings, woodwinds, brass, piano, singers). Literature to be played by the students in class and augmented by recordings where necessary.

MUSC 1109 - Theory of Music I

3 hours instruction
(3 credits)

Analysis of melodic, contrapuntal, harmonic, rhythmic, and formal elements of representative works from Renaissance through the Classical period. Some part writing will be required. Aural and sight reading skills will be developed.

MUSC 1110 - Music Exploration I

3 hours instruction
(3 credits)

Exploration of the art of music and its materials. Emphasis is on the development of listening skills beginning with obvious features and moving to more specific aspects of particular styles and types of music. Examples will be drawn from a variety of styles - Classical and popular, past and present - and will co-ordinate with musical events in Calgary during the current semester.

Prerequisite: No musical background required.

MUSC 1111 - Musicianship I

1 hour instruction
(1 credit)

A comprehensive course in practical music theory including basic written theory, solfege, ear training, sight singing, dictation, and keyboard harmony. Students will be placed in the appropriate section after determining their level of musical background, previous theory training, aural ability, and keyboard ability.

MUSC 1115 - Mount Royal Singers I (80)

2 hours participation
(1 credit)

This choir performs a variety of literature from different periods and styles. Some vocal instruction is given in the context of the rehearsal, but the primary purpose is to present the singers with a broad selection of music and prepare it for public concerts.

Prerequisite: Permission of the conductor.

MUSC 1119 - Mount Royal College Orchestra I

3 hours participation
(1 credit)

Emphasis on playing together as a group. Instruction in good ensemble playing will be given. Students supply their own instruments except those not commonly owned privately.

Prerequisite: A playing level of Grade VIII from any recognized conservatory. Audition required.

MUSC 1120 - Chamber Music II

2 hours instruction
(2 credits)

A continuation of Music 1104.

MUSC 1121 - Repertoire/Literature II

2 hours instruction
(2 credits)

A continuation of Music 1108.

MUSC 1122 - Mount Royal College Concert Band I

3 hours participation
(1 credit)

This group is for students of intermediate to advanced ability. Players must supply their own instruments except those not commonly owned privately. Music of a high standard is taught and the scores are of a classic and popular vein.

Prerequisite: A playing level of Grade VI from any recognized conservatory. Permission of the conductor.

MUSC 1123 - Theory of Music II

3 hours instruction
(3 credits)

A continuation of Music 1109.

MUSC 1129 - Musicianship II

1 hour instruction
(1 credit)

A continuation of Music 1111.

MUSC 1200 - Rudiments II

1 hour instruction
(1 credit)

A continuation of Music 1100.

Prerequisite: Music 1100 or equivalent.

MUSC 1202 - Music Exploration II

3 hours instruction
(3 credits)

A continuation of Music 1110. More details about various forms of music, stylistic periods, and significant types of music in the 20th century.

Prerequisite: Music 1110 or consent of Department.

***MUSC 1203 - Music Exploration III**

3 hours instruction
(3 credits)

A continuation of Music 1202.

***MUSC 1204 - Music Exploration IV**

3 hours instruction
(3 credits)

A continuation of Music 1203.

***MUSC 1205 - Music Pedagogy III**

1 hour instruction
(1 credit)

A more advanced and higher standard for the teaching profession. Students will have to be acquainted with such technical exercises as scales and studies as might be useful for the development of fluency and tone quality.

Prerequisite: Music 1106.

***MUSC 1206 - Music Pedagogy IV**

1 hour instruction
(1 credit)

A continuation of Music 1205.

***MUSC 1207 - Pianoforte Literature II**

1 hour instruction
(1 credit)

A continuation of Music 1107 involving more detailed study.

***MUSC 1209 - Keyboard Harmony and Improvisation**

1 hour instruction
(1 credit)

Designed to equip the piano and organ student with a practical understanding of harmonic knowledge applied directly to the keyboard in the harmonization of melodies and realization of figures basses.

Prerequisite: Grade III Harmony (Music 1212) and an adequate keyboard facility.

***MUSC 1210 - Keyboard Harmony and Improvisation II**

1 hour instruction
(1 credit)

A more advanced form of keyboard harmony and improvisation.

Prerequisite: Music 1209.

MUSC 1211 - Musicianship III

1 hour instruction
(1 credit)

A continuation of Musicianship II (Music 1129).

MUSC 1212 - Beginning Harmony (Grade III)

1 hour instruction per week for 30 weeks
(3 credits)

Diatonic harmony in four parts and melody writing in major keys, plus harmonic and structural analysis in major and minor keys.

Prerequisite: Music 1200 or equivalent.

MUSC 1213 - Harmony (Grade IV)

1 hour instruction per week for 30 weeks
(3 credits)

A continuation of Music 1212 in both major and minor keys and including seventh chords, secondary dominants and elementary modulation.

MUSC 1214 - Mount Royal Singers II (80)

2 hours participation
(1 credit)

A continuation Music 1115.

Prerequisite: Music 1115.

MUSC 1215 - Mount Royal Singers III (80)

2 hours participation
(1 credit)

A continuation of Music 1214.

MUSC 1216 - Mount Royal Singers IV (80)

2 hours participation
(1 credit)

A continuation of Music 1215.

MUSC 1217 - Music History (Grade III)

1 hour instruction per week for 30 weeks
(3 credits)

A survey of music history from the Renaissance to the present, including Canadian music.

Prerequisite: Music 1200 or equivalent.

MUSC 1218 - Music History (Grade IV)

1 hour instruction per week for 30 weeks
(3 credits)

Classical and Romantic music.

Prerequisite: Music 1200 or equivalent.

MUSC 1219 - Mount Royal College Orchestra II

3 hours participation
(1 credit)

A continuation of Music 1119.

MUSC 1220 - Mount Royal College Orchestra III

3 hours participation
(1 credit)

A continuation of Music 1219.

MUSC 1221 - Mount Royal College Orchestra IV

3 hours participation
(1 credit)

A continuation of Music 1220.

MUSC 1222 - Mount Royal College Concert Band II

3 hours participation
(1 credit)

A continuation of Music 1122.

MUSC 1223 - Mount Royal College Concert Band III

3 hours participation
(1 credit)

A continuation of Music 1222.

MUSC 1224 - Mount Royal College Concert Band IV

3 hours participation
(1 credit)

A continuation of Music 1223.

***MUSC 1225 - Music History (Grade V)**

1 hour instruction per week for 30 weeks
(3 credits)

Music of the Medieval, Renaissance, Baroque, and 20th century periods, including musical activity in Canada.

Prerequisite: Music 1200 or equivalent.

***MUSC 1226 - Music Analysis (Form)**

1 hour instruction per week for 30 weeks
(3 credits)

Visual and aural recognition of forms such as Binary, Sonata, Rondo, and Fugue. Some identification of harmonic progressions.

Prerequisite: Music 1213 or equivalent.

***MUSC 1227 - Harmony (Grade V)**

1 hour instruction per week for 30 weeks
(3 credits)

A continuation of Music 1213 including advanced modulation, secondary dominant and diminished sevenths, chromatic chords, and two-part florid counterpoint.

Prerequisite: Music 1213 or equivalent. Music 1226 recommended.

***MUSC 1228 - Advanced and Free Counterpoint**

1 hour instruction per week for 30 weeks
(3 credits)

Add counterpoint to a given melody, add double counterpoint at the 15th; or write three variations on a given ground.

Prerequisite: Music 1227.

MUSC 1229 - Musicianship IV

1 hour instruction
(1 credit)

A continuation of Musicianship III (Music 1211).

MUSC 1230 - Chamber Music III

2 hours instruction
(2 credits)

A continuation of Music 1120.

MUSC 1231 - Repertoire/Literature III

2 hours instruction
(2 credits)

A continuation of Music 1108.

MUSC 1232 - History of Music I

3 hours instruction
(3 credits)

This course presents the development of music from Ren-

aissance to the end of the Classical period. Special attention will be given to large instrumental and vocal forms.

MUSC 1240 - Chamber Ensemble IV

2 hours instruction
(2 credits)

A continuation of Music 1230.

MUSC 1241 - Repertoire/Literature IV

2 hours instruction
(2 credits)

A continuation of Music 1231.

MUSC 1242 - History of Music II

3 hours instruction
(3 credits)

This course presents the development of music from the Romantic period to the present day. Special attention will be given to larger instrumental and vocal forms.

MUSC 1250 - Recital

(2 credits)

In order to graduate with a diploma in Performance, the student must play (or sing) a full length recital (from one to one and one-half hours duration) of literature which will show technical proficiency and stylistic understanding of several periods. The proposed recital program must be approved by the Conservatory Administration and one instructor (besides the student's own teacher) on the student's principal instrument. This approval must be given at least two months in advance of the recital date.

MUSC 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

MUSIC PRIVATE LESSONS

Private lessons are available through the Mount Royal College Conservatory of Music and Speech Arts. Arrangements for instruction can be made through the Conservatory Office, Room Y302, Community and Health Studies Wing, Telephone 240-6821.

Due to the specialized nature of instruction, fees for these courses are billed at a higher rate than other College courses. Fees for the courses listed below and other private lessons may be obtained directly from the Conservatory Office.

See section on Special Fees.

Lessons are offered in the areas listed below. A variety of instruction to meet individual needs can be arranged through the Conservatory Office.

Principal and Secondary Instruments or Voice:

MUSA - 1/2 Hour Private Instruction

1/2 hour instruction
(1 credit)

MUSB - 1 Hour Private Instruction

1 hour instruction
(2 credits)

MUSD - 2 Hour Private Instruction

2 hours instruction
(4 credits)
(Restricted to Diploma Students)

These courses may only be taken with the permission of the Conservatory of Music and Speech Arts.

Instrument	Semester			
	1	2	3	4
Keyboard				
-Piano	1131	1231	1331	1431
-Organ	1132	1232	1332	1432
-Harpsichord	1133	1233	1333	1433
-Accordian	1134	1234	1334	1434
Vocal				
-Voice	1141	1241	1341	1441
Strings				
-Violin	1151	1251	1351	1451
-Viola	1152	1252	1352	1452
-Cello	1153	1253	1353	1453
-Bass	1154	1254	1354	1454
-Harp	1155	1255	1355	1455
-Guitar	1156	1256	1356	1456
Winds				
-Oboe	1161	1261	1361	1461
-Clarinet	1162	1262	1362	1462
-Flute	1163	1263	1363	1463
-Bassoon	1164	1264	1364	1464
-Saxophone	1165	1265	1365	1465
Brass				
-Trumpet	1171	1271	1371	1471
-Trombone	1172	1272	1372	1472
-French Horn	1173	1273	1373	1473
-Tuba	1174	1274	1374	1474
Percussion				
-Percussion	1191	1291	1391	1491

NATURAL SCIENCE (NTSC)

NTSC 1111 - An Interdisciplinary Approach to Environmental Problems

3 hours instruction, 3 hours lab
(3 credits)

An introduction to environmental problems relating to land, atmosphere and inland waters. The goal of this course

is to introduce students to methods required for the recognition, evaluation, and control of environmental problems.

NTSC 1115 - Forensic Science

2 hours instruction, 3 hours lab
(3 credits)

Designed to acquaint the prospective law enforcement officer and those in related fields with a wide variety of enforcement, detection and preventative devices and methods being employed and developed. Demonstrations, lectures and discussion groups will be utilized and, where feasible, specialists in the numerous forensic fields will be called upon.

Restricted to Criminology students or students receiving instructor's permission.

NTSC 1272 - Health in Today's World

2 hours instruction, 1 hour tutorial
(3 credits)

Examines human health behaviour as a lifetime process of response and adaptation to the demands of an internal and external environment. The multi-disciplinary approach is designed to assist students as individuals and family members acquire the knowledge to make healthy choices that will affect the quality of their lifestyle.

NURSING (NURS)

See also Allied Health, Natural Science, and Post-Basic Mental Health Nursing course descriptions in this section of the Calendar.

NURS 1150 - Introductory Concepts of Nursing Process

120 hours of instruction per semester
(7 credits - TG)

An introduction to the role and responsibilities of the nurse. The nursing process is introduced to provide the theoretical base/foundation for patient care. Emphasis is on self-awareness and the helping relationship as applied to nursing care. Principles of nursing skills are taught and application is developed in conjunction with skill development laboratories.

Pre or corequisites: Biology 1220, English 1112 or 2201.

Corequisites: Nursing 1151 and Math 1003.

NURS 1151 - Applied Introductory Nursing Process

144 hours instruction per semester
(4 credits - TG)

Application of the nursing process at the basic level in a clinical setting. The student will be given opportunities to provide basic care to adult patients in a variety of acute care agencies. This course will involve the application of concepts

concurrently studied in Nursing 1150. There will be introduction of communication and teaching skills. Learning experience will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: Biology 1220, English 1112 or 2201 and Math 1003.

Corequisite: Nursing 1150.

NURS 1152 - Introductory Medical-Surgical Nursing

110 hours instruction per semester
(6 credits - TG)

An introduction to common concepts relevant to the interruption of the health of the individual. Stress and homeostasis in relation to pathophysiology, aberrant cellular growth and fluid and electrolyte balance are considered in relation to common medical-surgical problems. These concepts are expanded to include discussion of common health problems related to gastrointestinal, cardiovascular and respiratory systems. Pharmacological aspects of patient care are introduced with emphasis on the nurse's responsibility in drug administration, as well as an introductory focus on knowledge of drugs and drug actions in safe patient care.

Pre or corequisites: Biology 1221, Psychology 2205, all previous nursing and program required non-nursing courses.

Corequisite: Nursing 1153.

NURS 1153 - Applied Introductory Medical-Surgical Nursing Process

168 hours instruction per semester
(5 credits - TG)

Application of common concepts relevant to disrupted homeostasis and common health problems of the adult in the clinical setting. Emphasis will be on provision of care to patients in a variety of medical-surgical settings. Patients will be assigned to develop progressive skill in providing care to adult patients with illnesses of varying and increasing complexity. Emphasis will be placed on skills of medication administration to assigned patients in the clinical setting. Patient teaching will be emphasized to facilitate patients' adaptation to their health problems. Learning experiences will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: Biology 1221, Psychology 2205, all previous nursing and program required non-nursing courses.

Corequisite: Nursing 1152.

NURS 1154 - Intermediate Medical-Surgical Nursing

60 hours instruction per semester
(3 credits)

Further examination of common health problems of the adult involving medical-surgical nursing care and intervention. Health problems related to renal, endocrine, reproductive system and cancer are discussed. There is discussion of community resources to assist adaptation of the individual to his/her health problems. Discussion of pharmacological intervention of relevant drug groups continues and is integrated into health problems discussed.

Pre or corequisites: Sociology 2201, all previous nursing and program required non-nursing courses.

Corequisite: Nursing 1155.

NURS 1155 - Applied Intermediate Medical-Surgical Nursing Process

96 hours instruction per semester
(3 credits)

Continued application of the nursing process to assigned patients in acute medical-surgical clinical settings. Students will be required to give nursing care to assigned groups of patients with health problems of varying complexity. Organization of patient care and setting of care priorities will be emphasized as the student practices his/her skills on full nursing shifts in a hospital. Learning experiences will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: Sociology 2201, all previous nursing and program required non-nursing courses.

Corequisite: Nursing 1154.

NURS 1250 - Care of the Family: Advanced Medical-Surgical Nursing

48 hours instruction per semester
(3 credits)

Continued examination of specific medical-surgical health problems of the adult in context of rehabilitative aspects of nursing care for multi-problem patients. Discussion will focus on the aging process, musculoskeletal, neurological and integumentary problems. Students will investigate alternative healers. Emphasis is on teaching the patient and family to assist in adjustments. Community resources which are integral to the adaptive process of the patient will be included.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1251.

NURS 1251 - Applied Advanced Medical-Surgical Nursing Process

112 hours instruction per semester
(3 credits)

Application of nursing process at a more advanced level to enable students to care for groups of patients with multiple health problems. The student will be expected to demonstrate increased ability to utilize the nursing process in care of groups of multi-problem patients. Continued emphasis will be on setting priorities of care and developing flexibility in meeting patient needs in an effective manner. Learning experiences will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1250.

NURS 1252 - Care of the Family: Maternity Nursing

70 hours instruction per semester
(3 credits)

An examination of the nursing process in relation to the childbearing woman. Emphasis is on nursing care throughout the childbearing cycle to meet the physical, emotional, and social needs of the mother and baby using a family general approach. Nursing responsibilities in relation to the antepartum, intrapartum, and postpartum woman are considered with particular emphasis on patient teaching. Focus is on normal pregnancy with consideration of more common disruptions which lead to problems for the pregnant woman. Community resources for the childbearing mother and family are also examined.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1253.

NURS 1253 - Applied Maternity Nursing Process

96 hours instruction per semester
(3 credits)

Application of principles and practice of maternity nursing process in the clinical area. The student will gain experience in the principal areas of maternity care in the hospital clinical setting: labour and delivery, postpartum and nursery. Emphasis will be on further development of teaching skills to assist the mother and family in adapting to the expanded family. Learning experiences will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1252.

NURS 1254 - Care of the Family: Mental Health Nursing

70 hours instruction per semester
(3 credits)

Examines concepts of mental health and illness in the context of the helping relationship of the nurse. The focus is to increase the development of positive interpersonal relationships and therapeutic communication skills to promote mental health in the provision of nursing care. Self-awareness and personal growth continue to be emphasized. Various approaches to mental health care using an eclectic perspective are considered as well as common mental health problems of the individual and implications for the family.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1255.

NURS 1255 - Applied Mental Health Nursing Process

96 hours instruction per semester
(3 credits)

Application of nursing process in the care of individuals with mental health problems, using an eclectic perspective in conjunction with a problem solving approach. Community resources available to the individuals and families are considered. Emphasis is on effective use of communication skills in care of individuals with mental health problems. Learning experiences will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1254.

NURS 1256 - Care of the Family: Pediatric Nursing

70 hours instruction per semester
(3 credits)

The nursing process is examined in relation to the child as a member of the family unit. Emphasis is on normal stages of growth and development. Consideration is given to common health problems of children as they progress through these stages within the context of the family. Community resources available to the family are considered.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1257.

NURS 1257 - Applied Pediatric Nursing Process

96 hours instruction per semester
(3 credits)

Application of the nursing process in identifying the physical, emotional and social needs of the ill child during the course of hospitalization. Emphasis is on caring for the child in relation to normal stages of growth and development. Family teaching is reinforced with consideration of referral to appropriate community resources. Learning experiences will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Corequisite: Nursing 1256.

NURS 1258 - Professional and Career Responsibilities

39 hours instruction per semester
(2 credits)

Discussion of concepts related to professional and career responsibilities. Central themes will focus on nursing care delivery systems, nursing practice standards, legal and ethical aspects. Responsibilities relevant to professional associations and collective bargaining will be discussed. Health care consumerism will be explored in conjunction with power and politics in the health care system. Leadership roles of the nurse as well as adaptation to reality shock will be considered.

Pre or corequisites: all previous nursing and program required non-nursing courses.

Corequisite: Nursing 1259.

