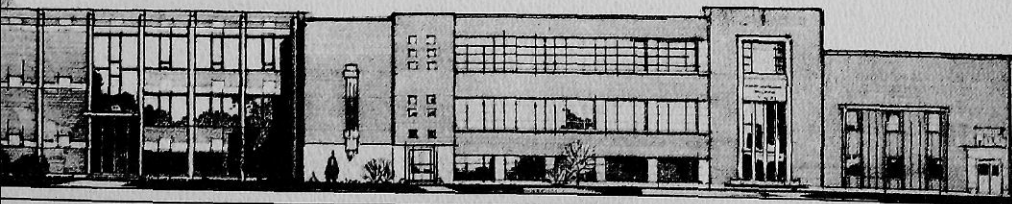




# MOUNT ROYAL JUNIOR COLLEGE

CALGARY - ALBERTA

*Calendar*  
1964 - 1965



## JUNIOR COLLEGE — ACADEMIC CALENDAR — 1964-65

### Fall Semester 1964

September 8 - 11		— Supplemental examinations.
September 14 & 15		— Registration for Fall Semester
September 16	Wednesday	— Classes begin.
September 30	Wednesday	— Last day for admission to the Fall Semester
October 2	Friday	— Last day for program changes
October 12	Monday	— Thanksgiving Day. College closed.
November 11	Wednesday	— Remembrance Day. Classes continue.
November 16	Monday	— Mid-term week-end. College closed.
November 27	Friday	— Last day for withdrawal from courses.
December 18	Friday	— Last day of classes before Christmas vacation.
December 19—January 3		— Christmas vacation.
January 4	Monday	— Classes resume.
January 8	Friday	— Last day of classes in the Fall Semester.
January 9 - 16		— Final examinations for the Fall Semester.

### Spring Semester 1965

January 20	Wednesday	— Registration Day for Spring Semester.
January 21	Thursday	— Classes begin.
February 1	Monday	— Registration for Spring-Summer Session in Arts and Science.
February 1	Monday	— Last day for admission to the Spring Semester.
February 2	Tuesday	— Classes in Spring-Summer Session begin
February 3	Wednesday	— Last day for program changes.
March 1 - 5		— Supplemental examinations for Fall Semester courses.
March 8 - 13		— Mid-term examinations.
March 15	Monday	— Mid-term week-end. College closed.
March 24	Wednesday	— Last day for withdrawal from courses.
April 16	Friday	— Good Friday. College closed.
April 21	Wednesday	— Final examinations in University and CMUP programs begin.
May 1	Saturday	— Last day of classes in the Spring Semester.
May 3 - 8		— Final examinations for Spring Semester.
May 6	Thursday	— Surveying School for second year Engineering students begins.
May 14	Friday	— College Graduation.

# Mount Royal Junior College

— of —

## THE UNITED CHURCH OF CANADA



**A member of the American Association of Junior Colleges**

Incorporated by the Province of Alberta under an Act to Incorporate Mount Royal College, 1910, Second Session, Chapter 39 (assented to December 16, 1910) and as amended by the Fourth Session of the Ninth Legislature of the Province of Alberta in 1944 and as amended by the Legislature on March 31, 1950.

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**BOARD OF GOVERNORS**  
**— OF —**  
**MOUNT ROYAL JUNIOR COLLEGE**

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

REV. W. J. COLLETT, C.D., B.Ed., M.A., B.D., D.D. (Principal)  
 Calgary

J. G. Anderson, D.V.M.  
 Calgary

George Brown Calgary	W. F. Johns Calgary	Rev. N. R. Mercer, B.A., D.D. Calgary
H. Cameron Calgary	C. B. Johnson, B.Sc., M.A. Lethbridge	MacDonald Millard, Q.C. Calgary
G. M. Carlyle Calgary	W. R. Johnston Picture Butte	C. O. Nickle Calgary
Rev. D. B. Carr Calgary	George C. Lancaster Calgary	S. T. Reynolds, B.A., B.Sc. Calgary
E. Connelly Calgary	H. J. Love Calgary	I. C. Robison Calgary
Ivor Crimp Toronto	H. H. Love Calgary	G. Smith Calgary
A. Dixon, M.L.A. Calgary	E. B. Lyle Calgary	C. F. Steele Calgary
J. M. Farrell Calgary	Rev. G. Preston MacLeod, M.A., D.D. Calgary	George Stott Calgary
C. J. Ford, Q.C., LL.D. Calgary	R. Maxwell Calgary	L. A. Thorssen Calgary
R. Fulton Indus	F. A. McKinnon, M.Sc. Calgary	C. N. Vanderputten Calgary
J. M. Gardiner Calgary	W. Lloyd McPhee Calgary	A. West Calgary
Mrs. W. J. Harper, B.A. Edmonton	C. E. Mansell Calgary	R. W. Wood Carstairs
W. E. Howard Calgary	J. A. Mather Calgary	
R. H. Jenkins Calgary		

The President of the Alberta Conference of the United Church of Canada.

The Secretary, the Board of Colleges and Secondary Schools, United Church of Canada.

The Chairman, Committee on Students and Colleges, Alberta Conference, United Church of Canada.

The Chairman, Committee on Students and Colleges, Calgary Presbytery, United Church of Canada.

# — ACADEMIC SENATE —

W. J. COLLETT, C.D., M.A., B.D., D.D.	Principal and Chairman of the Academic Senate, Mount Royal Junior College, Member of the University of Alberta Senate.
L. E. WILLMOTT, B.A.Sc., M.A.	Registrar, Mount Royal Junior College, and Secretary of the Academic Senate.
R. N. ANDERSON, B.A., B.Ed., M.A., Ph.D.	Associate Professor of Philosophy and Head of the Department of Education Foundations, University of Alberta, Calgary..
F. E. CHURCHLEY, B.Mus., M.A., Ed.D., A.R.C., L.R.C.T.	Associate Professor of Fine Arts and Head of the Department of Fine Arts, University of Alberta, Calgary.
REV. C. A. S. ELLIOT, B.A., B.D., S.T.M., Ph.D.	President of the Alberta Conference of the United Church of Canada.
HON. C. J. FORD, Q.C., LL.D.	Board of Governors, Mount Royal Junior College.
E. F. GUY, M.A., Ph.D.	Associate Professor of English and Head of the Department of English, University of Alberta, Calgary.
P. J. HODGSON, L.R.A.M., A.R.C.M., A.R.C.O., A.R.C.C.O.	Director of Mount Royal College Conservatory of Music and Speech Arts.
J. W. JAMES, B.A., Ed.M.	Assistant Superintendent of Secondary Schools, Calgary Public School Board.
O. A. KELLY, B.A., M.A.	Director of High School, Mount Royal Junior College.
L. W. KUNELIUS, B.Sc., M.A.	Superintendent of Schools, Department of Education.
S. A. LINSTEDT, B.Sc., M.Ed., Ph.D.	Professor of Secondary Education and Head of the Department of Curriculum and Instruction, University of Alberta, Calgary.
E. B. LYLE	Lyle Bros. Ltd., Member of the Board of Governors, Mount Royal Junior College.
REV. G. PRESTON MacLEOD, M.A., D.D.	Minister of Knox United Church, Calgary, Board of Governors, Mount Royal Junior College.
R. W. McCREADY, B.Sc., M.Sc.	Director of Junior College, Mount Royal Junior College.
REV. N. R. MERCER, B.A., D.D.	Minister, Central United Church, Calgary, Board of Governors, Mount Royal Junior College.
REV. J. L. PATERSON, B.A., B.D.	Chaplain to Mount Royal Junior College, Southern Alberta Institute of Technology and the University of Alberta, Calgary.
JOHN R. PRESCOTT, B.Sc., Ph.D., D.Phil.	Associate Professor of Physics, University of Alberta, Calgary.
S. T. REYNOLDS, B.A., B.Sc.	Refinery Manager, Imperial Oil Ltd., Calgary, Board of Governors, Mount Royal Junior College.
J. VAN TIGHEM, B.A., B.Ed.	Superintendent of Separate Schools, Calgary.
S. R. VINCENT, B.Ed., B.Sc., B.D., S.T.M.	Dean, Mount Royal Junior College.
HOWARD P. WRIGHT, LL.D.	Chairman, Board of Governors, Mount Royal Junior College.

# ORGANIZATION OF MOUNT ROYAL JUNIOR COLLEGE

## The General Administration

W. J. Collett, C.D., B.Ed., M.A., B.D., D.D. ....	Principal
S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M. ....	Dean
R. N. Anderson, B.A., B.Ed., M.A., Ph.D. ....	Academic Advisor to the Principal
L. E. Willmott, B.A.Sc., M.A. ....	Registrar
W. G. M. Rae .....	Business Manager
M. S. Feader, C.D., B.A., B.Comm., M.B.A. ....	Director of Development

## The Junior College

R. W. McCready, B.Sc., M.Sc. ....	Director of the Junior College
S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M., Acting Head of Department of Arts and Science	
C. H. Cook, LL.B., M.B.A. ....	Head of Department of Business Administration
M. A. Spring, B.Sc., P.Eng. ....	Head of Department of Engineering
Donald M. Halstead, B.A. ....	Head of Career Programs
J. W. Hepburn .....	Director of Secretarial School

## The High School Division

O. A. Kelly, B.A., M.A. ....	Director
J. A. Brown, B.Ed., B.A. ....	Assistant to the Director
E. G. Tyson, B.Sc. ....	Director of Evening College

## The Administrative Advisory Council

Composed of the Principal, Dean, Registrar, Business Manager, Directors and Heads of Departments, it exercises advisory, executive, and disciplinary functions.

## The Library

M. Katharine Willmott, B.A., M.A. ....	Head Librarian
Agnes A. Pitt .....	Assistant Librarian
C. Kathleen Tyson .....	Assistant Librarian

## Student Counselling Services

F. J. Hawkes, B.A. ....	Director
Jacqueline Dougherty, B.A., M.A. ....	Counsellor
F. W. Halliday, B.A. ....	Counsellor (Men in Residence)
Laura C. Muir, B.A., B.L.I. ....	Counsellor
J. L. Paterson, B.A., B.D. ....	Chaplain and Counsellor
Patrick R. Judge, B.A., L.Th., B.D. ....	Chaplain and Counsellor
Esther Snider, B.A., M.A. ....	Counsellor
R. Soley, B.A., M.A. ....	Counsellor
R. G. Wyckham, B.A., M.B.A. ....	Counsellor (Student Affairs)

## Department of Athletics

B. H. Brooks, B.Sc., M.Sc. ....	Director
Harold Lewis Werner, B.Sc., M.Sc. ....	Head Football Coach and Instructor
Patricia Dewar .....	Assistant

## The Residence

Thelma G. Paulson .....	Matron and Supervisor of the Girls' Residence
F. W. Halliday, B.A. ....	Co-ordinator of the Men's Residence
Patricia C. Feader .....	Assistant to the Supervisor of the Girls' Residence
C. Clyde Tyson .....	Assistant to the Supervisor of the Men's Residence

## The Dining Room

V. H. Knott .....	Director of Food Services
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Principal Emeritus  
John H. Garden, B.A., B.D., D.D.

## THE ACADEMIC FACULTY

- WILLIAM J. COLLETT, C.D., B.A., B.Ed., (Alberta), M.A. (Columbia), D. D. (St. Stephen's College). Principal and Instructor in Psychology.
- B. H. BROOKS, B.Sc., M.S. (Brigham Young). Director of Athletics and Instructor in Physical Education and Recreation.
- PETER D. CHIMBOS, B.A. (Great Falls), M.A. (Montana State). Instructor in Sociology.
- D. P. R. COATES, Instructor in Radio and Television.
- C. H. COOK, LL.B. (Saskatchewan), M.B.A. (Western Ontario), Head of the Department of Business Administration and Instructor in Business Administration.
- LUCY J. DYER, B.Sc. (New Brunswick), M.Sc. (Western Ontario). Instructor in Zoology.
- R. G. DYER, B.B.A. (New Brunswick), M.B.A. (Western Ontario). Instructor in Business Administration and Economics.
- M. STANFORD FEADER, C.D., B.A. (Queen's), B.Comm. (Ottawa), M.B.A. (Western Ontario). Director of Development and Instructor in Business Administration and Economics.
- DONALDA M. HALSTEAD, B.A. (Manitoba). Head of Career Programs and Instructor in English.
- PETER HODGSON, L.R.A.M., A.R.C.M., A.R.C.O., Instructor in Music Appreciation.
- HARISH C. JAIN, B.Comm. (Delhi), M.B.A. (Indiana), M.A. (Journalism), (Indiana). Instructor in Business Administration and Journalism.
- PATRICK R. JUDGE, B.A. (Sir George Williams), L.Th. (Montreal Diocesan Theological College), B.D. (McGill). Chaplain and Instructor in Religion.
- OWEN A. KELLY, B.A., M.A. (Alberta). Instructor in English.
- JOHN C. KENYON, B.Sc., M.Sc. (Alberta). Instructor of Mathematics.
- RALPH W. McCREADY, B.Sc. (Alberta), M.Sc. (Illinois). Director of Junior College and Instructor in Chemistry.
- RONALD C. MILLER, B.Comm. (British Columbia), M.B.A. (Western Ontario). Instructor in Business Administration.
- FRANK S. MORLEY, B.A. (British Columbia), B.D., D.D. (Presbyterian College), Ph.D. (Edinburgh). Instructor in History.
- JACK L. PATERSON, B.A., B.D. (Manitoba) Chaplain and Instructor in Religion.
- LEONA F. PATERSON, A.T.C.M. Instructor in Speech.
- PETER E. PITSILADIS, B.Comm. (Sir George Williams), M.B.A. (Western Ontario). Instructor in Business Administration.
- MAURICE A. SPRING, B.Sc. (Alberta), P.Eng. Head of the Department of Engineering and Instructor in Engineering.
- JEAN WALKER, B.A. (Mount Allison). Instructor in Secretarial Science.
- ROBERT G. WYCKHAM, B.A. (Waterloo University College), M.B.A. (Western Ontario). Student Advisor and Instructor in Business Administration. (On leave of absence for doctoral degree).

## SESSIONAL INSTRUCTORS

- FRANK ANDERSON, B.A. (Saskatchewan), M.S.W. (Toronto). Instructor in Social Welfare.
- P. I. BEDIZ, B. Geol. Engr., M. Geophysical Engr. (Colorado School of Mines). Instructor in Geology.
- JOHN A. BROWN, B.A., B.Ed. (Alberta). Instructor in Government.
- M. D. COLEMAN, B.A., B.Ed. (Saskatchewan), B.L.S. (Toronto). Instructor in Library Science.
- JOSEPHINE CORMACK, B.A. (Drama), (Alberta). Instructor in History of the Theatre.
- BEATRICE GARNER, B.Sc. (South Dakota State), M.A. (Michigan State). Instructor in Sociology.
- H. M. GUTMAN, B.Comm. (Alberta), C.A. Instructor in Accounting.
- BEVERLY GROBERMAN, B.I.D. (Manitoba). Instructor in Interior Design.
- J. H. HASSETT, B.A., M.Sc. (British Columbia). Instructor in Physics.
- P. HEPHER, B.A. (British Columbia), B. Journalism (Carleton). Instructor in Journalism.
- JOYCE HORNE, B.A., M.A. (Manitoba). Instructor in Psychology.
- REV. JAMES C. KELLY, Instructor in Roman Catholic Religion.
- J. S. MACKAY, M.A. (Glasgow). Instructor in French.
- NORMAN McLEOD, B.Ed., M.A. (Alberta). Instructor in History.
- F. LAURA MUIR, B.A. (Saskatchewan), B.L.I. (Emerson). Instructor in Speech.
- A. R. PLOTNICK, B.A. (Temple), M.A., Ph.D. (Pennsylvania). Assistant Professor of Political Economy.
- SHARON RICHMAN, B.A., M.A. (Alberta). Instructor in English.
- C. B. SELMSER, B.Sc. (Union College), M.Sc. (McGill). Instructor in Geology.
- GORDON E. STEPHENSON, B.A., M.A. (Alberta). Instructor in Psychology.
- ALBERT E. THOMPSON, B.A., B.Ed. (Alberta). Instructor in Mathematics.
- EVELYN E. VINCENT, B.A. (Manitoba), B.L.S. (Toronto). Instructor in Library Science.
- W. J. WILSON, B.A. (Manitoba). Instructor in English.

## HISTORY OF THE COLLEGE

Mount Royal College was founded in 1910 under the sponsorship of the Board of Colleges of the Methodist Church and through the efforts of a group of public spirited citizens, together with Rev. Dr. George W. Kerby, minister of Central Methodist Church. In the fall of that year the Legislature of the Province of Alberta granted the College a charter to conduct an institution of learning for both sexes in elementary and secondary education, and for instruction in music, art, speech, drama, journalism, commercial and business courses, technical and domestic arts. Its management and administration was placed in the hands of a Board of Governors to consist of not more than forty members and not less than twenty-four. Hon. W. H. Cushing was appointed Chairman of the Board and Dr. George W. Kerby the first principal.

Under the principalship of Dr. Kerby the College opened in 1911 with a registration of 154 students in its academic and commercial departments and the Conservatory of Music. Since then the College has grown steadily to 750 students registered in academic and secretarial departments, and 1,120 students in the Conservatory of Music, in the 1962-63 academic year.

With the Church Union in 1925 Mount Royal College came under the supervision of the Board of Colleges and Secondary Schools of the United Church of Canada. In 1931, Dr. Kerby and the Board of Governors succeeded in establishing a university department in its Junior College Division. In the same year the College discontinued its elementary school program because, by this time, elementary schools had been established in all communities of the province. Its university department started with the teaching of the arts and science courses of the freshman and sophomore years.

Dr. John H. Garden succeeded Dr. Kerby as principal when Dr. Kerby retired in 1942. Dr. Garden served the College from 1942 to 1959. Many changes were effected in this period. The scope of the College charter was broadened by amendments in 1944 and 1950. After the first amendment the College began teaching engineering courses in its university department. Dr. Garden devoted much time and energy toward improvement of the original building and raising funds for the erection of the Kerby Memorial Building and the G. D. Stanley Gymnasium which were completed in 1949. In the fall of 1956, the Business Administration department of the Junior College was established. The rapid increase in enrollment at this time demanded a look towards future expansion. To meet the immediate needs of the College a wing was added to the Kerby Memorial Building in 1957.

In January, 1959, Rev. W. John Collett was appointed as principal when Dr. Garden retired. Dr. Collett served the College from September, 1948 as its dean and shared many of the responsibilities of guiding the College.

In 1961 the Kerby Memorial Building was remodelled and a large new wing was added. This gave the College new classrooms and science laboratories, an adequate library, a snack bar and lunch room seating 120, and a modern students' lounge.

## THE JUNIOR COLLEGE

Education in today's world is the gateway to a more abundant life. As a result ever increasing numbers of students are looking for educational opportunities beyond the high school.

Overcrowded universities and vocational schools have for years been attempting to meet this demand, and now, since World War II, they have been joined by a comparative new phenomenon, the Junior College.

Junior Colleges are not universities, nor are they vocational schools. Instead they have features of both. Their curricula include many of the subjects taught at the university level and many other subjects designed to equip students for the world of work. They provide post high school educational opportunities for two types of students: (a) high school graduates who wish to take one or two years of additional education designed to equip them for a variety of careers. (b) high school graduates who wish to take their first and second year of university education in a smaller, more personalized atmosphere before transferring to a large university.

Junior colleges place their emphasis on the teaching ability of their faculty members and on the desirability of gearing each student's program to his level of interests and abilities. They are committed to the belief that the educational process is not part of an assembly line, but is tailored to the needs of the individual student.

## MOUNT ROYAL JUNIOR COLLEGE

In its first fifty years Mount Royal College has grown from a small parochial school into a Junior College that attracts students from all parts of North America.

The curriculum offers many diversified and challenging programs of study. For the student interested in Mathematics and Science, Mount Royal Junior College offers opportunities in Engineering at both the pre-professional and the technician level. A career in Commerce, Law, Medicine, Dentistry, Pharmacy, or Teaching may await the student enrolled in the Department of Arts and Science. The Department of Business Administration caters to students interested in business management positions, and offers courses leading to university degrees as well as a two-year career program. The aim of the Career Department is to provide semi-professional training in such fields as Radio and Television, Community Service, Library Clerical, Journalism, Interior Design, and Recreation. Specialized courses in these specific vocations are taken in conjunction with courses from the Arts and Science Department. In some areas it is possible to proceed for further education after completing two years at the Junior College level.

It is the basic belief at Mount Royal College that a student may best realize his potential through a careful selection of an appropriate program of studies. This calendar is designed to acquaint potential students with such programs and courses. The need for discussing his career choice with a counsellor cannot be overemphasized. The counselling, administrative, and teaching staffs are at all times ready to assist students in solving their personal and scholastic problems. Experience has shown that a high percentage of these student problems are related to an unwise choice of a program of studies.

Time taken now to examine this Calendar in detail and then visit the College to discuss programs of study with a faculty member will be time well spent.

## ADMISSION

The general admission policy of Mount Royal Junior College is to admit students who have the necessary background knowledge and skills required to succeed in the program of studies they wish to undertake in the college.

An Alberta High School diploma (or equivalent) is the basic requirement for entrance to most of the programs while others such as Program A in both the Arts and Science and Business Administration departments have specific requirements. (These are described in detail as part of the specific program outlines.)

The Committee on Admission may admit students who lack a formal educational background provided that they are at least 21 years of age and can demonstrate their competence in the necessary subject areas. Occasional exceptions will also be made for students under twenty-one years of age to allow them to complete their high school requirements while taking some junior college courses.

Students who are in doubt as to their eligibility are encouraged to consult with the Registrar or the Counselling Department for the purpose of clarifying their position.

## HOW TO APPLY

- (1) Obtain an application form and a request-for-transcript card by writing to the Registrar, Mount Royal College, Calgary.
- (2) Fill out the application form and send it and the registration fee of \$5.00 to the Registrar, Mount Royal College.
- (3) Fill out the request-for-transcript card and send it and \$1.00 to the Examinations Branch, Department of Education, Edmonton, unless your high school record is from outside Alberta.
- (4) A student who has had his High School work outside Alberta should secure and send in a transcript of his complete High School record.
- (5) If a student applies before the results of any Grade XII examinations he has written are sent out by the Department, the report of these Departmental examinations should be sent to the Registrar as soon as he receives it from the Department.
- (6) Students will be held responsible for the correctness and completeness of all information given on application and registration forms.
- (7) A student who applies without sending an official transcript may be granted only tentative admission on the student's statement of his record. An official transcript is required before formal admission is granted.
- (8) If there is any doubt in the student's mind about entrance qualifications or about what courses he should take, it is strongly recommended that he come to the College for a personal interview. Telephone 266-4611.

## WHEN TO APPLY:

An application for admission may be sent in any time during the Spring for the following Fall. It is important that applications be received by August 15th if possible. Applications received after that date will be considered in the order in which they are received, until the classes are filled.

## REGISTRATION PROCEDURE

Every student who has been accepted for admission must come to the College in person to register at the time indicated in his acceptance letter. A student who wishes to register after the designated date for registration must pay a late registration fee of \$5.00 plus \$1.00 per day, in addition to the regular registration fee. A

student is responsible for the completeness and accuracy of his registration. Particular care should be exercised with regard to prerequisite courses, since no credit can be allowed for a course unless the student has credit in the prerequisite course.

## CHANGES IN REGISTRATION

A student may not withdraw from a course or change from one course to another without first obtaining the permission of the Head of the Department and the Director of the Junior College. A "Course Change" form may be obtained from the Registrar, and must be completed and returned to the Registrar before the change becomes official.

## THE GRADE-POINT SYSTEM

One of the letter grades of A, B, C, D, E and F will be assigned to each subject at the end of each semester according to the following standards:

	Value in Points
A—first class standing or excellent work .....	4
B—second class standing or above average work .....	3
C—third class standing or average work .....	2
D—fourth class standing or slightly below average work .....	1
E—incomplete work .....	0
F—a failure without the privilege of a re-test .....	0
FS—failure with the privilege of a supplemental examination .....	0
WF—withdrawal from the course with penalty .....	0
W—withdrawal from the course without penalty .....	—

Under the description of the course, the number of credit-hours assigned to each course is shown. The number of credit-hours is arrived at on the basis of the number of lecture hours per week given in the course. One laboratory period or recitation period of two hours or more is equivalent to one credit-hour.

The number of grade-points received by a student for a course will be equal to the product of the points assigned to the letter grade and the credit-hours assigned to the course.

$$\text{The grade-point average} = \frac{\text{sum of the grade-points for all courses taken}}{\text{Total number credit-hours assigned to courses taken}}$$

The "D" Grade. Students should note that several "D" grades may lower the overall average below 2.0 grade points. In some universities the "D" grade is not accepted for credit. In Mount Royal Junior College in the Engineering department a "D" is considered a failure in Mathematics 120, 210 and 211.

The "E" Grade. A grade of "E" represents an incomplete course. If a student at the end of the semester has not completed the course to the satisfaction of the instructor, regardless of his mark on the final examination, he will receive this grade. An "E" grade must be removed within one month of the beginning of the following semester or it will automatically become an "F". Any student who receives this grade should immediately consult his Department Head. If a student who has an "E" grade requests a transcript sent out before the "E" grade is removed, an "F" will be shown on the transcript.

The "F" Grade. This grade is a failure. Its value in points is zero. Repeating the course does not erase the grade from the student's record.

The "FS" Grade. This is a failing grade but with the privilege of trying a supplemental examination. The student's final grade will be determined by the grade he receives on his supplemental examination. A student may try only one supplemental examination in any one course.

## THE DEAN'S HONOUR ROLL

Students of outstanding scholastic ability and good citizenship who display leadership qualities or otherwise contribute to the welfare of the College may have their names placed on "The Dean's Honour Roll" and become members of the Honours' Society. To be eligible, a student must carry at least 16 credit hours, including Physical Education and Religious Education, per semester.

Appointments will be made by the Administrative Advisory Council at the end of each semester.

### Qualifications:

#### A. Academic:

A grade-point average of 2.7, with no grade lower than C.

#### B. Extra-Curricular:

A contribution to the life of the College in any of the following:

- (1) Holder of an office in a recognized Junior College Society or organization.
- (2) Member of the regular team in any College sponsored sport.
- (3) Winner in an educational competition, such as: essay writing, debates, public speaking.
- (4) Contributor to college life generally, by writing significant articles in the College publications, by sponsoring outstanding speakers to address the student body, or by some other activity approved by the Administrative Advisory Council.

Students who qualify for "The Dean's Honour Roll" will be granted temporary membership in the Honours Society. They must maintain their eligibility in subsequent semesters in order to continue the temporary membership.

At the end of their fourth semester students who qualify for "The Dean's Honour Roll" will become permanent members of the Honours Society, and will be awarded a gold emblem and certificate.

## REQUIREMENTS FOR GRADUATION

An Associate Diploma is awarded a student on graduation from the Junior College if he has:—

- (1) satisfactorily completed at least 68 credit hours of work.
- (2) an overall grade-point average of 2.0.
- (3) passed the required courses of his department, as shown in the program of studies.

## SUPPLEMENTAL EXAMINATIONS

A student may apply to write a supplemental examination in any course except one in which he received an "F" grade. Application must be made on the form obtainable from the Registrar by February 15 for Fall Semester courses or August 15 for Spring Semester courses. The examination will be written in early March and in early September (see Academic Calendar). The grade assigned after the supplemental examination is written will be the final grade for the student in that course, whether it is a higher or a lower grade than he first received. The fee for a supplemental examination is \$10.00 per paper; this must accompany the application.

## RELIGIOUS EDUCATION

A true education helps to develop broad insights into every part of man's nature. This requires knowledge of the various academic subjects, and equally essential are training in citizenship, and an appreciation of our religious and spiritual heritage. In this belief, courses in Religious Education are included among the required subjects in the program of every student, and yield equivalent credits towards a Mount Royal Junior College Diploma. Some universities accept courses in Religious Education as credit towards their degree.

Classes for Protestant students are conducted on a non-demoninational basis, using an historical approach for the study of our religious heritage. Great care is exercised to stimulate both critical thinking and, at the same time, to see that the beliefs of individuals are respected. These classes are recognized by The Canadian Council of Churches, and special denominational certificates are issued by the Anglican and United Churches for each course satisfactorily completed.

The Roman Catholic students meet regularly with a priest. For students of other religious persuasions, special arrangements for their studies must be made with the Dean.

Successful completion of a course in Religious Education each semester is required for graduation.

## PHYSICAL EDUCATION

Successful completion of a course in Physical Education each semester is required for graduation. Courses are shown for men and women in the Description of Courses.

## TRANSFER OF CREDITS

A student who has successfully completed a two-year transfer program in Mount Royal Junior College may apply to a senior university for admission to the junior year. Early in his course the student should consult the Counselling Service concerning the admission requirements of the university he has chosen.

Upon written application from a student a transcript of his work at Mount Royal Junior College will be forwarded to a designated educational institution or business firm. A "Request for Transcript" form may be obtained in the General Office, and must be completed and submitted to the Registrar. The transcript issued by the College will include only the subjects taken while attending Mount Royal Junior College. Credits earned at other schools must be presented on separate documents issued by the institution attended.

Students who register in any Junior College program are under the sole jurisdiction of Mount Royal College and have no relationship with an institution to which they plan to transfer until that institution has accepted them as students. The policies and regulations set forth in this Calendar are those that will govern all students registered in Mount Royal College.

## **ATTENDANCE**

Regular attendance at classes is required of all students. If fewer than 80% of classes have been attended by a student, permission to write the final examination may be withdrawn, should the instructor so recommend to the Director of the Junior College. This will result in a grade of "WF".

## **ASSIGNMENTS**

Permission to write the final examination may be withdrawn if assignments are not handed in within the prescribed time, should the instructor so recommend to the Director of the Junior College. This will result in a grade of "F".

## **RESTRICTIONS FOR FAILING GRADES**

A student who fails in two or more courses in any one semester will be required to consult with the Director of the Junior College before re-registration. The student may be required to withdraw, or to register for a restricted program, or be placed on probation. The decision will be made by the Director.

If a student fails two or more courses at the end of the Fall Semester, he may be required to withdraw from any position held in the student government organization and, as well, activities outside his academic program may be curtailed.

## **REMEDIAL ASSISTANCE**

The Junior College is established for the purpose of encouraging students to continue their education, and attempts to offer the sincere student an opportunity to overcome any deficiencies. If an instructor decides that a student has inadequate background for any course, the student will be required to take any action recommended by the Head of his Department.

## **WITHDRAWAL FROM THE COLLEGE**

Withdrawal from the College may be granted only on application to the Registrar, on the official form. For refund of fees see page 65.

## **ASSEMBLIES**

From time to time assemblies are called for the entire student body. These are for the purpose of hearing some important speaker who is in the city, for meeting with church leaders, for the conduct of student business and the presentation of awards, for meeting with the Principal, and for giving information to the student body. Attendance is compulsory.

## **STUDENT ACTIVITIES**

Extra-curricular activities are financed and controlled by the students through an elected council. The glee club, student newspaper, football and basketball teams, yearbook, social functions, curling bonspiel, cultural week, and bowling league are a few of the many activities sponsored for student enjoyment and growth. Facilities available for student activities include a large modern lounge, the Dr. G. D. Stanley gymnasium, and council and yearbook offices.

## GENERAL CONDUCT

Admission to the College implies a contract to observe its regulations. Violation will lead to disciplinary action. If a student is expelled, **there will be no refund of fees.**

The use or possession of intoxicants is prohibited.

Smoking is permitted only in certain designated areas.

## SAFETY OF MONEY AND VALUABLES

The College will not be responsible for money, valuables, or clothes left in halls, rooms, or in lockers. Deposits of money may be placed with the Business Office and withdrawals made at specified times.

## LOCKER SERVICE

For the benefit of day students, lockers are provided and are available at a nominal rental. Every day student is required to rent one in order to have a place for books, gymnasium shoes, clothes, etc. The College does not assume responsibility for loss of money or valuables.

## THE COLLEGE RESIDENCES

Residences for both young women and young men are maintained for the convenience of out-of-town students who attend the College. Some Calgary students may be admitted by special request. All students whose homes are not in the city are expected to avail themselves of the accommodation supplied by the residences. **Out-of-city students who desire to live out of residence may do so only by special permission from the principal.**

**When a student takes a room in the Residence it is on the clear understanding that he will occupy it for the complete academic year unless other arrangements have been made with the Registrar previously. Since the College must enter into contracts for instruction, supervision, dining room, and other commitments, permission cannot be given to a student to leave the Residence unless he is withdrawing from the College.**

Information about the College residences may be secured by writing to the College for a Residence folder.

# The Department of Arts and Science

Mount Royal Junior College offers two groups of courses at the university level:

- 1) One group of courses is determined by our affiliation with the University of Alberta.
- 2) The other courses are entirely separate from the University of Alberta and serve a different group of people with a variety of educational plans, university or otherwise.

## COURSES IN AFFILIATION WITH THE UNIVERSITY OF ALBERTA

These courses are taught with the approval of and in co-operation with the University of Alberta. The content in each subject, the textbooks used, and the length of time of instruction are the same as at the University of Alberta. The instructors normally hold at least a Master's degree in their area of instruction, and some hold a Doctorate. These instructors must be approved by the Junior College Committee of the University of Alberta. Mid-terms, tests, and assignments parallel those of the University of Alberta, and the final examinations, while written at Mount Royal Junior College, are the same as the examinations set and used at the University of Alberta. Students in these courses are registered as students of Mount Royal Junior College and are in no way considered as students of the University of Alberta. Upon successful completion of their work at Mount Royal Junior College, and the attaining of satisfactory standing on the final examinations, these students may then apply to transfer to the University of Alberta, where they may be accepted for further studies. They may also make application to any other university.

Mount Royal Junior College offers the First Year Courses needed to enter most of the Second Year programs in Arts and Science and the Second Year in some of the other faculties. Some faculties require one or two years of Arts prior to entry into that faculty. Mount Royal Junior College can provide this First Year for most faculties.

Mount Royal Junior College offers courses which will enable the student to obtain credit in the following University of Alberta courses. (The numbering of courses follows the University of Alberta, Calgary, calendar). Students may then transfer to the Calgary or Edmonton campus, or to other senior Universities.

Accounting	200	*Economics	200	*History	205	Physics	245
Business	202	*English	240	*Mathematics	211	*Psychology	202
*Chemistry	230	French	200	Mathematics	281	*Sociology	202
Chemistry	250	Geology	201	Physics	200	*Zoology	220

(All courses are offered in the Fall-Winter term. Courses marked with an asterisk are offered in the Spring-Summer term. Others may be added depending on demand).

Students registering at Mount Royal Junior College and planning to transfer to the University of Alberta, will select their subjects on the same basis as the students at the University of Alberta. In addition, each student is required to register for two hours per week in Physical Education and classes in Religious Education. Students should consult with the Mount Royal College Counselling Department or the Head of the Department of Arts and Science in selecting courses.

## OUTLINE OF PROGRAMS

### Program A—First Year University Program.

- Fall and Winter term—runs from September to April.
- Admission requirements: complete Senior Matriculation as required by the University of Alberta.
- Course content: five First Year University subjects as outlined and suggested by the various Faculties.
- Physical Education and Religion.

**Program S—First Year University Program.**

- Spring and Summer term—February to August.
- Admission requirements: same as above.
- Course content: same as above in Program A.
- Physical Education and Religion.

**Program C—Combined Matriculation and University Program (C.M.U.P.)**

This program has been designed by Mount Royal Junior College in consultation with the University of Alberta, especially for those students who lack only one of the six required Grade XII subjects for complete matriculation standing or whose average in the six subjects is not quite that of the 60% average required for admission to the University of Alberta.

Students may apply for registration in the Combined Matriculation and University Program (Program "C") provided they can meet the following requirements:

- 1) Must possess an average of 60%, or better, in five (5) of the six Grade XII subjects required for Matriculation with a pass mark of 50% in each.
- 2) English 30 must be included among the five subjects submitted in (1).

**COURSES NOT IN AFFILIATION WITH THE UNIVERSITY OF ALBERTA**

These courses are designed to meet the educational needs of that large group of people who wish to further their education and who either do not wish to go on to further university work or who are not able to meet the entrance qualifications of Canadian universities. In order to make up for the lower entrance qualifications, students in these programs normally take two years with Mount Royal Junior College and another two years at a senior institution. Those who satisfactorily complete such a program will usually be granted a Bachelor's degree by the senior university.

Since each University sets its own entrance and course requirements, the selection of suitable courses in the first and second year taken at Mount Royal will depend upon the type of program desired and the requirements of the University to which the student plans to transfer. Before registering, the student should confer with the Mount Royal College Counselling Office, or with the Head of the Department of Arts and Science, in order to have his program approved.

**Program D—Two-year transfer program.**

Fall and Winter term—mid-September to early May.  
Spring and Summer term—February to August.

**Admission requirements:** Alberta High School Diploma or its equivalent. (Adults under certain circumstances may be admitted. These should apply to the Committee on Admission for consideration.)

**Advanced standings:** Those with the necessary background may be admitted into Second Year after consultation with the Head of the Department.

**Maximum program permitted:** The normal maximum program which a student will be allowed to take is 19 credit hours per semester. Special permission may be granted a student to take up to 20 or 22 hours, depending on background and other factors.

**Course content:**

1. English, Religious Education and Physical Education are required in both years of all programs.
2. Up to the maximum credits allowed, students may elect from most of the courses listed in the back of the calendar. Such courses are chosen depending on course requirements, prerequisites, etc. The student should consult with the Counselling Department or the Head of the Department.

**Transfer of credits:** Most universities require at least a 2.0 grade-point average for the entire post-high school course of studies.

# The School of Business Administration

The School of Business Administration was established in the Fall of 1956 in response to a community demand. The Business Diploma Program of evening courses began in the Fall of 1962 to offer advanced university level courses to the Calgary and district business community. The school offers the first two years of work of a four-year degree course, career programs of one and two years, and a wide selection of courses in the Business Diploma Program in the Evening College (Adult Education Division).

Admission to the School depends upon the individual program of the student and is specified under the heading for each program of studies. Adult, mature students may be admitted to various programs upon special application and consideration by the Admissions Committee. Special students may be admitted under unusual circumstances.

## SEMESTER SYSTEM

The school operates on the semester system. Students in most programs may enroll either in September (the fall semester) or in February (the spring semester). Students who enroll in February will normally complete their courses in January of the second year.

## THE CASE METHOD OF STUDY

Some of the subjects in the School of Business Administration are taught by the case method. Under this method the student is presented with a series of situations or problems taken from actual business life. These are analyzed and discussed. While textbooks and other reference material are also used, it is the cases themselves that are the subject of study. Thus the student learns about business administration by studying and handling business problems. The number and variety of cases presented give him ample opportunity to develop his thinking in terms of business problems. At the same time he acquires a considerable knowledge of business practices and techniques. Most of the cases currently used in the department have been collected by the Harvard Graduate School of Business. There are also a number of Canadian business problems collected by the University of Western Ontario and by the University of Alberta. The Mount Royal Junior College Business Case Research Group is continually adding additional business case studies from Calgary and southern Alberta.

## REPORT WRITING

The requirement of written reports on cases in certain subjects is a prominent feature of the instruction in the School of Business Administration. The normal classroom period of sixty minutes does not permit complete analysis of all aspects of a case, nor is it desirable that the instructor dovetail all the pieces of the analysis into a near consistent pattern, for this will destroy much of the spontaneity of case discussion. For these reasons, a necessary and important part of instruction under the case method consists of the periodic preparations of a searching, comprehensive, and detailed case analysis in written form. All reports must be typewritten.

## REMEDIAL ENGLISH

Those students showing a need for further instruction in English usage are required to attend and pass a short course in English grammar and composition, and in business report writing. This is given in the first semester of attendance after normal class hours. The College reserves the right to refuse to grant standing to any student who has not attained a satisfactory level of English usage. There is an additional nominal fee for this extra tuition.

## **BUSINESS ADMINISTRATION TRANSFER PROGRAMS**

The School has distinct programs to fit different aims and academic standings of students.

### **TRANSFER PROGRAM "A"**

This program is designed for students with senior matriculation standing who wish to continue their studies in the junior year of a university which demands this standing for entrance. A student who is deficient in one subject for matriculation may be admitted to this program under the special provisions of the Combined Matriculation and University program.

### **TRANSFER PROGRAM "B"**

This program is designed for students who hold an Alberta High School Diploma, or its equivalent, and who wish on graduation from Mount Royal Junior College to enter the junior year of a university which accepts this standing.

### **UNIVERSITY DEGREE IN SECRETARIAL SCIENCE TRANSFER PROGRAM "C"**

This program is designed for women who hold an Alberta High School Diploma or its equivalent, who wish to complete the first two years of a four-year course for the Bachelor of Arts degree in Secretarial Science. Registration in this course is limited to twenty-five students each year. Students planning to complete degrees at a Canadian University must have senior matriculation.

### **TWO-YEAR DIPLOMA IN BUSINESS ADMINISTRATION PROGRAM "D"**

This program is designed for young men and women who wish a two-year program of good business training. Each application will be considered separately by a Committee on Admissions, therefore, applicants should send in a record of all previous training. Maturity, experience in business, commerce or industry, as well as academic standing will be taken into consideration in granting admission.

### **ONE-YEAR CERTIFICATE PROGRAM "E"**

This program is designed for the young man or woman who wishes only one year of intensive business training. The requirement for admission is the same as to Program "D".

### **MODIFIED HIGH SCHOOL AND BUSINESS ADMINISTRATION PROGRAM "F"**

The student who has two or more high school subjects to complete for either his High School Diploma or Matriculation may, with special permission, be enrolled in the School of Business Administration. The student will take some business subjects while completing his high school requirements. No formal program of courses is outlined as each case is dealt with on its merits.

### **BUSINESS DIPLOMA PROGRAM "BDP"**

For admission to this program a student must be at least twenty-three years old, with minimum business experience of three years. No other previous educational record is required. However, if he hopes to have his BUSINESS DIPLOMA PROGRAM courses applied as credits towards a University Degree, he must, of course, meet the standing educational requirements of the University he plans to attend. All Business Diploma courses are offered in the late afternoon and evening to enable the student to continue in full-time employment while completing the requirements for the DIPLOMA. Details of the course of studies are contained in a separate bulletin. (Write for the Business Diploma Program Bulletin).

## REQUIREMENTS FOR GRADUATION IN ALL BUSINESS ADMINISTRATION PROGRAMS

A "C" or higher in Business Administration, Organization and Management, 110-111 or Business 202.

A "C" or higher in Economics 110-111 or Economics 200.

No mark lower than "D" and a grade point average of 2.0.

### DETAILS OF PROGRAMS

TRANSFER PROGRAM "A"—Admission requirements: Senior Matriculation or its equivalent, or acceptance in the combined Matriculation and University program (CMUP).

FIRST YEAR				SECOND YEAR			
Fall Semester		Spring Semester		Fall Semester		Spring Semester	
Business	110	Business	111	Business	222	Business	223
Economics	110	Business	111	Economics	230	Economics	231
English	110	English	111	Economics	234	Economics	235
French	110	French	111	English	210	English	211
Psychology	110	Psychology	111	Phys. Ed.		Phys. Ed.	
Phys. Ed.		Phys. Ed.		One of:		One of:	
One of:		One of:		History	220	History	221
Mathematics	112	Mathematics	113	History	230	History	231
Mathematics	120	Mathematics	121	One of:		One of:	
Religion		Religion		Chemistry	110	Chemistry	111
				Geology	110	Geology	111
				Physics	110	Physics	110
				Religion		Religion	

TRANSFER PROGRAM "B"—Admission requirements: Alberta High School Diploma or its equivalent, including Mathematics 20.

FIRST YEAR				SECOND YEAR			
Fall Semester		Spring Semester		Fall Semester		Spring Semester	
Business	110	Business	111	Business	222	Business	223
Economics	110	Economics	111	Phys. Ed.		Phys. Ed.	
English	110	English	111	One of:		Government	211
Phys. Ed.		Phys. Ed.		Economics	230	One of:	
One of:		One of:		Economics	234	Economics	231
Mathematics	102	Mathematics	103	Business	240	Economics	235
Mathematics	112	Mathematics	113	Business	250	Business	241
Mathematics	120	Mathematics	121	One of:		Business	251
One of:		One of:		English	210	One of:	
Psychology	110	Psychology	111	English	220	English	211
Sociology	110	Sociology	111	(Bus. Commun.)		English	221
Religion		Religion		History	230	(Bus. Commun.)	
				One of:		One of:	
				Chemistry	110	Chemistry	111
				Geology	110	Geology	111
				Physics	110	Physics	111
				Zoology	110	Zoology	111
				Religion		Religion	

An elective may be allowed in the first year.

SECRETARIAL SCIENCE TRANSFER PROGRAM "C"—Admission requirements: High School Diploma.

**FIRST YEAR**

**SECOND YEAR**

Fall Semester		Spring Semester		Fall Semester		Spring Semester	
Business	110	Business	111	Business	222	Business	223
Economics	110	Economics	111	Economics	230	Economics	231
English	110	English	111	Sec. Sc.	210	Sec. Sc.	213
Sec. Sc.	112	Sec. Sc.	113	Sec. Sc.	254	Sec. Sc.	255
*French	110	*French	111	One of:		One of:	
Phys. Ed.		Phys. Ed.		English	210	English	211
One of:		One of:		English	220	English	221
Psychology	110	Psychology	111	(Bus. Commun.)		(Bus. Commun.)	
Sociology	110	Sociology	111	One of:		One of:	
Religion		Religion		Chemistry	110	Chemistry	111
				Physics	110	Physics	111
				Geology	110	Geology	111
				Zoology	110	Zoology	111
				Religion		Religion	

\*Elective: required for the University of Western Ontario.

DIPLOMA PROGRAM "D"—90 High School credits or by special approval of the Committee on Admissions.

**FIRST YEAR**

**SECOND YEAR**

Fall Semester		Spring Semester		Fall Semester		Spring Semester	
Business	110	Business	111	English	220	English	221
Economics	110	Economics	111	(Bus. Commun.)		(Bus. Commun.)	
Mathematics	108	Mathematics	109	Phys. Ed.		Phys. Ed.	
Phys. Ed.		Phys. Ed.		Religion		Religion	
One of:		One of:		One of:		One of:	
English	104	English	105	Psychology	110	Psychology	111
English	220	English	221	Sociology	110	Sociology	111
Bus. Commun.		Bus. Commun.		Business	222	Business	223
One of:		Sec. Sc.	113	†Three electives		†Three electives	
Sec. Sc.	110	Religion					
Sec. Sc.	112	*Elective					
Religion							
*Elective							

\*Depending upon the student's high school record, an elective may or may not be permitted, in the first year.

†Any courses offered in Business Administration after consultation with the Chairman

ONE-YEAR CERTIFICATE PROGRAM "E"—Admission requirements: Entrance by special approval of the Committee on Admission.

Fall Semester		Spring Semester	
Business	110	Business	111
Economics	110	Economics	111
Small Bus. Mgmt.	212	Small Bus. Management	213
Sec. Science	112	Sec. Science	113
Phys. Ed.		Phys. Ed.	
Bus. Accounting	222	Bus. Accounting	223
One of:		One of:	
English	104	English	105
English	220 (Bus. Communication)	English	221 (Bus. Communication)
One of:		One of:	
Bus. Law	240	Bus. Law	241
Bus. Marketing	250	Bus. Marketing	251
Bus. Publ. Rel.	257	Bus. Retailing	253
Bus. Sales	254	Bus. Sales Mgmt.	255
Bus. Personnel	262	Bus. Supervision	260
Bus. Investment	228	Bus. Production	
		Bus. Public Speaking	119
Religion		Religion	

A Mount Royal Junior College Certificate in Business Administration will be awarded on the successful completion of this program.

### ENTRY IN THE SPRING — JANUARY, 1965

The following programs of study are intended for students entering the School of Business Administration in the **Spring Semester**—January, 1965—to begin two-year transfer or diploma programs. Such students, after four semesters of successful work, will graduate in January, 1967.

### Transfer Program "A"

FIRST YEAR				SECOND YEAR			
Spring Semester		Fall Semester		Spring Semester		Fall Semester	
Business	111	Business	222	Business	223	Business	110
Psychology	111	Economics	110	Economics	111	Psychology	110
Economics	235	French	110	French	111	Economics	234
English	111	Economics	230	Economics	231	English	110
English	211	One of:		One of:		English	210
Phys. Ed.		Mathematics	112	Mathematics	113	Phys. Ed.	110
One of:		Mathematics	120	Mathematics	121	One of:	
History	221	One of:		One of:		History	220
History	231	Chemistry	110	Chemistry	111	History	230
Religion		Geology	110	Geology	111	Religion	
		Physics	110	Physics	111		
		Zoology	110	Zoology	111		
		Religion		Religion			

## Transfer Program "B"

FIRST YEAR				SECOND YEAR			
Spring Semester		Fall Semester		Spring Semester		Fall Semester	
Business	111	Economics	110	Economics	111	Business	110
English	111	Phys. Ed.		Phys. Ed.		English	110
English	211	Business	222	Business	223	English	210
Phys. Ed.						Phys. Ed.	
		One of:		One of:		History	230
One of:		Mathematics	102	Mathematics	103		
History	221	Mathematics	112	Mathematics	113	Two of:	
Government	211	Mathematics	120	Mathematics	121	Economics	234
						Business	240
Two of:		One of:		One of:		Business	250
Economics	235	Chemistry	110	Chemistry	111		
Business	241	Geology	110	Geology	111	Religion	
Business	251	Physics	110	Physics	111		
		Zoology	110	Zoology	111		
Religion							
		One of:		One of:			
		Psychology	110	Psychology	111		
		Sociology	110	Sociology	111		
		Religion		Religion			

## Diploma Program "D"

FIRST YEAR				SECOND YEAR			
Spring Semester		Fall Semester		Spring Semester		Fall Semester	
Business	111	Economics	110	Economics	111	Business	110
Phys. Ed.		English	220	English	221	Phys. Ed.	
		Bus. Commun.		Bus. Commun.			
One of:		Mathematics	108	Mathematics	109	One of:	
Psychology	111	Sec. Sc.	112	Sec. Sc.	113	Psychology	110
Sociology	111	Phys. Ed.		Phys. Ed.		Sociology	110
		Business	220	Business	221		
Religion						Religion	
*Three electives		Religion		Religion		*Three electives	
		Elective (one):		Elective (one):			
		Business	240	Business	241		
		Business	258	Business	259		
		Business	262	Business	263		
		Business	270	Business	271		
				Speech	111		

\*After consultation, any three courses in the Business Administration area.

### CORRESPONDENCE STUDY IN BUSINESS ADMINISTRATION

Many of the programs of study in the School of Business Administration are available by correspondence study with an individual tutor. If you cannot attend regular classes at Mount Royal College you may continue your education by home study. For complete details contact

THE SCHOOL OF BUSINESS ADMINISTRATION

# THE CAREER DEPARTMENT

Each year of education beyond the Grade Twelve level, and especially in a college setting, is increasingly valuable to the individual, both from a cultural and from a financial point of view. Many students on completion of high school cannot see their way to the attainment of a university degree, but would nevertheless like to take some college work in preparation for their chosen vocations. These career programs will meet the needs of such people.

The training provided in these programs widens the opportunities for employment and trains the individual to be more competent in his chosen vocation. However, this training does not entitle a student to full professional status.

Basically the programs consist of a general program in Arts and Science combined with certain vocational courses in the specific field of interest. By special permission from the Committee on Admissions it is possible to take only vocational or interest classes without the necessary admission requirements. In this case, neither diploma nor certificate will be issued.

## Admission Requirements:

Minimum requirements—normally a High School Diploma. Students, however, lacking 5 credits for a diploma, may complete requirements in the first year at College. Adults may apply for the one or two-year program on an "Adult Privilege" basis.

## Electives

Electives are available from the Arts and Science Department and the Business Administration Department. These electives are assigned on the recommendation of the Department Head.

## COMMUNITY SERVICE TRAINING

This department was established in the Fall of 1959 in response to a community demand. Students are offered courses in the Department of Arts and Science as well as career courses. Applicants with some post-high school training may register for second year courses upon approval of the Committee on Admissions. It should be pointed out that in order to qualify as a fully-trained professional Social Worker, a post-graduate degree in Social Work is required.

## PROGRAM OF STUDIES:

### FIRST YEAR

Fall Semester		Spring Semester	
	Hours		Hours
Sociology 110—Introductory	(3)	Sociology 111—Introductory	(3)
Psychology 110—Introductory	(3)	Psychology 111—Introductory	(3)
Social Welfare 110—Introductory	(3)	Social Welfare 111—Introductory	(3)
English 110—Composition	(3)	English 111—Composition	(3)
Physical Education		Physical Education	
Religion		Religion	(3)
Elective	(3)	Elective	(3)

## SECOND YEAR

Fall Semester		Spring Semester	
	Hours		Hours
Sociology 210—Social Problems	(3)	Sociology 211—Race and Ethnic Relations	(3)
Sociology 212—Family Life	(3)	Sociology 213—Criminology	(3)
Psychology 210—Human Growth and Development	(3)	Psychology 211—Human Growth and Development	(3)
Social Welfare 210—Skills, Techniques and Methods	(3)	Social Welfare 211—Field Work	(3)
Physical Education		Physical Education	
Religion		Religion	
Elective	(3)	Elective	(3)

By special permission of the Y.M.C.A. and in co-operation with local branch Y's, it is possible to pursue a program leading to Y.M.C.A. certification. Applied Sociology courses 210, 220 and 230 and 231 are offered for credit toward this goal. These courses may also be taken as electives in the Community Program.

Students in this program must have a typing proficiency of 55 words a minute in order to graduate. Secretarial Science 112 and 113 may assist a student toward this goal.

### LIBRARY CLERICAL TRAINING

This is a one-year course providing an introduction to library work to enable a student to work in a library in a non-professional capacity. To qualify as a professional librarian, a post-graduate degree in Library Science is required.

Although only one year is required for a certificate in this course, students are encouraged to realize the value of additional courses in the Arts and Science program. On completion of one year in Arts and Science, plus one year in Library training, a student may be granted a Diploma.

### PROGRAM OF STUDIES:

Fall Semester		Spring Semester	
	Hours		Hours
English 210—Literature	(3)	English 211—Literature	(3)
History 220—European	(3)	History 221—16C to present European	(3)
Library Science 114—History of Books and Libraries	(3)	Library Science 115—Children's Books and Libraries	(3)
Library Science 116—Cataloguing and Filing	(3)	Library Science 117—Methods and Procedures	(3)
Religion		Religion	
Physical Education		Physical Education	
Elective	(3)	Elective	(3)

Students in this program must have a typing proficiency of 55 words a minute in order to graduate. Secretarial Science 112 and 113 may assist a student toward this goal.

## INTERIOR DESIGN

This program is offered to provide two years of training for students who wish to find employment in a semi-professional capacity in the Interior Design field. Opportunities for further training are available for graduates in this program. Included in the program are practical skills, field training and an Arts and Science academic background.

### PROGRAM OF STUDIES:

#### FIRST YEAR

Fall Semester		Spring Semester	
	Hours		Hours
Psychology or Sociology 110 —Introductory	(3)	Psychology or Sociology 111 —Introductory	(3)
History 230—United States	(3)	History 231—Canadian	(3)
English 110—Composition	(3)	English 111—Composition	(3)
Interior Design 110—Introductory	(4)	Interior Design 111—Introductory	(4)
Physical Education		Physical Education	
Religion		Religion	
Elective	(3)	Elective	(3)

#### SECOND YEAR

Fall Semester		Spring Semester	
	Hours		Hours
English 210—Literature	(3)	English 211—Literature	(3)
Interior Design 200—Drafting	(3)	Interior Design 201—Drafting	(3)
Interior Design 202—Pattern Design	(1)	Interior Design 203—Pattern Design	(1)
Interior Design 204—Color, Theory, Harmony	(2)	Interior Design 205—Color, Theory and Harmony	(2)
Interior Design 206—Furniture design and Construction	(2)	Interior Design 207—Furniture De- sign and Construction	(2)
Interior Design 208—History of Art	(1)	Interior Design 209—History of Art	(1)
Interior Design 210—History of Architecture	(3)	Interior Design 211—Architectural Orientation	(3)
Interior Design 240—Field Work	(3)	Interior Design 241—Field Work	(3)
Physical Education		Physical Education	
Religion		Religion	

Students in this program must have a typing proficiency of 40 words per minute in order to graduate. Secretarial Science course 110 or 111 may assist a student toward this goal.

## JOURNALISM

This program is designed to train interested persons capable of performing journalistic functions under professional direction. It is a two-year program which includes academic subjects, practical experience on college publications, and specialized skills. This course is offered in association with the editorial staff of one of Alberta's leading publications, the ALBERTAN in Calgary.

### PROGRAM OF STUDIES:

#### FIRST YEAR

Fall Semester		Spring Semester	
	Hours		Hours
Sociology 110 or Psychology 110 —Introductory	(3)	Sociology 111 or Psychology 111 —Introductory	(3)
English 110—Composition	(3)	English 111—Composition	(3)
Business 100	(3)	Business 101	(3)
History 230—United States	(3)	History 231—Canadian	(3)
Journalism 110—Introductory	(3)	Journalism 111—Introductory	(3)
Physical Education		Physical Education	
Religion		Religion	
Elective	(3)	Elective	(3)

#### SECOND YEAR

Fall Semester		Spring Semester	
	Hours		Hours
Political Science 210—Canadian Government	(3)	Political Science 211—American Government	(3)
English 220—Bus. Communication	(3)	English 221—Bus. Communication	(3)
Journalism 210—Introduction to Journalism	(3)	Journalism 211—Introduction to Journalism	(3)
Journalism 220—Fundamentals of Reporting	(3)	Journalism 221—Fundamentals of Reporting	(3)
Journalism 230—Editing	(3)	Journalism 231—Editing	(3)
Journalism 240—Field Work	(3)	Journalism 241—Field Work	(3)
Physical Education		Physical Education	
Religion		Religion	

Students in this program must have a typing proficiency of 55 words per minute in order to graduate. Secretarial Science courses 112 and 113 may assist a student toward his goal.

## RADIO AND TELEVISION TRAINING

This program gives training in the basic techniques required in the field of broadcasting. Some of the Radio and Television classes are held at local radio and television studio, and in this way provide opportunity for practical experience. CMRC, the closed circuit radio station of Mount Royal Junior College, provides daily experience in broadcasting for each student, who automatically becomes a member of the staff of CMRC. Students with advanced qualifications may register for second year upon approval from the Committee on Admissions.

### PROGRAM OF STUDIES:

#### FIRST YEAR

Fall Semester		Spring Semester	
	Hours		Hours
Business 100	(3)	Business 101	(3)
English 110—Composition	(3)	English 111—Composition	(3)
Radio 100—Fundamentals of Broadcasting	(2)	Radio 101—Fundamentals of Broadcasting	(2)
Radio 102—Workshop	(2)	Radio 103—Workshop	(2)
Sociology 110 or Psychology 110—Introductory	(3)	Sociology 111 or Psychology 111 Introductory	(3)
Speech 108—Voice Production and Training	(2)	Speech 109—Voice Production and Training	(2)
Physical Education		Physical Education	
Religion		Religion	
Elective	(3)	Elective	(3)

#### SECOND YEAR

Fall Semester		Spring Semester	
	Hours		Hours
Business 256—Advertising	(3)	Business 257—Public Relations	(3)
English 220—Business Communications	(3)	English 221—Business Letters and Reports	(3)
Radio 202—Workshop	(2)	Radio 203—Drama	(1)
Radio 204—History of the Theatre	(1)	Radio 205—History of the Theatre	(1)
Radio 206—Music Appreciation	(1)	Radio 207—Music Appreciation	(1)
Radio 210—Script Writing and Announcing	(2)	Radio 211—Script Writing and Announcing	(2)
Speech 208—Advanced Voice Training	(2)	Speech 209—Advanced Voice Training	(2)
Television 202—Television Workshop	(2)	Television 203—Television Workshop	(2)
Physical Education		Physical Education	
Religion		Religion	

Students in this program must have a typing proficiency of 40 words per minute in order to graduate. Secretarial Science course 112 or 113 may assist a student toward this goal.