NURS 1259 - Integrated Nursing Practice

192 hours instruction per semester
(6 credits)

Application of the nursing process in developing an integrated practice base for effective functioning as a health team member. There will be opportunity to provide complete and individualized care for patients with multiple or more complex problems. Emphasis is on independent problem solving by the student to provide safe care. Students will develop awareness of principles of leadership in assuming primary care or team leading roles. Ability to manage assigned learning experiences will be evaluated carefully during instructional supervision to assess the student's ability to assimilate role responsibilities and to determine readiness for the internship practicum (Nursing 1261 - Summer Session). Learning experiences will be planned, selected, directly supervised and evaluated by the nursing faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or corequisites: all previous nursing and program required non-nursing courses.

Corequisite: Nursing 1258.

NURS 1261 - Nursing Internship

320 hours per semester
(5 credits)

Application of the nursing process to patient care during an internship which gives the student the opportunity to make a transition to the work world of the beginning staff nurse. Application of integrated nursing knowledge and practice will occur on a nursing unit of appropriate assignment/selection decided by the nursing faculty in conjunction with the student. The student will work with the staff of the assigned unit as a nursing intern under the guidance of a designated resource person. Shifts and rotations will be assigned in accordance with policies and practices of the nursing unit/agency, in consultation with liaison instructional personnel after a suitable orientation. It is expected that this work experience internship will prepare the student to comfortably assume the responsibilities of the beginning staff nurse (diploma nursing practice).

Prerequisites: all previous nursing and program required non-nursing courses.

NURSING - POST-BASIC MENTAL HEALTH NURSING (PBMH)

Courses in the Post-Basic Mental Health Nursing Program are offered on a home study (distance delivery) basis in the fall and/or winter semesters. Both theory and practicum courses will be available in the spring semester dependent upon program needs of part-time students.

To express your interest in taking particular courses, contact the Co-ordinator, Post-Basic Mental Health Nursing Program, Allied Health Department, 240-6891.

PBMH 1305 - Theoretical Basis for Mental Health Nursing

(2 credits)

This course consists of seven sections which will serve as a theoretical base for mental health nursing practice. It is a corequisite for all other courses.

PBMH 1315 - Mental Disorders

(4 credits)

This course explores the mind and its disorders from a broad perspective using D.S.M. III to assist the nurse in contributing to the diagnosis, and to interpret, plan, implement and evaluate nursing care. Some of the known treatment modalities are discussed, and roles for the Mental Health Nurse in helping clients function at an optimum level are explored.

PBMH 1325 - The Nursing Process and Psychiatric Assessment

(2 credits)

This course focuses primarily on assessment of the individual through the study of various assessment formats and a review of interviewing and recording techniques in mental health nursing.

PBMH 1335 - Somatherapies and Alternate Healing Therapies

(2 credits)

Psychopharmacology, Other Somatic Therapies, Alternate Healing Therapies.

This course explores the role of these therapies in Mental Health care and the relevance of these therapies for Mental Health Nursing.

PBMH 1345 - Intervention Modes

(4 credits)

This course focuses on four areas.

Intervention with the Individual
Intervention with Families
Sexual Counselling
Intervention with Groups

Throughout the course, various models of therapy and their implications for nursing practice are explored. The nurse's role in the promotion of Mental Health, as well as therapeutic treatment modes, will be examined.

PBMH 1355 - Community Mental Health

(2 credits)

Multi-dimensional models for Mental Health Nursing practice in a community setting are presented in the course. Assessment, diagnosis and mental health consultation are developed as important concepts. Target population groups which frequently come to the attention of the mental health professional in the community are identified, and an opportunity to apply specific intervention methods in a community setting is provided.

PBMH 1365 - Issues and Trends in Professional Practice

(2 credits)

This course is designed so students may examine some of the issues and trends apparent today in nursing practice, education and research, specifically in Mental Health Nursing.

PBMH 1391 - Clinical Practicum I

300 hours
(9 credits)

This practicum will provide for synthesis and application of concepts from the nursing theory courses. Clinical placements will be determined through consultation with the

program faculty, assessment of student learning needs, within the boundaries of available resources.

PBMH 1396 - Clinical Practicum II

300 hours
(9 credits)

This course is a senior practicum during which the student will be expected to demonstrate competence in clinical skills as well as scholarly behaviour. It also provides an opportunity to examine intensively the application of mental health nursing principles, theories and methods to a special area of focus relevant to the student's interest. Clinical placements will be determined through consultation with the program faculty, assessment of the student's learning needs, demonstrated skill level in the junior practicum and within the boundaries of available resources.

PETROLEUM (PETR)

PETR 1124 - Introduction to the Petroleum Industry
(formerly PETR 1110)

3 hours instruction
(3 credits)

The course includes an overview of the history, functioning and technical aspects of the petroleum industry. Topics covered are broad and will act as an introduction to the specialized courses in the program. The emphasis of the course is to show the interrelation in the industry between governments, companies, economics, science and engineering.

PETR 1224 - Petroleum Geology (formerly PETR 1210)

3 hours instruction
(3 credits)

An in-depth study of the qualitative interpretation of wire line logs, an introduction to subsurface geologic mapping including structure maps, isopach maps and intersection techniques are included in this course. The course contains two major projects; one to determine recoverable reserves in an established pool, the other requiring the student to construct a series of exploration maps for presentation purposes.

Prerequisite: Petroleum 1124 or consent of the Department.

PETR 1233 - Petroleum and Gas Economics
(formerly PMLM 1210)

3 hours instruction
(3 credits)

The course includes an in-depth study of the economic factors affecting and governing the petroleum industry. Emphasis is placed on the evaluation of petroleum properties using all accepted methods. Students are required to submit reports in which before and after tax evaluations of petroleum properties have been independently calculated.

PETR 1237 - Drilling and Well Completion
(formerly PMLM 1213)

3 hours instruction
(3 credits)

This is an introduction to petroleum drilling engineering for non-engineering majors and examines drilling methods, completion procedures, government regulations, transportation and processing of hydrocarbons.

Recommended preparation: Petroleum 1124.

PETR 1325 - Geology of Petroleum

2 hours lecture, 4 hours lab
(4 credits)

This is an introduction to the geological aspects of the petroleum industry and its associated technologies. Emphasis will be on the specialized data collected, the techniques used to communicate the data, and applications of the data in the petroleum industry. Topics will include: chemical and physical properties of petroleum; subsurface dynamics; origin and migration of petroleum; petroleum traps and reservoir characteristics; maps and survey systems; cross-sections generated from logs and maps; oil and gas rights and leasing; and geologic history of western Canada.

PETR 1331 - Petroleum Regulations and Oil & Gas Law

3 hours lecture
(3 credits)

The course will explore the content and application of Canadian/Alberta petroleum regulations and oil and gas laws. In addition, various types of oil and gas related contracts will be discussed.

PETR 1335 - Advanced Petroleum Exploration

3 hours lecture, 9 hours lab
(6 credits)

A detailed study of sedimentary models and exploration stratigraphy using primarily subsurface geophysical and geological data. The student will be required to prepare detailed prospect maps employing sedimentary concepts and executed by acceptable hand and computer assisted drafting.

Prerequisite: Petroleum 1325.

PETR 1339 - Petroleum Corporate Strategy and Operation

3 hours lecture
(3 credits)

An overview of the history of the world Petroleum Industry and the role of multinational oil companies and cartels in world reserves, production and consumption. The lecturer will address the infrastructure of oil companies and their relationships with consultants, the service industry and the banking system. Emphasis will be placed on co-operative ventures in exploration and financing.

Prerequisite: Petroleum 1325.

PETR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

**PETROLEUM AND MINERAL RESOURCE
LAND MANAGEMENT (PMLM)**

PMLM 1112 - Real Property Law (formerly PMLM 1110)

4 hours instruction
(3 credits)

This course presents: a) a comparative study of Canadian Land Titles systems, with particular emphasis on the Torrens system, including an in-depth study of the Land Titles Act and the Dower Act, together with a review of pertinent cases; b) land survey systems; c) ways of holding an interest in land; and d) title examinations and historicals.

PMLM 1114 - Oil and Gas Law I (formerly PMLM 1111)

4 hours instruction
(3 credits)

A study of various types of petroleum and natural gas agreements: a) freehold and crown leases; b) easements; c) releases; d) operating agreements; e) pooling agreements, together with an in-depth clause by clause analysis of the more typical agreements including a review of some of the more pertinent cases; f) surface ownership and rights of the surface owner, together with the requirements, rights and obligations of the industry, and the regulations and administrative tribunals governing the foregoing.

PMLM 1212 - International Law

3 hours instruction
(3 credits)

A study of international law as related to Canada with particular reference to the ownership of offshore rights, such as continental shelf rights. Topics include: laws and regulations governing offshore drilling and production; acquisition of drilling and production rights in foreign countries; foreign courts and their control of exploration and production activities; a general overview of multi-national corporations and application of the laws to their operations in (a) the country of "Parent" incorporation and (b) the countries of operations.

PMLM 1214 - Oil and Gas Law II (formerly PMLM 1211)

4 hours instruction
(3 credits)

The course provides for an indepth study of royalties, oil and gas letter agreements, formal farmout agreements, operating agreements as well as pooling and trust agreements. The course will cover the major aspects of the 1981

C.A.P.L. Operating Procedure as well as the concepts of spacing units, incentives and grouping. An overview of unitization and gas purchase contracts will also be studied. Where possible there will be a review of pertinent cases and various agreements will be drafted.

Prerequisite: PMLM 1114 with a grade of 'C-' or above.

PMLM 1220 - Field Services

4 hours instruction
(3 credits)

This is an indepth review of the statutes and regulations governing mineral and surface leasing by the Alberta and Federal Crown and by way of Freehold. Emphasis will be placed on surface negotiations in the areas of access, land appraisal and compensation, land reclamation, land use and management and communications between the surface land owner and the land department.

Prerequisite: PMLM 1114 with a grade of 'C-' or above.

PMLM 1221 - Lease Records

4 hours instruction
(3 credits)

This course includes an examination of regulations and documents governing mines and minerals and surface tenure systems in Canada; and a review of the lease record form including use of manual and computer systems, rental and obligation calendars and acreage and property reports. A study of the internal structure of a land department and the interaction of a land department with other departments, other companies and government are also studied.

Prerequisite: PMLM 1114 with a grade of 'C-' or above.

PMLM 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PHILOSOPHY (PHIL)

PHIL 1110 - Introduction to Philosophy

3 hours instruction
(3 credits - TG)

Designed to help students acquire the ability to reason correctly and effectively through the identification and understanding of formal and informal fallacies. Introduces students to philosophical thinking through an examination of such philosophical questions as: What is mind? Is man free? Does God exist? and encourages students to develop the habit of thinking clearly, logically and independently.

PHIL 1111 - Introduction to Moral Philosophy

3 hours instruction
(3 credits - TG)

A study of such practical moral problems as capital punishment, civil disobedience, abortion, euthanasia, and the use of marijuana, as well as related ethical problems of right and wrong, the good, moral value, the purpose of the law and moral knowledge.

PHIL 1112 - Introduction to Reasoning and Moral Philosophy

3 hours instruction
(3 credits - TG)

Designed to help students acquire the ability to reason correctly through the identification and understanding of formal and informal fallacies; introduction to philosophical thinking through an examination of such topics as the nature of law, the purpose of law, law and morality, and certain theories of obligations; and encourages students to develop the habit of thinking clearly, logically and independently.

Students who have taken or are taking Philosophy 1110 or Philosophy 1111 are not permitted to take this course.

PHIL 1201 - History of Western Philosophy I: Greek to Medieval

3 hours instruction
(3 credits - TG)

The course material contains the major philosophers and philosophical movements from ancient Greece to the recent past. This course also provides an introduction, in an historical context, to typical philosophical problems such as perception, the good life, skepticism, free will and determinism, and God.

Both Philosophy 1201 and Philosophy 1202 must be completed to obtain advanced credit for U of C Philosophy 202.

PHIL 1202 - History of Western Philosophy II: Modern

3 hours instruction
(3 credits - TG)

A continuation of Philosophy 1201.

Both Philosophy 1201 and Philosophy 1202 must be completed to obtain advanced credit for U of C Philosophy 202.

PHIL 1205 - Introductory Logic

3 hours instruction
(3 credits - TG)

An introductory study of the techniques used in appraising arguments as they occur in everyday life and language.

PHIL 1210 - Problems in Philosophy: Science

3 hours instruction
(3 credits - TG)

A close examination of problems selected from the following areas: epistemology, philosophy of science, mathematics, logic language.

Recommended preparation: Any other course in Philosophy.

PHIL 1211 - Problems in Philosophy: Man and Society

3 hours instruction
(3 credits - TG)

A close examination of problems selected from the following areas: ethics, politics, law, history, religion.

Recommended preparation: Any other course in Philosophy.

PHIL 2201 - Problems of Philosophy (U of C PHIL 201)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

Provides an introduction to philosophy through the discussion of selected topics such as skepticism, perception, personal identity, free will and determinism, and God.

PHIL 2203 - Ethics (U of C PHIL 203)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

A first enquiry into the nature and justification of moral standards.

PHIL 2205 - Introductory Logic (U of C PHIL 205)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

An introduction to deductive and inductive techniques used in appraising arguments. The course may contain some elementary formal logic but its main focus will be on analyzing arguments as they occur in everyday life and ordinary language.

An alternative to Philosophy 207 (U of C).

Not open to students with credit in Philosophy 207 (U of C) or 303 (U of C).

PHIL 2301 - Problems of Analysis (U of C PHIL 301)

3 hours instruction
(3 credits - TG)

An introduction to some of the fundamental concepts and techniques of philosophical analysis. Topics to be discussed will include: definition, meaning and reference, the analytic-synthetic distinction, the nature of philosophical analysis.

Prerequisite: A previous course in Philosophy or consent of the Department.

PHIL 2303 - Logic I (U of C PHIL 303)

3 hours lecture, 1 hour tutorial
(3 credits - TG)

A study of sentential and first-order logic from both the deductive and semantic points of view. Some elementary metatheorems.

Not open to students with credit in Philosophy 207 (U of C).

PHIL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PHYSICAL EDUCATION (PHED)

PHED 1110 - Historical and Philosophical Survey

3 hours instruction
(3 credits - TG)

This is an introduction to the history, philosophy, principles and practices of Physical Education and its relationship to our culture.

PHED 1114 - Fundamental Fitness and Measurement

5 hours instruction including 3 hours tutorial - studio
(3 credits - TG)

A foundation course in physical fitness incorporating the basic theory, testing and application of physical fitness, nutrition, and weight control knowledge. A lecture/laboratory presentation in which students will design personal fitness programs, apply the programs, test their progress and evaluate the results.

PHED 1115 - Fitness and Self-Defence

3 hours instruction
(3 credits)

A physical fitness and self-defence course to encourage students entering the field of justice administration to develop and maintain a high level of physical fitness.

Restricted to Criminology students.

PHED 1141 - Olympic Wrestling

3 hours instruction
(3 credits - TG)

Introduction to the skill and training methods of freestyle Olympic wrestling. Includes skill analysis, officiating, tournament organization, training methods, drawmaster techniques and coaching methods. Participants will organize an in-class tournament and aid in organizing a local wrestling tournament. The Level I Technical Course for the National Coaching Certification Program will also be included.

PHED 1143 - Introductory Strength Training

2 hours instruction, 1 hour studio
(3 credits)

A theoretical and practical course on strength training techniques. The student will learn how to design strength training programs for prepubescent, teenage, male and female athletes. Emphasis will also be on the design and use of the student's own strength training program. Topics include: strength evaluation, program design, nutritional and safety concerns, research related to isometric, isotonic and isokinetic strength techniques.

PHED 1153 - Round and Square Dance

3 hours instruction
(3 credits - TG)

Also referred to as North American Heritage Dance, this is a co-ed beginner's course that stresses fun and participation in informal social dancing. Students will be exposed to fundamental movements, formations and techniques of both round and square dance styles through practical performance sessions as well as lectures and films on the cultural roots of these dances.

PHED 1155 - Social Dance

3 hours instruction
(3 credits - TG)

This course is designed to provide students with the basic skills to participate in and enjoy social dance at the beginner's level. While step execution will be of great importance, the aspects of posture and development of simple choreography will play just as important a role. The Foxtrot, Swing, Waltz, Rumba, Samba, Cha Cha, Tango and the Country Swing will be included.

PHED 1159 - Introductory Contemporary Dance

3 hours instruction
(3 credits - TG)

An exposure to the possibilities dance offers as a recreational outlet and as an art form. Through equally weighted sections on Jazz and Modern Dance, it is hoped that students will develop their bodies as a movement instrument able to express and communicate. Formulating technique and movement vocabulary and an introduction to elementary choreographic techniques will be stressed.

PHED 1161 - Women's Introductory Gymnastics

3 hours instruction
(3 credits - TG)

Introductory skill development involving tumbling, dance, uneven bars, balance beam, vaulting and trampoline. Information on teaching and spotting beginning gymnastic skills and conducting demonstrations, displays and community programs will be introduced. The Level I Technical Course for the National Coaching Certification Program in Artistic Gymnastics and Trampoline, and the C.G.F. Development and Achievement Awards Programs will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

PHED 1163 - Men's Introductory Gymnastics

3 hours instruction
(3 credits - TG)

Introductory skill development involving tumbling, vaulting, rings, parallel bars, horizontal bars, side horse and trampoline. Information on teaching and spotting beginning gymnastic skills and conducting demonstrations, displays and community programs will be introduced. The Level I Technical Course for the National Coaching Certification Program in Artistic Gymnastics and Trampoline, and the C.G.F. Development and Achievement Awards Programs will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

PHED 1171 - Introduction to Outdoor Pursuits

4 hours instruction including lab
(3 credits - TG)

This course will survey the history, principles, philosophy, rationale, and vocational opportunities of outdoor pursuits. Students will become familiar with fundamental camping and navigation techniques as the cornerstones of outdoor living.

Some course sections will be taught in modules over specific weekends.

PHED 1173 - Wilderness Survival Techniques

15 hours instruction (total)
(1 credit)

Prepares students to handle emergency situations in the Canadian climate. Includes field trips into mountainous regions.

PHED 1210 - Exercise Techniques

3 hours instruction
(3 credits - TG)

A theoretical and practical introduction to the techniques required to lead fitness classes. Topics include the role of the leader, motivational techniques, safety, lessons and course planning, and special populations.

Prerequisite: Physical Education 1114 or permission of the Department.

PHED 1211 - Sociological-Psychological Foundations in Physical Education

3 hours instruction
(3 credits - TG)

Introduction to the elementary concepts, sources, and nature of evidence that form the basis of current Physical Education practices. Emphasis is on integration of the Psychological and Sociological foundation areas to provide a complete picture of Physical Education.

PHED 1215 - Lifetime Leisure Activities

3 hours instruction
(3 credits)

An exposure to a variety of lifetime physical and leisure skills. Includes a variety of individual, dual and team, physical activities; cultural and social recreational activities; managing and planning leisure time; and an introduction to personal health associated with lifetime leisure pursuits.