# The Department of Engineering

## Admission

The general requirements for admission to the Junior College apply. For this Department a student should have a High School Diploma with a pass standing in Mathematics 30, Mathematics 31, Physics 30, and Chemistry 30. Students taking Petroleum Land Management or Architecture do not necessarily require Chemistry 30. Students with incomplete High School may, with special permission, be enrolled in the Engineering Department and take some engineering subjects while completing their high school requirements.

Every student registering in this department should seek an interview with the head of the department before Registration Day.

## The Two-Year Transfer Program

This program is planned for those who intend to transfer to a university to complete the requirements for a B.Sc. degree in Engineering after successfully completing the first two years at Mount Royal College. Students have in the past transferred to a number of different universities on the continent. The student will be given information and advice concerning transfer possibilities.

## PROGRAM OF STUDIES:

### FIRST YEAR

Fall Semester		Spring Semester	
	Cr. Hrs.		Cr. Hrs.
English 110, Composition	(3)	English 111, Composition	(3)
Chemistry 110, General	(4)	Chemistry 111, General	(4)
Engineering 120, Orientation	(1)	Engineering 121, Problems	(1)
Mathematics 120, Calculus	(4)	Mathematics 121, Calculus	(4)
Physics 110, Mechanics, Optics	(4)	Physics 111, Heat, Waves, Sound	(4)
Engineering 110, Graphics	(2)	Mathematics 107, Solid Geometry	(3)
Physical Education		Physical Education	
Religion			

### SECOND YEAR

Fall Semester		Spring Semester	
	Cr. Hrs.		Cr. Hrs.
Engineering 210, Surveying	(2)	Engineering 211, Route Surveying	(2)
Engineering 252, Statics	(2)	Engineering 253, Dynamics	(2)
Geology 210, General	(4)	Engineering 213, Descriptive Geometry	(3)
Physics 250, Electricity	(2)	Physics 251, Magnetism	(2)
Mathematics 210, Calculus	(4)	Mathematics 211, Calculus	(4)
Economics 110, Introduction	(3)	English 231, Technical Writing	(3)
Physical Education		Physical Education	
Religion		Engineering 210, Survey, Field Work	(1)

## The One-Year Transfer Program in Architecture

This program is planned for those who intend to transfer to a senior university to complete the requirements for a Bachelor of Architecture degree after successfully completing the first year at Mount Royal College.

### PROGRAM OF STUDIES:

#### FIRST YEAR

##### Fall Semester

##### Cr. Hrs.

English 110, Composition	(3)
History 230, History of U.S.	(3)
Engineering 120, Orientation	(1)
Mathematics 120, Calculus	(4)
Physics 110, Mechanics, Optics	(4)
Engineering 110, Graphics	(2)
Religion	
Physical Education	

##### Spring Semester

##### Cr. Hrs.

English 111, Composition	(3)
Government 211, Gov't of U.S.	(3)
Engineering 121, Problems	(1)
Mathematics 121, Calculus	(4)
Physics 111, Heat, Waves, Sound	(4)
Engineering 213, Descriptive Geometry	(3)
Mathematics 107, Solid Geometry	(3)
Physical Education	

## The Engineering Technician Program

The role of the engineer is changing. The work of applying proven principles is being taken over by the technician, while the engineer is left to work out new principles. There is a crucial need for scientific and engineering technicians who have sufficient education and training at the college level to communicate successfully with professional scientists and engineers in order to relieve them of certain routines and enable them to carry out the tasks for which they are primarily trained. The engineering technician, therefore, must have a background in college mathematics and principles of physical and natural sciences.

The basic qualifications for certification in the Alberta Society of Engineering Technicians are:

#### Technician—Grade III

Completion of one year of an Engineering course plus a minimum of two years practical experience.

#### Technologist

Completion of the first two years of an Engineering course plus suitable practical experience.

Certificates presented to students upon graduation from either first or second year may be presented to the Alberta Society of Engineering Technicians when seeking certification as outlined above.

## Petroleum Land Management — Transfer Program

This program is planned for those who intend to transfer to a four-year institution to complete the requirements for the Degree of Bachelor of Business Administration after successfully completing the first two years at Mount Royal Junior College.

The courses which comprise this curriculum, were selected, upon recommendations of the Education Committee of the American Association of Petroleum Landmen, and have been approved by the Alberta Association of Petroleum Landmen. They provide an excellent background for a student seeking a career in the petroleum industry as a landman, as well as for a career as a management trainee with a producing company or a lease broker.

### PROGRAM OF STUDIES:

#### FIRST YEAR

Fall Semester		Spring Semester	
	Cr. Hrs.		Cr. Hrs.
English 110, Composition	(3)	English 111, Composition	(3)
Economics 110, Introduction	(3)	Economics 111, Introduction	(3)
Mathematics 102, Intermediate Algebra	(4)	Mathematics 103, College Algebra	(4)
Geology 210, General	(4)	Geology 211, General	(4)
Engineering 112, Geologic Drawing	(2)	Speech 111, Public Speaking	(3)
Physical Education		Government 211—Gov't of U.S.	(3)
Religion		Physical Education	

#### SECOND YEAR

Fall Semester		Spring Semester	
	Cr. Hrs.		Cr. Hrs.
Economics 230, Economic Geography	(3)	Economics 231, Economic Geography	(3)
Business Accounting 222	(4)	Business Accounting 223	(4)
Engineering 210, Elementary Surveying	(2)	Engineering 210, Survey School	(1)
Business Statistics 216	(3)	English 211, English Literature	(3)
English 220 (Bus. Communications)	(3)	English 221 (Bus. Communications)	(3)
Physical Education		Physical Education	
Religion		Mathematics 104, Trigonometry	(3)

# The Department of Health, Physical Education, and Athletics

Prerequisites: Two courses in the first division (numbered 100-153) are required for permission to take courses in the second division (numbered 200-207 and 250-253).

## Description of Courses:

### MEN — FALL SEMESTER

Physical Education 100, 200—Soccer, Volleyball, Bowling.  
Physical Education 102, 202—Golf, European Handball.  
Physical Education 104, 204—Cross Country, Badminton.  
Physical Education 106, 206—Flag Football, Floor Hockey.

### SPRING SEMESTER

Physical Education 101, 201—Softball, Tumbling.  
Physical Education 103, 203—Track and Field, Wrestling.  
Physical Education 105, 205—Rugger, European Handball.  
Physical Education 107, 207—Cross Country, Floor Hockey.

Physical Education credit given for successful completion of the following:

Physical Education 220-221—Inter-college Football.  
Physical Education 222-223—Inter-college Basketball.  
Physical Education 224-225—Inter-college Hockey.  
Physical Education 226-227—Inter-college European Handball.  
Physical Education 228-229—Inter-college Volleyball.  
Physical Education 230-231—Inter-college Track and Field.  
Physical Education 232-233—Inter-college Rugger.

### WOMEN — FALL SEMESTER

Physical Education 150, 250—Field Hockey, Exercises, and Body Mechanics, Golf.  
Physical Education 152, 252—Archery, Dance, Badminton.

### SPRING SEMESTER

Physical Education 151, 251—Track and Field, Volleyball, Games, and Relays.  
Physical Education 153, 253—Speedball, Dance, Golf.

Physical Education credit will be given for successful completion of any of the following:

Physical Education 280-281—Inter-college Basketball.  
Physical Education 282 —Inter-college Volleyball.  
Physical Education 284-285—Inter-college Track and Field.

Registration by permission of the instructor in all courses.

# The Department of Recreation

It is the philosophy of this department to interpret recreation as a basic part of living, to emphasize its importance in individual and national life, to demonstrate the social and economic significance of the recreational field, and to reaffirm the growing importance of preparation and training for leisure time and its associated problems.

**This program is designed to meet a community shortage in the field of recreational leadership.**

Graduates from this program may expect to be employed in public or group agencies under professional direction. Opportunities for further education in this area are available.

## Recreation Leadership Program

### FIRST YEAR

Fall Semester		Spring Semester	
	Hours		Hours
English 110—Composition	(3)	English 111—Composition	(3)
Sociology 110—Introduction	(3)	Sociology 111—Introductory	(3)
Business 100	(3)	Business 101	(3)
Recreation 100—Outdoor Recreation	(3)	Recreation 101—Outdoor Recreation	(3)
Zoology—110—Introductory	(3)	Zoology 111—Introductory	(3)
Physical Education		Physical Education	
Religion		Religion	

### SECOND YEAR

Fall Semester		Spring Semester	
	Hours		Hours
English 220—(Bus. Communication)	(3)	English 221 — (Bus. Commun.)	(3)
Recreation 210—Introductions to Community Recreation	(3)	Recreation 211—Introduction to Community Recreation	(3)
Recreation 220—Recreational Administration	(3)	Recreation 221—Recreational Administration	(3)
Recreation 230—School and Camp Leadership	(3)	Recreational 231—Administration of Intra-mural Sports	(3)
Recreation 240—Field Work	(3)	Recreation 241—Field Work	(3)
Physical Education		Physical Education	
Religion		Religion	

Students in this program must have a typing proficiency of 40 words per minute in order to graduate. Secretarial Science courses 112 and 113 may assist a student toward this goal.

# The Department of Religion

A true education is one that helps a student to develop broad insights into every area of the common life of mankind. This concept of education requires not only a knowledge of the various subjects in an academic program but also training in citizenship which must involve an appreciation of our religious and spiritual heritage. The Department of Religion at Mount Royal College is responsible for presenting a program of religious activities and studies which are non-sectarian in nature but which are designed to give the student the ability to make responsible judgments in the area of religion. Although Mount Royal College is related to the United Church of Canada, no promotion of one particular set of beliefs is permitted on the part of any of the variety of faiths represented in those teaching the courses in religion.

The following are the activities of the Department of Religion.

- 1) A Chaplaincy service
- 2) Daily voluntary Chapel services
- 3) Courses in Religion
- 4) The Diploma Course in Christian Education

Not directly under the supervision of the Department but associated with it are:

- 1) The Lay School of Theology
- 2) The School of Church Drama
- 3) The School of Church Music

Information concerning these activities may be obtained from the Head of the Department of Religion.

Students in the Junior College should note the following policy regulations.

- 1) All students in the Junior College must take at least one course in Religion each year.
- 2) Students in Arts and Science Program "C" will register in a course in Religion in the Spring Semester.
- 3) Students registered in Arts and Science Program "S" will register in a course in Religion in the Spring Semester.
- 4) Students in other Departments who are carrying a High School subject will normally register in a course in Religion in the Spring Semester.
- 5) Fulfilment of the requirements regarding courses in Religion is necessary before a student is permitted to graduate.

Students having any doubt regarding these requirements should consult the Head of the Department of Religion as soon as possible.

## **The Diploma Program In Christian Education**

This program is designed to assist individuals who are already working in the area of Christian Education, or who plan to do so, by providing courses which will help them either in their immediate work or qualify them for professional status. On successful completion of the program, the Mount Royal College Diploma in Christian Education is awarded.

Individuals who do not plan to work professionally in the field of Christian Education but who wish to take courses for personal enrichment and information may be admitted to classes by special permission of the Committee on Admissions.

The general provisions for admission to the Junior College as found on pages 10 and 17 of this Calendar apply.

The Diploma program consists of a general course in the Department of Arts and Science together with specialized courses in Christian Education.

### **Curriculum:**

#### **I Five of the following Arts and Science Courses:**

English 240, History 205, Psychology 202, Sociology 202, Philosophy 241, or a Science (Biology, Geology, Chemistry or Physics).

(These are all University of Alberta transfer courses with full credit at the University of Alberta on a B.A. program).

#### **II The following five courses:**

- a) Biblical Knowledge—3 credit hours per week
  - 1. Old Testament (1 semester)
  - 2. New Testament (1 semester)
- b) Christian Education I—3 credit hours per week
  - 1. Public Speaking and Parliamentary Procedure (1 semester)
  - 2. Leadership, Methods of Teaching and Organization (1 semester)
- c) Christian Education II—3 credit hours per week
  - 1. Curriculum and Program (1 semester)
  - 2. Internship and Seminars (1 semester)
- d) Christian Doctrine—3 credit hours per week (2 semesters)
- e) Church History—3 credit hours per week
  - 1. The Early Christian Church (1 semester)
  - 2. United Church history, organization, structure & policies (1 semester)

(These constitute the equivalent of five full academic year courses of three hours per week each).

# THE SECRETARIAL SCHOOL

The Secretarial School is designed to serve as a link between the high school and the business office. We feel that students who come to Mount Royal Junior College enjoy a unique advantage, in that we have been engaged in this type of work for many years and have endeavoured to build up a reputation with employers in many lines of business. Their faith in our graduates is indicated particularly by the fact that each year we have little difficulty in placing graduate students.

We make a practice of keeping in close touch with employers, and from them we obtain a great deal of valuable information as to their requirements. From this information, we are able to correct and revise our programs so as to guarantee their value to the student throughout her business career. Many students who do not actually complete our programs have been able to find employment. Most of these students later attend evening classes to complete graduation. Not only do we place most of the graduating class, but we frequently assist former graduates to obtain positions.

The fact that we do have high standards to meet makes it necessary for us to require good work, much of which must be perfect, from our students. The change from high school to secretarial work is not easy, and for this reason, applicants should be High School Graduates in order to be reasonably sure of success in the Secretarial School. It is not necessary or even desirable that commercial subjects should have been part of their high school record.

## APPLICATIONS

Application for admission to the Secretarial School must be made on the official application form, which may be obtained from the Registrar of Mount Royal Junior College, Calgary. A Registration Fee of \$5.00 must accompany the application.

## ADMISSION

For enrollment in any Secretarial School program a student should have a High School Diploma or be able to get it with the secretarial training at the College. Adult students or applicants who warrant special consideration may be admitted at the discretion of the Registrar.

## WHEN TO APPLY

Applications will be received at any time during the current term and up to August 15. After that time applications will be received until classes are filled.

## LATE REGISTRATION

After Registration Day, a student may be registered for any class that is not filled on the understanding that loss of time will be made up immediately. No adjustment in tuition fee is possible for late entry.

## REPORTS

A progress report for each student is forwarded to parents four times during the year. These reports contain, in addition to achievement grades, a comment relative to the student's attitude and attendance.

## GRADING SYSTEM

A.—Represents Honours.

C.—A Passing Grade: 75%.

B.—Above Average.

D.—Below Passing Grade.

E.—Special Help Required.

## PROGRAM OF STUDIES

The program of studies offered in the Secretarial School at Mount Royal Junior College is the result of a careful analysis of the requirements of business offices in the city. In this respect Calgary is somewhat different from many other cities. Almost all of our prospective employers have university standing—the direct result of the Petroleum Industry. We are happy to cater to a class of employers who demand superior secretarial service. This is an advantage in two ways: It provides, first, unlimited opportunity for advancement and second, remuneration for a competent employee that is considerably above the average. We offer five secretarial programs. All programs are ten months in length.

(a) **EXECUTIVE SECRETARIAL PROGRAM** is the foundation program. This program is designed to fit students to handle practically any secretarial position. While a specialized vocabulary is not included in this course, additional time is spent on the development of speed and proficiency in Shorthand and Typewriting. This makes it possible for the student to excel, and we find that most of our Executive Secretarial students secure satisfactory positions. The courses required in this program are:

Shorthand  
Typewriting  
Accounting  
Spelling  
Penmanship

Business English  
Rapid Calculation  
Commercial Law  
Transcription  
Office Practice

### (b) **MEDICAL DENTAL SECRETARIAL PROGRAM**

This program has been revised this year. It now provides a course of training which will prepare the student to secure and hold a good position as a medical secretary.

The entire Executive Program is covered in day classes. In one evening class each week, the St. John Ambulance Association presents its course of training. As soon as this is completed, a fully qualified physician presents a series of lectures covering:

Medical Ethics  
Anatomical Terms  
Medical Terminology  
Medical Abbreviations  
An Introduction to Medical Practice.

(c) **PETROLEUM SECRETARIAL PROGRAM** is offered for students who wish to apply for positions in the oil industry. In addition to the Executive Secretarial Training, a course in Petroleum Geology is given with special emphasis on terms and vocabulary.

(d) **DRAFTING SECRETARIAL PROGRAM** is a new program offered as an answer to many requests received for Secretarial graduates who might be capable of doing some specialized work in the Engineering field. The program will be offered to young people holding a High School diploma which includes credits in Mathematics 30 or 31. It will include all of the subjects required in the Executive Secretarial program, and in addition an evening class in Drafting. This will consist of:

- Elementary Trigonometry and Logarithms.
- Use of the slide rule and drafting equipment.
- Engineering and surveying computations.
- Drawing and reading plans.
- Pictorial drawing.
- Geometric construction and lettering.

This course of training will enable graduates to accept positions in Engineering, Construction, and Architectural offices. The positions will require superior ability and training, and may be expected to yield attractive salaries.

(e) **The STENOGRAPHIC PROGRAM** contains all of the courses listed under Executive except Accounting. The one-hour Accounting period is sacrificed in order to make room for one High School subject in each semester. The Stenographic Program carries the same high standard in Shorthand and Typewriting as do the other programs.

## **COMPLETING REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

Students who have at least 75 credits, including English 30 and Social Studies 30, may enroll in any Secretarial program, and obtain sufficient credits to complete a High School Diploma.

Under special circumstances students who have at least 70 credits, but who do not have credit in English 30 or Social Studies 30, may register in the Stenographic Program, as described above. This program is so arranged that the student may carry one Grade XII subject in each semester. With the credits so obtained and those reported from the Stenographic Program, the student may be able to secure her High School Diploma.

## **GRADUATION**

Diplomas are presented only to those students who complete the required program of courses. Certificates are given for the satisfactory completion of each individual course.

## **PLACEMENT SERVICE**

Employers frequently request us to recommend our graduates for positions. Mount Royal Junior College maintains a placement service for graduating students and former graduates of the Secretarial School.

# DESCRIPTION OF COURSES

## **SHORTHAND**

The Isaac Pitman system of shorthand is taught because experience has shown it to be the most satisfactory type from the point of view of legibility, ease of learning and ease of writing. We have, in the past, taught and discarded some other systems of shorthand. We bring our students' speed up to and a little beyond the rate required in the general business office in order that no student may find after accepting employment that her shorthand is deficient.

## **TYPEWRITING**

This consists of a thorough mastery of the typewriter keyboard which, with intensive practice, is worked up to a speed that will enable the graduate student to do satisfactory work in the business office. Special time is spent on letter forms, billing, tabulating and related essential points, enabling the student to handle all kinds of office work satisfactorily.

## **ACCOUNTING**

The textbook, Canadian Modern Accounting, is used at Mount Royal Junior College and students will complete the work up to approximately the end of Part One of this text. This textbook is used by many universities as their elementary course and has been found by our graduate students to be entirely adequate for the work they are called upon to do in the business office.

## **SPELLING**

This course is planned to give the student familiarity with a wide vocabulary to assist her in her shorthand transcription. The course consists of numerous drills and lists of words grouped according to word endings, word beginnings, syllabication.

## **PENMANSHIP**

Training in business writing is intended to develop a good business hand, but considerably more important is its value in writing shorthand. We also find that students who are careful about their writing are usually careful about their spelling and, as a result, about the context of the material which they are writing.

## **RAPID CALCULATION**

The course consists of intensive practice in addition, subtraction, multiplication and division at commercial speeds with some attention to short methods.

## BUSINESS ENGLISH

The first part of this course is a comprehensive review of grammar followed by sufficient practice in letter writing to enable our graduates to handle secretarial work. The concluding part of the course presents the elements of salesmanship and filing.

## COMMERCIAL LAW

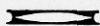
The purpose of this course is to give the student a knowledge of business forms, contracts, and property, and the laws governing them.

## OFFICE PRACTICE

This is an intensive course of office routine training with special emphasis on the use of business machines and the practical side of office work. The student becomes acquainted with the practice of working against a time element and gains insight into the practice of filing, business English, and business forms.

## RELIGIOUS EDUCATION

All students are required to attend classes in Religious Education, under a competent instructor. Roman Catholic students meet once each week under guidance of a priest. Final examinations are set and a passing grade is a requisite for graduation.



## CAREER OPPORTUNITIES FOR GRADUATES

Every young woman in choosing a career should consider very carefully her qualifications for the work which she plans to do. Secretarial work is demanding because it must be accurate. It involves desk work, machine operation, and constant attention to detail. Not only must her work be close to perfection, but she must be able to meet people cheerfully and with confidence, and she must present a neat and attractive appearance. In other words, a secretary is a professional person of the highest calibre, and to train for such a profession the student must have a deep desire to be the **best**, otherwise the course of training will be tedious and boring.

For the young person who has decided that she is going to make office work her field for at least a few years, the programs offered at Mount Royal Junior College provide the highest type of training. We know from experience that our graduates get satisfactory positions, and are happy in their work. Many of these graduates have worked for a few years, been married, and have sent their daughters back to Mount Royal Junior College for Secretarial Training.

# DESCRIPTION OF COURSES

- NOTE:** (1) Courses numbered 100-199 are normally First Year Courses.  
Courses numbered 200-299 are normally Second Year Courses.
- (2) Even numbered courses are normally offered in the Fall Semester.
- (3) Odd number courses are normally offered in the Spring Semester.
- (4) Courses with insufficient registration may be cancelled.
- (5) In consecutively numbered courses the Fall Semester course is, in general, a prerequisite to the Spring Course.

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
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**ACCOUNTING 200 (U. of A.) Management Accounting 3 hours lectures, 2 hours lab.**

This course is designed to present the language of accounting to the student and a description of the important concepts, rules and techniques of financial accounting. It provides a background of accounting information that is useful to management in the recognition or solution of management problems in the areas of control and planning, covered by means of lectures and case studies. (4 credit hours each semester).

**APPLIED SOCIOLOGY 210 Philosophy and Organization of the Y.M.C.A. 3 hours**

The origin and development of the Y.M.C.A. organization on national, international and world-wide scales; institutional patterns and methods of work; the significance of purpose and aims; Christian emphasis in the Y.M.C.A. (Given Fall 1962 and alternate years.) (3 credit hours).

**APPLIED SOCIOLOGY 220 Administration of the Y.M.C.A. 3 hours**

The development of the administrative process and the principles and methods of administration and organization in the Young Men's Christian Association and similar agencies; specific areas of administration analysed including personnel; financing, maintenance, public relations, personal efficiency, and adequate recording processes. (Given Fall 1963 and alternate years). (3 credit hours).

**APPLIED SOCIOLOGY 230-231 Program Materials and Methods 3 hours**

A course involving some of the specific physical education methods, principles, and skills required for leadership in the Young Men's Christian Association and similar social agencies. The course includes lectures and gymnasium sessions and covers principles, program planning, tournaments, games and skills, visual aids, and other areas. (3 credit hours each semester).

**BUSINESS 100-101 Basic Business Management 3 hours**

This course is a critical analysis of management in modern day enterprise. The course will survey areas of business operations, that is production, finance, marketing, personnel and control, and will superimpose the organizational aspects of a business on this functional framework. A review of basic elements in organization and objectives. Proper methods of organizing, directing, and controlling a business will be thoroughly analyzed. The course will also review such topics as departmentalization, line and staff relationship, decentralization, and span of supervision. The principles of authority, responsibility, and accountability will be covered. Problems incurred at the executive levels of management predominate throughout. All topics will be studied by means of actual "case" situations, encouraging full interchange of ideas between class members. (3 credit hours each semester).

<b>BUSINESS 110-111.</b>	<b>Business Administration, Organization, and Management</b>	
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This course is designed to acquaint the student with the widest possible range of business problems from the point of view of the business executive. The course is divided into five parts: (1) financial and figure management, (2) production, (3) marketing, (4) personnel, and (5) general management. The student is expected to learn about the problems businessmen face. The major benefit he should receive is a familiarity with and an understanding of the environment in which businessmen operate. It should develop in him the capacity to make sound decisions on the basis of information available. The course continually stresses that it is management's function to make decisions promptly on the basis of what is known with more than a proper respect for what is not known. Reports and research will be required. (3 credit hours each semester). This course is divided into parts:

Part I—Business 110—Fall Semester	3 hours
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Personnel  
Production

Part II—Business 111—Spring Semester	3 hours
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Financial Management  
Marketing  
General Management

Textbooks: Thain, Wettlaufer, Martin "Business Administration in Canada" (McGraw-Hill).

References: Richard & Nielander, "Readings in Management" (Southwestern); Sipherd, Thompson & Wettlaufer, "Canadian Business Administration" (McGraw-Hill).

<b>BUSINESS 119</b>	<b>Public Speaking</b>	<b>3 hours</b>
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An introductory course to give the student the fundamentals of speech, with emphasis on content and organization. Attention is given to the student's adjustment to the speaking situation, effective delivery, audience motivation and language of speech.

The student is required to pass an oral examination as well as a written test. (3 cr. hours).

Textbook: Munroe, "Principles of Speech (Brief Edition)" (Scott, Foresman & Co.)

<b>BUSINESS 202 (U. of A.)</b>	<b>Introduction to Business</b>	<b>3 hours lectures</b>
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Survey of the place of business in society. (3 cr. hours each semester)

<b>BUSINESS 212-213</b> (Formerly Business 270-271)	<b>Small Business Management</b>	<b>3 hours</b>
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This course emphasizes basic principles, business management, and business procedures and policies. It is designed partly for the organization and management of small business. Much of the discussion and many of the problems are based on small business, although these problems apply equally well to big business in most cases. Instead of presenting too much of the theory of business organization and management, more attention is given to actual details of operating a business.

Topics discussed include definitions and concepts; rise of big business; status of small business and its importance; characteristics and problems of small busi-

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
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ness; hazards; factors in business success; pre-ownership planning and preparation; establishing business problems; management and leadership; research; financing and organizing; regulation and taxes; location; physical plant and layout; protection; employee relations; resources and sources of information and assistance; sales promotion; advertising; pricing; controls — expense, inventory, and credit; accounting records. Research involving at least one major project will be required. (3 cr. hours each semester).

Prerequisite: Business 111.

Textbooks: Shilt & Wilson, "Business Principles & Management". 4th ed. and "Workbook" (South Western).

References: Kelly & Lawyer, "How to Organize and Operate a Small Business". 2nd ed. (Prentice-Hall); "Small Business Manual" Department of Trade & Commerce (Queen's Printer).

<b>BUSINESS 215</b>	<b>Oil Industry Management</b>	<b>3 hours</b>
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(Formerly Business 230-231)

This course is of value to those engaged in the oil industry, and to students intending to enter the petroleum field. It consists of twenty seminars. The following specialized fields are covered: general geology, oil geology, drilling and production, refiners and gas plants, pipe-lining and marketing, economics and international oil, role of computers in the oil industry, oil law, financing and promotion, company organization, accounting, taxation, banking. (3 cr. hours each semester).

<b>BUSINESS 218</b>	<b>Professional Executive Secretaries</b>	<b>3 hours</b>
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Specialized training for persons interested in professional executive positions. This program encompasses training in specialized business areas, business communications, etiquette and office decorum, personality and behavior patterns at the executive level. (3 cr. hours).

<b>BUSINESS 219</b>	<b>Speechmaking</b>	<b>3 hours</b>
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An advanced course for the experienced public speaking course graduates. The course stresses: participation by the student in all forms of speech, writing and delivery. No matter how often a person has spoken in public, it is necessary to understand fully the potential available to influence others by the proper use of the human voice. (3 cr. hours).

<b>BUSINESS 222-223</b>	<b>Principles of Accounting</b>	<b>3 hours lectures, 2 hours lab.</b>
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This course is intended to familiarize the student with the basic principles of accounting as applied to sole proprietorship, partnership, and companies. The methods for handling cash, receivables, and investments, assets, liabilities; the analysis of financial statements. One semester project will be given. (4 cr. hours each semester).

Textbook: Finney & Millar "Principles of Accounting" (Introductory)—5th (Canadian) ed. (Prentice-Hall). Bain, "Introductory Accounting—Thomas Practice Set"—revised (U.B.C.).

<b>BUSINESS 224-225</b>	<b>Cost and Production Accounting</b>	<b>3 hours</b>
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This course is divided into two sections: 1. Fundamentals of Cost Accounting; 2. Methods and Time Study, Production Planning and Scheduling, PERT, Operations Research and other topics. (3 cr. hours).

<b>BUSINESS 226-227</b>	<b>Corporation Finance</b>	<b>3 hours</b>
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In the operating management of business, finance is the controlling factor that determines the procurement and uses of private and public funds. The executive must know how to evaluate earnings on investments, analyze costs and expenditures, and provide for financing and budgeting. The proper use and control of short term, medium and long term financing is an important integral part of this course. (3 cr. hours each semester).

Textbook: Hunt & Williams, "Case Problems in Finance". (Irwin).

<b>BUSINESS 228</b> (Formerly Business 290)	<b>Investment Management</b>	<b>3 hours</b>
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This course is intended to provide timely information on investment policies, securities, portfolios, the stock market, real estate, mortgages and insurance investment. The relationship between the securities market and the general economy will be demonstrated. The class will examine the typical forms of securities, i.e. common and preferred stocks, bonds, and will delve into the question of speculation versus investment. Market theories such as the Value Line, Dow Jones, and Babson theories will be covered. (3 cr. hours).

Textbook: Plum & Humphrey, "Investment Management" (Irwin).

<b>BUSINESS 229</b>	<b>Taxation: Personal and Corporation</b>	<b>3 hours</b>
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This course deals with the Canadian Income Tax Act, the Gift Tax Act, and the Succession Duties Act. The general structure of the act, liability for tax, exemptions, capital cost allowances, depreciation and other pertinent tax topics from the basis for this intensive course on taxation. (3 cr. hours).

Textbook: Gilmour, "Canadian Taxation".

<b>BUSINESS 240-241</b>	<b>Commercial Law</b>	<b>3 hours</b>
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This course includes the common aspects of mercantile law, with particular emphasis on contracts. Topics include sale of goods and credit transactions, negotiable instruments, transportation and storage of goods, agent and principal, master and servant, business organizations, business torts, insurance guarantees, real property, wills and inheritance, and bankruptcy. (3 cr. hours each semester).

Textbook: "Anger's Digest of Canadian Law" (Cartwright). Dillavou & Howard, "Principles of Business Law", (Prentice-Hall).

<b>BUSINESS 250-251</b>	<b>Principles of Marketing</b>	<b>3 hours</b>
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The aim of this course is to acquaint the student with the general nature of marketing and its role and functioning in the modern economy. Cases are used to develop the student's ability as a potential manager. The course introduces the major problems which face management in moving goods from producer to consumer. (3 cr. hours).

Textbook: Leighton & Thane, "Canadian Problems in Marketing", (McGraw-Hill).

<b>BUSINESS 253</b>	<b>Retailing and Store Management</b>	<b>3 hours</b>
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This course presents an analytical study of the subject of retailing. Its aim is to present a comprehensive survey of all aspects of the field. It is designed to give the student a good foundation in the retail field so that he can absorb a company sales training program with maximum advantage in minimum time. It will also enable the student to operate small business enterprises. The emphasis is upon basic retailing. Topics include: history of retailing; the consumer;

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
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location; building, equipment and layout; organization; personnel, buying; receiving; marketing, and invoice control; pricing and markdown control; inventory and stock control; merchandise planning; sales promotion; advertising; selling problems; credit; services; expense control; accounting and taxes; protection and insurance; research and co-ordination; and launching and financing a retail store. (3 cr. hours).

Textbook: Kelly & Briscoe, "Retailing" (Prentice-Hall). Reference: Shaffer, "How to be a Successful Retailer in Canada" (McGraw-Hill).

<b>BUSINESS 254</b> (Formerly Business 258)	<b>Motivation and Salesmanship</b>	<b>3 hours</b>
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Training the fundamentals of personal selling in the College Sales Laboratory through recording and listening to sales presentations, development of sales portfolios, and study of films, and other sales training aids. Discussion of salesmen in roles of communicator, diagnostician, persuader, trainer, consultant, and advertising and sales promotion counsellor. (3 cr. hours).

Textbook: "Sales Training" (Prentice-Hall).

<b>BUSINESS 256</b>	<b>Advertising</b>	<b>3 hours</b>
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A basic course in advertising techniques, media, and promotion. The course will examine the role of advertising in modern business management and discuss the use and potential results from various types of advertising campaigns. (3 cr. hours).

<b>BUSINESS 257</b> (Formerly Business 256)	<b>Public Relations and Promotion</b>	<b>3 hours</b>
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This course is designed for business people who have been given the public relations responsibility in their firm; for people who have the responsibility of promoting a product or an event; for those who are contemplating entering the field as a career. The course deals with media of communication—how they work and how to use them most effectively. These include newspaper, radio, television, films, printing, photographs, briefs, speeches, signs, advertising and many others. The course deals with various "Publics". How to find out what they are thinking, and how to influence them. The publics include the shareholder, and the customer. The course is endorsed by the Canadian Public Relations Society, Calgary. (3 cr. hours).

Textbook: Cutlip & Center, "Effective Public Relations" (Prentice-Hall).

<b>BUSINESS 260</b> (Formerly Business 263)	<b>Supervision and Personnel</b>	<b>3 hours</b>
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The course is focused on the kinds of responsible leadership which cultivate teamwork among individuals and groups, and result in maximum productivity, as well as the growth and satisfaction of the people involved. Techniques and case studies of supervision programs are used for illustration. (3 cr. hours).

<b>BUSINESS 261</b>	<b>Human Relations</b>	<b>3 hours</b>
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How to supervise people, get them working as a team. What makes people tick, how to get people to do what you want. Other topics: Employee morale and status, depth interviewing, how to communicate, how to develop leadership, delegate responsibility, work with unions. (3 cr. hours).

Textbook: Dublin, "Human Relations in Administration" (McGraw-Hill).

**BUSINESS 262****Personnel Management****3 hours**

This course is designed to cover the broad fields of personnel relations to enable the student to fit very quickly into the personnel office as an assistant. It is designed to help the student acquire an understanding of the technique, principles, and procedures involved in personnel administration, both as a specialized function of the organization and as a co-ordinating function in general administration. Topics include company organization, selection and placement, training and executive development, appraisal, wage and salary administration, motivation, communication, safety and health, union and non-union relations, employee services, personnel research, public relations, and miscellaneous topics. A semester report will be required involving some research. (3 cr. hours).

Textbook: Flippo, "Principles of Personnel Management" (McGraw-Hill).

Reference: Yoder, "Personnel Principles and Policies" (Prentice-Hall).

**CHEMISTRY 110-111****General Chemistry****3 hours lectures, 3 hours lab.**

This course is a study of the fundamentals of Chemistry such as atomic structure, periodic classification, states of matter, solutions, chemical equilibrium, types of reactions, types of bonding in relation to the properties of matter. A systematic approach to the study of the elements and their compounds will then follow, making use of the above study. (4 cr. hours each semester)

Prerequisite: Chemistry 30.

Textbooks: Sienko & Plane, "Chemistry" (McGraw-Hill); Harper Frantz, "A Laboratory Study of Chemical Principles" (Freeman).

**CHEMISTRY 230 (U. of A.)****Inorganic Chemistry****3 hours lectures, 1 hour seminar,  
3 hours lab.**

Lectures: The fundamental concepts of chemistry as applied to the elements and their compounds.

Text: Sienko and Plane, "Chemistry", 2nd ed.

Laboratory: The preparation of compounds, quantitative chemistry and semi-micro qualitative analysis.

Text: Frantz, "A Laboratory Study of Chemical Principles".

Prerequisite: Chemistry 30. (5 cr. hours each semester).

**CHEMISTRY 250 (U. of A.)****Organic Chemistry****3 hours lectures, 3 hours lab.**

Lectures: An introduction to a study of compounds of carbon.

Text: Noller, "Chemistry of Organic Compounds" (W. B. Saunders (8), or Noller. "Textbook on Organic Chemistry" (W. B. Saunders (8). (4 credit hours each semester).

Laboratory: The preparation of some organic compounds.

Text: English, "Laboratory Manual of Organic Chemistry."

Prerequisite: Chemistry 30 or equivalent.

**ECONOMICS 110-111****Economic Analysis****3 hours**

An introductory course in economic analysis. The functioning of a mixed capitalistic enterprise system; the theory of income and employment, and economic fluctuations; price determination and the equilibrium of the firm; national accounts; money and banking; international trade including the economics of tariff protection; and some problems of economic growth and development. (3 cr. hours each semester).

Textbooks: Samuelson, "Economics" (McGraw-Hill). Canadian textbooks will be used, as reference texts, throughout the course to study Canadian

## NAME OF COURSE

## DESCRIPTION

## HOURS PER WEEK

economic institutions, the banking system, and Canadian economic data.)

References: Bellan, "Principles of Economics and the Canadian Economy" (McGraw-Hill). Inman, "Economics in a Canadian Setting" (Copp-Clark).

**ECONOMICS 200 (U. of A.)****Principles of Economics****3 hours lectures**

A survey of various aspects of economics; the nature of economic problems and systems; the function of money; commercial and central banking; national income analysis; monetary and fiscal policy; pricing under competitive and monopolistic conditions; selected topics in analysis and policy. (3 cr. hours each semester).

**ECONOMICS 230-231****Economic Geography****3 hours**

Man and his environment world patterns of economic activity and commodity flow; localization of industries; use of power resources; products of commerce and industry; regions of commerce; economic problems and principles of their solution. (3 cr. hours each semester).

Prerequisite: "C" grade in Economics 111 or Economics 200.

Textbook: Thoman, "The Geography of Economic Activity" (McGraw-Hill).

**ECONOMICS 234-235****Labour Economics and Labour Relations****3 hours**

The study of labour movements; the forms of labour organizations; economic problems of labour in relation to national economy; theory of wages; labour legislation; collective bargaining; the social aspects of industrial relations; social security and unemployment. (3 cr. hours each semester).

Prerequisite: "C" grade in Economics 111.

Textbooks: Reynolds, "Labour Economics and Labour Relations" (Prentice-Hall; Jamieson, "Industrial Relations in Canada" (Cornell).

**ENGINEERING 110****Engineering Drafting****2 hours**

(Formerly Graphics 110)

Freehand lettering; use of instruments; freehand sketching, geometric construction; orthographic projection; sectioning; dimensioning; pictorial representation; assembly and detail drawings. (2 cr. hours).

Textbook: Gieseche, Mitchell & Spencer, "Technical Drawing" (Macmillan).

**ENGINEERING 112****Basic Geologic Drawing****2 hours**

Lettering, use of instruments, topographic drawing, pictorials, descriptive geometry with special applications to geology. (2 cr. hours).

**ENGINEERING 120-121****Engineering Problems****1 hour**

Orientation to Engineering, Application of Mathematics and Physics to the solution of engineering problems. (1 cr. hour each semester)

Textbook: Brown, "Introduction to Engineering Problems" (Prentice-Hall).

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>ENGINEERING 210</b> (Formerly Surveying 210)	<b>Fundamentals of Surveying</b>	<b>2 hours plus survey school</b>
Theory and field work. Survey School is held after final examinations of Spring Semester. (3 credit hours).		
Textbook: Breed & Hosmer, "Principles of Surveying". Volume 1 (Wiley).		
<b>ENGINEERING 211</b> (Formerly Surveying 211)	<b>Route Surveying</b>	<b>2 hours</b>
A study of curves as applied to highway design. (2 cr. hours).		
Textbook: Hickerson, "Route Surveys & Design" (McGraw-Hill).		
Prerequisite: Surveying 210.		
<b>ENGINEERING 213</b> (Formerly Graphics 213)	<b>Descriptive Geometry</b>	<b>3 hours</b>
The technique of solving graphically problems involving points, lines, planes and angles in space. (3 cr. hours).		
Textbook: Pare, Loving, Hill, "Descriptive Geometry" (Macmillan).		
<b>ENGINEERING 252</b> (Formerly Statics 252)	<b>Statics</b>	<b>2 hours</b>
A study of the branch of mechanics dealing with the analysis of rigid bodies at rest. (2 cr. hours).		
Prerequisite: Beer & Johnson, "Statics" (McGraw-Hill)		
<b>ENGINEERING 253</b> (Formerly Dynamics 253)	<b>Dynamics</b>	<b>2 hours</b>
A study of the branch of mechanics dealing with the analysis of bodies in motion. (2 cr. hours).		
Prerequisites: Physics 110-111 and Mathematics 120-121.		
Textbook: Beer & Johnson, "Dynamics", 2nd ed. (McGraw-Hill).		
<b>ENGLISH 104-105</b>	<b>Practical Business English</b>	<b>3 hours</b>
This course is designed as a practical tool for the business man, the stenographer, and the typist. Primary emphasis is placed on correct business usage in letters and reports. The subject matter ranges from grammar, punctuation and form to analysis of and composition of business communications. A semester project involving some research will be required. (3 cr. hours each semester).		
Textbook: Walker & Aurner, "A Manual of Practical Business English". 3rd ed. (South-Western).		
<b>ENGLISH 110-111</b>	<b>Principles of English Composition</b>	<b>3 hours</b>
This is a course in freshman composition. The class will write exercises on ideas conceived from their reading. The written work will take the form of paragraphs, editorials, and longer essays. Practice in several forms of prose writing is the aim. Selected examples of literature are included. (3 cr. hours each semester).		
Textbooks: Stallman, Watters, "The Creative Reader" (Ronald Press); Hamalian or Volpe, "Essays of Our Time" (McGraw-Hill), and student's workbooks.		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>ENGLISH 210-211.</b>	<b>English Literature</b>	<b>3 hours</b>
<p>A general survey of English Literature from the beginning to the present day. Special attention will be given to great authors, literary periods, and literary forms. Essays and other written exercises will give the student the opportunity to develop his ability in expression. (3 cr. hours each semester).</p> <p>Textbooks: "The Literature of England", Vols. I and II, 4th Edition, ed. Woods; (Scott, Foresman &amp; Co.), "English Masterpieces", "Modern Poetry", Vol. 7, ed. Mack, Dean and Frost (Prentice-Hall, 1961); "Harbrace College Handbook", 5th edition (Harbrace).</p>		
<b>ENGLISH 220-221</b>	<b>Business Communication and Expression</b>	<b>3 hours</b>
<p>The aim of this course is to provide a sound knowledge of the mechanics of grammar and of the writing and composing of business communications of many kinds, including reports. The human relations problem in communication will be considered. A report involving research is required. (3 cr. hours each semester).</p> <p>Textbook: Parkhurst "Business Communication for Better Human Relations." (Prentice-Hall).</p>		
<b>ENGLISH 231</b>	<b>Technical Writing</b>	<b>3 hours</b>
<p>Progress reports, business letters, technical descriptions. (3 cr. hours).</p> <p>Textbook: Mills &amp; Walter, "Technical Writing", (Rinehart).</p>		
<b>ENGLISH 240 (U. of A.)</b>	<b>A Survey of English Literature</b>	<b>3 hours lectures</b>
<p>A survey of English Literature from Chaucer to the present day. Frequent essays will be set to afford practice in composition. (3 cr. hours each semester).</p>		
<b>FAMILY LIFE 210-211</b>	<b>Introduction to the Family</b>	<b>3 hours</b>
<p>Comparative, historical, and analytical study of the family, contributing to an understanding of its origin, structure and function. (3 cr. hours each semester).</p> <p>Textbook: Kephart, "The Family, Society, and the Individual", (University of Pennsylvania).</p> <p>Reference: Caran, "Marriage and Family in the Modern World".</p>		
<b>FRENCH 110-111</b>	<b>College French</b>	<b>3 hours lectures, 2 hours lab.</b>
<p>This course is intended as a prerequisite to the student who intends to major in French, or as a humanities course to form part of a liberal education. (4 cr. hours each semester).</p> <p>Prerequisite: French 30 or equivalent.</p>		
<b>FRENCH 200 (U. of A.)</b>	<b>First Year University French</b>	<b>3 hours lectures, 1 hour seminar</b>
<p>This is an intensive course in reading modern French, French grammar and composition. (3 cr. hours each semester).</p> <p>Prerequisite: French 30.</p>		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>GEOLOGY 110-111</b>	<b>Physical and Historical Geology</b>	<b>2 hours plus 2 hours lab.</b>
<p>This course is for students not intending to specialize in Geology. It deals with the materials of the earth's crust; igneous, metamorphic, and sedimentary rocks; the earth's interior; surface process; running water, glaciation, deserts, etc.; introduction to rock deformation and mountain building.</p> <p>An outline of the earth's history; fossils and their use; interpretation of geologic maps. There are field trips to Banff, Jasper and Drumheller. (3 cr. hours each semester).</p> <p>Textbook: Branson, Tarr, Keller, "Introduction to Geology" (McGraw-Hill).</p>		
<b>GEOLOGY 201 (U. of A.)</b> (Formerly Geology 210-211)	<b>General Geology</b>	<b>3 hours lectures, 3 hours lab.</b>
<p>Processes of destruction and reconstruction; interpretation of physiographic features with map study; stratigraphic column with index fossils from each period; common minerals and rocks. (4 cr. hours each semester).</p> <p>Textbook: Gilluly et al, "Principles of Geology".</p>		
<b>GOVERNMENT 211</b> (Formerly Government 111)	<b>Government of the United States</b>	<b>3 hours</b>
<p>This course is designed to give the student an understanding of how the political system of the United States originated and operates. (3 cr. hours).</p> <p>Textbook: Burns &amp; Felt &amp; Son, "Government by the People" (Prentice-Hall).</p>		
<b>HISTORY 205 (U. of A.)</b>	<b>European History</b>	<b>3 hours lectures</b>
<p>The history of Europe from the decline of the Roman Empire in the West to the present. (3 cr. hours each semester).</p>		
<b>HISTORY 220</b>	<b>History of Western Civilization to the 16th Century</b>	<b>3 hours</b>
<p>The time of primitive man to 16th Century European culture, with emphasis on the development of the ancient empires of Egypt, Mesopotamia, Crete, Greece, and Rome and their contribution to our western social order. (3 cr. hours).</p>		
<b>HISTORY 221</b>	<b>History of Western Civilization from 16th Century to the Present</b>	<b>3 hours</b>
<p>European History from 1500 A.D. to the present, with emphasis on the events of the 19th and 20th Centuries. (3 cr. hours).</p>		
<b>HISTORY 230</b> (Formerly History 132)	<b>History of the United States</b>	<b>3 hours</b>
<p>This course presents the chief political events and social processes from colonial times to the present. An attempt is made to weld the story of war and statesmanship, industry and economic growth, diplomacy and international relations into one coherent whole. (3 cr. hours).</p> <p>Textbook: Hofstadter, "The United States—A History of a Republic" (Prentice-Hall).</p>		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>HISTORY 231</b> (Formerly History 143)	<b>History of Canada</b>	<b>4 hours</b>
<p>This course covers the Canadian scene from colonial times to the present, with emphasis on the social and political aspects. Discussed are the many factors in Canada's development—geography, economics, politics, traditions, sectionalism and aspirations to national unity. (4 cr. hours).</p> <p>Textbook: McInnis, "A History of Canada" (Rinehart).</p>		
<b>INTERIOR DESIGN 110-111</b>	<b>Introduction to Interior Design</b>	<b>4 hours</b>
<p>Following a short series of orientation lectures the field of 20th Century Architecture will be covered broadly with an analysis of the totality of the works of several leading architects and to introduce the student to great creative architectural personalities of our own time. (4 cr. hours).</p>		
<b>INTERIOR DESIGN 200-201</b>	<b>Drafting</b>	<b>3 hours</b>
<p>Lectures and practical work. This course is an introduction to the fundamentals of draftsmanship and commences with the use of drafting equipment, followed with the application of geometrical constructions, concluding with the study of perspective projection. The practical work consists of problems drafted in pen and ink. There is also the introduction of the application of shades and shadows, with the final portion of the course consisting of preparing presentation drawings in plan elevation and perspective, using wash and line in various rendering media. (3 cr. hours).</p>		
<b>INTERIOR DESIGN 202-203</b>	<b>Pattern Design</b>	<b>1 hour</b>
<p>Lectures and practical work. Lectures on the development of pattern and its use in Interior Design. The designing of wallpaper, textiles, floor coverings, etc., and their presentation in various media. (1 cr. hour).</p>		
<b>INTERIOR DESIGN 204-205</b>	<b>Color, Theory, and Harmony</b>	<b>2 hours</b>
<p>A detailed survey of the requirements of rooms and furniture arrangements planned for those requirements. Problems in the designing of simple interiors, planning the arrangements, materials, furniture and colours to fit assumed existing conditions and the theory in developing colour schemes for domestic and commercial use, with a study of colour mixture and harmony based upon analysis both as a creative and as an explaining medium in design with special emphasis on its relation to space, form, texture and light. (2 credit hours).</p>		
<b>INTERIOR DESIGN 206-207</b>	<b>Furniture Design and Construction</b>	<b>2 hours</b>
<p>The requirements of good furniture design together with practical experience in and basic theory of furniture making, with drawings. (2 cr. hours).</p>		
<b>INTERIOR DESIGN 208-209</b>	<b>History of Art</b>	<b>1 hour</b>
<p>A history of the visual arts of architecture, sculpture and pictorial design in relation to the growth of Western Culture. Sketches required. (1 cr. hour).</p>		
<b>INTERIOR DESIGN 210</b>	<b>History of Architecture</b>	<b>3 hours</b>
<p>A comparison of types of architecture and its relation to Interior Design. (3 credit hours).</p>		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>INTERIOR DESIGN 211</b>	<b>Architecture Orientation</b>	<b>3 hours</b>
The principles and practices involved in the business world of architecture. (3 cr. hours).		
<b>INTERIOR DESIGN 240-241</b>	<b>Field Work</b>	<b>3 hours</b>
Trips to various furniture factories, stone and marble companies, requiring the students to submit a typewritten report. Professional expression and a short series of lectures, allows the student to present her ideas, defend them and enter into discussion of business ethics, financing, estimating professional ethics. (3 cr. hours).		
<b>JOURNALISM 110</b>	<b>Introduction to Journalism</b>	<b>2 hours</b>
An orientation course including field trips and practical experience with college publications. (2 cr. hours).		
<b>JOURNALISM 210</b>	<b>Journalism in Canada</b>	<b>3 hours</b>
A broad survey of the whole field. Discussion of free lance writing, exercises on the newspaper features, magazine articles, and others. Discussion on the main trends in Journalism in Canada from 1952 to the present, including important publications and representative journalists of the period. (3 cr. hours).		
<b>JOURNALISM 220</b>	<b>Fundamentals of Reporting</b>	<b>3 hours</b>
The nature of news values, how to recognize, collect, analyze and organize. (3 cr. hours).		
<b>JOURNALISM 230</b>	<b>Editing</b>	<b>3 hours</b>
Copy-reading, training copy and writing headlines, ethics, illustrations, foreign news, censorship, news policy. (3 cr. hours).		
<b>JOURNALISM 240-241</b>	<b>Field Work</b>	<b>3 hours</b>
Under the direction of the Calgary ALBERTAN—to include all phases of reporting and news writing. (3 cr. hours).		
<b>LIBRARY SCIENCE 112</b>	<b>Use of Books and Libraries</b>	<b>1 hour</b>
A familiarization course to enable the student to use his time to best advantage in supplementing his texts and seeking course material. The system of classification. Instruction and exercises on the use and organization of card catalogues, periodical indexes and the essential reference works; special attention to business periodicals and references; field trips to reference libraries, and lectures by librarians. (1 cr. hour).		
Textbook: Catherine Campbell, "Library Science for Canadians" (Pitman).		
<b>LIBRARY SCIENCE 114</b>	<b>History of Books and Libraries</b>	<b>3 hours</b>
This course gives a brief history of books and libraries from ancient times to the present. The professional literature of librarianship will be surveyed briefly. (3 cr. hours).		
Textbook: Johnson, "Communication" (Scarecrow Press).		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>LIBRARY SCIENCE 115</b>	<b>Children's Books and Libraries</b>	<b>3 hours</b>
<p>This course is devoted to children's literature. In addition to the text students will be expected to read a considerable number of children's books. There will be sessions devoted to story-telling and field trips to children's libraries. (3 cr. hours).</p> <p>Textbook: Smith, "The Unreluctant Years", (American Library Association).</p>		
<b>LIBRARY SCIENCE 116</b>	<b>Cataloguing, Filing</b>	<b>3 hours</b>
<p>A very brief course in cataloguing devoted chiefly to how to use the card catalogue, how to file catalogue cards, the typing of catalogue cards. This course will not make one a cataloguer but will give one an understanding of some of the principles of cataloguing. (3 cr. hours).</p> <p>Textbooks: Johnson and Cook, "Manual of Cataloguing and Classification for Small School and Public Libraries" (Wilson); Cockshutt, "Basic Filing Rules", (U. of Toronto Press).</p>		
<b>LIBRARY SCIENCE 117</b>	<b>Methods and Procedures</b>	<b>3 hours</b>
<p>This course will teach the student such practical routines as: registrations, overdues, reserves, shelving, inventory, the keeping of library statistics, simple book repairing. Field trips will be made to various libraries. (3 cr. hours).</p> <p>Textbook: Cook, "The New Library Key", (Wilson).</p>		
<b>MATHEMATICS 102</b>	<b>Elementary Algebra</b>	<b>5 hours</b>
<p>Algebraic formula, fundamental operations, factoring, simple and simultaneous equations, exponents and surds. Advance credit will be given to students with a "B" grade or better in Mathematics 20. (4 cr. hours).</p> <p>Textbook: Rees &amp; Sparks, "Intermediate Algebra", 2nd Edition, (McGraw-Hill).</p>		
<b>MATHEMATICS 103</b>	<b>Intermediate Algebra</b>	<b>5 hours</b>
<p>Quadratic functions and equations; systems of quadratic equations in two variables; ratio, proportion and variation; logarithms, progressions and the binomial theorem. (4 cr. hours).</p> <p>Prerequisite: Math. 102 or equivalent. Advance credit will be given to students with a "B" grade or better in Mathematics 30.</p> <p>Textbook: Rees &amp; Sparks, "Intermediate Algebra", 2nd Edition. (McGraw-Hill).</p>		
<b>MATHEMATICS 104</b>	<b>Trigonometry</b>	<b>3 hours</b>
<p>Trigonometric functions, radian measure, graphs of trigonometric functions, inverse trigonometric functions, identities, conditional equation, solution of right and oblique triangles. Advance credit for this course will be given to students with credit in Mathematics 31. (3 cr. hours).</p>		
<b>MATHEMATICS 107</b>	<b>Solid Geometry</b>	<b>3 hours</b>
<p>A course offered to engineering students. A study of geometry in three dimensions. (3 cr. hours).</p> <p>Textbook: Avery, "Solid Geometry" (Allyn &amp; Bacon).</p>		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>MATHEMATICS 108-109</b>	<b>Business Mathematics</b>	<b>3 hours</b>
<p>This course includes a review and explanation of the fundamental operations; instruction drill and problems in fractions; decimals, and percentage; depreciation charges; trade and cash discounts; retail selling; computing interest charges and discounting notes; instalment buying; stock market; partnerships. Skill is developed by timed tests. (3 cr. hours each semester).</p> <p>Textbook: Rosenberg &amp; Darnell, "Business Mathematics". Revised Canadian Edition. (McGraw-Hill).</p>		
<b>MATHEMATICS 110-111</b>	<b>Principles of Mathematics</b>	<b>5 hours</b>
<p>An introduction to abstract algebra, mathematics and logic; the number system; groups and fields; some properties of sets; algebraic functions; trigonometric functions; selected topics from analytic geometry, characteristics of frequency distribution; averages and their meanings; statistics and probabilities. (4 cr. hours each semester).</p> <p>Prerequisite: Mathematics 30 or 103, or equivalent.</p> <p>Textbook: Allendoerfer &amp; Oakley, "Principles of Mathematics" (McGraw-Hill).</p>		
<b>MATHEMATICS 112-113</b>	<b>Finite Mathematics</b>	<b>3 hours</b>
<p>Introduction to set theory and logic. Permutations, combinations, binomial and multinomial theorems. Elementary probability theory, Matrices. Introduction to the theory of games. (3 cr. hours each semester).</p> <p>Prerequisite: Mathematics 30 or 103 or equivalent.</p> <p>Textbook: Kemeny, Snell and Thompson, "Introduction to Finite Mathematics" (Prentice-Hall).</p>		
<b>MATHEMATICS 120-121</b>	<b>Introduction to Calculus</b>	<b>5 hours</b>
<p>Number system, absolute values, inequalities. Introduction to analytic geometry. Limits and derivative. Differentiation and integration of simple function. Applications of the derivative. Conic sections. Transcendental function. (4 cr. hours each semester).</p> <p>Prerequisites: Mathematics 30 or 103 or equivalent, and Mathematics 31 or equivalent.</p> <p>Textbook: Johnson and Kiokemeister, "Calculus with Analytic Geometry" (Chapters 1-11), (Allyn &amp; Bacon).</p>		
<b>MATHEMATICS 211 (U. of A.)</b>	<b>Elementary Mathematics</b>	<b>5 hours lectures</b>
<p>Trigonometrical identities and equations. Rates of change. Differentiation and integration of simple functions. Applications. Analytic geometry of the conic sections. Exponential, logarithmic and trigonometric functions. (4 cr. hours each semester).</p> <p>Textbook: Johnson &amp; Kiokemeister, "Calculus with Analytic Geometry" (Allyn &amp; Bacon), (Chapters 1-11).</p> <p>Prerequisite: Mathematics 30 and 31.</p>		
<b>MATHEMATICS 212-213</b> (Formerly 210-211)	<b>Calculus</b>	<b>5 hours</b>
<p>Advanced formal integration with applications. Indeterminate forms Taylor's formula. Parametric equations. Polar co-ordinates. Infinite series. Solid</p>		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
	analytic geometry. Vectors. Partial differentiation. Multiple integration. Introduction to differential equations. (4 cr. hours each semester).	
	Prerequisite: Mathematics 112-113 or 120-121.	
	Textbook: Johnson & Kiekemeister, "Calculus with Analytic Geometry" (Chapters 12-21), (Allyn & Bacon).	

**MATHEMATICS 281 (U. of A.)      Algebra      3 hours lectures**

Number system, induction scales of notation. Algebra of logic and sets. Permutations and combinations, binomial and multinomial theorems. (3 cr. hours).

Probability: Matrices and linear transformations. (3 cr. hours each semester).  
Prerequisite: Mathematics 30.

**PHILOSOPHY 241 (U. of A.)      Introduction to Western Philosophy      3 hours lectures, 1 hour lab.**

The student meets and considers traditional problems of Western philosophy as they appear in selected philosophical classics. Emphasis is placed both on historical treatment of these problems and upon the student's ability to handle philosophical ideas independently. To this end lectures, discussions and tutorials form part of the student's training. (3 cr. hours each semester).

**PHYSICAL EDUCATION 100, 200**

Soccer, volleyball, bowling (men). (2 cr. hours).

**PHYSICAL EDUCATION 101, 201**

Softball, tumbling (men). (2 cr. hours).

**PHYSICAL EDUCATION 102, 202**

Golf, European hand handball (men). (2 cr. hours).

**PHYSICAL EDUCATION 103, 203**

Track and field, wrestling (men). (2 cr. hours).

**PHYSICAL EDUCATION 104, 204**

Cross-country running, badminton (men). (2 cr. hours).

**PHYSICAL EDUCATION 105, 205**

Rugger, European handball (men). (2 cr. hours).

**PHYSICAL EDUCATION 106, 206**

Flag football, floor hockey (men). (2 cr. hours).

**PHYSICAL EDUCATION 107, 207**

Cross-country running, floor hockey (men). (2 cr. hours).

**PHYSICAL EDUCATION 150, 250**

Field hockey, golf, exercises and body mechanics (women). (2 credit hours).