An additional lab fee of \$25 will be charged for this course.

PHED 1217 - Elementary School Physical Education

3 hours instruction
(3 credits - TG)

A comprehensive course involving all aspects of the modern elementary school physical education program with emphasis on movement adventures. Observation and field work required.

PHED 1218 - Advanced Fitness Techniques

3 hours instruction
(3 credits)

A theoretical and practical course on techniques in exercise prescription for individuals and groups with basic fitness skills. Topics include: fitness evaluation, consultation techniques, exercise prescription, energy systems, circuit training, strength training, and employee fitness.

Prerequisite: Physical Education 1114 or permission of the Department.

PHED 1220 - Scientific Basis of Prevention and Care of Athletic Injuries

2 hours instruction, 2 hours lab
(3 credits - TG)

A study of the responsibilities of physical educators toward the basic principles of athletic therapy and their role in the prevention and treatment (first aid) of athletic injuries.

Prerequisites: Physical Education 1221 or 1224 or permission of the Department.

PHED 1221 - Applied Anatomy and Kinesiology

3 hours instruction, 2 hours lab
(4 credits - TG)

A detailed study of the locomotor apparatus; individual and group muscular action and basic mechanical principles as they apply to human movement. Muscular and mechanical analysis of simple and complex human movement are also examined.

PHED 1222 - Sports Medicine Rehabilitation

3 hours instruction
(3 credits - TG)

Therapeutic and reconditioning exercises for an injured athlete; muscle and joint evaluation; and the use of technical equipment specific to a therapist and an athletic therapy setting.

It is strongly recommended that students have previously taken PHED 1220.

PHED 1224 - Human Anatomy

3 hours instruction, 3 hours lab
(4 credits - TG)

Systematic survey of the structure of the human body. Topics include: cells and tissues of the body plus the anatomy of the skeletal, articular, muscular, digestive, respiratory, urinary, reproductive, circulatory, nervous, integumentary and endocrine systems. Labs are designed to provide practical demonstrations that parallel the material discussed in the lectures.

This course is the same as Biology 1214.

PHED 1225 - Organization and Administration of Sport

3 hours instruction
(3 credits - TG)

An examination of the role, function and relationships of the administrator of athletic programs, their responsibilities to the athlete, coach, spectators, sponsor and the program.

Designed to give a philosophical overview as well as practical administrative skills to the sports and athletic program administrator.

PHED 1227 - Introductory Exercise Physiology

3 hours instruction
(3 credits - TG)

The physiological effects of muscular exercise, physical conditioning and training with consideration given to the application of these effects to physical health and to performance in physical activity. Some instructional time will be devoted to the establishment of tests, criteria for selection of tests, and measurement devices used to evaluate physiological status.

PHED 1228 - Musculoskeletal Assessment

3 hours instruction
(3 credits)

The study of athletic injuries that fall into the category of complex injuries, repetitive trauma, or injuries uncommon to athletics, will be approached from the perspective of differential diagnosis. Assessment techniques utilized by certified athletic therapists will be taught. Laboratory experience will be a practicum emphasizing the assessment of injured athletes. Utilization of appropriate intervention skills will be a secondary function of the laboratory experience.

Prerequisite: Physical Education 1220 ('B' or better) or be a C.A.T.A. Certification candidate and permission of Department.

Note: PHED 1228 will not be offered until Winter 1989.

PHED 1229 - Introductory Golf

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in golf with emphasis on skills, rules, safety, etiquette, the care and selection of equipment and the organization of recreational activities.

PHED 1234 - Introductory Archery

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in archery with emphasis on skills, rules, safety, etiquette, the care and selection of equipment and the organization of recreational activities.

PHED 1235 - Basketball for Men

3 hours instruction
(3 credits - TG)

A comprehensive course in basic basketball skills, knowledge, teaching methods and team strategy. Students will be expected to organize and administrate the Annual Cougar Classic Basketball Tournament as well as prepare a comprehensive scouting report. Students will practice specific basketball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program will be included.

PHED 1236 - Basketball for Women

3 hours instruction
(3 credits - TG)

A comprehensive course in basic basketball skills, knowledge, teaching methods and team strategy. Students will be expected to organize and administrate the Annual Cougar Classic Basketball Tournament as well as prepare a comprehensive scouting report. Students will practice specific basketball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program will be included.

PHED 1237 - Volleyball for Men

3 hours instruction
(3 credits - TG)

A comprehensive course in basic volleyball skills, knowledge, teaching methods and team strategy. Students will learn how to organize and administrate volleyball tournaments and league play as well as prepare a comprehensive scouting report. Students will practice specific volleyball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program will be included.

PHED 1238 - Volleyball for Women

3 hours instruction
(3 credits - TG)

A comprehensive course in basic volleyball skills, knowledge, teaching methods and team strategy. Students will learn how to organize and administrate volleyball tournaments and league play as well as prepare a comprehensive scouting report. Students will practice specific volleyball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program will be included.

PHED 1239 - Introductory Badminton

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in badminton with emphasis on skills, teaching and coaching strategies, and the organization of clinics and tournaments.

PHED 1249 - Introductory Tennis

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in tennis with emphasis on skills, teaching and coaching strategies, and the organization of clinics.

PHED 1250 - Introductory Canoeing

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in canoeing with emphasis on basic techniques, equipment, safety precautions, group dynamics and leadership skills. Students will be involved in moving water situations.

PHED 1251 - Introductory Kayaking

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in kayaking with emphasis on basic techniques, equipment, safety precautions, group dynamics and leadership skills. Students will be involved in moving water situations.

PHED 1253 - Introductory Rock Climbing

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in rock climbing with emphasis on the skills necessary for easy lead climbing. Use will be made of indoor and outdoor facilities.

PHED 1254 - Introductory Mountaineering

3 hours instruction per week for 7.5 weeks
(1.5 credits)

An introductory course in mountaineering, to include alpine and glacier techniques. A peak ascent, within the Rocky Mountains, will be attempted. Emphasis will be placed on safety and sound judgement throughout.

PHED 1261 - Women's Intermediate Gymnastics

3 hours instruction
(3 credits - TG)

This course includes information on routine composition, judging competitions, training procedures and teaching techniques of intermediate skills in artistic gymnastic events. Participation on four competitive apparatus and the trampoline is required. Involvement in community gymnastics programs is required. Level II Technical Course for the National Coaching Certification Program will be included.

Students will be responsible for payment to outside organizations when the issue of a certificate involves a fee.

Prerequisite: Level I Technical of the National Coaching Certification in Artistic Gymnastics and Theory Level I.

PHED 1262 - Intermediate Coaching

3 hours instruction
(3 credits - TG)

An in-depth exposure to motor learning, growth and development, philosophy, psychology, audio-visual aides, public relations administration and training methods. This course enables the student to obtain the Level II Theory of the National Coaching Certification Program. Commitment to a coaching experience is expected.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves payment of a fee.

Prerequisite: Physical Education 1126 or National Coaching Certification Program Theory Level I and Technical Level I.

PHED 1263 - Men's Intermediate Gymnastics

3 hours instruction
(3 credits - TG)

Includes information on routine composition, judging competitions, training procedures and teaching techniques of intermediate skills in artistic gymnastic events. Participation on the six competitive apparatus and the trampoline is required. Involvement in community gymnastic programs is required. Level II Technical of the National Coaching Certification Program will be included.

Students will be responsible for payment to outside organizations when the issue of a certificate involves a fee.

Prerequisite: Level I Technical in Artistic Gymnastics of the National Coaching Certification Program.

PHED 1264 - Advanced Coaching

3 hours instruction
(3 credits - TG)

An in-depth exposure to selecting sport specific training programs, evaluating fitness, organizing and selecting training programs, detecting and correcting errors in skill techniques, advising on nutritional programs and developing mental strategies, pre-competition strategies, competition strategies, problem solving and motivational techniques for long term training programs. This course includes the National Coaching Certification Program Theory Level III.

Prerequisite: National Coaching Certification Program Level I Full Certification and Level II Theory and Technical.

PHED 1268 - Introductory and Intermediate Coaching (formerly PHED 1126 and 1262)

3 hours instruction
(3 credits)

An in-depth exposure to motor learning, growth and development, philosophy, psychology, audio-visual, public relations, administration and training methods as it pertains to coaching. Students have the opportunity to obtain both Level I and II Theory of the National Coaching Certification Program.

PHED 1269 - Introductory Power Skating and Hockey Coaching

3 hours instruction
(3 credits)

A theoretical and practical course on power skating techniques and ice hockey skills for the college student. The student will learn how to teach skating and organize hockey sessions for skill development. Topics include: proper use of biomechanical principles in skating, proper use of edges, drills to develop skating skills, and techniques to develop necessary strength and power on both on and off the ice. The student will be shown the proper execution of all basic hockey skills - shooting, passing, stickhandling and checking - and be taught proven teaching progressions for each.

PHED 1271 - Outdoor/Indoor Soccer

3 hours instruction
(3 credits - TG)

A comprehensive course in basic soccer skills, knowledge, officiating and team strategy. Indoor and outdoor play will be covered. Lecture time will be spent on organizing tournaments, teaching methods, and officiating the game of soccer.

PHED 1280 - Practicum

(3 credits)

A formal work practicum with an assigned agency. Participants will be involved in integration seminars, participate in specified hours of practicum and complete the assigned evaluation techniques.

PHED 1280 is limited to Physical Education students enrolled in the Athletic Therapy and Physical Fitness Leadership Routes who have successfully completed the core course requirements for each route.

Athletic Therapy: PHED 1220, PHED 1221, PHED 1224.

Physical Fitness Leadership: PHED 1114, PHED 1210, PHED 1218.

PHED 1282 - Outdoor Activities

4 hours instruction

(3 credits - TG)

This course is designed to familiarize students with a variety of outdoor activities, such as cycle touring, canoeing and kayaking, backpacking, caving, rock climbing and mountaineering and ski touring. Emphasis will be on experiential methods of learning and practical activities will take place on certain weekends. Activities will comply with seasonal conditions.

Some course sections will be taught in modules over specific weekends.

Prerequisite: Physical Education 1171 or equivalent outdoor experience and permission of the Department.

PHED 1290 - Introductory Swimming

3 hours instruction

(3 credits - TG)

Students will perfect all swimming strokes and water entries and will complete the requirements for all eight levels of the Canadian Red Cross Learn to Swim Program. Students will also learn basic self-rescue techniques, life saving techniques and how to provide for the first aid, artificial respiration and emergency care requirements of a non-breathing and/or injured victim of an aquatic accident. Students will complete the requirements for the Royal Life Saving Society Junior Resuscitation and the Life Saving I, II and III Awards.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves payment of a fee.

PHED 1293 - RLSS Senior Resuscitation, Bronze Medallion and Bronze Cross

3 hours instruction

(3 credits - TG)

Students will learn techniques of first aid treatment, artificial respiration and other emergency care procedures necessary to assist the victim of an aquatic emergency. Stu-

dents will also learn and perfect life saving skills related to water rescue. The Royal Life Saving Society Senior Resuscitation, Bronze Medallion and Bronze Cross Awards will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves payment of a fee.

PHED 1295 - RLSS and Red Cross Instructor Course

3 hours instruction

(3 credits - TG)

A comprehensive study of techniques of teaching aquatic skills. Practice teaching and competitive swimming, diving and distance swimming will be introduced. Students must be proficient in performing swimming, rescue skills and artificial respiration and meet the requirements of the Canadian Red Cross and RLSS Instructor's Course.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves payment of a fee.

Prerequisite: Current Bronze Medallion Award and Senior Artificial Resuscitation Award.

PHED 1296 - Advanced Life Saving

4 hours instruction

(3 credits - TG)

Emphasis is on lifeguarding techniques for pools and lake-front swimming areas. Basic first aid techniques and various emergency situations in aquatics will be studied. The students may take the National Life Guard Service Award, the Award of Merit, the Life Saving Fitness Award, C.P.R. Basic Award, Aquatic Emergency Care, and St. John's Standard First Aid Certificate.

Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves payment of a fee.

Prerequisites: Students must hold a current Bronze Cross Award and Senior Artificial Resuscitation Award.

PHED 1297 - Basic Scuba

4 hours instruction

(3 credits - TG)

A comprehensive course designed to produce certified scuba divers. Includes diving physics and medicine as well as open water dives.

Prerequisites: Medical certificate, Bronze Medallion or permission of the Department.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves payment of a fee.

An additional lab fee of \$50 will be charged for this course.

PHED 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PHYSICS (PHYS)

PHYS 1030 - Introductory Physics

4 hours instruction, 1 hour lab
(4 credits)

The study of mechanics of solids and electricity. These topics are considered with a minimum requirement of mathematics and the use of experiments. Not recommended for students having Physics 30.

Prerequisite: Mathematics 20 or 1020.

Students may use this course as an alternative to Physics 30 for entrance into an Alberta university. To receive credit for this course on their high school transcript, students must write and successfully complete the Department of Education's "Grade 12 Examination" in Physics 30.

PHYS 1110 - Microelectronics in Business and Manufacturing

3 hours instruction, 2 hours lab
(4 credits)

This course will survey the applications of microelectronics in business and industry. It will examine the current and future impact of information technology on commercial and manufacturing activities and will review the associated social and economic implications. The basic concepts of digital technology will be introduced and applied to an examination of the uses of computers, telecommunications, robotics, computer-aided manufacturing and process control. The course is designed for non-science majors.

PHYS 1130 - Physics of Hi-Fi

5 hours instruction
(4 credits)

A non-mathematical approach to the concepts of physics and Hi-Fi consumerism. Topics include: vectors, kinematics, rotational dynamics, oscillations, acoustics, D.C. and A.C. circuitry, transistor and I.C. Technology and Fourier analysis, magnetism. Electromagnetic wave theory will be taught using examples taken from modern Hi-Fi equipment.

Recommended preparation: Mathematics 20 or equivalent.

The following six Physics courses form three separate two-course sequences: Physics 2201/2203, Physics 2231/2233, and Physics 1235/1236. Physics 2201 and 2203 may be taken only if the student does not have credit in Physics 30 or 1030, and they must be taken in sequence. Physics 2231 and 2233 require both Physics 30 or 1030 and Mathematics 30 or 1030, and they must be taken in sequence. (Physics 2231 and Mathematics 2251 are prerequisites for Physics 2233.) Physics 1235 and 1236, which require both Mathematics 30 or 1030 and Physics 30 or 1030, are intended primarily for Aviation students; these are calculus-based courses as is Physics 2233.

PHYS 1235 - Mechanics and Light

3 hours instruction, 1 hour tutorial, 3 hours lab
(4 credits - TG)

This is a calculus based course emphasizing mechanics. It includes vectors; rectilinear motion in one and two dimension motion along a circle; relative motion; the laws of motion; particle dynamics; gravitation; work; conservation of energy and of momentum; simple harmonic motion; and geometrical optics.

Prerequisites: Physics 30 or 2201, Mathematics 30. Mathematics 31 is strongly recommended.

Corequisite: Math 2251 or equivalent.

PHYS 1236 - Mechanics, Electricity, and Magnetism

3 hours instruction, 1 hour tutorial, 3 hours lab
(4 credits - TG)

This is a calculus based course in mechanics and electricity and magnetism. It is a follow-up course of Physics 1235. Includes systems of particles, moments of inertia, rigid body motion, electrostatics, D.C. circuits, electro-magnetic forces from point and extended sources.

Both Physics 1235 and 1236 must be completed in order to obtain advanced credit for U of C Physics 234.

Prerequisites: Physics 1235, and Mathematics 2251 (with a 'C-' or better).

Corequisite: Mathematics 2253.

PHYS 2201 - General Physics I (U of C PHYS 201)

3 hours instruction, 3 hours tutorial and lab
(4 credits - TG)

Mechanics and thermal physics.

Students who have credit in Physics 30 may not also receive credit for Physics 2201. Credit for both Physics 2201 and any one of Physics 2221, 2231, or U of C Physics 234 will not be allowed.

Prerequisite: Mathematics 30 or 1030.

PHYS 2203 - General Physics II (U of C PHYS 203)

3 hours instruction, 3 hours tutorial and lab
(4 credits - TG)

Waves, optics, electricity and magnetism, modern physics. Intended for students taking only one full-course equivalent in Physics.

Prerequisite: Physics 2201, 2221, or 2231.

The course combination Physics 2201/2203 is not a sufficient prerequisite for 300-level U of C Physics courses.

PHYS 2231 - Physics I (U of C PHYS 231)

3 hours instruction, 1 hour tutorial, 3 hours lab
(4 credits - TG)

A discussion of fundamental concepts, emphasizing rigorous reasoning based on definitions and physical laws. Special relativity, vectors, kinematics, statics, Newton's laws, force fields, work and energy, conservation laws, and subatomic particles.

Prerequisites: Physics 30 and Mathematics 30.

It is recommended that Mathematics 2211 and 2251 be taken concurrently with Physics 2231.

Credit for both Physics 2231 and any one of Physics 2201, 2221, or U of C Physics 234 will not be allowed.

Transfer negotiations are currently underway with The University of Calgary for this course.

PHYS 2233 - Physics II

3 hours instruction, 1 hour tutorial, 3 hours lab
(4 credits)

A discussion of mechanical systems incorporating calculus; Newton's laws and applications; systems of particles; work and energy with variable forces; dynamics of rigid body motion; fluid mechanics; kinetic theory; first law of thermodynamics.

Prerequisites: Physics 2221 or 2231 and Mathematics 2251.

With the approval of the Department, Physics 2201 may be substituted for Physics 2231 as a prerequisite. Students planning to transfer into Physics 2233 from Physics 2201 are advised to see the instructor well in advance of the beginning of lectures to inquire about additional background reading.

It is strongly recommended that Mathematics 2253 be taken concurrently or have been taken earlier.

Credit for both Physics 2233 and either U of C Physics 227 or 234 will not be allowed.

Transfer negotiations are currently underway with The University of Calgary for this course.

PHYS 2269 - Acoustics, Optics and Radiation
(For Students in Engineering) (U of C PHYS 269)

3 hours instruction, 1 hour tutorial
(4 credits - TG)

A survey course of wave motion applied to geometric and physical optics, acoustics and radiant energy transfer with some emphasis on practical applications.

Pre or Corequisite: Mathematics 1207.

PHYS 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PLANNING (PLAN)

PLAN 1111 - Introduction to Planning and Planning Theory

3 hours instruction (16 weeks)
(3 credits)

Covers the development of contemporary planning concepts and principles in the context of historical evolution, changing social conditions and technology. Specific emphasis is placed on the planning process as a decision-making tool and the components of a planning program. This course is open to non-planning students.

PLAN 1112 - Planning Graphics I

4 hours instruction (8 weeks)
(2 credits)

This is an introduction to drafting equipment and its use, and basic technical drawing and drafting with ink. Topics include: layout of drawings, lettering, geometric construction, orthographic projections, sections and freehand drawing. Students with prior drafting experience or education may qualify for exemption subject to a pretest.

PLAN 1113 - Planning Graphics II

4 hours instruction (8 weeks)
(2 credits)

An introduction to the use of graphic aids such as dry transfer lettering and symbols, shading films and mechanical lettering. Further development in drawing skills and materials will be pursued through the preparation of maps, charts and graphs displaying physical and socio-economic data used in planning.

Prerequisite: Planning 1112 or equivalent.

PLAN 1116 - Air Photo Interpretation for Planning

4 hours instruction (8 weeks)
(2 credits)

An introduction to the use of air photos in the interpretation of physical features such as land use, vegetation, topography. Exercises to develop knowledge of the meaning of photo details and patterns in identifying objects from their size, shape, tone and association of features surrounding them are employed.

PLAN 1117 - Cartography for Planning

4 hours instruction (8 weeks)
(2 credits)

The methods used in the preparation and updating of base and special maps used in planning are covered. Included is an introduction to plane surveying and topographical map-making. Technique used in preparing thematic maps such as dot distributions, choropleths, isopleths and areal and proportional symbols are included.

PLAN 1120 - Environmental Planning: An Introduction to the Natural Environment I

4 hours instruction (8 weeks)
(2 credits)

Introduces the basic elements of landforms, climate soils, vegetation and wildlife. Emphasis will be placed on the local prairie and mountain environments and those aspects which affect land use planning.

PLAN 1121 - General Planning - Approaches and Issues

3 hours instruction (16 weeks)
(3 credits)

Covers the approaches and techniques used in general long and mid-range planning with particular attention placed on the interaction between basic surveys, goals and objectives, planning policies and implementation of plans in the context of the issues of modern society.

Prerequisite: Planning 1111 or equivalent.

PLAN 1122 - Planning Graphics III

4 hours instruction (8 weeks)
(2 credits)

Instruction in preparing graphics for reports and presentations. Includes techniques used in layouts, paste ups, preparing overhead transparencies, colour separation and photography formats for reports and presentations. A general introduction to the printing process will be covered. Further development of graphic styles to be used in communicating concepts and information is stressed.

Prerequisite: Planning 1112 or equivalent.

PLAN 1123 - Planning Graphics IV

4 hours instruction (8 weeks)
(2 credits)

An introduction to graphics and drawing techniques used in urban design projects such as subdivision and site planning. Included are the principles of working with specific standards and constraints such as surface drainage, streets, utilities, access and governmental regulations as well as documentation of plans needed for approval.

Prerequisite: Planning 1122 or equivalent. (Under Review)

PLAN 1124 - Planning Data Collection - Physical

4 hours instruction (8 weeks)
(2 credits)

An introduction to the techniques of collecting physical data used in planning. Covered are natural resource and land use inventories, transportation surveys and public services.

PLAN 1125 - Planning Data Analysis - Physical

4 hours instruction (8 weeks)
(2 credits)

An introduction to the organization and analytical techniques for interpreting physical data for planning purposes.

Prerequisite: Planning 1124 or equivalent or permission of Department.

PLAN 1126 - Planning Data Collection - Socio-economic

4 hours instruction (8 weeks)
(2 credits)

An introduction to the techniques and sources of collecting socio-economic information used in planning. Governmental, academic and primary sources are covered. Use of questionnaires and interviews is introduced.

PLAN 1127 - Planning Data Analysis - Socio-economic

4 hours instruction (8 weeks)
(2 credits)

Techniques of organizing and analyzing socio-economic data used in planning are introduced. Emphasis is placed on understanding the use of data by planners.

Prerequisite: Planning 1126 or equivalent or permission of Department.

PLAN 1128 - Introduction to Municipal Engineering

4 hours instruction (8 weeks)
(2 credits)

An introduction to the principles, components and functions of municipal engineering including surface drainage, sanitary and storm sewer systems, water distribution systems, and the geometrics of street design.

PLAN 1129 - Introduction to Subdivision and Site Planning

4 hours instruction (8 weeks)
(2 credits)

An introductory course dealing with the principles, standards and approaches used in subdivision site planning. Emphasis is placed on translating planning policies and legislation for the purposes of specific design.

Corequisite: Planning 1123 or equivalent.

PLAN 1130 - Environmental Planning: An Introduction to the Natural Environment II

4 hours instruction (8 weeks)
(2 credits)

Examines historical and contemporary examples of the relationship between urban design and environmental problems. Techniques in land planning, water management, wildlife protection and environmental impact assessment will be introduced.

PLAN 1203 - Statutory Planning

3 hours instruction
(3 credits)

This course examines the delegation of legislative, judicial and administrative power to individuals and tribunals, and considers the legislative and judicial controls exerted on the exercise of power by administrators. The general principles of administrative law as applied to land use planning in this province. The planning functions of the main statutory agencies are identified in order to develop an understanding of the legal constraints under which they must operate and the consequences resulting if these legal constraints are not adhered to.

PLAN 1211 - Planning Practice

4 hours instruction (8 weeks)
(2 credits)

An introduction to techniques in work programming, scheduling, effective use of resources as used in the planning process. A program for undertaking a planning study will be completed for use in Planning 1213. Although this course is specifically designed for planning students in their third semester, it may be useful for other students as well. Non-planning students will complete a research work program in their field of study or interest.

PLAN 1212 - Applied Planning Theory

4 hours instruction (8 weeks)
(2 credits)

An application of the principles, approaches and techniques of general planning, paying special attention to the development of a planning report and presentation.

PLAN 1214 - Planning Statistics

4 hours instruction (8 weeks)
(2 credits)

Introduces standard statistical methods used in analyzing data. Emphasis is placed on the understanding of methods, their application and results.

PLAN 1215 - Statistical Analysis

4 hours instruction (8 weeks)
(2 credits)

This is an applied course in statistical analysis. The course emphasizes the use of statistics in planning problems through their use in practical planning situations.

Prerequisite: Planning 1214 or equivalent.

PLAN 1218 - Municipal Engineering

4 hours instruction (8 weeks)
(2 credits)

A further study of the engineering aspects of applying municipal services principles to the problems of subdivision and site designing.

Prerequisite: Planning 1128 or equivalent.

PLAN 1219 - Subdivision and Site Planning

4 hours instruction (8 weeks)
(2 credits)

A further study in the design of subdivisions and sites. Emphasis is placed on the practical application of the principles of design and municipal engineering.

Prerequisites: Planning 1129, 1218 or equivalent.

PLAN 1222 - Presentation Techniques

4 hours instruction (8 weeks)
(2 credits)

A skill development course in preparing public presentations. The use of audio-visual equipment and materials such as over-head projectors, photography, slide/tape, and videotape are covered. Techniques of delivery of presentations, audience identification and preparation are emphasized. A presentation will be prepared.

PLAN 1223 - Introduction to Model Making

4 hours instruction (8 weeks)
(2 credits)

An introduction to the techniques, materials and construction of models used in planning. Topographic, building and data models will be constructed in the course.

PLAN 1250 - Studio

6 hours instruction
(4 credits)

Designed as a working course rather than the traditional lecture/tutorial approach. Each student enrolled in the class will be required to establish a topic for a final comprehensive project of sufficient scope to fully demonstrate the student's level of expertise and area of interest. The instructor(s) will work with the student on an individual basis throughout the semester and evaluate the progress made on the project and give additional instruction as needed. Team projects will be permitted.

Prerequisite: Students must be enrolled in the final semester of the Diploma Program in Community and Regional Planning.

PLAN 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

POLITICAL SCIENCE (PLSC)

PLSC 1110 - Introduction to Political Science

3 hours instruction
(3 credits - TG)

This course, together with Political Science 1120, gives an introduction to the various areas of Political Science. In this course current ideologies and a brief introduction to International Politics are covered. Suitable as a general interest course and also specifically for students in communications.

PLSC 1120 - Introduction to Canadian Government and Politics

3 hours instruction
(3 credits - TG)

The study of Canadian government: its origins, development, present structures and current problems and trends. Suitable as a general interest course and also, specifically, for students in communications, social work and criminology.

PLSC 1222 - Applied Public Decision-Making

2 hours instruction, 2 hours lab
(3 credits)

An introduction to the art of politics and applied decision-making with special emphasis on committee structured decision-making in the public sector. Students learn through case studies and skill development the fundamentals of politics, political analysis, parliamentary procedure reporting and decision-making.

Prerequisite: Student appointment/election to a student association or Mount Royal College committee, or equivalent, or consent of the Department.

PLSC 1309 - History of Political Thought I

3 hours instruction, 1 hour tutorial
(3 credits - TG)

Focuses on the quest for the GOOD REGIME in the West. The criteria for the GOOD REGIME will be enunciated and applied to the Classical (Platonic, Aristotelean and Roman) and the Medieval (Augustinian and Thomistic) conception of the GOOD REGIME.

Transfers together with PLSC 1311 as U of C POLI 310 (full year course).

Prerequisite: Political Science 2201.

PLSC 1311 - History of Political Thought II

3 hours instruction, 1 hour tutorial
(3 credits - TG)

Continuation of Political Science 1309. Focuses on the Machiavellian, Liberal, Marxian and Utopian conceptions of the GOOD REGIME.

Transfers together with PLSC 1309 as U of C POLI 310 (full year course).

Prerequisite: Political Science 1309.

PLSC 2201 - Man and the State (U of C POLI 201)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

A systematic introduction to the basic concepts and institutions of the process of politics.

PLSC 2221 - The Government and Politics of Canada (U of C POLI 221)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

An introduction to the Canadian Federal system and national government: political institutions discussed in the context of regionalism and national integration.

PLSC 2281 - World Politics (U of C POLI 281)

3 hours instruction
(3 credits - TG)

An introduction to the problems of international politics and organization.

PLSC 2329 - Politics of Alberta (U of C POLI 329)

3 hours instruction
(3 credits - TG)

Political events, issues and personalities in Alberta, past and present, with reference to the economic and social environment.

PLSC 2343 - Law, Politics and the Judicial Process

3 hours lecture, 1 hour tutorial
(3 credits)

An advanced discussion of law and the judicial process in Canada. An examination of the history and current status of civil liberties in Canada as well as comparison with U.S. practise.

Prerequisite: Any other political science course or introductory criminology course.

NOTE: Transfer negotiations are currently underway with the U of C for Political Science 343.

PLSC 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PREPARATORY (PREP)

PREP 0109 - College Preparation

4 hours instruction
(3 credits)

Provides students with opportunities to learn and experience needed skills for College success such as communication skills, relationship skills, study skills, organization skills, career and life planning and College adjustment.

PSYCHOLOGY (PSYC)

PSYC 1112 - The Psychology of Adjustment

3 hours instruction
(3 credits)

An introduction to the psychology of personal growth and adjustment: its principles and methods of study. This course will deal with the application of psychological concepts to such selected issues as identity and growth; relationships and communication; sex roles and sexuality; and emotions and stress. The aim of the course is to help students increase their awareness of themselves and others.

PSYC 1210 - Developmental Psychology I

3 hours instruction
(3 credits - TG)

An overview of human development with the emphasis on the stages from prenatal development to preadolescence. Topics include: the early formative years (birth to 6 years); genetics of child development; significance of prenatal development; sensory and motor abilities; issues in child care and early experience language origins of motivation; emo-

tions; morals; independence, and early childhood disorders.

Prerequisite: An introductory psychology course.

PSYC 1212 - Experimental Psychology I

3 hours instruction
(3 credits - TG)

An introduction to experimental design, analysis and interpretation and scientific methods in psychology. Intended for psychology majors.

Recommended preparation: Psychology 1111 or 2205.

PSYC 1213 - Learning

3 hours instruction
(3 credits - TG)

A survey of the major issues and areas in the field of learning. Content includes: basic types of learning; complex learning phenomena; and applications of learning theory to education, therapy, based on the investigation of both animal and human verbal learning.

Recommended preparation: Psychology 1111 or 2205.

PSYC 1214 - Personality

3 hours instruction
(3 credits - TG)

This course includes: theories and research related to the structure and dynamics of personality. Designed to help students gain a greater understanding and acceptance of themselves and others.

Prerequisite: An introductory psychology course.

PSYC 1215 - Behavioral Statistics

3 hours instruction, 2 hours lab
(3 credits - TG)

Introduction to descriptive and inferential statistical techniques as applied to behavioural research. Tabulation, graphic representation and reduction of data, correlation, chi square, probability, t-distribution and one-way analysis of variance.

Prerequisite: Mathematics 30.

PSYC 1217 - Abnormal Psychology

3 hours instruction
(3 credits - TG)

A survey of problems in adjustment, including the cause of abnormal behaviour, personality disorders, neurotic and psychotic disorders, and other forms of psychopathology. Emphasizes modern methods in diagnosis, understanding treatment and prevention in the field of mental health.

Prerequisite: An introductory psychology course.

PSYC 1220 - Organizational Psychology

3 hours instruction
(3 credits)

An introduction to some of the main areas of industrial, personnel, consumer and engineering psychology, within the framework of such basic concepts of psychology as learning, motivation, perception.

PSYC 1221 - Effective Interpersonal Behaviour

3 hours instruction
(3 credits)

This course provides an opportunity to explore some important aspects of interpersonal communication, to develop a greater understanding of interpersonal effectiveness, and on the basis of this understanding to practice behaviours which increase interpersonal effectiveness.

PSYC 1230 - Behaviour Modification

3 hours instruction
(3 credits - TG)

The theory and practice of operationalizing behaviour modification techniques. Intended for students who anticipate being employed in the helping professions (Day Care, Social Work, Nursing).

PSYC 1240 - Life-Span Development

3 hours instruction
(3 credits - TG)

An overview of the major developmental events from birth to death, with particular emphasis on preschool years, early and late adolescence, middle age and old age. Development will be studied from a variety of theoretical perspectives and the application of theory to practical situations will be examined.

Recommended preparation: Psychology 1111 or 2205.

PSYC 1250 - Social Psychology

3 hours instruction
(3 credits - TG)

An examination of individual motivation, attitudes, attitude changes, perception and cognition. Students have the opportunity to develop their understanding of themselves and others through self-evaluation, experience, training, the use of time and redefinition of goals.

Recommended preparation: Psychology 1111 or 2205.

PSYC 1255 - Developmental Psychology II

3 hours instruction
(3 credits - TG)

This course deals with issues of development during the adolescent years. Topics discussed include: the psychological implications of puberty, physical, cognitive and social development.

Recommended preparation: Psychology 2205

PSYC 2201 - Contemporary Issues In Applied Psychology

3 hours instruction
(3 credits)

A survey of selected psychological research as applied to contemporary problems including clinical psychology, mental retardation, addictions, health psychology, hypnosis, industrial psychology, environmental psychology, individual differences, human development, aging and consumer behaviour.

NOTE: This course may not be used as a prerequisite for senior psychology courses.

Transfer negotiations are currently underway with The University of Calgary.

PSYC 2205 - Principles of Psychology (U of C PSYC 205)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

An introduction to the methods, theory and practice of psychology. Includes an introductory discussion of the many and varied fields relevant to psychology.

This course is a prerequisite for all senior psychology courses except U of C Psychology 304 and 387.

PSYC 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

REHABILITATION SERVICES (REHB)

REHB 1113 - Attitudes, Systems, and Resources of Rehabilitation

3 hours instruction, 1 hour tutorial, 3 hours field work
(3 credits - TG)

Designed to provide an understanding of the development and organization of major societal service systems affecting the disabled. Field work will involve one morning, afternoon or evening a week in which visits to various agencies in the community as well as guest speakers and media presentations are used to familiarize students with different agency services in general, and specifically, the agencies which exist in the community of Calgary.

REHB 1121 Individual Program Planning I
(formerly part of REHB 1120)

3 hours instruction
(3 credits - TG)

This course presents a philosophy of individual program planning for disabled persons within the rehabilitation plan. The rehabilitation practitioner's teaching skills, observation, needs analysis, behavioural objectives, recording, and learning theory are taught in conjunction with Rehabilitation Services 1261 - Field Work.

Students may be required to withdraw from REHB 1121 within the first three weeks based on their performance in skill competency based exams.

Corequisites: Rehabilitation Services 1261 and 1262.

REHB 1122 - Education of the Developmentally Delayed Learner (formerly part of REHB 1120)

3 hours instruction
(3 credits - TG)

This course familiarizes students with educational curriculum design for developmentally delayed children, adolescents and adults.

REHB 1123 - Vocational Rehabilitation

3 hours instruction
(3 credits - TG)

Focuses on the development of effective industrial work skills and techniques for maximizing involvement in vocational settings.

REHB 1210 - Relationship and Counselling Skills

3 hours instruction
(3 credits - TG)

To assist the students in developing a clearer understanding of what is involved in effective helping with the handicapped and to facilitate the development of behaviours and attitudes which are conducive to helping.

REHB 1214 - Leisure Recreation Skills for the Disabled
(formerly REHB 1213)

3 hours instruction
(3 credits - TG)

To familiarize students with means of using recreation as part of the rehabilitation process. Practical experience will be provided along with content.

REHB 1222 - Individual Program Planning II

3 hours instruction
(3 credits)

This course is designed to provide the student with the theory and practical skills needed to work directly with persons exhibiting an emotional or behavioural disturbance in addition to their mental handicap.

Students may be required to withdraw from REHB 1222 within the first three weeks based on their performance in skill competency based exams.

Corequisite: Rehabilitation Services 1262.

REHB 1223 - Family and Home Living Training
(formerly part of REHB 1221)

3 hours instruction
(3 credits)

This course introduces students to the stresses and strengths of families with handicapped members and the utilization of family support members. Residential training programs will be taught within the context of the family and residential setting.

REHB 1224 - Human Service Organizations
(formerly part of REHB 1221)

3 hours instruction
(3 credits - TG)

Theory of human service organizations is studied within a context of planning census, staffing, and program models. The relationship of generic systems and the disabled person is explored.

REHB 1225 - Technical Resources for Disabled Individuals

2 hours instruction, 1 hour lab
(3 credits - TG)

This course will introduce students to technical aids assisting disabled persons in communications and environmental control. The use of microcomputers in teaching handicapped individuals will be examined.

REHB 1226 - New Directions in Rehabilitation

3 hours instruction
(3 credits - TG)

This course will introduce students to new research areas in rehabilitation. Critical evaluation of journal articles in terms of practical applications will occur.

REHB 1242 - Communication Skills for the Handicapped Individual (formerly REHB 1241)

3 hours instruction
(3 credits - TG)

Provides familiarization with communication skills needed to work with the deaf, blind, and severely motor-handicapped; as well as an examination of the special needs of particular groups.

REHB 1261 - Field Work I

24 hours per week
(6 credits - TG)

Forty days of supervised practice in a community agency system, in which the principles of rehabilitation are reinforced and students' skills in these areas are developed.

Students will be accepted into practicums on the basis of academic performance, professional suitability, fitness and conduct.

Students may be required to withdraw from REHB 1261 within the first three weeks based on their performance in skill competency based exams.

Corequisites: Rehabilitation Services 1121 and 1262.

REHB 1262 - Field Work II

24 hours per week
(6 credits - TG)

Forty days of supervised practice in a community agency system, in which the information and principles of rehabilitation will be reinforced, and students' skills in these areas will be developed.