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>PHYSICAL EDUCATION 151, 251</b>	Track and field, volleyball, games and relays (women).	(2 cr. hours).
<b>PHYSICAL EDUCATION 152, 252</b>	Archery, dance, badminton (women).	(2 cr. hours).
<b>PHYSICAL EDUCATION 153, 253</b>	Speedball, dance, golf (women).	(2 cr. hours).
<b>PHYSICAL EDUCATION 220</b>	Inter-college football (men).	(2 cr. hours).
<b>PHYSICAL EDUCATION 222-223</b>	Inter-college basketball (men).	(2 cr. hours each semester).
<b>PHYSICAL EDUCATION 224-225</b>	Inter-college hockey (men).	(2 cr. hours each semester).
<b>PHYSICAL EDUCATION 226-227</b>	Inter-college European handball (men).	(2 cr. hours each semester).
<b>PHYSICAL EDUCATION 228-229</b>	Inter-college volleyball (men).	(2 cr. hours each semester).
<b>PHYSICAL EDUCATION 230-231</b>	Inter-college track and field (men).	(2 cr. hours each semester).
<b>PHYSICAL EDUCATION 232-233</b>	Inter-college rugger (men).	(2 cr. hours each semester).
<b>PHYSICAL EDUCATION 280-281</b>	Inter-college basketball (women).	(2 cr. hours each semester).
<b>PHYSICAL EDUCATION 282</b>	Inter-college volleyball (women).	(2 cr. hours).
<b>PHYSICAL EDUCATION 284-285</b>	Inter-college track and field (women).	(2 cr. hours each semester).

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>PHYSICS 110</b>	<b>Mechanics and Geometric Optics</b>	<b>3 hours plus 3 hours lab.</b>
A study of the results of forces acting on material bodies. Also, a study of lenses, mirrors, and related topics. (4 cr. hours).		
Corequisite: Mathematics 120-212.		
<b>PHYSICS 111</b>	<b>Heat, Wave Motion, and Sound</b>	<b>3 hours plus 3 hours lab.</b>
Corequisite: Mathematics 120-121. (4 cr. hours).		
<b>PHYSICS 112-113</b>	<b>General Physics</b>	<b>3 hours plus, 2 hours lab.</b>
A general course in the fundamentals of physics, including mechanics, properties of matter, heat, sound, electricity and light. (4 cr. hours each semester).		
Textbook: Miller, "College Physics" (Harcourt, Brace).		
<b>PHYSICS 200 (U. of A.)</b>	<b>General Physics</b>	<b>3 hours lectures, 3 hours lab.</b>
A general course in the fundamentals of physics, including mechanics, properties of matter, heat, sound, electricity, and light. Illustrated by experiments. (4 cr. hours each semester).		
Prerequisite: Physics 30.		
<b>PHYSICS 245 (U. of A.)</b>	<b>Introduction to Physics</b>	<b>3 hours lectures, 3 hours lab.</b>
Introduction to Physics includes: mechanics, heat, optics, electricity, magnetism and modern physics. Emphasis on mechanics, electricity and magnetism. (4 cr. hours each semester).		
Prerequisite: Physics 30.		
Co-requisite: Mathematics 211 (U. of A.).		
<b>PHYSICS 250-251</b>	<b>Electricity and Magnetism</b>	<b>1 hour plus 2 hours lab.</b>
Prerequisite: Physics 110-111 and Mathematics 120-121. (2 cr. hours each semester).		
Textbook: Semat & Katz, "Physics" Part II, (Holt, Rinehart & Winston).		
<b>PSYCHOLOGY 110-111</b>	<b>General Psychology</b>	<b>3 hours</b>
Introduction to Psychology: maturation and development; motivation; feeling and emotion; frustration and conflict; mental health and psychotherapy; personality; social influences; prejudice and social conflict; aptitudes and vocational adjustment; intellectual abilities; work and efficiency; learning and remembering. (3 cr. hours each semester).		
<b>PSYCHOLOGY 202 (U. of A.)</b>	<b>Introduction to General Psychology</b>	<b>3 hours lectures</b>
A survey of problems, methods and principles in various fields of psychology. (3 cr. hours each semester).		
<b>PSYCHOLOGY 210-211</b>	<b>Developmental psychology</b>	<b>3 hours</b>
This course consists of the application of the methods and principles of several fields of psychology to an extensive study of human growth and development: the child, the adolescent, the adult. (3 cr. hours each semester).		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>RADIO 100-101</b>	<b>Fundamentals of Broadcasting</b>	<b>2 hours</b>
General survey of broadcasting, including history, growth, social aspects, laws and policies, stations and network organization, programming, the advertiser, the listener, public interest, standards of criticism, comparison of broadcast systems, international broadcasting and propaganda. (2 cr. hours each semester). (Not offered in 1964-65).		
<b>RADIO 202-203</b> (Formerly Radio 102-103)	<b>Radio Workshop</b>	<b>2 hours</b>
Practical training in actual broadcasting over the College station, CMRC (closed circuit). (1 cr. hour each semester).		
<b>RADIO 204-205</b> (Formerly Radio 104-105)	<b>History of the Theatre</b>	<b>1 hour</b>
An historical study of the theatre from ancient to modern times. (1 cr. hour each semester).		
<b>RADIO 206-207</b> (Formerly Radio 106-107)	<b>Music Appreciation</b>	<b>1 hour</b>
Musical history; survey of musical literature; musical forms, terms and development of musical instruments. The Canadian scene, and an introduction to listening. (1 cr. hour each semester).		
<b>RADIO 210-211</b> (Formerly Radio 110-111)	<b>Script Writing and Announcing</b>	<b>2 hours</b>
Contemporary methods of script writing and practical techniques used in announcing. (2 cr. hours each semester).		
<b>RECREATION 100-101</b>	<b>Basic Recreation Skills</b>	<b>3 hours</b>
Basic skills for outdoor activities and recreation. A course designed to train students in all phases of outdoor recreation i.e. day camps, cook-outs. (3 cr. hours).		
<b>RECREATION 210-211</b>	<b>Introduction to Community Recreation</b>	<b>3 hours</b>
Program planning, objectives, philosophy, the role of the school will be covered in this course. (3 cr. hours).		
<b>RECREATION 220-221</b>	<b>Administration of Playgrounds &amp; Community Centres.</b>	<b>3 hours</b>
Neighbourhood play group volunteers, personnel policies, care and maintenance, special problems. (3 cr. hours).		
<b>RECREATION 230</b>	<b>Administration of School and Community Camps.</b>	<b>3 hours</b>
This is a course which covers all aspects of administration involved in operating a camp. (3 cr. hours).		
<b>RECREATION 231</b>	<b>Administration of Intra-mural Sport</b>	<b>3 hours</b>
Organization of tournaments, schedules and conducting individual and team sports and recreational activities. (3 credit hours).		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>RECREATION 240-241</b>	<b>Directed Leadership in Recreation</b>	<b>3 hours</b>
Supervised experience in public and private recreation programs. This class requires all of the above group as a prerequisite and is a seminar type of class in conjunction with field work. (3 cr. hours).		
<b>RELIGION 100</b>	<b>Biblical Literature</b>	<b>3 hours</b>
A study of the historical background of the Old and New Testament. An opportunity will be provided to discuss the importance and relevance of this material to the contemporary world. (3 cr. hours).		
<b>RELIGION 105</b>	<b>Christian Apologetics</b>	<b>3 hours</b>
(Formerly Religious Education 212-213)		
Roman Catholics. (3 cr. hours).		
<b>RELIGION 119</b>	<b>World Religions</b>	<b>3 hours</b>
A study of the living religions of the world, their basic theological positions, their relative strengths in the world today. An opportunity will be provided to compare these religions. (3 cr. hours).		
Textbook: Braden, "The World's Religions", (Abingdon Press).		
<b>RELIGION 200</b>	<b>Man, Science, Religion</b>	<b>3 hours</b>
A study of man and the relationship between the philosophy and faith of science and that of religion. (3 cr. hours).		
Textbooks: Robertson, "Man's Estimate of Man" (S.C.M. Press Ltd.), and Owen, "Scientism, Man, and Religion", (Westminster Press).		
<b>RELIGION 205</b>	<b>Moral Guidance</b>	<b>3 hours</b>
A study of correct moral living in modern living for Roman Catholics. (3 cr. hours).		
<b>RELIGION 219</b>	<b>Christian Ethics</b>	<b>3 hours</b>
A study of ethics, Christian ethics, ethical action in the contemporary world. (3 cr. hours).		
<b>SECRETARIAL-SCIENCE 110 or 111</b>	<b>Personal Typing</b>	<b>2 hours</b>
The aim of this course is to enable the student to acquire usable skills in the techniques of typewriting for his personal use and for submission of class projects. Student will be required to complete the required number of lessons and to meet the required standards of speed and accuracy in one semester. This course is not open to students who have credits in Typewriting 10. (2 cr. hours).		
Textbook: Lloyd-Hosler, "Personal Typing", 2nd Edition, (Gregg), Lloyd Rowe and Winger, "Typing Power Drills". (Gregg).		

<b>SECRETARIAL SCIENCE 112</b>	<b>Elementary Typewriting</b>	<b>5 hours</b>
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This course is for students with no previous instruction in typewriting as well as for those who have had some experience in typewriting. It includes techniques of machine operation, with emphasis on touch control, rhythm, speed and accuracy. Practice is given in typing business letters, tabulations, memos, telegrams, reports, etc. This course is not open to students who have credit in Typewriting 10. (3 cr. hours).

Textbooks: Lloyd, Rowe & Winger, "Gregg Typewriting for Colleges", Complete Course (Gregg).

Lloyd, Rowe & Winger, "Workbook No. 1 Gregg Typewriting for College" (Gregg).

<b>SECRETARIAL SCIENCE 113</b>	<b>Intermediate Typewriting</b>	<b>5 hours</b>
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This course demands increased skills, and consists of practical problems in written communications, manuscript writing, and business forms. (3 cr. hours). Prerequisite: Secretarial Science 112 or Typewriting 10.

Textbooks and Reference: same as for Secretarial Science 112.

<b>SECRETARIAL SCIENCE 120-121</b>	<b>Elementary Shorthand</b>	<b>5 hours</b>
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Offers an excellent opportunity to learn the fundamentals of Pitman Shorthand Theory. Emphasis is upon reading and writing shorthand accurately with the correct techniques; practice is given in transcription as the student's speed and vocabulary increase. (3 credit hours each semester).

Textbooks: "New Basic Course in Pitman Shorthand", "Student's Shorthand Dictionary and Phrase Book", (Pitman). "Workbook for New Basic Course", (Pitman).

<b>SECRETARIAL SCIENCE 160 or 161</b>	<b>Business Filing</b>	<b>2 hours</b>
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Instruction and practice in the principles and techniques common to all systems of filing. Field trips to study the operation of filing systems will be included. (2 cr. hours).

Textbooks: Basset, Agnew, "Business Filing", and "Filing Office Practice" set (South-Western).

Reference: Kahn-Yerian, "Progressive Filing" (Gregg).

<b>SECRETARIAL SCIENCE 210</b>	<b>Advanced Typewriting</b>	<b>5 hours</b>
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Covers rough drafts; letters' review; production typing of envelopes, cards, and labels; tabulations; business reports; manuscripts; drills with increased speed; practical work in office typewriting. (3 cr. hours).

Prerequisite: Secretarial Science 113 ("C" standing) or Typewriting 20 ("B" standing).

Textbooks: Lloyd, Rowe & Winger, "Gregg Typewriting for Colleges", Complete Course (Gregg). (As in 113).

Lloyd, Rowe & Winger, "Workbook No. 3 Gregg Typewriting for Colleges" (Gregg).

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>SECRETARIAL SCIENCE 213</b>	<b>Intermediate Shorthand</b>	<b>5 hours</b>
<p>Combines shorthand and typewriting on a strictly job production basis; office style dictation; practice on the job; emphasis on increased speed. In addition, legal, medical and engineering outlines are introduced. (3 cr. hours).</p> <p>Prerequisites: Secretarial Science 112 ("C" standing) or Typewriting 10 ("B" standing) and Shorthand 10 ("A" standing) or Secretarial Science 121 ("B" standing).</p> <p>Textbooks: "Pitman Shorthand Dictation and Transcription" (Pitman); "Key" for same; "Student's Shorthand Dictionary and Phrase Book" (Pitman).</p>		
<b>SOCIAL WELFARE 110-111</b>	<b>Introductory Course</b>	<b>3 hours</b>
<p>This course gives a comprehensive introduction to various Social Welfare fields with the development background of welfare programs; an introductory course on Human Relations; Field Orientation. (3 cr. hours each semester).</p>		
<b>SOCIAL WELFARE 210-211</b>	<b>Skills, Techniques, and Methods</b>	<b>3 hours</b>
<p>This course is a study and examination of the social work process; study, diagnosis and treatment; field work emphasized. (3 cr. hours each semester).</p>		
<b>SOCIOLOGY 110-111</b>	<b>Introduction to Sociology</b>	<b>3 hours</b>
<p>The sociological concepts of culture, personality, groups, population, institutions, communications. Social stratification, social processes, social control and social change. (3 cr. hours each semester).</p>		
<b>SOCIOLOGY 200-201</b>	<b>General Sociology</b>	<b>3 hours</b>
<p>Introduction to the scientific study of society; social institutions; culture and the individual; social organization; population; social order and social disorganization. (3 cr. hours each semester).</p>		
<b>SOCIOLOGY 202 (U. of A.)</b>	<b>Introductory Sociology</b>	<b>3 hours lectures</b>
<p>The sociological study of society, social institutions, group behavior, personality formation and social change. (3 cr. hours each semester).</p>		
<b>SOCIOLOGY 210</b>	<b>Social Problems</b>	<b>3 hours</b>
<p>A general study of personal and social disorganization; pathologies such as crime, delinquency, sex offenses, suicide, alcoholism, mental illness, and family and community disorganization will be studied from the standpoint of the social processes which bring them about. (3 cr. hours).</p>		
<b>SOCIOLOGY 211</b>	<b>Race and Ethnic Relations</b>	<b>3 hours</b>
<p>The descriptive and analytical study of the phenomena which arise when groups who differ racially and culturally come into contact with another. Theories of prejudice and discrimination will be considered in detail. (3 cr. hours).</p>		
<b>SOCIOLOGY 212</b>	<b>The Family</b>	<b>3 hours</b>
<p>Comparative, historical and analytical study of the family, contributing to an understanding of its origin, structure and function. Factors in courtship and marriage will be considered. (3 cr. hours).</p>		

NAME OF COURSE	DESCRIPTION	HOURS PER WEEK
<b>SOCIOLOGY 213</b>	<b>Criminology</b>	<b>3 hours</b>
The scientific study of criminal behavior; nature and incidence of crime and delinquency; theories of "causation"; interrelationship of punishment and correction. (3 cr. hours).		
<b>SPEECH 108-109</b>	<b>Voice Production and Training</b>	<b>2 hours</b>
Study and drill in voice production, articulation and pronunciation. Emphasis upon improving voice quality and flexibility and standards of good diction. (2 cr. hours).		
<b>SPEECH 208-209</b>	<b>Public Speaking and Evaluation</b>	<b>2 hours</b>
Preparation for effective professional use of the voice in teaching, public speaking, theatre, radio, television, and interpretation. Development of the ability to communicate thought and feeling and the improvement of powers of appreciation and evaluation in listening. (2 cr. hours).		
<b>TELEVISION 102-103</b>	<b>Television Workshop</b>	<b>2 hours</b>
Theory and practise of Television broadcasting. Analysis of values, trends, and procedures in programming schedules; problems in planning program structure to meet community and public service needs. (2 cr. hours each semester).		
<b>ZOOLOGY 110-111</b>	<b>General Zoology</b>	<b>3 hours plus 3 hours lab.</b>
The introduction to animal morphology; physiology; history; embryology and anatomy; the study of theories of evolution and genetics. (4 cr. hours each semester).		
Textbook: Guthrie & Anderson, "General Biology", (Wiley).		
<b>ZOOLOGY 113</b>	<b>Fundamentals of Genetics</b>	<b>3 hours</b>
Introduction to Mendelian inheritance, probability, sex-linkage, crossing over, epistasis, chromosomal aberrations; survey of the genetics of domesticated plants and animals, breeding and selection. (3 cr. hours).		
<b>ZOOLOGY 220 (U. of A.)</b>	<b>Elementary Zoology</b>	<b>3 hours lectures, 3 hours lab.</b>
Animal organization; comparative morphology; essentials of histology; principle phenomena of distribution, behavior, ecology, development and reproduction, evolution, variation and heredity. (4 cr. hours each semester).		

## SCHEDULE OF FEES FOR 1964-65

### Registration Fees

A Registration fee of \$5.00 must accompany the application of each student.

Students registering after Registration Day will pay, in addition, a late registration fee of \$5.00 plus \$1.00 per day.

Registration fees are not refundable unless the College is unable to admit the student to the program for which he applies.

### TUITION FEES

#### Junior College Programs:

##### Academic Year:

Arts and Science Programs A and S

Business Administration Program A:

Payable in advance in full, September 14th <sup>or</sup> <del>and</del> 15th .....	\$300.00
(Program S—payable February 1)	

All other programs (except secretarial school):

Payable in advance in full, September 14th <sup>or</sup> <del>and</del> 15th .....	<del>300.00</del> <sup>480</sup> 450.00
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Payable in instalments—September 14th <del>and</del> 15th .....	<del>300.00</del>
January 20th .....	<del>100.00</del>
	195.

One Semester—payable in advance in full .....	<del>250.00</del> <sup>260</sup> 250.00
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##### Partial programs:

Per semester credit-hour .....	15.00
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As auditor—per semester credit-hour .....	3.00
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#### Secretarial School Programs:

Payable in 10 instalments of \$51.00 each on the 1st of each month from September to June inclusive .....	Total— <sup>540</sup> <del>\$510.00</del>
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or payable in 4 instalments—September 1st .....	160 150.00
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November 2nd .....	160 150.00
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February 1st .....	110 100.00
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April 1st .....	95 95.00
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Total—	<del>\$400.00</del> <sup>525</sup> 400.00
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or payable in full in advance—September 1st .....	<del>400.00</del> <sup>510</sup> 400.00
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### GENERAL FEES

Accident insurance .....	\$ 1.00
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Laboratory fee (for each Science course) .....	5.00
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Locker rent .....	per year 1.00
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	per semester .50
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Supplemental examination .....	10.00
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Special examination .....	15.00
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## STUDENT UNION FEES

Student activities .....	per year	\$ 21.00
	per semester	13.00
Student activities, Secretarial School .....	per year	16.00
Student Union Building Fund .....	per semester	5.00

N.B. General and Student Union Fees are in addition to Tuition fees and apply to all students in all programs and are payable on Registration Day.

## \*RESIDENCE FEES

Payable in advance in full—September 14th and 15th .....	\$600.00
Payable in instalments—September 14th and 15th .....	\$345.00
January 20th .....	275.00
Caution Money deposit for all Resident students .....	5.00
*Residence fees for Arts and Science students on Program "D" .....	525.00
Payable in instalments—February 1st .....	\$300.00
May 1st .....	245.00

## \*SECRETARIAL SCHOOL RESIDENCE FEES

Payable in advance in full, September 1st .....	\$745.00
or payable in 4 instalments—September 1st .....	\$191.25
November 2nd .....	191.25
February 1st .....	191.25
April 1st .....	191.25

Caution money deposit—for all resident students .....	5.00
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\*Residence fees at the Uptown Apartments are \$5.00 per month extra.

## REGULATIONS GOVERNING PAYMENT OF FEES

**Payment of fees are subject to the following regulations:**

- (1) Fees are due and payable on Registration Day and on instalment dates as outlined in the Schedule of Fees.
- (2) The last date for payment of fees at the "payable in advance" rates is September 30th. After this date instalment rates are due, as shown in the Schedule of Fees.
- (3) The final date for payment of each instalment is the last day of the month in which the instalment is due. After these dates the students may be excluded from classes until fees have been paid.
- (4) In the case of instalment payments being arranged for a single semester, these instalments are due as shown in the Schedule of Fees, and final dates as outlined in Section (3) above apply.
- (5) All financial obligations must be settled before diplomas, scholarships, medals, prizes, or standings can be awarded or issued.
- (6) For students withdrawing from the College, refunds will be made on the basis of the withdrawal form. No refund of fees is allowed for withdrawal within one month of the end of a semester or the academic year.
- (7) **If a student is expelled, there will be no refund of fees.**

## **SCHOLARSHIPS, BURSARIES, AND MEDALS FOR STUDENTS IN ATTENDANCE AT MOUNT ROYAL JUNIOR COLLEGE**

1. The Mount Royal Junior College Women's Auxiliary Scholarship for highest standing in the Junior College.
2. The Henry Birks & Sons Gold Medal to the student graduating from Junior College who, in the judgment of the faculty, has maintained a high academic record and made an outstanding contribution to the life of the College.
3. The Nickle Foundation Scholarship of \$200 to a returning student with high standing in first year Business Administration who resides in Southern Alberta.
4. The Nickle Foundation Scholarship of \$200 to a returning student with high standing in first year Engineering who resides in southern Alberta.
5. The Calgary section Council of Jewish Women Bursary of \$25.00 to the student with highest general standing in the Arts and Science Transfer Program.
6. The Calgary B'nai B'rith Bursary of \$25.00 to the second year Junior College student with the highest general standing in the Arts and Science University program.
7. The Imperial Oil Limited Scholarship for highest standing in first year Engineering.

### **MOUNT ROYAL JUNIOR COLLEGE ENTRANCE SCHOLARSHIPS**

A number of scholarships are offered annually for open competition among the young men and women wishing to enter Mount Royal Junior College. The scholarships will be applied to fees after the students are in actual attendance at the College for a full semester following the award, and will be credited toward defraying the fees for the second semester. No student will be awarded more than one scholarship in the same academic year. Application forms for scholarships may be obtained by writing to the Registrar, Mount Royal College, Calgary, Alberta, and applications must be submitted on or before August fifteenth of the year in which the award is to be made.

- A. The DR. G. W. KERBY MEMORIAL SCHOLARSHIP of \$250.00, offered to a graduate of grade XII who enters as a resident student for a Junior College or Secretarial School program. The student completing Grade XII in not more than two successive years, making the highest average over 70% in the Grade XII June departmental examinations among all who have applied for this scholarship, will be eligible for this award.
- B. The Dr. G. D. STANLEY SCHOLARSHIP of FREE TUITION to a High River student who takes a Junior College course in Mount Royal College as a resident student.
- C. Two NICKLE FOUNDATION SCHOLARSHIPS of \$200.00 each offered to students entering the Junior College in First Year Business Administration or Engineering. The two southern Alberta students having the highest average mark in Grade XII subjects in June Departmental examinations will be awarded the Scholarships.

- D. Three BOARD OF GOVERNORS SCHOLARSHIPS, one of \$100.00 and two of \$50.00 each, are offered to Calgary students who enrol in the first year in Mount Royal Junior College or in the Secretarial School. Awards will be based on Grade XII June Departmental examination results. The student making the highest average mark among those who have applied for one of these scholarships will be eligible for the \$100.00 scholarships, the next two \$50.00 each.
- E. Two BOARD OF GOVERNORS SCHOLARSHIPS, one of \$100.00 and one of \$50.00, are offered to students who enrol as resident students in the first year of Junior College in Mount Royal College. Awards will be based on Grade XII June Departmental examination results. The student making the highest mark among those who have applied for one of these scholarships will be eligible for the \$100.00 scholarship, the next the \$50.00 scholarship.

Information about the different divisions of Mount Royal Junior College may be obtained from the following:

The Junior College  
The High School  
The Secretarial School

—The Registrar  
Mount Royal College,  
Calgary, Alberta.

The Evening College:  
The High School Division  
The Adult Education Division  
The Business Diploma Program.

—The Director, The Evening College,  
Mount Royal Junior College,  
Calgary, Alberta.

The Summer School  
The Coaching School

—The Director of Summer Session,  
Mount Royal Junior College,  
Calgary, Alberta.

The Conservatory of Music,

—The Registrar, Conservatory of Music,  
Mount Royal Junior College,  
Calgary, Alberta.

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# FALL SEMESTER TIME - TABLE 1964

Name \_\_\_\_\_ Department \_\_\_\_\_ Year \_\_\_\_\_

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						

1964

S M T W T F S

January

	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	

April

	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		

July

	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	

October

		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

S M T W T F S

February

					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

May

					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						

August

					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					

November

	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				

S M T W T F S

March

	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

	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				

September

	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			

December

	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		

1965

S M T W T F S

January

					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						

April

				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	

July

	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

October

		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						

S M T W T F S

February

	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						

May

					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					

August

	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			

November

	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				

S M T W T F S

March

	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

	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			

September

	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		

December

	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	





Mount Royal College  
Calgary, Alberta

*Conservatory  
of  
Music  
and  
Speech Arts*

*Calendar  
1964-65*

BOARD  
MOUNT ROYAL COLLEGE

# CONSERVATORY

of

# MUSIC

and

# SPEECH ARTS

Incorporated by the Province of Alberta under an Act to Incorporate Mount Royal College, 1910, Second Session, Chapter 39 (assented to December 16, 1910) and as amended by the Fourth Session of the Ninth Legislature of the Province of Alberta in 1944 and as amended by the Legislature on March 31, 1950.

An inter-denominational College of the United Church of Canada.

A member of the Allied Arts Council of Calgary.

# BOARD of GOVERNORS OF MOUNT ROYAL COLLEGE

Howard P. Wright, LL.D. (Chairman)	Calgary
Rev. W. J. Collett, B.Ed., M.A., B.D., D.D. (Principal)	Calgary
J. G. Anderson, D.V.M.	Calgary
George Brown	Calgary
H. Cameron	Calgary
G. M. Carlyle	Calgary
Rev. D. B. Carr	Calgary
E. Connelly	Calgary
I. R. Crimp	Toronto, Ont.
A. Dixon, M.L.A.	Calgary
J. M. Farrell	Calgary
R. Fulton	Indus
J. M. Gardiner	Calgary
C. J. Ford, Q.C., LL.D.	Calgary
Mrs. W. J. Harper, B.A.	Edmonton
W. E. Howard	Calgary
R. H. Jenkins	Calgary
W. F. Johns	Calgary
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W. Raymond Johnston	Picture Butte
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H. H. Love	Calgary
H. J. Love	Calgary
E. B. Lyle	Calgary
Rev. G. Preston Macleod, M.A., D.D.	Calgary
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R. Maxwell	Calgary
F. A. McKinnon, M.Sc.	Calgary
W. Lloyd McPhee	Calgary
Rev. N. R. Mercer, D.D.	Calgary
MacDonald Millard, Q.C.	Calgary
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S. T. Reynolds	Calgary
Ivan C. Robison, LL.B.	Calgary
Graeme P. Smith	Calgary
C. F. Steele	Calgary
G. Stott	Calgary
B. A. Thorssen	Calgary
C. N. Vanderputten	Calgary
A. West	Calgary
Ray W. Wood	Carstairs
The President of the Alberta Conference of the United Church of Canada.	
The Secretary, the Board of Colleges and Secondary Schools, United Church of Canada.	
The Chairman, Committee on Students and Colleges, Alberta Conference, United Church of Canada.	
The Chairman, Committee on Students and Colleges, Calgary Presbytery, United Church of Canada.	

## ADMINISTRATION

### Committee of Direction

Principal	William J. Collett, B.Ed., M.A., B.D., D.D.
Director of Music	Peter J. Hodgson, LRAM, ARCM, ARCO.
Director of Speech Arts	Leona F. Paterson, ATCM.
Academic Dean	Sidney R. Vincent, B.Sc., B.D., B.Ed., S.T.M.
Registrar	S. Leonore Walters, B.A.

## BOARD OF EXAMINERS

Music	<p>Frank E. Churchley, B.Mus., LRCT, M.A., Ed.D. McGill University, Quebec.</p> <p>Ernest Dalwood, A.Mus. U. of A. University of Alberta, Edmonton.</p> <p>Stanley S. Finn, B.A., M.A., Ph.D. University of Alberta, Calgary.</p> <p>Jan Van der Gucht, Regina College.</p> <p>Lyell Gustin, Saskatoon.</p> <p>Clayton Hare, University of Portland.</p> <p>Filmer Hubble, University of Manitoba.</p> <p>David J. Peterkin, Edmonton, Music Supervisor, Government of Alberta.</p> <p>Phyllis Schuldt, GRSM. University of British Columbia.</p>
Speech Arts	<p>Florence Aymong, LTCM, ATCM, Toronto.</p> <p>P. Read Campbell, B.Ed., M.S., Ph.D(Speech). University of British Columbia.</p> <p>Josephine Cormack, B.A. Calgary.</p>
Secretary of Examinations	S. Leonore Walters, B.A.

## GENERAL INFORMATION

The Conservatory of Music and Speech Arts was established in 1911 as an integral department of Mount Royal College. The Conservatory seeks to provide a complete musical education and to offer to the student opportunities conducive to a well-rounded musical experience.

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## JUNIOR COURSES

Instruction is offered in every department of the Conservatory of Music for beginning pupils. Courses of study are arranged to suit the individual student and the very young beginner is provided with a program appropriate to his needs. Courses for adult beginners are also available.

## INTERMEDIATE COURSES

The intermediate grades (V-VIII) are taught with a view to developing the student's basic musicianship and broadening his technical facility. Systematic study of elementary theory is encouraged.

## SENIOR COURSES

With the inauguration of the Professional Diploma Courses, the Conservatory of Music is able to provide a well-graduated program of studies for the senior grades (IX, X and Diploma). Should a student prefer not to pursue the full-time program, an individual course is arranged to suit his particular need.

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## CORRESPONDENCE COURSES

Certain theoretical subjects may be taught by correspondence lessons. Details of such courses and fees charged may be obtained from the Registrar of the Conservatory of Music, Mount Royal College.