Students will be accepted into practicums on the basis of academic performance, professional suitability, fitness and conduct.

Students may be required to withdraw from REHB 1262 within the first three weeks based on their performance in skill competency based exams.

Corequisites: Rehabilitation Services 1121 and 1261.

REHB 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

RELIGION (RLGN)

RLGN 1220 - Comparative Religion I

3 hours instruction
(3 credits - TG)

A consideration of basic religious concepts such as: the nature of the divine; symbolism of the center, of time and eternity; the "God who binds", and patterns of religious ritual.

A survey of various ancient religions of the Mediterranean basin, of pre-Christian Europe and of pre-whiteman America.

RLGN 1221 - Comparative Religion II

3 hours instruction
(3 credits - TG)

A study of the monotheistic religions: Judaism, Christianity, and Islam. Some knowledge of the common religious origins of modern Western thought is helpful but not necessary.

RLGN 1250 - Biblical History I

3 hours instruction
(3 credits - TG)

A survey of the Old Testament record as an historical record of a unique people - the ancient Hebrews, as an introduction to the civilizations of the pre-Christian Mediterranean world.

RLGN 1251 - Biblical History II

3 hours instruction
(3 credits - TG)

A survey of history as provided by the New Testament and a consideration of its validity. The focus is upon the Gospel record of the life and teachings of Jesus of Nazareth. Modern research methods are applied to religious documents.

RLGN 1252 - Religions, Society and Conflict

3 hours instruction
(3 credits)

An evaluation of contemporary religious attitudes in the light of previous, established insights. Topics to be included: the religious consciousness of man, religious freedom, death, God and the Transcendent, different religious moral systems with regard to the problems of war, marriage, poverty, religious worship, and the relationship of religious institutions with society.

RLGN 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SECRETARIAL ARTS (SECR)

SECR 1101 - Fundamentals of Business for Secretaries

3 hours instruction
(3 credits)

This is a basic orientation course in business which is designed to introduce the future secretary to the modern business world. The course gives a broad overview of the business cycle starting with the basic question of what business are interrelated.

SECR 1116 - Keyboarding for Typewriters and Computers (formerly SECR 1115)

3 hours instruction
(3 credits)

This course is designed for all individuals needing to master keyboarding skills (inputting on information system work-stations or typewriters). The course emphasizes operating the keyboard by the touch method and mastering basic formatting of letters, tables, manuscripts and common forms. This course is designed for all students excluding Secretarial Arts and Office Administration.

SECR 1117 - Elementary Typewriting

3 hours instruction, 2 hours lab
(3 credits)

This course is for secretarial students with no previous instruction in typewriting as well as for those who are in need of a "brush-up". The course includes the techniques of machine operation with emphasis on touch typing, rhythm, speed, and accuracy. Production work includes practice in letter and report typing, business forms, tables, enumerations, numbers, and symbols.

SECR 1122 - Communications I

3 hours instruction, 1 hour lab
(3 credits)

This is a specialized course in business English designed to renew and develop language skills for effective business communications. The course will emphasize up-to-date grammar, word usage, punctuation, business vocabulary, and other essential mechanics. Oral communication theory will also be covered. Lab work will concentrate on accurate proofreading and spelling. The course is organized according to needs stressed by the business community.

SECR 1131 - Beginning Shorthand (Forkner)

3 hours instruction, 2 hours lab
(3 credits)

An initial course in shorthand affording the student a well-rounded knowledge of the theory and short forms of Forkner Shorthand. It also provides a good basic reading and writing speed. At the end of the semester, the student is required to pass a written evaluation in shorthand theory plus a three-minute timing in shorthand at 60 w.p.m.

SECR - 1144 - Introduction to Bookkeeping (formerly SECR 1142)

4 hours instruction, 1 hour lab
(4 credits)

An introduction to accounting as a "language" of business. It covers all steps in the accounting procedure including adjustments, worksheets, closing entries, specialized journals, and subsidiary ledgers for service and merchandising firms. Other topics include financial statement presentation, cash and accounts receivable, payroll accounting and accounting principles.

SECR 1145 - Business Data Processing

4 hours instruction, 1 hour lab
(4 credits - TG)

Designed for those with no previous knowledge of data processing. Covers such topics as: basic operations and methods of data processing; what a computer is and how it works; computer components; as well as information storage and retrieval. Flowcharting and computer programming are introduced to the extent that students can flowchart and program business applications.

Recommended preparation: Successful completion of Secretarial Arts 1144.

SECR 1156 - Introduction to Word Processing - Keyboarding and Concepts

4 hours instruction, 1 hour lab
(4 credits - TG)

An introduction to keyboarding and concepts providing skill development in all junior operator level functions on both Wang and Micom systems. The course compares various types of word processing systems and provides insights as to how word processors operate.

Prerequisite: Secretarial Arts 1216.

SECR 1181 - Office Procedures I

3 hours instruction
(3 credits)

This is a procedures course which will expand and build on the theory learned in Secretarial Arts 1101. This course will build a foundation into such office skills as records management, research skills, reprographics, telephone/telecommunications, banking, dictating and transcription, receptionist duties and space management.

SECR 1202 - Records Management I

3 hours instruction
(3 credits)

This course continues from the filing component of Office Procedures I to cover the following aspects of Records Management: hardware and software required; using a record manual; records maintenance; retention and disposition of records; the Records Centre; fundamentals of micrographics including its application to Records Management; the security of records; and the evaluation of the system and career opportunities in the field of Records Management.

Prerequisite: Secretarial Arts 1181 or an equivalent course in filing.

SECR 1216 - Intermediate Typewriting

3 hours instruction, 2 hours lab
(3 credits)

This course demands a higher level of skill in both speed and production work than Elementary Typewriting. Production problems include more complicated letters, tables, and reports. Rough drafts, memos, forms and financial statements are covered.

Prerequisite: Secretarial Arts 1117.

SECR 1217 - Typewriting Applications and Machine Transcription

2 hours instruction, 1 hour lab
(2 credits)

This course is designed to provide Third Level typing applications and introductory machine transcription theory and techniques, and to further develop typing accuracy and speed.

Prerequisite: Secretarial Arts 1216.

SECR 1220 - Advanced Typewriting Application and Machine Transcription

2 hours instruction, 1 hour lab
(2 credits)

This course is designed to provide further advanced and complex typing and machine transcription applications. It will emphasize creative problem solving and critical thinking as approaches to typing production and transcription from complex unarranged materials. The course will further develop accuracy and speed.

Prerequisite: Secretarial Arts 1217.

SECR 1224 - Communications II

3 hours instruction
(3 credits)

This course applies all language and formatting skills emphasized in Communications I and typing courses to the writing of business letters and reports. The course content includes: theory of communication, business writing principles, oral, informal, and formal reports; and the writing of specialized business messages including the application letter and resume.

Recommended preparation: Secretarial Arts 1122 and 1216.

SECR 1225 - Communications II

3 hours instruction
(3 credits)

This course applies all language and formatting skills emphasized in Communications I and typing courses to the writing of business letters and reports. The course content includes: theory of communication, business writing principles, oral, informal, and formal reports; and the writing of specialized business messages including the application letter and resume. Students registered in Secretarial Arts 1225 will complete their assignments on word processors.

Recommended preparation: Secretarial Arts 1122 and 1216.

SECR 1231 - Intermediate Shorthand (Forkner)

3 hours instruction, 2 hours lab
(3 credits - TG)

An intermediate course in shorthand with special emphasis on office dictation, vocabulary development, and transcription skills acceptable to the business community. The stu-

dent will be tested in shorthand for three minutes at 100 w.p.m. as a final semester evaluation.

Recommended preparation: Secretarial Arts 1131 ('C' standing or by Departmental testing).

SECR 1256 - Advanced Word Processing - Keyboarding and Concepts

4 hours instruction, 1 hour lab
(4 credits - TG)

Basic word processing concepts and keyboarding skills acquired in Secretarial Arts 1156 are used to learn advanced functions and concepts. The course will cover execution of advanced functions; application and usage of sort and mathematics package software; word processing utilities functions, selected volume utilities and supervisory functions; and certain attachment, edit, and deletion of glossaries. Special applications such as process of pre-printed forms, creation of mailing lists, preparation of continuous labels, and organization of files will be covered. Students will be taken to the level of advanced word processing operators on both the Wang and Micom systems.

Recommended Preparation: Secretarial Arts 1156 or equivalent.

SECR 1257 - Advanced Word Processing Applications

4 hours lecture, 1 hour lab
(4 credits)

This course examines current word processing technology with specific emphasis on software operating under MS-DOS. Students are required to master the basic and advanced functions of a full featured word processing package including special features such as: footnoting, paragraph/outline numbering, table of contents, line drawing, statistical typing, macro-construction, merge operations and math functions. Course presentation emphasizes use of the package with a series of exercises illustrating typical business communications activities.

SECR 1258 - Records Management for the Automated Office

4 hours lecture, 1 hour lab
(4 credits)

This course begins with a general introduction to records management practices and procedures and then expands into a detailed study of the practices required to manage records within the automated clerical office. Students are required to master techniques which teach the set-up and maintenance of system and application data file structures. Course presentation emphasizes procedures for both floppy diskette and hard drive/card systems using typical business application packages.

SECR 1259 - Graphic Design for Business Applications

4 hours lecture, 1 hour lab
(4 credits)

This course begins with a general introduction to the principles of good graphic design as related to the process of producing a variety of business documents, proposals and presentation. Students are required to master a design methodology which can be used to control the process of designing electronic printer (laser) output. Both WYSIWYG (what you see is what you get) and code based systems will be discussed. Course presentation emphasizes the application of design principles through a series of simulated secretarial and/or office exercises and projects.

SECR 1260 - Litigation I

6 hours instruction including lab (8 weeks)
(3 credits)

Civil litigation is the area of law dealing with disputes between individuals. An individual may commence a legal action in a court of law to seek relief or recovery from another who has caused injury to or violated the rights of that individual. After eight weeks of instruction on litigation the student will be able to demonstrate correct and incorrect application of litigation procedures in legal offices and in court systems.

In this introductory litigation course the student will learn about the importance of check lists, precedents, time limits, and diarization of important dates, record keeping, the importance of accuracy, neatness, excellent typing, proof-reading, grammar and transcription skills, Court systems and procedures, office procedures and systems for good work movement.

Prerequisites: Secretarial Arts 1122, 1181 and 1216, with a minimum grade of 'C' in each.

SECR 1261 - Litigation II

6 hours instruction (8 weeks)
(3 credits)

This course is a continuation of Litigation I. The course covers specific areas of litigation such as matrimonial and personal injury actions and procedures.

Prerequisite: Secretarial Arts 1260 (grade 'C' or better).

SECR 1262 - Real Property

8 hours instruction (6 weeks)
(3 credits)

Real property is the area of law dealing with real estate transactions and the transferring of title from one person to another. This course covers such topics as conveyancing, Land Titles Office practices and procedures.

Prerequisite: Secretarial Arts 1261 (grade 'C' or better).

SECR 1263 - Corporate Practices

8 hours instruction (6 weeks)
(3 credits)

This course covers corporate matters such as the nature of the corporate entity; incorporation procedures; registered offices; preparation of corporate documents such as resolutions and minute books; and issuance of shares.

Prerequisite: Secretarial Arts 1262 (grade 'C' or better).

SECR 1266 - Introduction to Integrated Software Applications

4 hours lecture, 1 hour lab
(4 credits)

This course examines the process by which a secretary integrates the output from word processing, spreadsheet, drawing, graphics, and database software applications to produce a variety of business documents and presentation materials. Students are expected to master the techniques of creating and formatting slides, overhead transparencies and documents containing both text and graphic material. Course presentation emphasizes the procedures for manipulating text and graphic information on the micro-computer screen.

Prerequisites: Secretarial Arts 1257 and Computer Science 1160.

SECR 1267 - Advanced Integrated Software Applications

4 hours lecture, 1 hour lab
(4 credits)

This advanced course is a continuation of Introduction to Integrated Software Applications and begins with a review of the basic techniques. Course presentation emphasizes a project approach to the subject matter which includes procedures for producing reports, proposals, presentations and publications such as the corporate newsletter. Integration of application software will be dependent upon availability of software.

Prerequisites: Secretarial Arts 1266 and Computer Science 1230.

SECR 1268 - Office Project Administration and Co-ordination

3 hours lecture
(3 credits)

This course examines the fundamental principles of planning, organizing, and co-ordinating the process of distributing business information. Time management and the advantages of using project management software packages are introduced and discussed. Course presentation emphasizes a case study approach and requires completion of an independent research project.

SECR 1271 - Medical Terminology (formerly SECR 1276)

4 hours instruction
(4 credits)

This is a basic medical terminology course designed for Medical Office Assistant majors and other interested students. The course first covers medical prefixes, suffixes, and combining forms. Then it proceeds to present the body systems with reference to anatomical, diagnostic, and operative terms. Medical transcription of various medical reports is also required.

Prerequisites: Secretarial Arts 1181 and 1216.

SECR 1279 - Medical Office Concepts and Functions

3 hours instruction
(3 credits)

This course is designed to familiarize the student with the operation of a medical office and the areas in which the assistant may assist the office personnel. It will also introduce the student to the various laws and acts that govern the office personnel and give the student an understanding of various related societies and associations. Completion of health insurance and Workers' Compensation forms will also be covered.

Prerequisite: Secretarial Arts 1271.

SECR 1280 - Office Procedures II - General Secretarial and Medical (formerly SECR 1281, 1283 and 1285)

3 hours instruction, 1 hour lab
(3 credits)

This course expands on the theory and practices covered in all courses in the Secretarial Arts Program and emphasizes office procedures and business fundamentals. Students will be expected to demonstrate competence within a series of situations designed to simulate an office environment.

Prerequisite: Secretarial Arts 1181.

SECR 1287 - Electronic Office Systems

3 hours instruction
(3 credits)

This course examines each of the current office automation technologies; specifically, text creation and desktop publishing, electronic spreadsheets, computer graphics and drawing, electronic information storage and retrieval, communication, micrographics, reprographics and electronic printing. Course presentation emphasizes both the technology and its impact on the office environment.

SECR 1288 - Office Procedures II - Petroleum Secretarial

3 hours instruction, 1 hour lab
(3 credits)

This course expands on the theory and practices covered in all courses in the Secretarial Arts Program, with specific emphasis on those procedures and practices typical of

companies operating in the petroleum industry. Students will be expected to demonstrate competence within a series of situations designed to simulate the office environments of small, medium and large corporations.

Prerequisite: Secretarial Arts 1181.

SECR 1291 - Medical Office Practicum

120 hours practicum
(3 credits)

Students will be assigned to medical offices and clinics for practicums. Practical application of skills and knowledge will be assessed and the grade will become part of the student's record.

Prerequisite: See the Secretarial Arts advisor.

SECR 1292 - Word Processing Practicum

120 hours practicum
(3 credits)

The practicum will be considered the final course for the Word Processing Diploma student. This is a culmination of all the skills learned during the two-year period that must now be utilized in an on-the-job situation. The student will be assigned to an operator's position in the business community under the supervision of an experienced word processing manager.

Prerequisite: See the Secretarial Arts advisor.

SECR 1294 - Legal Secretarial Practicum

120 hours practicum
(3 credits)

This is the finishing course for students taking the Legal Secretarial Diploma Program. The student will be placed in an actual office situation where varied skills will be involved. Assignments for this course will be "true-to-life" and will require the ability to finish a project.

Prerequisite: See the Secretarial Arts advisor.

SECR 1296 - General Secretarial Practicum

120 hours practicum
(3 credits)

This is the finishing course for students taking the General Secretarial Diploma Program. The student will be placed in an actual office situation where varied skills will be involved. Assignments for this course will be "true-to-life" and will require the ability to finish a project.

Students must have completed all Secretarial Arts courses before they will be allowed to enroll in a practicum.

Prerequisites: All required Secretarial Arts courses in General Secretarial pattern.

SECR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SECURITY MANAGEMENT

Refer to Criminology course descriptions.

SOCIAL SCIENCE (SOSC)

SOSC 1030 - Contemporary History and Government

3 hours instruction
(3 credits)

A study of contemporary political, economic and social problems including international conflict and co-operation.

Students may use this course as an alternative to Social Studies 30 for entrance into an Alberta university. To receive credit for this course on their high school transcript, students must write and successfully complete the Department of Education's Grade 12 Examination in Social Studies 30.

SOCIAL WORK (SLWK)

SLWK 1110 - Emotional Growth

3 hours instruction
(3 credits)

An introduction to understanding the development of relationships and the dynamics of emotional learning and security.

SLWK 1114 - Social Work Process

6 hours instruction
(6 credits)

Utilizes an approach to learning based on a Computer Managed Learning format and frequent small group sessions. Students study basic theoretical principles underlying the process of helping in individual and group situations, and are assisted through integration seminars to learn how to apply these principles to the development of a number of skills in a variety of helping situations.

SLWK 1186 - Orientation to Field of Practice and Volunteer Activity I (Social Service Careers) (formerly SLWK 1184)

3 hours per week
(3 credits)

The first half of a two-semester sequence which provides the student with an opportunity to work and examine, in depth, the operation of one or more social service agencies representing various approaches to the care and service of

people. Students serve as volunteers in Calgary agencies for three or more hours per week. They must analyze their volunteer experiences in writing in a daily activity/analysis log book.

See program pattern regarding courses which must either be taken concurrently or already completed.

SLWK 1211 - Emotional Maturity

3 hours instruction
(3 credits)

Examines the concept of emotional maturity. Emphasis is placed on "normal" behaviour. Relationships are examined in respect to their effect on emotional growth.

Prerequisite: Social Work 1110.

SLWK 1212 - Relationship Adjustments

3 hours instruction
(3 credits)

A continuation of Social Work 1110 and 1211. An examination of relationships, needs and emotional growth focusing on relationship adjustments resulting from life crises. Students will examine their own attitudes which affect helping relationships and the role of the Social Worker.

Prerequisites: Social Work 1110 and 1211.

SLWK 1213 - Understanding and Working with Abnormal Behaviour

3 hours instruction
(3 credits)

Emphasizes understanding of abnormal behaviour as it relates to a client system. Current methods of treatment and help used by professional social workers are studied.

Prerequisites: Social Work 1110 and 1211.

SLWK 1215 - Social Service Methods

6 hours instruction
(6 credits)

A continuation of Social Work 1114.

Prerequisite: Social Work 1114.

SLWK 1216 - Social Service Process I

3 hours instruction
(3 credits)

Concentrates on further development of social service skills and close examination of students' attitudes, as a help or a hindrance in working with individuals. Students contribute case material for classroom use.

Prerequisites: Social Work 1114 and 1215.

SLWK 1217 - Social Service Process II

3 hours instruction
(3 credits)

Further studies of detailed aspects of social service administration.

Prerequisites: Social Work 1114 and 1215.

SLWK 1218 - Social Service Techniques I

3 hours instruction
(3 credits)

Designed to further develop and refine social work skills for working with groups.

Prerequisites: Social Work 1114 and 1215.