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## EXAMINATIONS IN MUSIC

The Conservatory of Music offers a thorough and intensive training for the graded certificates and diplomas of Mount Royal College, the Royal Conservatory of Music, Toronto, the Western Board of Music, and certain other institutions. Certain grades are fully accredited for High School and matriculation purposes; details of these courses may be obtained from the Registrar of the Conservatory of Music, Mount Royal College.

A scheme of examinations in music and speech arts authorized by Provincial Charter has been fully implemented by this College. An official Examining Board consisting of eminent musicians has been established (see Administrative page). Diplomas in Teaching and Performing are awarded to students who qualify by examination and these are designated AMRC and LMRC respectively. Mount Royal College music and speech arts examinations are available to students irrespective of where they receive their musical education.

## INSTRUMENTAL ENSEMBLES, ORCHESTRAS AND BANDS

The CONSERVATORY of MUSIC provides through its Junior and Youth Orchestras and Band Program, opportunities for concerted music-making under professional guidance. Membership in the Orchestras and Bands is open to all students of orchestral and band instruments regardless of where they are presently receiving their musical training. Some instruments are available for rental at a nominal charge. Public concerts are given periodically throughout the Conservatory Year.

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## STUDENT RECITALS

Frequent student recitals are presented in the College Auditorium. These recitals feature junior, intermediate and senior students of the Conservatory of Music and Speech Arts and provide an invaluable means of gaining experience and confidence in public performance.

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## THE W. KNIGHT WILSON MEMORIAL LIBRARY

The extensive orchestral and string music library of the late Mr. W. Knight Wilson was bequeathed to the Conservatory of Music, Mount Royal College in September 1961. This material forms the basis of a comprehensive library of orchestral music, scores and textbooks on music which is located in the Conservatory of Music.

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## BRANCH STUDIOS

MOUNT ROYAL COLLEGE CONSERVATORY OF MUSIC, acting within the provisions of its Provincial Charter, has established Branch Studios in the City of Calgary and surrounding districts. All teachers affiliated with the Conservatory of Music are professionally qualified and are appointed to represent the College in their particular locality. The privileges enjoyed by the pupils of the Branch Studio teacher include periodic recitals and test classes in the College Auditorium, auditions for the Conservatory's Radio and Television programs, participation in the annual Convocation Exercises of the Conservatory of Music and Speech Arts and eligibility for scholarship and medal awards. Any scholarship so awarded may be applied toward tuition fees with a Branch Studio teacher.

## DEPARTMENT OF MUSIC

### FACULTY and MONTHLY FEES

MONTHLY FEES quoted below are based on one half-hour lesson per week, except where otherwise stated.

#### PIANOFORTE

\$20

Peter J. Hodgson, LRAM, ARCM, ARCO. Director of Music. (40 minute lesson).

\$12

Magda Hazai, Artist Diploma (Budapest).

Mary Thatcher Hodgson, LRAM, ARCM, ABSM.

J. David Marsden, B.A., FRCO, LRAM, ARCM.

Arthur Ward, B.Mus., FRCO, LRAM.

Alfred Wilson, FTCL.

\*Janice Milevic, LRSM, Mus.G.Paed.

\$10

Muriel H. Clarke, ATCM.

Leonard Leacock, LRSM, ATCM.

Aino Kattelus Robinson, ARCT, LMRC, AMRC.

Nora Searchfield, ARCT.

June Southard, ARCT.

Werner Van Zweeden.

\*Lois Brown, ARCT, A.Mus.U. of A.

\*Elfi Gleusteen, B.Sc., LRCT.

\*Sheila Hae, ARCT.

\*Barteld Ryskamp, ATCL.

\*Marlene Sharman, ARCT, LMRC, AMRC.

\*William Ingles, ATCL.

\$9

Brian Cross, ARCT, AMRC, LMRC, A.Mus. U. of A.

Christine Mapplebeck, ARCT, LMRC, AMRC.

\$8

Larry Enns.

\*Constance Diamond, AMRC, ARCT.

\*Ann Lamb, ARCT.

\*Marguerite Orr Moore, B.Sc., ARCT.

\*Evelyn Pollitt, AMRC.

\*Rita Renschler, ARCT, AMRC.

\*Edward L. Traub, ARCT, AMRC.

\* Associate Teacher.

## ORGAN

\$20

Peter J. Hodgson, LRAM, ARCM, ARCO. Director of Music.

J. David Marsden, B.A., FRCO(CHM), LRAM, ARCM

Harold Ramsay, L.Mus(McGill), FTCL, FNATS.

Arthur Ward, B.Mus., FRCO, LRAM,

Alfred Wilson, FTCL.

## SINGING

\$19

Harold Ramsay, L.Mus(McGill), FTCL, FNATS.

\$12

J. David Marsden, B.A., FRCO, LRAM, ARCM.

Alfred Wilson, FTCL.

\$10

\*Lois Brown, ARCT, A.Mus. U. of A.

\*Karen Olsen, ARCT, A.Mus. U. of A.

## VIOLIN

\$15

Leon Zaitzeff, Russian Conservatoire (Paris). (Teaching Diploma).

\$12

John S. Bach, ARAM, ARCM, LRAM.

\$10

Gail Anderson.

## VIOLA

\$15

Leon Zaitzeff, Russian Conservatoire(Paris). (Teaching Diploma).

\$12

John S. Bach, ARAM, ARCM, LRAM.

## VIOLONCELLO

\$12

Don Palmer.

\$10

Linda Boellaard.

## DOUBLE BASS

\$10

Eric Whiteside.

\* Associate Teacher.

## **CLASSIC GUITAR**

\$12 (Three lessons per month)

Christopher Jordan.

## **FLUTE and PICCOLO**

\$15

Werner Van Zweeken.

\$10

Hans Boellaard.

## **OBOE and COR ANGLAIS**

\$12

Jack Tillmans.

## **CLARINET and SAXOPHONE**

\$12

Ronald Senkow.

William Thomas.

\$10

Denis W. Jackson, AMRO

Jack Tillmans.

\*Eddie Morris.

\*Terry Slymon.

## **BASSOON**

\$10

Brian Marsh.

## **FRENCH HORN**

\$10

Ralph Manning.

## **TRUMPET and CORNET**

\$12

Jack Mirtle, LRAM

\*Harry Pinchin.

\*Frank Simpson.

\$10

Roy Cornick.

Martin Vanderweerd.

\*William Ingles, ATCL

## **TROMBONE**

\$10

Roy Cornick.

Jack Pearce.

\*William Ingles, ATCL

\* Associate Teacher.

## **TUBA and EUPHONIUM**

\$10

Eric Whiteside.

## **TIMPANI and all PERCUSSION**

\$10

Harry R. Cardell.

## **HARP**

## **RECORDER**

\$15

Werner Van Zweeden.

\$10

Hans Boellaard.

Arthur Ward, B.Mus., FRCO, LRAM.

## **RUDIMENTS, HARMONY, COUNTERPOINT, FORM, HISTORY**

\$15

Peter J. Hodgson, LRAM, ARCM, ARCO, Director of Music.

\$12

J. David Marsden, B.A., FRCO(CHM), LRAM, ARCM.

Arthur Ward, B.Mus., FRCO, LRAM.

Alfred Wilson, FTCL.

\$10

Leonard H. Leacock, LRSM, ATCM.

Aino Kattelus Robinson, ARCT, LMRC, AMRC.

\$8

Karen Olsen, ARCT, A.Mus.U. of A.

June Southard, ARCT.

## **KEYBOARD HARMONY and IMPROVISATION**

Peter J. Hodgson

## **PEDAGOGY**

John S. Bach, (Strings)

Mary Thatcher Hodgson, (Pianoforte)

Harold Ramsay, (Voice)

## **ORCHESTRAL, BAND and CHORAL CONDUCTING**

John S. Bach.

Roy Cornick.

J. David Marsden.

Harold Ramsay.

Frank Simpson.

William Thomas.

MOUNT ROYAL COLLEGE

DEPARTMENT OF MUSIC

PROFESSIONAL COURSES FOR PROSPECTIVE TEACHERS OF MUSIC

The Department of Music, Mount Royal College, offers a two-year enriched program leading to the acquisition of a teaching diploma in most musical subjects. The prescribed course of studies outlined hereunder provides a complete preparation for the Associate teacher's examinations in music of Mount Royal College, the Royal Conservatory of Music, Toronto, or the Western Board of Music, and of certain other institutions.

While the program outlines the basic pattern for intending teachers of music, exceptional cases may justify a modification of the program; e.g. where a student has completed all or part of the theoretical requirements for the diploma examination he may be exempted from all or part of the theoretical studies.

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

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

The student's scholastic capacity and academic achievement will also be considered. The privilege of attending certain classes in the High School or Junior College Divisions of Mount Royal College without further payment of fees will be extended to the student who satisfies the minimum musical requirements for admission to the Professional Diploma Course, but who, in the view of the Committee on Admissions, should remedy certain academic deficiencies. Further information may be obtained from the Registrar of the Conservatory of Music, Mount Royal College.

The Program is divided into three principal courses as follows:—

COURSE A — For students of KEYBOARD INSTRUMENTS:  
Pianoforte or Organ.

COURSE B — For students of ORCHESTRAL INSTRUMENTS:  
Strings, Woodwind or Brass.

COURSE C — For students of SINGING.

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

PROFESSIONAL COURSES FOR PROSPECTIVE TEACHERS OF MUSIC

FIRST YEAR

COURSE A — KEYBOARD INSTRUMENTS (Pianoforte or Organ)

Principal Keyboard Instrument (Private lesson) .....	1 hour per week
Second practical study (Strings, Wind or Voice) (Private lesson) ..	$\frac{1}{2}$ hour per week
Theory (Private lesson) .....	$\frac{1}{2}$ hour per week
Aural Training (Class) .....	$\frac{3}{4}$ hour per week
Keyboard Harmony (Class) .....	$\frac{3}{4}$ hour per week
Music Appreciation (Class) .....	$\frac{3}{4}$ hour per week

COURSE B — ORCHESTRAL INSTRUMENTS (Strings, Woodwind or Brass)

Principal Orchestral Instrument (Private lesson) .....	1 hour per week
Second practical study (Pianoforte obligatory) (Private lesson) $\frac{1}{2}$	hour per week
Theory (Private lesson) .....	$\frac{1}{2}$ hour per week
Aural Training (Class) .....	$\frac{3}{4}$ hour per week
Music Appreciation (Class) .....	$\frac{3}{4}$ hour per week
Orchestral or Band Workshop .....	1 $\frac{1}{2}$ hours per week

COURSE C

SINGING

Singing (Private lesson) .....	1 hour per week
Second practical study (Pianoforte obligatory) (Private lesson) ..	$\frac{1}{2}$ hour per week
Theory (Private lesson) .....	$\frac{1}{2}$ hour per week
Aural Training (Class) .....	$\frac{3}{4}$ hour per week
Music Appreciation (Class) .....	$\frac{3}{4}$ hour per week
Choral Workshop .....	2 hours per week

SECOND YEAR

COURSE A — KEYBOARD INSTRUMENTS (Pianoforte or Organ)

Principal Keyboard Instrument (Private lesson) .....	1 hour per week
Pedagogy (Principles of Teaching) .....	$\frac{1}{2}$ hour per week
Theory (Private lesson) .....	$\frac{1}{2}$ hour per week
Aural Training (Class) .....	$\frac{3}{4}$ hour per week
Pianoforte Literature (Repertoire and Style Study) (Class) .....	$\frac{3}{4}$ hour per week
Keyboard Improvisation (Class) .....	$\frac{3}{4}$ hour per week

COURSE B — ORCHESTRAL INSTRUMENTS (Strings, Woodwind or Brass)

Principal Orchestral Instrument (Private lesson) .....	1 hour per week
Second practical study (Pianoforte obligatory) .....	$\frac{1}{2}$ hour per week
Pedagogy (Principles of Teaching) .....	$\frac{1}{2}$ hour per week
Theory (Private lesson) .....	$\frac{1}{2}$ hour per week
Aural Training (Class) .....	$\frac{3}{4}$ hour per week
Orchestral or Band Workshop .....	1 $\frac{1}{2}$ hours per week

COURSE C

SINGING

Singing (Private lesson) .....	1 hour per week
Vocal Pedagogy (Principles of Teaching) .....	$\frac{1}{2}$ hour per week
Second practical study (Pianoforte obligatory) .....	$\frac{1}{2}$ hour per week
Theory (Private lesson) .....	$\frac{1}{2}$ hour per week
Choral Workshop .....	2 hours per week

## MUSIC DEPARTMENT

### CLASS LESSONS

N.B. — Implementation of the following courses are subject to a minimum enrolment of six students per class.

### MUSIC APPRECIATION LECTURES

Instructor : Peter J. Hodgson.  
Fee : \$10.00 per Semester (15 lessons).  
Commencing : Tuesday, October 6.

The lectures are intended to illustrate by means of records and "live" performances the numerous types and schools of music, to encourage discussion on a variety of musical topics and generally quicken the student's awareness and perception of the subtleties and beauty of musical composition. The course will be found to have a wide appeal to those who are generally seeking a greater appreciation of music.

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### KEYBOARD HARMONY, IMPROVISATION, TRANSPOSITION and SCORE-READING

(Minimum requirement for admission:

Grade III Harmony and an adequate keyboard facility)

Instructor : Peter J. Hodgson.  
Fee : \$10.00 per Semester (15 lessons).  
Commencing : Tuesday, October 6.

The purpose of the Course is 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 the realization of figured basses, in simple and extended improvisation, in elementary transposition and in the reading of simple string and orchestral scores.

### AURAL TRAINING (Senior Grades IX, X and Diploma)

Instructor : Peter J. Hodgson.  
Fee : \$10.00 per Semester (15 lessons).  
Commencing : Tuesday, October 6.

The classes are designed to develop the student's ear through musical dictation, melody writing, chord recognition (individually and in progressions), exercises in modulation, rhythmic tests, etc.

## ILLUSTRATED LECTURES ON MUSICAL HISTORY

A Programme of Three Courses has been planned for the student of musical history. Each of the Courses is planned to meet the demands of a specific "grade" of history study and is designed to assist the intending examination candidate with a realistic approach to the study of the composers' lives and principal compositions. The lectures will be freely illustrated with recorded and, where possible, "live" performances of standard works and discussion will be encouraged.

### MUSICAL HISTORY GRADE III (Bach, Handel and Purcell)

Instructor : June Southard.  
 Fee : \$15 per Semester (15 lessons).  
 Commencing : Wednesday, October 7.

### MUSICAL HISTORY GRADE IV (Haydn, Mozart and Beethoven)

Instructor : Arthur Ward.  
 Fee : \$15 per Semester (15 lessons).  
 Commencing : Wednesday, October 7.

### MUSICAL HISTORY GRADE V (Nineteenth Century)

Instructor : Peter Hodgson.  
 Fee : \$15 per Semester (15 lessons).  
 Commencing : Wednesday, October 7.

## RUDIMENTS — Grade I, Grade II.

### Grade I (Two Semesters — 32 lessons)

Instructor : Leonard Leacock.  
 Fee : \$3 per month.  
 Commencing : Saturday, October 3 at 10:00 a.m.  
 Examinations: May/June, 1965.

### Grade II (Two Semesters — 32 lessons).

Instructor : Leonard Leacock.  
 Fee : \$3 per month.  
 Commencing : Saturday, October 3 at 10:45 a.m.  
 Examinations: May/June, 1965.

## ORCHESTRAL and BAND PROGRAMME

Programme Director: Peter Hodgson

Artistic Advisor: Haymo Taeuber

### SOUTHERN ALBERTA YOUTH ORCHESTRA

(Organized and sponsored by Mount Royal College).

Artistic Director: Haymo Taeuber.

Conductor : Frank Simpson.

Fee : \$10.00 per academic year.

Commencing : Saturday, September 5, 1964.

(Weekly rehearsals from 9:00 to 11:00 a.m.)

The Southern Alberta Youth Orchestra was inaugurated in September 1963 by Mount Royal College. It has progressed steadily during its first season and has attracted young orchestral players between the ages of fourteen and twenty-four years of high musical calibre. Commencing this season, the College is pleased to collaborate with the Calgary Philharmonic Society in utilising the services of the conductor of the Calgary Philharmonic Orchestra as Artistic Director of the Southern Alberta Youth Orchestra. Professor Taeuber will share rehearsal and conducting responsibilities of the Youth Orchestra with Mr. Frank Simpson who assisted the College in founding the Orchestra last season.

Members of the Southern Alberta Youth Orchestra will be coached with a view to auditioning for the National Youth Orchestra of Canada. It is hoped to provide scholarships from the proceeds of concerts for deserving students to attend the Alberta Government's Provincial Band and Orchestral Summer Workshop which in 1964 is to be held at Mount Royal College.

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### MOUNT ROYAL COLLEGE JUNIOR ORCHESTRA

Conductor : John S. Bach.

Fee : \$10.00 per academic year.

Commencing : Saturday, September 12, 1964.

(Weekly rehearsals from 11:00 to 12:30)

The Junior Orchestra offers opportunities for young players of orchestral instruments up to the age of thirteen years to participate in an organized programme of ensemble training and to study the standard works from the Junior Orchestra library. This Orchestra has progressed notably in the past season and its members regard it as a privilege to be admitted to the Junior Orchestra.

## CONCERT BAND

Conductors : Concert Band — William Thomas.

Stage Band — Martin Vanderweerd.

Fee : \$10.00 per academic year.

Commencing : Wednesday, September 16, 1964.

The Concert Band is open to all students of brass, woodwind and percussion instruments. It is designed to give an all-round experience and training in wind ensemble playing, with particular regard to section work in the various brass and woodwind divisions. A Stage Band is offered as a complementary unit to the Concert Band.

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## MOUNT ROYAL COLLEGE CHAMBER ORCHESTRA

Conductor : John S. Bach.

Fee : \$10.00 per academic year.

Commencing : Thursday, September 17, 1964.

(Weekly rehearsals from 6:30 - 8:00)

The Chamber Orchestra is designed primarily for adult students of orchestral instruments. This Orchestra was formed last season by Mount Royal College and fulfilled its purpose by providing opportunity for adult orchestral musicians to collaborate in the regular rehearsal of the smaller symphonic works by the great masters.

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## STRING ENSEMBLE CLASS

Conductor : Leon Zaitzeff.

Fee : \$10.00 per academic year.

Commencing : Friday, September 18, 1964.

The Class is provided to encourage the student in the practice and performance of ensemble music — trios, quartettes and other chamber combinations, and to offer experienced guidance in ensemble playing.

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## GROUP INSTRUCTION FOR BEGINNERS

Beginners classes are offered in certain instrumental studies such as Recorder, Clarinet and Violin. Details of these and other class lessons may be obtained from the Director of The Music Department, Mount Royal College.

## DEPARTMENT OF SPEECH ARTS

The Speech Arts Department, Mount Royal College, offers private and class instruction in speech training, providing a scientific and common sense approach to developing speech as an effective means of social communication, as a specialized use in public speaking situations, and as an aesthetic skill to be used in the art of interpretive reading, or dramatic presentations on stage, radio or television. These educational advantages of good speech training are further enhanced by an associated study of the History of Theatre and an appreciation of the dramatic literature of all ages from the Greek to the present day.

### FACULTY AND FEES

Monthly fees quoted below are based on one half-hour lesson per week, except where otherwise stated.

#### SPEECH ARTS

\$12

Leona F. Paterson, ATCM. Director of Speech Arts.

\$9

Souzann Fairbanks, AMRC.

Myra Holgate Sanders, AMRC, ARCT.

#### SPEECH CORRECTION

Leona F. Paterson, ATCM.

Laura Muir, B.A., M.A., B.LI.

Myra Holgate Sanders, AMRC, ARCT.

Souzann Fairbanks, AMRC.

#### REMEDIAL READING

Marion Ritchie, (Alberta Teaching Certificate).

**FUNDAMENTALS OF SPEECH** — A functional approach to effective communication. The aim is to develop good speech and to understand the use of it as a factor in human behavior.

**ORAL INTERPRETATION** — This course affords practise in reading prose, poetry and drama. It is designed to help the student determine the logical and emotional meaning of a selection and project the meaning to his listeners. A portion of the time is spent in voice development.

**PHONETICS** — The sounds of the English language — recognition, production, and transcription.

**REMEDIAL READING** — Identification of causes of reading difficulties. The teaching of specific skills to aid general reading ability.

**SPEECH AND HEARING CENTRE** — This year The Speech Department opens a Speech and Hearing Clinic. The Clinic will evaluate, advise and provide rehabilitation for persons of all ages who are handicapped with speech, hearing, or language disorders.

Services provided will include speech evaluation, speech correction, hearing evaluation (pure tone audiometric tests), speech reading (lip reading), auditory training, preschool classes for hearing handicapped, parent education (interviews) by teachers, and monthly meetings with the Society for Hearing Handicapped Children.

The staff will include Mrs. Laura Muir, B.A., M.A., B.L.I.

Mrs. Bernice McNamee, teacher of hearing handicapped nursery children.

Mrs. Audrey Kines, teacher of hearing handicapped kindergarten children.

Mrs. Myra Holgate Sanders, AMRC, ARCT.  
speech teacher.

(Mrs. McNamee and Mrs. Kines by courtesy of the Society for Hearing Handicapped Children).

## CLASS LESSONS

### EFFECTIVE SPEAKING

Instructor : Leona F. Paterson, ATCM  
Laura Muir, B.A., M.A., B.L.I.

Fee : \$10.00 per term (12 lessons).

Commencing : Wednesday, October 7, at 2 p.m. (Women).

Thursday, October 8, at 5 p.m. (Teen-age boys and girls).

Theory and practise in speaking, with close attention to the organization of ideas and their adaptation to specific audiences and occasions. Attention is given to the speaker's needs through criticism, problems and drills.

### CREATIVE DRAMA

Instructor : Souzann Fairbanks, AMRC.

Assistant : Jane Harshman.

Fee : \$10.00 per term (15 lessons).

Commencing : Saturday, September 12, at 9:00 a.m.

Providing, through directed play, emotional and physical control, ability to co-operate with other children in bringing a story or an idea or situation to a satisfying conclusion, developing the imagination and creating expressive speech. This gives the child confidence in general speech and social conditions, and is the basis for later appreciation of the arts in general and of drama in particular.

### HISTORY OF THE THEATRE

Instructors : Leona F. Paterson, ATCM.

Josephine Cormack, B.A.

Fee : \$10.00 per term (12 Lessons).

A study of theatres, methods of presentation, actors, and acting from primitive times to the present, with some reading of plays to illustrate the points covered.

## SCHOLARSHIPS

The following Scholarships are awarded on the basis of achievement in the Mount Royal College Music and Speech Arts examinations and are to be applied toward further study in the Conservatory of Music, or with a branch studio teacher.

To be eligible for a scholarship award a student must obtain a minimum of eighty per cent. of the total mark available in the practical examination and also must have successfully completed all the theoretical requirements pertaining to the grade. The minimum mark for a scholarship award in the diploma examination is seventy-five per cent. Scholarship awards to students of theoretical subjects are subject to the student completing all the theoretical requirements of the grade and obtaining a minimum average mark of seventy-five per cent. Only one scholarship may be awarded to a student in any one academic year.

### PIANOFORTE

Alberta Piano Company .....	\$100.00	Diploma
Kiwanis Club .....	100.00	X
Muriel H. Clarke .....	50.00	X
Heintzman Co. Ltd. ....	50.00	IX
Mrs. A. Fleming .....	50.00	VIII
Fisher's Music Supply .....	50.00	VII
T. Eaton Co. Ltd. ....	50.00	VI

### VIOLIN

W. Knight Wilson Memorial Scholarship .....	\$ 50.00	Diploma
West Printing Co. Ltd. ....	50.00	X
Dr. J. G. Anderson .....	25.00	X
John S. Bach .....	50.00	IX
Dr. W. J. Collett .....	50.00	VIII
F. McKinnon .....	50.00	VII
Woodwards Stores Ltd. ....	50.00	VI

### SINGING

Mrs. John H. Garden .....	\$100.00	Diploma
Harold Ramsay .....	50.00	X
Calgary Choral Society .....	50.00	IX
Henry Birks & Sons Ltd. ....	50.00	VIII
Hudson's Bay Company .....	50.00	VI

### WOODWIND and BRASS

Musselwhite Ritchie & Co. ....	\$ 50.00	Diploma
R. H. Jenkins .....	50.00	VI-X
Union Milk Co. ....	50.00	VI-X
Ronald Senkow, Saxophone .....	25.00	VI-X

### ORGAN

Dr. John H. Garden .....	\$100.00	Diploma
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## THEORY OF MUSIC

Peter J. Hodgson .....	\$ 30.00	V
Ravvin's Ltd. ....	25.00	IV
Leonore Walters .....	20.00	III
Leonard H. Leacock .....	15.00	II

## SPEECH ARTS

Dr. Howard P. Wright .....	\$ 50.00	Diploma
Frank Freeze .....	50.00	X
Charles F. Steele .....	50.00	IX
George Harris .....	25.00	VIII

## SPEECH THEORY

Leona F. Paterson .....	\$ 25.00
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## MEDALS

Bronze medals are awarded in all Departments for Grades I to V inclusive.

The C. M. Hanna silver medals for Pianoforte are awarded in Grades VI, VII, VIII, IX, X.

The Mount Royal College silver medals for Violin are awarded in Grades VI, VII, VIII, IX, X.

The Lloyd McPhee silver medals for Singing are awarded in Grades VI, VIII, IX, X.

The K. J. Morrison silver medals for Speech are awarded in Grades VI, VII, VIII, IX, X.

The Mount Royal College silver medals for Wind Instruments are awarded in Grades VI, VII, VIII, IX, X.

Board of Governors' Gold Medal for Music . Diploma level.

Board of Governors' Gold Medal for Speech Arts . Diploma level.

## PAYMENT OF FEES

**CONSERVATORY OF MUSIC FEES** are payable in ten equal monthly installments on or before the first lesson of each month. The Conservatory does not accept payment for less than one complete month and teachers are not permitted to give instruction unless the full monthly payment has been made. Alternatively, the student may pay for two, five or ten months in advance, and these amounts will be computed on the basis of the teacher's monthly rate. For those students who do not commence at the beginning of a complete month, a special rate will be charged for the actual number of lessons received in the initial month. In all other cases the complete monthly fee is payable.

**REGISTRATION** — Students must first register at the Conservatory of Music Office and make the initial monthly payment before commencing lessons. The single registration fee of \$2.00, which is non-refundable, covers as many subjects as the student may wish to study.

**REGISTRATION AGREEMENT** — Mount Royal College Conservatory of Music and Speech arts requires an agreement for an unbroken series of lessons for the full Conservatory Year, or from the time a student commences until the end of June. In case of withdrawal before the end of the Conservatory Year, a student must obtain a withdrawal form from the Registrar. This must be completed and signed by the parent or some responsible person and returned with one month's notice before terminating lessons. Under no circumstances other than departure from the city or serious illness will withdrawal for the months of May or June be accepted.

**THE CONSERVATORY YEAR**, commencing September 3rd, 1964, and ending June 22nd, 1965, (except Monday, June 28), comprises 40 weeks thus allowing for one week's vacation at Christmas and Easter (see Conservatory Calendar). Only in case of illness will missed lessons be made up and then adequate notice is expected.

**CONSULTATION LESSONS AND EXTRA LESSONS** may be charged for on a pro-rata basis.

## PRACTICE STUDIO RENTAL

DAILY RATE: (On upright pianos)

Per half-hour .30¢

Per hour .50¢

(Weekly rates are based on the daily rate.)

Grand Pianos — Double rate for all students.

### MONTHLY RATE:

**\*\*Special rate for RESIDENT students who are taking a PRACTICAL subject in the Conservatory of Music.**

Half-hour daily .....	\$ 4.00	(Minimum of one hour daily)
One hour daily .....	\$ 7.00	\$ 4.00
Two hours daily .....	\$13.00	\$ 6.50
Three hours daily .....	\$17.00	\$ 8.50
Four hours daily .....	\$20.00	\$10.00

Practice studios are available five days per week (no practising on Saturdays or Sundays). No refund can be allowed for missed days, except in case of absence caused by protracted illness.

**\*\*To be eligible for special resident-student rate, the student must be studying in the Conservatory of Music and receiving regular instruction in a practical subject. Being registered for Theory lessons only will not qualify a student for the reduction.**

# CALENDAR

1964

- September 3, T. — Conservatory Year commences.  
 September 5, S. — Youth Orchestra rehearsals commence.  
 September 12, S. — Junior Orchestra rehearsals commence.  
 September 12, S. — Creative Drama Classes commence.  
 September 16, W. — Band rehearsals commence.  
 September 17, T. — Chamber Orchestra rehearsals commence.  
 September 18, F. — String Ensemble classes commence.  
 October 3, S. — Theory Classes (Grade I and II) commence.  
 October 6, T. — Ear Training Classes commence.  
 October 6, T. — Music Appreciation Classes commence.  
 October 6, T. — Keyboard Harmony & Improvisation Classes commence.  
 October 7, W. — History of Music classes commence.  
 October 7, W. — Public Speaking for Women Classes commence.  
 October 8, T. — Effective Speaking Classes commence.  
 October 25, S. — CONVOCATION EXERCISES (Jubilee Auditorium).  
 November 8, S. — AWARD WINNERS PROGRAM.  
 November 22, S. — Student Recital (Branch Studios).  
 November 29, S. — Student Recital (Conservatory).  
 December 6, S. — Student Recital (Branch Studios).  
 December 13, S. — Student Recital (Conservatory).  
 December 15, T. — Closing date for M.R.C. Midwinter Examination entries.  
 December 25 to January 1 (inclusive) —  
                                     Christmas Vacation (Conservatory closed).