SLWK 1219 - Social Service Techniques II

3 hours instruction
(3 credits)

A continuation of Social Work 1217. Familiarizes students with the development of social service philosophy and its influence on present day social service planning. Attention is given to aspects of community work.

Prerequisites: Social Work 1114 and 1215.

SLWK 1286 - Orientation to Field of Practice and Volunteer Activity II (formerly SLWK 1285)

3 hours per week
(3 credits)

A continuation of Social Work 1184.

See program pattern regarding other courses which must either be taken concurrently or already completed.

SLWK 1294 - Social Service Field Work - Advanced

(4 credits)

Supervised study and practice. Students spend four days a week in a social service agency. After an initial orientation period, students are expected to assume full responsibility for cases in order to enhance their knowledge and skill in social work methods.

See program pattern regarding other courses which must be taken concurrently or must have been completed.

Prerequisite: Social Work 1186 and 1286.

SLWK 1295 - Social Service Field Work - Advanced

(4 credits)

During agency work more attention is given to teaching students specific skills, developing competence in terms of offering adequate service to clients; and participating in the overall agency program.

See program pattern regarding other courses which must be taken concurrently or must have been completed.

Prerequisite: Social Work 1294.

SLWK 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SOCIOLOGY (SLGY)

SLGY 1110 - Introduction to Sociology

3 hours instruction
(3 credits)

An introduction to the basic concepts and models of sociological inquiry. Topics include: culture; socialization; social groups; deviance and control; organizations; social stratification; ethnic groups; social movements; social institutions; urban living; and social change.

SLGY 1210 - Race and Ethnic Relations

3 hours instruction
(3 credits - TG)

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

Recommended preparation: Sociology 1110 and Anthropology 2203.

SLGY 1212 - The Family

3 hours instruction
(3 credits - TG)

An examination of the structure and functions of the family, family system, contemporary trends and problems of the family.

SLGY 1216 - Urban Sociology

3 hours instruction
(3 credits - TG)

A study of social and political factors in the life of the city. Special emphasis will be placed on current issues in the City of Calgary.

SLGY 1218 - Juvenile Delinquency

3 hours instruction
(3 credits - TG)

A systematic analysis and criticism of biological, psychological, psychoanalytical and sociological theories of deviancy. Attention is given to statistics and contemporary research with special emphasis on the distribution and types of deviant subcultures.

Recommended preparation: Sociology 1110.

SLGY 1219 - Crime and Society

3 hours instruction
(3 credits - TG)

This is an introductory analysis and criticism of the major theories of criminal behaviour. Emphasis is given to the relationship between social structure and types of criminal behaviour such as drug addiction statistics and contemporary research.

Recommended preparation: Sociology 1110.

SLGY 2201 - Introductory Sociology (U of C SOCI 201)

3 hours instruction, 1 hour tutorial
(3 credits - TG)

The sociological study of society, social institutions, group behaviour, personality formation and social change. Not open to students with credit in Sociology 202 (U of C).

SLGY 2203 - Current Social Issues (U of C SOCI 203) (formerly SLGY 1211)

3 hours lecture, 1 hour tutorial
(3 credits - TG)

Issues such as population growth, industrial conflict, abortion, drug abuse, status of women, will be treated from a sociological perspective.

SLGY 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SPANISH (SPAN)

SPAN 1110 - Beginner's Spanish I

4 hours instruction, 1 hour lab
(3 credits - TG)

A beginner's course in Spanish grammar and pronunciation. Emphasizes the oral approach, using dialogues, structural patterns and conversation and the development of basic reading ability. May not normally be taken for credit by students with Spanish 30 or 31.

SPAN 1111 - Beginner's Spanish II

4 hours instruction, 1 hour lab
(3 credits - TG)

A continuation of Spanish 1110 with emphasis on speech, writing and reading development. Special exercises in aural comprehension are included. May not normally be taken for credit by students with Spanish 30 or 31.

Recommended preparation: Spanish 1110.

SPAN 1199 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SPEECH (SPCH)

SPCH 1110 - Fundamentals

3 hours instruction
(3 credits - TG)

An introduction to current theories of communication. An understanding of effective communication and its potential is promoted through participation in a variety of speaking situations. Opportunity is given for group discussion; audience analysis; development of good listening habits and how to research, organize and prepare various types of speeches.

SPCH 1111 - Oral Interpretation I

3 hours instruction
(3 credits)

Designed to develop vocal potential. Emphasis is placed on respiration, phonation, resonance and articulation, with an end to encouraging full vocal expressiveness. Open to anyone wishing to improve their speaking voices.

SPCH 1112 - Introduction to Public Speaking Using Visual Aids

3 hours instruction
(3 credits)

The student will develop the skills of public speaking in an organized and effective manner using visual aids to support and clarify the message.

SPCH 1130 - Voice Lab I

3 hours lab
(1 credit)

An introduction to the nature of voice production and articulation. Emphasis will be on freeing the natural voice as it pertains to the stage task.

SPCH 1131 - Voice Lab II

3 hours lab
(1 credit)

A continuation of Voice Lab I with greater emphasis on voice production, articulation, vocal expression and singing.

SPCH 1211 - Oral Interpretation II

3 hours instruction
(3 credits)

An opportunity to take part in, direct, and write critiques of such presentations as reader's theatre, radio, television and stage scripts. Emphasis is placed on interpretation and a high standard of performance is expected.

Recommended preparation: Speech 1111.

SPCH 1220 - Reader's Theatre I

3 hours instruction
(3 credits)

Designed to promote the cultivation of the art of reading aloud in groups, as well as the participation in self-expressive activity before an audience, with a view to making contemporary literature an enjoyable, personalized experience.

SPCH 1221 - Reader's Theatre II

3 hours instruction
(3 credits)

A continuation of Speech 1220. A high standard of performance is expected.

SPCH 1223 - Speech Science

3 hours instruction
(3 credits)

A survey of the anatomy, psychology and physics of speech.

SPCH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

THEATRE ARTS

Refer to Drama course descriptions.

FACULTY OF CONTINUING EDUCATION AND EXTENSION

The Faculty of Continuing Education and Extension offers a diverse range of courses and programs to meet the community's needs for professional and personal self-development and to provide intellectual, cultural and recreational stimulation.

Some courses and programs are developed from credit curriculum by College staff, while others are developed in response to local interest with the assistance of individuals or groups from the community. Continuing education offerings fall under the general program areas of arts, community and health studies, science and technology, and business studies and applied arts.

Courses may be offered on weekday evenings over a period of weeks or in shorter seminar or workshop format on weekday evenings or weekends. While the College provides the structure for administering and programming continuing education courses, many are offered in convenient community locations off-campus.

CREDIT EXTENSION AND PART-TIME STUDIES

Credit Extension and Part-time Studies at Mount Royal College offers the part-time student a flexible means to sharpen career skills, to qualify for or transfer to university or to complete high school studies. Certificates and diplomas can be earned in many disciplines through daytime, evening and weekend classes. Whether you are 18 or 81, part-time studies at Mount Royal College can give you the knowledge you need for personal fulfillment, the opportunity for rewarding career growth or the chance to begin university studies. For further information call 240-6871.

In addition to offering adults continuing education opportunities for personal and professional development, occupational upgrading, and enhancement of leisure time, the Faculty of Continuing Education and Extension continues to offer the following special community services.

CARDIO-PULMONARY RESUSCITATION

In co-operation with the Alberta Heart and Stroke Foundation, the CPR program offers courses in:

- Heart Saver
- Infant and Child CPR
- Basic Rescuer
- Basic Rescuer Recertification
- CPR Instructor/Instructor Trainer

The CPR staff and volunteers also organize courses and provide qualified instructors to meet the needs of clubs, organizations and companies. For information call 240-6090.

FITNESS TESTING

As a designated Alberta Regional Fitness Resource Centre, the College offers fitness testing and fitness counselling services to residents in Calgary and the surrounding area.

Cardio-vascular endurance, body composition, muscular strength, flexibility and muscular endurance are measured and a computer system analysis of the results is provided. Professionally certified consultants discuss the results and provide counselling on possible lifestyle changes.

On-site fitness testing and fitness programs for employees are also available. For an appointment or information, call 240-6001.

TRANSITIONAL VOCATIONAL PROGRAM

The Transitional Vocational Program is designed to provide developmentally disabled adults with an opportunity to upgrade vocationally related skills and to prepare them for self-supporting, competitive employment. The day program offers both vocational academics and vocational work experience under the co-operative supervision of instructor/advisors and employers.

For the individual students involved, this means that they:

- learn to apply skills independently in both their work and their social lives;
- become more occupationally mobile, more confident and self-reliant;
- find themselves more socially accepted;
- may become contributing members of society.

The program serves adults 18 years of age or older, who have experienced severe generalized learning difficulties. The Transitional Vocational Day Program operates year round. Programs are offered in Calgary on the Lincoln Park Campus and in the rural areas. For further information, please call 240-6872.

Major announcements of courses, seminars, workshops and other events are made in August, January and April when the Continuing Education Calendar is distributed city-wide. For further information visit the Continuing Education Registration Office in the George Kerby Administration Wing, first floor or call 240-3833 or 240-6872.

SERVICES FOR STUDENTS AND THE COMMUNITY

Accidents

A cheery way to start, but they do happen! The College holds an insurance policy providing some coverage to students for accidents only. The Finance Department has all policy details - 240-6310. Health Services will process claims and help you to recover - 240-6326.

Athletics

Whether you're the centre of attention or cheering from the sidelines, athletics will be an important part of your campus experience at Mount Royal College. We are a member of the Alberta Colleges' Athletic Conference which provides opportunities for men and women to compete in intercollegiate sports. Other members of the conference include Lethbridge Community College, Medicine Hat College, Red Deer College, Southern Alberta Institute of Technology, Northern Alberta Institute of Technology, Camrose Lutheran College, Olds College, Grande Prairie Regional College, Grant MacEwan Community College, Lakeland College, and Keyano College.

Team Activities

Basketball:

Basketball is just one of the sports which has proven Mount Royal a leader in college athletics. The 1979 Cougar men won the Canadian Colleges' Athletic Association (CCAA) National Championship. The female Cougars were the first to represent Alberta in the CCAA Championships in 1979 and again in 1980 - winning a bronze medal. The 1986 and 1987 lady Cougars distinguished themselves with a silver medal finish at the National College Championships, becoming the first womens team in the ACAC to do so.

Hockey:

The Cougar Hockey program competes in the strongest college hockey conference in Canada. Alberta colleges have dominated the national championships since their inception in 1975. Cougar Hockey has provided a competitive alternative for many tier 1 and 2 hockey players, who are interested in combining a fast paced brand of hockey with a well respected level of formal education. The league consists of five teams: NAIT, SAIT, and Red Deer, Camrose and Mount Royal Colleges. The teams compete in a twenty-five game schedule. All home games are played at the new Calgary Centennial Arena featuring an olympic size ice surface.

Volleyball:

Volleyball at Mount Royal College has fast become one of its most successful varsity sports. The Cougar men have captured an unprecedented two national championships in 1979 and 1982, along with a silver medal finish in 1980 and 1987. The Cougar women have also achieved national recognition with a bronze medal finish in 1979.

Tournament Sports

Badminton:

The Cougar Badminton program provides competitive opportunities in men's and women's singles, men's and women's doubles, and mixed events. The teams play in a number of tournaments throughout the season in preparation for the Alberta Colleges Championships in the fall and winter. Badminton has boasted a National College Championship since 1982. Mount Royal's Badminton program received national recognition when its men's doubles team won the National Championship in 1982, the women's singles team won a championship in 1985 and the mixed doubles team won a bronze medal in 1986. The women's doubles won a gold, the men's singles a silver and the mixed doubles a bronze in 1987.

Cross Country Running:

For the running enthusiast, Mount Royal provides a competitive Cross Country Running program for men and women. Successful athletes train daily throughout the months of September and October in preparation for the Alberta Colleges Championship meet. The team often augments its training by entering local road races and cross country meets. The women's team held the title of Conference Champions from 1984 - 1987.

Curling:

The Cougar Curling program provides a full range of opportunities on its men's, women's and mixed teams. The teams participate in local curling leagues and compete in a number of bonspiels throughout the year in preparation for the Alberta Colleges Championships in February.

Golf:

The Cougar Golf program is open to men and women and can also list its achievements in the Alberta Colleges Athletic Conference. The men's teams have won the conference title nine of the last sixteen years. Many fine golfers have attended the College over the years and have continued on to become pros or assistant pros throughout western Canada.

For more information about Athletics, contact the Co-ordinator of Athletics in Room 1069B or at (403) 240-6517.

Bookstore

The Bookstore is owned and operated by Mount Royal College. The Bookstore's purpose is to meet all your textbook and supply needs. It also carries a full range of general reading and reference books and provides many other items and services which may be of interest to you. The Bookstore is located on the Main Campus, main corridor on level one, opposite the Library as of June 1988 (after renovations are completed).

Bookstore hours are:

8:30 a.m. - 4:30 p.m. Monday through Friday
(September to June)

8:30 a.m. - 4:00 p.m. Monday through Friday
(July and August)

Evening hours as required for Night School.

The Bookstore has a computerized master textbook list. Students may use the terminal in the store to produce a copy of their booklist.

Special orders are accepted on any title that is in print but not in stock; a \$5 deposit is required.

Personal cheques will be accepted for the amount of purchase. A minimum purchase of \$2.00 and identification are required.

Refunds or exchanges will be considered on required textbooks only. New unmarked textbooks may be returned for full refund if accompanied by a receipt within two weeks of the beginning of the semester in which they were purchased. Refunds are not normally given on used books, special order books, general books, paperbacks or other merchandise. DEFECTIVE BOOKS OR MERCHANDISE are refundable at all times.

The Bookstore holds a used book buy-back every year in December and April. One half of the current list price will be paid for books which will be used again as required textbooks. Wholesale prices may be paid on other books.

No parcels, briefcases or previously purchased books and supplies may be carried into the Bookstore. At the entrance to the store is a book drop provided for your convenience. Any articles left here are at your own risk. The cashiers have instructions to charge for all items carried out of the store.

If you have any questions, problems, suggestions or complaints, please feel free to speak to the Manager or any of the staff.

Buses

The Calgary Transit System offers six main bus routes to the College. From the College, students may catch the #13 bus (Mount Royal) at the west side of the campus on Richardson Way. Students living in the Lakeview area may catch the #18 bus (Lakeview) on Richardson Way. The #72 bus run (Circle Route) makes a clockwise circuit around the city, including stops at the University. It stops near the College on Richardson Way and Richard Road. The #73 (Circle Route) moves counter-clockwise across the city. Students are also able to catch the #20 bus (Heritage Station) on the east side of Richard Road, near Bishop Carroll High School. It's best to contact Calgary Transit for schedule information at 276-7801. Bus passes and tickets are available at the Bookstore and Collegiate Shop.

Campus Recreation

Campus Recreation - a great way to have fun, meet new

people, socialize with friends, get some exercise, learn new skills, brush up on old ones and enjoy friendly competition.

MRC students and employees may participate in the following areas.

Intramurals: Basketball, volleyball, hockey, soccer, flag football - these are a few examples of some of our leagues and tournament sports. Many of the activities are co-recreational.

Recreational Endeavour Courses: We offer courses in fitness, aquatics, sport skills, music and dance, crafts and more.

Clubs: Some examples of popular clubs are badminton, kayak, weight training and soccer. You can start any other activity club that interests you.

Special Events: There's something for everyone to get involved in, from road races to spaghetti eating contests!

Free-time: Facilities may be used during posted times and discounted vouchers are available for use of off-campus facilities for racquet sports, downhill skiing and golf.

To accommodate the above activities we have two Gymnasiums, a Pool, a Weight Room, Tennis Courts, a Pond which provides skating in the winter and a Fitness/Jogging Trail. For information about these on-campus facilities please refer to their alphabetical listing in this section.

Lockers are available through the Physical Education Equipment Room. They also offer a convenient towel service. The fee is \$25.00 per year for lockers and towel service.

Before starting your "get into shape" program, we suggest a stop at the College Fitness Centre. The staff will give you a comprehensive fitness test and design a program to your interests, needs, and fitness level. Phone 240-6001.

Remember, recreation is not restricted to competitive activities or even physical activities. We would like you to enjoy your leisure time by using Campus Recreation to its fullest. You'll find lots of opportunities in Campus Recreation's annual calendar and brochures. The Campus Recreation Office is located on Level I, Room 1069 B, close to the gyms. Phone 240-6517 for additional information.

Career Resource Centre

The Career Resource Centre, in Student Services, provides:

- a reference library of directories and calendars from colleges and universities across North America;
- audiotapes describing educational programs at Mount Royal College, the Southern Alberta Institute of Technology and The University of Calgary;
- materials to assist people with career planning, including written information about specific careers and their educational requirements;
- videotapes describing a wide variety of careers.

Testing:

This centre also provides the following testing activities:

- Psychological tests (after counsellor referral);
- General tests (TOEFL, ACT, Psychological Corporation);
- Basic Skills Assessment Tests.

For further information call 240-6368 or 240-5942.

Collegiate Shop

Located on the main level of Wyckham House, the Collegiate Shop is an excellent place to find cards, inexpensive gifts and other items bearing the Mount Royal crest.

The Collegiate Shop is also a confectionery selling everything from newspapers to soft drinks. A drycleaning service is also available, pick-up and delivery through the Collegiate Shop. For information call 240-6412.

Conservatory of Music and Speech Arts

The Mount Royal College Conservatory of Music and Speech Arts has been in existence and affiliated with Mount Royal College since 1910. The Conservatory is the second largest of its kind in Canada. Private and group lessons are offered for all ages and levels on all orchestral instruments, piano, voice, guitar, saxophone, harp and other instruments, as well as theory (including computer-assisted) and a complete Speech Arts Program.

Group activities include Calgary Youth Orchestra, Junior Orchestra, Choirs, Wind Ensemble, Fiddle Ensemble, Big Band Jazz, Flute Choir, Recorder classes and a variety of Speech classes.

The Early Childhood Program includes Suzuki and Kodaly instruction and a Strings Program co-ordinated by Dr. Lise Elson.

The Academy is a comprehensive program for gifted children up to age 18. The program includes master classes with leading local and internationally renowned musicians.

The Conservatory has a faculty of approximately 100 professional artists and an associated Branch Studio System throughout the City of Calgary. For the Conservatory for details 240-6821.

Continuing Education - Registration and Information

Mount Royal College's Faculty of Continuing Education and Extension offers a wide array of courses, seminars, workshops and other part-time learning opportunities, which fall under the following general program areas: arts; community and health studies; science and technology; and business studies and applied arts. The courses are usually credit free.

Major announcements of courses, seminars, workshops and other events are made in August, January and April. For further information, stop at the counter located on the main

level, George Kerby Administration Wing. Registrations, fee payments and ticket sales for continuing education programs are also handled at this counter. After hours, Continuing Education - Registration and Information - is your point of reference. Fall and Winter, it's open until 7 p.m., Monday through Thursday. See the section entitled "Faculty of Continuing Education and Extension" or phone 240-3833.

Copy Centres

Copy Centres for use by faculty, staff and students are located beside the Printing Department on the lower level of the main building and on the second level of the Community and Health Studies Wing. They offer over-the-counter photocopies at a cost of 15 cents for the first ten copies and 5 cents for every additional copy.

Hours of Operation:

Printing Department: 8:30 a.m. - 7:00 p.m.,
Monday - Thursday
8:30 a.m. - 4:30 p.m., Friday

Community and Health
Studies Wing: 8:30 a.m. to 4:30 p.m., Monday - Friday

Counselling Department

A staff of qualified counsellors and counselling psychologists is available to help you educationally, vocationally or personally.

Counsellors are available, by appointment, to help you in the following areas:

Educational Counselling

provides clarification of:

- educational program planning
- academic difficulties
- transfers to other educational institutions
- College policies and procedures

Career Counselling

helps you:

- explore your values, temperament, abilities, interests, and motivation
- research educational and occupational alternatives
- link your findings about yourself with potential occupations
- establish career goals and education plans

Personal Counselling

assists you in dealing with such issues as:

- personal conflicts
- Test Anxiety Desensitization
- stress management
- communication skills
- assertiveness
- lack of confidence
- student effectiveness/competence concerns

Day Care Centre - Mount Royal College Day Care Society

The Day Care Centre offers full-time care.

The centre is open from 7:00 a.m. to 6:00 p.m., Monday through Friday all year except on statutory holidays. We have space for 80 children between the ages of 2 and 6 years in full-time care.

For further information or to register your child, please phone 240-6410.

Disabled Students

Mount Royal College recognizes that disabled students have particular needs. There is a special braille taping and transcription service available. A handy parking area, automatic doors, special technical equipment, elevator service to all levels of the College, wheelchair washrooms and lowered telephones have been designed to make College life less difficult. Counsellors work with disabled students to familiarize them with campus resources and assist them in the educational process.

Downhill Skiing/Golf

Campus Recreation also offers discounted vouchers to students and employees for downhill skiing and the Mount Royal College Driving Range (Golf). Please see 'Campus Recreation' in this section of the Calendar.

Facilities

Facilities is the central booking office for Mount Royal College. This office assigns all space - either on or off campus - for credit and credit-free courses, Campus Recreation activities and community functions such as meetings, seminars and banquets. Phone 240-6585.

Fitness/Jogging Trail

Joggers can enjoy the comfortable outdoor running surface of our 2.2 kilometre fitness trail. (Beginner's trail is a 1.5 kilometre circuit.) The walking-jogging path includes fourteen exercise stations. Sign boards clearly illustrate how to do the exercises and the number of repetitions to do for your fitness level. A detailed brochure also illustrates off-campus jogging routes in the vicinity of Mount Royal College. This brochure is available from the Campus Recreation Office. Please see 'Campus Recreation' in this section of the Calendar.

Food and Beverage Regulations

The consumption of food and beverages is not permitted in theatres, classrooms, reading rooms, laboratories, gymnasiums, swimming pool, radio and television production studios, Learning Resources Centre and Resource Islands, and other specialized learning areas.

The consumption of alcoholic beverages is permitted only in areas licenced by, and under the regulations of, the Alberta Liquor Control Board.

Food Kiosks

Hungry and want someplace to eat? Try Wyckham House. Five food kiosks provide you with a wide variety of foods to choose from: Asia Gardens, We're Hot For You, The Coffee Company, Johnny's Gourmet Hot Dogs, and Pizza Mania are proud to serve the students and staff of Mount Royal College.

Food Services

Dairy Bar

- Everything from soup to nuts in this friendly spot. Sandwiches, salad plates, soft ice cream and slurpee's - just to name a few. Try one of our specialty coffees.

Food Fair

- This brand new facility is the main dining area on campus. The seating capacity of 550 is neatly broken up into four distinctive areas. The servery consists of a short order grill, a pizza-pasta area and a theme food section for daily specials. Let's not forget the salad bars, soup stations or beverage islands. Still hungry? Then try our hot/cold deli bar or the in-house bakery.

Lincoln Park Room/Cougar Inn

- Pamper yourself in the quiet relaxation of these newly renovated third floor dining rooms. A luncheon buffet that includes a salad bar is offered daily. Your favorite deli sandwiches are made to order at the deli bar.

Rathskellar

- This lively dining area on the first level is a popular choice for most students. A full range of your favourite short order foods are offered. We also serve beer and wine in this location only, between 4:00 p.m. and 9:00 p.m.

Games Room

Located on the basement level of Wyckham House, enjoy playing over 45 different types of games including pool, videos and table hockey. Open from 9 a.m. to 9 p.m. For more information call 240-6412.

Gyms

We have a large tartan-floored main gymnasium with bleachers for 1,200 people. The multi-purpose floor is used for a wide variety of athletic and intramural activities. This gym is yours to use during posted times. The auxiliary gym contains mirrored walls (for dance and fitness classes) as well as a climbing wall. The "wall" gives you a chance to learn mountain climbing in a perfect climate. Equipment is available in accordance with policies set out by Campus Recreation.

Health Services

Health Services is designed to provide complete medical care to students, faculty, staff and dependants. No appointment is necessary for urgent or emergency cases, but it is advised to make an appointment at least 24 hours in advance for other medical problems.

Full medicals; third party medicals (including Drivers, Scuba and M.O.T.); cast application or removal; removal of warts, cysts; and other medical needs can be done by appointment. All students are covered by Accident Insurance and the claims are filled out at this office. (For details of Accident Insurance, refer to the section in this Calendar entitled "Fees and Deposits".)

Health Services is staffed by two full-time nurses, one medical office assistant and two physicians. Hours of operation are weekdays from 8:30 a.m. to 4:30 p.m. Facilities include a laboratory, minor surgery area, cot room and examining rooms.

Tuberculin skin tests are compulsory for those in high risk groups who will be contacted by Health Services.

Health Services is located on the second floor in Room 2048. Phone 240-6326.

Information Centres

Information Centres are conveniently located at the East and West Gates. Open from 8 a.m. to 8 p.m. daily, Monday to Thursday, and 8 a.m. to 4 p.m. on Fridays, the Centres offer a wide variety of information, including:

- directions;
- classroom locations and course changes;
- academic scheduling;
- campus maps, brochures, Calendars and College newspapers;
- general information.

International Students

If you are an out-of-country student adjusting to a new environment, the International Student Co-ordinator in the Counselling Department can assist you with course selection and registration, orientation, and on-going educational and personal counselling as desired. Phone 240-6362.

Learning Resources Centre (Library)

The Learning Resources Centre (LRC) consists of a collection of over 110,000 books, a wide range of audio-visual materials, over 1,000 periodical subscriptions and many other specialized resources. Services include term paper research instruction and assistance, general reference assistance, on-line searching, circulation, inter-library loans, photocopying and microfilm/fiche reader/printer facilities, audio-visual playback equipment for in-College use. The LRC also has evening and weekend hours.

Resources are also available from discipline-related Resource Islands that are "branches" of the LRC and are adjacent to faculty offices and teaching areas. These Islands are stocked with audio-visual and print materials of prime importance to the current semester's courses, and offer short-term loans. The Media Project Centre has been established to help students prepare audio-visual materials for special assignments and classroom presentations.

Pick up a copy of the *Student Guide to the Learning Resources Centre* on your first visit. Phone 240-6140 for information on hours, loan periods, library tours and borrowing procedures.

Learning Skills Centre

What the Centre Does: If you are wondering how you will cope with the demands of your College courses, it will come as a very pleasant surprise to you to know that the Learning Skills Centre provides expert, friendly advice and support on problems ranging from how to organize your time, to how to organize that all-important essay or report.

How the Centre Does It: The Learning Skills Centre has three main ways of helping you: (1) individual appointments to help with a particularly difficult assignment, (2) a peer tutor program for extended one-to-one help or study-group help and (3) small group workshops on concentration and remembering strategies such as lecture notetaking, textbook reading and exam preparation. Come to the Learning Skills Centre, T123, in the Arts Wing for a complete list of the workshops.

When the Centre Does It: You can receive advice and help from Learning Skills Specialists at the Learning Skills Centre Monday to Thursday from 8:30 a.m. to 8:00 p.m. and on Friday from 8:30 a.m. to 4:30 p.m. The Centre is open every College business day. There is no charge for this service so come and see us or call us at 240-6452.

Library

See Learning Resources Centre

Lockers

Large lockers are available for rent for \$11.00 per semester. Small lockers rent for \$6.00 per semester. The Finance Department handles rentals shortly after classes begin. Be forewarned at the end of each semester the contents are turned over to our Lost and Found Department and will be disposed of, if not claimed, in 45 days.

Lockers are also available through the Physical Education Equipment Room. They also offer a convenient towel service. The fee is \$25.00 per year for lockers and towel service.

Mount Royal College does not accept responsibility for any damage to the contents or loss of items from lockers which have been rented to students and/or other parties.

There is an additional \$5.00 Lock Deposit Fee which is refundable when the lock is returned.

Newspapers

The Journal

A regular newspaper produced by Journalism students.

Reflector

You needn't major in journalism to contribute to this Students' Association-sponsored paper. Always controversial, the Reflector welcomes new blood to its staff.

Night Life

Cabarets

They are a weekly Students' Society happening in Wyckham House. Your Students' Association also sponsors concerts. Watch for posters announcing all live entertainment.

Concerts

The Instrumental Society Series, the Calgary Chamber Music Society Series, the Mount Royal Choral Society Series and the ever popular Mount Royal Dinner Concert Series are regular concerts held at Mount Royal College. Subscriptions for the four main concert series can be obtained through the Societies Office, 240-6862 or PACES, 240-6996.

Pub Nights

Every Wednesday is Pub Nite in Wyckham House. Live bands and lots of fun are the highlights of the evening. Come on down, relax and enjoy yourself with your friends.

Parking

Designated Student Parking is available at the College on a first-come, first-served basis. Permits cost \$10.00 for the Fall and Winter Semesters and \$5.00 for the Spring Semester. Permits may be purchased at the Parking Office located at the West Gate. Office hours are 8:30 a.m. to noon, and 12:30 to 3:30 p.m., Monday to Friday. Hours may be extended during peak demand periods.

Handicapped Parking is available near the Old West Entrance, the East Gate and on the northside of Wyckham House. Persons using Handicapped Parking must display a valid Handicapped Permit, which is available at the Parking Office.

Pool

Our 25 by 25 metre indoor pool has seen canoeing, kayaking, scuba diving, waterpolo, diving, life saving instruction and even the occasional swimmer! Spectator seating above the pool makes it suitable for competitive activities.

When not in use for teaching, the pool is available to MRC students and employees during "Campus Recreation free swim" times and is available to MRC students, employees, and the general public during "public swim" times.

A Mount Royal College I.D. card allows students free use of the pool. The general public pays a nominal fee. There is no charge for Senior Citizens or children under 6 years of age. MRC employees must obtain an Activity Card to use the facilities.

For information regarding hours and prices phone 240-6523 or drop by the Equipment Room.

Racquetball/Squash

Although we do not have courts at the College, Campus Recreation has made arrangements with nearby clubs for recreational play and instruction. Full details about discounted vouchers are available at Campus Recreation, Room 1069 B. Please see 'Campus Recreation' in this section of the Calendar.

Radio

CMRC, the College radio station, operated by Broadcasting Diploma students, broadcasts in-house and via cable.

Registrar's Office

This is your first and last stop at Mount Royal College for:

- academic appeals
- admission and evaluation of documents
- articulation arrangement (Secretarial Arts)
- Calendars and program brochures
- credit by examination
- graduation information
- grade reports
- grievances and grievance appeals
- high school visitations and liaison activities
- marks reviews
- registration
- registration adjustment (drop-add)
- requests for information about program offerings
- statistical information
- transcripts
- transfer credit
- transfer to universities and colleges.

Security and Public Safety

Campus Security and Public Safety is responsible for ensuring the safety and security of all persons using the College's facilities and protecting its equipment and assets. The department is located at the West Gate and operates 24 hours a day, year round. Some of the services offered to students are: emergency first aid, a lost and found, after dark escorts to cars for students and vehicle boosting in cold weather. Students are urged to call Security at 240-6897 or 6898 if they are witness to an incident or require assistance.

Shops

Bookstore - See 'B' for Bookstore listing.

Collegiate Shop - See 'C' for Collegiate Shop listing.

Smoking Policy

Effective August 15, 1990, smoking will not be permitted in any Mount Royal College facility. The co-operation and support of students, staff, faculty, management, Board of Governors and visitors to the College would be appreciated to create a healthier environment.

Complaints regarding the infringement of this policy should be referred to the Manager, Chairperson or Supervisor of the area for violations by College employees. The Department of Campus Security and Public Safety should be notified of violations by students or the public. Breach of this policy will be treated in the same manner as breaches of other existing College policies.

Currently, smoking is permitted in designated areas only.

Special Events

Spring Ball, Fall Frosh, and other events are publicized through the Collegiate Shop in Wyckham House. Call 240-6401 for further information.

Student Employment Centre

Whether you are looking for a job now, or in the future, the Student Employment Centre should be your first stop. We offer the following services:

1. Part-time, full-time and summer job postings.
2. Job search workshops and individual assistance with resumes and interview techniques.
3. On-campus recruiting and special events such as career fairs and guest speakers.
4. Employer directories and recruiting information.

The Employment Centre is located in the Student Services Department, Room A222, Kerby Hall.

Student Mail

Mount Royal College does not forward student mail nor does it release student addresses to third parties. Any mail for students from outside parties should be sent to their home addresses.

Students' Association

The Students' Association is made up of all students attending Mount Royal (including full and part-time students). Each year the students elect an Executive and government to organize student activities and to operate Wyckham House.

Your student fees and building fees go directly to the Students' Association. The benefits to you as a student include:

- a powerful voice on College decision-making committees;

- student-owned areas in the student centre, Wyckham House: games room, typing room, collegiate shop and information centre, The Reflector, society offices, and the Wyckham House Bar and Lounge;
- access to societies and clubs designed to keep you active and in-touch with students who share your interests;
- student newspaper;
- a support network that provides services and benefits to you the student.

For further information call 240-6401.

Tennis Courts

Four asphalt courts are available at no cost. Check availability at the Equipment Room. Please see 'Campus Recreation' in this section of the Calendar.

Theatres

The College has two performance theatres linked by a common stagecraft and dressing room area. The Leacock Theatre, set aside for music and speech events, seats 330. Full theatrical lighting, sound equipment and movable seating makes the 270-seat Wright Theatre ideal for drama productions. Adjacent to both theatres you'll find the Stage Door Restaurant - especially active when we host Dinner Theatre. In addition to these two theatres, the 380-seat Ford Theatre hosts lectures, films and special events.

Typing Room

Eight new electric typewriters are available for student use in the Typing Room which is located on the third floor of Wyckham House in Room Z305. Come see the Students' Association secretary for a key to a typewriter between the hours of 9 a.m. to 5 p.m. Monday to Friday.

Weight Room

The weight room features universal weight machines and an abundance of free weights and accessories. The hours of operation are the same as the nearby Equipment Room except for a few classes that may be scheduled during the day. The schedule is posted at the Weight Room. Please see 'Campus Recreation' in this section of the Calendar.

Worship

Mount Royal College has had a spiritual tradition through the years which stems from the original vision of Dr. George Kerby. Chaplaincy services have been available over the past 75 years. Currently, a wide range of services are provided including counselling and weekly discussions as well as support groups which take place in the chapel each Wednesday from 12-2. The chaplaincy office is open daily from 10:00 a.m. to 5:00 p.m. in the Student Services Department on the second floor of Kerby Hall.

The chaplain is available as a resource person and will provide guidance on spiritual issues. Phone 240-8942.

Wyckham House

Wyckham House is the new Student Centre. Opened for the fall semester, Wyckham House has already become a meeting place for all students.

Wyckham House is operated by the Students' Association of Mount Royal College. Located next to the West Gate, it contains many services and activities for all students.

Inside Wyckham House there are five food kiosks (providing different types of food ranging from oriental to pizza). The Collegiate Shop, Wyckham House Bar and Lounge, Games Room, Typing Room, Quiet Study Areas (on the second and third floors), Photocopiers (on the basement level at a cost of five cents per copy), Society Offices (located on the basement level), The Reflector, and meeting rooms are also located in Wyckham House .

It is hoped that Wyckham House can create an atmosphere where all students feel they belong.

Wyckham House Bar and Lounge

Wyckham House Bar and Lounge is open six nights a week from 3 p.m. to 1 a.m. Special events occur every night from Monday Nite Football to Staff Appreciation Night on Thursdays.

The bar welcomes all staff and students to come on down to watch the big eight foot screen or dance to the music with our D.J.'s.

GLOSSARY

Please note that the definitions that follow are general definitions. More specific explanations of these terms as they are used at Mount Royal College may be found throughout this Calendar.

Academic Schedule

- a calendar of important College dates such as the first and last day of classes, deadline for payment of fees, last day to withdraw from a course.

Admission

- acceptance of a person who has formally applied to attend the College. Individuals are admitted if they meet the entrance requirements for the program they wish to study and submit all the necessary forms and supporting documentation.

Admission Requirements

- sometimes called entrance requirements.
- the background an applicant must have before being admitted to study at the College. Age, a high school diploma, letters of reference, Mathematics 30, and a Ministry of Transport Medical Clearance are examples of different types of admission requirements.

Advisor

- sometimes called an academic advisor or program advisor.
- a faculty member who helps students select courses that will satisfy graduation requirements for the students' program. One or more advisors have been assigned to each program the College offers. Students should keep their original advisor as long as they stay in their original program.

Appeal

- a request that a grade on a particular piece of work or a final standing in a course or program be changed on grounds related to the accuracy or fairness of the mark assigned.

Approved Option

- a course relating to a student's field of study that must be chosen in consultation with and approved by the appropriate program advisor.

Arts and Science Requirement

- a course selected from each of any four of the seven Arts and Science areas. See "General Graduation Requirements" in this Calendar.

Auditor

- often referred to as an auditing student.
- a student who pays to attend a credit class. An auditor does not receive credit for attending the course and is not allowed to participate in assignments or exams. To audit a course, students must have the permission of the instructor.

Certificate

- a parchment awarded to students who have completed all the requirements of a certain program. Certificates usually indicate completion of eight months (two semesters) of full-time studies.

Continuing Student

- a student who took one or more courses at Mount Royal College in the preceding semester. Students who attend the Winter Semester, miss the Spring Semester, and then return for the Fall Semester are also called continuing students.

Convocation

- the ceremony to celebrate with those students who successfully completed their program and satisfy the College's graduation requirements. The graduation services are held in the Fall.

Corequisite

- course(s) students must take at the same time they are taking certain other courses.

Course Load

- the number of courses a student takes in a semester

Credit

- often called credit hour.
- a number assigned to the "amount of learning" a student receives through a combination of lectures, tutorials, seminars, labs. In some courses, one credit may equal one hour of class time per week.