1965

- January 2, S. — Lessons resume.  
 January 17, S. — Student Recital (Branch Studios).  
 January 24, S. — Student Recital (Conservatory).  
 February 1, M. — Second Semester commences.  
 February 6, S. — Midwinter Theory Examinations (M.R.C.).  
 February 8, M. — Midwinter Practical Examinations (M.R.C.).  
 February 14, S. — Student Recital (Branch Studios).  
 February 21, S. — Student Recital (Conservatory).  
 March 14, S. — Student Recital (Branch Studios).  
 March 21, S. — Student Recital (Conservatory).  
 March 24 - April 3 — Alberta Music Festival (Calgary Branch).  
 April 11, S. — Student Recital (Branch Studios).  
 April 15, T. — Closing date for M.R.C. Midsummer Examination entries.  
 April 16 F. to April 22 T. (inclusive) —  
                                     Easter Vacation (Conservatory closed).  
 April 25, S. — Student Recital (Conservatory).  
 May 9, S. — Student Recital (Branch Studios).  
 May 16, S. — Student Recital (Conservatory).  
 June 5, S. — Midsummer Theory Examinations (M.R.C.).  
 June 21 to 26 — Midsummer Practical Examinations (M.R.C.).

For additional information on events of interest refer to the Conservatory News Letters.

## 1964

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
January							February							March							
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5	6	7	8	9	10	11	2	3	4	5	6	7	8		8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15		15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22		22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29		29	30	31				
April							May							June							
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12	13	14	15	16	17	18	10	11	12	13	14	15	16		14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23		21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30		28	29	30				
							31														
July							August							September							
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12	13	14	15	16	17	18	9	10	11	12	13	14	15		13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22		20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29		27	28	29	30			
							30	31													
October							November							December							
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4	5	6	7	8	9	10	8	9	10	11	12	13	14		6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21		13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28		20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30							27	28	29	30	31		

## 1965

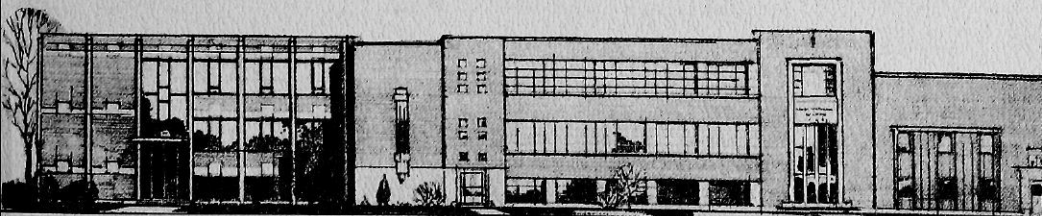
S	M	T	W	T	F	S
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November						
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S	M	T	W	T	F	S
March						
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June						
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27	28	29	30			
September						
				1	2	3 4
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December						
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19	20	21	22	23	24	25
26	27	28	29	30	31	



# MOUNT ROYAL JUNIOR COLLEGE

CALGARY - ALBERTA

*Calendar*  
1964 - 1965



HIGH SCHOOL DIVISION

## ACADEMIC CALENDAR — 1964 - 65

<b>July 2</b>	Thursday	— Summer School begins.
<b>July 29</b>	Wednesday	— Coaching School begins.
<b>August 14 - 21</b>		— Departmental examinations.

### Fall Semester 1964

<b>September 1 - 2</b>		— Registration days for High School.
<b>September 3</b>	Thursday	— Classes in High School begin.
<b>September 7</b>	Monday	— Labour Day: College closed.
<b>September 11</b>	Wednesday	— Last day for program changes in the High School for the Fall semester.
<b>September 16</b>	Wednesday	— Last day for admission to Fall semester.
<b>October 12</b>	Monday	— Thanksgiving Day: College closed.
<b>November 11</b>	Wednesday	— Remembrance Day: classes continue.
<b>November 16</b>	Monday	— Mid-term week-end: College closed.
<b>December 18</b>	Friday	— Last day of classes before Christmas vacation.
<b>December 19</b>	Saturday	— Christmas vacation begins.
<b>January 4</b>	Monday	— Classes resume.
<b>January 22 - 29</b>		— Departmental examinations

### Spring Semester 1965

<b>February 1</b>	Monday	— Registration for new students in High School.
<b>February 2</b>	Tuesday	— Registration for returning students in High School.
<b>February 3</b>	Wednesday	— Classes begin.
<b>February 10</b>	Wednesday	— Last day for program changes in the High School for the Spring Semester.
<b>February 15</b>	Monday	— Last day for admission to the Spring Semester.
<b>March 15</b>	Monday	— Mid-term week-end: College closed.
<b>April 16</b>	Friday	— Good Friday: College closed.
<b>April 16 - 25</b>		— Easter vacation for High School
<b>April 26</b>	Monday	— Classes resume.
<b>May 14</b>	Friday	— College Graduation.
<b>May 24</b>	Monday	— Citizenship Day: College closed.
<b>June 18</b>	Friday	— Last day of classes in the High School.
<b>June 21 - 30</b>		— Departmental and final examinations.
<b>July 5</b>	Monday	— Summer School begins.
<b>August 2</b>	Monday	— Coaching School begins.
<b>August 13 - 20</b>		— Departmental examinations.

# Mount Royal Junior College

— of —

THE UNITED CHURCH OF CANADA



A member of the American Association of Junior Colleges

Incorporated by the Province of Alberta under an Act to Incorporate Mount Royal College, 1910, Second Session, Chapter 39 (assented to December 16, 1910) and as amended by the Fourth Session of the Ninth Legislature of the Province of Alberta in 1944 and as amended by the Legislature on March 31, 1950.

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**BOARD OF GOVERNORS**  
— OF —  
**MOUNT ROYAL JUNIOR COLLEGE**

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

REV. W. J. COLLETT, C.D., B.Ed., M.A., B.D., D.D. (Principal)  
Calgary

J. G. ANDERSON, D.V.M.  
Calgary

George Brown Calgary	W. F. Johns Calgary	Rev. N. R. Mercer, B.A., D.D. Calgary
H. Cameron Calgary	C. B. Johnson, B.Sc., M.A. Lethbridge	MacDonald Millard, Q.C. Calgary
G. M. Carlyle Calgary	W. R. Johnston Picture Butte	C. O. Nickle Calgary
Rev. D. B. Carr Calgary	George C. Lancaster Calgary	S. T. Reynolds, B.A., B.Sc. Calgary
E. Connelly Calgary	H. J. Love Calgary	I. C. Robison Calgary
Ivor Crimp Toronto	H. H. Love Calgary	G. Smith Calgary
A. Dixon, M.L.A. Calgary	E. B. Lyle Calgary	C. F. Steele Calgary
J. M. Farrell Calgary	Rev. G. Preston MacLeod, M.A., D.D. Calgary	George Stott Calgary
C. J. Ford, Q.C., LL.D. Calgary	R. Maxwell Calgary	L. A. Thorssen Calgary
R. Fulton Indus	F. A. McKinnon, M.Sc. Calgary	C. N. Vanderputten Calgary
J. M. Gardiner Calgary	W. Lloyd McPhee Calgary	A. West Calgary
Mrs. W. J. Harper, B.A. Edmonton	C. E. Mansell Calgary	R. W. Wood Carstairs
W. E. Howard Calgary	J. A. Mather Calgary	
R. H. Jenkins Calgary		

The President of the Alberta Conference of the United Church of Canada.

The Secretary, the Board of Colleges and Secondary Schools, United Church of Canada.

The Chairman, Committee on Students and Colleges, Alberta Conference, United Church of Canada.

The Chairman, Committee on Students and Colleges, Calgary Presbytery, United Church of Canada.

# ORGANIZATION OF MOUNT ROYAL JUNIOR COLLEGE

## The General Administration

W. J. Collett, C.D., B.Ed., M.A., B.D., D.D.	Principal
S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M.	Dean
R. N. Anderson, B.Ed., M.A., Ph.D.	Academic Advisor to the Principal
L. E. Willmott, B.A.Sc., M.A.	Registrar
W. G. M. Rae	Business Manager
M. S. Feader, C.D., B.A., B.Comm., M.B.A.	Director of Development

## The Junior College

R. W. McCready, B.Sc., M.Sc.	Director of the Junior College
S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M.,	Acting Head of Department of Arts and Science
C. H. Cook, LL.B., M.B.A.	Head of Department of Business Administration
M. A. Spring, B.Sc., P.Eng.	Head of Department of Engineering
Donald M. Halstead, B.A.	Head of Career Programs
J. W. Hepburn	Director of Secretarial School

## The High School Division

O. A. Kelly, B.A., M.A.	Director
J. A. Brown, B.Ed., B.A.	Assistant to the Director
E. G. Tyson, B.Sc.	Director of Evening College

## The Administrative Advisory Council

Composed of the Principal, Dean, Registrar, Business Manager, Directors and Heads of Departments, it exercises advisory, executive, and disciplinary functions.

## The Library

M. Katharine Willmott, B.A., M.A.	Head Librarian
Agnes A. Pitt	Assistant Librarian
C. Kathleen Tyson	Assistant Librarian

## Student Counselling Services

F. J. Hawkes, B.A.	Director
Jacqueline Dougherty, B.A., M.A.	Counsellor
F. W. Halliday, B.A.	Counsellor (Men in Residence)
Laura C. Muir, B.A., B.L.I.	Counsellor
J. L. Paterson, B.A., B.D.	Chaplain and Counsellor
Patrick R. Judge, B.A., L.Th., B.D.	Chaplain and Counsellor
Esther Snider, B.A., M.A.	Counsellor
R. Soley, B.A., M.A.	Counsellor
R. G. Wyckam, B.A., M.B.A.	Counsellor (Student Affairs)

## Department of Athletics

B. H. Brooks, B.Sc., M.Sc.	Director
D. J. Turner, B.Sc., (Phys. Ed.)	Assistant
Edna Sigsworth (Recreation Diploma)	Assistant

## The Residence

Thelma G. Paulson	Matron and Supervisor of the Girls' Residence
F. W. Halliday, B.A.	Co-ordinator of the Men's Residence
Patricia C. Feader	Assistant to the Supervisor of the Girls' Residence
C. Clyde Tyson	Assistant to the Supervisor of the Men's Residence

## The Dining Room

V. H. Knott	Director of Food Services
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Principal Emeritus  
John H. Garden, B.A., B.D., D.D.

## THE ACADEMIC FACULTY

- OWEN A. KELLY, B.A., M.A. (Alberta), Director of High School.
- H. H. ALLAN, B.Ed. (Alberta), Teacher of Social Studies.
- R. STEWART ANDERSON, B.Ed. (Alberta), Teacher of Biology and Chemistry.
- BEN H. BROOKS, B.Sc., M.Sc. (Brigham Young), Teacher of Physical Education.
- JOHN A. BROWN, B.A., B.Ed. (Alberta), Head of Visual Aids Department and Instructor in Social Studies.
- MARGARET A. BRYDON, B.A. (Manitoba), Teacher of Latin and French.
- OTTO H. DEUTSCH, B.Sc., B.Ed. (Alberta), Teacher of Physics and Chemistry.
- MARION A. LAW, B.Sc. (Utah), Teacher of Social Studies.
- QUEEN M. LINTON, B.Ed. (Alberta), Teacher of Social Studies and French.
- ENID LOFTHOUSE, B.A. (Saskatchewan), B.Ed. (Alberta), Teacher of Mathematics and Science.
- F. LAURA MUIR, B.A. (Saskatchewan), B.L.I. (Emerson College), Counsellor and Teach of English.
- WINNIFRED OLDFIELD, B.A. (Alberta), Teacher of English.
- L. BARRY PASHAK, B.Sc. (Alberta), Teacher of Mathematics.
- ELIZABETH SUDRE, B.A. (Alberta), Teacher of Mathematics and French.
- ALBERT T. THOMPSON, B.Sc., B.Ed. (Alberta), Teacher of Mathematics.
- DOUGLAS J. TURNER, B.Sc. (Phys. Ed.) (Brigham Young), Teacher of Biology and Physical Education.
- ERNEST G. TYSON, B.Sc. (Alberta), Teacher of Mathematics and Science, Director of Evening Classes.
- JEAN WALKER, B.A. (Mount Allison), Teacher of Typewriting.
- R. H. A. WALLACE, B.A. (British Columbia), B.D. (Union College), S.T.M. (Andover Newton Theological School), Instructor of Religion.
- M. KATHERINE WILLMOTT, B.A. (Ohio Wesleyan), M.A. (Columbia), Librarian and Teacher of English.
- EILEEN WOYTOWICH, B.Sc. (Manitoba), Teacher of Chemistry.
- F. G. YOUNG, E.D., B.A., M.A. (Alberta), F.R.S.A. (Great Britain), Teacher of Mathematics.

## HISTORY OF THE COLLEGE

Mount Royal College was founded in 1910 under the sponsorship of the Board of Colleges of the Methodist Church and through the efforts of a group of public spirited citizens, together with Rev. Dr. George W. Kerby, minister of Central Methodist Church. In the fall of that year the Legislature of the Province of Alberta granted the College a charter to conduct an institution of learning for both sexes in elementary and secondary education, and for instruction in music, art, speech, drama, journalism, commercial and business courses, technical and domestic arts. Its management and administration was placed in the hands of a Board of Governors to consist of not more than forty members and not less than twenty-four. Hon. W. H. Cushing was appointed Chairman of the Board and Dr. George W. Kerby the first principal.

Under the principalship of Dr. Kerby the College opened in 1911 with a registration of 154 students in its academic and commercial departments and the Conservatory of Music. Since then the College has grown steadily to 750 students registered in academic and secretarial departments, and 1,120 students in the Conservatory of Music, in the 1962-63 academic year.

With the Church Union in 1925 Mount Royal College came under the supervision of the Board of Colleges and Secondary Schools of the United Church of Canada. In 1931, Dr. Kerby and the Board of Governors succeeded in establishing a university department in its Junior College Division. In the same year the College discontinued its elementary school program because, by this time, elementary schools had been established in all communities of the province. Its university department started with the teaching of the arts and science courses of the freshman and sophomore years.

Dr. John H. Garden succeeded Dr. Kerby as principal when Dr. Kerby retired in 1942. Dr. Garden served the College from 1942 to 1959. Many changes were effected in this period. The scope of the College charter was broadened by amendments in 1944 and 1950. After the first amendment the College began teaching engineering courses in its university department. Dr. Garden devoted much time and energy toward improvement of the original building and raising funds for the erection of the Kerby Memorial Building and the G. D. Stanley Gymnasium which were completed in 1949. In the fall of 1956, the Business Administration department of the Junior College was established. The rapid increase in enrollment at this time demanded a look towards future expansion. To meet the immediate needs of the College a wing was added to the Kerby Memorial Building in 1957.

In January, 1959, Rev. W. John Collett was appointed as principal when Dr. Garden retired. Dr. Collett served the College from September, 1948 as its dean and shared many of the responsibilities of guiding the College.

In 1961 the Kerby Memorial Building was remodelled and a large new wing was added. This gave the College new classrooms and science laboratories, an adequate library, a snack bar and lunch room seating 120, and a modern students' lounge.

## THE HIGH SCHOOL DIVISION

The High School Division of Mount Royal Junior College has as its objective the preparation of young men and women not only for university but for modern life. Though its bases are academic, yet its curriculum, through small classes and personal attention, serves many students who are taking high school subjects leading to a general course and a High School Diploma.

### SUBJECTS OFFERED

The High School subjects which are ordinarily offered are:

Grade X	Grade XI	Grade XII
English 10	English 20	English 30
Social Studies 10	Social Studies 20	Social Studies 30
Health 10	Physical Education 20	Mathematics 30
Physical Education 10	Mathematics 20	Mathematics 31
Mathematics 10	Mathematics 21	Chemistry 30
Mathematics 11	Science 20	Physics 30
Science 10	French 20	Latin 30
French 10	Latin 20	Biology 30
Latin 10	Biology 20	Biology 32
Typewriting 10	Geography 20	French 30
Selected electives	Typewriting 20	Typewriting 30
	Selected electives	

### PREPARATORY COURSES

In addition to the above, certain "preparatory" courses will be taught. These courses are "non-credit" courses that give adults and repeating high school students a chance to make up background knowledge in such subjects as: French, Latin, Mathematics, and Chemistry. They dwell on subject matter and skills that enable the student to proceed to Grade XII courses with confidence.

### TESTS AND TESTING

Academic ability and achievement standardized tests are required of every student. His registration is not complete without them. Scores made on these tests help to determine his program.

### SEMESTER SYSTEM

Under this system all high school subjects are given on a semester basis. There are two five-month semester in each year: Fall Semester—September to January; Spring Semester—February to June. All Grade XII and most Grade X and XI subjects are offered in both semesters.

The advantages of this system are apparent when one considers: (a) that a student is able to concentrate on a few subjects for a shorter time, (b) that a student who has four or fewer subjects to complete his high school program is able to do so in five months instead of ten, (c) that a student who has one or two Grade XI subjects to make up may do so and still complete his Grade XII in the same year, and (d) that lengthy illness does not mean necessarily the loss of a complete year's work.

### WORKSHOP METHOD

The seventy-six minute period has made necessary new teaching techniques. Mount Royal's workshop method is one of the many results. The classes are conducted in a "workshop" or laboratory atmosphere; here, the student does experiments, drills on fundamental skills, takes remedial work, writes reports and essays and in many other ways applies the theory involved in the course. In this atmosphere he has a chance to get more individual help than in the shorter class period.

### COUNSELLING

Mount Royal Junior College maintains a permanent counselling service. Students with personal, scholastic, or vocational problems are urged to seek help from the counselling staff. Experience has proven that problems are more satisfactorily solved if they are tackled when they first arise. The student who avoids seeking help early is usually the student who fails to succeed academically.

## **ADMISSION TO THE HIGH SCHOOL**

Students are admitted into the High School of Mount Royal College in September and in February, for the Fall and Spring Semesters respectively.

A student should obtain an application form and a transcript request card from the Registrar, Mount Royal College, Calgary. The application form must be filled out completely and sent to the Registrar with the Registration Fee of \$5.00. The blue card (transcript request) should be sent with \$1.00 to the Department of Education requesting that a transcript be sent immediately to Mount Royal College. The results of any examinations which do not appear on the transcript should be sent to the Registrar as soon as available. Applications will not be processed unless the above requirements are fulfilled.

A returning student must send in an application for the Fall Semester, but not for the Spring Semester. He need not submit a transcript if his record is already on file.

A student must make application before August 15th for the Fall Semester and January 15th for the Spring Semester. Any application which is received after either of these dates will be placed on a waiting list. This will restrict the choice of subjects available for the student's program.

A Grade XII student must indicate definitely on the application form which subjects he wishes to take in the coming Semester. A student's timetable is mailed to him; thereafter, changes are rarely made. If the student has any doubt in his mind about courses, he should come to the College for a personal interview at least ten days before Registration Day. Phone 266-4611 for an appointment.

In Grades X and XI a student's program is prescribed so that he will get at least 35 credits from the Department of Education. No deviation is permitted from the prescribed courses.

## **TIME TABLES**

Grade XII students who would like specific times or teachers should apply early, because time-tabling will be done by the students themselves at the time of Registration in the order of our receipt of applications. That is, students who apply early will be the first to register and choose their programs; those who apply later will register later. When any class is filled, it will be closed to later registrants.

Students who are taking more than two subjects will be required to have at least one subject in the afternoon. We believe this makes for more efficient work.

## **PROGRAM CHANGES**

Changes in program after registration day are made only if there is some compelling reason. To effect a program change a student must fill out a Program Change form, and arrange an interview with a counsellor. Then, after obtaining the approval of the Director of the High School, the form must be handed to the Registrar.

## **ATTENDANCE**

The student must attend regularly. If his attendance is unsatisfactorily, he may be asked to withdraw from the College.

## **REPORTS**

Progress reports will be prepared in October, December, March and May and will be mailed to the parents for their information. Final examinations will be sent to the student by the Department of Education.

## **EXAMINATION FEES**

Grade XII examination fees are set by Order-in-Council and are forwarded to the Department of Education.

## **THE DEAN'S HONOUR ROLL**

Students of outstanding scholastic ability and good citizenship who display leadership qualities or otherwise contribute to the welfare of the College may have their names placed on "The Dean's Honour Roll" and become members of the Honours Society.

Appointments will be made by the Administrative Council at the end of each Semester.

## **Qualifications:**

### **A. Academic:**

An average of at least 70%, taking not fewer than three new subjects.

### **B. Extra-Curricular:**

A contribution to the life of the College in any one of the following:

- 1) Holder of an office in a recognized society or organization.
- 2) Member of the regular team in any College sponsored sport.
- 3) Winner in an education competition, such as: essay writing, debates, public speaking.
- 4) Contributor to College life generally, by writing significant articles in the College publications, by sponsoring outstanding speakers to address the student body, or by some other activity approved by the Administrative Advisory Council.

Students who qualify for "The Dean's Honour Roll" will be granted temporary membership in the Honours Society. They must maintain their eligibility in subsequent semesters in order to continue the temporary membership.

On graduation students who qualify for "The Dean's Honour Roll" will become permanent members of the Honours Society and will be awarded a gold emblem and certificate.

## **REMEDIAL WORK**

If for any reason a student should need remedial classes, he may, on the suggestion of his teacher, be assigned to such a Class. Attendance at these classes is compulsory. There will be an additional charge for each of these classes. These extra classes will be organized as the need arises.

## **WITHDRAWAL FROM THE COLLEGE**

Withdrawal from the College may be granted only on application to the Registrar, on the official form. For refund of fees see page 12.

## **ASSEMBLIES**

From time to time assemblies are called for the entire student body. These are for the purpose of hearing some important speaker, who is in the city, for meeting with church leaders, for the conduct of student business and the presentation of awards, for meeting with the principal, and for giving information to the student body. Attendance is compulsory.

## **STUDENT ACTIVITIES**

Extra-curricular activities are financed and controlled by the students through an elected council. The opera society, student newspaper, football and basketball teams, yearbook, social clubs, curling bonspiel, and bowling league are a few of the many activities sponsored for student enjoyment and growth. Facilities available for student activities include a large furnished lounge, the Dr. G. D. Stanley gymnasium and student offices and snack bar.

## **GENERAL CONDUCT**

Admission to the College implies a contract to observe its regulations. Their violation will lead to disciplinary action. **If a student is expelled, there will be no refund of fees.**

The use or possession of intoxicants is prohibited.

Smoking is permitted only in certain designated rooms.

## **SAFETY OF MONEY AND VALUABLES**

The College will not be responsible for money, valuables, or clothes left in halls, rooms, or in lockers. Deposits of money may be placed with the Business Office and withdrawals made at specified times.

## **LOCKER SERVICE**

For the benefit of day students, lockers are provided and are available at a nominal rental. Every day student is required to rent one in order to have a place for books, gymnasium shoes, clothes, etc. The College does not assume responsibility for loss of money or valuables.

## **THE COLLEGE RESIDENCES**

Residences for both young women and young men are maintained for the convenience of out-of-town students who attend the College. Some Calgary students may be admitted by special request. All students whose homes are not in the city are expected to avail themselves of the accommodation supplied by the residences. **Out-of-city students who desire to live out of residence may do so only by special permission from the principal.**

When a student takes a room in the Residence it is on the clear understanding that he will occupy it for the complete academic year unless other arrangements have been made with the Registrar previously. Since the College must enter into contracts for instruction, supervision, dining room, etc., permission cannot be given to a student to leave the Residence unless he is withdrawing from the College.

Every resident student is expected to take a program of at least three subjects in a semester, unless he obtains the permission of principal to take less on the recommendation of the Student Counselling Committee.

Information about the College residences may be secured by writing to the College for a Residence folder.

## **BURSARIES FOR STUDENTS ENTERING GRADE XII**

Three BOARD OF GOVERNORS BURSARIES, one of \$100.00, and two of \$50.00 each, are offered to students who enroll as residence students in the High School of Mount Royal Junior College.

Awards will be based on the student's standing as reported by the Department of Education. The student making the highest average standing among those who have applied for one of these bursaries will be eligible for the \$100.00 bursary, the next two \$50.00 each.

Application forms for bursaries may be obtained from the Registrar, Mount Royal Junior College, Calgary, Alberta. Applications must be submitted on or before August 15th of the year in which the award is to be made.

## **THE HIGH SCHOOL DIVISION OF THE EVENING COLLEGE**

The High School Division is organized according to the semester plan, with two semesters of five months: September to January and February to June. In each semester all Senior Matriculation Grade XII subjects and some of the Grade XI subjects are offered. Final examinations are written at the end of the course in accordance with the regulations of the Department of Education. A student may register in two subjects each semester. Adults may take advantage of the Adult Privilege to complete Senior Matriculation. Students already registered in public high schools are not permitted to register in the High School Division of the Evening College. Late in August the timetable of courses may be obtained from the General Office.

A brochure giving details of courses offered, timetables, fees, etc., may be obtained by writing: The Director, The Evening College, Mount Royal Junior College, Calgary, Alberta.

## SCHEDULE OF FEES FOR 1964-65

### Registration Fee

A Registration fee of \$5.00 must accompany the application of each student.

A Late Registration fee of \$5.00 plus \$1.00 per day, in addition, is charged in each semester for students who register after Registration Day.

Registration fees are not refundable.

### Tuition Fees

#### A. Grades X, XI or XII, complete academic year:

A. Payable in advance September 1st or 2nd .....	\$480.00
or payable in four instalments—September 1st or 2nd .....	\$150.00
—November 2nd .....	\$150.00
—February 1st or 2nd .....	\$100.00
—April 1st .....	\$ 95.00

**Note:**—In Grade XII or a combination of Grade XI and XII subjects, a program of courses having a total value of 35 credits in two consecutive semesters is considered to be a complete academic year. For students in these categories registering in a program of excess of 35 credits there will be an additional charge of \$12.00 per credit.

B. SINGLE SEMESTER, either Fall or Spring .....	per subject \$85.00
Payable in advance on Registration Day—Fall Semester, Sept. 1st or 2nd;	
—Spring Semester, Feb. 1st or 2nd.	

If instalment payments are desired for a single semester there will be an additional charge of \$2.50 per subject and the total cost of Tuition will be payable as follows:

50% on Registration Day,  
50% on November 2nd (Fall Semester) or April 1st (Spring Semester).

### Miscellaneous Fees

Accident insurance (whether full year or one semester) .....	\$1.00
Laboratory fee (for each Science course) .....	3.00
Locker rent .....	per year 1.00
	per semester .50

### Student Union Fee

Student activities, athletics, etc. ....	per year \$16.00
	per semester 9.00
Student Union Building Fund, per semester .....	5.00
Grade XII examination fees are set by Order-in-Council and are forwarded to the Department of Education.	

N.B.—Miscellaneous and Student Union fees are in addition to Tuition fees and apply to all students in all programs and are payable on Registration Day.

## **\*RESIDENCE FEES (including Room and Board charges in the College Residences)**

(These fees do not include tuition)

### **A. \*For full Academic Year:**

Payable in advance, September 1st or 2nd .....	\$745.00
or payable in four instalments — September 1st or 2nd .....	\$191.25
— November 2nd .....	\$191.25
— February 1st or 2nd .....	\$191.25
— April 1st .....	\$191.25

### **B. \*For Fall Semester only:**

Payable in advance, September 1st or 2nd .....	\$372.50
or payable in two instalments — September 1st or 2nd .....	\$191.25
— November 2nd .....	\$191.25

### **\*For Spring Semester only:**

Payable in advance, February 1st or 2nd .....	\$372.50
or payable in two instalments — February 1st or 2nd .....	\$191.25
— April 1st .....	\$191.25

Caution money deposit—for all Resident Students .....

\$5.00

\*Residence fees at the Uptown Apartments are \$5.00 per month extra.

## **REGULATIONS GOVERNING PAYMENT OF FEES**

Payment of fees are subject to the following regulations:—

- (1) Fees are due and payable on Registration Day and on instalment dates as outlined in the Schedule of Fees.
- (2) The last date for payment of fees at the "payable in advance" rates is September 30th. After this date instalment rates are due, as shown in the Schedule of Fees.
- (3) The final date for payment of each instalment is the last day of the month in which the instalment is due. After these dates the students may be excluded from classes until fees have been paid. In all cases the last date to which terms may be extended is April 30th, unless special arrangements have been made to meet extenuating circumstances.
- (4) One-Semester students' fees are due and payable in full on Registration Day. The last date for payment of Fall Semester Fees is September 30th. The last date for payment of Spring Semester Fees is February 28th. After these dates the student may be excluded from classes until fees have been paid. In any event the final deadline of April 30th, as outlined in (3) above applies.
- (5) In the case of instalment payments being arranged for a single semester, these instalments are due as shown in the Schedule of Fees, and final dates as outlined in Section (3) above apply.
- (6) All financial obligations must be settled before diplomas, scholarships, medals, prizes, or standing can be awarded or issued.
- (7) For students withdrawing from the College, refunds will be made on the basis of the withdrawal form. No refund of fees is allowed for withdrawal within one month of the end of a semester or the academic year.
- (8) If a student is expelled, there will be no refund of fees.

# FALL SEMESTER TIME - TABLE 1964

Name ..... Department ..... Year .....

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						

# **SPRING SEMESTER TIME - TABLE 1965**

Name ..... Department ..... Year .....

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						

# NOTES

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# 1964

S M T W T F S

## January

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5	6	7	8	9	10	11
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## July

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S M T W T F S

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## November

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S M T W T F S

## March

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## September

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# 1965

S M T W T F S

## January

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## October

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## March

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## June

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## September

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26	27	28	29	30		

## December

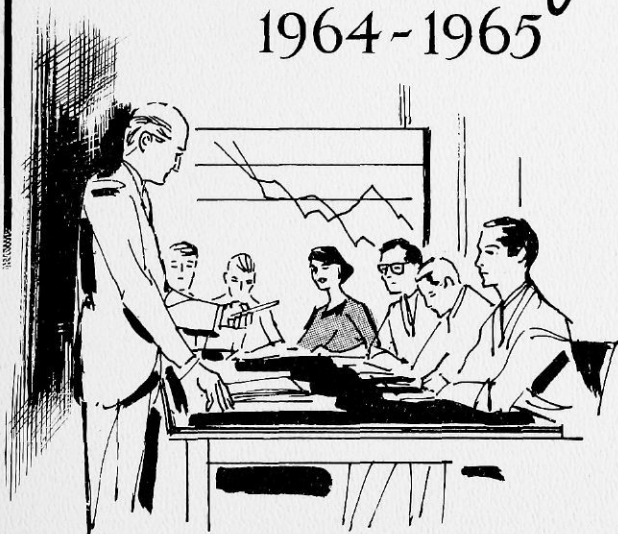
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26	27	28	29	30	31	



# MOUNT ROYAL JUNIOR COLLEGE

CALGARY - ALBERTA

*Calendar*  
1964 - 1965



Secretarial School

## ACADEMIC CALENDAR — 1964 - 65

<b>July 2</b>	Thursday	— Summer School begins.
<b>July 29</b>	Wednesday	— Coaching School begins.
<b>August 14 - 21</b>		— Departmental examinations.

### Fall Semester 1964

August 31 & September 1		— Registration for Secretarial School.
September 1 - 2		— Registration days for High School.
September 2	Wednesday	— Classes in Secretarial School begin.
September 3	Thursday	— Classes in High School begin.
September 7	Monday	— Labour Day: College closed.
September 16	Wednesday	— Last day for program changes in the High School for the Fall semester.
September 18	Friday	— Last day for admission to Fall semester.
October 12	Monday	— Thanksgiving Day: College closed.
November 11	Wednesday	— Remembrance Day: classes continue.
November 16	Monday	— Mid-term week-end: College closed.
December 18	Friday	— Last day of classes before Christmas vacation.
December 19	Saturday	— Christmas vacation begins.
January 4	Monday	— Classes resume.
January 22 - 29		— Departmental examinations: High School.

### Spring Semester 1965

February 1	Monday	— Registration for new students in High School.
February 2	Tuesday	— Registration for returning students in High School.
February 3	Wednesday	— Classes begin.
February 10	Wednesday	— Last day for program changes in the High School for the Spring Semester.
February 15	Monday	— Last day for admission to the Spring Semester.
March 15	Monday	— Mid-term week-end: College closed.
April 16	Friday	— Good Friday: College closed.
April 16 - 25		— Easter vacation for High School and Secretarial School.
April 26	Monday	— Classes resume.
May 14	Friday	— College Graduation.
May 24	Monday	— Citizenship Day: College closed.
June 18	Friday	— Last day of classes in the High School.
June 21 - 30		— Departmental and final examinations.
July 5	Monday	— Summer School begins.
August 2	Monday	— Coaching School begins.
August 13 - 20		— Departmental examinations.

# Mount Royal Junior College

— of —

## THE UNITED CHURCH OF CANADA



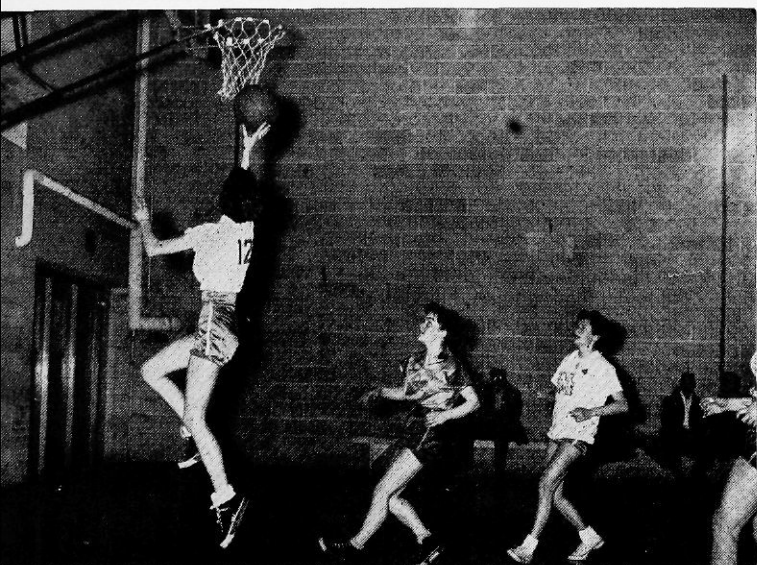
**A member of the American Association of Junior Colleges**

Incorporated by the Province of Alberta under an Act to Incorporate Mount Royal College, 1910, Second Session, Chapter 39 (assented to December 16, 1910) and as amended by the Fourth Session of the Ninth Legislature of the Province of Alberta in 1944 and as amended by the Legislature on March 31, 1950.

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Christmas Formal



Athletic Activities

"Sweetheart of M.R.C."  
Winner and runners-up



**BOARD OF GOVERNORS**  
— OF —  
**MOUNT ROYAL JUNIOR COLLEGE**

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

REV. W. J. COLLETT, C.D., B.Ed., M.A., B.D., D.D. (Principal)  
Calgary

J. G. ANDERSON, D.V.M.  
Calgary

George Brown Calgary	W. F. Johns Calgary	Rev. N. R. Mercer, B.A., D.D. Calgary
H. Cameron Calgary	C. B. Johnson, B.Sc., M.A. Lethbridge	MacDonald Millard, Q.C. Calgary
G. M. Carlyle Calgary	W. R. Johnston Picture Butte	C. O. Nickle Calgary
Rev. D. B. Carr Calgary	George C. Lancaster Calgary	S. T. Reynolds, B.A., B.Sc. Calgary
E. Connelly Calgary	H. J. Love Calgary	I. C. Robison Calgary
Ivor Crimp Toronto	H. H. Love Calgary	G. Smith Calgary
A. Dixon, M.L.A. Calgary	E. B. Lyle Calgary	C. F. Steele Calgary
J. M. Farrell Calgary	Rev. G. Preston MacLeod, M.A., D.D. Calgary	George Stott Calgary
C. J. Ford, Q.C., LL.D. Calgary	R. Maxwell Calgary	L. A. Thorssen Calgary
R. Fulton Indus	F. A. McKinnon, M.Sc. Calgary	C. N. Vanderputten Calgary
J. M. Gardiner Calgary	W. Lloyd McPhee Calgary	A. West Calgary
Mrs. W. J. Harper, B.A. Edmonton	C. E. Mansell Calgary	R. W. Wood Carstairs
W. E. Howard Calgary	J. A. Mather Calgary	
R. H. Jenkins Calgary		

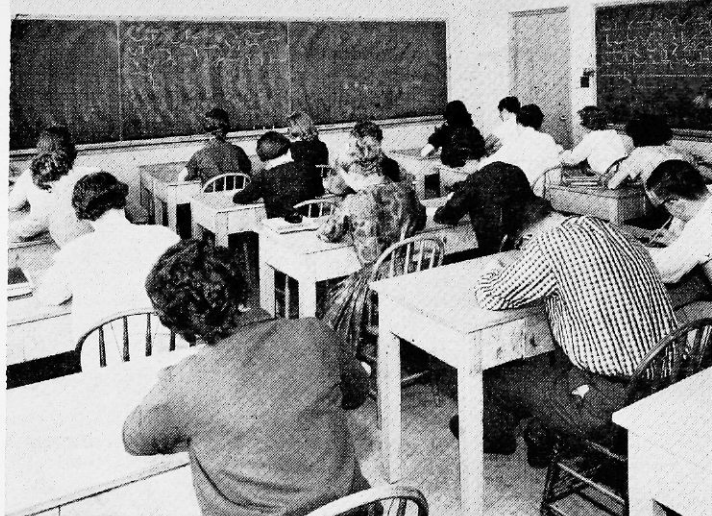
The President of the Alberta Conference of the United Church of Canada.

The Secretary, the Board of Colleges and Secondary Schools, United Church of Canada.

The Chairman, Committee on Students and Colleges, Alberta Conference, United Church of Canada.

The Chairman, Committee on Students and Colleges, Calgary Presbytery, United Church of Canada.

Shorthand Class



Typewriting Class

Office Practice Class



# ORGANIZATION OF MOUNT ROYAL JUNIOR COLLEGE

## The General Administration

W. J. Collett, C.D., B.Ed., M.A., B.D., D.D.	Principal
S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M.	Dean
R. N. Anderson, B.Ed., M.A., Ph.D.	Academic Advisor to the Principal
L. E. Willmott, B.A.Sc., M.A.	Registrar
W. G. M. Rae	Business Manager
M. S. Feader, C.D., B.A., B.Comm., M.B.A.	Director of Development

## The Junior College

R. W. McCready, B.Sc., M.Sc.	Director of the Junior College
S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M.,	
	Acting Head of Department of Arts and Science
C. H. Cook, LL.B., M.B.A.	Head of Department of Business Administration
M. A. Spring, B.Sc., P.Eng.	Head of Department of Engineering
Donalda M. Halstead, B.A.	Head of Career Programs
J. W. Hepburn	Director of Secretarial School

## The High School Division

O. A. Kelly, B.A., M.A.	Director
J. A. Brown, B.Ed., B.A.	Assistant to the Director
E. G. Tyson, B.Sc.	Director of Evening College

## The Administrative Advisory Council

Composed of the Principal, Dean, Registrar, Business Manager, Directors and Heads of Departments, it exercises advisory, executive, and disciplinary functions.

## The Library

M. Katharine Willmott, B.A., M.A.	Head Librarian
Agnes A. Pitt	Assistant Librarian
C. Kathleen Tyson	Assistant Librarian

## Student Counselling Services

F. J. Hawkes, B.A.	Director
Jacqueline Dougherty, B.A., M.A.	Counsellor
F. W. Halliday, B.A.	Counsellor (Men in Residence)
Laura C. Muir, B.A., B.L.I.	Counsellor
J. L. Paterson, B.A., B.D.	Chaplain and Counsellor
Patrick R. Judge, B.A., L.Th., B.D.	Chaplain and Counsellor
Esther Snider, B.A., M.A.	Counsellor
R. Soley, B.A., M.A.	Counsellor
R. G. Wyckam, B.A., M.B.A.	Counsellor (Student Affairs)

## Department of Athletics

B. H. Brooks, B.Sc., M.Sc.	Director
D. J. Turner, B.Sc., (Phys. Ed.)	Assistant
Edna Sigsworth (Recreation Diploma)	Assistant

## The Residence

Thelma G. Paulson	Matron and Supervisor of the Girls' Residence
F. W. Halliday, B.A.	Co-ordinator of the Men's Residence
Patricia C. Feader	Assistant to the Supervisor of the Girls' Residence
C. Clyde Tyson	Assistant to the Supervisor of the Men's Residence

## The Dining Room

V. H. Knott	Director of Food Services
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Principal Emeritus  
John H. Garden, B.A., B.D., D.D.



Tour of Oil Company Off

Photos—Courtesy SHELL OIL  
COMPANY OF CANADA LIMITED



## HISTORY OF THE COLLEGE

Mount Royal College was founded in 1910 under the sponsorship of the Board of Colleges of the Methodist Church and through the efforts of a group of public spirited citizens, together with Rev. Dr. George W. Kerby, minister of Central Methodist Church. In the fall of that year the Legislature of the Province of Alberta granted the College a charter to conduct an institution of learning for both sexes in elementary and secondary education, and for instruction in music, art, speech, drama, journalism, commercial and business courses, technical and domestic arts. Its management and administration was placed in the hands of a Board of Governors to consist of not more than forty members and not less than twenty-four. Hon. W. H. Cushing was appointed Chairman of the Board and Dr. George W. Kerby the first principal.

Under the principalship of Dr. Kerby the College opened in 1911 with a registration of 154 students in its academic and commercial departments and the Conservatory of Music. Since then the College has grown steadily to 750 students registered in academic and secretarial departments, and 1,120 students in the Conservatory of Music, in the 1962-63 academic year.

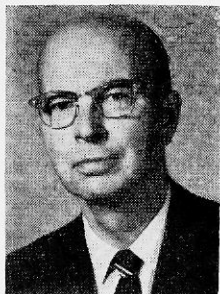
With the Church Union in 1925 Mount Royal College came under the supervision of the Board of Colleges and Secondary Schools of the United Church of Canada. In 1931, Dr. Kerby and the Board of Governors succeeded in establishing a university department in its Junior College Division. In the same year the College discontinued its elementary school program because, by this time, elementary schools had been established in all communities of the province. Its university department started with the teaching of the arts and science courses of the freshman and sophomore years.

Dr. John H. Garden succeeded Dr. Kerby as principal when Dr. Kerby retired in 1942. Dr. Garden served the College from 1942 to 1959. Many changes were effected in this period. The scope of the College charter was broadened by amendments in 1944 and 1950. After the first amendment the College began teaching engineering courses in its university department. Dr. Garden devoted much time and energy toward improvement of the original building and raising funds for the erection of the Kerby Memorial Building and the G. D. Stanley Gymnasium which were completed in 1949. In the fall of 1956, the Business Administration department of the Junior College was established. The rapid increase in enrollment at this time demanded a look towards future expansion. To meet the immediate needs of the College a wing was added to the Kerby Memorial Building in 1957.

In January, 1959, Rev. W. John Collett was appointed as principal when Dr. Garden retired. Dr. Collett served the College from September, 1948 as its dean and shared many of the responsibilities of guiding the College.

In 1961 the Kerby Memorial Building was remodelled and a large new wing was added. This gave the College new classrooms and science laboratories, an adequate library, a snack bar and lunch room seating 120, and a modern students' lounge.

## THE SECRETARIAL SCHOOL FACULTY

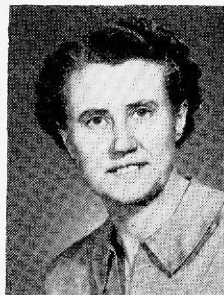


**Mr. J. W. Hepburn**

Mr. Hepburn, Director of the Secretarial School, has been with Mount Royal College for the past fifteen years. His experience includes teaching Eastern Canada and operating a private business school in Calgary. Mr. Hepburn teaches Shorthand and takes responsibility for our placement service.

**Laurel K. Kernick**

Miss Kernick has been with the College for the past eleven years. Prior to coming with us she taught in public school in Alberta, and in business colleges here and in Eastern Canada. Miss Kernick teaches Accounting and Office Practice.



**Mrs. R. G. Powell**

Mrs. Powell has been teaching Typewriting at Mount Royal College for eleven years. She previously taught public school and was for some time employed as Typewriting instructor for a local business college.

**Mrs. Evelyn M. Hepburn**

Mrs. Hepburn is a recent addition to our staff. She has taught Commercial work in a local business school. She teaches spelling and Rapid Calculation, and assists in the Shorthand and Office Practice.



**Mrs. E. E. Garrett, B.Sc. (Mt. Allison)**

Mrs. Garrett joined the staff at Mount Royal College a year ago. She previously taught at St. Hilda's School for Girls. Mrs. Garrett instructs in Shorthand, Typewriting, Rapid Calculation, and Spelling.

# THE SECRETARIAL SCHOOL

The Secretarial School is designed to serve as a link between the high school and the business office. We feel that students who come to Mount Royal Junior College enjoy a unique advantage, in that we have been engaged in this type of work for many years and have endeavoured to build up a reputation with employers in many lines of business. Their faith in our graduates is indicated particularly by the fact that each year we have little difficulty in placing graduate students.

We make a practice of keeping in close touch with employers, and from them we obtain a great deal of valuable information as to their requirements. From this information, we are able to correct and revise our programs so as to guarantee their value to the student throughout her business career. Many students who do not actually complete our programs have been able to find employment. Most of these students later attend evening classes to complete graduation. Not only do we place most of the graduating class, but we frequently assist former graduates to obtain positions.

The fact that we do have high standards to meet makes it necessary for us to require good work, much of which must be perfect, from our students. The change from high school to secretarial work is not easy, and for this reason, applicants should be High School Graduates in order to be reasonably sure of success in the Secretarial School. It is not necessary or even desirable that commercial subjects should have been part of their high school record.

## APPLICATIONS

Application for admission to the Secretarial School must be made on the official application form, which may be obtained from the Registrar of Mount Royal Junior College, Calgary. A Registration Fee of \$5.00 must accompany the application.

## ADMISSION

For enrollment in any Secretarial School program a student should have a High School Diploma or be able to get it with the secretarial training at the College. Adult students or applicants who warrant special consideration may be admitted at the discretion of the Registrar.

## WHEN TO APPLY

Applications will be received at any time during the current term and up to August 15. After that time applications will be received until classes are filled.

## LATE REGISTRATION

After Registration Day, a student may be registered for any class that is not filled on the understanding that loss of time will be made up immediately. No adjustment in tuition fee is possible for late entry.

## REPORTS

A progress report for each student is forwarded to parents four times during the year. These reports contain, in addition to achievement grades, a comment relative to the student's attitude and attendance.

## GRADING SYSTEM

A.—Represents Honours.

C.—A Passing Grade: 75%.

B.—Above Average.

D.—Below Passing Grade.

E.—Special Help Required.

## PROGRAM OF STUDIES

The program of studies offered in the Secretarial School at Mount Royal Junior College is the result of a careful analysis of the requirements of business offices in the city. In this respect Calgary is somewhat different from many other cities. Almost all of our prospective employers have university standing—the direct result of the Petroleum Industry. We are happy to cater to a class of employers who demand superior secretarial service. This is an advantage in two ways: It provides, first, unlimited opportunity for advancement and second, remuneration for a competent employee that is considerably above the average. We offer five secretarial programs. All programs are ten months in length.

(a) **EXECUTIVE SECRETARIAL PROGRAM** is the foundation program. This program is designed to fit students to handle practically any secretarial position. While a specialized vocabulary is not included in this course, additional time is spent on the development of speed and proficiency in Shorthand and Typewriting. This makes it possible for the student to excel, and we find that most of our Executive Secretarial students secure satisfactory positions. The courses required in this program are:

Shorthand  
Typewriting  
Accounting  
Spelling  
Penmanship

Business English  
Rapid Calculation  
Commercial Law  
Transcription  
Office Practice

### (b) **MEDICAL DENTAL SECRETARIAL PROGRAM**

This program has been revised this year. It now provides a course of training which will prepare the student to secure and hold a good position as a medical secretary.

The entire Executive Program is covered in day classes. In one evening class each week, the St. John Ambulance Association presents its course of training. As soon as this is completed, a fully qualified physician presents a series of lectures covering:

Medical Ethics  
Anatomical Terms  
Medical Terminology  
Medical Abbreviations  
An Introduction to Medical Practice.

(c) **PETROLEUM SECRETARIAL PROGRAM** is offered for students who wish to apply for positions in the oil industry. In addition to the Executive Secretarial Training, a course in Petroleum Geology is given with special emphasis on terms and vocabulary.

(d) **DRAFTING SECRETARIAL PROGRAM** is a new program offered as an answer to many requests received for Secretarial graduates who might be capable of doing some specialized work in the Engineering field. The program will be offered to young people holding a High School diploma which includes credits in Mathematics 30 or 31. It will include all of the subjects required in the Executive Secretarial program, and in addition as evening class in Drafting. This will consist of:

- Elementary Trigonometry and Logarithms.
- Use of the slide rule and drafting equipment.
- Engineering and surveying computations.
- Drawing and reading plans.
- Pictorial drawing.
- Geometric construction and lettering.

This course of training will enable graduates to accept positions in Engineering, Construction, and Architectural offices. The positions will require superior ability and training, and may be expected to yield attractive salaries.

(e) **The STENOGRAPHIC PROGRAM** contains all of the courses listed under Executive except Accounting. The one-hour Accounting period is sacrificed in order to make room for one High School subject in each semester. The Stenographic Program carries the same high standard in Shorthand and Typewriting as do the other programs.

## COMPLETING REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Students who have at least 75 credits, including English 30 and Social Studies 30, may enroll in any Secretarial program, and obtain sufficient credits to complete a High School Diploma.

Under special circumstances students who have at least 70 credits, but who do not have credit in English 30 or Social Studies 30, may register in the Stenographic Program, as described above. This program is so arranged that the student may carry one Grade XII subject in each semester. With the credits so obtained and those reported from the Stenographic Program, the student may be able to secure her High School Diploma.

## GRADUATION

Diplomas are presented only to those students who complete the required program of courses. Certificates are given for the satisfactory completion of each individual course.

## PLACEMENT SERVICE

Employers frequently request us to recommend our graduates for positions. Mount Royal Junior College maintains a placement for graduating students and former graduates of the Secretarial School.

# DESCRIPTION OF COURSES

## SHORTHAND

The Isaac Pitman system of shorthand is taught because experience has shown it to be the most satisfactory type from the point of view of legibility, ease of learning and ease of writing. We have, in the past, taught and discarded some other systems of shorthand. We bring our students' speed up to and a little beyond the rate required in the general business office in order that no student may find after accepting employment that her shorthand is deficient.

## TYPEWRITING

This consists of a thorough mastery of the typewriter keyboard which, with intensive practice, is worked up to a speed that will enable the graduate student to do satisfactory work in the business office. Special time is spent on letter forms, billing, tabulating and related essential points enabling the student to handle all kinds of office work satisfactorily.

## ACCOUNTING

The textbook, Canadian Modern Accounting, is used at Mount Royal Junior College and students will complete the work up to approximately the end of Part One of this text. This textbook is used by many universities as their elementary course and has been found by our graduate students to be entirely adequate for the work they are called upon to do in the business office.

## SPELLING

This course is planned to give the student familiarity with a wide vocabulary to assist her in her shorthand transcription. The course consists of numerous drills and lists of words grouped according to word endings, word beginnings, syllabication.

## PENMANSHIP

Training in business writing is intended to develop a good business hand, but considerably more important is its value in writing shorthand. We also find that students who are careful about their writing are usually careful about their spelling and, as a result, about the context of the material which they are writing.

## RAPID CALCULATION

The course consists of intensive practice in addition, subtraction, multiplication and division at commercial speeds with some attention to short methods.

## BUSINESS ENGLISH

The first part of this course is a comprehensive review of grammar followed by sufficient practice in letter writing to enable our graduates to handle secretarial work. The concluding part of the course presents the elements of salesmanship and filing.

## COMMERCIAL LAW

The purpose of this course is to give the student a knowledge of business forms, contracts, and property, and the laws governing them.

## OFFICE PRACTICE

This is an intensive course of office routine training with special emphasis on the use of business machines and the practical side of office work. The student becomes acquainted with the practice of working against a time element and gains insight into the practice of filing, business English, and business forms.

## RELIGIOUS EDUCATION

All students are required to attend classes in Religious Education, under a competent instructor. Roman Catholic students meet once each week under guidance of a Priest. Final examinations are set and a passing grade is a requisite for graduation.



## CAREER OPPORTUNITIES FOR GRADUATES

Every young woman in choosing a career should consider very carefully her qualifications for the work which she plans to do. Secretarial work is demanding because it must be accurate. It involves desk work, machine operation, and constant attention to detail. Not only must her work be close to perfection, but she must be able to meet people cheerfully and with confidence, and she must present a neat and attractive appearance. In other words, a secretary is a Professional person of the highest calibre, and to train for such a profession the student must have a deep desire to be the **best**, otherwise the course of training will be tedious and boring.

For the young person who has decided that she is going to make office work her field for at least a few years, the programs offered at Mount Royal Junior College provide the highest type of training. We know from experience that our graduates get satisfactory positions, and are happy in their work. Many of these graduates have worked for a few years, been married, and have sent their daughters back to Mount Royal Junior College for Secretarial Training.

The firms mentioned below have been employing our graduates for many years past, and in some cases we have had as many as six of our girls with one company at the same time.

Alberta Government Telephones  
Alberta Wheat Pool  
Amerada Petroleum Corporation  
Bank of Montreal  
Bank of Nova Scotia  
British American Oil Company Limited  
Calgary General Hospital  
Calgary School Board  
Canadian Freightways Limited  
Canadian Imperial Bank of Commerce—Supervisor's  
Department  
Canadian National Railways  
Canadian Western Natural Gas Company Limited  
Canadian Oil Companies Limited  
Canadian Pacific Railway Company  
City of Calgary  
Devon-Palmer Oil Limited  
Dominion Bridge Company Limited  
Engineered Homes Limited  
Government of Canada  
Greyhound Bus Lines  
Haddin, Davis & Brown Limited  
Holy Cross Hospital  
Home Oil Company Limited  
Husky Oil & Refining Limited  
P. Lawson Travel Limited  
London Life Insurance Company  
Mannix Company Limited  
Metropolitan Life Insurance Company  
Mobil Oil of Canada Limited  
Montreal Trust Company  
Mutual Life of Canada  
Oil and Gas Conservation Board  
Pacific Petroleums Limited  
Pioneer Grain Company Limited  
Royal Bank of Canada  
Shell Oil Company of Canada Limited  
Sun Life Assurance of Canada Limited  
Texaco Canada Limited

# GENERAL INFORMATION

## THE COLLEGE RESIDENCES

Residences for both young women and young men are maintained for the convenience of out-of-town students who attend the College. Some Calgary students may be admitted by special request. All students whose homes are not in the city are expected to avail themselves of the accommodation supplied by the residences. **Out-of-city students who desire to live out of residence may do so only by special permission from the principal.**

Information about the College residences may be secured by writing to the College for a Residence folder.

## GENERAL CONDUCT

Admission to the College implies a contract to observe its regulations. Violation will lead to disciplinary action. **If a student is expelled, there will be no refund of fees.**

The use or possession of intoxicants is prohibited.

Smoking is permitted only in certain designated rooms.

## ASSEMBLIES

From time to time assemblies are called for the entire student body. These are for the purpose of hearing some important speaker who is in the city, for meeting with church leaders, for the conduct of student business and the presentation of awards, for meeting with the principal, and for giving information to the student body. Attendance is compulsory.

## STUDENT ACTIVITIES

Extra-curricular activities are financed and controlled by the students through an elected council. The glee club, student newspaper, football and basketball teams, yearbook, social functions, curling bonspiel, and bowling league are a few of the many activities sponsored for student enjoyment and growth. Facilities available for student activities include a large modern lounge, the Dr. G. D. Stanley gymnasium, and council and yearbook offices.

One of the societies sponsored by the Student's Council is the Secretarial Society, which is composed of the students in the Secretarial School and which plans activities of interest to the Secretarial School.

## LOCKER SERVICE

For the benefit of day students, lockers are provided and are available at a nominal rental. Every day student is required to rent one in order to have a place for books, gymnasium shoes, clothes, etc. The College does not assume responsibility for loss of money or valuables.

## SAFETY OF MONEY AND VALUABLES

The College will not be responsible for money, valuables, or clothes left in halls, rooms, or in lockers. Deposits of money may be placed with the Business Office and withdrawals made at specified times.

## WITHDRAWAL FROM THE COLLEGE

Withdrawal from the College may be granted only on application to the Registrar, on the official form. For refund of fees see Page 18.

## SCHEDULE OF FEES FOR 1964-65

### Registration Fee

A Registration Fee of \$5.00 must accompany the application of each student. This fee is non-refundable unless the College is unable to admit the student to the program for which she applies.

### Tuition Fees

Payable in 10 instalments of \$51.00 each on the 1st of each month from September to June inclusive ..... Total—\$510.00

or payable in 4 instalments—September 1st .....	\$150.00
November 2nd .....	150.00
February 1st .....	100.00
April 1st .....	95.00
	Total—\$495.00

or payable in full in advance—September 1st ..... \$480.00

### General Fees

Accident insurance .....	\$1.00
Locker rent—per year .....	\$1.00

### Student Union Fee:

Student activities—per year .....\$16.00

N.B.—General and Student Union Fees are in addition to Tuition Fees and apply to all students in all programs and are payable on Registration Day.

Student Union Building Fund .....\$10.00

### \*Residence Fees

Payable in advance in full, September 1st .....\$745.00

or payable in 4 instalments—September 1st .....\$191.25

November 2nd ..... 191.25

February 1st ..... 191.25

April 1st ..... 191.25

Caution money deposit—for all Resident students .... \$5.00

\*Residence fees at the Uptown Apartments are \$5.00 per month extra.

## REGULATIONS GOVERNING PAYMENT OF FEES

**Payment of fees are subject to the following regulations:—**

- (1) Fees are due and payable on Registration Day and on instalment dates as outlined in the Schedule of Fees.
- (2) The last date for payment of fees at the "payable in advance" rates is September 30th. After this date instalment rates are due, as shown in the Schedule of Fees.
- (3) The final date for payment of each instalment is the last day of the month in which the instalment is due. After these dates the students may be excluded from classes until fees have been paid.
- (4) All financial obligations must be settled before diplomas, scholarships, medals, prizes, or standings can be awarded or issued.
- (5) For students withdrawing from the College, refunds will be made on the basis of the withdrawal form. No refund of fees is allowed for withdrawal within one month of the end of the academic year.
- (6) **If a student is expelled, there will be no refund of fees.**

### MOUNT ROYAL JUNIOR COLLEGE ENTRANCE SCHOLARSHIPS

A number of scholarships are offered annually for open competition among the young men and women wishing to enter Mount Royal Junior College. The scholarships will be applied to fees after the students are in actual attendance at the College for a full semester following the award, and will be credited toward defraying the fees for the second semester. No student will be awarded more than one scholarship in the same academic year. Application forms for scholarships may be obtained by writing to the Registrar, Mount Royal College, Calgary, Alberta, and applications must be submitted on or before August 15th of the year in which the award is to be made.

A. The Dr. G. W. KERBY MEMORIAL SCHOLARSHIP of \$250.00, offered to a graduate of Grade XII who enters as a resident student for a Junior College or Secretarial School program. The student completing Grade XII in not more than two successive years, making the highest average over 70% in the Grade XII June departmental examinations among all who have applied for this scholarship, will be eligible for this award.

B. The H. E. HOWARD SCHOLARSHIP of \$50.00 offered to a graduate of Grade XII who enters as a resident student in the Secretarial School, awarded on the same basis as above.

C. Three BOARD OF GOVERNORS SCHOLARSHIPS of \$100.00 are offered to students who enroll in the first year in Mount Royal Junior College or in the Secretarial School. Awards will be based on Grade XII June Departmental Examination results. The student making the highest average mark among those who have applied for one of these scholarships will be eligible.

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### **CORRESPONDENCE STUDY IN BUSINESS ADMINISTRATION**

Many of the programs of study in the Department of Business Administration are available by correspondence study with an individual tutor. If you cannot attend regular classes at Mount Royal College you may continue your education by home study. For complete details contact:

**THE SCHOOL OF BUSINESS ADMINISTRATION**

1964

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S M T W T F S

February

	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						

May

						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					

August

	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			

November

	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				

S M T W T F S

March

	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

	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			

September

		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		

December

		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	