Deferred Final Examination

- students who miss a final examination due to some compelling reason may apply, through the Office of the Registrar, to write the examination at a later date. Refer to the 'Examination Policy' and 'Deferred Examination' sections located under "Academic Regulations".

Diploma

- a parchment awarded to students who have completed all the requirements of a certain program. Diplomas usually indicate completion of 16 months of full-time studies spread over two years (four semesters).

Directed Readings

- special arrangement whereby students may pursue and receive credit in areas of study on an independent basis. See Directed Readings under the "Course Description Section" of this Calendar for procedures and restrictions.

Disqualified Student

- a student who is no longer allowed to attend Mount Royal College for a specified period of time. Students are disqualified because they did not do well in their courses. The College grade report will carry a notation "Required to Withdraw".

Drop/Add

- frequently referred to as registration adjustment or change of registration.
- the time at the beginning of a semester when students can change courses. Courses which are "dropped" at this time do not show on a student's record.

EASL

- English as a Second Language.
- special English courses offered to students who do not speak, read or write English well enough to handle a full load of College courses. The EASL courses do not count toward graduation, nor are they considered when a Letter of Recommendation is being prepared.

Elective

- a course that is not specified for a program but counts towards a diploma or certificate. While program advisors may recommend certain courses to fulfill elective requirements, students may freely choose their electives.

Fees

- see "Tuition"

Full-time Student

- for admission, registration, basic skills testing, and advising purposes, a full-time student is one who is enrolled in three (3) or more courses.
- for financial assistance under *The Province of Alberta Student's Finance Act* and for fee assessment purposes, a full-time student is considered to be one taking 9 credits or more. See "Fees" and "Financial Aid and Scholarships".
- for Income Tax Deductions a full-time student must be enrolled in a minimum of 10 credits (excluding High School courses and Learning Skills courses).
- for participation on a Mount Royal College Athletic Tournament Team, a full-time student must be taking 9 credits.

Grade Point Average

- an average of a student's marks. Because the College does not use percentage grades for final marks, each letter grade is assigned a number of points (i.e., A = 4 points, D = 1 point) so that the marks can be added together and averaged. For more information, see the "Academic Status" section of this Calendar.

Grievance

- a claim or complaint by a student that a College unit has reached a decision not in keeping with College policy or taken an erroneous action which adversely affects the student.

Instructor

- sometimes called a faculty member or teacher.
- a qualified individual who teaches at the College.

Limited Enrollment Program

- often referred to as a limited or quota program.
- a program which only accepts a certain fixed number of first-year students.

Option

- a course selected by the student from the list of courses available in the Calendar. It counts toward a diploma or certificate.

Parchment

- award received for successful completion of a credit diploma or certificate program and the College's graduation requirements.

Part-time Student

- a student who enrolls in one or two courses.

Personal Data Form

- issued to a new student upon acceptance to a full-time program at the College or to a continuing student upon receipt of an Intent to Register. It contains the student's personal and demographic data such as name, sex, date of birth and address information. It is designed to permit updates to this information each semester.

Petition

- a request that a regulation be waived on compassionate grounds or because of extenuating circumstances (e.g., petition for readmission or against disqualification).

Prerequisite

- a course(s) that students must pass before taking another course.

Program

- an approved group of related courses leading to a diploma or certificate.

Re-Admitted Student

- a student who has taken course(s) at Mount Royal College before but not in the preceding semester.

Registration

- the period before each semester when students sign up for classes and pay fees. Students cannot register in courses until they have been admitted to the College.

Required Courses

- often called compulsory courses. A specific course in a program that relates to the field a student is studying. Students may not substitute any other course for a required course without the written permission of the program chairperson. To graduate, students must complete all the required courses shown in the program pattern.

Required to Withdraw

- see "Disqualifies Student".

Scholarship

- a sum of money given to students that does not have to be paid back. Scholarships are usually given for high marks, though there are a number of different scholarships available.

Semester

- often known as an academic session. Each academic year at the College is divided into periods of time called semesters. At Mount Royal, the Fall and Winter Semesters each last 16 weeks. There is also one Spring Semester which usually lasts six or eight weeks. Students who attend Spring Semester receive the same number of hours of instruction as they would in the Fall or Winter Semester.

Senior Matriculation

- frequently known as university entrance.
- a term used in Alberta to describe a student who has an Alberta High School Diploma (100 credits) with five 30-level subjects, including English 30 and Mathematics 30 as well as one social science 30 subject, one natural science subject and one 30-level option. These five subjects must be chosen carefully as different subjects are required for entrance to the various university faculties.

Student Loan

- a government loan to help students pay for books, tuition, and living expenses while attending a college, university or technical school. Students must start paying back most or all of their loan once they have been out of school for six months. See the "Financial Aid and Scholarships" section of this Calendar for more information.

TOEFL

- Test Of English As A Foreign Language.
- an international test which must be written by every applicant to the College whose native language is not English.

Transcript

- sometimes called an academic record or student record.
- a permanent record of all of a student's courses, credits and grades. Transcripts are kept by the Office of the Registrar and Director of Admissions and are only released upon written request by the student.

Transfer Credit

- sometimes called advance credit, advanced standing, or credit for previous knowledge.
- credit given for something learned before a student comes to Mount Royal College. Students may be awarded transfer credit for courses they have taken at another accredited college, university or technical school. Transfer credit is only given when the experience an applicant acquired through previous study is almost identical to that which he/she would have if he/she had enrolled in one of the credit courses the College offers.

Tuition

- frequently called fees.
- money which students must pay the College to attend courses. Tuition and fees cover things such as accident insurance, athletics and some laboratory costs. They do not cover text books.

Withdrawal

- procedure for a student who withdraws from a course or the College, and stops attending classes. Students who do not withdraw from courses using the proper procedures and forms are given an 'F' grade in the course(s) even if they never attended class.

BOARD OF GOVERNORS

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P. R. Munroe, C.M.A.
T. E. Royer, B.A.Sc., M.B.A.
D. E. Thomson, A.I.I.C.

ADMINISTRATIVE STAFF

President's Office:

President
D. N. Baker, B.A., M.A., Ph.D.
College Secretary
P. J. Musclow, B.A.
Director, Office of Institutional Analysis and Planning
L. R. Wallace-Hulecki, B.Sc.
Director, Capital Resource Development
D. W. Johnson, B.A., B.Sc.

DIVISION OF ACADEMIC AFFAIRS

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Dean of Arts
K. Robson, B.A. (Hon.), M.A., M.A.
Dean of Community and Health Studies
D. Stouffer, B.A., M.Ed., Ed.D.
Dean of Science and Technology
A. Kershaw, B.Sc. (Hon.), M.A., F.R.G.S.
Dean of Business Studies and Applied Arts
D. Thomas, B.A. (Hon.), M.A., P.G.C.E., M.A.
Director of Conservatory of Music and Speech Arts
N. Burgess, B.Ed. (Dist), M.M.E., D.M.E. (Dist)
Dean of Continuing Education and Extension
J. Lathrop, R.N., B.Sc., M.A.
Dean of Academic Services
A. Dymont, A.L.A., F.L.A.
Registrar and Director of Admissions
A. Alisauskas, B.A. (Magna Cum Laude), M.A.
Learning Skills Centre Co-ordinator
P. Franklin, B.A., M.A.
Academic Development Centre Director
L. Korella, B.Ed., M.Ed., Ph.D.

College Librarian

M. Bailey, B.A., M.A., M.L.S.
Director of Student Services
J. MacNeil, B.A., B.Ed., M.Ed., Ed.D.

DIVISION OF ADMINISTRATIVE SERVICES

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Controller - Finance
R. J. Westmore, B.Sc., C.G.A.
Director, Human Resources
B. R. Mahon, B.Ed., M.A., Ph.D.
Director, Information Systems
G. G. Mathezer, B.Eng., M.Sc., M.B.A.
Director, Physical Resources
S. J. Foster, P.Eng.
Director, Ancillary Services
E. E. Raynr

ACADEMIC STAFF

Alderson, K.; B.A., M.Sc. (Calg); Counselling.
Allan, R.; B.A. (Econ)(Calg), B.Ed. (Calg); Secretarial Arts & Office Administration.
Armstrong, L.; B.Ed. (Sask), M.S.W. (Calg); College Prep.
Asquith, D.; R.N., B.Sc.N. (U of T); Nursing.
Baker, D.; B.A. (UBC), M.A., Ph.D. (Stanford); History; President.
Balcors, J.; B.A. (Mich St), M.S. (Iowa St); Communications.
Baxter, J.; B.A. (Hon)(Calg), M.Sc. (Calg); Rehabilitation Services.
Bellas, M.; B.Sc.(Hon)(Loyola), Ph.D. (Alta); Business Administration.
Besse, T.; B.Ed. (Alta), M.A. (Wash); Drama.
Birdwell, M.; B.A. (N.Colo St), M.Sc.(Colo St), Cert. Psych.; Counselling.
Brayton, G.; B.S.W., M.S.W. (Calg), Ph.D. (CPU Calif) R.S.W.; Criminology and Child Care Worker.
Brindley, S.; B.Sc. Dip.Ed. (Queensland), B.Ed., M.Sc. (Math), M.Sc.(Ed), Ph.D. (Calg); Mathematics.
Brothers, L.; B.Sc. (Man), M.B.A. (Calg); Computer Science.
Brown, N.; B.Sc., M.B.A. (Ore); Business Administration.
Brown, T.; B.Sc., M.B.A.; Marketing.
Brown, T.; B.A. (Hon) (Brock), M.A. (Carleton), Ph.D. (Queen's); History; Chairperson, Department of Humanities.
Brydon, M.; B.A., G.Dip.Ed. (Man), B.Ed. (Alta), M.A. (Calg); French, Latin.
Burke, R.; Criminology.
Calosing, R.; B.Sc. (San Augustin), M.Sc. (Alta); Chemistry.

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Patipatanakoon, M.; (Suzuki Piano)

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Thompson, M.; B.Mus. (Suzuki Piano)

Orchestras

Miller, V.; B.M., M.M., D.M.A. (Calgary Regional Wind Ensemble)

Neumann, B.; B.Mus. (M.R.C. Junior Orchestra)

Thompson, J.; L.R.A.M. (Calgary Youth Orchestra) (Co-ordinator, Orchestral Programs)

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Page, S.; A.T.C.L., B.Mus.

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Shannon, A.; B.Mus. Perf.

Shyba, C.; B.Mus., M.Mus., A.R.C.T.

Southard, J.; A.R.C.T.

Syer, J.; B.Mus, M.Mus., M.M.A., D.M.A.

Turner, P.; L.R.A.M., A.R.C.M.

Waite, J.; A.R.C.T., A.Mus., B.Mus., M.Mus.

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Crozman, J.; B.Mus.; Fiddle

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Grossman, J.; B.Mus.; Violin

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Neumann, B.; B.Mus.; Violin, Viola

Szodka, E.; Dip. (Basel); Violin

Thompson, J.; L.R.A.M.; Viola

Van der Sloot, B.; Violin

Woodwind Faculty

Climie, S.; B.Mus.; Clarinet

Dornian, A.; B.Mus., M.Mus.; Flute

Dornian, P.; B.Mus., M.Mus.; Clarinet

Eselson, L.; B.Mus., M.Mus.; Flute

Friedenberg, E.; B.Mus.; Saxophone

Landa, J.; B.Mus., M.Mus.; Oboe

Reid, C.; B.Mus., M.Mus.; Saxophone

Sussman, D.; B.Sc.; Oboe

Thomas, W.; Clarinet, Saxophone

Brass Faculty

Caswell, D.; B.Mus, M.Mus.; French Horn

Eastep, M.; B.Mus.; Tuba

Engstrom, H.; B.Mus.; Trumpet

Kellan, T.; B.Mus.; Trumpet

MacPherson, H.; Grad. (Berlee); Trombone, Euphonium, Tuba

Millar, C.; B.Mus.; Trombone

Reid, D.; Trombone

Schiedel, A.; A.R.C.T.; Trumpet, Baritone

Wilhelm, G.; B.Mus.; Trumpet

Percussion Faculty

De Boeck, G.

Schuett, M.; B.Mus., M.Mus.

Classical Guitar Faculty

Carne, S.; B.Mus., M.F.A.

Comtois, A.

Galvez, M.; Dip.(Hon) (Spain)

Harp Faculty

O'Sullivan, M.; B.A., B.Mus.

Jazz/Contemporary Popular Performance

Chew, J.; Guitar

Day, R.; Trumpet

De Boeck, G.; Drums

Diver, D.; Piano

Friedenberg, E.; B.Mus.; Flute, Saxophone

Hyde, J.; Bass

Millar, C.; B.Mus.; Trombone

Vocal/Choral Faculty

Dabbs, K.; A.M.U.S., B.A., B.Ed.(Music)

Erhardt, J.; B.M. (Biola), M.Mus (USC)

Ferguson, D.; A.R.C.T., B.Ed., M.M.

Galvin, V.; B.A. Mus.

Lebane, J.; Artist Lic. Dip.

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Trevor, P.; B.Mus.

Wallace, B.; B.Mus., M.Mus.

Accompanists

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Balzer, L.; A.R.C.T., B.Mus.
Berelovich, Y.; Diploma (Lithuania)
Dusevic, D.; B.A., B.Paed., A.R.C.T. Voice, A.R.C.T. Piano
Hart, J.
Jacques, J.; B.Mus, M.A.
Jones, S.; B.Mus.
Mahon, F.; B.A., A.T.C.M.
Prince, J.
Smith, M.
Waite, J.; B.Mus., M.Mus., A.R.C.T., A.M.U.S.
Yee, B.; B.Mus., M.Mus.

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Grainger, M.; A.R.C.T., B.Mus.
Keown, E.; B.Mus., Dip. (Salzburg)
Maxwell, S.; A.R.C.T., B.Ed.
Mundie, M.; B.Ed.
Nadler, S.
Noren, W.; B.Mus.
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ACADEMIC PROGRAM ADVISORY COMMITTEES

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Harvey, P.; Director, Elizabeth Fry Society.
Klaus, J.; Warden, Drumheller Institution.
Kolbert, F.; Director, National Correctional Service of Canada.
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Smith, J.; Safety and Security Co-ordinator, Foothills Provincial General Hospital.
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Early Childhood Education and Development

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Hughes, L.; Residential Service.
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Engineering

Under Review.

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Environmental Technology

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 Peck, G.; Alberta Environment Pollution Control.
 Pool, A.; Pan Canadian Petroleum Ltd.
 Sloan, R.; Mount Royal College.
 Swendson, Y.; Mount Royal College.
 Trump, G.; Mount Royal College.
 Ullman, P.; Environmental Management Associates.
 Waisman, D.; Energy Resource Conservation Board.
 Weibe, W.; Petroleum Industry Training Services.

Geophysics

Under Review.

Interior Design

Bain, C.; Cohos Evamy and Partners.
 Cran, C.; Altaplan Consultants Ltd.
 Crittenden, H.; Marshall Cummings.
 Evans-Warren, H.; Helen Evans Interior Designs.
 Klimuszko, W.; Artek Contracting Ltd.
 Leary, H.; Novalta Properties.
 Martens-Baron, S.; R.I.D.I.A. Representative.
 Rhodes, T.; Rhodes and Duncan.
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 Taipale, J.; Kraemer Taipale.
 Thomas, D.; Faculty of Business Studies and Applied Arts, Mount Royal College.
 Warr, S.; Novalta Properties.
 Wright, J.; Angus Wright Design.

Journalism

Ferguson, R.; City Editor, The Calgary Sun.
 McTighe, F.; Editor, High River Times.
 Motley, L.; Journalism Student.
 Park, G.; Business Editor, The Calgary Herald.
 Scott, S.; Entertainment Editor, The Calgary Herald.

Learning Skills

Under Review.

Leisure Services

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 Jackson, P.; Director, Alberta Recreation & Parks.
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Nursing and Allied Health

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 Hirst, S.; Faculty of Nursing, University of Calgary.
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 Rowe, M.; Assistant Executive Director, Rockyview Hospital.
 Smith, J.; Registrar, Alberta Association of Registered Nurses.
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Occupational Hygiene Technology

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Petroleum Geology

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Rayer, F.; Tanqueray Resources.
Tippett, C.; Shell Canada Ltd.
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Petroleum Land Management

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Williams, T.; Home Oil Company Limited.
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Physical Education

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McGinn, A.; Principal, St. Mary's Community School.
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Tanney, A.; Director of Nursing, Psychiatry, Foothills Hospital.

Public Relations

Arlette, V.; Canterra.
Boynton, D.; PIR Advertising Ltd.
Lawless, J.; Canadian Airlines International.
Long, A.; Calgary Tourist and Convention Bureau.
McKenzie, S.; Canada Employment and Immigration Commission.
Rennie, J.; Public Relations, Gulf Canada Resources.
Reynolds, B.; Baker Lovick Communications Ltd.
Szkwarz, M.; Public Relations Department, Foothills Hospital.
Will, J.; Trimac.

Rehabilitation Services

Baxter, J.; Faculty, Rehabilitation Services, Mount Royal College.
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Clark, M.; Faculty, Rehabilitation Services, Mount Royal College.
Creighton, T.; Executive Director, Providence Child Development Centre.
Cummings, H.; Early Intervention Program, Alberta Social Services.
Estey, I.; Co-ordinator, Day Training Program, Baker Centre.
Fomwald, J.; Executive Director, Calgary Association for the Mentally Handicapped.
Groeneweg, Dr. G.; Research Director, V.R.R.I.
Hughes, L.; Residential Service.
Hughson, A.; Rehabilitation Studies, The University of Calgary.
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Joo, A.; Director, Calgary Residential Services Society.
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Morgan, D.; Program Specialist, Calgary Board of Education.
Peddie, L.; Alumnus.
Tolley, C.; Bow Point Alternatives.
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Secretarial Arts

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Berndt, B.; Petro Canada.
Carter, M.; Bennett Jones.
Chown, K.; MacLeod Dixon.
Dunn, W.; Alberta Social Services.
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Jackson, L.; Chairperson, Secretarial Arts and Office Administration, Mount Royal College.
Skene, M.; Simmons Drilling.
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Social Service Careers

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Kemp, G.; Faculty of Social Welfare, The University of Calgary.
Krug, D.; Supervisor, Alberta Social Services.
Lemiski, M.; Social Services, Mount Royal College.
Manning, D.; Alumnus.
McLean, D.; First-year Student Representative.
Mellow, R.; Faculty, Mount Royal College.
Nicoll, M.; AASW Representative.
Nuckles, J.; Second-year Student Representative.
Pasukonis, S.; Social Worker, Private Practice and Sessional Instructor.
Sargenia, A.; Social Worker, Private Practice and Sessional Instructor.
Strain, B.; Social Worker, Alberta Social Services and Community Health.

Speech

Barregar, D.; C.B.C. Radio Announcer.
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Robson, K.; Dean, Faculty of Arts, Mount Royal College.
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Theatre Arts

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Krausnick, W.; Ernest Manning High School.
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Kraft, W.; Air Canada.
Palmer, M.; KLM Travel.
Sully, G.; Jarvis Travel Ltd.
Vye, D.; Marlin Travel.

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